

# Capital HR User Guide

## Public Queries and Reports

### Overview

A series of standard queries have been developed by agency personnel. These queries respond to the types of information most often requested by agency managers and HR staff. These queries are available to you through the Capital HR system.

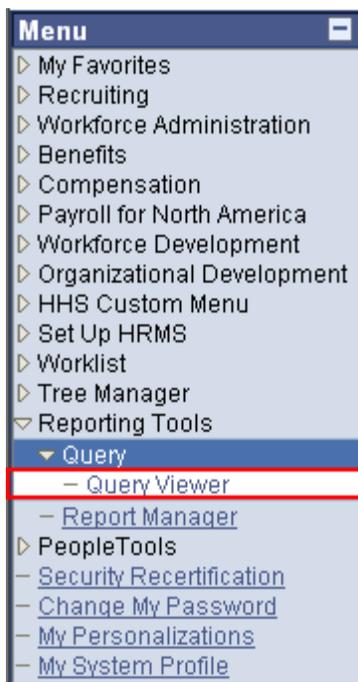
A complete list of available queries can be found here:

<https://hr.od.nih.gov/hrsystems/staffing/caphr/documents/PublicQueries.pdf>

### Procedures

1) Navigation:

Home > Reporting Tools > Query > Query Viewer



2) Search for a query using basic search

#### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\* Search By:  begins with  [Advanced Search b\)](#)

- a) If you know the name of the query, type it in the search box. You may enter the first few characters of the query name to see a list of queries that start with those characters. HHS public queries begin with 'HE'.
- b) If you do not know the name of the query, select the Advanced Search hyperlink.





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*Note: Since the system returns any query with the characters 'term' anywhere in the description, you may see queries that you did not expect. For example, in the list above, the query, HE202, was returned since it contains the character string 'term' in the word 'Determinant' in the description even though it is not related to your search for terminations.*

- 4) Select the output type:
  - a) HTML – directs the output to be displayed as a web page. When you run the query to HTML, you will still be able to send the output to Excel later.
  - b) Excel – directs the output to be displayed as a Microsoft Excel spreadsheet.
- 5) Entering any required parameters and running the query

**From Date:**   a)

**End Date:**   a)

**Business Unit:**   b)

**Department:**   c)

d)

- a) Dates – You may be required to enter dates or date ranges for some queries. Depending on the query design, you may be required to enter pay period beginning and ending dates instead of random dates. If you know there should be data but your query does not produce any results, verify that you have entered the parameters correctly. You may have to experiment with the queries to learn which require pay period specific dates and which allow random dates.
- b) Set ID or Business Unit – Always enter NIH00
- c) Department – Enter the name of the department for which you are running the query. Click the magnifying glass to select the department from a list. You may also use the % character as a wildcard. For example, if you are running a query for all departments beginning with 'HNA', you could enter 'HNA%'.
- d) Click the 'View Results' button.

*Note: Most Capital HR queries contain Personally Identifiable Information (PII), if you save a Capital HR report containing PII, save it to a secure network drive. If you print a Capital HR report containing PII, ensure that you maintain proper custody of it at all time. Do not email a Capital HR report containing PII, if you do use "Secure email File Transfer" (SEFT). For more information on SEFT visit:  
<http://hr.od.nih.gov/hrguidance/issuances/infosecurity/default.htm>*

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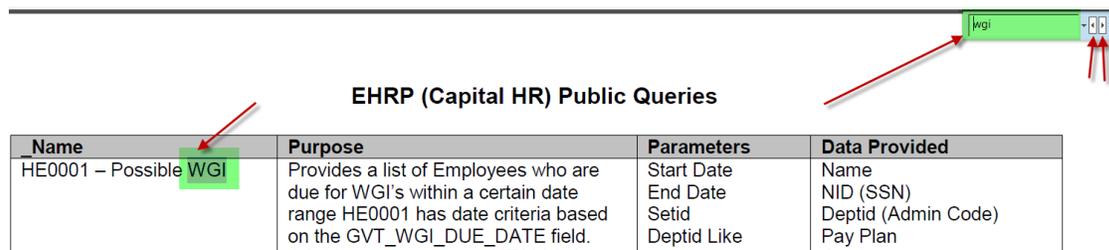
## Public Queries and Reports

Another way to find queries is by using the "[Public Queries](#)" document.

Use the **Find** function (CTRL+F) to 'find' key words in queries/reports.

**Example:** Looking for employees who are due for a WIGI (Within Grade Increase)?

- Once in the Capital HR Public Queries document
- On your keyboard hit CTRL + F
- In the 'Find Box' type WGI and use the arrows to move through the document
- All reports containing WGI will pull



The screenshot shows a document titled "EHRP (Capital HR) Public Queries" with a search bar at the top right containing the text "WGI". A table below lists various queries. The first row is highlighted, and the word "WGI" in the "Name" column is also highlighted. Red arrows point from the search bar to the highlighted "WGI" in the table and from the highlighted "WGI" in the table to the search bar.

| Name                  | Purpose  | Parameters                                     | Data Provided  |
|-----------------------|--|--|--|
| HE0001 – Possible WGI | Provides a list of Employees who are due for WGI's within a certain date range HE0001 has date criteria based on the GVT_WGI_DUE_DATE field. | Start Date<br>End Date<br>Setid<br>Deptid Like | Name<br>NID (SSN)<br>Deptid (Admin Code)<br>Pay Plan |

For Help Contact HR Systems Support:

Submit a help desk ticket:

<https://intrahr.od.nih.gov/helpdeskform.htm>

Website:

<https://hr.od.nih.gov/hrsystems/staffing/caphr/default.htm>

Try It with "OnDemand":

<http://webcastor.hrs.psc.gov/ehrp/EHRPTrainingManual/toc.html>