Employee Dates

Querying Date Codes

The date code query allows searching by whole date codes or partial date codes. If no value is entered for the query, all date codes will be displayed. The example below shows the results of a query for date codes beginning with ' i '.

Example 7.1. Date Code Query Screen

Modifying Date Codes

- **Note**
- For detailed descriptions of the date code detail fields [click here].

To modify a date code from the date code detail screen, click on the "Modify" button located in the box labeled "Date Code Details" which is displayed at the top of the screen. Upon clicking the button, the date code screen will appear with the 'Description' field in modifiable form (see sample below). Once the desired changes have been made, click the "Accept" button to save the changes. To exit the date code modify mode without saving any changes, click the "Cancel" button. When the "Cancel" button is clicked, all changes made during the modification are ignored and the record is returned to its previous state.

Example 7.2. Date Code Edit Screen

Adding Date Codes

- **Note**
- For detailed descriptions of the date code detail fields [click here].

To add a date code from the date code detail screen, click on the "Add" button located in the box labeled "Date Code Details" which is displayed at the top of the screen. Upon clicking the button, a blank date code screen will appear for the new date code data to be entered (see sample below). Once the data for the new date code has been entered, click the "Accept" button to create the new date code. To exit the date code add mode without creating the new date code, click the "Cancel" button.

Example 7.3. Date Code Add Screen

Deleting Date Codes

To delete a date code from the date code detail screen, click on the "Delete" button located in the box labeled "Date Code Details" which is displayed at the top of the screen. Upon clicking the button, a pop-up box will appear asking to verify that the record should be deleted. Click "Ok" within the pop-up box to complete the deletion of the record. Date codes may only be deleted if there are no employee date records that use the date code.

Querying Employee Dates

The employee date query allows searching by a range of dates, entered in the start date and end date fields, as well as searching by date code. If a start date is entered but no end date is entered, the query will find all dates that occurred on or after the start date. If an end date is entered but no start date is entered, the query will find all dates that occurred on or before the end date. If no values are entered for the query, all dates for the employee will be displayed. The example below shows the results of a query for employee dates within the month of February 2003.

Example 7.4. Employee Date Query Screen

Modifying Employee Dates

- **Note**
- For detailed descriptions of the employee date detail fields [click here].

To modify employee dates from the employee date query screen, click on the "Modify/Delete" button located in the box labeled "Employee Date Query" which is displayed at the top of the screen. Upon clicking the button, an employee date screen will appear with fields that are modifiable (see sample below). All employee dates that were displayed by the query will appear on the modifiable screen. Once the desired changes have been made, click the "Accept" button to save the changes. To exit the employee date modify mode without saving any changes, click the "Cancel" button. When the "Cancel" button is clicked, all changes made during the modification are ignored and records are returned to their previous state.

**Example 7.5. Employee Date Edit Screen**
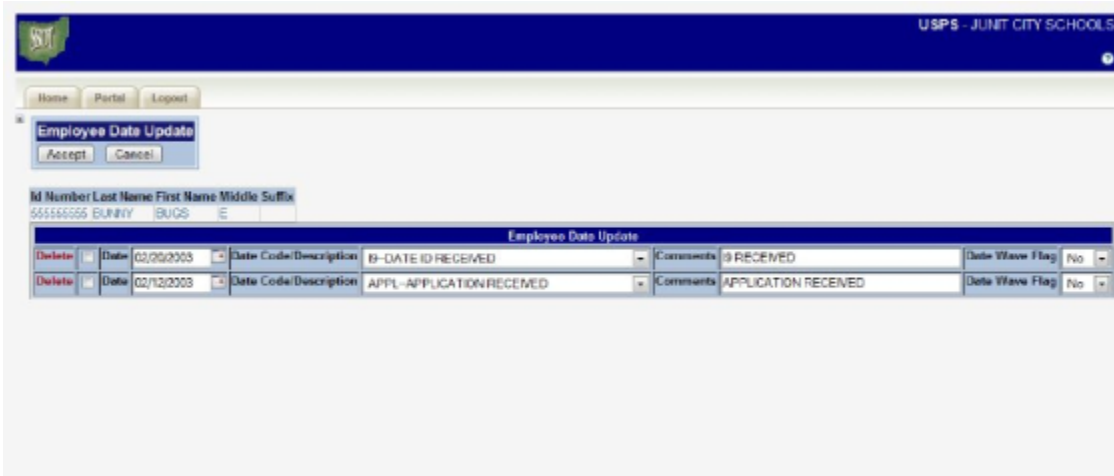
Adding Employee Dates

- **Note**
- For detailed descriptions of the employee date detail fields [click here].

To add employee dates from the employee date query screen, click on the "Add" button located in the box labeled "Employee Date Query" which is displayed at the top of the screen. Upon clicking the button, a blank employee date screen will appear for the new employee date data to be entered (see sample below). The employee date add screen allows up to ten employee dates to be entered at once for an employee. Once the data for the new employee dates has been entered, click the "Accept" button to create the new employee dates. To exit the employee date add mode without creating the new employee dates, click the "Cancel" button.

Example 7.6. Employee Date Add Screen
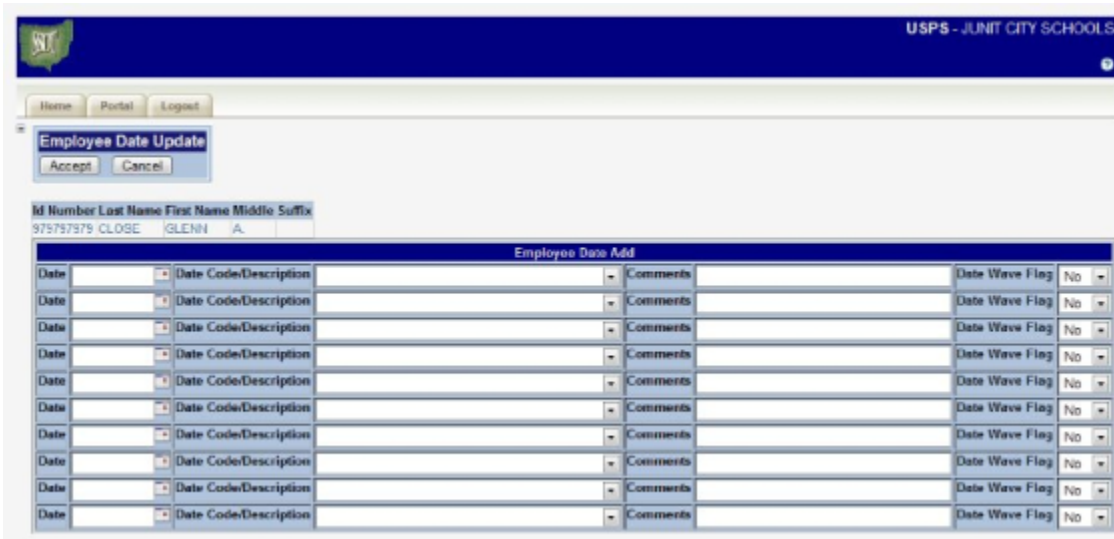
Deleting Employee Dates

To delete employee dates from the employee date query screen, click the "Modify/Delete" button located in the box labeled "Employee Date Query" which is displayed at the top of the screen. Upon clicking the button, an employee date screen will appear with fields that are modifiable (see sample below). All employee dates that were displayed by the query will appear on the modifiable screen. At the left of each employee date record is a check box labeled "Delete". Check this box next to each employee date that should be deleted. Once all records that are to be deleted are checked, click "Accept" to complete the deletion. To exit without deleting any employee dates, click the "Cancel" button.

Example 7.7. Employee Date Delete Screen

Home | Portal | Logout

Employee Date Update
Accept | Cancel

Id Number	Last Name	First Name	Middle	Suffix
555555555	BUNNY	BUGS	E	

Employee Date Update

Delete	☐	Date	03/10/2003	Date Code/Description	INT--INTERVIEWED	Comments	INTERVIEWED	Date Wave Flag	No
Delete	☑	Date	02/20/2003	Date Code/Description	ID--DATE ID RECEIVED	Comments	ID RECEIVED	Date Wave Flag	No
Delete	☐	Date	02/12/2003	Date Code/Description	APPL--APPLICATION RECEIVED	Comments	APPLICATION RECEIVED	Date Wave Flag	No