



## Insight Quick Reference | Personnel History Subject Area

### What is Personnel History (PERHIS)?

- This Subject Area provides PAR (Personnel Action Request) transactions (identified by Nature of Action (NOA) Codes) with personnel action effective dates during a user-specified timeframe.
- Each transaction corresponds to an employee, has a related personnel action effective date, and a NOA code.
- The result of a personnel action is one or more profile changes, which are stored and viewed as history.

### History

- PERHIS data history will depend on the organization, but will include all NOA transactions from the organization’s implementation date with NFC systems until present. For some agencies, data dates back to 1992.
- Historical data not held by NFC can be incorporated upon request with an additional cost based on agency requirements

### Data Refresh\*

Occurs bi-weekly after BEAR.

\*View the Insight Data Refresh Report to determine the most recent date of refresh

### Calendar Filters

- PERHIS common reports use the **DATE\_PERS\_ACTN\_EFFECTIVE** data element from the Personnel Action folder to filter for a user-specified timeframe.
- PERHIS ad hoc reports must have a filter on **DATE\_PERS\_ACTN\_EFFECTIVE**, or a data element from the Calendar Time or Fiscal Time folders.

### Non-NOA Attributes

Nine tables have been added to the PERHIS Subject Area which report on non-NOA supplemental characteristics attributed to individual employees. Including non- NOA characteristics in an ad hoc PERHIS report will return the characteristic value (or values for multiple characteristics like health benefits) at the time the NOA action was effective.

### Personnel History Common Reports

HR Area	Report Name	Load
Organization and Position Management	<ul style="list-style-type: none"> <li>• Personnel Action Request (PAR) by Nature of Action (NOA) Codes</li> <li>• Personnel Action Requests (PAR) by Nature of Action (NOA) Codes Summary Managerial Report</li> </ul>	Bi-Weekly
Compensation Management	<ul style="list-style-type: none"> <li>• Awards by Employee</li> <li>• Awards Managerial Report</li> <li>• Cash Awards by Employee</li> <li>• Time Off Awards</li> <li>• Employee Incentives (3Rs)</li> </ul>	Bi-Weekly
Separation Management	<ul style="list-style-type: none"> <li>• Employee Loss Dashboard</li> <li>• Employee Loss Listing</li> </ul>	Bi-Weekly
Staff Acquisition	<ul style="list-style-type: none"> <li>• New Hires Dashboard</li> <li>• New Hire Listing</li> </ul>	Bi- Weekly