

## PPS History Database

### **Don't Know Much About History**

Old data never dies, it just becomes history. For all of you who worry about destroying data when you make an adjustment in PPS, the History DataBase is where the old data goes. History even hangs on to your mistakes that you have corrected (now isn't *\*that\** a comforting thought). If you have ever wanted to see an employee's old data (and sometimes that's useful!), this is the place.

Type IHIS in the "Next Func" field and you'll see the menu for Personnel History. The HADC and HADF screens--Appt/Dist History, Compact and Full--are especially useful for tracking changes in salary. Some things to keep in mind while using History:

- \* It can take a long time to call up an employee directly through the History menu. To save time, call up the employee in Inquiry first (IAPT, IGEN, etc.), and then type in the History screen you want in "Next Func".
- \* History screens work like other inquiry screens. You can scroll through multiple pages using the function keys F8-Forward and F7-Backward. Pages run from most current to least current.
- \* Don't look for distribution numbers in History to correspond to those on the Appointment/Distribution screens (IAPP, EAPP)--they aren't there! Instead you'll see distributions listed in straight chronological order top to bottom from most current to least current.
- \* Active appointments and distributions in the Employee Data Base are marked with an "\*". If you go look in IAPT or IAPP these are the distributions you'll see.
- \* It can be confusing when you see a distribution line that you *\*know\** is dead, and yet it shows an indefinite ("99/99/99") end date. Call this the distribution's ghost. It's what the old distribution used to look like before it was changed with newer data. Look up from this line and you'll see that at some point the distribution was ended.
- \* The "Action" code tells the story. That is, IF it was put in LIKE IT SHOULD HAVE BEEN at the time of the transaction (see "Dem Codes, Dem Codes" in the Ppsst! Archive web site). Refer to Appendix J "Personnel Action Codes" in the PPS Procedures Manual for a translation. Then you can see whether the change in salary was due to a merit increase, range adjustment, equity increase, etc.
- \* Some would argue that history began several millennia ago...For PPS History it started July 1, 1996! That's when the switch for the system was flipped on, so don't look for appointment or distribution changes made before then.

Coni Edick \_\_\_\_\_  
Human Resources - Information Systems  
University of California, Santa Barbara  
Telephone: 805-893-3197 Fax: 805-893-8645