

## Query Tips: Commonly Used Records

Record Name	Component Reference	Description
EMPLOYEES	Personal Information component Job Data component	Record that stores personal data, job data and CSU job data for current employees only. Only Active employees will be returned.
PERSON_NAME	Personal Information component Biographical Details page Last Name First Name Name Type = PRI	Record that stores person name information. Because PeopleSoft stores several Name Types, add the criteria of NAME_TYPE = PRI. The Primary name type is used by HR.
PERS_NID_VW	Personal Information component Biographical Details page National ID fields	Record that stores the person's National ID (Social Security Number).
PERSONAL_DATA	Personal Information component Biographical Details page Contact Information page Regional page	Record that stores personal data information: Name, Address, Birthdate, SSN, etc. Because of performance issue, avoid joining this Record to other tables if possible. Use PERSON_NAME for LastName, FirstName, PERS_NID_VW for SSN, etc.
JOB	Job Data Information component Work Location page Job Information page Job Labor page Payroll page Salary Plan page	Record that stores job data information: Position Number, Job Code, Expected End Date, Expected Return Date, Last Date Physically Worked, FTE, Salary Grade, Benefit Program, etc.
COMPENSATION	Job Data component Compensation page – all fields	Record that stores employee job related Compensation information: Pay Components - Rate Code, Comp Rate, etc.
CSU_JOB	Job Data component CSU Job page – all fields CSU Faculty page – all fields	Record that stores CSU job data information: Probation Code, Anniversary Code, Retirement Code, DIP Eligibility, Sabatical Eligibility, SSI Counter, etc.
PER_ORG_ASSN	Job Data component Employment Information page Original Start Date Benefit Program Participation page Benefit Record Number	Record that stores Person Organization Assignment data information: POI Type, Original Hire Date, Benefit Record Number, etc.
BEN_PROG_PARTIC	Job Data component Benefit Program Participation page [Benefit] Effective Date Benefit Program	Record that stores Employee Benefit Program Participation data information: Ben Effective Date & Benefit Program.