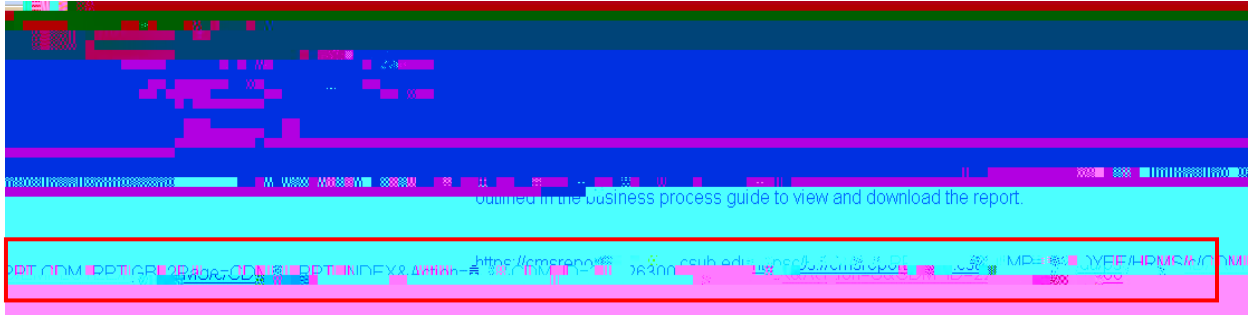


## Employee Action Report

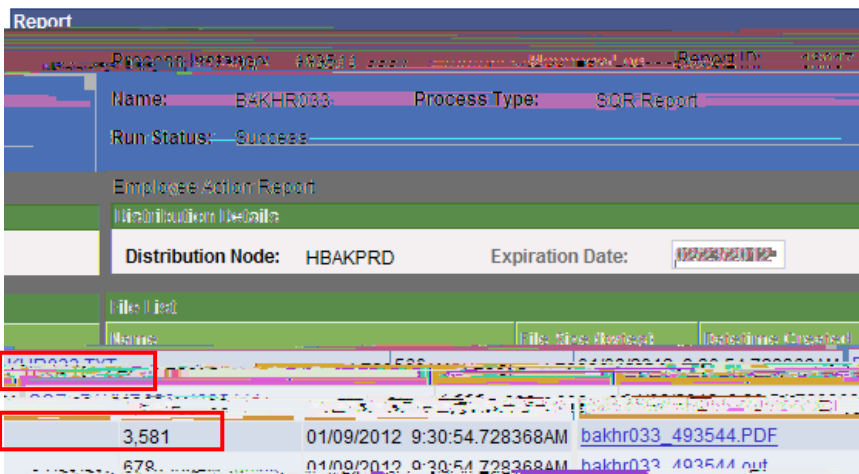


II. Scheduled Distribution – the report is automatically created each Monday and contains transaction activity for the prior week. Designated users are notified via email when the report is available to download. Upon receipt of the email notice, retrieve the report by following these steps:

1. Open the email notice. Log into the PeopleSoft system and click on the link in the body of the notice:



2. Click on the "PDF" file link in the File List to open/save the PDF file or
3. Right-click on the text file name [BAKHR033.TXT](#) in the File List to save as a tab-delimited text file for use in Excel.



### III. Report Definitions

1. Effective Date – Actual date the type of action will take effect.
2. Action Date – Date the type of action transaction was entered into the HR PeopleSoft system. The date range uses Action Date to reduce the chance of employee activity going unreported due to retroactive or future dated transactions.
3. Action Type – definitions displayed on the last page of each report.
4. Employee Identification (Emplid) – an employee’s unique identification number.
5. Record ID (Emp Rcd) – a sequential number that identifies each employee job.
6. Future Hire – person(s) not currently employed by CSUB but will be hired in the near future. These will always be listed on the last page of the report.

