



## Information Tools

### Mass Mask Query Overview

The Mass Mask Query, known as HE\_MASS\_MASK\_STATUS, provides the status of each transaction processed through Mass and Mask Actions. Queries must be generated after the mass processes have run.

The following mass programs are processed the first day of the pay period:

- **PSP Length of Service**
- **PSP Termination**
- **PCA Stop**
- **Leave Plan Changes**

This section provides instructions on how to run Mass/Mask Query reports and guidance on what actions should be taken if an item did not process successfully.

**NOTE:** Each Agency should run the query each pay period to verify the results of mass processes. The results will tell what changes were processed successfully and those that may require additional action by the Agencies.

**NOTE:** This query should also be run each time a user processes transactions using one of the mask capabilities. The Agencies need to validate what has processed and take action on those items that did not process correctly.

### Mass/Mask Process Queries

The following is a list of queries that can be performed to determine the results of mass and mask processes. Both process names and descriptions are provided for reference.

<b>Mass Processes Names:</b>	<b>Descriptions:</b>
HE_LVPLAN	Leave Category Change Mass
HE_PERFRTNG	Performance Rating Mass
HE_NTETERM	NTE Date Mass
CFC-STOP_CFC	CFC Stop Mass
HE_PSP_TERM	PSP Stop Mass
HE_PCA_STOP	PCA Stop Mass
UNION_MASS	Union Dues Mass
HE_REALIGN	Employee Realignment Mass
HE_PSP_LOS	PSP Length of Service Mass



<b>Mask Processes Names:</b>	<b>Descriptions:</b>
HE_AWARDS	Awards Mask
HLTH_MASK	Health Benefits Mask
HE_REALIGN	Employee Realignment Mask

**Navigational Path**      **Home>PeopleTools>Query Manager>Use>Query Manager**

**Procedure**      The following steps detail the procedure for running Mass and Mask queries.

**1**      Follow the navigational path:

Home>PeopleTools>Query Manager>Use>Query Manager

The following page appears:

HE\_MASS\_MASK\_STATUS - Mass/Mask effected Employees

Process Name:

Effective Date:

Processed Flag:

Instance	Process Name	Process Ran On	Name	ID	Empl Rcd#	Unit	DeptID	NOA Code	NOA Ext	Processed Flag	Status
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**2**      Enter the process Name

**3**      Enter **Effective Date** of the process (This is the date the process was run)

**4**      Enter the process flag:  
           Enter “Y” if you want to see what has processed successfully.  
           Enter “N” if you want to see what did not process (errors).

**5**      Click

**6**      When the results are generated, review the status field. Use the table that follows to determine what action should be taken on the status message provided.



<b>Mass Mask Query Report Reference Guide</b>			
<b>STATUS MESSAGE</b>	<b>MASS MASK PROCESSES</b>	<b>IMPACT</b>	<b>ACTION TO BE TAKEN</b>
<b>Review for Future Rows</b>	Awards Mask PSP Termination Mass PCA Stop Mass NTE-Termination Mass Realignments Mask Health Benefits Mask Leave Plan Mask	A row was not inserted because a future dated row exists and it would need to be reviewed.	Process action manually.
<b>Review Dependent Data</b>	Health Benefits Mask	For the Health Benefits mask, a “J. Doe” row has been inserted in the Dependent Beneficiary page for the employee.	Update dependent data so that the correct dependent name is entered.
<b>Review Previous Processed Row</b>	Awards Mask PSP Termination Mass PCA Stop Mass Realignments Mask CFC Mass	A duplicate row exists for the Effective Date, NOA and NOA extension so the mass or mask transaction was not processed.	Review the existing data and re-enter manually if necessary.
<b>Review Pay Rate Determinant</b>	Realignments Mask	The employee’s Pay Rate Determinant (or lack of) prevents a row from being added. The mass or mask process could not automatically update the employee’s record.	Validate the Pay Rate Determinant and update if necessary. Enter action manually.



<b>Mass Mask Query Report Reference Guide</b>			
<b>STATUS MESSAGE</b>	<b>MASS MASK PROCESSES</b>	<b>IMPACT</b>	<b>ACTION TO BE TAKEN</b>
Review Blank Hire Date	Performance Rating Mass	The employee is missing a hire date. If the hire date is blank, then the mass process can not update the performance rating.	Enter the hire date. Enter the action manually.
Review Benefit Plan	Leave Plans Mass	If the leave plan is null or blank, then the leave plan mass cannot update the leave plan category. Action may need to be taken by the user.	Validate the leave plan and enter action manually if necessary
Review Multiple Appointments	NTE Termination Mass	If an employee has multiple appointments, the NTE termination process will not insert the termination. The user will need to process this one manually.	Process the action manually.
Review Service Date	Leave Plans Mass	If the leave SCD date is blank, the leave plan mass is unable to calculate when the leave plan change should occur. User will need to take action and process the leave plan change manually.	Process the action manually.