

## Basic Query Addendum

### Criteria Grouping

Another important concept is the ability to group criteria. Consider the problem of wanting to find all employees, and for your purposes you need all active employees who are regular and/or part of a union. Well, because of the PATFA unit those are truly two different things. Some regular employees (non-reps) do not have union codes, and PATFAs can be temps.

Consider the following criteria:

Criteria					
Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EMPL_STATUS - Payroll Status	equal to	A	Edit	-
AND	A.REG_TEMP - Regular/Temporary	equal to	R	Edit	-
AND	A.UNION_CD - Union Code	equal to	009	Edit	-

Note the logical boxes that indicate how the criteria will be used. The criteria is requiring that the employee needs to be active *and* regular *and* a member of the PATFA unit. We want all regulars (regardless of union) and all PATFA, so let's change the last AND to an OR.

Criteria					
Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	A.EMPL_STATUS - Payroll Status	equal to	A	Edit	-
AND	A.REG_TEMP - Regular/Temporary	equal to	R	Edit	-
OR	A.UNION_CD - Union Code	equal to	009	Edit	-

Now the criteria is requesting employees who are active and regular or anyone from PATFA (active or not). The problem is that once Query gets to an OR it ignores any of the criteria that came before it so it doesn't check if the PATFA members are active.

You have two choices, you can either add the EMPL\_STATUS criteria *again*, or you use grouping.

Click the 'Group Criteria' button and add grouping criteria in the following manner:

#### Edit Criteria Grouping

Use the edit boxes to enter parenthesis for each criteria. Use only the '(' and ')' characters.

Edit Criteria Grouping					
Logical		Expression1	Condition Type	Expression 2	
		A.EMPL_STATUS - Payroll Status	equal to	A	
AND	(	A.REG_TEMP - Regular/Temporary	equal to	R	
OR		A.UNION_CD - Union Code	equal to	009	)

Now our query is asking for all active employees who are either Regular or PATFA and (if they meet one of those two conditions) are active.

Grouping criteria can also be nested in multiple parentheses.

## Useful Query Tables

UM_F_EMPL_VW	Flat File
UM_F_EMPLOYEE_VW	Flat File with confidential data
JOB	Job Data
COMPENSATION	Compensation panel in Job Data
PERSON_NAME	Current Name
PERSONAL_DATA	Personal Data
ADDRESSES	Addresses
EARNINGS_BAL	Earnings Table
TL_PAYABLE_TIME	Payable Time
ADDL_PAY_DATA	Additional Pay
PAY_CHECK	Pay Check
POSITION_DATA	Position Data
UM_POSITION_DAT	Position Data (EECP Plan, Contract, etc.)
UM_POSITION_ECCP_VW	EECP Factors
UM_SALBASE	Salbase
FED_TAX_DATA/STATE_TAX_DATA	Tax Data
VISA_PMT_DATA	Visa Data
TL_EMPL_DATA	Time Reporter data
EG_TENURE_DATA	Tenure
EG_ADMIN_POSTS	Administrative Posts (Long Title)
ACCOMPLISHMENTS	Education
UM_EARN_ACCT_VW	Actuals (including retro adjustments)
UM_RETRO_DTL	Retro Distribution of Actuals
UM_DISTRIB_DTL	Distribution Detail
UM_PATFA_DTL	Part-Time Faculty
UM_JOB	Supervisor level, ABBR fields