This job aid provides information about the most commonly used tables and fields in myHR Query Manager.

Additional information is available in the appendix of the Query Development Manual, in the List of Tables for Department Users document, and on the myHR System Codes page.

Questions regarding myHR data and Query Manager can be sent to myHRhelp@northwestern.edu.

NW_EMPLOYEES Table

This table contains information about all employees who are currently active or on leave. Each record number has its own row.

Field Name	Description	Comments
ANNUAL_RT	Annual Rate	Annual salary for this record number
BUSINESS_TITLE	Business Title	Business title of the position (departmental title)
DEPTID	Department ID	Join to DEPT_TBL for more information. School/Unit information is in the DEPT_TBL table in the NW_ADMIN_UNIT field, which joins to the NW_ADMIN_UNIT table for school/unit description.
DEPTNAME	Department	Name of department
EMPLID	Employee ID	
EMPL_RCD	Employee Record	For regular faculty and staff, use NW_PRIM_ROLE_IND to identify primary role, don't assume record 0 is primary
EMPL_STATUS	Status	A – Active, L – Unpaid Leave, P – Paid Leave, S – Suspended, T – Terminated, D – Deceased
GRADE	Salary Grade	Join to SAL_GRADE_TBL for more information
HIRE_DT	First Hire Date	Date when person first started working at NU, including for a temp position. Keeps old start date if person leaves NU and comes back. For regular faculty and staff, use NW_LTD_SERVICE_DT for service date instead of HIRE_DT.
JOBCODE	Job Code	Join to JOBCODE_TBL for more information
JOBTITLE	Job Title	The description for the job code. Use BUSINESS_TITLE instead if the position-specific departmental title is needed.
LOCATION	Location Code	Join to LOCATION_TBL to get work location information
NAME	Name	Last name, First Name Middle Name
NW_ACCRUL_RPT_EMPL	Accrual Reports To EMPLID	Timecard approver's emplid
NW_ACCRUL_RPT_NAME	Accrual Reports To Name	Timecard approver's name
NW_APPT_END_DT	Appointment End Date	Will be blank for appointments with indefinite end
NW_EMAIL_ADDRESS	Email Address	
NW_FULL_TIME_PCT	Percent Full Time	For this record number. Use NW_TOTAL_FTE for full time / part time determination.
NW_LTD_SERVICE_DT	Benefit Service Date	Use this field to calculate years of service
NW_NETID	NetID	

Field Name	Description	Comments
NW_PERFRM_RPT_EMPL	Performance Reports To EMPLID	Performance supervisor
NW_PERFRM_RPT_NAME	Performance Reports To Name	Performance supervisor. Use this field when supervisor information is needed.
NW_POSN_CATEGORY	Position Category	Join to NW_POS_CATG_TBL for description
NW_POSN_TYPE	Position Type	Join to NW_POS_TYPE_TBL for description. Blank for temps and undergraduate student workers.
NW_PRIM_ROLE_IND	Primary Role Indicator	Has Y for primary role for regular faculty and staff. Not maintained for temps, undergraduate student workers, and graduate students.
NW_TENURE_STATUS	Tenure Status	A – Attained, T – Tenure Eligible, N or blank – Not Tenure Eligible. A and T are used for tenure-track faculty.
NW_TOTAL_FTE	Total FTE	Total full time equivalent value when all active / on leave job records are added up. Use this field to determine full time vs. part time status (full time is NW_TOTAL_FTE = 1).
NW_TOT_ANNL_SAL	Total Annual Salary	Total annual salary when all active / on leave job records are added up
PAYGROUP	Pay Group	Join to PAYGROUP_TBL for descriptions
POSITION_NBR	Position Number	Join to POSITION_DATA for position information or to NW_POSN_DIST for position funding
REHIRE_DT	Rehire Date	Last time person started working for NU or moved from temporary to regular position. Resets to new date if person leaves NU and comes back. For regular faculty and staff, use NW_LTD_SERVICE_DT for service date instead of REHIRE_DT.
SAL_ADMIN_PLAN	Salary Administration Plan	Join to SAL_PLAN_TBL for more information
STD_HOURS	Standard Hours	Hours per week of scheduled work
WORK_PHONE	Work Phone Number	

JOB Table

This table contains the appointment history of all employees. An effective date is automatically added to Criteria when you select this table. Edit/remove the effective date criterion if historical data is needed.

Field Name	Description	Comments
ACTION	Action	Join to ACTION_TBL for description
ACTION_DT	Action Date	Date when change was entered. Not necessarily the effective date.
ACTION_REASON	Reason Code	Join to ACTN_REASON_TBL for description
ANNUAL_RT	Annual Rate	Annual salary for this record number
DEPTID	Department ID	Join to DEPT_TBL for department name. School/Unit information is in the DEPT_TBL table in the NW_ADMIN_UNIT field, which joins to the NW_ADMIN_UNIT table for school/unit description.
EFFDT	Effective Date	Date on which this change took effect
EFFSEQ	Effective Sequence	Sequence number used to identify multiple changes that are effective on the same day
EMPLID	Employee ID	Join to PERSON_NAME for name Join to PERSONAL_DATA for other personal information like birthdate or gender Join to EMAIL_ADDRESSES for email and netID Join to NW_LABEL for campus mailing address Join to NW_REPORTS_TO for supervisor's position number Join to NW_ASGN_DATES for benefit service date (use NW_LTD_SERVICE_DT field)
EMPL_RCD	Employee Record	
EMPL_STATUS	Status	A – Active, L – Unpaid Leave, P – Paid Leave, S – Suspended, T – Terminated, D – Deceased
FTE	Full Time Equivalent	FTE value for this record. Need to sum over all records for a given effective date if total FTE for employee is needed.
GRADE	Salary Grade	Join to SAL_GRADE_TBL for more information
HIRE_DT	First Hire Date	Date when person first started working at NU, including for a temp position. Keeps old start date if person leaves NU and comes back. For regular faculty and staff, use NW_LTD_SERVICE_DT for service date instead of HIRE_DT.
JOBCODE	Job Code	Join to JOBCODE_TBL for more information
LOCATION	Location Code	Join to LOCATION_TBL to get work location information
NW_APPT_END_DT	Appointment End Date	Will be blank for appointments with indefinite end
NW_PRIM_ROLE_IND	Primary Role Indicator	Has Y for primary role for regular faculty and staff. Not maintained for temps, undergraduate student workers, and graduate students.
PAYGROUP	Pay Group	Join to PAYGROUP_TBL for descriptions
POSITION_NBR	Position Number	Join to POSITION_DATA for position information or to NW_POSN_DIST for position funding
SAL_ADMIN_PLAN	Salary Administration Plan	Join to SAL_PLAN_TBL for more information
STD_HOURS	Standard Hours	Hours per week of scheduled work

NW_GL_TABLE Table

This table contains paycheck information including chartstring fields. Data goes back to fiscal year 2009.

Field Name	Description	Comments
ACCOUNT	Chartstring Account	Join to GL_ACCOUNT_TBL for description
ACTIVITY_ID	Chartstring Activity	Join to PROJ_ACTIVITY for more information
CHARTFIELD1	Chartstring Chartfield 1	Code SUSP in this field means suspense
CHECK_DT	Paycheck Issue Date	
DEPTID	Department ID	HR department. Join to DEPT_TBL for department name
EMPLID	Employee ID	Join to NW_EMPLOYEES for current employees Join to PERSON_NAME for name Join to PERSONAL_DATA for other personal information like birthdate or gender Join to EMAIL_ADDRESSES for email and netID Join to NW_LABEL for campus mailing address Join to NW_REPORTS_TO for performance and time card supervisors Join to NW_ASGN_DATES for benefit service date (use NW_LTD_SERVICE_DT field)
EMPL_RCD	Employee Record	
FISCAL_YEAR	Fiscal Year	
FUND_CODE	Chartstring Fund Code	Join to FUND_TBL for description
JOBCODE	Job Code	Join to JOBCODE_TBL for more information
NW_ENTRY_TYPE	General Ledger Transaction Type	ERN – Earnings, JNL – Journal, BEN – Fringe Benefits, JBN – Journal Fringe Benefits, DED – Deduction, TBL – Tax, NET – Net Pay
NW_FN_DEPTID	Chartstring Department	NUFin Dept. Join to NW_FN_DEPT_TBL for description
NW_GL_AMT	Amount	This is the dollar amount field
NW_GL_HOURS	Hours	This field can be used to report hours worked by non-exempt employees
NW_GL_TYPE_CD	Earnings Code	Contains earnings codes, deduction codes, and tax types. Note that journals do not have earnings codes.
NW_JRNL_FRM_DT	Journal From Date	
NW_JRNL_THRU_DT	Journal Through Date	
NW_POSN_CATEGORY	Position Category	Join to NW_POS_CATG_TBL for description
NW_POSN_TYPE	Position Type	Join to NW_POS_TYPE_TBL for description. Blank for temps and undergraduate student workers.
OFF_CYCLE	Off Cycle Indicator	Y if payment was processed on an adjustment payroll run
PAY_END_DT	Pay Period End Date	
PAYGROUP	Pay Group	Join to PAYGROUP_TBL for descriptions. This is the pay group for processing the paycheck and not necessarily the pay group for the employee's job record.
POSITION_NBR	Position Number	Join to POSITION_DATA for position information or to NW_POSN_DIST for position funding
PROGRAM_CODE	Chartstring Program	
PROJECT_ID	Chartstring Project	Join to PROJECT for description