

SentricWorkforce v1: ACA Custom Query

This document will take you step-by-step through the process of creating a custom query in SentricWorkforce. Once created, the query will show any employee who does or does not have an ACA status record for 2016. Because status records were not required until 2015, this report will also pull those employees who may have terminated prior to this year and do not have ACA records. For example, an employee who terminated in 2012 will still show because they do not have any historical ACA status records.

Please note that this query is meant to be a starting point to analyze your data. Once created, you can then modify it to run different versions, adding different filters to meet your needs.

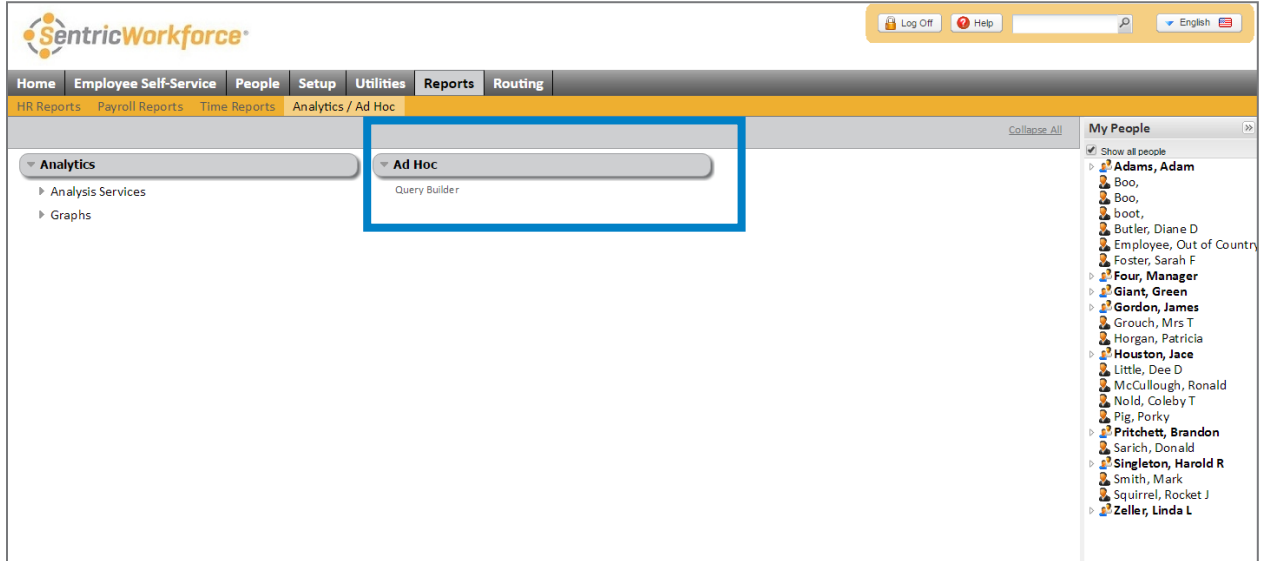
Please follow the below steps in order to access this custom query (mentioned in our ACA Status webinar). If you missed our training, be sure to watch it by [clicking here](#).

To start, you'll want to navigate to Reports within SentricWorkforce and select Analytics / Ad Hoc as shown below:

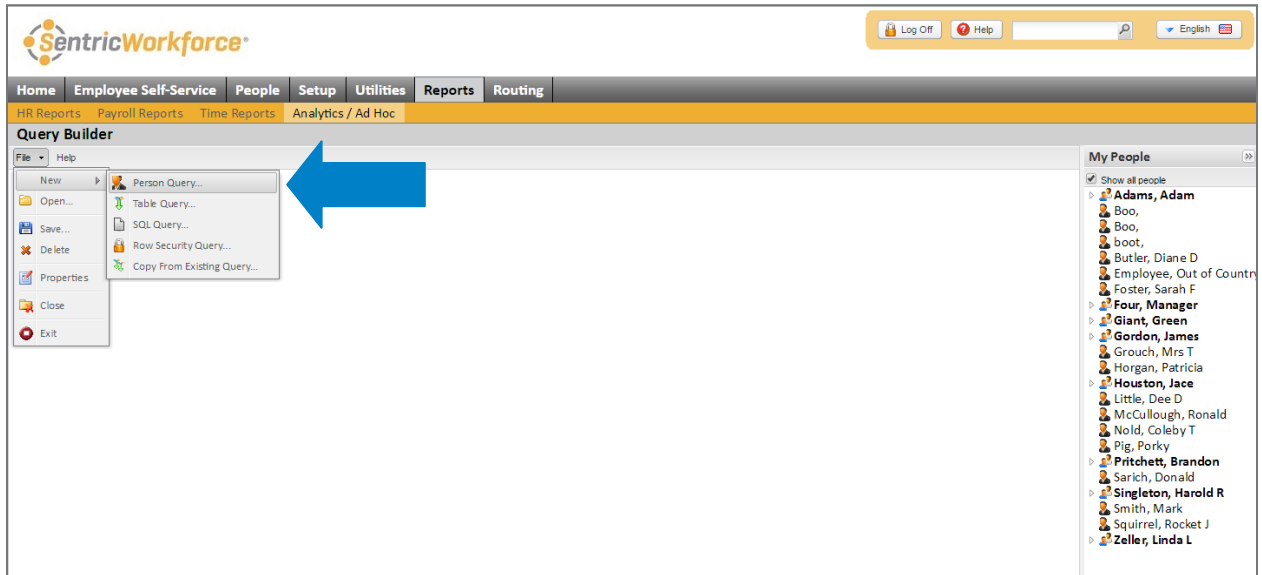
The screenshot displays the SentricWorkforce user interface. At the top, there is a navigation bar with the following tabs: Home, Employee Self-Service, People, Setup, Utilities, Reports, and Routing. The 'Reports' tab is currently selected, and a dropdown menu is open, showing options: HR Reports, Payroll Reports, Time Reports, and Analytics / Ad Hoc. A blue arrow points to the 'Analytics / Ad Hoc' option. Below the navigation bar, the main content area is divided into several sections: 'Open Tasks' (with a table of tasks), 'Employment Documents' (with a table of documents), 'Assigned Routes' (with a table of routes), 'Favorites' (with a list of favorite reports), and 'Answer Electronic Signature Questions'. On the right side, there is a 'My People' sidebar with a list of employees, including Adams, Adam, Boo, boot, Butler, Diane D, Employee, Out of Country, Foster, Sarah F, Four, Manager, Giant, Green, Gordon, James, Grouch, Mrs T, Horgan, Patricia, Houston, Jace, Little, Dee D, McCullough, Ronald, Nold, Coleby T, Pig, Porky, Pritchett, Brandon, Sarich, Donald, Singleton, Harold R, Smith, Mark, Squirrel, Rocket J, and Zeller, Linda L.

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From this view you'll then need to open Query Builder.

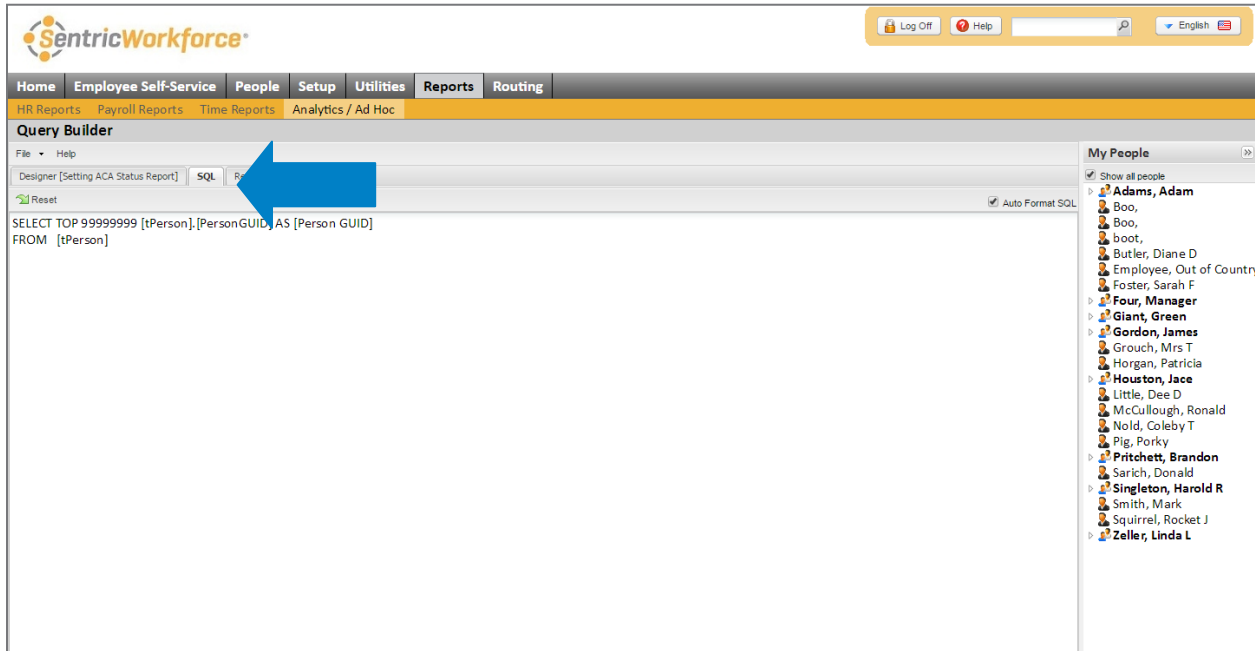


Within Query Builder you will want to choose “File” and then “New,” followed by “Person Query.”



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You'll then be asked to enter a name and description for this specific query. Feel free to name it whatever you'd like. After you've entered a name and description, you'll then want to select the SQL tab.



The screenshot shows the SentricWorkforce Query Builder interface. The top navigation bar includes 'Home', 'Employee Self-Service', 'People', 'Setup', 'Utilities', 'Reports', and 'Routing'. Below this, there are sub-tabs for 'HR Reports', 'Payroll Reports', 'Time Reports', and 'Analytics / Ad Hoc'. The main area is titled 'Query Builder' and has a 'File' menu and 'Help' button. The 'SQL' tab is selected, and a blue arrow points to it. The main area contains a SQL query: `SELECT TOP 99999999 [tPerson].[PersonGUID], AS [Person GUID] FROM [tPerson]`. The right sidebar shows a list of people under 'My People'.

My People
Show all people
Adams, Adam
Boo,
Boo,
boot,
Butler, Diane D
Employee, Out of Country
Foster, Sarah F
Four, Manager
Giant, Green
Gordon, James
Grouch, Mrs T
Horgan, Patricia
Houston, Jace
Little, Dee D
McCullough, Ronald
Nold, Coleby T
Pig, Porky
Pritchett, Brandon
Sarich, Donald
Singleton, Harold R
Smith, Mark
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Within the SQL tab you'll then be able to paste the below query:

```
SELECT TOP 99999999 [tPerson].[PersonGUID] AS [Person GUID],
[tPerson].[FullName] AS [Full Name],
[tPerson].[PersonID] AS [Person ID],
[tPersonStatusHist].[PersonStatusStartDate] AS [Person Status Start Date],
[tPersonStatusHist].[PersonStatusEndDate] AS [Person Status End Date],
[tPersonStatusHist].[StatusCode] AS [Status Code],
[tPersonStatusHist].[StatusCategoryCode] AS [Status Category Code],
[tPersonACASStatusHist].[ACAStatusCode] AS [ACAStatus Code],
[tPersonACASStatusHist].[PersonACASStatusStartDate] AS [Person ACAStatus
Start Date],
[tPersonACASStatusHist].[PersonACAStatusEndDate] AS [Person ACAStatus End
Date],
[tPersonACASStatusHist].[PremiumCreditFlag] AS [Premium Credit Flag],
[tPersonACASStatusHist].[SeasonalFlag] AS [Seasonal Flag],
[tPersonACASStatusHist].[VariableHourFlag] AS [Variable Hour Flag],
[tPersonACASStatusHist].[ExemptIndividualMandateFlag] AS [Exempt Individual
Mandate Flag],
[tPersonACASStatusHist].[LimitedNonAssessmentPeriodFlag] AS [Limited Non
Assessment Period Flag]
FROM [tPerson]
LEFT OUTER JOIN
[tPersonACASStatusHist]
ON [tPerson].[PersonGUID] = [tPersonACASStatusHist].[PersonGUID]
INNER JOIN
[tPersonStatusHist]
ON [tPerson].[PersonGUID] = [tPersonStatusHist].[PersonGUID]
INNER JOIN
[tStatusCategory]
ON [tPersonStatusHist].[StatusCategoryCode] = [tStatusCategory].[StatusCategoryCode]
INNER JOIN
[tStatus]
ON [tPersonStatusHist].[StatusCode] = [tStatus].[StatusCode]
WHERE ([tPersonStatusHist].PersonStatusEndDate IS NULL)
and ((tPersonACASStatusHist.PersonACAStatusEndDate >= '01/01/2016') or
(tPersonACASStatusHist.PersonACAStatusEndDate IS NULL))
ORDER BY [tPerson].[FullName] ASC
```

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From here, simply click on the “Results” tab to generate the custom report. After reviewing, be sure to save the query for future use.

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Person Stat...	Person Stat...	Status Code	Status Cate...	ACASatus C...	Person ACAS...	Person ACAS...	Premium Cr...	Seasonal Flag	Vari...
1/1/2014		ACT	RFT	FT	1/1/2016		No	No	No
1/1/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
1/1/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
6/10/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
6/10/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
6/10/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
6/10/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
6/10/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
6/10/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
6/10/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
6/10/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
6/10/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
6/10/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
6/10/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
6/10/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
6/10/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
6/10/2014	CORP40	ACT	RFT	FT	1/1/2016		No	No	No
9/4/2011	CORP40	ACT	TEST	FT	1/1/2016		No	No	No
9/4/2011	CORP40	ACT	TEST	FT	1/1/2016		No	No	No
9/4/2011	CORP40	ACT	TEST	FT	1/1/2016		No	No	No
9/4/2011	CORP40	ACT	TEST	FT	1/1/2016		No	No	No
9/4/2011	CORP40	ACT	TEST	FT	1/1/2016		No	No	No
9/4/2011	CORP40	ACT	TEST	FT	1/1/2016		No	No	No
9/4/2011	CORP40	ACT	TEST	FT	1/1/2016		No	No	No
9/4/2011	CORP40	ACT	TEST	FT	1/1/2016		No	No	No