Temporary Employee Monitoring Queries

There are a few commonly used queries for temporary employee monitoring available to HR Field and to Business Managers via VTHR QueryViewer.

**VT_TL_STATE_LIMIT_SEASON_TRK**

**VT_TL_STATE_LIMIT_SEASON_TRK - Temp Seasonal 7Month Review**

- **Year (20XX):**
- **Reporting Entity ID like:**

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Name</th>
<th>Title</th>
<th>Last Hire Date</th>
<th>Months since last hire</th>
<th>Pay periods worked in CY</th>
<th>1st pay period wrked CY</th>
<th>Last Check Date</th>
<th>Reg/Temp</th>
<th>Department</th>
<th>Current Department</th>
<th>Dept ID</th>
<th>Dept ID Descr</th>
<th>Location</th>
<th>Location Descr</th>
</tr>
</thead>
</table>

Assists with monitoring seasonal temporary employees to comply with the Vermont State Statute cap of 7 months of employment per calendar year as of July 2019.

- **Pay periods worked in CY** - this shows a count of how many pay periods have been worked in the calendar year.
- **1st pay period wrked CY** - this the pay end date of the first pay period worked in prompted calendar year.

**VT_TL_STATE_LIMIT_TEMP_TRACK**

**VT_TL_STATE_LIMIT_TEMP_TRACK - Temp 1280 Hour Cap Monitoring**

- **Year (20XX):**
- **Reporting Entity ID like:**

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Name</th>
<th>Title</th>
<th>Sum Quantity</th>
<th>Hours including other record</th>
<th>Hours until 1280 reached</th>
<th>Reg/Temp</th>
<th>Department</th>
<th>Current Department</th>
<th>Dept ID</th>
<th>Dept ID Descr</th>
<th>Location</th>
<th>Location Descr</th>
</tr>
</thead>
</table>

Assists with monitoring temporary employees to comply with the Vermont State Statute cap of 1280 hours per calendar year. This query pulls all of the hours worked for the active temporary employees for the calendar year. It displays all the employees who have worked any hours for the agency or department listed in the prompt and also shows any other agency or department hours the employee may have worked in during the year. This does not include seasonal temporary employees, please see next query.

- **Sum Quantity** are the hours worked for the department listed on that line.
- **Hours including other record** total **ALL** hours worked by the employee no matter what department or agency (overall total).

Please do not total based on the “Hours including other record” column since if an employee has worked for multiple departments or agencies, the total will show on each row and could be misleading if totaled together. Data is pushed out to this query only after a pay period has been completed and time has been approved.
VT_TL_ACA_HOURS_OF_SERVICE

This query gives a date range prompt and pulls all of the payable hours that meet the ACA definition of hours of service and should be counted when monitoring an employee’s hour total to determine Full time status per ACA regulations. It flags the hours worked in each month to help with monitoring patterns of hours worked. Hours are populated to this query after a pay period has been completed and the time has been approved.

VT_TL_ACA_TEMP_HOURS

This query pulls all of the hours worked for active temporary employees during their current measurement period. It displays all of the hours for the agency or department listed in the prompt and also shows any other agency or department hours the employee may have worked in during the measurement period.

- **ACA Hours Total** are the hours worked for the department listed on that line.
- **Hours including other record** total ALL hours worked by the employee no matter what department or agency (overall total). Please do not total based on “Hours Including other record” column since if an employee has worked for multiple departments or agencies, the total will show on each row and so could be misleading if totaled together. Data is pushed out to this query only after a pay period has been completed and time has been approved.