

EPM Retirement Payroll

Retirement Payroll Queries in Core-CT EPM

Run an Existing Query

Reference: EPM Query Manager

Navigation: Main Menu > Core-CT EPM > Reporting Tools > Query > Query Manager

1. Navigate to Query Manager page.
2. Enter CT_OSC_RP (or CT_RP) in the basic search field.
3. Select Search.

Note: Listing of all queries beginning with the name CT_OSC_RP appears.

The screenshot shows the 'Query Manager' page in the Core-CT EPM system. The breadcrumb navigation path is 'Main Menu > Core-CT EPM > Reporting Tools > Query > Query Manager'. The search criteria are set to 'Query Name' and 'begins with' 'CT_OSC_RP'. The search results table lists three queries:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	CT_OSC_RP_ADDRESSES	Retiree current address	Public	RETPY	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CT_OSC_RP_CMRP9031_ADDS	New Retiree accounts added	Public	RETPY	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CT_OSC_RP_CMRP9036_PLANB_62	Plan B option age 62	Public	RETPY	Edit	HTML	Excel	XML	Schedule

Run Existing Retirement Payroll Query

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4. Within the results displayed, locate the Query titled: **CT_OSC_RP_ADDRESSES**.
5. Under the Run to Excel option, select Excel.

Note: Run time prompts appear.

Search Results

*Folder View: -- All Folders --

Check All Uncheck All *Action: -- Choose -- Go

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	CT_OSC_RP_ADDRESSES	Retiree current address	Public	RETPY	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CT_OSC_RP_CM RP9031_ADDS	New Retiree accounts added	Public	RETPY	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CT_OSC_RP_CM RP9036_PLANB_62	Plan B option age 62	Public	RETPY	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CT_OSC_RP_CM RP9036_PLANB_66	Plan B option age 66	Public	RETPY	Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	CT_OSC_RP_CM RP9049_SUM_TRANSCD	Dollar amt by trans cd/check	Public	RETPY	Edit	HTML	Excel	XML	Schedule

6. To execute the query, enter values in each prompt field, DeptID and Addr Type.
7. Select **View Results**.

CT_OSC_RP_ADDRESSES - Retiree current address

DeptID like (%):

Addr Type like (%):

View Results

Enter prompt values and select View Results:

ID	Empl Rcd#	DeptID	Addr Type	Eff Date	ss 1	Address 2	Address 3	City	House	County	State	Postal	Crtry
Steps 6 & 7													

CT_OSC_RP_ADDRESSES - Retiree current address

DeptID like (%):

Addr Type like (%):

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (10240 kb)

View All First 1-100 of 14301 Last

	ID	Empl Rcd#	DeptID	Addr Type	Eff Date	Name	Prefix	Status	Address 1	Address 2	Address 3	City	House	County	State	Postal	Crtry
1		1	OSC15440	HOME	10/20/2011			A	2 Homestead Ave.			Derby			CT	06418	USA
2		2	OSC15401	HOME	03/27/2013			A	203 Birdseye St #A9			Bridgeport			CT	06604	USA
3		1	OSC15440	HOME	01/01/2012			A	221 N King Street			Leesburg			VA	20176	USA
4		5	OSC15401	HOME	04/04/2013			A	2797 First St Unit 1905			Ft Meyers			FL	33916	USA
5		2	OSC15440	HOME	05/18/2012			A	100 Plaza Court #425			Groton			CT	06340	USA