Employee Vendor (VE) File Record Search



The **Employee Vendor File (VE)** in FLAIR provides each agency with a unique online file of employee records, for the purpose of making non-payroll payments to employees. These payments are primarily travel reimbursements.

VE File Access

The agency access control custodian may grant one of three levels of access to a user:

- •I-Inquiry access. User will have access to search by name or employee ID. Social Security Number (SSN) will not be available to view on the record.
- •S-Special inquiry access. User will have access to search by name, employee ID, and SSN. SSN will be available to view on the record.
- •P-Prohibited access. User will not have access to the VE File in FLAIR.

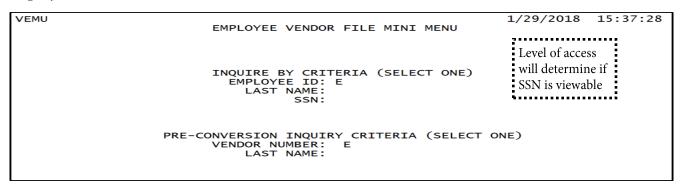
Searching for Vendor Employee Records

There are three ways to search for records in the Vendor Employee File, by Employee ID, by Last Name, or by SSN.

To access the Employee Vendor File from any FLAIR screen:

- 1. In the **TYPE** field, input **VE**.
- 2. Press Enter. FLAIR will display the Employee Vendor File Mini Menu.
- 3. Input search criteria in the appropriate field for the search type. **Press Enter**.

Employee Vendor File Mini Menu



Employee Last Name Search Results

FLAIR will search the Employee Vendor File for a match of the name input. Records display in alphabetical order, beginning with the closest match to the search criteria. To view record details, input **X** next to record and **Press** Enter. Last name search results are the same for all users .

VEE2 EMPLOYEE VENDOR FILE: INQUIRY BY NAME						01/29/2018 09:22:34		
s x	EMPLOYEE ID E 55555555 E 111111111 E 77777777 E 444444444 E 666666666	LAST NAME BILL BLINDS CASH COUNTS CREDIT	FIRST NAME DOLL MINNIE OWEN CURTIS LINA	MI R E	ADDED 02/12/2018 02/12/2018 01/17/2018 12/13/2017 02/04/2018	LAST USE 02/12/2018 01/31/2018 12/15/2017	ES A A A A	

Employee ID Search Results for user with "I" Access

SSN will not display.

```
VEE1

EMPLOYEE VENDOR INQUIRY BY EMPLOYEE ID

EMPLOYEE ID

LAST NAME
FIG

FIG

FIRST NAME
NEWTON

FI

SHORT NAME
N. T. FIG

200 FRUIT LANE
APT 1234
ANYTOWN
PHONE NUMBER: (888) 555-1212
EMAIL: NEWTON.FIG@STATEAGENCY.COM

EMPLOYMENT STATUS: A
STATUS EFFECTIVE: 03/25/2017
RECORD LAST USED: 12/15/2017
RECORD UPDATED: 03/29/2017
RECORD ADDED: 06/02/2001

SSN:
EMPLOYEE ID:

LAST NAME:
```

Employee ID Search Results for users with "S" Access

By default, the SSN will not display.

```
VEE1

EMPLOYEE VENDOR INQUIRY BY EMPLOYEE ID

EMPLOYEE ID

LAST NAME
FIG

FIG

FIRST NAME
NEWTON

FI

N. T. FIG

HOME ADDRESS
200 FRUIT LANE
ANYTOWN
PHONE NUMBER: (888) 555-1212
EMAIL: NEWTON.FIG@STATEAGENCY.COM

EMPLOYMENT STATUS: A
STATUS EFFECTIVE: 03/25/2017
RECORD LAST USED: 12/15/2017
RECORD UPDATED: 03/29/2017
RECORD ADDED: 06/02/2001

SSN:
EMPLOYEE ID:

LAST NAME:
```

Press **F9** to display SSN in the help box. Help box must be closed before next inquiry.

```
01/29/2018 15:35:27
                                        EMPLOYEE VENDOR INQUIRY BY EMPLOYEE SSN
                                                                          FIRST NAME
EMPLOYEE ID E11111111
                                       LAST NAME
                                                                                                             ΜI
                                                                                                                            SHORT NAME
N. T. FIG
HOME ADDRESS
200 FRUIT LANE
                                                                                                        SSN: 222-33-4444
ANYTOWN FL 32399-1111
PHONE NUMBER: (888) 555-1212
EMAIL: NEWTON.FIG@STATEAGENCY.COM
ANYTOWN
       EMPLOYMENT STATUS: A
STATUS EFFECTIVE: 03/25/2017
RECORD LAST USED: 12/15/2017
RECORD UPDATED: 03/29/2017
RECORD ADDED: 06/02/2001
                                                                           ORGANIZATION: 85 10 01 01 211
PRIVACY YES RESTRICTED EMPLOYEE
INDICATORS: YES SWORN CONFIDENTIAL
NO RESTRICTED RELATIVE
YES PROTECTED CONFIDENTIAL
       EMPLOYEE ID:
                                                           LAST NAME:
```

The solid box around SSN indicates the search was executed using Employee ID.

Employee SSN Search Results

```
01/29/2018
VEE3
                                                                                                                             15:35:27
                                   EMPLOYEE VENDOR INQUIRY BY EMPLOYEE SSN
EMPLOYEE ID
                                                                 FIRST NAME
                                                                                                              SHORT NAME
                                   LAST NAME
E111111111
                                   FIG
                                                                 NEWTON
                                                                                                             N. T. FIG
HOME ADDRESS
200 FRUIT LANE
                                                                                           SSN: 222-33-4444
ANYTOWN FL 32399-1111
PHONE NUMBER: (888) 555-1212
EMAIL: NEWTON.FIG@STATEAGENCY.COM
                                                                   ORGANIZATION: 85 10 01 01 211
PRIVACY YES RESTRICTED EMPLOYEE
INDICATORS: YES SWORN CONFIDENTIAL
NO RESTRICTED RELATIVE
YES PROTECTED CONFIDENTIAL
       EMPLOYMENT STATUS:
       STATUS EFFECTIVE: 03/25/2017
RECORD LAST USED: 12/15/2017
RECORD UPDATED: 03/29/2017
RECORD ADDED: 06/02/2001
       SSN:
EMPLOYEE ID:
                                                     LAST NAME:
```

Results display, including SSN. The broken box around SSN indicates the search was executed by SSN.