

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

VEMU	EMPLOYEE VENDOR FILE MINI MENU	1/29/2018 15:37:28
	INQUIRE BY CRITERIA (SELECT ONE) EMPLOYEE ID: E LAST NAME: SSN:	Level of access will determine if SSN is viewable
	PRE-CONVERSION INQUIRY CRITERIA (SELECT VENDOR NUMBER: E LAST NAME:	ONE)

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 01/29/2018 09:22:34 EMPLOYEE VENDOR FILE: INQUIRY BY NAME						
S EMPLOYEE ID E 555555555 X E 11111111 E 77777777 E 444444444 E 6666666666	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 A

Employee ID Search Results for user with "I" Access

SSN will not display.

VEE1	EMPLOYEE VENDOR	INQUIRY BY EMPLO		/29/2018 1	15:35:27
EMPLOYEE ID E11111111	LAST NAME FIG	FIRST NAME NEWTON	MI T	SHORT NAME N. T. FIG	E
200 FRUIT LANE APT 1234 ANYTOWN FL PHONE NUMBER: (888) EMAIL: NEWTON.FIG@ST					
EMPLOYMENT STATU STATUS EFFECTIV RECORD LAST USE RECORD UPDATED: RECORD ADDED:	E: 03/25/2017	ORGANIZATION: PRIVACY INDICATORS:	YES REST YES SWOR NO REST		TIAL
SSN: EMPLOYEE ID:	LAST N	NAME:			

Employee ID Search Results for users with "S" Access

By default, the SSN will not display.

VEE1	EMPLOYEE VENDOR	INQUIRY BY EMPL		1/29/2018	15:35:27
EMPLOYEE ID E111111111	LAST NAME FIG	FIRST NAME NEWTON	MI T	SHORT NAME N. T. FIG	E
HOME ADDRESS 200 FRUIT LANE ANYTOWN FL PHONE NUMBER: (888) EMAIL: NEWTON.FIG@S					
EMPLOYMENT STAT STATUS EFFECTIV RECORD LAST USE RECORD UPDATED: RECORD ADDED:	E: 03/25/2017 D: 12/15/2017	ORGANIZATION: PRIVACY INDICATORS:	YES RES YES SWO NO RES	01 211 TRICTED EMPI RN CONFIDEN TRICTED RELA TECTED CONFI	TIAL ATIVE
SSN: EMPLOYEE ID:	LAST I	NAME:			

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

VEE3	EMPLOYEE VENDOR	INQUIRY BY EMPLO		01/29/2018	15:35:27
EMPLOYEE ID E111111111	LAST NAME FIG	FIRST NAME NEWTON	MI T	SHORT NA	
HOME ADDRESS 200 FRUIT LANE ANYTOWN FL PHONE NUMBER: (888) EMAIL: NEWTON.FIG@S			SSN: 222	2-33-4444]
	E: 03/25/2017 D: 12/15/2017		YES RES YES SWO NO RES	TRICTED EM	NTIAL LATIVE
SSN: EMPLOYEE ID:	LAST	NAME:			

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

Employee SSN Search Results

VEE3	EMPLOYEE VENDOR	INQUIRY BY EMPLO		1/29/2018	15:35:27
EMPLOYEE ID E111111111	LAST NAME FIG	FIRST NAME NEWTON	MI T	SHORT NA N. T. FI	
HOME ADDRESS 200 FRUIT LANE ANYTOWN FL PHONE NUMBER: (888) EMAIL: NEWTON.FIG@S			SSN: 222	-33-4444	
EMPLOYMENT STAT STATUS EFFECTIV RECORD LAST USE RECORD UPDATED: RECORD ADDED:		ORGANIZATION: PRIVACY INDICATORS:	YES RES YES SWO NO RES		NTIAL LATIVE
SSN: EMPLOYEE ID:	LAST	NAME:			

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