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 .

Employee ID Search Results for user with "I" Access
SSN will not display.

```
VEE1                                                01/29/2018   15:35:27
                    EMPLOYEE  VENDOR  INQUIRY  BY  EMPLOYEE  ID

EMPLOYEE ID            LAST  NAME         FIRST  NAME       MI      SHORT  NAME
E111111111            FIG                NEWTON            T       N. T. FIG

200 FRUIT LANE
APT 1234
ANYTOWN          FL    32399-1111
PHONE NUMBER: (888) 555-1212
EMAIL: NEWTON.FIG@STATEAGENCY.COM

     EMPLOYMENT  STATUS:  A          ORGANIZATION: 85 10 01 01 211
     STATUS  EFFECTIVE:  03/25/2017      PRIVACY        YES  RESTRICTED  EMPLOYEE
     RECORD  LAST  USED:  12/15/2017     INDICATORS:    YES  SWORN  CONFIDENTIAL
     RECORD  UPDATED:     03/29/2017                    NO   RESTRICTED  RELATIVE
     RECORD  ADDED:       06/02/2001                    YES  PROTECTED  CONFIDENTIAL

     SSN:
     EMPLOYEE  ID:              LAST  NAME:
```

Employee ID Search Results for users with "S" Access
By default, the SSN will not display.

```
VEE1                                                01/29/2018   15:35:27
                    EMPLOYEE  VENDOR  INQUIRY  BY  EMPLOYEE  ID

EMPLOYEE ID            LAST  NAME         FIRST  NAME       MI      SHORT  NAME
E111111111            FIG                NEWTON            T       N. T. FIG

HOME ADDRESS
200 FRUIT LANE
ANYTOWN          FL    32399-1111
PHONE NUMBER: (888) 555-1212
EMAIL: NEWTON.FIG@STATEAGENCY.COM

     EMPLOYMENT  STATUS:  A          ORGANIZATION: 85 10 01 01 211
     STATUS  EFFECTIVE:  03/25/2017      PRIVACY        YES  RESTRICTED  EMPLOYEE
     RECORD  LAST  USED:  12/15/2017     INDICATORS:    YES  SWORN  CONFIDENTIAL
     RECORD  UPDATED:     03/29/2017                    NO   RESTRICTED  RELATIVE
     RECORD  ADDED:       06/02/2001                    YES  PROTECTED  CONFIDENTIAL

     SSN:
     EMPLOYEE  ID:              LAST  NAME:
```

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

```
VEE3                                                01/29/2018   15:35:27
                    EMPLOYEE  VENDOR  INQUIRY  BY  EMPLOYEE  SSN

EMPLOYEE ID            LAST  NAME         FIRST  NAME       MI      SHORT  NAME
E111111111            FIG                NEWTON            T       N. T. FIG

HOME ADDRESS
200 FRUIT LANE                          ┌──────────────────────┐
ANYTOWN          FL    32399-1111       │   SSN: 222-33-4444   │
PHONE NUMBER: (888) 555-1212            └──────────────────────┘
EMAIL: NEWTON.FIG@STATEAGENCY.COM

     EMPLOYMENT  STATUS:  A          ORGANIZATION: 85 10 01 01 211
     STATUS  EFFECTIVE:  03/25/2017      PRIVACY        YES  RESTRICTED  EMPLOYEE
     RECORD  LAST  USED:  12/15/2017     INDICATORS:    YES  SWORN  CONFIDENTIAL
     RECORD  UPDATED:     03/29/2017                    NO   RESTRICTED  RELATIVE
     RECORD  ADDED:       06/02/2001                    YES  PROTECTED  CONFIDENTIAL

     SSN:
     EMPLOYEE  ID:              LAST  NAME:
```

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

Employee SSN Search Results

```
VEE3                                                01/29/2018   15:35:27
                    EMPLOYEE  VENDOR  INQUIRY  BY  EMPLOYEE  SSN

EMPLOYEE ID            LAST  NAME         FIRST  NAME       MI      SHORT  NAME
E111111111            FIG                NEWTON            T       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

     EMPLOYMENT  STATUS:  A          ORGANIZATION: 85 10 01 01 211
     STATUS  EFFECTIVE:  03/25/2017      PRIVACY        YES  RESTRICTED  EMPLOYEE
     RECORD  LAST  USED:  12/15/2017     INDICATORS:    YES  SWORN  CONFIDENTIAL
     RECORD  UPDATED:     03/29/2017                    NO   RESTRICTED  RELATIVE
     RECORD  ADDED:       06/02/2001                    YES  PROTECTED  CONFIDENTIAL

     SSN:
     EMPLOYEE  ID:              LAST  NAME:
```

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