

# 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

```

VEMU                                1/29/2018  15:37:28
      EMPLOYEE VENDOR FILE MINI MENU

      INQUIRE BY CRITERIA (SELECT ONE)
      EMPLOYEE ID:  E
      LAST NAME:
      SSN:

      PRE-CONVERSION INQUIRY CRITERIA (SELECT ONE)
      VENDOR NUMBER:  E
      LAST NAME:
    
```

Level of access  
will determine if  
SSN is viewable

## 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	LAST NAME	FIRST NAME	MI	ADDED	LAST USE	ES
	E 555555555	BILL	DOLL	R	02/12/2018	02/12/2018	A
X	E 111111111	BLINDS	MINNIE		02/12/2018		A
	E 777777777	CASH	OWEN		01/17/2018	01/31/2018	A
	E 444444444	COUNTS	CURTIS	E	12/13/2017	12/15/2017	A
	E 666666666	CREDIT	LINA		02/04/2018		A

### 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
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
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.