



# SMS to Qmlativ - Employee Cross References

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# SMS to Qmlativ - Employee Cross References



## Glossary of Terms

The table below will help you reference terms that differ from SMS to Qmlativ.

SMS	Qmlativ
Employee Browse	Employee List (Feature)
Personnel Record	Employment Record
Employee Letters	Contract Letters (Feature)
Pseudo Approvals	Online Forms (Online Forms include this functionality)
Employee Type Codes	Position Type Codes (Code)

## Report Cross-Reference

The table below will help you reference reports that differ in name from SMS to Qmlativ. Please note, reports in Qmlativ are not built identically to those in SMS and you may notice differences in how report data displays.

SMS	Qmlativ
Duplicate Alphakey(s) Report	There is no direct equivalent; Alphakey(s) is not used as an Employee Identifier in Qmlativ.
Years of Experience and Time Off Balance Report	<ul style="list-style-type: none"> <li>Years of Experience</li> <li>Employee Summary Time Off Balances or Employee Summary Time Off Balances in Days</li> </ul>
Employee Wellness Screening Report	There is no direct report equivalent; you can locate the data by navigating to  <b>MENU</b> > <b>Administrative Access &gt; Employee &gt; Wellness Screening Results.</b>
Employee Data Mining	You can navigate to  <b>MENU</b> > <b>Administrative Access &gt; Reporting &gt; Data Mining Report List</b> and add a data mining report using the Subject of Employee.

## Different Locations

The table below will help you reference locations that differ in name from SMS to Qmlativ.

SMS	Qmlativ
Employee Profile is located by navigating to <b>Web Human Resources &gt; Employee &gt; Employee Profile.</b>	Employee Profile is located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Employee &gt; Employee Profile.</b>
Employee Browse is located by navigating to <b>Web Human Resources &gt; Employee &gt; Employee Browse.</b>	Employee List is located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Employee &gt; Employee List.</b>
Employee Data Mining is located by navigating to <b>Web Human Resources &gt; Employee &gt; Data Mining.</b>	You can navigate to <b>☰ MENU &gt; Administrative Access &gt; Reporting &gt; Data Mining Report List</b> and add a data mining report with the Subject of Employee.
Pseudo Approval is located by navigating to <b>Web Human Resources &gt; Employee &gt; Pseudo Approval.</b>	Online Forms, which are Pseudo Approvals when using a Step with an Element Type of Field Group, are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Online Form &gt; Online Form Manager.</b>
Organizational Charts are located by navigating to <b>Web Human Resources &gt; Employee &gt; Organizational Charts.</b>	Organizational Charts are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Position &gt; Organization Chart.</b>
Online Forms are located by navigating to <b>Web Human Resources &gt; Employee &gt; Online Forms.</b>	Online Forms are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Online Form &gt; Online Form Manager.</b>
Employee Replace/Clone is located by navigating to <b>Web Human Resources &gt; Employee &gt; Employee Replace/Clone.</b>	All security and access can be modified in Qmlativ by making changes to group memberships within security groups. Security Groups are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Security &gt; Security Group List.</b>
Employee Type Codes are located by navigating to <b>Web Human Resources &gt; Employee &gt; Product Setup &gt; Codes &gt; Employee Type Codes.</b>	Employee Types are not used in Qmlativ as all employees have Position Types. Position Type codes are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Position &gt; Position Type.</b>
Certification Type, Cert1, Cert2(Level), Competency, and Grade Codes are located by navigating to <b>Web Human Resources &gt; Employee &gt; Product Setup &gt; Codes.</b>	Certification codes are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Demographics &gt; Certification.</b> Certification Types, Subjects, Levels, Competencies, and Grades can all be set up from this area of the software.
County Codes are located by navigating to <b>Web Human Resources &gt; Employee &gt; Product Setup &gt; Codes &gt; County Codes.</b>	County codes are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Demographics &gt; County.</b>

<p>Highest Education Level Codes are located by navigating to <b>Web Human Resources &gt; Employee &gt; Product Setup &gt; Codes &gt; Highest Education Level.</b></p>	<p>Education Level codes are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Demographics &gt; Education Level.</b></p>
<p>Institution Codes are located by navigating to <b>Web Human Resources &gt; Employee &gt; Product Setup &gt; Codes &gt; Institutions.</b></p>	<p>Institution codes are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Demographics &gt; Institution.</b></p>
<p>Language Codes are located by navigating to <b>Web Human Resources &gt; Employee &gt; Product Setup &gt; Codes &gt; Language Codes.</b></p>	<p>Language codes are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Demographics &gt; Language.</b></p>
<p>Name Prefix and Name Suffix Codes are located by navigating to <b>Web Human Resources &gt; Employee &gt; Product Setup &gt; Codes.</b></p>	<p>Name Title codes are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Demographics &gt; Name Title.</b> Name Suffix codes are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Demographics &gt; Name Suffix.</b></p>
<p>Occupation Codes are located by navigating to <b>Web Human Resources &gt; Employee &gt; Product Setup &gt; Codes &gt; Occupation Codes.</b></p>	<p>Occupation codes are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Demographics &gt; Occupation.</b></p>
<p>Phone Category Codes are located by navigating to <b>Web Human Resources &gt; Employee &gt; Product Setup &gt; Codes &gt; Phone Category Codes.</b></p>	<p>Phone Type codes are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Demographics &gt; Phone Type.</b></p>
<p>Relationship Codes are located by navigating to <b>Web Human Resources &gt; Employee &gt; Product Setup &gt; Codes &gt; Relationship Codes.</b></p>	<p>Relationship codes are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Demographics &gt; Relationship.</b></p>
<p>Street Name Codes are located by navigating to <b>Web Human Resources &gt; Employee &gt; Product Setup &gt; Codes &gt; Street Names.</b></p>	<p>Street codes are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Demographics &gt; Street.</b></p>
<p>Zip Codes are located by navigating to <b>Web Human Resources &gt; Employee &gt; Product Setup &gt; Codes &gt; Zip Codes.</b></p>	<p>Zip Codes are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; Demographics &gt; ZIP Code.</b></p>
<p>Building Codes are located by navigating to <b>Web Human Resources &gt; Employee &gt; Product Setup &gt; Codes &gt; Building Codes.</b></p>	<p>Building codes are located by navigating to <b>☰ MENU &gt; Administrative Access &gt; District &gt; Building.</b></p>