TN Department of Finance & Administration

Age Out Query Process for ABCs

Age Out Query

1   Go to the Edison log in page

2   Click on Employee Portal Login

Age Out Query

3   Type in your Access ID

4   Click Continue

Sign In:

Enter your Access ID.

Access ID: [   ]

Continue

Where do I enter my password?

Age Out Query

5   Type your password

Please enter your password

Password:
●●●●●●●●

and press → enter

6   Click on NavBar

edison
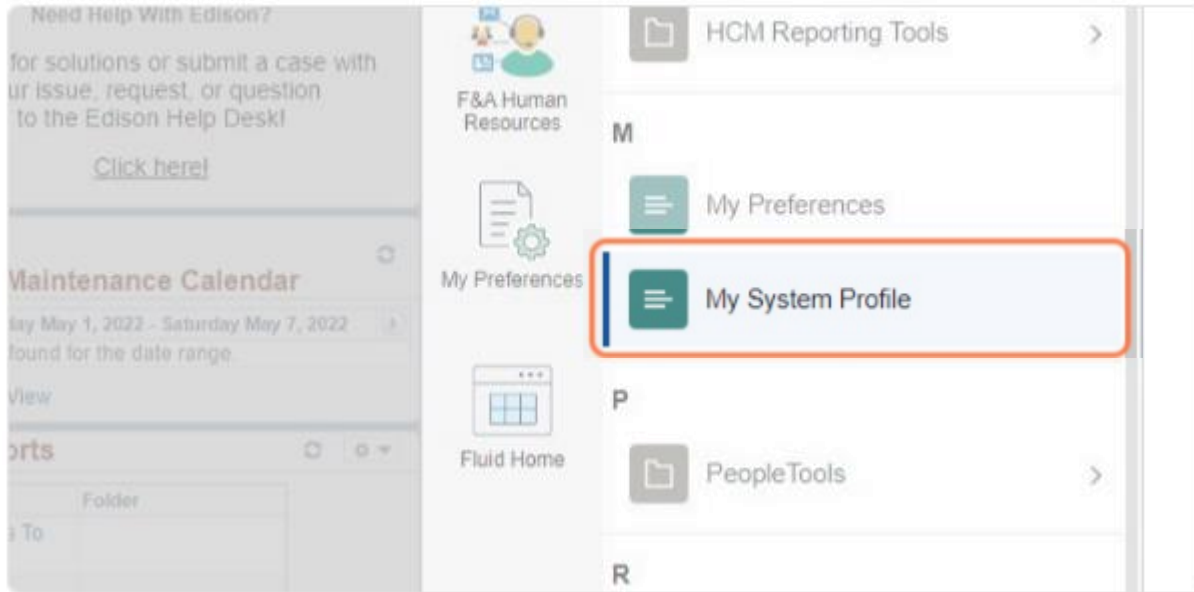
Age Out Query

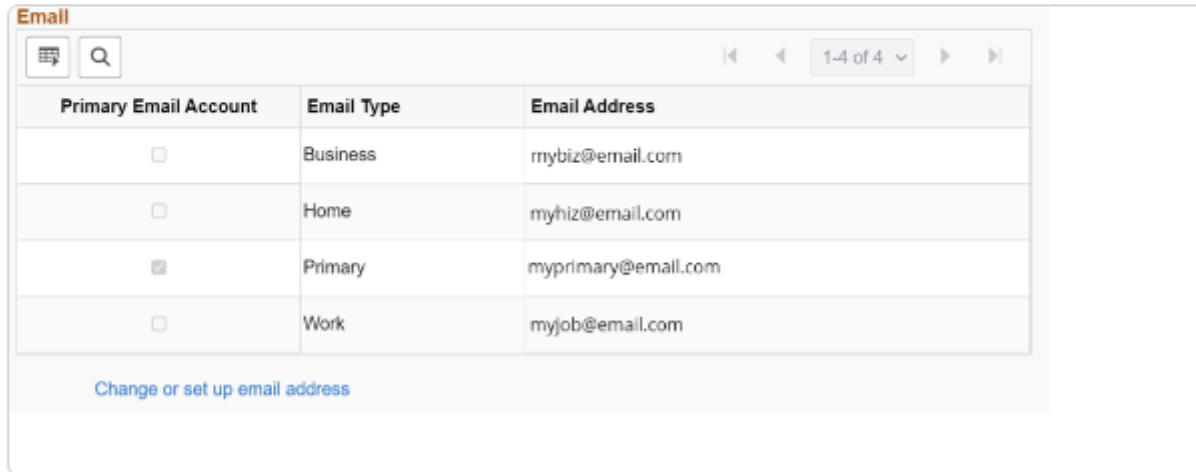7   Click on Menu

Age Out Query

8   Click on My System Profile

Age Out Query

Check your email

Make sure you have a checkmark in the primary email address shown and that email is current. If the email is not current, click the "Change or set up email address" link below the chart to bring you to the page to update your email.

Email

| | | | 1-4 of 4 | | |

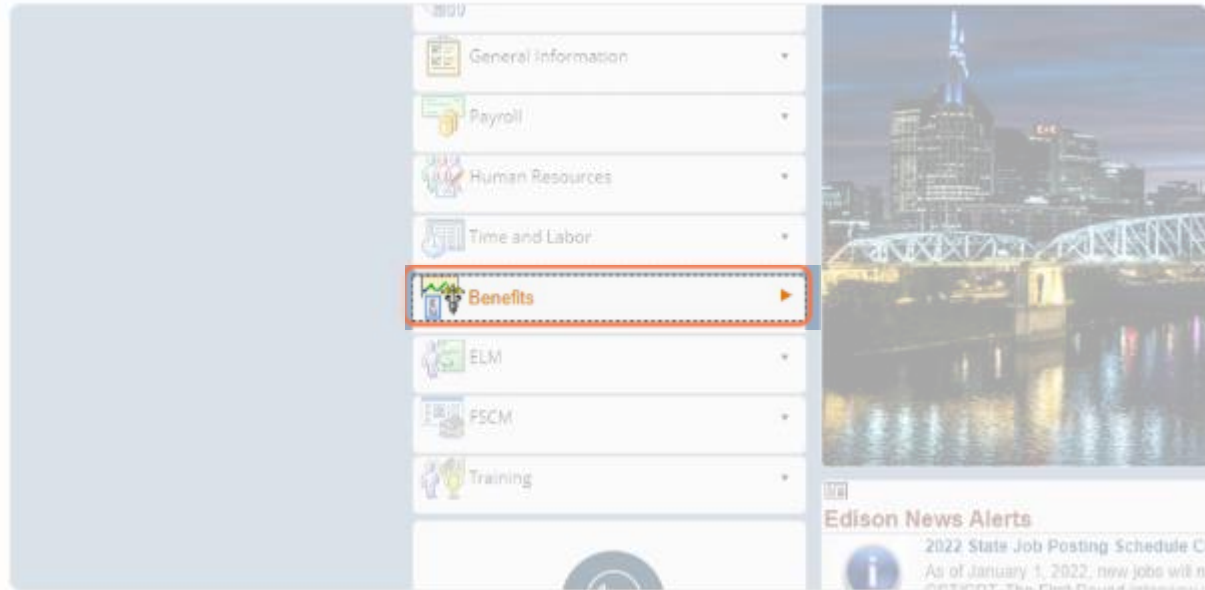| Primary Email Account	Email Type	Email Address
☐	Business	mybiz@email.com
☐	Home	myhiz@email.com
☑	Primary	myprimary@email.com
☐	Work	myjob@email.com

Change or set up email address

Age Out Query

10 **Click on Home**

Once your email is updated, you can navigate back to this same page to make sure your newer email is showing and is marked as "Primary."
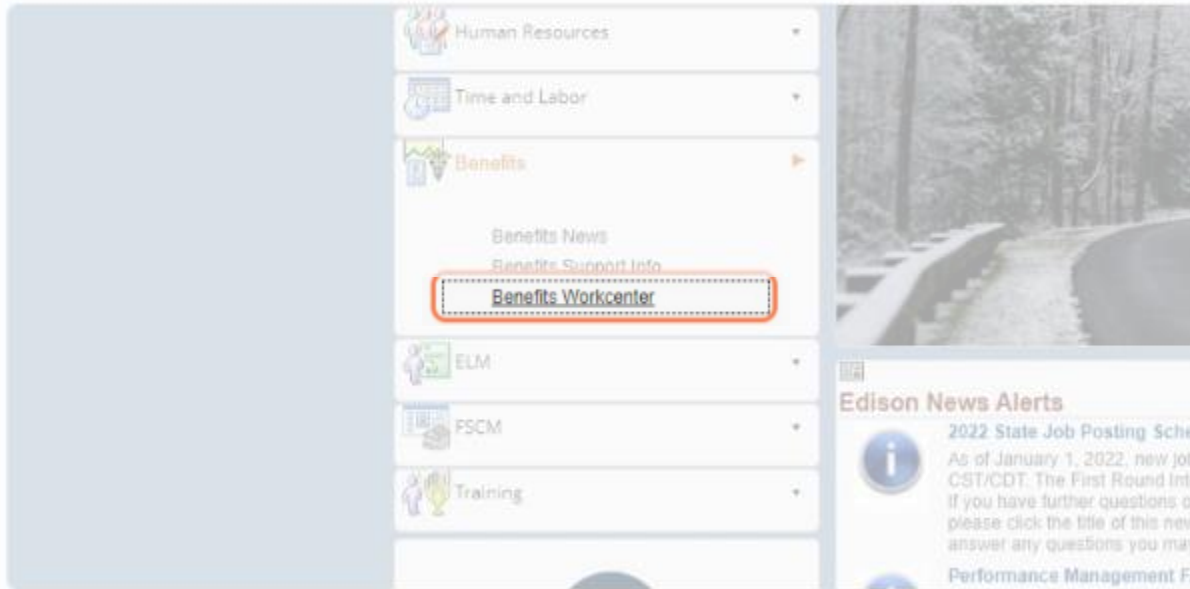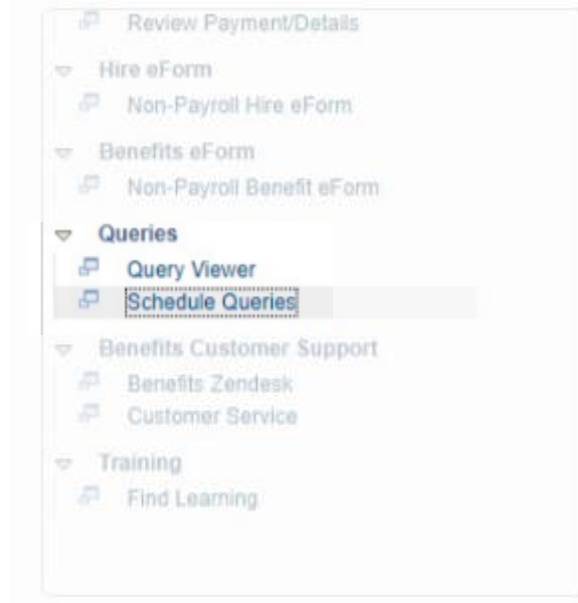
Age Out Query

11 Click on Benefits

Age Out Query

Age Out Query

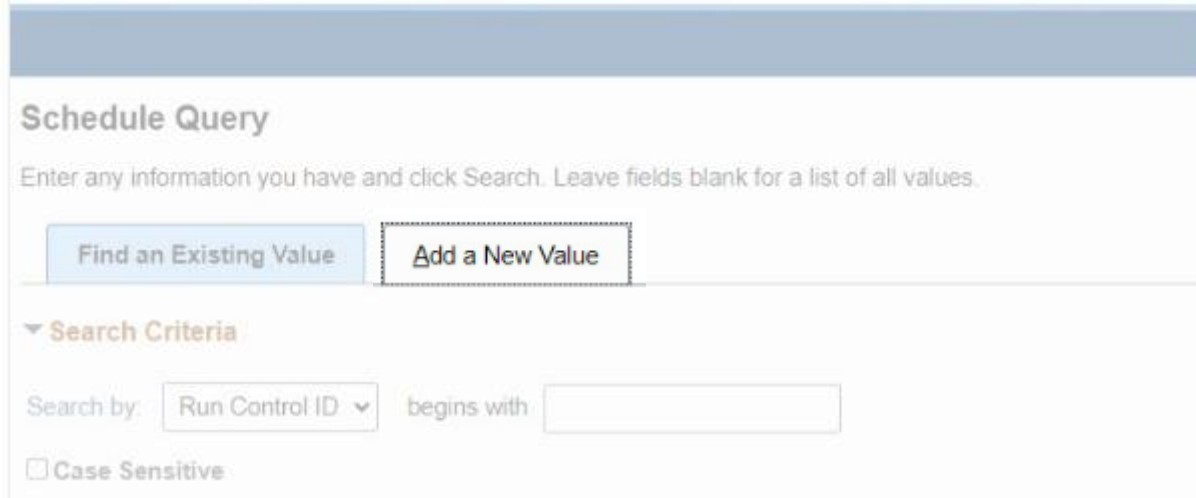13 Click on Schedule Queries

Review Payment/Details

Hire eForm
  Non-Payroll Hire eForm

Benefits eForm
  Non-Payroll Benefit eForm

Queries
  Query Viewer
  Schedule Queries

Benefits Customer Support
  Benefits Zendesk
  Customer Service

Training
  Find Learning

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Age Out Query

14   Click on Add a New Value

Age Out Query

15   Type "AGEOUTSnextmonth"

Schedule Query

Find an Existing Value	Add a New Value

*Run Control ID   `AGEOUTSnextmonth`

Add

16   Click the Add button

Age Out Query

17   Type "TN_BA103" in the Query Name

Schedule Query

Run Control ID   AGEOUTSnextmonth   Report Manager   Process Monitor   R

Query Name   [TN_BA103|]   Search

*Description   [   ]

Save   Add   Update/Di

Age Out Query

18   Click Search

Age Out Query

19   Click on TN_BA103_DEP_AGE_26_NEXT_MONTH

OPTIONAL: You can change the information in the **Description** box.

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Age Out Query

20 | Click Save

You are finished setting up the run control and the query you want to run. Next is to set up when you want the query to run and how you want to receive the query results.

Age Out Query

21. Click Run

Age Out Query

22   Click on the Recurrence dropdown

Since this query is being set up to run once a month (and not just one time), click the drop-down arrow in the **Recurrence** box. A large list of frequencies will be brought up. Scroll through the list and click on a reoccurrence option that is monthly as the frequency.

Age Out Query

23 IF NEEDED: Click the Reset to Current Date button

Review the **Run Date** and **Run Time** boxes. Make sure they have a current date and time. If they do not, click the **Reset to Current Date/Time** button.

...ss Scheduler Request   ✕

Run Control ID   AGEOUTSnextmonth

Run Date 08/05/2010

Run Time 11:00:00PM   [Reset to Current Date]

Age Out Query

24   Choose Email under Type

To choose how you would like the results sent to you, click the drop-down arrow in **Type** column. By default, the box will have *Web* in it. Change the type to *Email* instead.

Process Scheduler Request

| User ID | IANA0905001 | | Run Control ID | AGEOUTSnextmonth |

r Name		Run Date	05/03/2022
urrence	Monthly_5th_11PM	Run Time	11:00:00PM
e Zone			Reset to Current Date
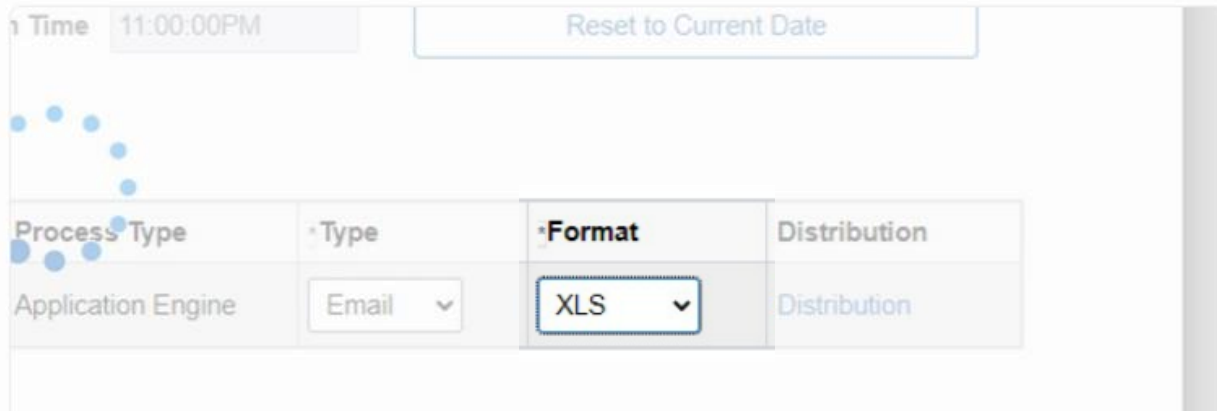
iption	Process Name	Process Type	Type	Format	Distribution
ERY	PSQUERY	Application Engine	Email	TXT	Distribution

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OPTIONAL: Select XLS as Format

You can also change the **Format** to something different than TXT such as XLS (Excel). Click the drop-down arrow in the **Format** column for choices.

Age Out Query

26   Click OK

The report will run and email the results to your **Primary** email address once your scheduled date and time are reached. In this example, the report will run on the 5th of the month at 11 pm.

The email will come from the Edison system directly – erp.prd@tn.gov

Subject: Output from PSQUERY (#12345678) – these numbers in parenthesis will change each time the query runs

| Recurrence | Monthly_5th_11PM | Run Time | 11:00.00PM | |
| Time Zone | | | | |

Process List

Select	Description	Process Name	Process Type	Type	Fc
☑	PSQUERY	PSQUERY	Application Engine	Email	X

OK   Cancel

For Questions Contact:
Benefits Administration

800.253.9981 or 615.741.3590
Monday – Friday, 8:00a - 4:30p CST or create a Zendesk Ticket