

Biographical Inquiry [IBIO]

12/10/97 10:28:10.3	HUMAN RESOURCES INQUIRY SYSTEM BIOGRAPHICAL INQUIRY	IBIO JWD1
SSN: 914-01-0451 Name: SMITH, FRED, W	Appt Type: FT1 Class: ACAD	Status: ACT Grade: NA
HOME ADDRESS/PHONE Street: R R 1 BOX 380AAA City: ALEXANDRIA St/Zip: PA 16611 Phone: 814-669-1386	Sex: M Birth: 08/23/1944 # ID Cards: 0 FICA Status: F Student: N High Degree: PH D Degree Date: 06/01/1975	Hired: 11/01/1995 Terminated: Last Paid: 07/31/1997 Appt Begin: 11/01/1996 Appt End: 10/31/1997
OFFICE ADDRESS/PHONE Room: 0165 Building: APPLIED SCIENCE BL Phone: 814-865-7222		
Per Rep #: 040 Per Rep Area: APPLIED RESEARCH LAB		
NEXT SSN: 914010451 NEXT FUNCTION: █		<MENU,KEYS,END>

Purpose:

To view employee biographical information.

Security Access Requirements:

Yes
Record access is limited to the user's area or department.

To use IBIO from any IBIS Function Screen:

At "NEXT FUNCTION:" key in **IBIO** and the SSN of the employee desired; press **ENTER**. The IBIO screen containing the selected employee's biographical data will be displayed.

Example:

NEXT FUNCTION: IBIO 111223333

At "Next SSN:" key in another employee's SSN; press **ENTER**. The **IBIO** screen containing the

next selected employee's biographical data will then be displayed.

Example:

NEXT SSN: 111223334

> Note:

If the SSN is not known, use the BALU function (Browse by name) to identify it.

Last Revised: 10/27/2003