Guide to Effective Date and Date Track History in Themis

Effective Date Function
The **Effective Date** function in Themis allows users to project forward or backwards when accessing employee information.

**Important:** The Effective Date directly influences the information you view in Themis, information that is viewable as at one date may not be displayed as at an alternative date.

There are two ways of specifying the effective date:

- When you access certain menu items, Themis will ask if you wish to alter your effective date.
- Use the **Effective Date** icon ( ) on the toolbar to change the date.

Both methods will display the Alter Effective Date screen.

1. Enter the date from which you wish to view a record.
2. Click on the **OK** button.

   To change the date back to "today", click on the **Reset** button.

**Notes:**

- If the effective date is different to "today" it will usually appear in the title bar of the screen.
- The effective date used in one screen will usually transfer through to the next screen accessed, unless altered.

Date Track History Function
The **Date Track History** function provides access to a summary (with the option of a full history) of changes to an employee's record.

Click on the **Date Track History** icon ( ) on the toolbar to view the Date Track History Change Field Summary screen.

Click on the **Full History** button in the summary screen to view the Date Track History of Assignments screen.