B0044 Work Communication Data

Purpose

The purpose of this report is to display Work Communication Data in the Integrated HR-Payroll System.

Report Description

The B0044: Work Communication Data Report provides a list of work mailing addresses for positions within the organizational unit selected. This report also provides employee information with some personal details about an employee such as name, date of birth, ethnic origin, and gender.

Report Location

PA: Employee Details

Report Uses

- This report can be used to verify employee addresses and telephone numbers listed in the employee directory.
- This report can be used to obtain the position mailing addresses for employees if there is a need to mail information to employees’ work addresses.

- This report contains date of birth, so it can be used in circumstances where there is a business need to gather this information for a group of employees.

How to Generate This Report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found on the Web Intelligence Prompt List on the OSC website.

The Mandatory prompts for this report are:

- Organizational Unit

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as optional in parentheses beside the prompt.

The Optional prompts are:

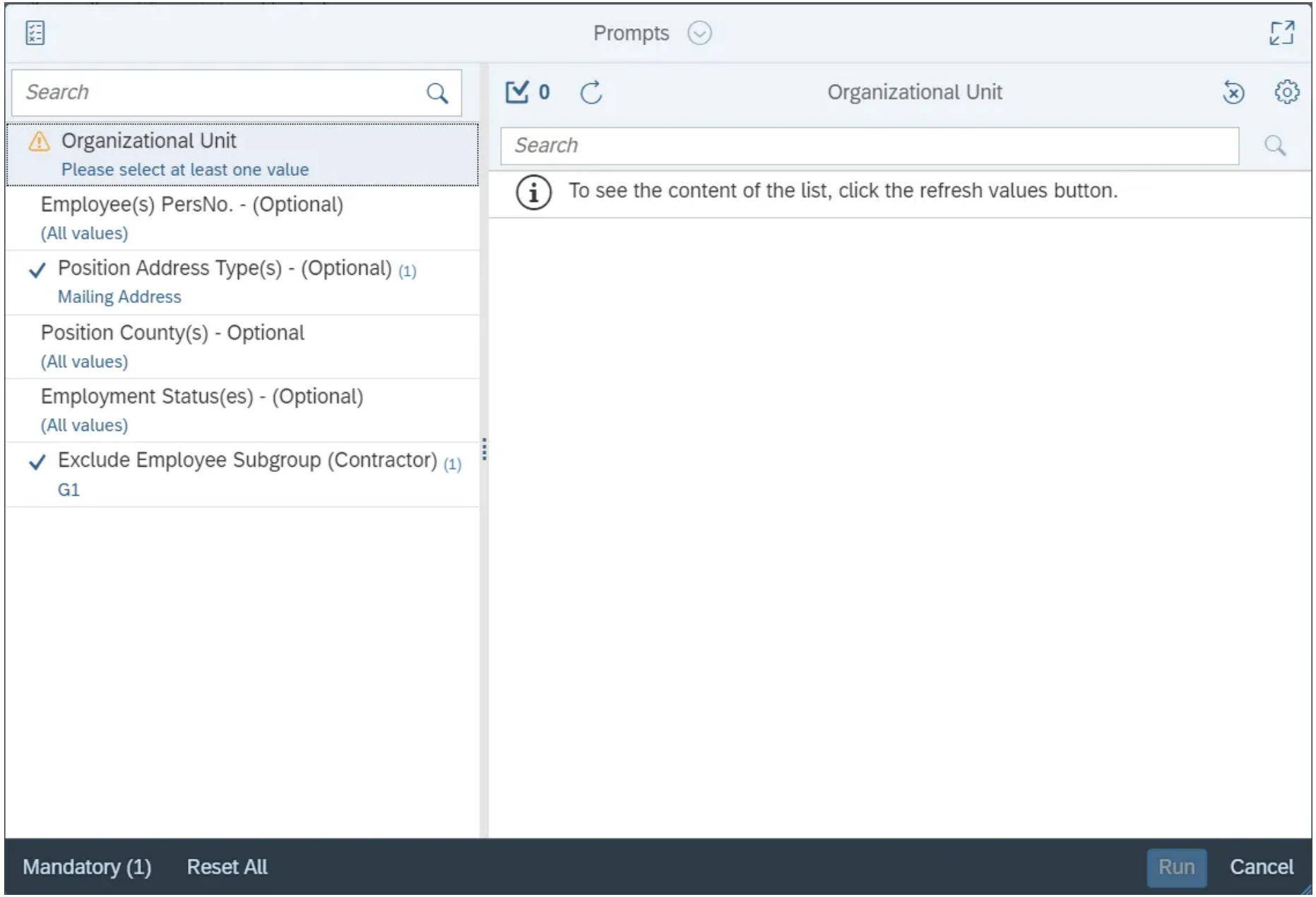
- Employee(s) PersNo. - (Optional)
- Position Address Type(s) - (Optional)
- Position County(s) – Optional
- Employment Status(es) - (Optional)

Exclusion prompts exclude specified data by default while allowing customers the flexibility of changing them when necessary. Exclusion prompts are identified by the term Exclude followed by the prompt.

The Exclusion prompts are:

- Exclude Employee Subgroup (Contractor)

Image


Prompts
Search
Organizational Unit
Please select at least one value
Employee(s) PersNo. - (Optional)
(All values)
Position Address Type(s) - (Optional) (1)
Mailing Address
Position County(s) - Optional
(All values)
Employment Status(es) - (Optional)
(All values)
Exclude Employee Subgroup (Contractor) (1)
G1
0
Organizational Unit
Search
To see the content of the list, click the refresh values button.
Mandatory (1)
Reset All
Run
Cancel

Initial Layout

The report has two report tab.

B0044 Work Communication Data Tab: The report tab is generated with a list of positions with a valid current position mailing address in the system for the organizational unit selected.

Image

B0044: Work Communication Data

Employee's Name	Employee	Position	Position Desc	House no/street	City
DOE, JANE	12345678	65432198	Processing Technician	9999 Mail Service Center	Raleigh

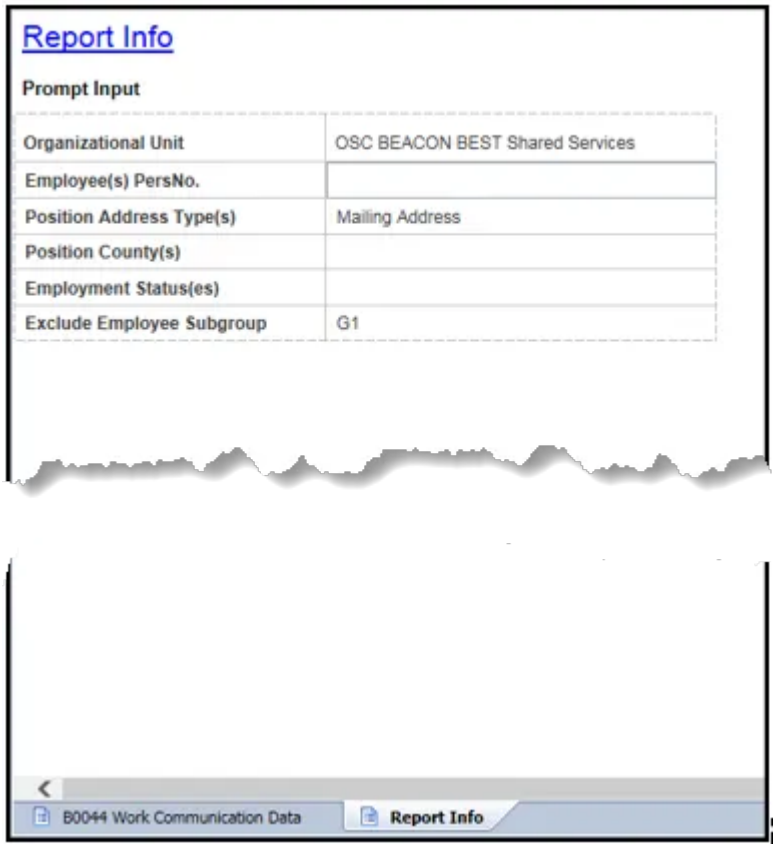
Continued ...

Image

State	Postal Code	Address Change Date	Position County	Work E-Mail	Work Telephone
NC	27699-9999	12/14/07	Wake	JANE.DOE@NC.GOV	919-555-1234

Report Info Tab: This report tab displays the values of the prompt selections for the executed report.

Image



Available Objects

This is a list of the available objects that can be added to the report, from the Document Dictionary once in the Design mode:

Dimensions

- Addr Change Date
- Address Line 1

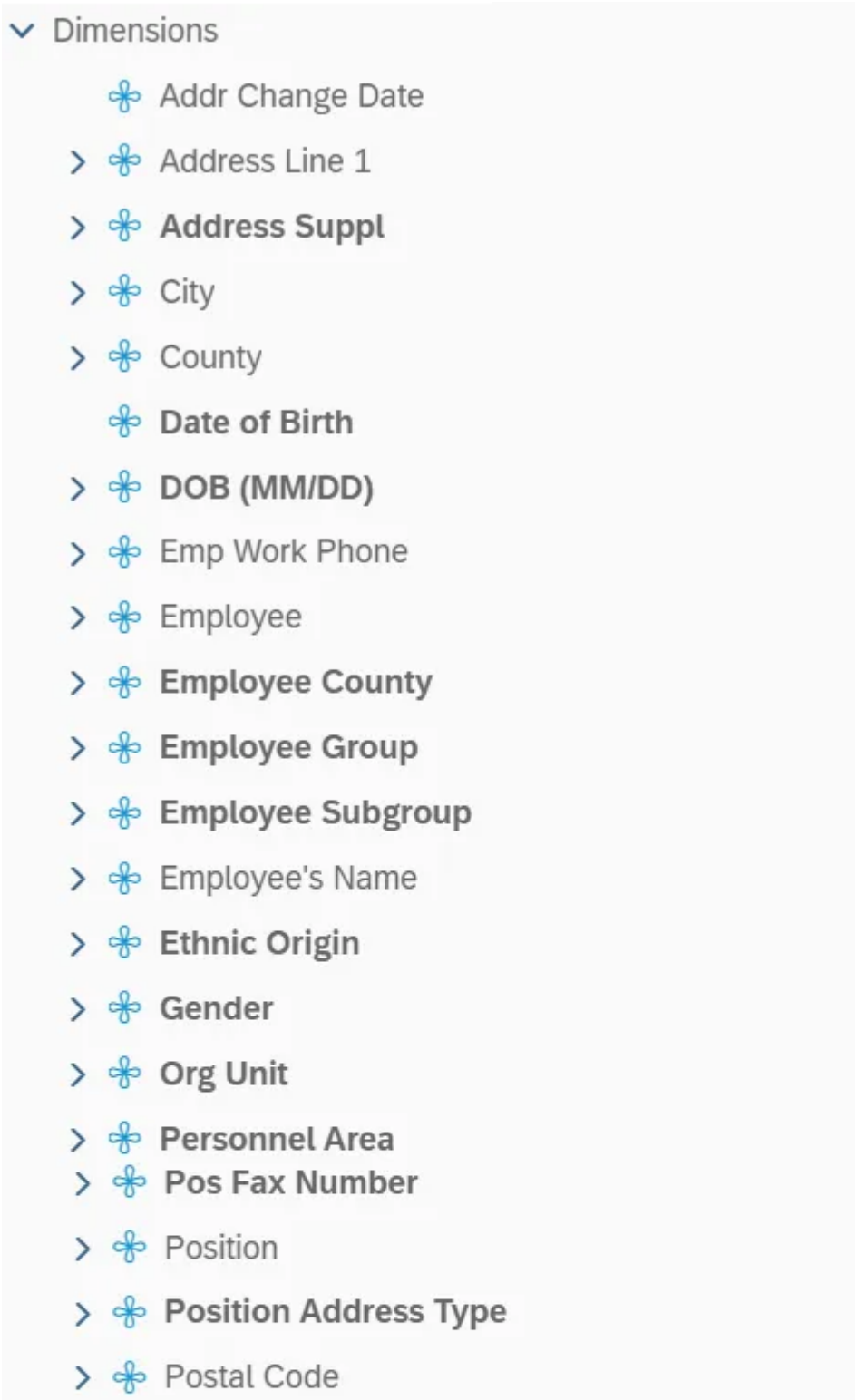
- Address Suppl
- City
- County
- Date of Birth
- DOB (MM/DD)
- Emp Work Phone
- Employee
- Employee County
- Employee Group
- Employee Subgroup
- Employee's Name
- Ethnic Origin
- Gender
- Org Unit
- Personnel Area
- Personnel Subarea
- Pos Fax Number
- Position
- Position Address Type
- Postal Code
- State
- Telephone #
- Valid To

Variables

- Prompt Response Employee PersNo
- Prompt Response Employment Status

- Prompt Response Exclude Employee Subgroup
- Prompt Response Organizational Unit
- Prompt Response Position Address Type
- Prompt Response Position County

Image


Dimensions
Addr Change Date
Address Line 1
Address Suppl
City
County
Date of Birth
DOB (MM/DD)
Emp Work Phone
Employee
Employee County
Employee Group
Employee Subgroup
Employee's Name
Ethnic Origin
Gender
Org Unit
Personnel Area
Pos Fax Number
Position
Position Address Type
Postal Code

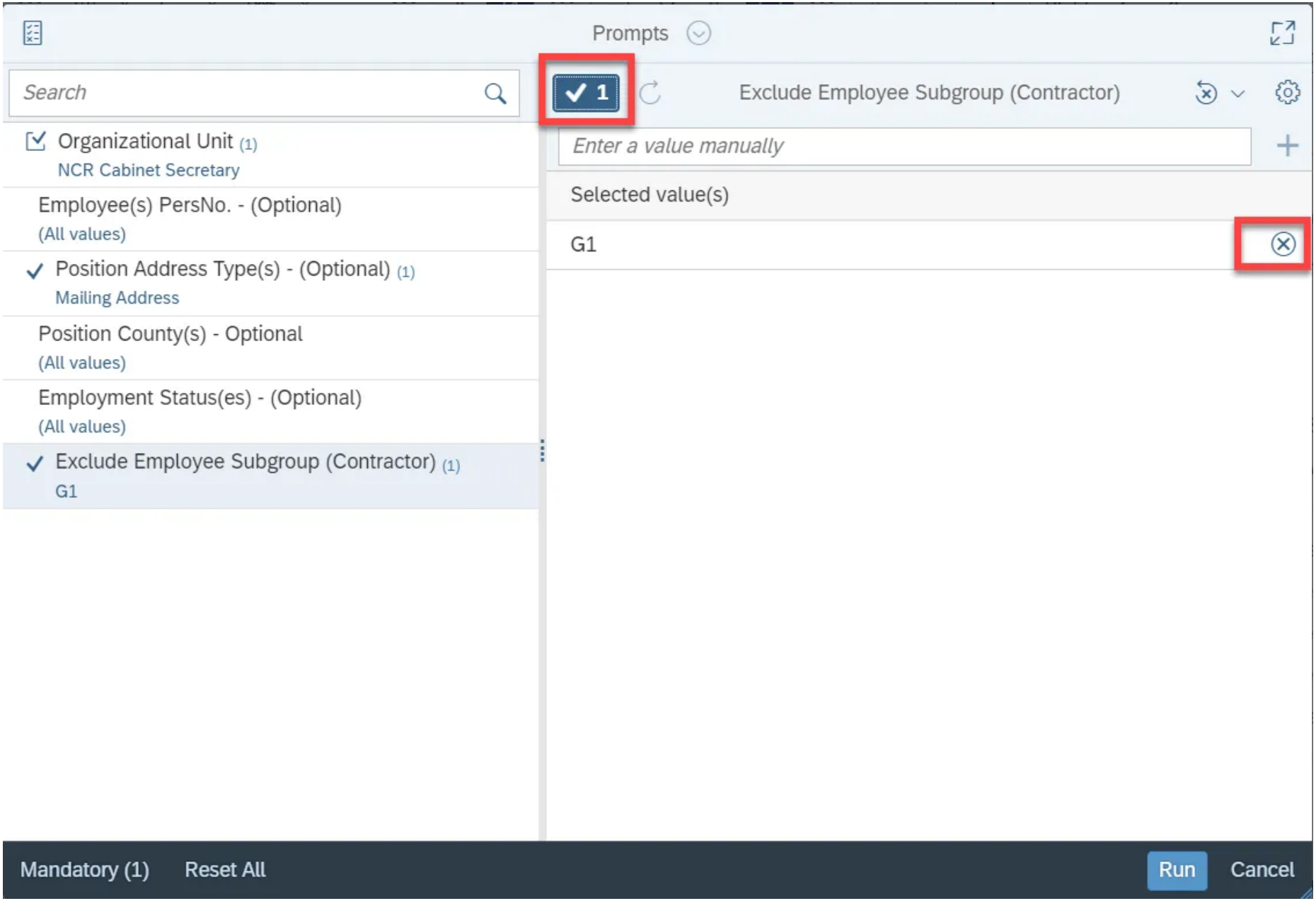
Special Report Considerations/Features

- The report defaults to generating list of all employees who have a current position mailing address with a valid to high date of 12/31/9999. The position mailing address information report should match the employee information in the employee directory.

  NOTE: If a position mailing address does not exist for an employee, the employee will not be included in this report.

- The position’s main address can also be added to this report.
- ‘EE Telework Eligible’ and ‘EE Telework Type’ can be added to report by expanding the Employee attributes (expanded list) in Available Objects.
- The data is refreshed daily and is current as of the close of business from the previous business day.
- Employee Subgroup G1 – Contractors are excluded from the report. To include Contractors in the report, click Display current prompt answers page and click on Delete.

Image


Prompts
Search
1
Exclude Employee Subgroup (Contractor)
Organizational Unit (1)
NCR Cabinet Secretary
Employee(s) PersNo. - (Optional)
(All values)
Position Address Type(s) - (Optional) (1)
Mailing Address
Position County(s) - Optional
(All values)
Employment Status(es) - (Optional)
(All values)
Exclude Employee Subgroup (Contractor) (1)
G1
Enter a value manually
Selected value(s)
G1
Mandatory (1)
Reset All
Run
Cancel

NOTE: There are no other exclusions in the report.

- This report includes position addresses for positions and employees within all other employee groups and subgroups who have valid current position mailing addresses in the system.
- ‘Emp Work Phone’ column on the report layout is the employee work phone information from Infotype IT0105 Subtype 20 captured in the Integrated HR/Payroll System. ‘Telephone #’ is the number keyed on Infotype IT1028 of the employee in the Integrated HR/Payroll System.

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