

B0051 Disciplinary Warnings

Purpose

The purpose of this report description is to explain how to generate the Disciplinary Warnings report.

Report Description

The report provides list of employees who have received a warning.

Report Location

PA: Warnings (Disciplinary)

Report Uses

This report is used to monitor and track the status of disciplinary warnings for active 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
- From Day (Single Value, Mandatory)
- To Day (Single Value, Mandatory)

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:

- Personnel Area(s) - (Optional)
- Employee Group(s) - (Optional)
- Employee Subgroup(S) – (Optional)
- Employee(s) PersNo. - (Optional)
- Reason(s) – (Optional)

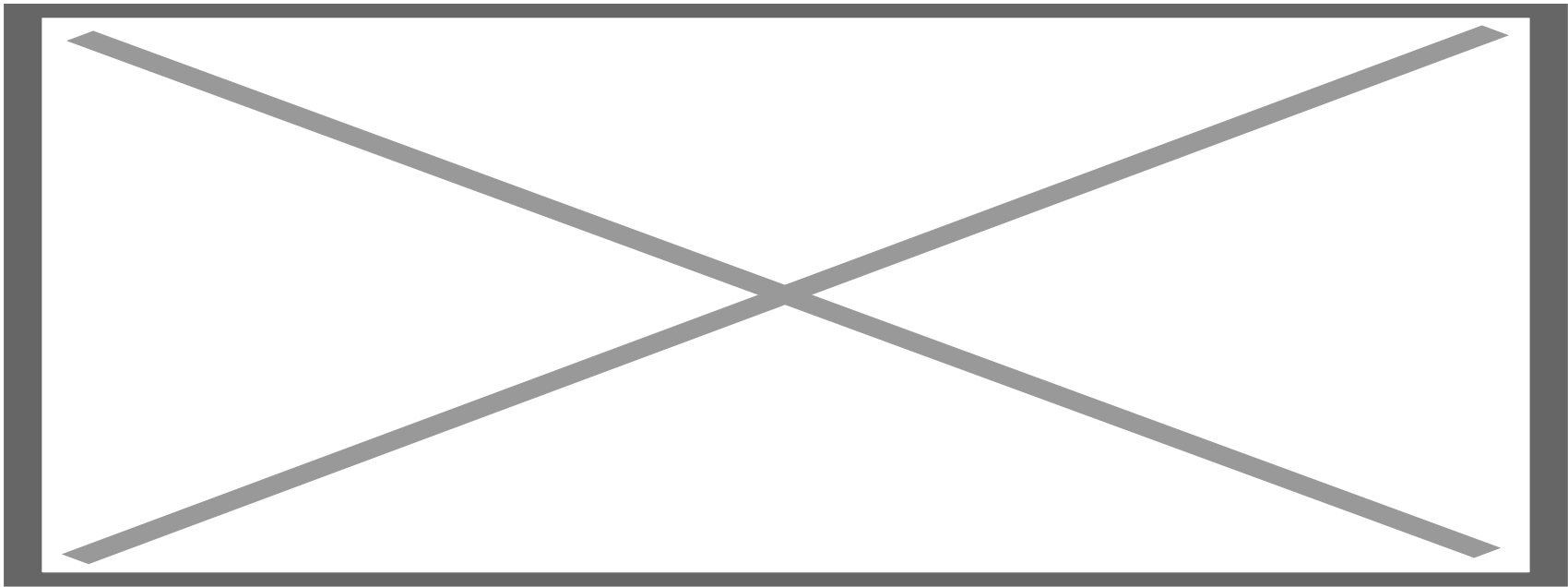
Image



Initial Layout

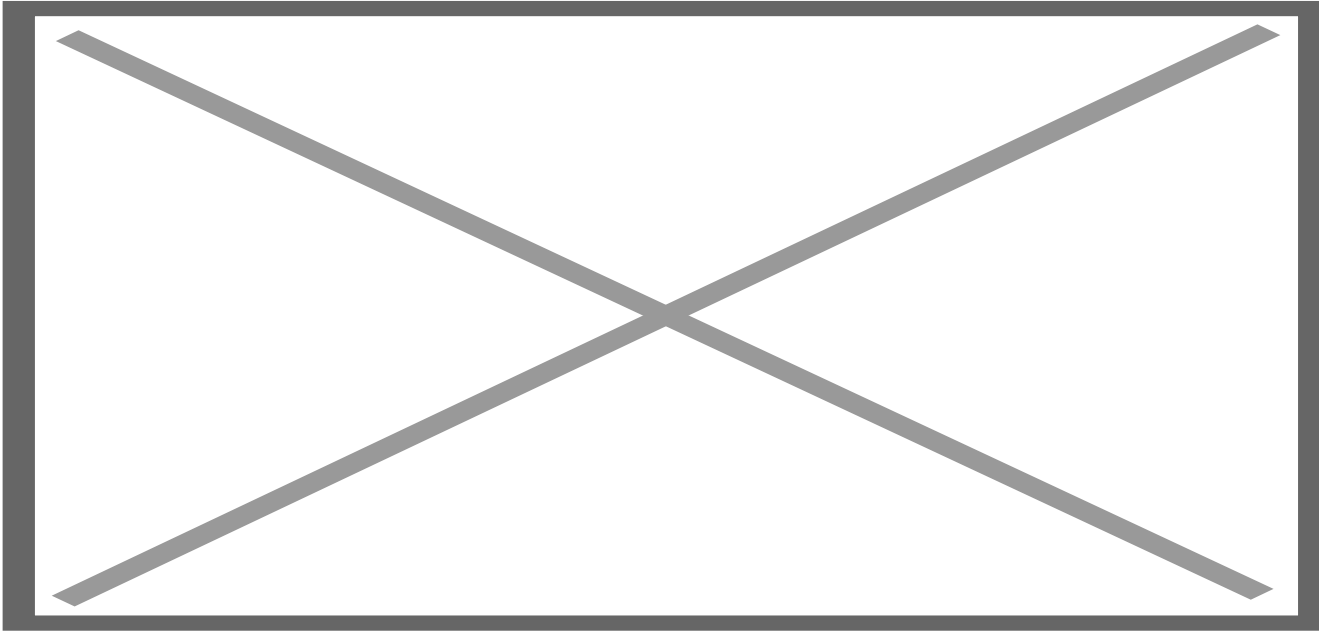
The report lists all disciplinary warnings based on the prompt selections. Below is a sample of the initial layout rendered.

Image



Continued ...

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

- Agency Hire Date
- Comments?
- Date Entered
- Date Settled
- Effective Date
- Emp Pay Area
- Emp Pay Group
- Emp Pay Level
- Emp Pay Type
- Employee
- Employee Group
- Employee Subgroup

- Employee's Name
- Employment Status
- Ethnic Origin
- Gender
- Grievance Number
- Job
- Military Status
- Organizational Unit
- Original Hire Date
- Personnel Area
- Personnel Subarea
- Position
- Reason
- Status - Resolved At
- Status - Result
- Status - Time From
- Subtype
- Supervisor
- Valid To
- Veteran Status

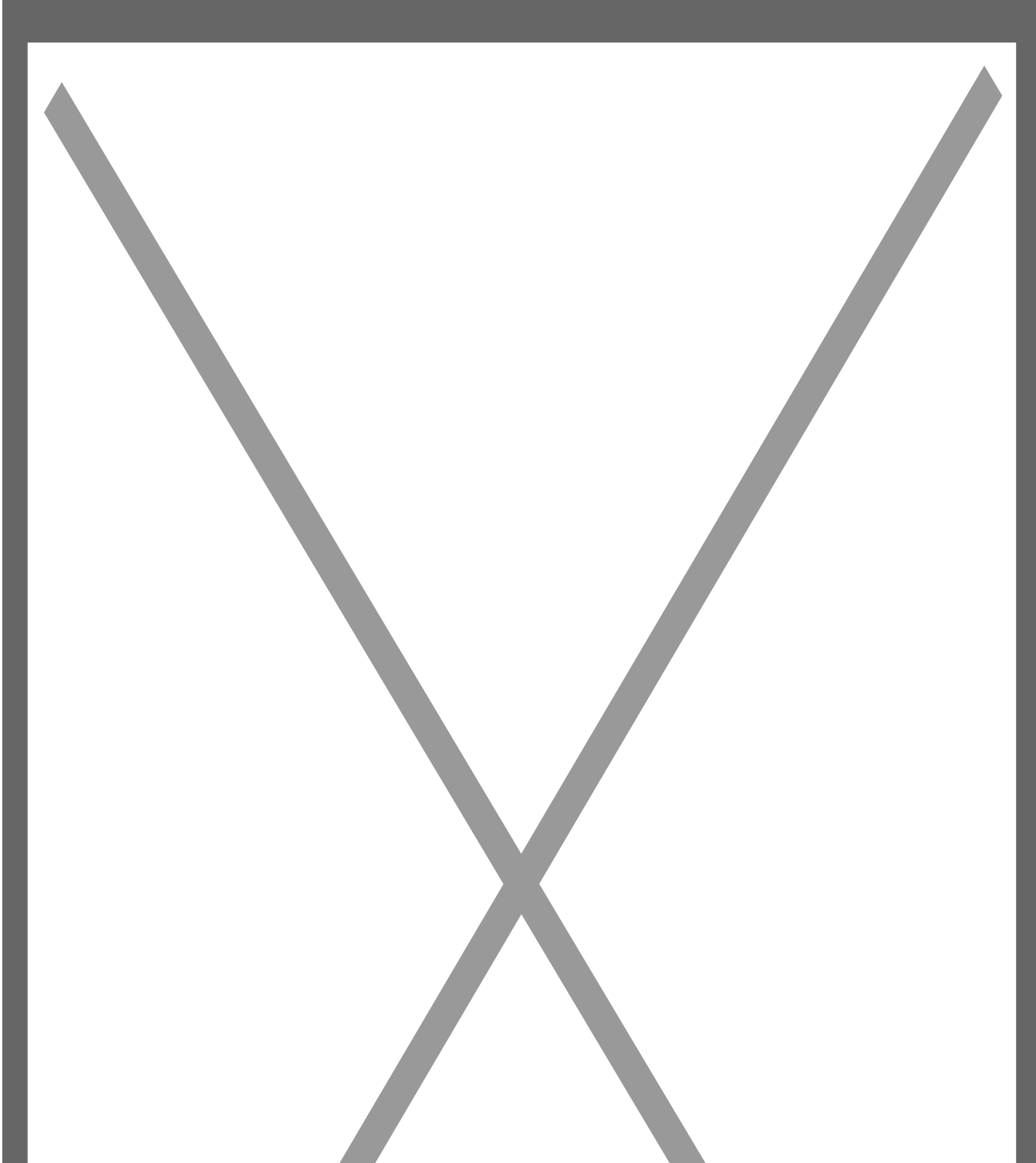
Measures

- Estimated Costs

Variables

- Prompt Response Employee Group
- Prompt Response Employee PersNo
- Prompt Response Employee Subgroup
- Prompt Response From Day - To Day
- Prompt Response Organizational Unit
- Prompt Response Personnel Area
- Prompt Response Reason

Image



Special Report Considerations/Features

- Temporary employees are excluded by default but this can be changed.
- Report only pulls active employees.
- To change the sorting for the desired column

By default, data is sorted by Personnel Area. (This can be changed as needed).

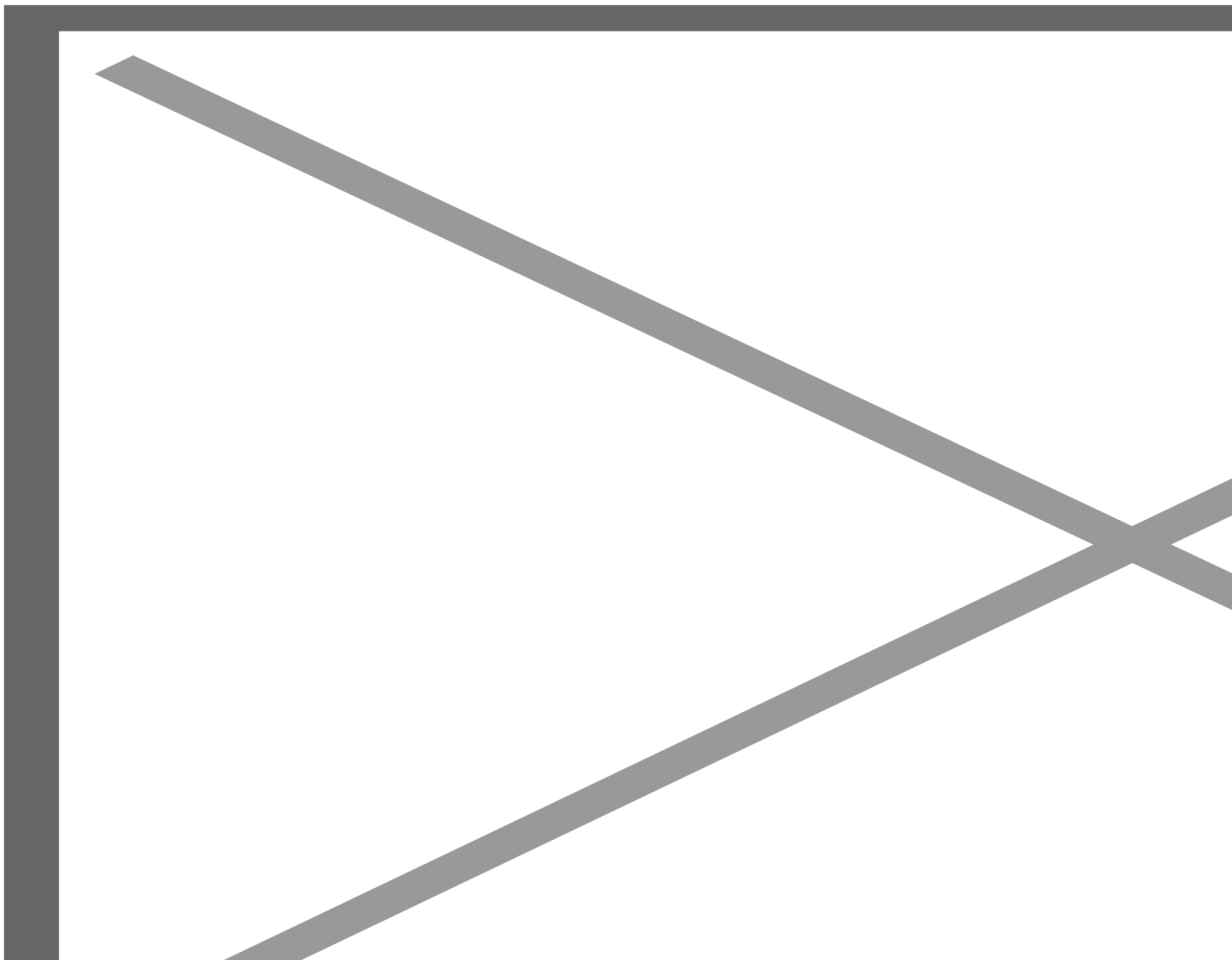
Step 1. Left click to select the desired column

Step 2. Right click on the desired column

Step 3. Select Data

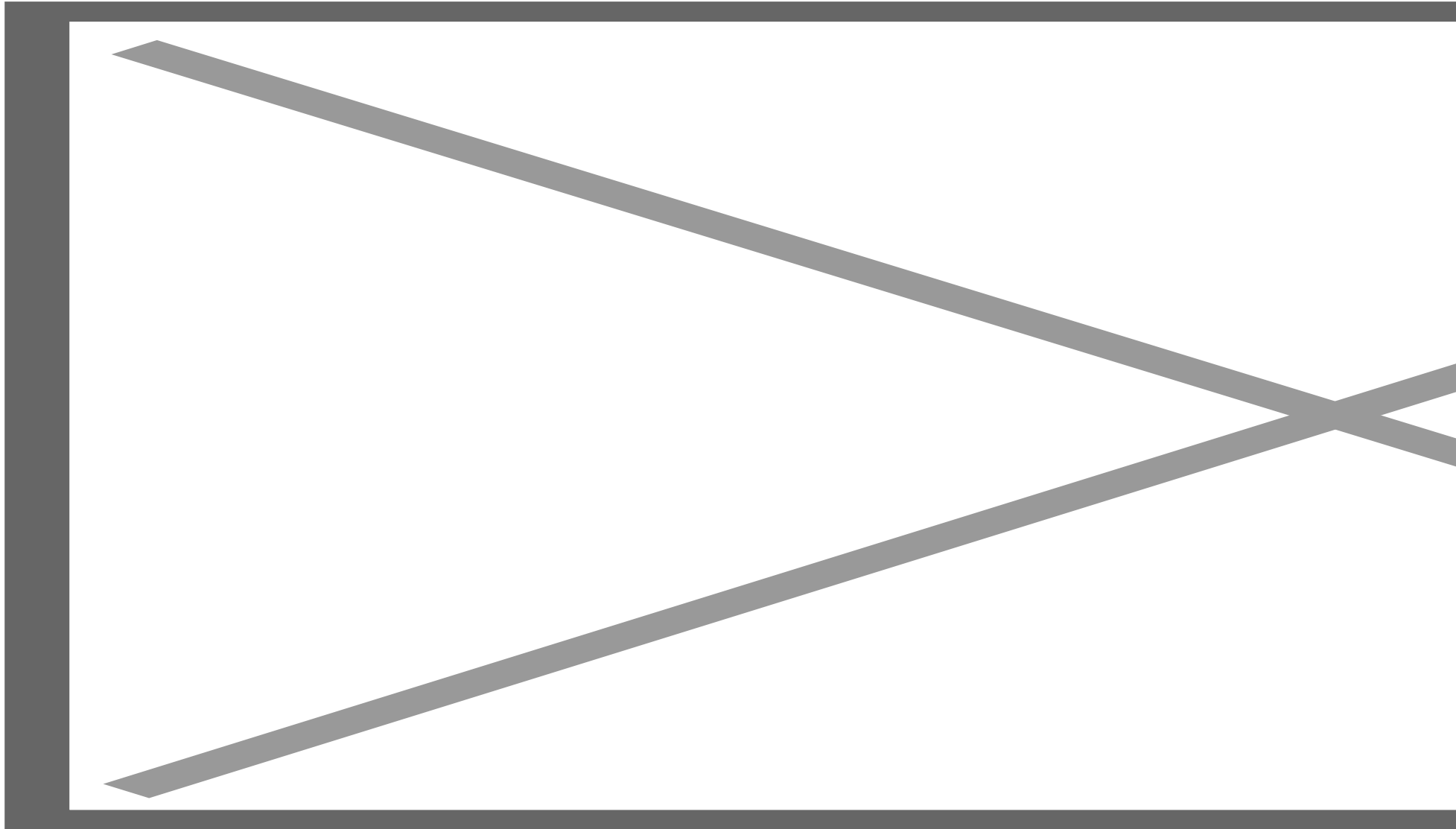
Step 4. Select Add Sort or Edit Sort

Image



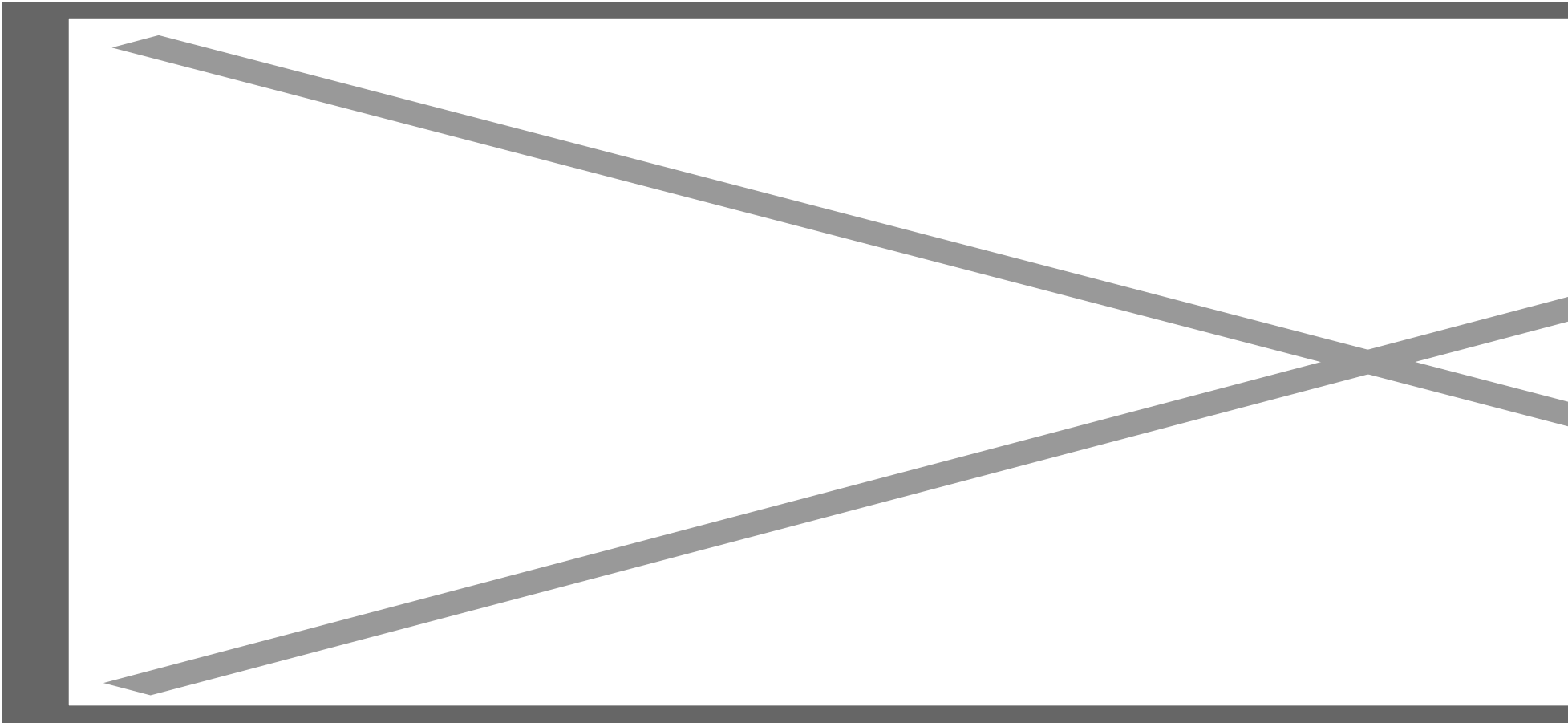
- Step 5. The Sort menu will display on the right-side panel
- Step 6. Hover the cursor in the top right corner of the desired category
- Step 7. Click the X to remove the sort.

Image



- To View B0022 Comments Report (Hyperlink)
 - Step 1. Make sure the column “Comments?” is selected.
 - Step 2. Click the X to navigate to the B0022 Comments Report.
 - Step 3. The B0022 Comments Report populates.

Image



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