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:

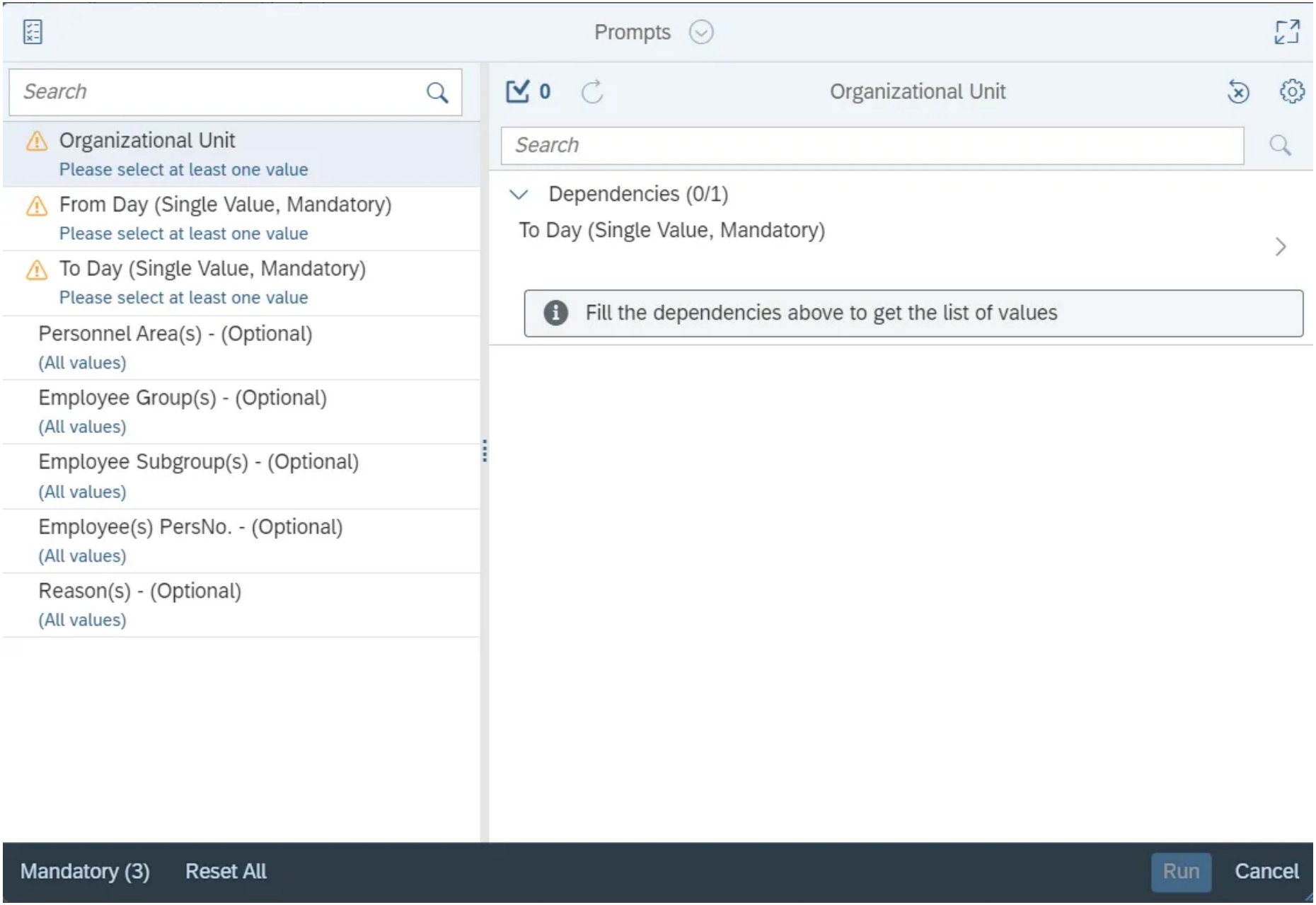
- Organizational Unit
- From Day (Single Value, Mandatory)
- To Day (Single Value, Mandatory)

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)

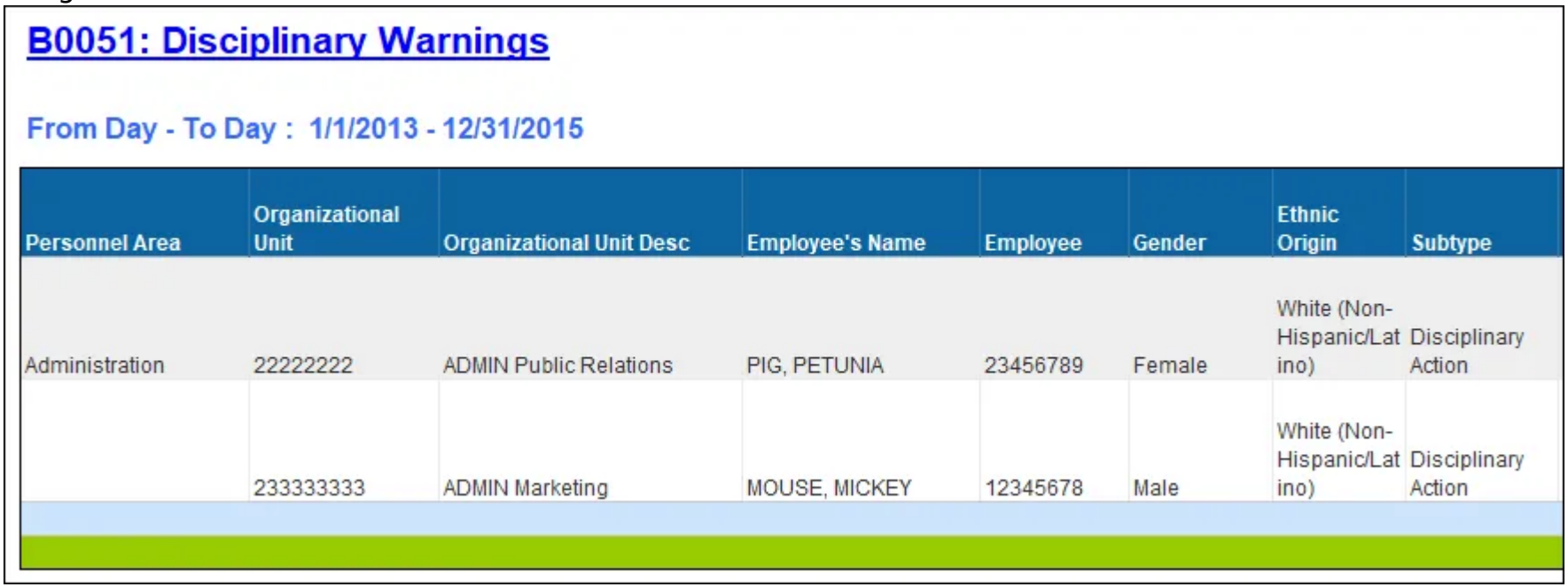
Image


Prompts
Search
Organizational Unit
Please select at least one value
From Day (Single Value, Mandatory)
Please select at least one value
To Day (Single Value, Mandatory)
Please select at least one value
Personnel Area(s) - (Optional)
(All values)
Employee Group(s) - (Optional)
(All values)
Employee Subgroup(s) - (Optional)
(All values)
Employee(s) PersNo. - (Optional)
(All values)
Reason(s) - (Optional)
(All values)
0
Organizational Unit
Search
Dependencies (0/1)
To Day (Single Value, Mandatory)
Fill the dependencies above to get the list of values
Mandatory (3)
Reset All
Run
Cancel

Initial Layout

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

Image



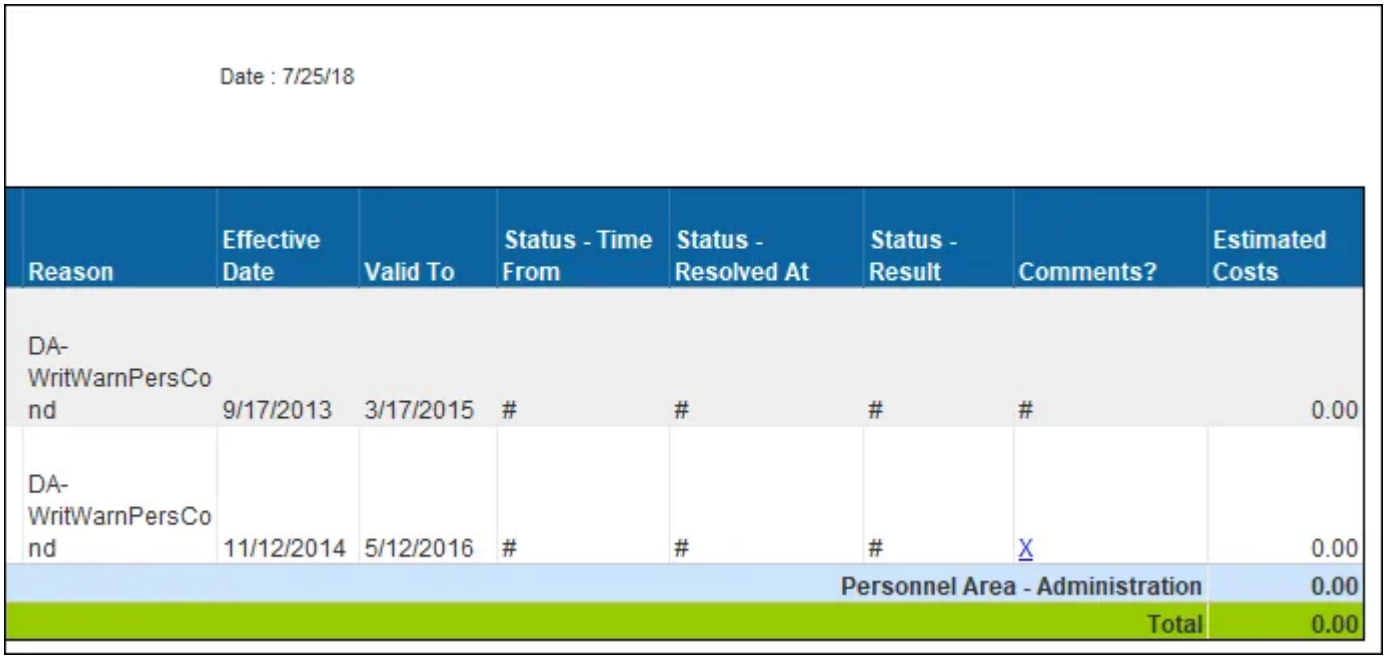
B0051: Disciplinary Warnings

From Day - To Day : 1/1/2013 - 12/31/2015

Personnel Area	Organizational Unit	Organizational Unit Desc	Employee's Name	Employee	Gender	Ethnic Origin	Subtype
Administration	22222222	ADMIN Public Relations	PIG, PETUNIA	23456789	Female	White (Non-Hispanic/Latino)	Disciplinary Action
	233333333	ADMIN Marketing	MOUSE, MICKEY	12345678	Male	White (Non-Hispanic/Latino)	Disciplinary Action

Continued …

Image



Date : 7/25/18

Reason	Effective Date	Valid To	Status - Time From	Status - Resolved At	Status - Result	Comments?	Estimated Costs
DA-WritWarnPersCond	9/17/2013	3/17/2015	#	#	#	#	0.00
DA-WritWarnPersCond	11/12/2014	5/12/2016	#	#	#	X	0.00
						Personnel Area - Administration	0.00
						Total	0.00

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

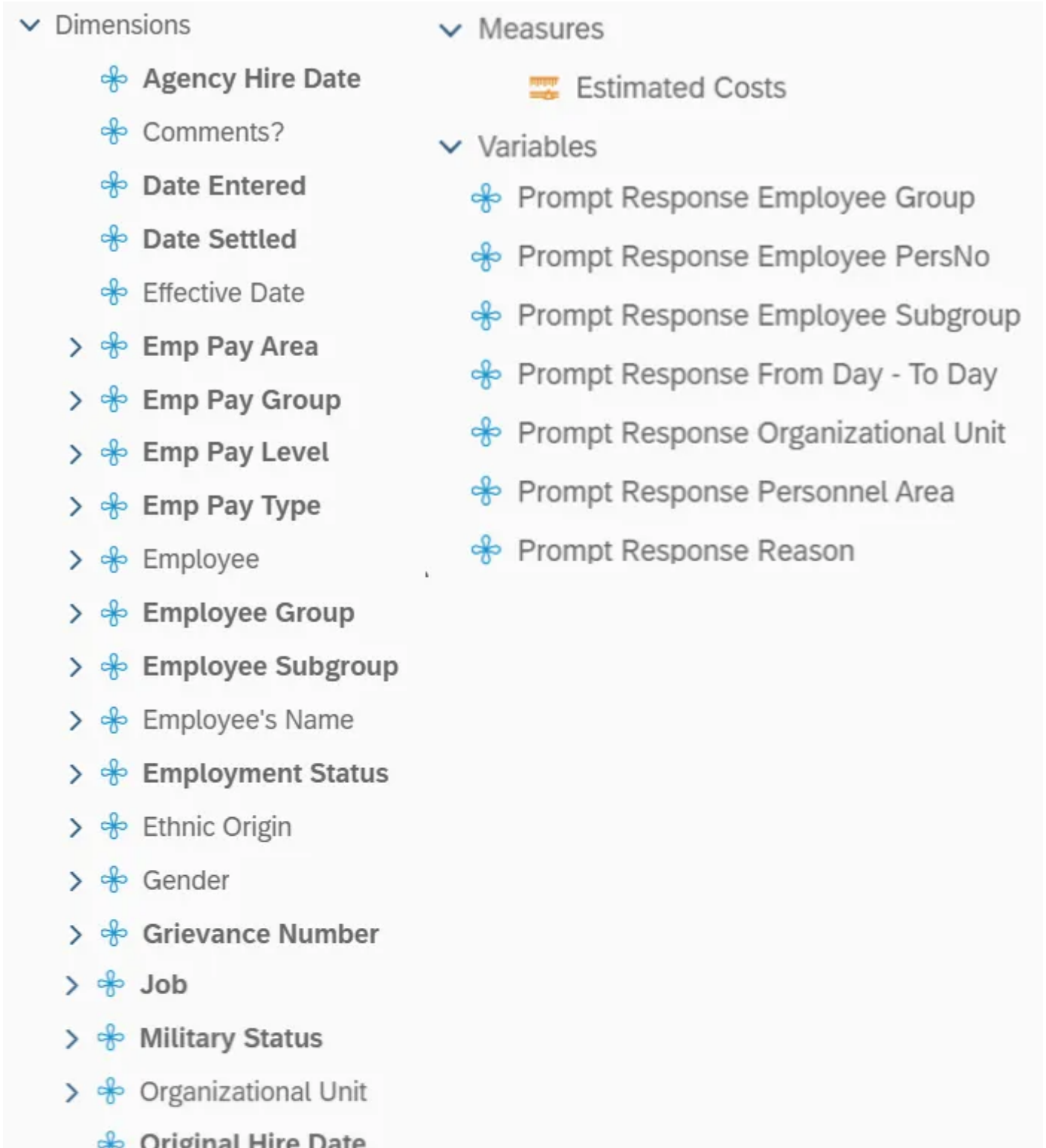
Measures

- 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


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
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

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).

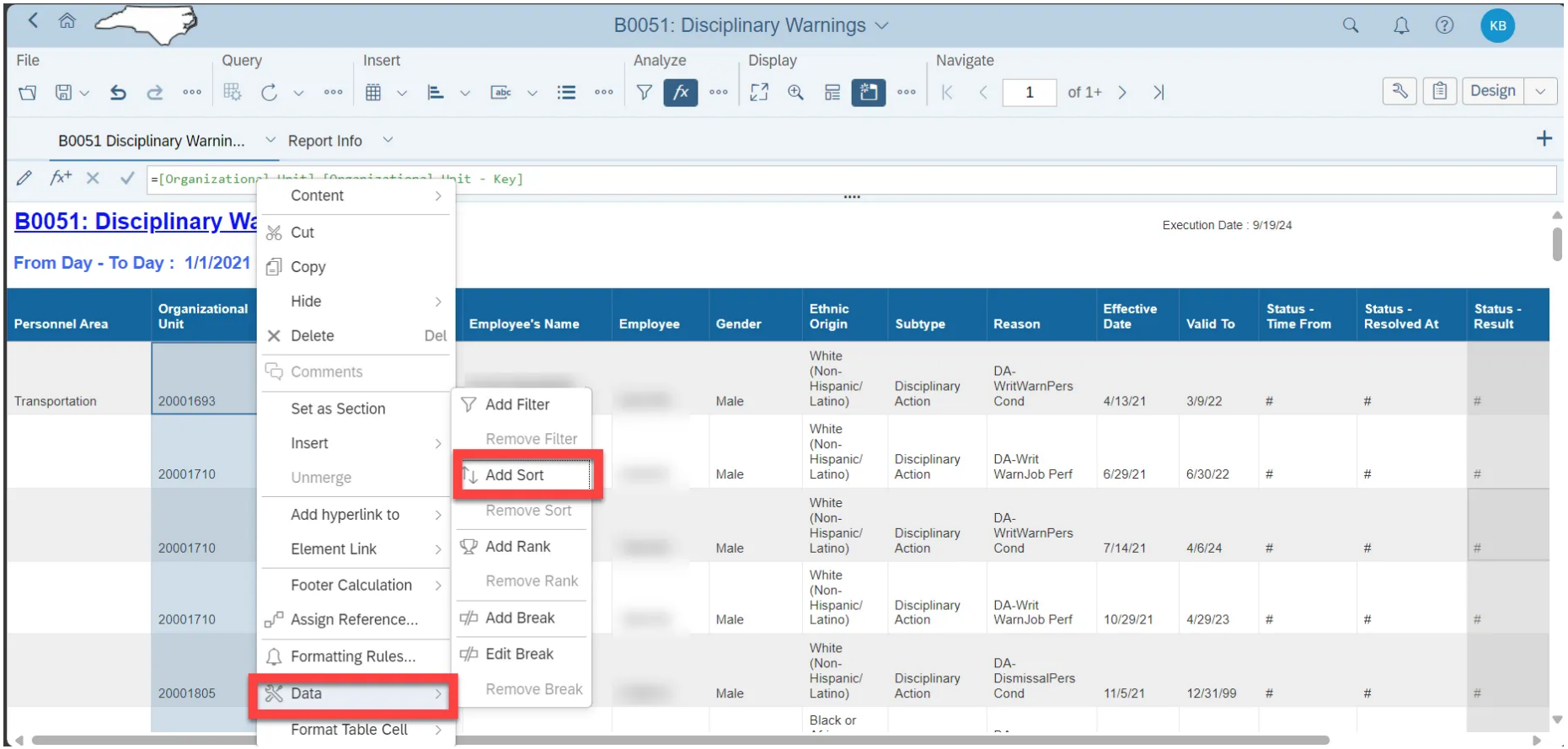
Step 1. Left click to select the desired column

Step 2. Right click on the desired column

Step 3. Select Data

Step 4. Select Add Sort or Edit Sort

Image

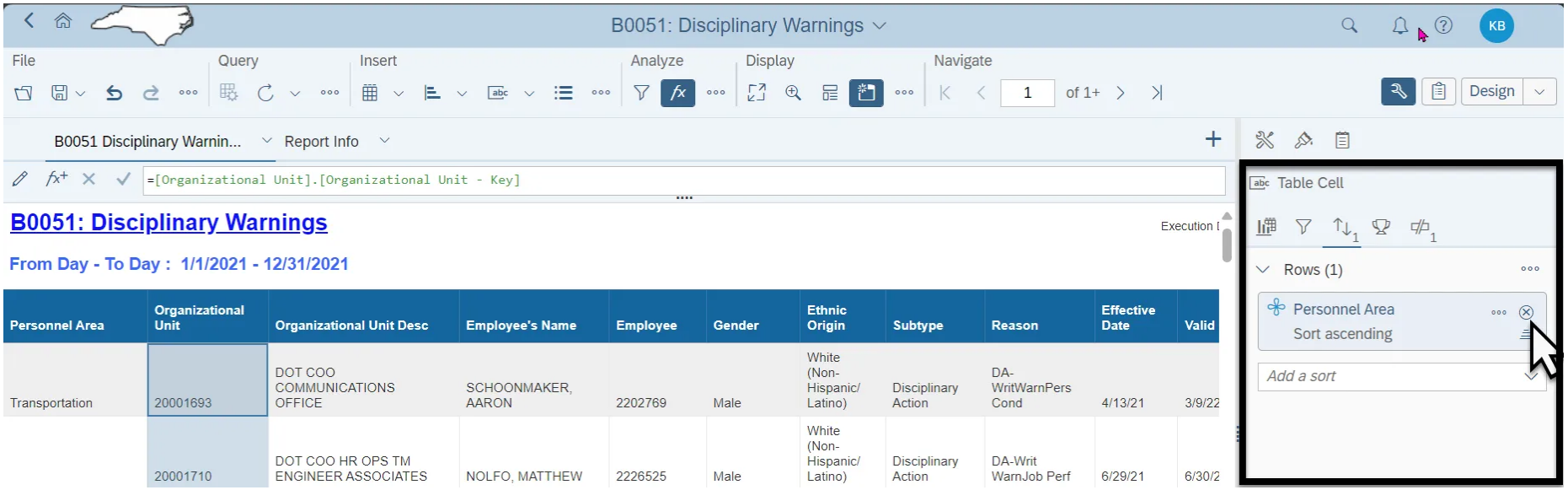


Step 5. The Sort menu will display on the right-side panel

Step 6. Hover the cursor in the top right corner of the desired category

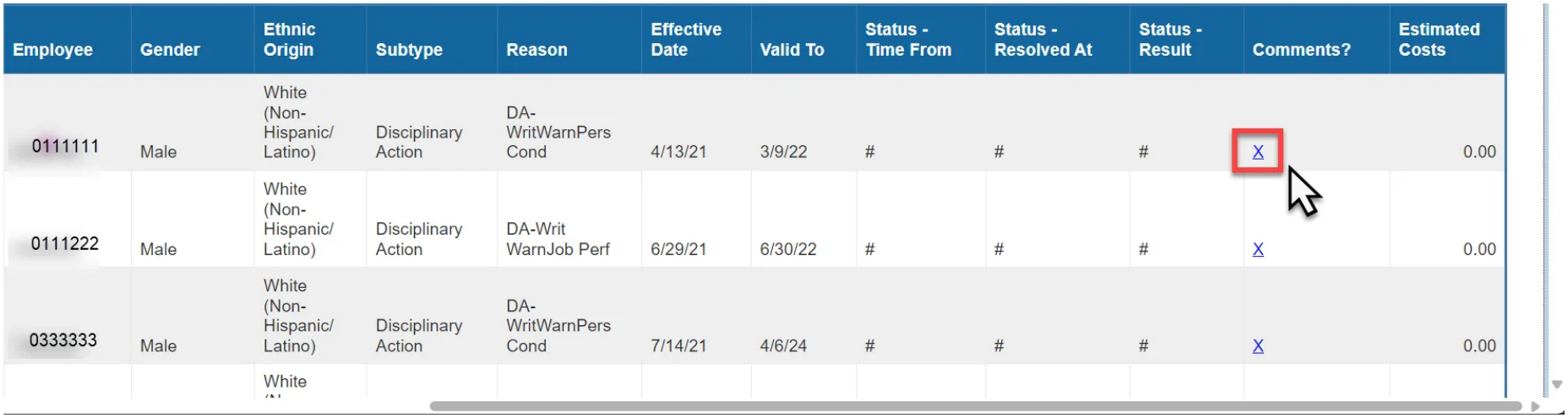
Step 7. Click the X to remove the sort.

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



Employee	Gender	Ethnic Origin	Subtype	Reason	Effective Date	Valid To	Status - Time From	Status - Resolved At	Status - Result	Comments?	Estimated Costs
0111111	Male	White (Non-Hispanic/ Latino)	Disciplinary Action	DA-WritWarnPers Cond	4/13/21	3/9/22	#	#	#	X	0.00
0111222	Male	White (Non-Hispanic/ Latino)	Disciplinary Action	DA-Writ WarnJob Perf	6/29/21	6/30/22	#	#	#	X	0.00
0333333	Male	White (Non-Hispanic/ Latino)	Disciplinary Action	DA-WritWarnPers Cond	7/14/21	4/6/24	#	#	#	X	0.00
		White									

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