B0077 Position Attributes

Purpose

The purpose of this report is to display Position Attributes in the Integrated HR-Payroll System.

Report Description

The B0077 Position Attributes Report displays details about active positions with cost center, fund application, budget amount, and total position full-time equivalents (FTEs).

Report Location

OM: Position Data

Report Uses

- This report can be used to view a list of positions and funding information for specified organizational unit(s).
- It can be used for organizational management, budget, and funding planning for positions within organizational units.
- By adding additional data elements to the report from the Available Objects menu, the report can be used to verify and compare position settings across many similar positions.

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:

- Organization Unit
- Calendar Month/Year (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 option in parentheses beside the prompt.

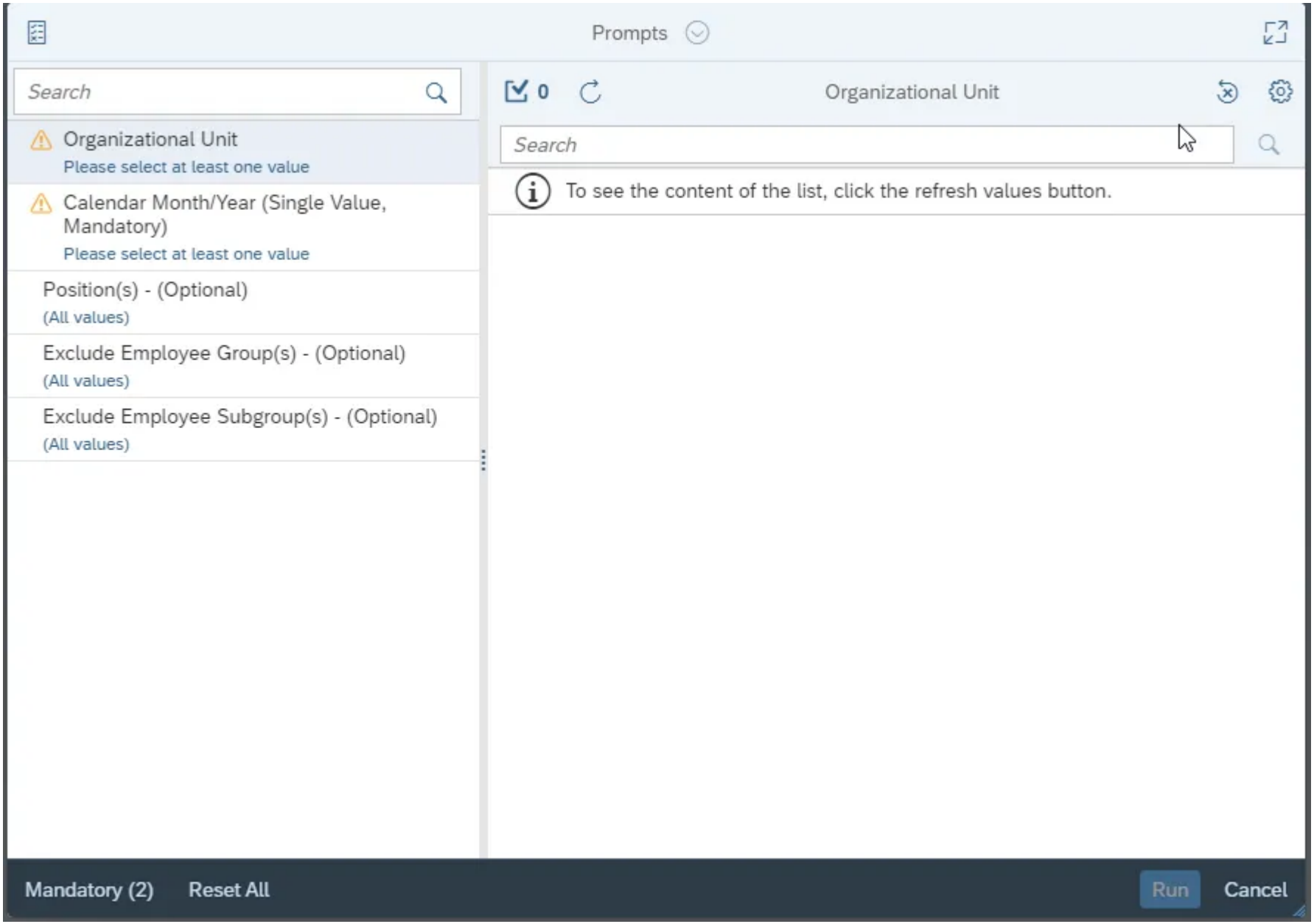
The Optional prompts are:

- Position(s) – (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 Group(s) – (Optional)
- Exclude Employee Subgroup(s) – (Optional)

Image

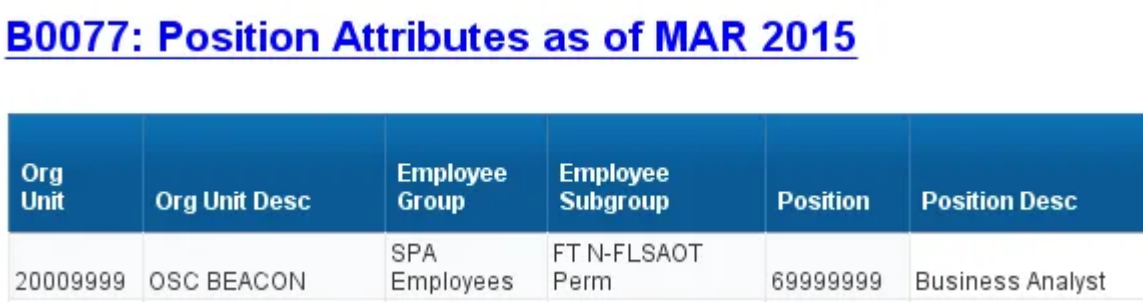

Prompts
Search
Organizational Unit
Please select at least one value
Calendar Month/Year (Single Value, Mandatory)
Please select at least one value
Position(s) - (Optional)
(All values)
Exclude Employee Group(s) - (Optional)
(All values)
Exclude Employee Subgroup(s) - (Optional)
(All values)
0
Organizational Unit
Search
To see the content of the list, click the refresh values button.
Mandatory (2)
Reset All
Run
Cancel

Initial Layout

The report is generated with each position within the org unit selected. This is a sample row from the report, which shows the columns available on the base report:

- **Note:** The two fields Employee Group and Employee Subgroup displayed in the report are based on the Position.

Image



B0077: Position Attributes as of MAR 2015

Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	Position	Position Desc
20009999	OSC BEACON	SPA Employees	FT N-FLSAOT Perm	69999999	Business Analyst

Continued...

Image



Execution Date: 3/18/15

Supervising Position	Fund Application	Cost Center	Position FTE	Budgeted Amount	Fund %
Deputy State Controller	14160	1424510000	1.000	40,000	100.00

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

- Addl Center Ref
- Application of Fund
- Business area
- Cal Mth/Yr
- Cost Center
- Country
- Emergency Position
- Emp Pers Subarea
- Employee
- Employee Group
- Employee Subgroup
- Employee’s Name
- Essential Position
- Funding Source
- Job
- Job Branch
- Job Country
- Job ESG CAP
- Job Family
- Job Pay Area
- Job Pay Group
- Job Pay Level
- Job Pay Type

- Key Position
- Org Unit
- PMIS 15-Digit Positi
- Pos City
- Pos Country
- Pos ESC CAP
- Pos Pay Area
- Pos Pay Group
- Pos Pay Level
- Pos Pay Type
- Pos Personnel Area
- Pos Personnel Subarea
- Position
- Position Chief
- SOC Code
- State
- Statutory Exemption Type
- Supervising Position
- Valid From
- Valid To

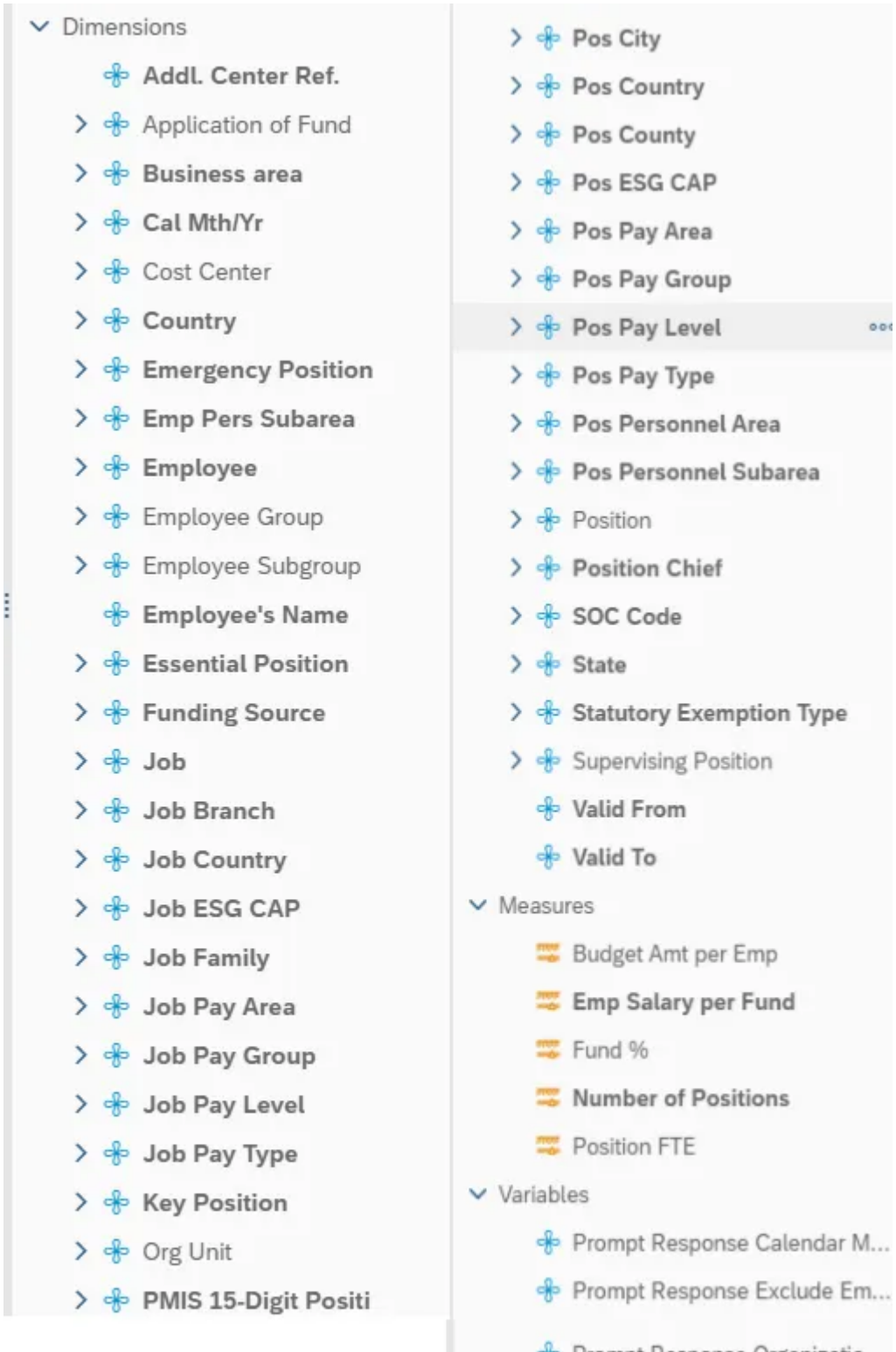
Measures

- Budget Amt per Emp
- Emp Salary per Fund
- Fund %
- Number of Positions
- Position FTE

Variables

- Prompt Response Calendar Month/Year
- Prompt Response Exclude Employee Group
- Prompt Response Exclude Employee Subgroup
- Prompt Response Organizational Unit
- Prompt Response Position
- Supplemental Position

Image


Dimensions
Addl. Center Ref.
Application of Fund
Business area
Cal Mth/Yr
Cost Center
Country
Emergency Position
Emp Pers Subarea
Employee
Employee Group
Employee Subgroup
Employee's Name
Essential Position
Funding Source
Job
Job Branch
Job Country
Job ESG CAP
Job Family
Job Pay Area
Job Pay Group
Job Pay Level
Job Pay Type
Key Position
Org Unit
PMIS 15-Digit Positi
Pos City
Pos Country
Pos County
Pos ESG CAP
Pos Pay Area
Pos Pay Group
Pos Pay Level
Pos Pay Type
Pos Personnel Area
Pos Personnel Subarea
Position
Position Chief
SOC Code
State
Statutory Exemption Type
Supervising Position
Valid From
Valid To
Measures
Budget Amt per Emp
Emp Salary per Fund
Fund %
Number of Positions
Position FTE
Variables
Prompt Response Calendar M...
Prompt Response Exclude Em...

Special Report Considerations/Features

- Position Personnel area was added to this report on August 17, 2017, and began being populated at that time. If the report is run for a date prior to August 2017, then the position personnel area will not be populated, and will display as “#” or as “not assigned”.
- ‘EE Telework Eligible’ and ‘EE Telework Type’ can be added to report by expanding the Employee attributes (expanded list) in Available Objects.
- Position and Job abbreviated titles (Short Text) are available from the Position or Job attributes (expanded list) in Available objects.
- Field/Home Based indicator is available from Position attributes (expanded list) in Available Objects
- Temporary employees or Supplemental Staff (O, X) are included in this report by default.
    - Use the Exclude Employee Group and Exclude Employee Subgroup exclusion prompts to exclude the Supplemental Staffs.
    - Use the ‘Supplemental Position’ variable in the Available Objects to filter out the Supplemental Staff after dragging this variable into the report and refresh.
- Contractors (G1) are included in this report by default as they are subgroup of Supplemental Staff (O, X).
    - Use the Exclude Employee Group and Exclude Employee Subgroup exclusion prompts to exclude the Contractors (G1).

How to Exclude Supplemental Staff Positions

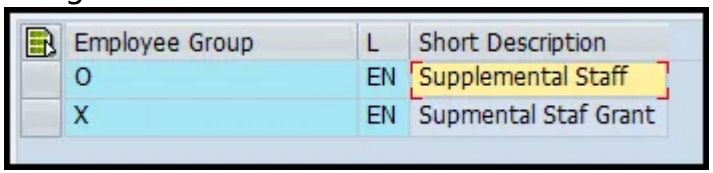
Using Exclusion Prompt

As described earlier in the Exclusion prompt section of this document, enter the values for the Exclude Employee Groups prompt and Exclude Employee Subgroup prompt by selecting the appropriate Employee Group –

Supplemental Staff and the appropriate Employee Subgroup - Supplemental Staff Position.

- Employee Group – Supplemental Staff
  - O;X

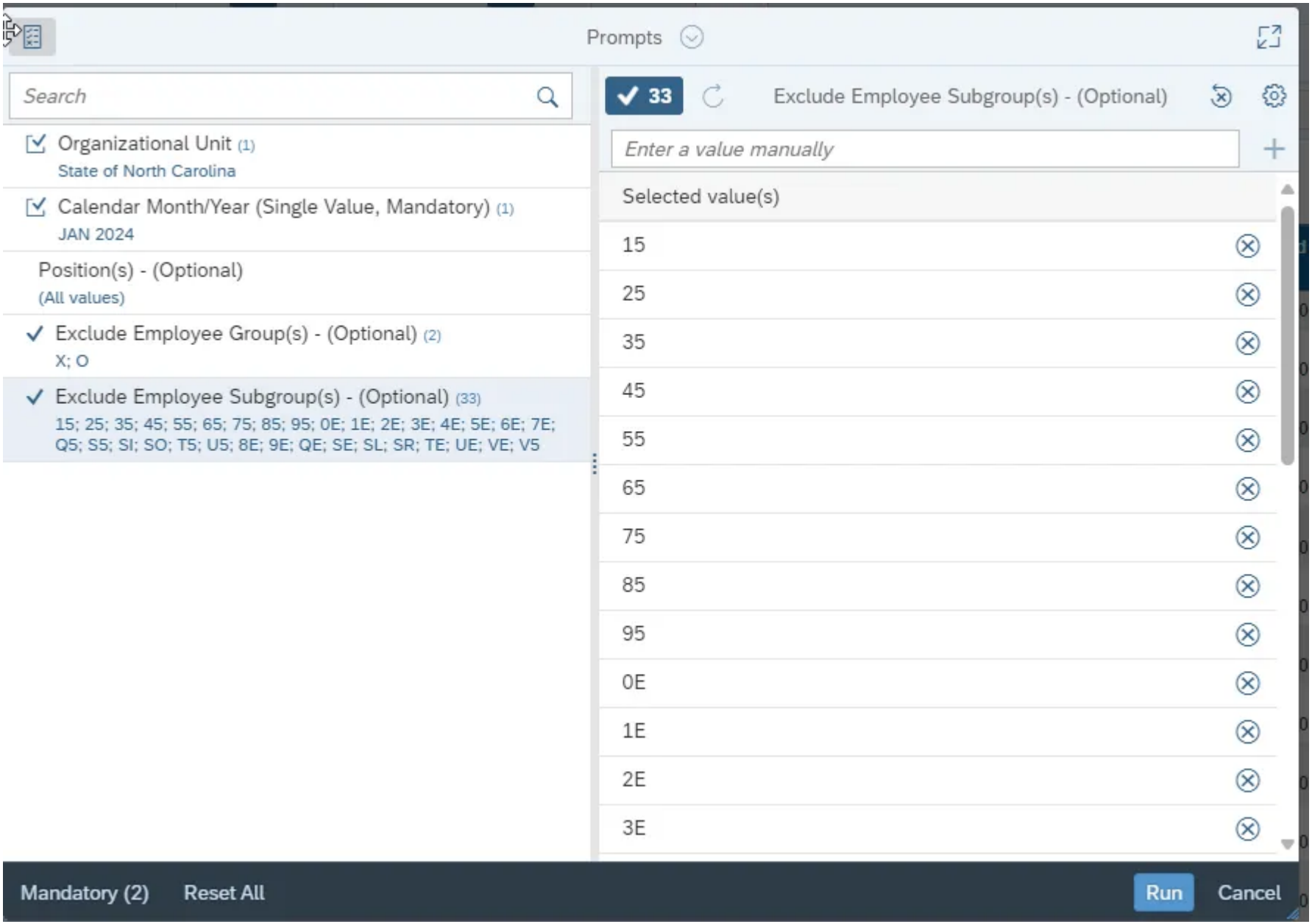
Image



Employee Group	L	Short Description
O	EN	Supplemental Staff
X	EN	Supmental Staf Grant

- Employee Subgroup – Supplemental Staff
  - 15;25;35;45;55;65;75;85;95;0E;1E;2E;3E;4E;5E;6E;7E;Q5;S5;SI;SO;T5;U5;8E;9E;QE;SE;SL;SR;TE;UE;VE;V5
  - You can copy and paste the list provided above in the direct entry field which reads ‘Search or enter value(s) manually’. Once the values have been copied, click the right plus sign to add the values in the selection box.

Image



- Using ‘Supplemental Position’ variable

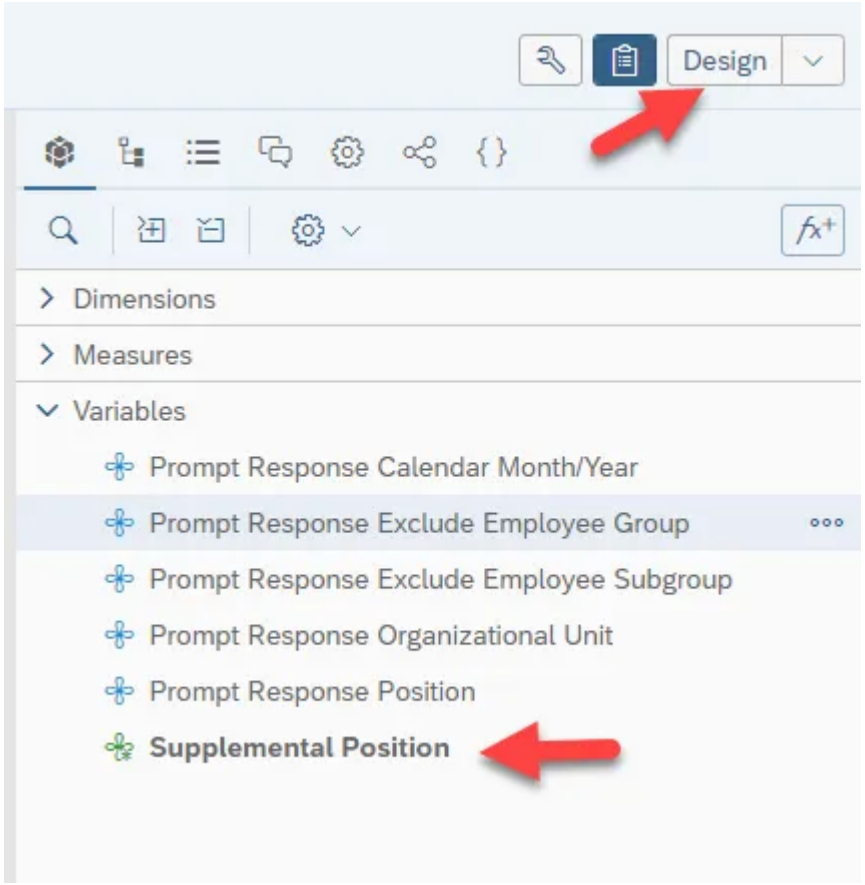
- When you run the report without entering the Exclusion prompt values, the report will show the Supplemental Staff positions (if any) in the report for the given Organizational Unit and Calendar Month prompts.

Image

Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	Position	Position Desc	Supervising Position
20000015	Director's Office	Employees	Perm	60013803	Assistant	Director
20000112	OSHR DO-OPS & BEN TEMP SOL Temp Workforc	Supplement al Staff	Temp Sol FT N-FLSAOT	60092339	PH Program Consultant II	Accounting Technician

- To display all positions other than Supplemental Staff in the report, you can set a filter with filter value as ‘No’ for the variable ‘Supplemental Position’. This variable is listed in the Design screen at the top right.

Image



How to Set Filter

- Add the Supplemental Position variable to the report in Design Mode.

Image

Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	Supplemental Position	Position
20000015	OSHR Director's Office	EPA Employees	FT EPA	#REFRESH	60013736
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	#REFRESH	60008578
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	#REFRESH	60010482

- Refresh the report when you see the #REFRESH in the Supplemental Position column.

Image

Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	Supplemental Position	Position	Position Desc
20000015	OSHR Director's Office	EPA Employees	FT EPA	No	60013736	State Personnel Director
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60008578	Human Resources Partner
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60010482	Assistant Attorney General
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60013818	Human Resources Managing Partner
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60013818	Human Resources Managing Partner
20000015	OSHR Director's Office	SPA Employees	FT S-FLSAOT Perm	No	60013803	Executive Assistant
20000112	OSHR DO-OPS & BEN TEMP SOL Temp Workforc	Supplemental Staff	Temp Sol FT N-FLSAOT	Yes	60092339	PH Program Consultant II
	OSHR DO-OPS & BEN TEMP					

- Highlight the Supplemental Position Column

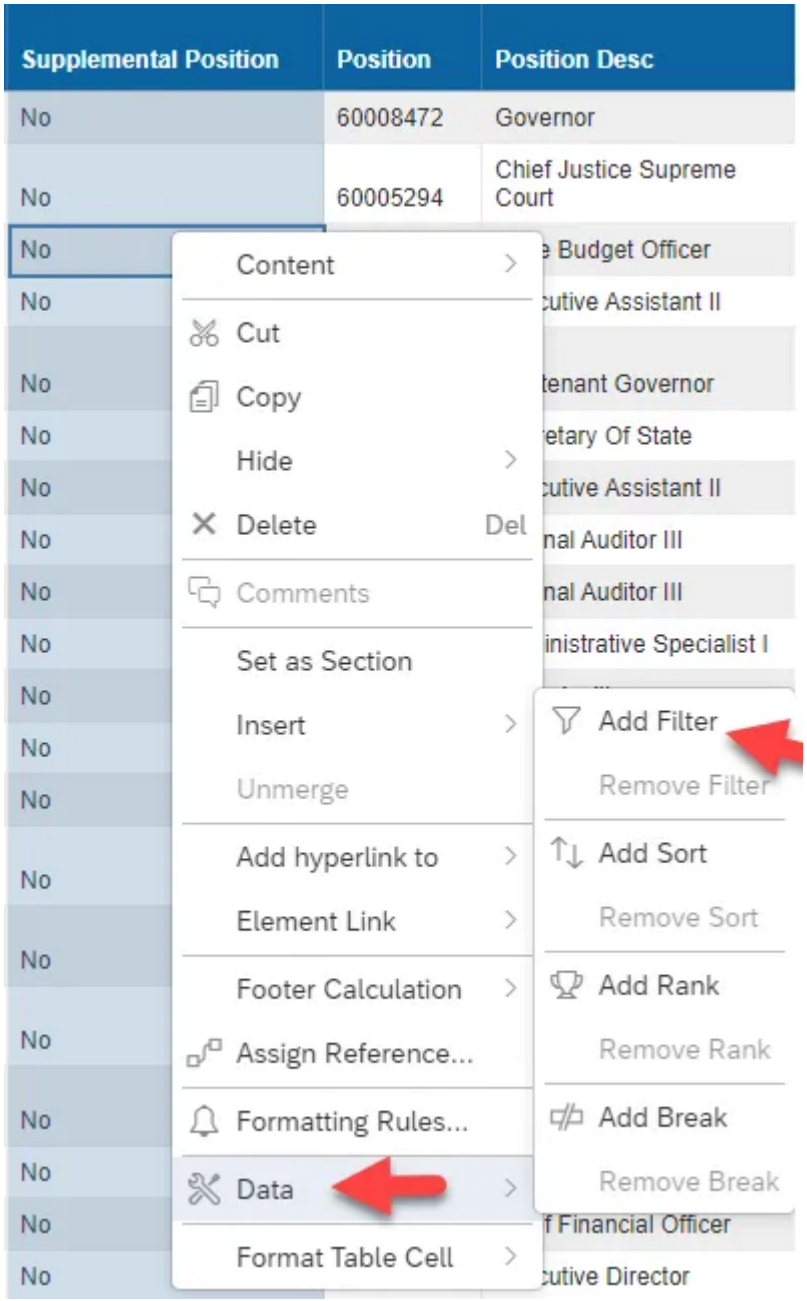
Image



Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	Supplemental Position	Position	Position Desc
20000015	OSHR Director's Office	EPA Employees	FT EPA	No	60013736	State Personnel Director
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60008578	Human Resources Partner
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60010482	Assistant Attorney General
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60013818	Human Resources Managing Partner
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60013818	Human Resources Managing Partner
20000015	OSHR Director's Office	SPA Employees	FT S-FLSAOT Perm	No	60013803	Executive Assistant
20000112	OSHR DO-OPS & BEN TEMP SOL Temp Workforc	Supplemental Staff	Temp Sol FT N-FLSAOT	Yes	60092339	PH Program Consultant II
	OSHR DO-OPS & BEN TEMP					

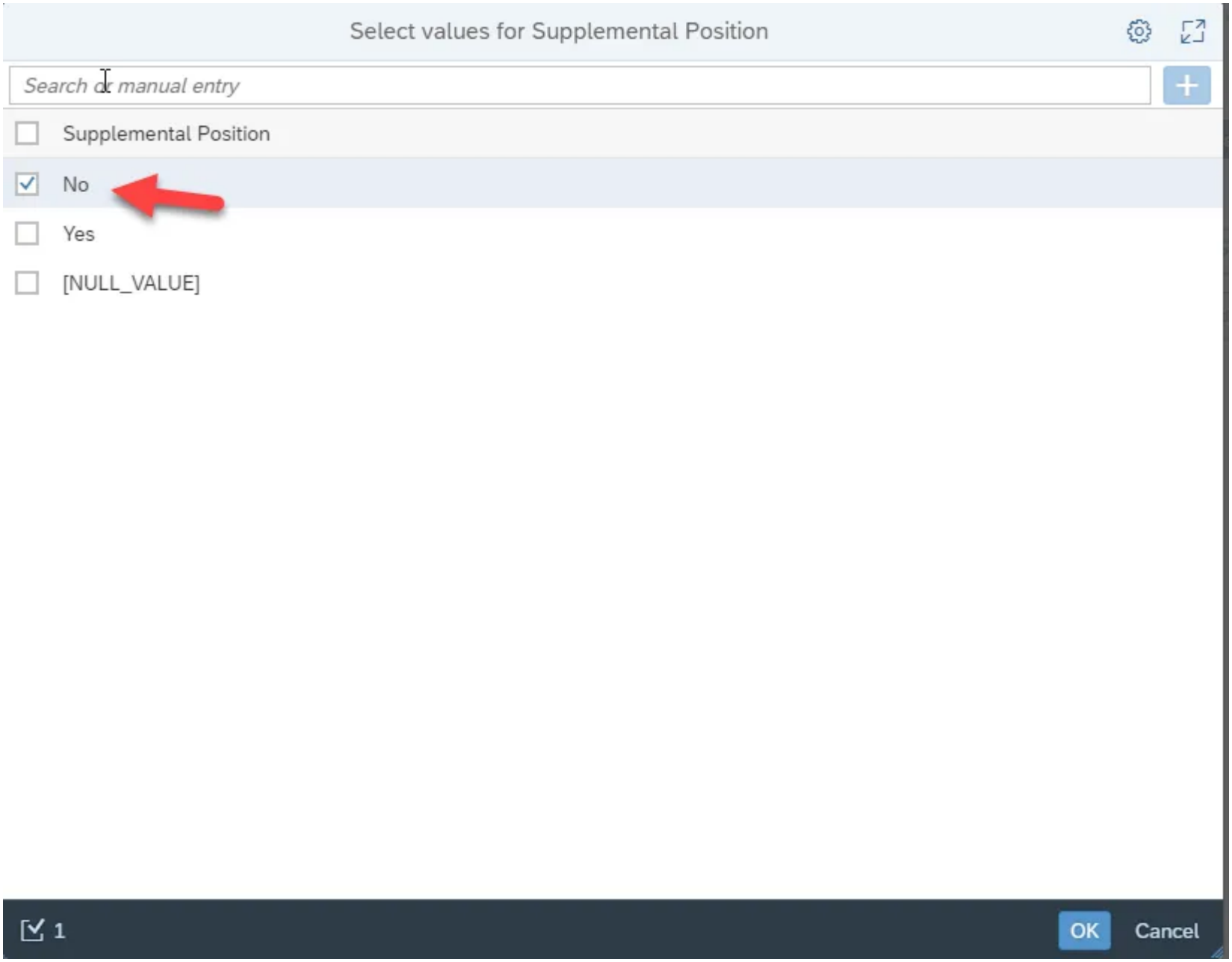
- After highlighting the column, Right Click and choose Data, then choose Add Filter

Image


Supplemental Position
Position
Position Desc
No
60008472
Governor
No
60005294
Chief Justice Supreme Court
No
e Budget Officer
No
cutive Assistant II
No
tenant Governor
No
etary Of State
No
cutive Assistant II
No
nal Auditor III
No
nal Auditor III
No
inistrative Specialist I
No
No
No
No
No
No
No
No
No
No
No
No
No
f Financial Officer
No
cutive Director
Content
Cut
Copy
Hide
Delete
Del
Comments
Set as Section
Insert
Unmerge
Add hyperlink to
Element Link
Footer Calculation
Assign Reference...
Formatting Rules...
Data
Format Table Cell
Add Filter
Remove Filter
Add Sort
Remove Sort
Add Rank
Remove Rank
Add Break
Remove Break

- Select ‘No’ in the Supplemental Position box

Image


Select values for Supplemental Position
Search or manual entry
Supplemental Position
No
Yes
[NULL_VALUE]
1
OK
Cancel

Note**:** Now you will notice the Supplemental Staff Positions are excluded in the report because of this filter. You can use the Edit Filter or Remove Filter menu option from the same Filter Tab location to edit or remove this filter.

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