B0079 Service Award Eligibility

Purpose

The purpose of this Report Description is to explain how to generate a service award eligibility report in the Integrated HR-Payroll System.

Report Description

This report shows employees eligible for a service award within 12 months of the selected date. Eligibility starts after 1-year of service and then in 5-year increments subsequently.

Report Location

PA: Longevity & Retirement

Report Uses

Agencies can generate this report to obtain a list of eligible employees to prepare for upcoming Service Awards.

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 Crystal Report Prompt List on the OSC website.

The Mandatory prompts for this report are:

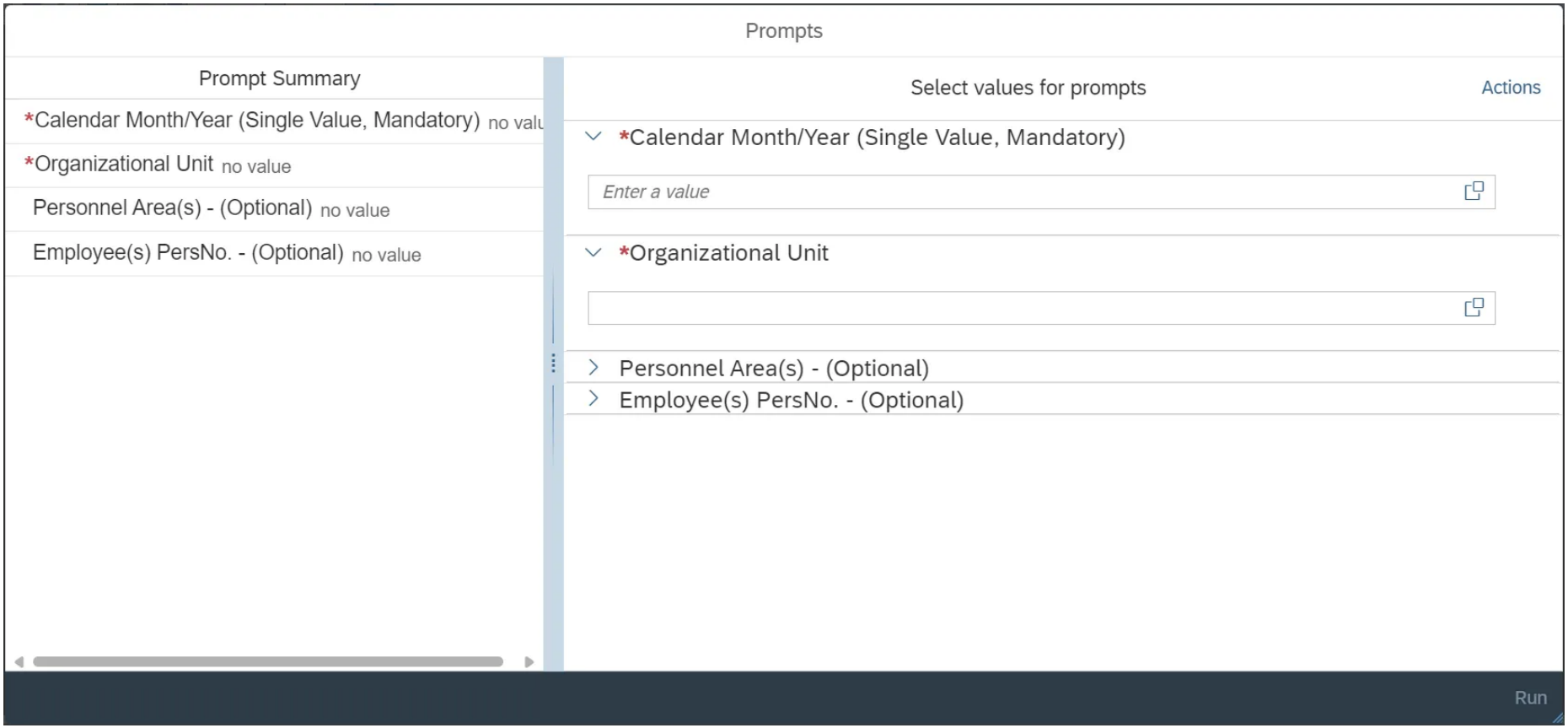
- Calendar Month/Year (Single Value, Mandatory)
- Organizational Unit

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:

- Personnel Area(s) - (Optional)
- Employee(s) PersNo. - (Optional)

Image



Report Layout

The report lists all employees eligible for a Service Award within 12 months of the date selected. Below is a sample of the layout rendered.

Image

State of North Carolina

B0079: Service Award Eligibility

Estimated from 12/2023

Execution Date: 9/12/24

Employee's Name	Employee	Agency Hire Date	Original Hire Date	Position	Position Desc	Estimated Months of Service	Estimated Years of Service at Next Award	Estimated Number of Months Until Award
20000017 DOT SECRETARY'S OFFICE								
Test User 1	1111111	11/6/21	11/6/21	65024432	Driver License Supervisor	4	1	8
20000077 BRDS&COMM Psychology								
Test User 2	1111111	6/1/98	6/1/98	60088319	Staff Psychologist	229	20	11

Special Report Considerations/Features

- Only active employees are selected.
- Temporary employees are excluded.
- When the report is run for current month, the Estimated Months of Service includes the accrual for the current month regardless of whether or not the employee has received the accrual in ERP.
- The base for Estimated Months of Service is evaluated by obtaining the employee’s length of service (LOS) from the previous month and then adding 1 to this value to represent the current month accrual.

- The Estimated Months of Service is then adjusted if the selected input month is not the same as current month.

Example 1: Input month is current month (Nov2015)

- Mickey’s LOS for the previous month (Oct2015) is 356. We then add 1 to this value to represent the current month accrual, making the Estimated Months of Service 357.
- Since the selected input month is the same as current month, no additional adjustments are necessary. Estimating from Nov2015, Mickey is eligible for the 30-yr Service Award in 3 months.

Example 2: Input month is 2 months back (Sep2015)

- Current month is Nov2015. Mickey’s LOS for the previous month (Oct2015) is 356. We then add 1 to this value to represent the current month accrual, making the Estimated Months of Service 357.
- The selected input month is Sep2015 so the Estimated Months of Service would be adjusted by 2 months to reflect 355. Estimating from Sep2015, Mickey is eligible for the 30-yr Service Award in 5 months.

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