B0083 Position Eligibility Settings

Purpose

The purpose of this Report Description is to explain how to display position eligibility settings in the Integrated HR-Payroll System.

Report Description

This report displays Position Eligibility Settings such as Time Settings, EEO Designations, and Job Information.

Report Location

OM: Position/Time Eligibility

Report Uses

- This report is used to evaluate position settings to ensure they are set correctly and are consistent across similar positions within an organizational structure. Some positions settings impact pay.
- This Report can be used to answer questions such as which positions are eligible for Overtime Comp Pay.
- If you are researching Retroactive changes to position time settings, refer to B0152 – Retroactive Position Time Settings – Metrics.

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:

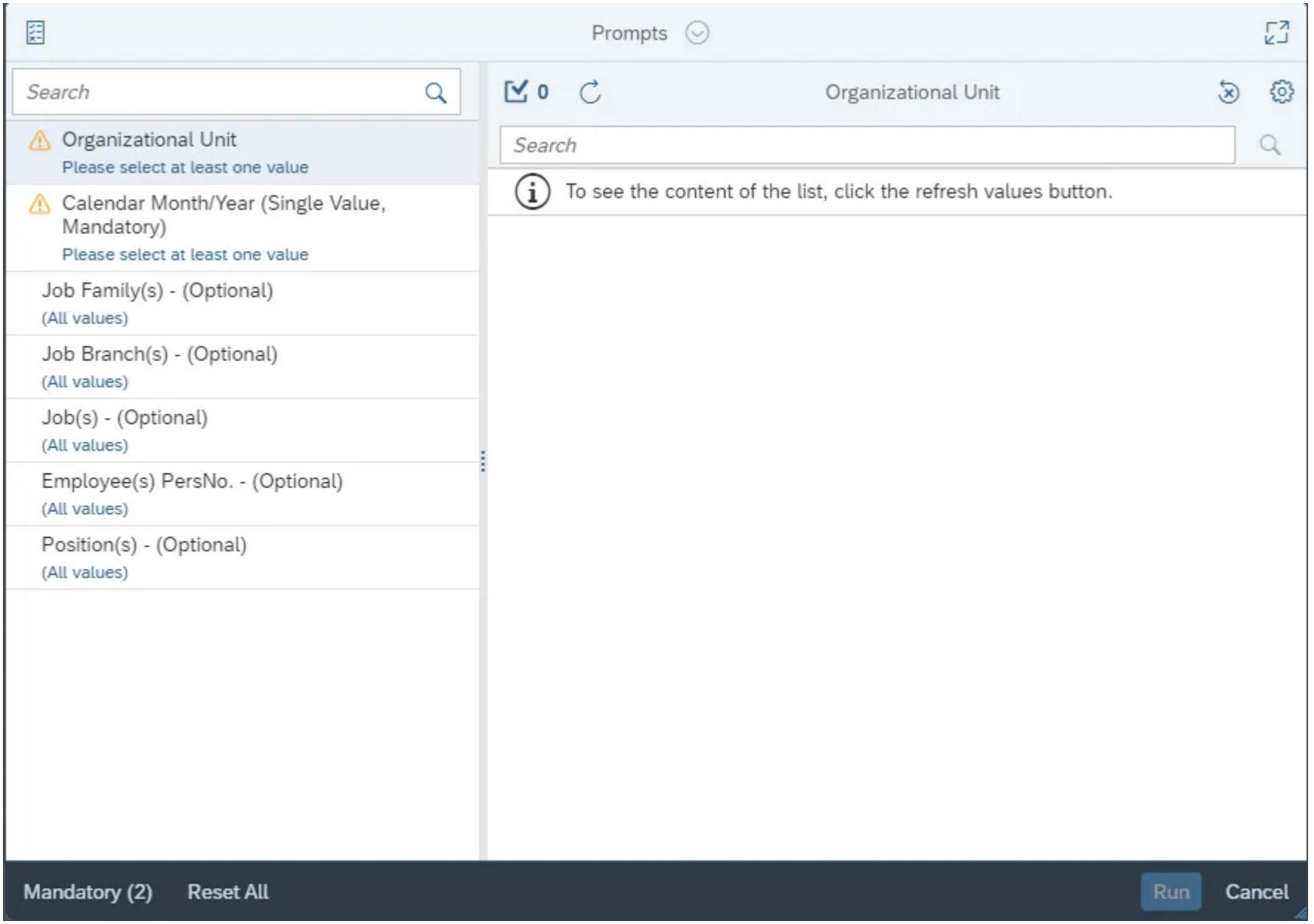
- Organizational Unit
- Calendar Month/Year (Single Value, Mandatory)

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 optional in parentheses beside the prompt.

The Optional prompts are:

- Job Family(s) – (Optional)
- Job Branch(s) – (Optional)
- Job(s) – (Optional)
- Employee(s) PersNo. – (Optional)
- Position(s) – (Optional)

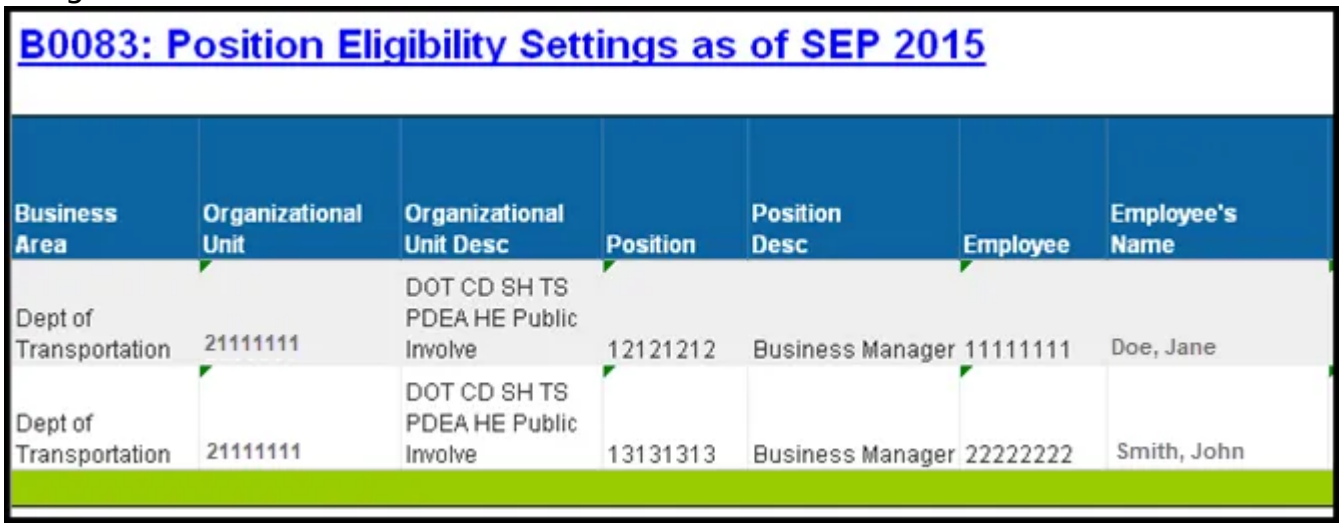
Image


Prompts
Search
Organizational Unit
Please select at least one value
Calendar Month/Year (Single Value, Mandatory)
Please select at least one value
Job Family(s) - (Optional)
(All values)
Job Branch(s) - (Optional)
(All values)
Job(s) - (Optional)
(All values)
Employee(s) PersNo. - (Optional)
(All values)
Position(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

This report displays Position Eligibility Settings such as Time Settings, EEO Designations and Job Information:

Image



B0083: Position Eligibility Settings as of SEP 2015

Business Area	Organizational Unit	Organizational Unit Desc	Position	Position Desc	Employee	Employee's Name
Dept of Transportation	21111111	DOT CD SH TS PDEA HE Public Involve	12121212	Business Manager	11111111	Doe, Jane
Dept of Transportation	21111111	DOT CD SH TS PDEA HE Public Involve	13131313	Business Manager	22222222	Smith, John

Continued...

Image

Execution Date : 8/15/19

Supv Position	Supv Position Desc	Supv Employee	Supv Name	Employee Subgroup	Work Schedule Rule	Working Week	Working Week Desc
17171717	Business Director	87654321	Hancock, John	FT N-FLSAOT Perm	I24W24FX	06	Wk - Sat (mdnt) - Fri
18181818	Business Director	12345678	Alice, Bob	FT S-FLSAOT Perm	I24W24FX	06	Wk - Sat (mdnt) - Fri

Continued...

Image

EE Time Management Status	EE Hours Per Week	Pos Hours Per Week	Pos Pers SubArea	Pos Pers SubArea Desc	Cust Lvl - Sngl Elig	Cust Lvl - Sngl Prem Rate	Cust Lvl - Dbl Elig	Cust Lvl - Dbl Prem Rate
1 - Positive Time Recording	40.00	40.00	NC08	7day Interface	#	0.00	#	0.00
1 - Positive Time Recording	40.00	40.00	NC08	7day Interface	#	0.00	#	0.00

Continued...

Image

OT Elig	OT Immed Payout	OT Payout Paid	Hol Elig	Hol Immed Payout	Hol Payout Paid	Hol Prem Elig	Hol Prem Rate	NS Prem Elig	NS Prem Rate	E Shift Prem Elig	E Shift Prem Rate	Wknd Shift Prem Elig	Wknd Shift Prem Rate
X	#	365	X	#	365	X	0.50	#	0.00	#	0.00	#	0.00
X	X	#	X	#	365	X	0.50	#	0.00	#	0.00	#	0.00

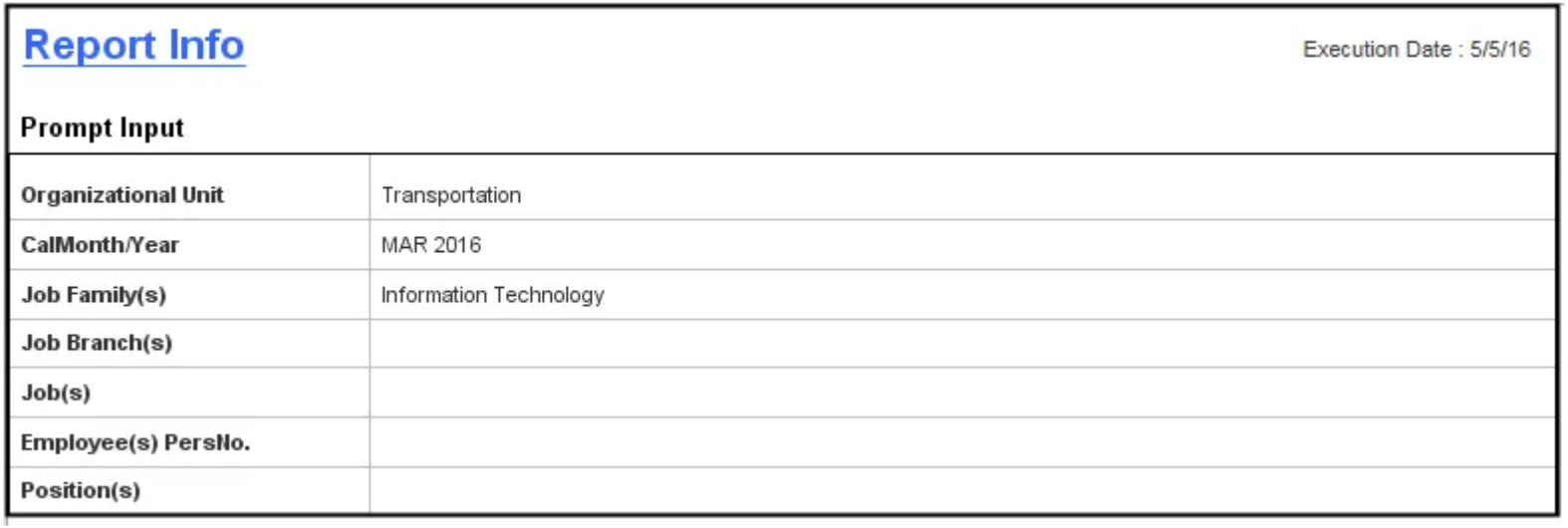
Continued...

Image

On Call Elig	On Call Comp Accr	On Call Rate	Call Back Elig	Call Back Immed Payout	Call Back Payout Paid	Extended Duty Elig	Extended Duty Rate	Gap Hours Elig	Gap Hours Payout Paid	Wknd Nurse Elig	Number of Positions
#	#	0.00	X	X	#	#	0.00	#	#	#	1
#	#	0.00	X	X	#	#	0.00	#	#	#	1
										Total	2

The Report Info tab displays information about the prompts entered.

Image



Report Info

Execution Date : 5/5/16

Prompt Input

Organizational Unit	Transportation
CalMonth/Year	MAR 2016
Job Family(s)	Information Technology
Job Branch(s)	
Job(s)	
Employee(s) PersNo.	
Position(s)	

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.
- Business area
- Call Back Elig
- Call Back Immed Payout
- Call Back Payout Paid
- Country
- Cust Lvl – Dbl Elig
- Cust Lvl – Dbl Prem Rate
- Cust Lvl – Sngl Elig

- Cust Lvl – Sngl Prem Rate
- E Shift Prem Elig
- E Shift Prem Rate
- EE Hours Per Week
- EE Telework Eligible
- EE Telework Type
- EE Time Management Status
- Emergency Position
- Employee
- Employee Group
- Employee Pers SubArea
- Employee Subgroup
- Employee’s Name
- Essential Position
- Extended Duty Elig
- Extended Duty Rate
- Funding Source
- Gap Hours Elig
- Gap Hours Payout Paid
- Hol Elig
- Hol Immed Payout
- Hol Payout Paid
- Hol Prem Elig
- Hol Prem Rate
- Job
- Job Branch
- Job Country

- Job ESG CAP
- Job Family
- Job Pay Area
- Job Pay Group
- Job Pay Level
- Job Pay Type
- Key Position
- Mandatory Onsite
- NS Prem Elig
- NS Prem Rate
- On Call Comp Accr
- On Call Elig
- On Call Rate
- Organizational Unit
- OT Elig
- OT Immed Payout
- OT Payout Paid
- Pos City
- Pos Country
- Pos County
- Pos ESG CAP
- Pos Hours Per Week
- Pos Personnel Area
- Pos Personnel Subarea
- Position
- Position Chief
- Position Pay Area

- Position Pay Group
- Position Pay Level
- Position Pay Type
- SOC Code
- State
- Supv Employee
- Supv Position
- Vacancy Status
- Valid From
- Valid To
- Wknd Nurse Elig
- Wknd Shift Prem Elig
- Wknd Shift Prem Rate
- Work Schedule Rule
- Working Week

Measures

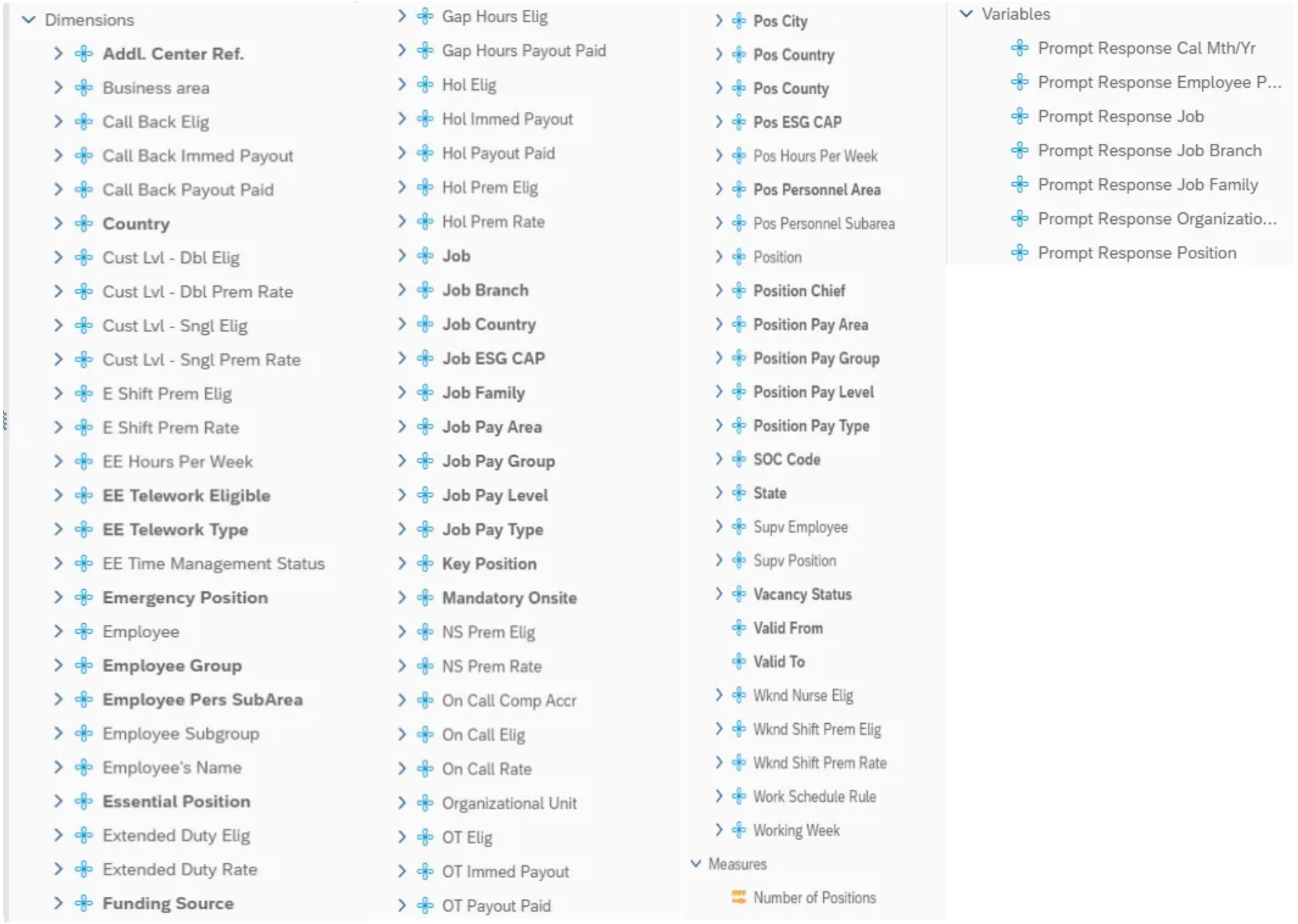
- Number of Positions

Variables

- Prompt Response Cal Mth/Yr
- Prompt Response Employee PersNo
- Prompt Response Job
- Prompt Response Job Branch
- Prompt Response Job Family
- Prompt Response Organizational Unit

- Prompt Response Position

Image


Dimensions
Addl. Center Ref.
Business area
Call Back Elig
Call Back Immed Payout
Call Back Payout Paid
Country
Cust Lvl - Dbl Elig
Cust Lvl - Dbl Prem Rate
Cust Lvl - Sngl Elig
Cust Lvl - Sngl Prem Rate
E Shift Prem Elig
E Shift Prem Rate
EE Hours Per Week
EE Telework Eligible
EE Telework Type
EE Time Management Status
Emergency Position
Employee
Employee Group
Employee Pers SubArea
Employee Subgroup
Employee's Name
Essential Position
Extended Duty Elig
Extended Duty Rate
Funding Source
Gap Hours Elig
Gap Hours Payout Paid
Hol Elig
Hol Immed Payout
Hol Payout Paid
Hol Prem Elig
Hol Prem Rate
Job
Job Branch
Job Country
Job ESG CAP
Job Family
Job Pay Area
Job Pay Group
Job Pay Level
Job Pay Type
Key Position
Mandatory Onsite
NS Prem Elig
NS Prem Rate
On Call Comp Accr
On Call Elig
On Call Rate
Organizational Unit
OT Elig
OT Immed Payout
OT Payout Paid
Pos City
Pos Country
Pos County
Pos ESG CAP
Pos Hours Per Week
Pos Personnel Area
Pos Personnel Subarea
Position
Position Chief
Position Pay Area
Position Pay Group
Position Pay Level
Position Pay Type
SOC Code
State
Supv Employee
Supv Position
Vacancy Status
Valid From
Valid To
Wknd Nurse Elig
Wknd Shift Prem Elig
Wknd Shift Prem Rate
Work Schedule Rule
Working Week
Measures
Number of Positions
Variables
Prompt Response Cal Mth/Yr
Prompt Response Employee P...
Prompt Response Job
Prompt Response Job Branch
Prompt Response Job Family
Prompt Response Organizatio...
Prompt Response Position

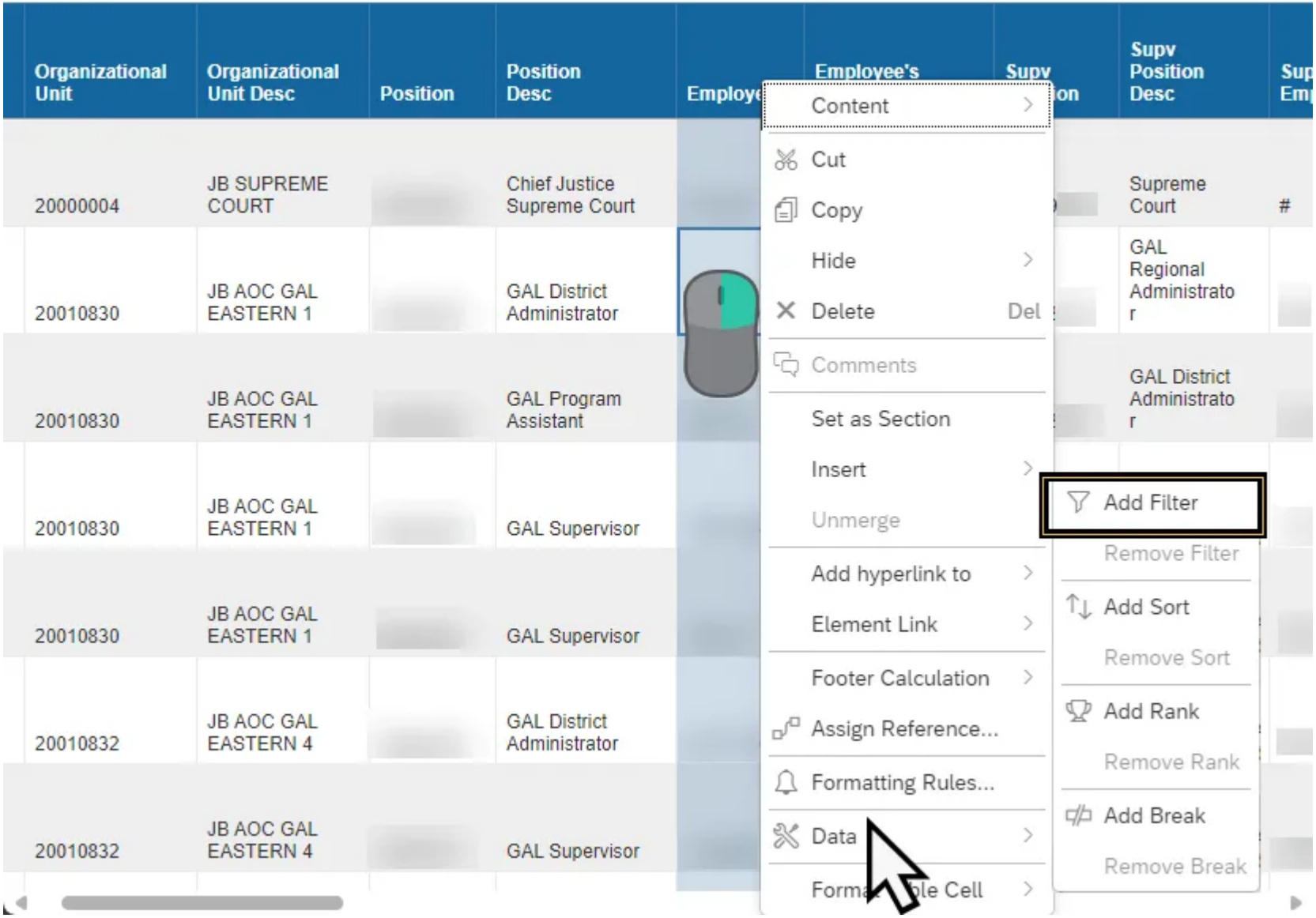
Special Report Considerations/Features

- There is a default filter applied to the report to exclude the Vacant Positions. Vacant positions are indicated by Employee equal to #. Filter is defined as Employee not equal to # to exclude vacancies. This filter can be changed if desired.
- To change the default filter to check for Vacant Positions:

    1. Highlight the Employee Key column (1).
    2. Right-Mouse click to bring up the context menu.
    3. Select Data (2).
    4. Select Add Filter (3).

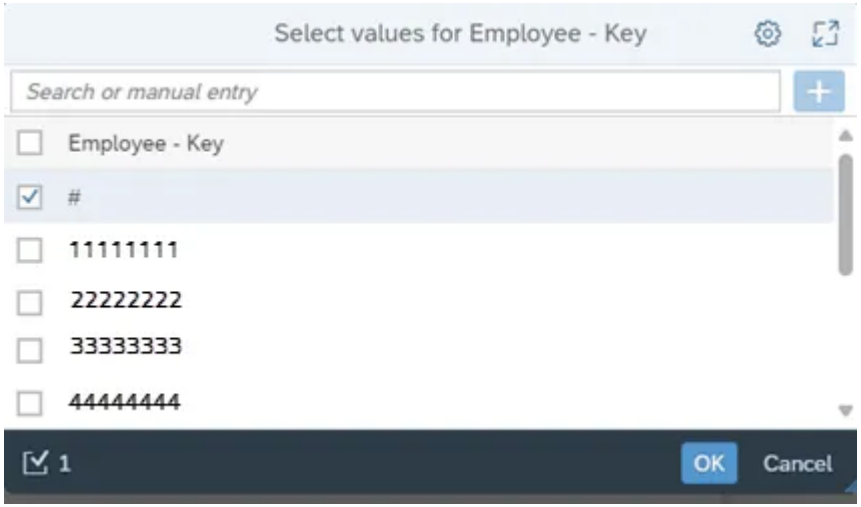
Image

: Position Eligibility Settings as of DEC 2022



5. When the Edit screen pops up, you can see the default filters applied. To change this filter to Equal to Blank (#) to check for Vacant Positions.

Image



6. Now you can see the Vacant Positions in the Report where Employee is equal to the Blank (#).

Image

B0083: Position Eligibility Settings as of MAR 2016

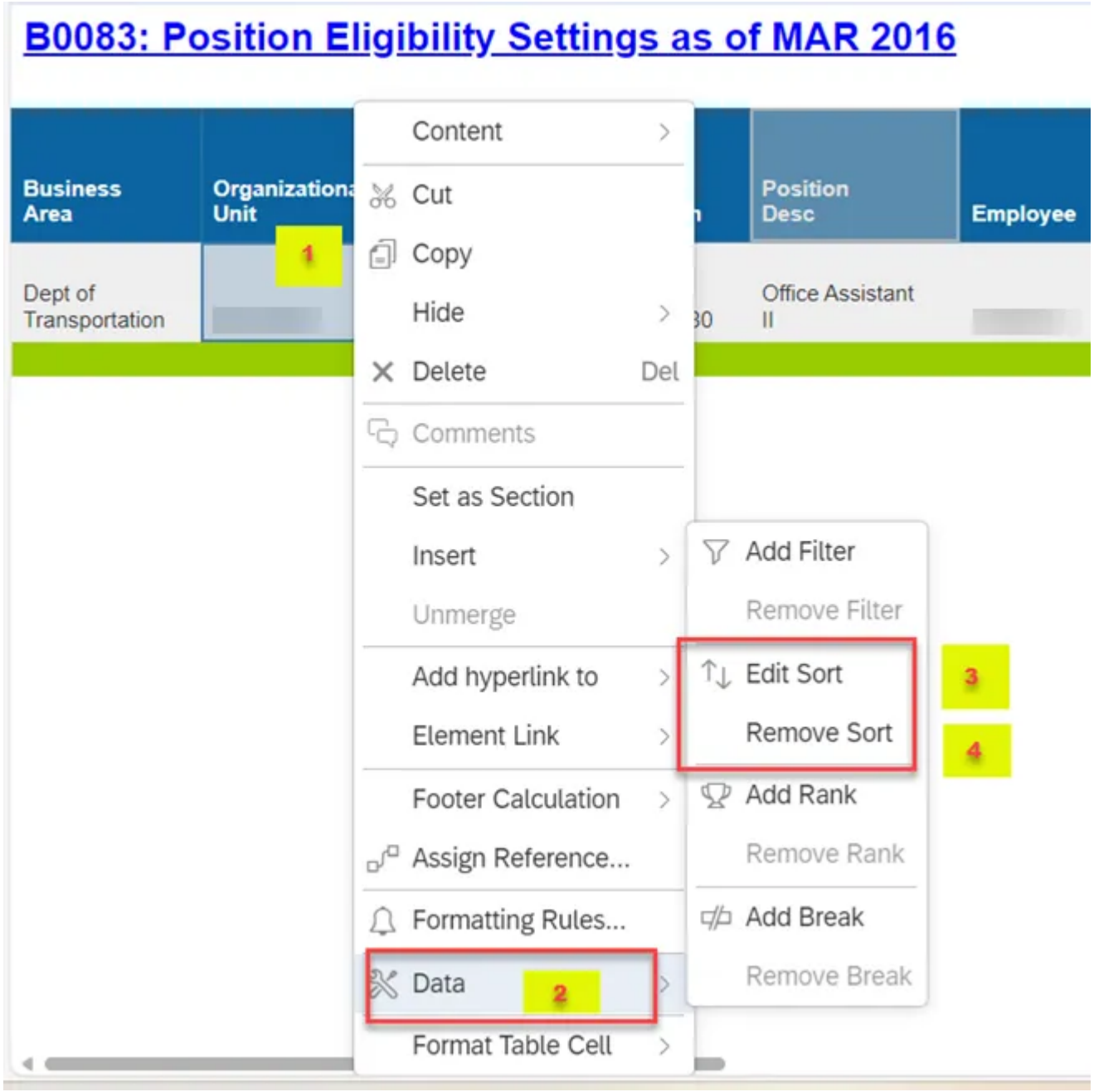
Execution Date : 5/5/16

Business Area	Organizational Unit	Organizational Unit Desc	Position	Position Desc	Employee	Employee's Name	Supv Position	Supv Position Desc
Dept of Transportation	21111111	DOT COUNSEL FOR ENVIR & TRANS ISSUES	61111111	Attorney II	#	#	#	Not assigned
Dept of Transportation	22222222	DOT SUPPORT	62222222	Student Co-op	#	#	#	Not assigned
Dept of Transportation	23333333	DOT SUPP COS LEG AFFAIRS & POLICY	63333333	Legislative Affairs Program Mgr	#	#	#	Not assigned
Dept of Transportation	27777777	DOT SUPP COS LEG AFFAIRS & POLICY	64444444	Business Systems Analyst	#	#	#	Not assigned
Dept of Transportation	24444444	DOT SUPP SP STRATEGIC INITIATIVES	65555555	Administrative Assistant II	#	#	#	Not assigned
Dept of Transportation	25555555	DOT SUPP SP STRATEGIC INITIATIVES	67777777	Special Assistant for Policy	#	#	#	Not assigned
Dept of Transportation	26666666	DOT COMMUNICATIONS OFFICE	68888888	Information and Communication Specl. II	#	#	#	Not assigned

Note: To change the Report Filter back to excluding vacant positions, follow the same process above and change the Check mark to the “Employee - Key”.

- By default, data is sorted by Business Area. This can be changed as desired.
- To change the sorting to another column:
  1. Make sure the “desired column” is selected (1).
  2. Right -click, select Data (2).
  3. Click on Edit Sort, select ascending or descending sort as needed (3).
  4. Click on “Remove all sorts” (4).

Image


B0083: Position Eligibility Settings as of MAR 2016
Business Area
Organizationa Unit
Position Desc
Employee
Dept of Transportation
Office Assistant II
1
Content
Cut
Copy
Hide
Delete Del
Comments
Set as Section
Insert
Unmerge
Add hyperlink to
Element Link
Footer Calculation
Assign Reference...
Formatting Rules...
Data
2
Format Table Cell
Add Filter
Remove Filter
Edit Sort
Remove Sort
Add Rank
Remove Rank
Add Break
Remove Break
3
4

- 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, the position personnel area will not be populated and will display as “#” or as “not assigned.”

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Wed, 08/26/2020

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