B0089 General Turnover Metrics

Purpose

The purpose of this report description is to explain how to generate the General Turnover Metric report.

Report Description

This report identifies the turnover percentage rate and separation percentage rate by agency. The report contains the following rate calculations:

- Transfer Rate %
- Separation Rate %
- Total Turnover Rate % (the previous 2 combined)
- Separation Rate % for 0 to 2 Yr EEs
- Separation Rate % for 2+ to 3 Yr EEs
- Separation Rate % for 0 to 3 Yr EEs (previous 2 combined)

Report Location

Agency Performance Metrics

Report Uses

This report is useful in identifying high turnover rates which can negatively impact the operational efficiency of an agency and can result in increased costs for recruitment and training.

Turnover information in this report can be used to help agencies develop more targeted retention efforts and conduct more effective succession planning.

Information on new employee turnover in this report can help the state agencies identify more targeted retention efforts or determine if broader solutions are needed to ensure the state remains competitive with the private sector for attracting new talent.

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 Qtr/Year (Single Value/Interval, Mandatory)

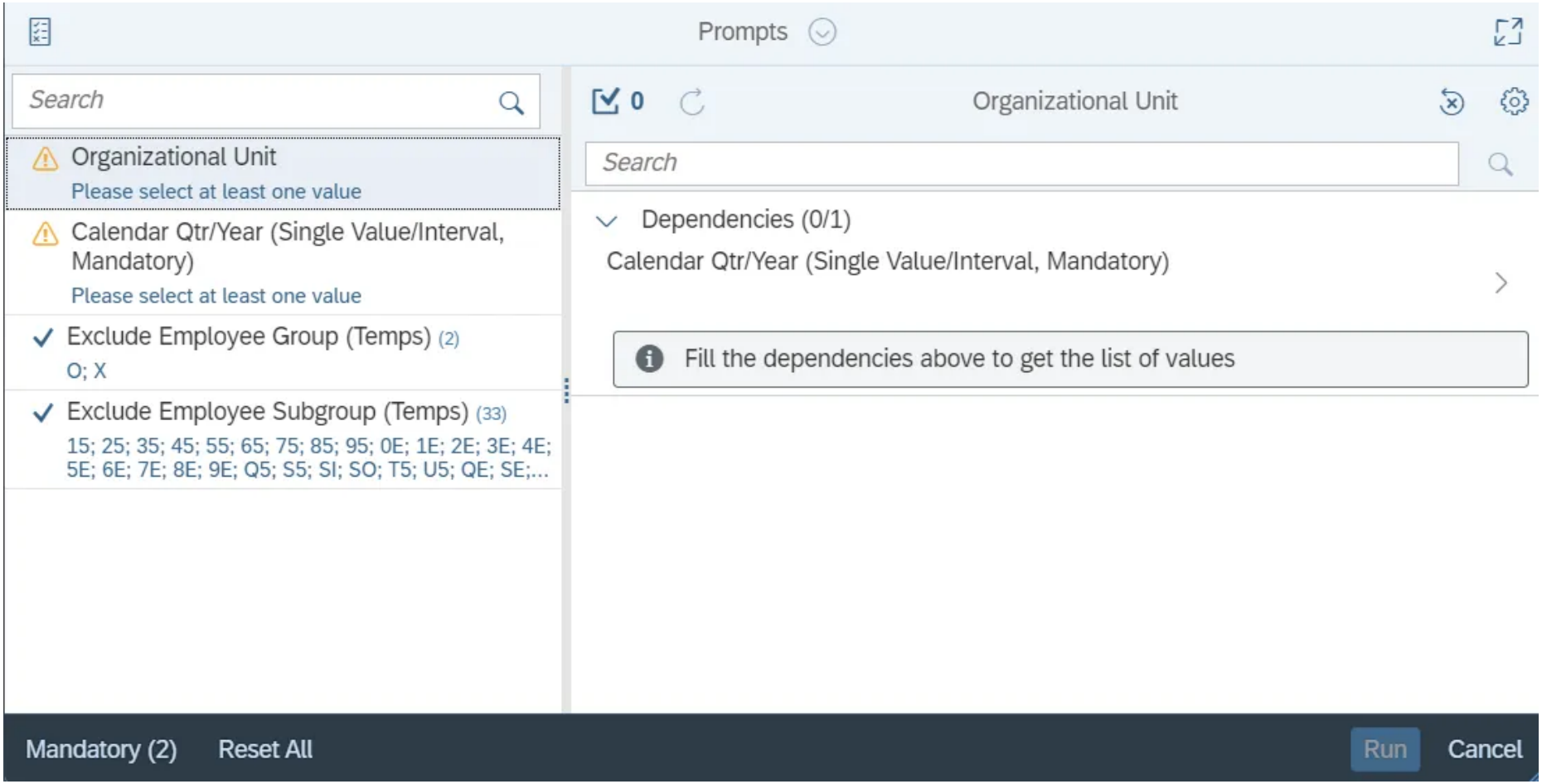
Exclusion prompts exclude specified data by default while allowing customers the flexibility of changing them when necessary. Exclusion prompts are identified by the term Exclude followed by the prompt.

The Exclusion prompts are:

- Exclude Employee Group (Temps)

- Exclude Employee Subgroup (Temps)

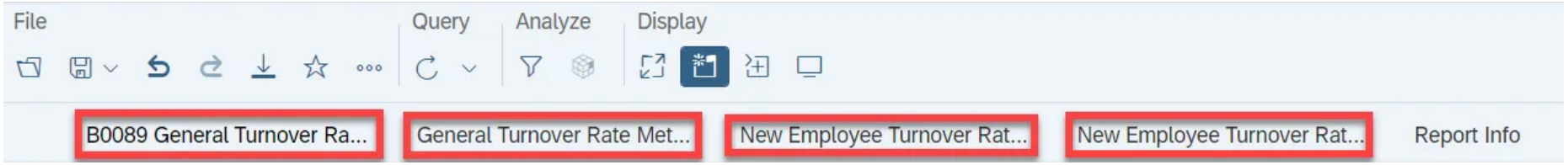
Image



Initial Layout

This report contains four report tabs.

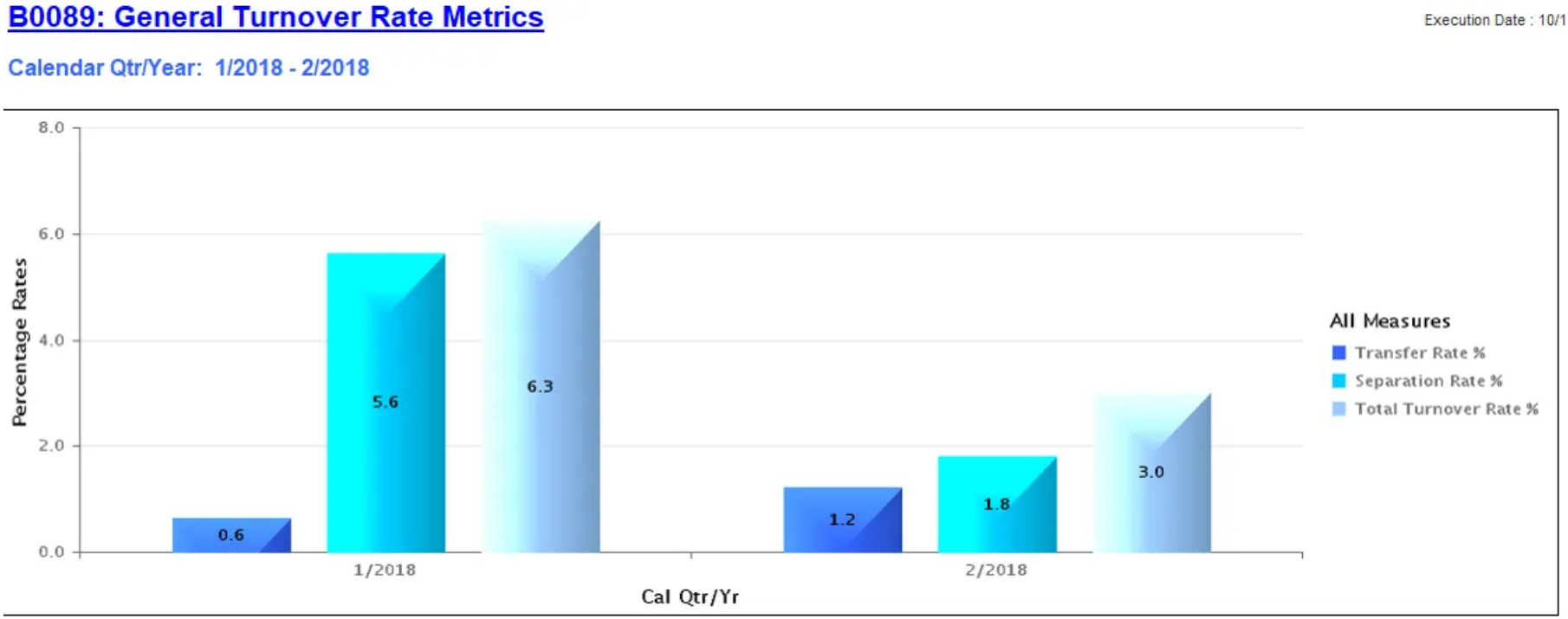
Image



Each report tab contains a bar chart, and a detailed crosstab report. These are sample renderings of the reports:

- B0089 General Turnover Rate Metrics Quarterly tab

Image



Image

	Cal Qtr/Yr	1/2018			2/2018		
Org Unit	Org Unit Desc	Transfer Rate %	Separation Rate %	Total Turnover Rate %	Transfer Rate %	Separation Rate %	Total Turnover Rate %
22222221	OSC Division 1	0.6	5.6	6.3	1.2	1.8	3.0
22222222	OSC Division 2	0.6	5.6	6.3	1.2	1.8	3.0
22222223	OSC Division 3	0.6	5.7	6.3	1.2	1.8	3.0
22222224	OSC Division 4		100.0	100.0			
22222225	OSC Division 5		4.2	4.2		4.1	4.1
22222226	OSC Division 6		10.0	10.0			
22222227	OSC Division 7					20.0	20.0
22222228	OSC Division 8		12.5	12.5			
22222229	OSC Division 9		12.5	12.5			
22222230	OSC Division 10	1.8	7.1	8.9	1.6	1.6	3.3
22222231	OSC Division 11	4.8	14.3	19.0			
22222232	OSC Division 12		40.0	40.0			
22222233	OSC Division 13	12.5	12.5	25.0			
22222234	OSC Division 14		6.7	6.7	6.3	6.3	12.5
22222235	OSC Division 15		16.7	16.7	14.3	14.3	28.6
22222236	OSC Division 16		6.1	6.1	2.9		2.9
22222237	OSC Division 17		8.3	8.3	7.7		7.7
22222238	OSC Division 18		9.1	9.1			

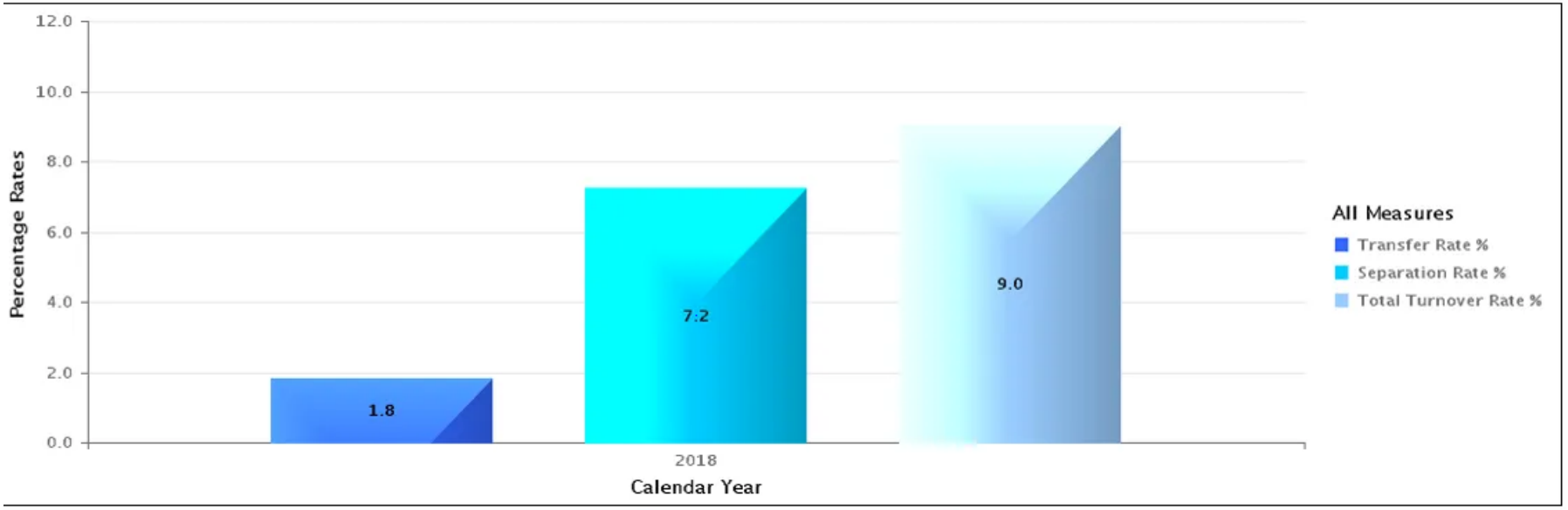
- General Turnover Rate Metrics Yearly tab

Image

General Turnover Rate Metrics Yearly

Execution Date : 10/11/18

Calendar Year: 1/2018 - 2/2018



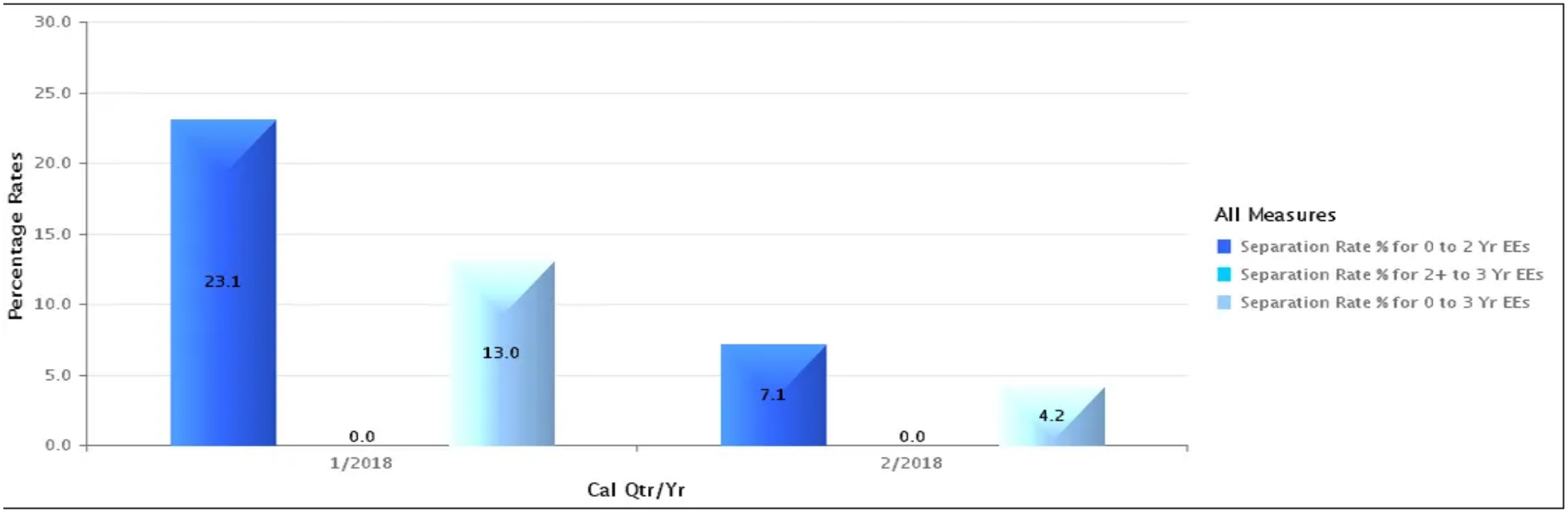
- New Employee Turnover Rate Metrics Quarterly tab

Image

New Employee Turnover Rate Metrics Quarterly

Execution Date : 10/11/18

Calendar Qtr/Year: 1/2018 - 2/2018



Image

	Cal Qtr/Yr	1/2018			2/2018		
Org Unit	Org Unit Desc	Separation Rate % for 0 to 2 Yr EEs	Separation Rate % for 2+ to 3 Yr EEs	Separation Rate % for 0 to 3 Yr EEs	Separation Rate % for 0 to 2 Yr EEs	Separation Rate % for 2+ to 3 Yr EEs	Separation Rate % for 0 to 3 Yr EEs
22222221	OSC Division 1	23.1	0.0	13.0	7.1	0.0	4.2
22222222	OSC Division 2	23.1	0.0	13.0	7.1	0.0	4.2
22222223	OSC Division 3	23.1	0.0	13.0	7.1	0.0	4.2
22222224	OSC Division 4	37.5	0.0	21.4	9.1	0.0	6.3
22222225	OSC Division 5	50.0	0.0	40.0			
22222226	OSC Division 6	50.0	0.0	50.0			
22222227	OSC Division 7	100.0	0.0	50.0			
22222228	OSC Division 8	25.0	0.0	16.7	20.0	0.0	16.7
22222229	OSC Division 9	50.0	0.0	33.3	33.3	0.0	25.0

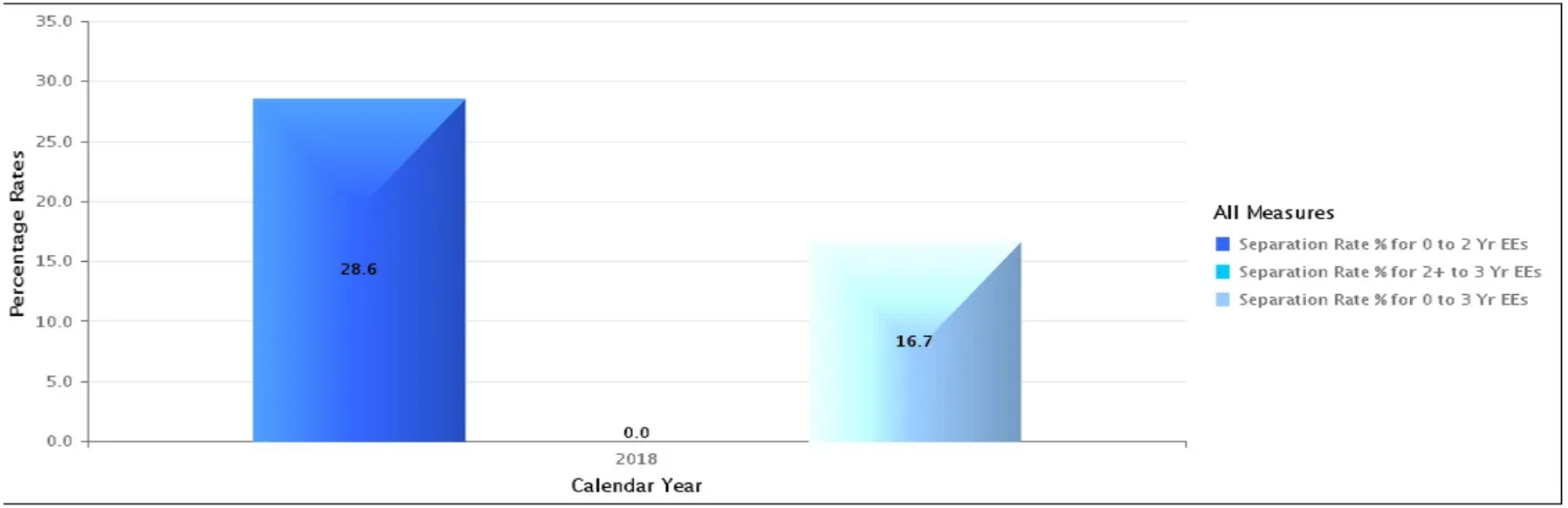
- New Employee Turnover Rate Metrics Yearly tab

Image

New Employee Turnover Rate Metrics Yearly

Execution Date : 10/11/18

Calendar Year: 1/2018 - 2/2018



Image

	Calendar Year	2018		
Org Unit	Org Unit Desc	Separation Rate % for 0 to 2 Yr EEs	Separation Rate % for 2+ to 3 Yr EEs	Separation Rate % for 0 to 3 Yr EEs
22222221	OSC Division 1	28.6	0.0	16.7
22222222	OSC Division 2	28.6	0.0	16.7
22222223	OSC Division 3	28.6	0.0	16.7
22222224	OSC Division 4	36.4	0.0	25.0
22222225	OSC Division 5	33.3	0.0	25.0
22222226	OSC Division 6	33.3	0.0	33.3
22222227	OSC Division 7	100.0	0.0	33.3
22222228	OSC Division 8	40.0	0.0	33.3
22222229	OSC Division 9	66.7	0.0	50.0

- Report Info tab displays information about the prompts entered

Image

Report Info

Prompt Input

Organizational Unit	Administration
Cal Qtr/Year	1/2018 - 4/2018
Exclude Employee Group	O;X
Exclude Employee Subgroup	15;25;35;45;55;65;75;85;95;0E;1E;2E;3E;4E;5E;6E;7E;8E;9E;Q5;S5;SI;SO;T5;U5;QE;SE;SL;SR;TE;UE;VE;V5

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

- Organizational Unit
- Cal Mth/Yr
- Cal Qtr/Yr
- Calendar Year
- Employee Group
- Employee Subgroup
- Hourly Pay Indicator
- Personnel Area
- Organizational Unit – Agency (Key)
- Organizational Unit – Agency (Text)
- Organizational Unit – Branch (Key)
- Organizational Unit – Branch (Text)
- Organizational Unit – Business area (Key)
- Organizational Unit – Business area (Text)
- Organizational Unit – Company code (Key)
- Organizational Unit – Company code (Text)
- Organizational Unit – Division (Key)
- Organizational Unit – Division (Text)
- Organizational Unit – Key
- Organizational Unit – Personnel Area (Key)

- Organizational Unit – Personnel Area (Text)
- Organizational Unit – Personnel Subarea (Key)
- Organizational Unit – Personnel Subarea (Text)
- Organizational Unit – Section – no branch (Key)
- Organizational Unit – Section – no branch (Text)
- Organizational Unit – Section – with Branch (Key)
- Organizational Unit – Section – with Branch (Text)

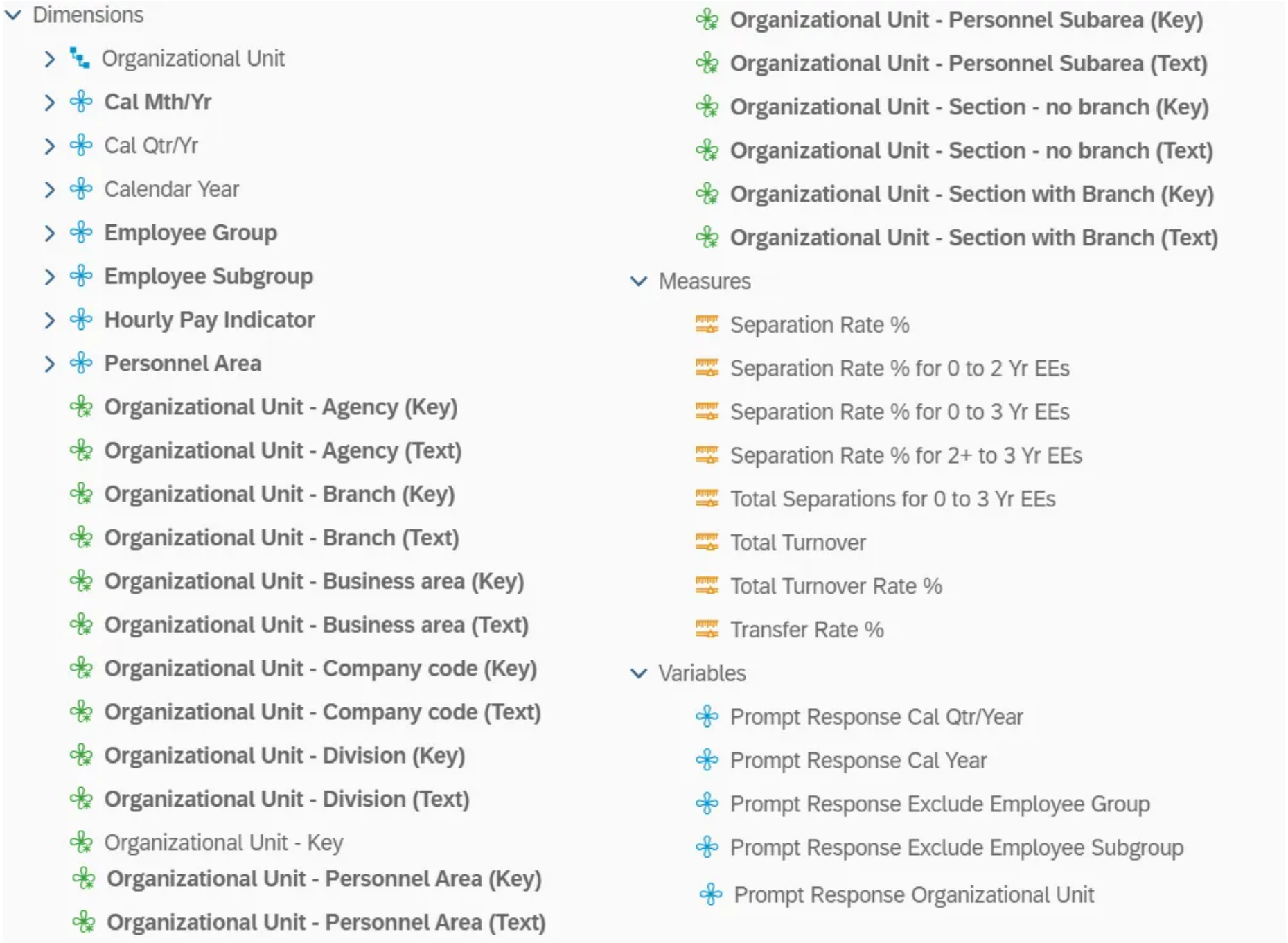
Measures

- Separation Rate %
- Separation Rate % for 0 to 2 Yr EEs
- Separation Rate % for 0 to 3 Yr EEs
- Separation Rate % for 2+ to 3 Yr EEs
- Total Separations for 0 to 3 Yr EEs
- Total Turnover
- Total Turnover Rate %
- Transfer Rate %

Variables

- Prompt Response Cal Qtr/Year
- Prompt Response Exclude Employee Group
- Prompt Response Exclude Employee Subgroup
- Prompt Response Organizational Unit

Image


Dimensions
Organizational Unit
Cal Mth/Yr
Cal Qtr/Yr
Calendar Year
Employee Group
Employee Subgroup
Hourly Pay Indicator
Personnel Area
Organizational Unit - Agency (Key)
Organizational Unit - Agency (Text)
Organizational Unit - Branch (Key)
Organizational Unit - Branch (Text)
Organizational Unit - Business area (Key)
Organizational Unit - Business area (Text)
Organizational Unit - Company code (Key)
Organizational Unit - Company code (Text)
Organizational Unit - Division (Key)
Organizational Unit - Division (Text)
Organizational Unit - Key
Organizational Unit - Personnel Area (Key)
Organizational Unit - Personnel Area (Text)
Organizational Unit - Personnel Subarea (Key)
Organizational Unit - Personnel Subarea (Text)
Organizational Unit - Section - no branch (Key)
Organizational Unit - Section - no branch (Text)
Organizational Unit - Section with Branch (Key)
Organizational Unit - Section with Branch (Text)
Measures
Separation Rate %
Separation Rate % for 0 to 2 Yr EEs
Separation Rate % for 0 to 3 Yr EEs
Separation Rate % for 2+ to 3 Yr EEs
Total Separations for 0 to 3 Yr EEs
Total Turnover
Total Turnover Rate %
Transfer Rate %
Variables
Prompt Response Cal Qtr/Year
Prompt Response Cal Year
Prompt Response Exclude Employee Group
Prompt Response Exclude Employee Subgroup
Prompt Response Organizational Unit

Special Report Considerations/Features

- There is a known issue with the Calendar Qtr/Year prompt. If you refresh values for Calendar Qtr/Year and select start and end values from the list of values, you will get an error. The report will not run. Work around this issue by entering the dates directly as described in the instructions above.
- This report excludes hourly employees.
- This report excludes supplemental employees in the following list:
    - **Employee Groups**:
        - O – Supplemental Staff
        - X – Supplemental Staff Grant
    - **Employee Subgroups**:
        - 0E;15;1E;25;2E;35;3E;45;4E;55;5E;65;6E;75;7E;85;8E;95;9E;Q5;QE;S5;SE;SI; SL;SO:SR;T5;TE;U5;UE;V5;VE

0E PT S-FLSAOT Temp MAG
15 FT N-FLSAOT Temp Dir
1E PT N-FLSAOT Temp Dir
25 FT N-FLSAOT Temp JB1
2E PT N-FLSAOT Temp JB1
35 FT N-FLSAOT Temp JB2
3E PT N-FLSAOT Temp JB2
45 FT N-FLSAOT Temp JB3
4E PT N-FLSAOT Temp JB3
55 FT N-FLSAOT Temp DA
5E PT N-FLSAOT Temp DA
65 FT N-FLSAOT Temp ADA
6E PT N-FLSAOT Temp ADA
75 FT N-FLSAOT Temp MAG
7E PT N-FLSAOT Temp MAG
85 FT S-FLSAOT Temp CR
8E PT S-FLSAOT Temp CR
95 FT N-FLSAOT Temp CSC
9E PT N-FLSAOT Temp CSC
Q5 FT N-FLSAOT Temp SC
QE PT N-FLSAOT Temp SC
S5 FT N-FLSAOT Temp CJP
SE PT N-FLSAOT Temp CJP
SI FT N-FLSAOT Temp ACJP
SL PT N-FLSAOT Temp ACJP
SO FT S-FLSAOT Temp ACJP
SR PT S-FLSAOT Temp ACJP
T5 FT N-FLSAOT Temp AD
TE PT N-FLSAOT Temp AD
U5 FT N-FLSAOT Temp JBS
UE PT N-FLSAOT Temp JBS

- This report excludes actions reasons: Cancel Separation Pay Continuation and Did Not Report.
- Scorecard colors are applied only to the Separation Rate % column using the following criteria:
  - <=7%: No color (Implied Green)
  - 7.1 - 15%: Yellow
  - >15%: Red
  - 0 to 3 Yr EE Separations <=25% No color (Implied Green)
  - 0 - 3 Yr EE Separations 25.1 - 50%: Yellow
  - 0 to 3 Yr EE Separations >50%: Red

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