B0095 Employee by Personnel Area

Purpose

The purpose of this report is to display a list of active employees by personnel area in the Integrated HR-Payroll System.

Report Description

This report lists active employees by personnel area/contract type. Additional data elements include demographics and position detail.

Report Location

PA: Employee Details

Report Uses

This report is used to provide a list of employees with a listing of their relevant employment details. It is meant to be a general all-purpose employee list and with the use of filtering and navigation. This report can have a number of specific uses depending on department needs. Below are a few common examples:

- List of employees by Org unit, Division, or Section
- List of employees by employee group (i.e., list of all EPA employees)

- List of employees within a specific job
- Birthday list

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
    - This prompt must be completed before any other prompt will populate.

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:

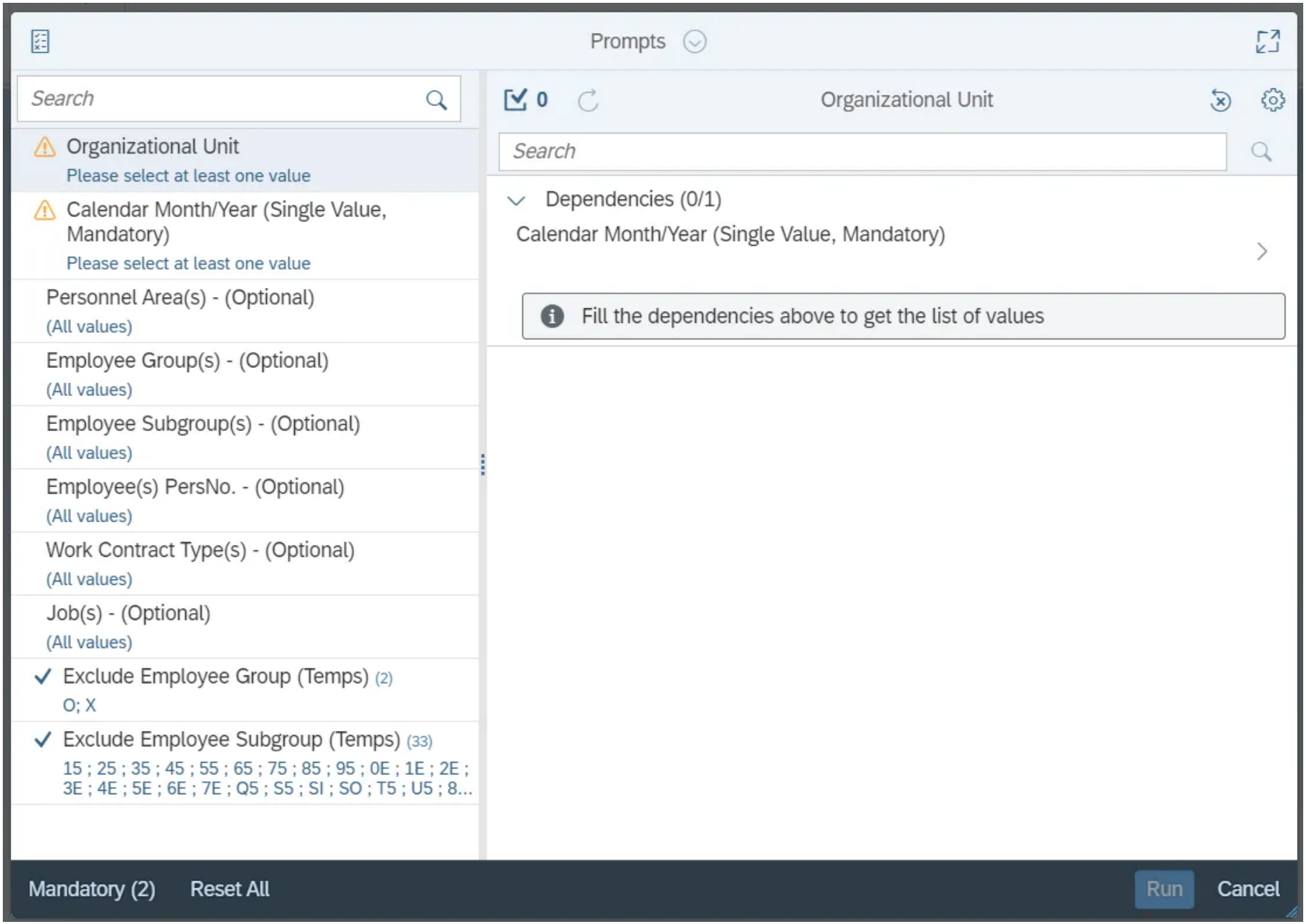
- Personnel Area(s)
- Employee Group(s)
- Employee Subgroup(s)
- Employee(s) PersNo.
- Work Contract Type(s)
- Job(s)

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:

- Employee Group (Temps)
- Employee Subgroup (Temps)

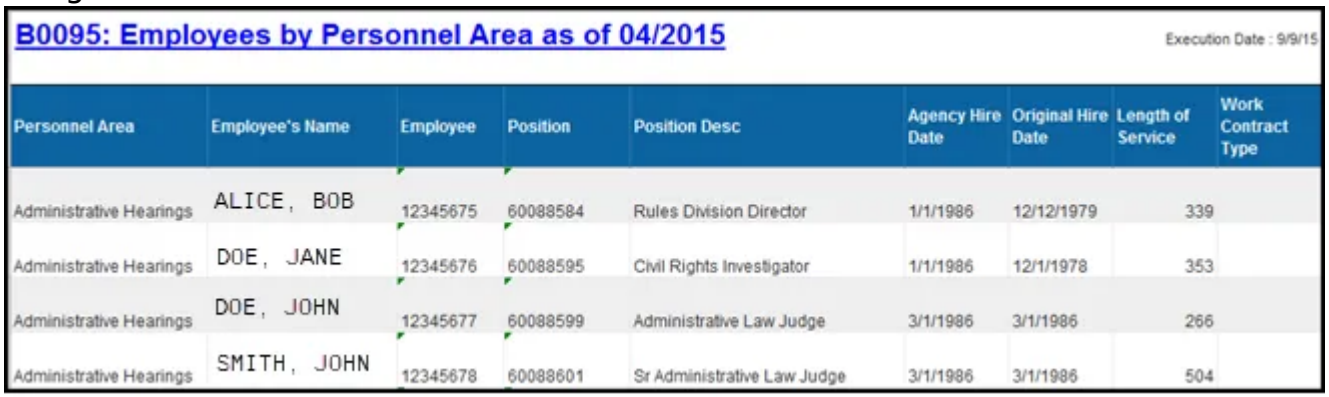
Image


Prompts
Search
Organizational Unit
Please select at least one value
Calendar Month/Year (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)
Work Contract Type(s) - (Optional)
(All values)
Job(s) - (Optional)
(All values)
Exclude Employee Group (Temps) (2)
O; X
Exclude Employee Subgroup (Temps) (33)
15 ; 25 ; 35 ; 45 ; 55 ; 65 ; 75 ; 85 ; 95 ; 0E ; 1E ; 2E ; 3E ; 4E ; 5E ; 6E ; 7E ; Q5 ; S5 ; SI ; SO ; T5 ; U5 ; 8...
0
Organizational Unit
Search
Dependencies (0/1)
Calendar Month/Year (Single Value, Mandatory)
Fill the dependencies above to get the list of values
Mandatory (2)
Reset All
Run
Cancel

Initial Layout

The report shows Employee details by Personnel Area. Below is a sample data.

Image



B0095: Employees by Personnel Area as of 04/2015

Execution Date : 9/9/15

Personnel Area	Employee's Name	Employee	Position	Position Desc	Agency Hire Date	Original Hire Date	Length of Service	Work Contract Type
Administrative Hearings	ALICE, BOB	12345675	60088584	Rules Division Director	1/1/1986	12/12/1979	339	
Administrative Hearings	DOE, JANE	12345676	60088595	Civil Rights Investigator	1/1/1986	12/1/1978	353	
Administrative Hearings	DOE, JOHN	12345677	60088599	Administrative Law Judge	3/1/1986	3/1/1986	266	
Administrative Hearings	SMITH, JOHN	12345678	60088601	Sr Administrative Law Judge	3/1/1986	3/1/1986	504	

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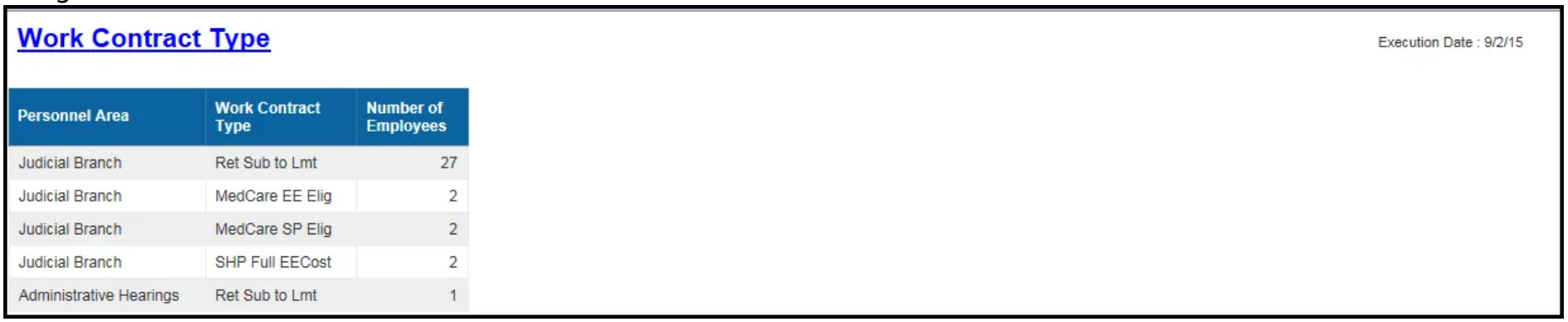
Image



Work Contract Type

Execution Date : 9/2/15

Personnel Area	Work Contract Type	Number of Employees
Judicial Branch	Ret Sub to Lmt	27
Judicial Branch	MedCare EE Elig	2
Judicial Branch	MedCare SP Elig	2
Judicial Branch	SHP Full EECost	2
Administrative Hearings	Ret Sub to Lmt	1

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Image



Report Info

Execution Date : 9/2/15

Prompt Input

Organizational Unit	Judicial Branch
CalMonth/Year	03/2015
Personnel Area(s)	
Employee Group(s)	
Employee Subgroup(s)	
Employee(s) PersNo.	
Work Contract Type(s)	
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 ;Q5 ;S5 ;SI ;SO ;T5 ;U5 ;8E ; 9E ;QE ;SE ;SL ;SR ;TE ;UE ;VE ;V5

Available Objects

The following are available objects that can be added to the report, once in Design mode.

Dimensions

- Age Range
- Agency Hire Date
- Date of Birth
- Employee
- Employee Group
- Employee Subgroup
- Employee’s Name
- Employment Status
- Ethnic Origin
- Gender

- Job
- Job Branch
- Job Family
- Judicial Annv Date
- Organizational Unit
- Original Hire Date
- Personnel Area
- Personnel Subarea
- Position
- SOC Code
- Supv Employee
- Supv Position
- Work Contract T

Measures

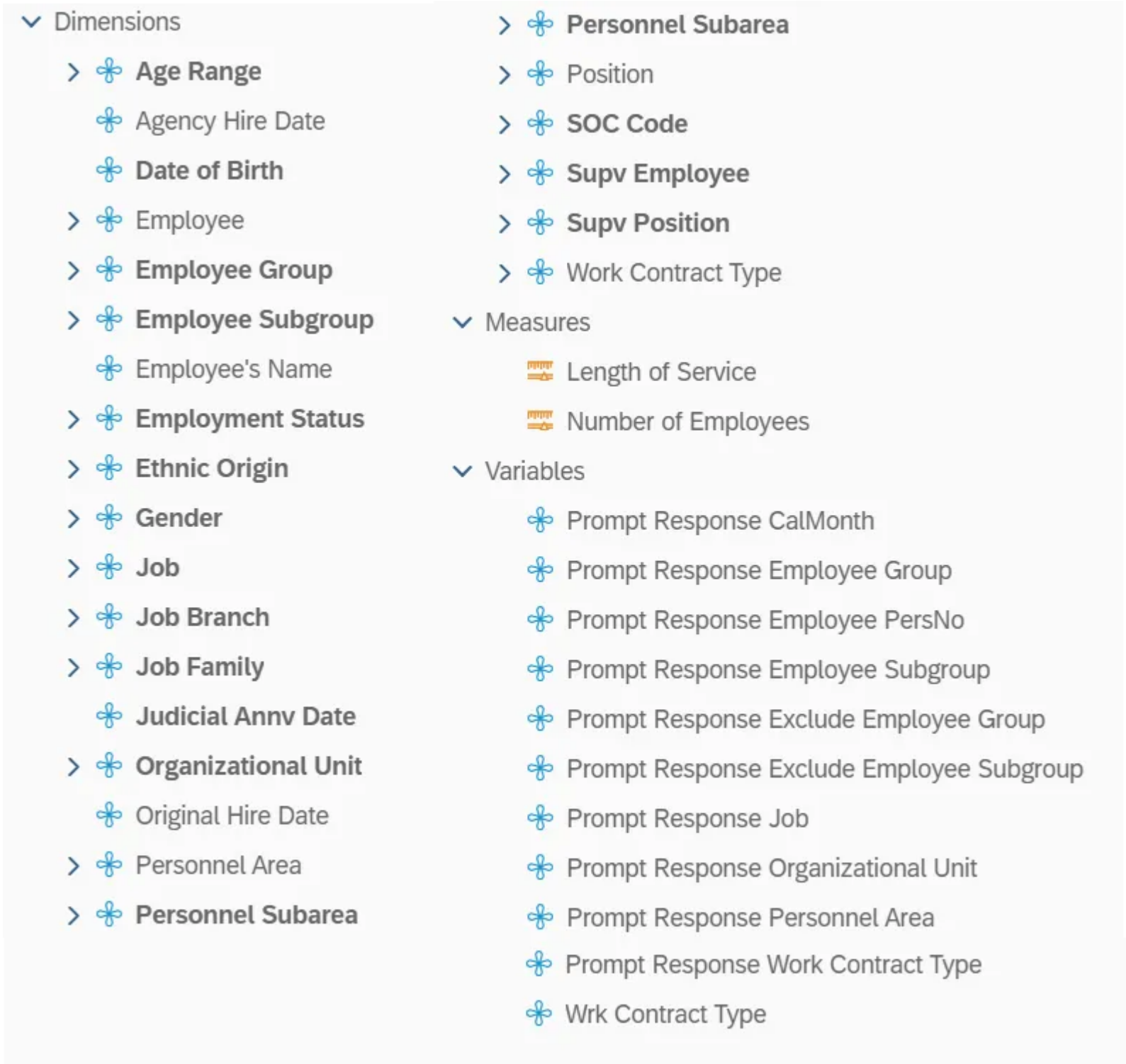
- Length of Service
- Number of Employees

Variables

- Prompt Response CalMonth
- Prompt Response Employee Group
- Prompt Response Employee PersNo
- Prompt Response Employee Subgroup
- Prompt Response Exclude Employee Group
- Prompt Response Exclude Employee Subgroup
- Prompt Response Job
- Prompt Response Organizational Unit

- Prompt Response Personnel Area
- Prompt Response Work Contract Type
- Wrk Contract Type

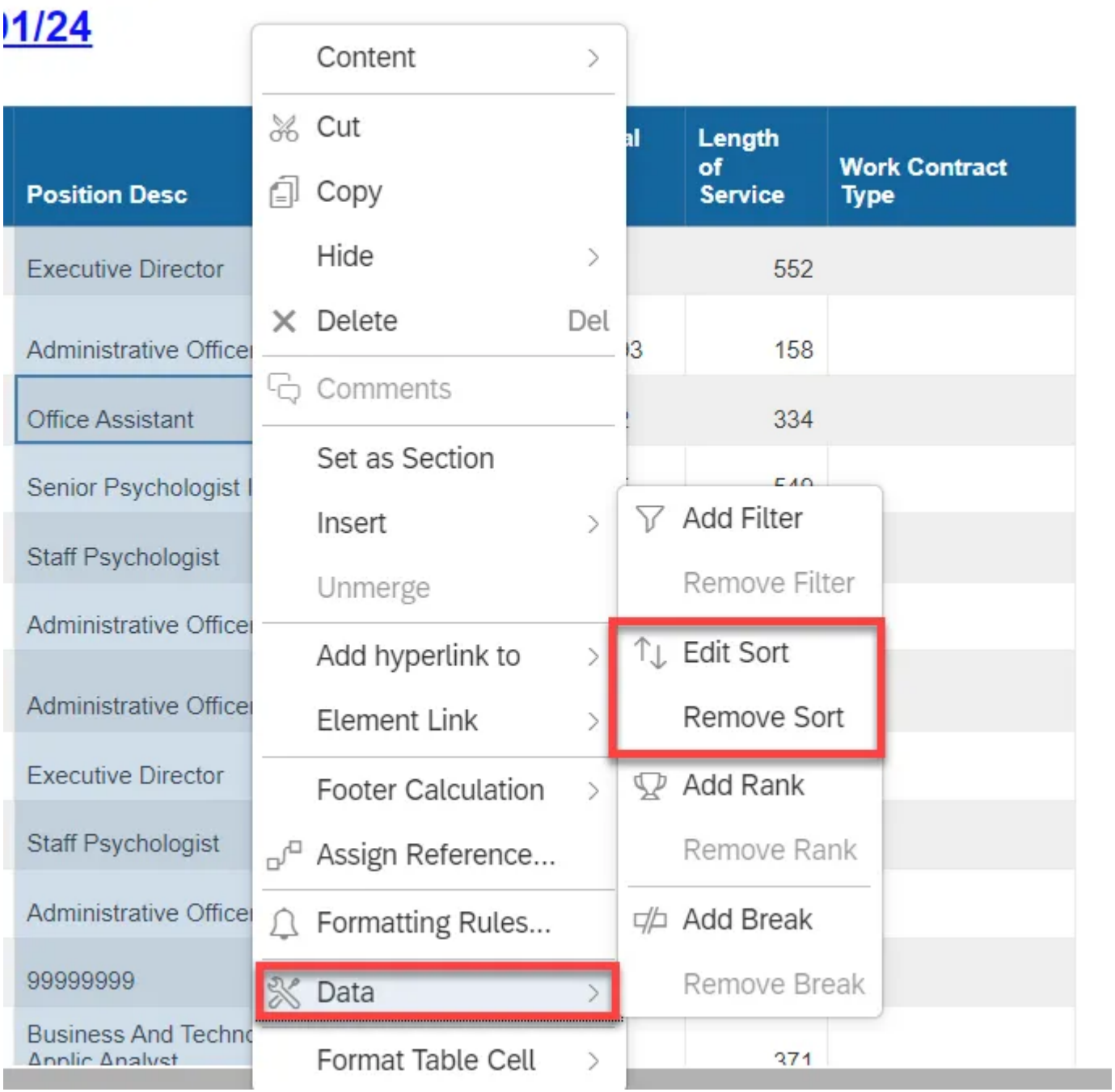
Image


Dimensions
Age Range
Agency Hire Date
Date of Birth
Employee
Employee Group
Employee Subgroup
Employee's Name
Employment Status
Ethnic Origin
Gender
Job
Job Branch
Job Family
Judicial Annv Date
Organizational Unit
Original Hire Date
Personnel Area
Personnel Subarea
Personnel Subarea
Position
SOC Code
Supv Employee
Supv Position
Work Contract Type
Measures
Length of Service
Number of Employees
Variables
Prompt Response CalMonth
Prompt Response Employee Group
Prompt Response Employee PersNo
Prompt Response Employee Subgroup
Prompt Response Exclude Employee Group
Prompt Response Exclude Employee Subgroup
Prompt Response Job
Prompt Response Organizational Unit
Prompt Response Personnel Area
Prompt Response Work Contract Type
Wrk Contract Type

Special Report Considerations/Features

- Temporary employees are excluded by default but this can be changed.
- ‘EE Telework Eligible’ and ‘EE Telework Type’ can be added to report by expanding the Employee attributes (expanded list) in Available Objects.
- 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).
    - Make sure the “desired column” is selected.
    - Right-click and select Data
    - Select Edit Sort or Remove Sort

Image



1/24
Position Desc
Length of Service
Work Contract Type
Executive Director
552
Administrative Officer
158
Office Assistant
334
Senior Psychologist
Staff Psychologist
Administrative Officer
Administrative Officer
Executive Director
Staff Psychologist
Administrative Officer
99999999
Business And Techno
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
Edit Sort
Remove Sort
Add Rank
Remove Rank
Add Break
Remove Break

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