B0099 Employee Deadline Dates

Purpose

The purpose of this Report Description is to list employee deadline or end dates for various tasks and deadline types. Available objects include position and supervisor information.

Report Description

The B0099: Employee Deadline Dates report lists employee deadline or end dates for various tasks and deadline types. Available objects include position and supervisor information.

Report Location

PA: Employee Details

Report Uses

This report can be used to check or track the deadline or end dates for a variety of tasks for employees. Some task types included on the report are credential verification, probationary period end dates, temporary appointment or time-limited end dates, end of contract periods for employees with contracts, and license renewal dates.

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

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:

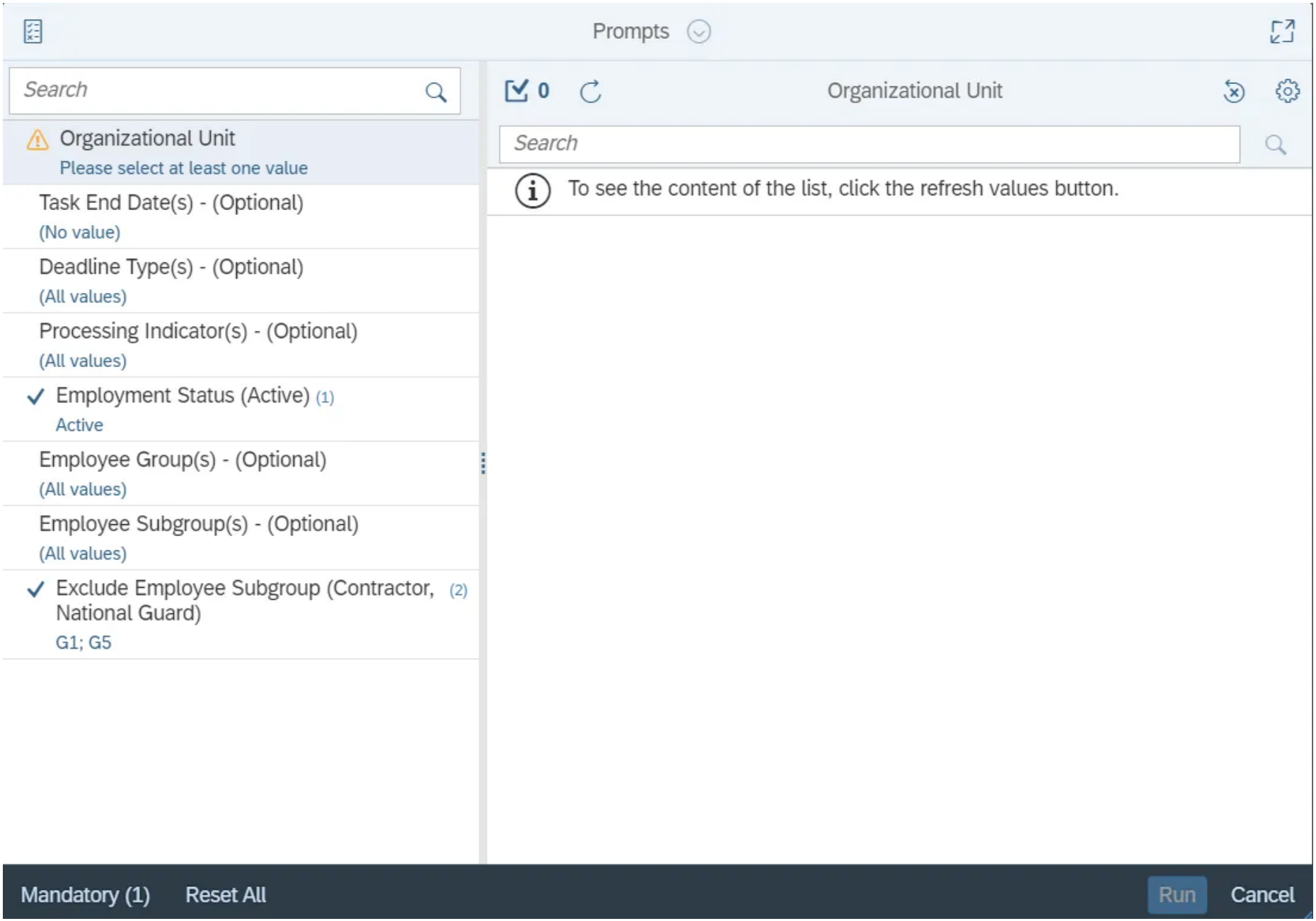
- Task End Date(s) - (Optional)
- Deadline Type(s) - (Optional)
- Processing Indicator(s) - (Optional)
- Employment Status (Active)
- Employee Group(s) - (Optional)
- Employee Subgroup(s) - (Optional)

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 Subgroup (Contractor, National Guard)

Image


Prompts
Search
Organizational Unit
Please select at least one value
Task End Date(s) - (Optional)
(No value)
Deadline Type(s) - (Optional)
(All values)
Processing Indicator(s) - (Optional)
(All values)
Employment Status (Active) (1)
Active
Employee Group(s) - (Optional)
(All values)
Employee Subgroup(s) - (Optional)
(All values)
Exclude Employee Subgroup (Contractor, National Guard) (2)
G1; G5
0
Organizational Unit
Search
To see the content of the list, click the refresh values button.
Mandatory (1)
Reset All
Run
Cancel

Initial Layout

The report is generated with a list of employees who have a deadline type with an end date for the organizational unit selected. If a date range is entered, the report will display the date range specified. Below is a sample of the initial layout.

Image

B0099: Employee Deadline Dates

Execution Date: 12/12/18

Task End Dates: 7/1/2013 - 7/31/2013

Personnel Area	Org Unit	Org Unit Desc	Employee	Employee's Name	Original Hire Date	Position	Position Desc	Processing Indicator	Deadline Type	End Date
State Controller	21111111	OSC BEST Shared Services CC	12345678	Mickey L Mouse	10/1/2012	61111111	Information Processing Technician	New task	End of probation	7/1/2013
State Controller	22222222	OSC BEST Shared Services CC	12345679	Porky P Pig	10/1/2012	62222222	Administrative Assistant II	New task	End of probation	7/1/2013
State Controller	23333333	OSC BEST SHARED SERVICES CALL CTR TEAM 3	12345680	Bugs B Bunny	10/1/2012	63333333	Payroll Clerk IV	New task	End of probation	7/1/2013
State Controller	24444444	OSC BEST SHARED SERVICES CALL CTR TEAM 3	12345681	Daffy D Duck	10/1/2012	64444444	Information Processing Technician	New task	End of probation	7/1/2013

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

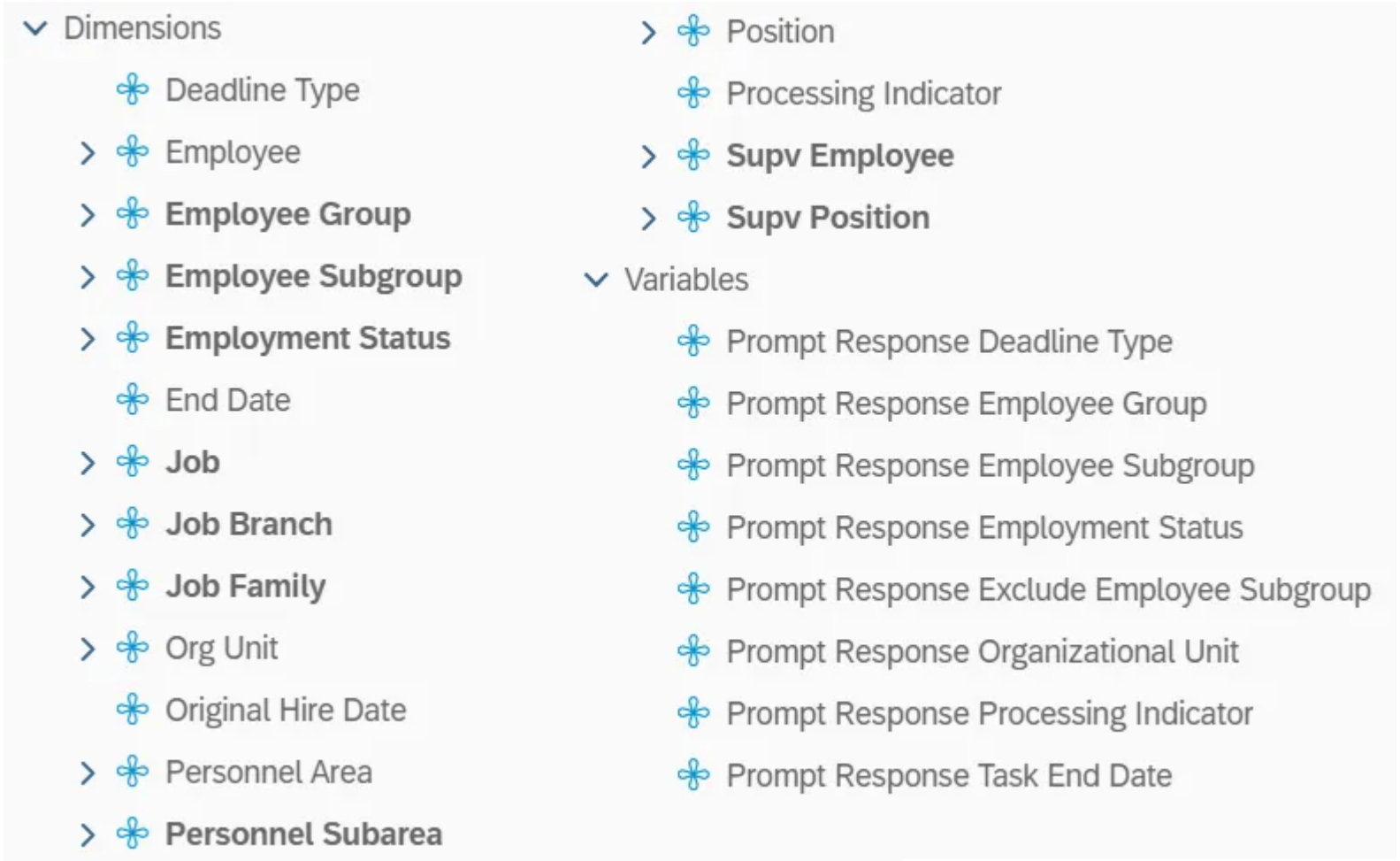
- Deadline Type
- Employee
- Employee Group
- Employee Subgroup

- Employment Status
- End Date
- Job
- Job Branch
- Job Family
- Org Unit
- Original Hire Date
- Personnel Area
- Personnel Subarea
- Position
- Processing Indicator
- Supv Employee
- Supv Position

Variables

- Prompt Response Deadline Type
- Prompt Response Employee Group
- Prompt Response Employee Subgroup
- Prompt Response Employment Status
- Prompt Response Exclude Employee Subgroup
- Prompt Response Organizational Unit
- Prompt Response Processing Indicator
- Prompt Response Task End Date

Image

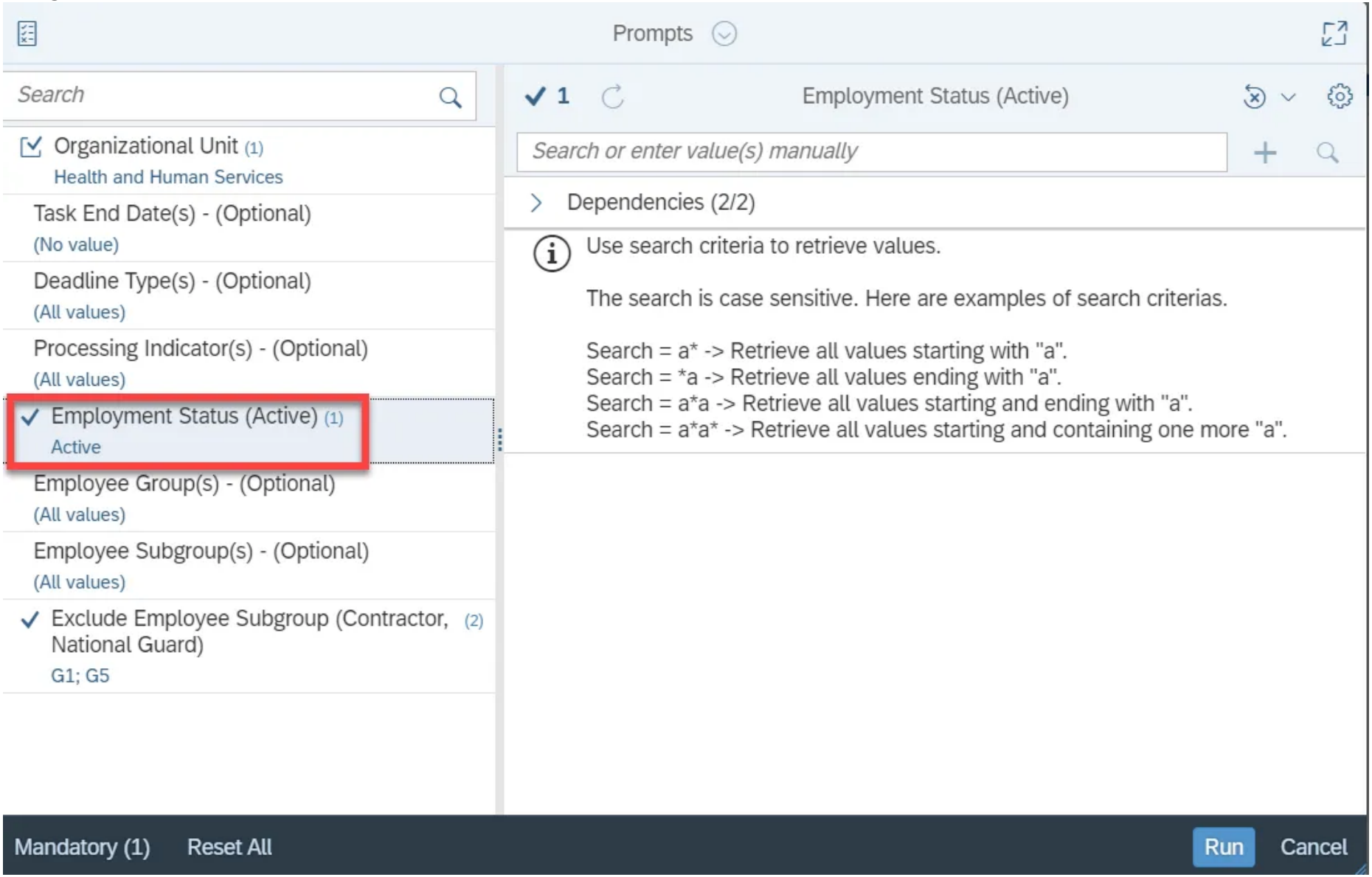


Special Report Considerations/Features

This report contains only active employees by default. In order to see employees with all employment status types remove the “Active” default prompt on the initial prompts screen. There are 3 steps to complete this process.

Step 1: Click Employment Status (Active) prompt.

Image



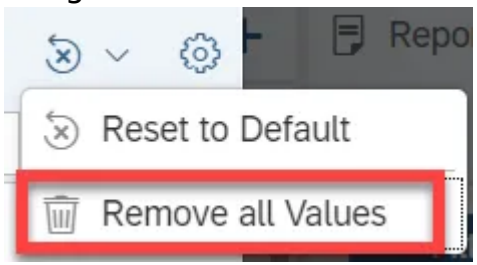
Step 2: Click the reset prompt value icon.

Image



Step 3: Click Remove all Values.

Image



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