B0104 Vacant Positions Report

Purpose

The purpose of this Report Description is to explain the purpose of and how to generate the Vacant Positions Report.

Report Description

This report lists vacant positions for a specified date range, along with their budgeted salaries and the number of days the positions have been vacant.

Report Location

OM: Vacant-Filled Position Analysis

Report Uses

- This report can be used to view all vacancies and the budgeted salary and number of days vacant for each vacancy, to determine and plan for possibly hard to fill positions.
- This report can be used for organizational management, budget, and funding planning for positions within organizational units.

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
    - This mandatory prompt must be completed first, before any other prompt is selected.

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:

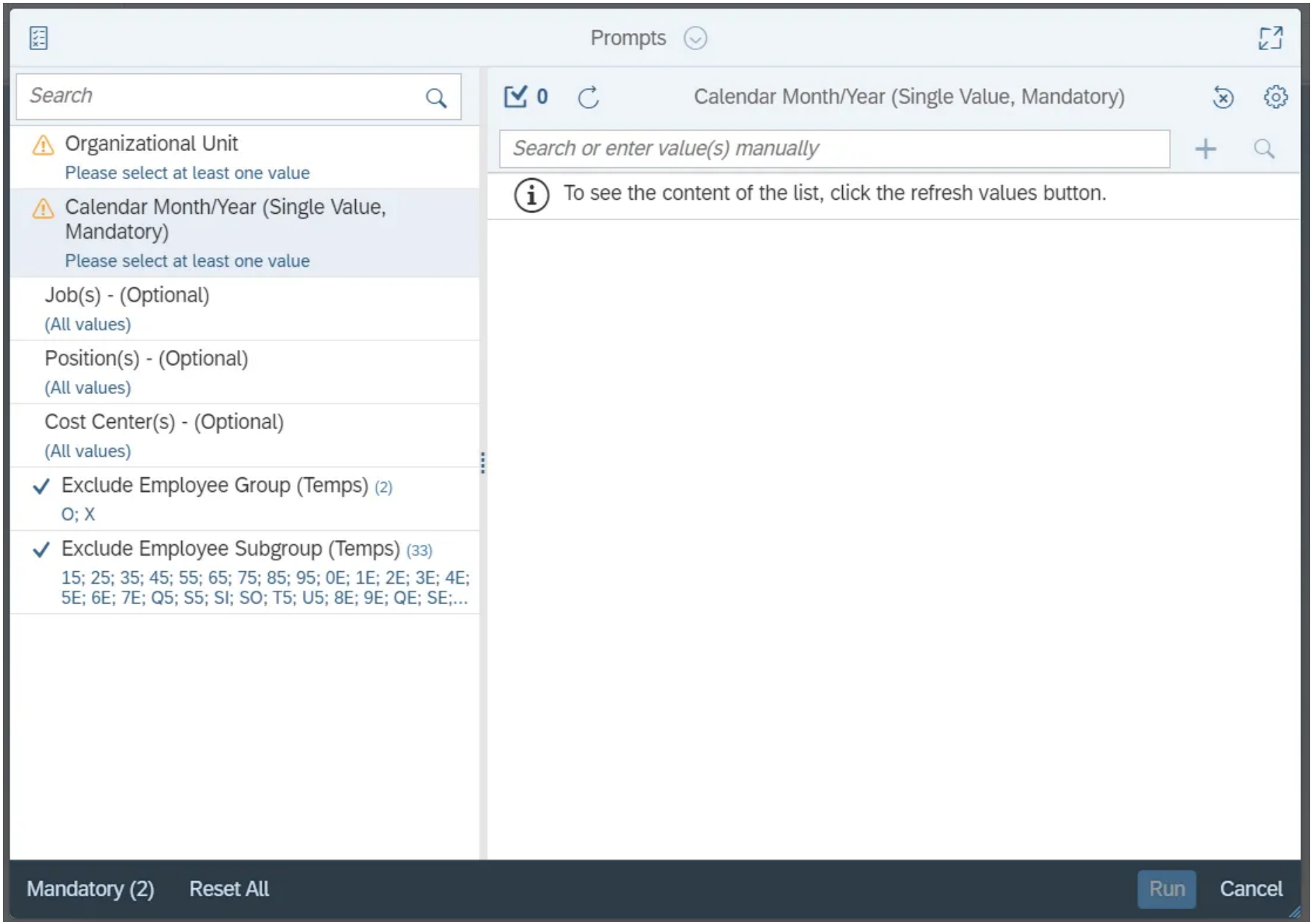
- Jobs
- Positions
- Cost Center(s)

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)

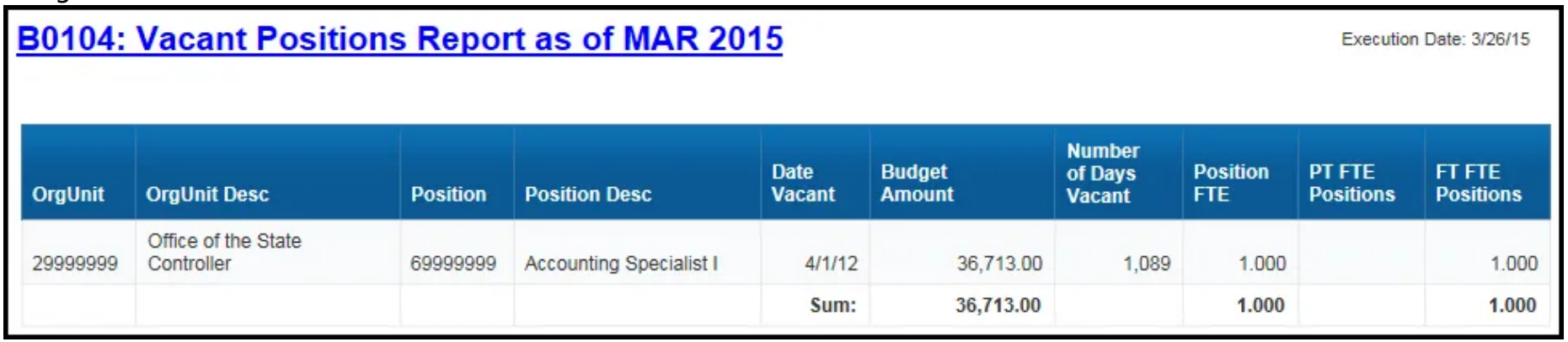
Image


Prompts
Search
Organizational Unit
Please select at least one value
Calendar Month/Year (Single Value, Mandatory)
Please select at least one value
Job(s) - (Optional)
(All values)
Position(s) - (Optional)
(All values)
Cost Center(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; 8E; 9E; QE; SE;...
0
Calendar Month/Year (Single Value, Mandatory)
Search or enter value(s) manually
To see the content of the list, click the refresh values button.
Mandatory (2)
Reset All
Run
Cancel

Initial Layout

The report is generated with a list of vacant positions within the org unit selected. This is a sample row from the report, which shows the columns available on the base report:

Image



B0104: Vacant Positions Report as of MAR 2015

Execution Date: 3/26/15

OrgUnit	OrgUnit Desc	Position	Position Desc	Date Vacant	Budget Amount	Number of Days Vacant	Position FTE	PT FTE Positions	FT FTE Positions
29999999	Office of the State Controller	69999999	Accounting Specialist I	4/1/12	36,713.00	1,089	1.000		1.000
				Sum:	**36,713.00**		**1.000**		**1.000**

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.
- Address Line 1
- Application of Fund
- Budget Fund
- Budget Funding Source (OSBM)

- Business area
- Cal Mth/Yr
- Cost Center
- Cost Center Category
- Date Vacant
- DOT NCFS AMU
- Employee Group
- Employee Subgroup
- Job Pay Group
- Job Pay Level
- Job Pay Type
- NCAS Account
- Fund Type
- Funding Source
- Job
- Job Branch
- Job Country
- Job ESG CAP
- Job Family
- Job Pay Area
- NCFS Account
- NCFS Agency
- NCFS Agency Program
- NCFS AMU
- NCFS Budget Fund
- NCFS Funding Source
- NCFS Interfund

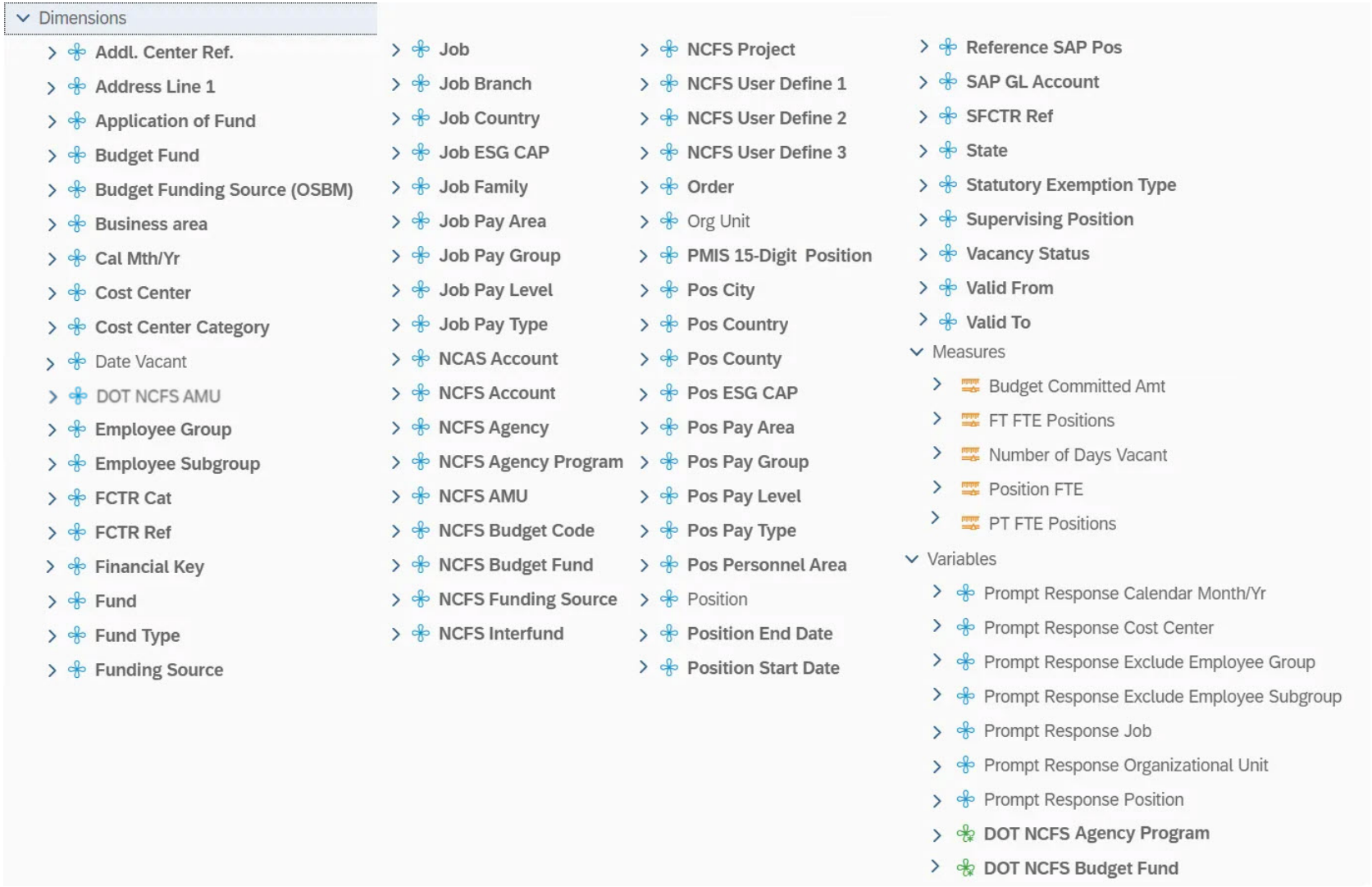
- NCFS Project
- NCFS User Define 1
- NCFS User Define 2
- NCFS User Define 3
- Order
- Org Unit
- PMIS 15-Digit Positi
- Pos City
- Pos Country
- Pos ESG CAP
- Pos Pay Area
- Pos Pay Group
- Pos Pay Level
- Pos Pay Type
- Pos Personnel Area
- Position
- Position End Date
- Position Start Date
- Reference SAP Pos
- SAP GL Account
- SFCTR Ref
- State
- Statutory Exemption Type
- Supervising Position
- Vacancy Status
- Valid From
- Valid To

Measures

- Budget Committed Amt
- FT FTE Positions
- Number of Days Vacant
- Position FTE
- PT FTE Positions

Variables

- Prompt Response Calendar Mont/Yr
- Prompt Response Cost Center
- Prompt response Exclude Employee Group
- Prompt Response Exclude Employee Subgroup
- Prompt Response Job
- Prompt Response Organizational Unit
- Prompt Response Position
- DOT NCFS Agency Program
- DOT NCFS Budget Fund



Special Report Considerations/Features

- Vacant positions are identified by an unassigned employee (#) for the position.
- FTE calculations for positions are based on the employee subgroups.
    - The position is considered a full-time position if it belongs to one of the following employee subgroups:

- FT N-FLSAOT Perm Dir
- FT N-FLSAOTTL Dir
- FT N-FLSAOT Temp Dir
- FT N-FLSAOT Perm JB1
- FT N-FLSAOT TL JG1
- FT N-FLSAOT Temp JB1
- FT N-FLSAOT Perm JB2
- FT N-FLSAOT TL JB2
- FT N-FLSAOT Temp JB2
- FT N-FLSAOT Perm JB3
- FT N-FLSAOT TM JB3
- FT N-FLSAOT Perm DA
- FT N-FLSAOT Tl DA
- FT N-FLSAOT Temp DA
- FT N-FLSAOT Perm ADA
- FT N-FLSAOT TL ADA
- FT N-FLSAOT Temp ADA
- FT N-FLSAOT Perm MAG
- FT N-FLSAOT TL MAG
- FT N-FLSAOT Temp MAG
- FT S-FLSAOT Perm CR
- FT S-FLSAOT TL CR
- FT S-FLSAOT Temp CR
- FT S-FLSAOT Perm CSC
- FT S-FLSAOT TL CSC
- FT S-FLSAOT Temp CSC
- FT S-FLSAOT Perm
- FT S-FLSAOT Prob TL

- FT S-FLSAOT TL Prob
- FT S-FLSAOT Student
- FT S-FLSAOT Intermit
- FT S-FLSAOT Perm
- FT N-FLSAOT Prob
- FT N-FLSAOT TL
- FT N-FLSAOT TL Prob
- FT N-FLSAOT Student
- FT N-FLSAOT Intermit
- FT N-FLSAOT Perm
- FT N-FLSAOT Prob
- FT N-FLSAOT Prob 2C
- FT N-FLSAOT TL 12C
- FT N-FLSAOT TL Prob 12C
- FT N-FLSAOT Perm 12C
- FT N-FLSAOT Prob 12C
- FT N-FLSAOT TL 12C
- FT N-FLSAOT TL Prob 12C
- FT S-FLSAOT Perm 12C
- FT S-FLSAOT Prob 12C
- FT S-FLSAOT TL 12C
- FT S-FLSAOT TL Prob 12C
- FT S-FLSAOT Perm 11C
- FT S-FLSAOT Prob 11C
- FT S-FLSAOT TL 11C
- FT S-FLSAOT TL Prob 11C
- N/A EPA ConstitutOff
- N/A EPA Sal BD&Com

- N/A EPA Sal GA
- N/A EPA SalGA RecGov
- N/A EPA Lt Gov Staff
- N/A EPA Gov’s Staff
- N/A EPA SalGov&ABC
- N/A EPA Pol-MkingGov
- N/A EPA StatutoryPos
- N/A EPA Pos Gov
- N/A EPA PM Conf Asst
- N/A EPA PM Conf Sec
- N/A EPA Chief Deputy
- N/A EPA StatGAAprAct
- N/A EPA MiscStat Pos
- N/A EPA ExManagerial Contractor
- Pick-up Firefighter
- National Guard
- Federal
- Temp FT N-FLSAOT
- Temp FT S-FLSAOT
- Temp Sol FT N-FLSAOT
- Temp Sol FT S-FLSAOT
- FT N-FLOSA Perm 10C
- FT N-FLOSA Prob 10C
- FT N-FLOSA TL 10C
- FT N-FLOSA TL Prob 10C
- FT S-FLOSA Perm 10C
- FT S-FLOSA Prob 10C
- FT S-FLOSA TL 10C

- FT S-FLOSA TL Prob 10C
- FT N-FLSA Perm 115C
- FT N-FLSA Prob 115C
- FT N-FLSA TL 115C
- FT N-FLSA TL Prob 115C
- FT S-FLSA Perm 115C
- FT S-FLSA Prob 115C
- FT S-FLSA TL115C
- FT S-FLSALT Prob 115C
- FT N-FLSAOT Perm SC
- FT N-FLSAOT TL SC
- FT N-FLSAOT Temp SC
- FT N-FLSAOT Perm CJP
- FT N-FLSAOT TL CJP
- FT N-FLSAOT Temp CJP
- FT N-FLSAOT Perm ACJP
- FT N-FLSAOT TL ACJP
- FT N-FLSAOT Temp ACJP
- FT S-FLSAOT Perm ACJP
- FT S-FLSAOT TL ACJP
- FT N-FLSAOT Perm AD
- FT N-FLSAOT TL AD
- FT N-FLSAOT Temp AD
- FT N-FLSAOT Perm JBS
- FT N-FLSAOT TL JBS
- FT N-FLSAOT Temp JBS
- FT S-FLSAOT Perm JBS
- FT S-FLSAOT TL JBS

        - FT S-FLSAOT Temp JBS
        - N/A EPA ConsitutOff
        - N/A EPA Sal Bd & Com
        - N/A EPA Sal GA
        - N/A EPA Sal GARecGov
        - N/A EPA Lt Gov Staff
        - N/A EPA Gov’s Staff
        - N/A EPA Sal Gov&ABC
        - N/A EPA Pol-MkingGov
        - N/A EPA StatutoryPos
        - N/A EPA Pos Gov
        - N/A EPA PM Conf Asst
        - N/A EPA PM Conf Sec
        - N/A EPA Chief Deput
        - N/A EPA StatGAAprAct
        - N/A EPA MiscStat Pos
        - N/A EPA ExManagerial
    - The position is considered part-time if it belongs to one of the following employee subgroups:
        - PT S-FLSAOT Perm MAG
        - PT S-FLSAOT TL MAG
        - PT S-FLSAOT Temp MAG
        - PT N-FLSAOT Perm Dir
        - PT N-FLSAOT TL Dir
        - PT N-FLSAOT Temp Dir
        - PT N-FLSAOT Perm JB1
        - PT N-FLSAOT TL JB1
        - PT N-FLSAOT Temp JB1
        - PT N-FLSAOT Perm JB2

- PT N-FLSAOT TL JB2
- PT N-FLSAOT Temp JB2
- PT N-FLSAOT Perm JB3
- PT N-FLSAOT TL JB3
- PT N-FLSAOT Temp JB3
- PT N-FLSAOT Perm DA
- PT N-FLSAOT TL DA
- PT N-FLSAOT Temp DA
- PT N-FLSAOT Perm ADA
- PT N-FLSAOT TL ADA
- PT N-FLSAOT Temp ADA
- PT N-FLSAOT Perm MAG
- PT N-FLSAOT TL MAG
- PT N-FLSAOT Temp MAG
- PT S-FLSAOT Perm CR
- PT S-FLSAOT TL CR
- PT S-FLSAOT Temp CR
- PT N-FLSAOT Perm CSC
- PT N-FLSAOT TL CSC
- PT N-FLSAOT Temp CSC
- PT N-FLSAOT Perm 11C
- PT N-FLSAOT Prob 11C
- PT N-FLSAOT TL 11C
- PT N-FLSAOT TLProb 11C
- PT S-FLSAOT Perm 11C
- PT S-FLSAOT Prob 11C
- PT S-FLSAOT TL 11C
- PT S-FLSAOT TLProb 11C

- Volunteer
- Board Member
- Temp PT N-FLSAOT
- Temp PT S-FLSAOT
- Temp Sol PT N-FLSAOT
- Temp Sol PT S-FLSAOT
- PT N-FLSA Perm 10C
- PT N-FLSA Prob 10C
- PT N-FLSA TL 10C
- PT N-FLSA TLProb 10C
- PT S-FLSA Perm 10C
- PT S-FLSA Prob 10 TL 10C
- PT S-FLSA TLProb 10C
- PT EPA
- PT N-FLSAOT Perm SC
- PT N-FLSAOT TL SC
- PT N-FLSAOT Temp SC
- PT N-FLSA Perm 12C
- PT N-FLSA TL 12C
- PT N-FLSA TLProb 12C
- PT S-FLSA Perm 12C
- PT S-FLSA Prob 12C
- PT S-FLSA TL 12C
- PT S-FLSA TLProb 12
- PT N-FLSAOT Perm CJP
- PT N-FLSAOT TL CJP
- PT N-FLSAOT Temp CJP
- PT N-FLSAOT Perm ACJP

- PT N-FLSAOT TL ACJP
- PT N-FLSAOT Temp ACJP
- PT S-FLSAOT Perm ACJP
- PT S-FLSAOTTL ACJP
- PT S-FLSAOTTL ACJP
- PT S-FLSAOT Temp ACJP
- PT N-FLSAOT Perm AD
- PT N-FLSAOT Temp AD
- PT N-FLSAOT TL AD
- PT N-FLSAOTTemp AD
- PT N-FLSAOT Perm JBS
- PT N-FLSAOT TL JBS
- PT S-FLSAOT Temp JBS
- PT N-FLSAOT Perm
- PT N-FLSAOTProb
- PT N-FLSAOT TL
- PT N-FLSAOT TL Prob
- PT N-FLSAOT Student
- PT N-FLSAOT Intermit
- PT N-FLSAOT Perm 115C
- PT N-FLSAOT Prob 115C
- PT N-FLSAOT TL 115C
- PT S-FLSAOT Perm 115C
- PT S-FLSAOT Prob 115C
- PT S-FLSAOT TL 115C
- PT S-FLSAOT Prob 115C
- PT S-FLSAOT Perm
- PT S-FLSAOT Prob

        - PT S-FLSAOT TL
        - PT S-FLSAOT TL Prob
        - PT S-FLSAOT Student
        - PT S-FLSAOT Intermit
        - PT S-FLSAOT Time
        - PT S-FLSAOT RD Time
- Number of days vacant is calculated based on the date entered on the variable entry screen for calendar month/year minus the date vacated of the position.
- Temporary employees are excluded from this report by default.
- 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, then the position personnel area will not be populated and will display as “#” or as “not assigned.”
- **Field/Home Based** indicator is available from Position attributes (expanded list) in Available Objects.
- **NCFS Accounting Segments** - are available for reporting in this report as drag and drop from Available Objects.
    - NCFS accounting segments here are specific to an NCFS internal order in SAP HR/Payroll ERP system. Transactions with no NCFS internal orders will not display values for the NCFS segments in the BI BOBJ report.
    - NCFS Agency, NCFS Agency Program, NCFS AMU, NCFS Budget Code, NCFS Budget Fund, NCFS Funding Source, NCFS Interfund, NCFS Project, NCFS User Define 1, NCFS User Define 2, NCFS User Define 3
        - Agencies (like NCDOT, DES and DWS) that do not use NCFS Internal Orders will not see the values for the above NCFS segments in reports.
- **NCFS Account** and **Budget Funding Source (OSBM)** are available for reporting. Values are corresponding crosswalk to SAP GL Account and Funding Source in SAP HR Payroll system.
- **Financial Key** is representative of internal order from NCFS and old NCAS systems.
- DOT specific NCFS objects viz **DOT NCFS Agency Program, DOT NCFS AMU and DOT NCFS Budget Fund** are added to the report as needed for **NC HB199**. Source of these new objects are maintained in crosswalk tables in the ERP HR Payroll system.

First Published

Thu, 03/26/2015

Last Updated

Mon, 08/17/2026

Printable PDF