B0119 Employee Education Verification

Purpose

The purpose of this report description is to explain how to generate the Employee Education Verification report.

Report Description

This report lists active employees' credentials.

Report Location

PA: Certification and Qualifications

Report Uses

This report is used to monitor whether the employee education qualifications have been verified. The report provides the verification status and if the verification has not been completed in time, the report displays how many days have elapsed since the hire date.

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:

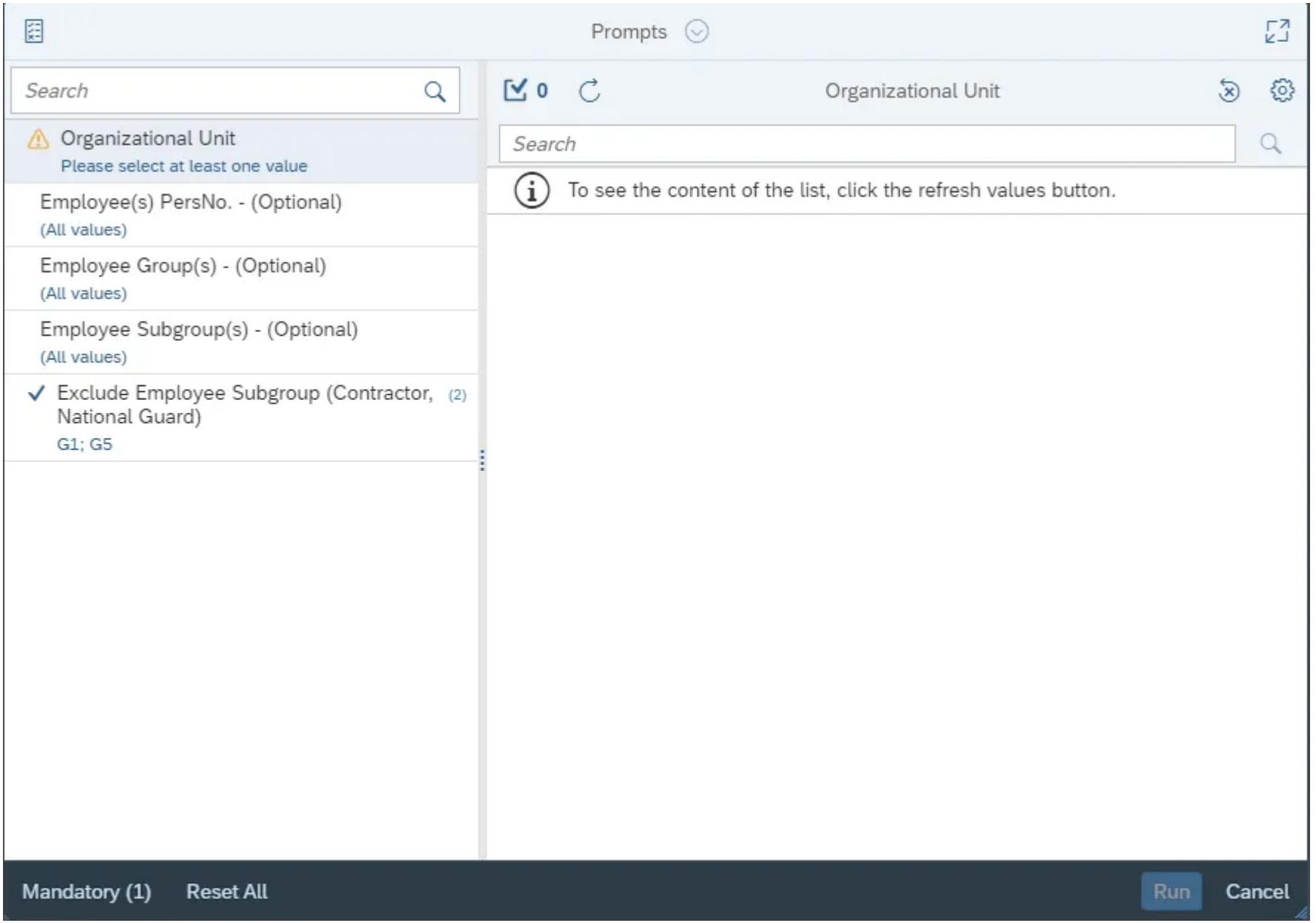
- Employee(s) PersNo. – (Optional)
- Employee Group(s) – (Optional)
- Employee Subgroup(s) – (Optional)

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) G1; G5

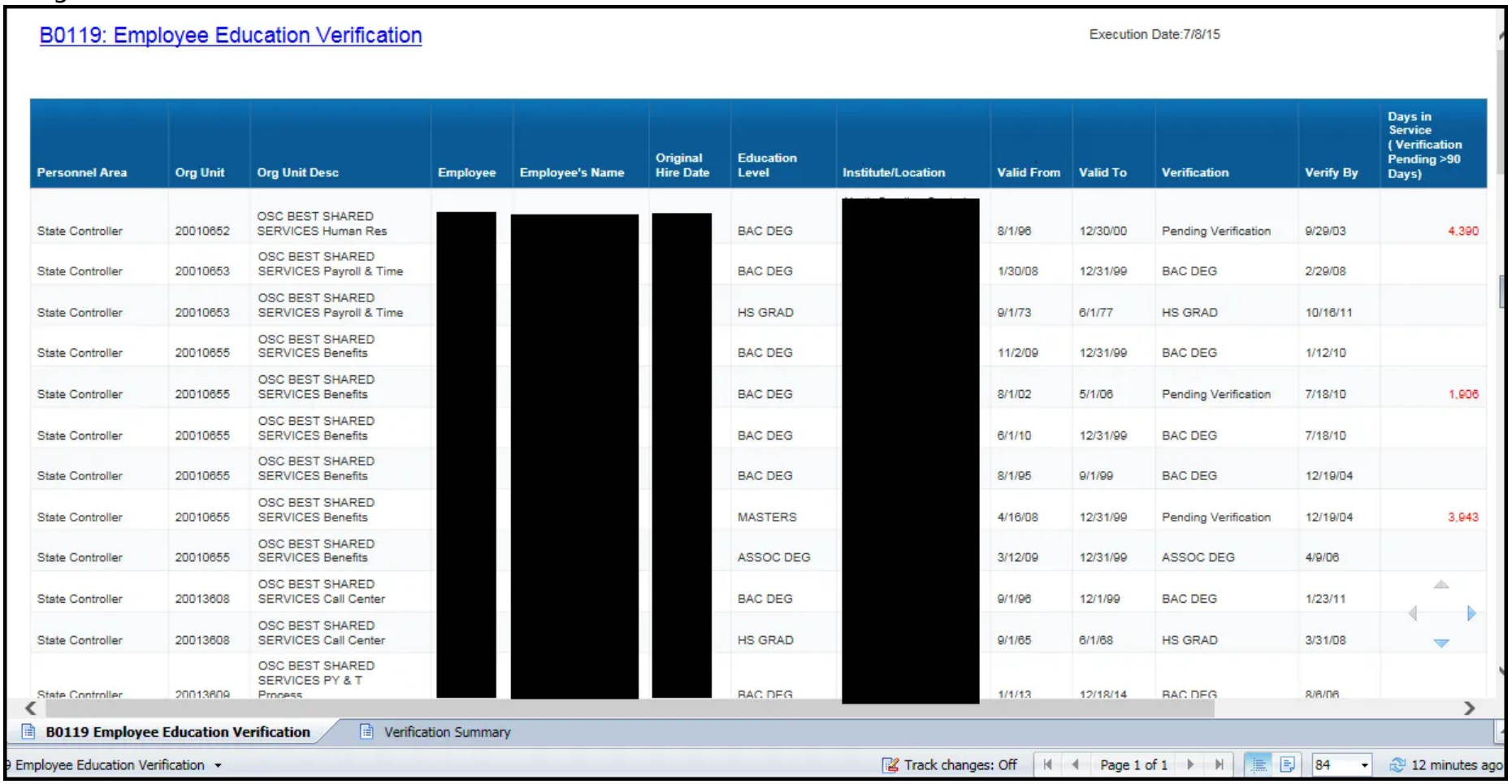
Image


Prompts
Search
Organizational Unit
Please select at least one value
Employee(s) PersNo. - (Optional)
(All values)
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 Organizational No. of Employees by Personnel Area. This is a sample of the report:

Image



Personnel Area	Org Unit	Org Unit Desc	Employee	Employee's Name	Original Hire Date	Education Level	Institute/Location	Valid From	Valid To	Verification	Verify By	Days in Service (Verification Pending >90 Days)
State Controller	20010652	OSC BEST SHARED SERVICES Human Res	[redacted]	[redacted]	[redacted]	BAC DEG	[redacted]	8/1/96	12/30/00	Pending Verification	9/29/03	4,390
State Controller	20010653	OSC BEST SHARED SERVICES Payroll & Time				BAC DEG		1/30/08	12/31/99	BAC DEG	2/29/08	
State Controller	20010653	OSC BEST SHARED SERVICES Payroll & Time				HS GRAD		9/1/73	6/1/77	HS GRAD	10/16/11	
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				BAC DEG		11/2/09	12/31/99	BAC DEG	1/12/10	
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				BAC DEG		8/1/02	5/1/06	Pending Verification	7/18/10	1,906
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				BAC DEG		6/1/10	12/31/99	BAC DEG	7/18/10	
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				BAC DEG		8/1/95	9/1/99	BAC DEG	12/19/04	
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				MASTERS		4/16/08	12/31/99	Pending Verification	12/19/04	3,943
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				ASSOC DEG		3/12/09	12/31/99	ASSOC DEG	4/9/06	
State Controller	20013608	OSC BEST SHARED SERVICES Call Center				BAC DEG		9/1/96	12/1/99	BAC DEG	1/23/11	
State Controller	20013608	OSC BEST SHARED SERVICES Call Center				HS GRAD		9/1/65	6/1/68	HS GRAD	3/31/08	
State Controller	20013609	OSC BEST SHARED SERVICES PY & T Process				BAC DEG		1/1/13	12/18/14	BAC DEG	8/8/06	

This report has 3 tabs at the top of the screen and each one is a report of its own kind. The first tab named B0119 Employee Education Verification provides a detailed report, second tab is Verification summary info, and third tab is Report Info.

Image



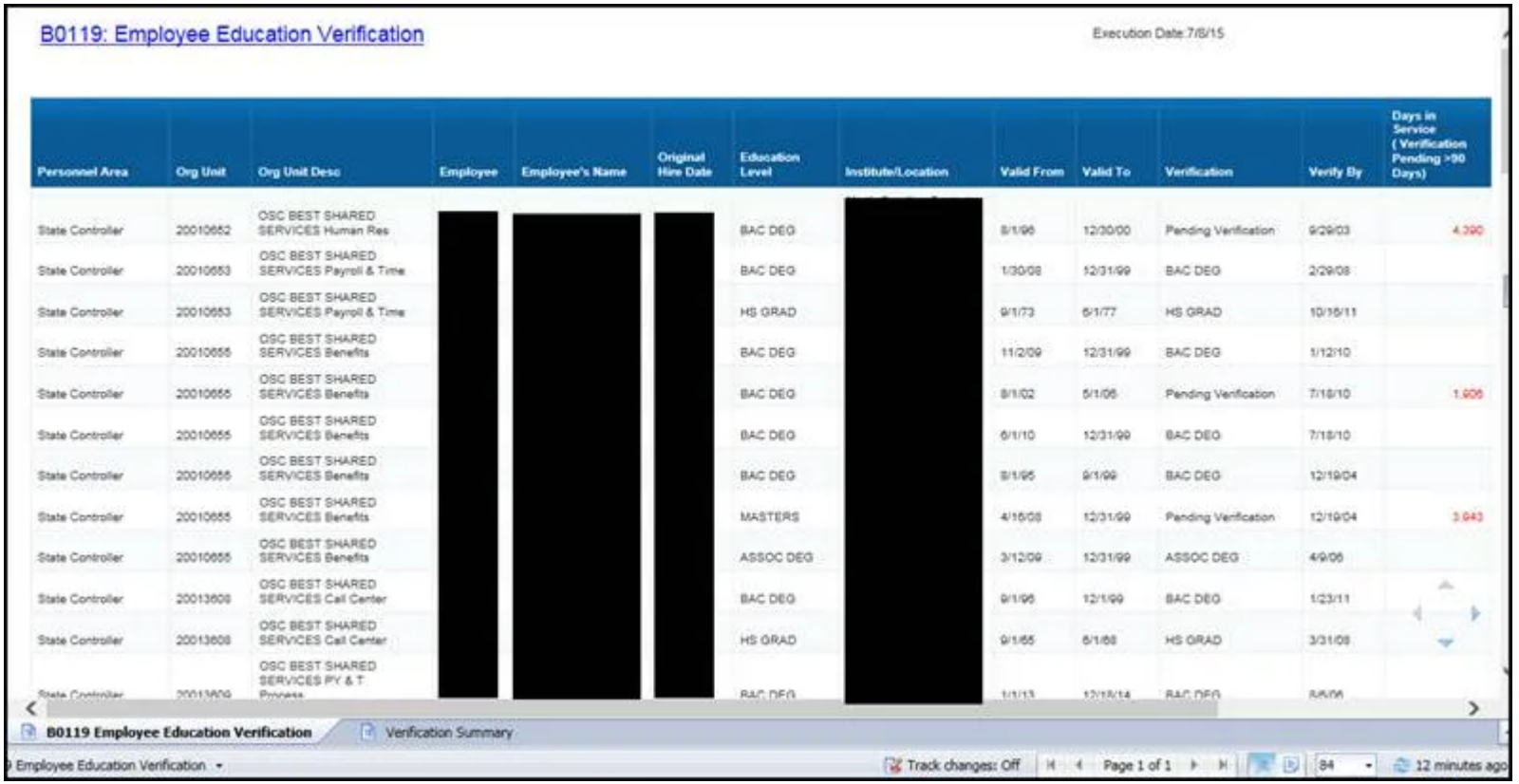
The following are tabs available in B0119:

- B0119 Employee Education Verification
- Verification Summary
- Report Info

B0119 Employee Education Verification

This report lists active employees' credentials. Verify By date included for HR to verify all employees within 90 days of Entry Date.

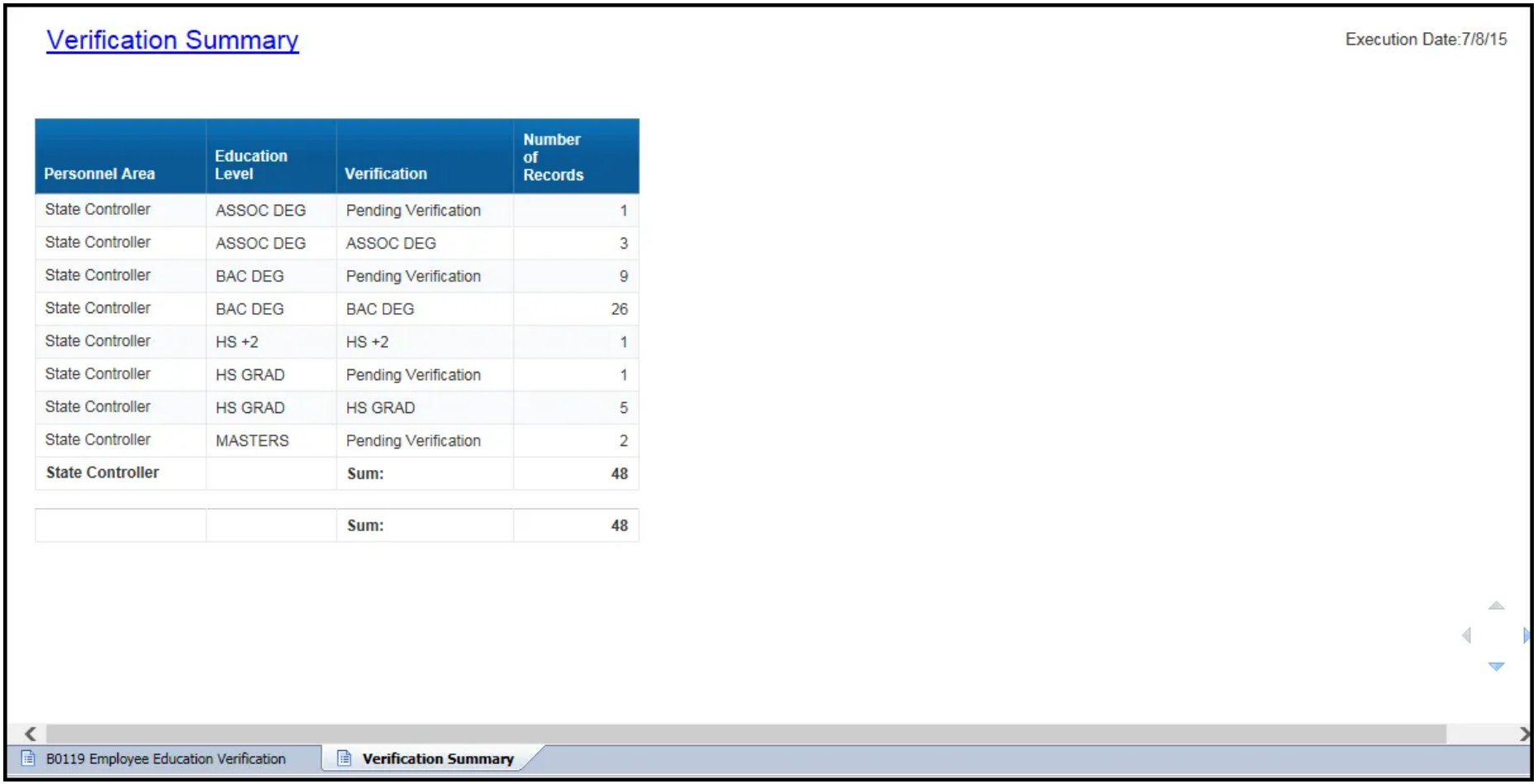
Image



Verification Summary

This report lists verification summary of active employees' credentials.

Image



Verification Summary

Execution Date:7/8/15

Personnel Area	Education Level	Verification	Number of Records
State Controller	ASSOC DEG	Pending Verification	1
State Controller	ASSOC DEG	ASSOC DEG	3
State Controller	BAC DEG	Pending Verification	9
State Controller	BAC DEG	BAC DEG	26
State Controller	HS +2	HS +2	1
State Controller	HS GRAD	Pending Verification	1
State Controller	HS GRAD	HS GRAD	5
State Controller	MASTERS	Pending Verification	2
State Controller		**Sum:**	**48**
		Sum:	**48**

Note: This report has a break total on Personnel Area and has an ascending sort on Personnel Area and Education Level.

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

- Certificate
- Changed By
- Changed On
- Educational Est.
- Employee
- Employee Group
- Employee Subgroup
- Employee’s Name
- Institute/Location
- Job
- Organizational Unit
- Original Hire Date
- Personnel Area
- Position
- Valid From
- Valid To

Measures

- Number of Records

Variables

- Prompt Response Employee Group
- Prompt Response Employee PersNo
- Prompt Response Employee Subgroup
- Prompt Response Exclude Employee Subgroup

- Prompt Response Organizational Unit
- Days in Service (Verification Pending >90 Days)
- Verify By

Image

- Dimensions
  - Certificate
  - **Changed By**
  - **Changed On**
  - Educational Est.
  - Employee
  - **Employee Group**
  - **Employee Subgroup**
  - Employee's Name
  - Institute/Location
  - **Job**
  - Organizational Unit
  - Original Hire Date
  - Personnel Area
  - **Position**
  - Valid From
  - Valid To
- Measures
  - Number of Records
- Variables
  - Prompt Response Employee Group
  - Prompt Response Employee PersNo
  - Prompt Response Employee Subgroup
  - Prompt Response Exclude Employee Subgroup
  - Prompt Response Organizational Unit
  - Days in Service (Verification Pending >90 Days)
  - Verify by

Special Report Considerations/Features

- Days in Service (Verification Pending >90 Days) is calculated for the Employees with 09 Pending Verification status. It is displayed for only those employees where the verification date expired over 90 days from the Original Hire date.
- Verify By column is 90 days from the original hire date.
- Employee Subgroup G1 – Contractors and G5 – National Guards are excluded from the report. Refer the Exclusion Prompt “Exclude Employee SubGroup (Contractors, National Guard) G1; G5” for details.
- Employment Status - Active. Report runs for Active Employees only.
- There is a default filter applied to the report to exclude the conversion Valid From dates of 12/01/2007 and 3/1/2008.

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