B0155 Current Public Info with Last Action

Purpose

The purpose of this Report Description is to explain how to access the current public Info with last action report in the Integrated HR-Payroll System.

Report Description

This report contains information on employees who are active or separated in the Integrated HR-Payroll System but does not include any University employees or any other agency employees who separated prior to the Integrated HR-Payroll System conversion date. This report provides current public information fields along with the Last Public Action for all employees, by Personnel Area, Position, and Job.

Report Location

Public Information

Report Uses

Agencies can run this report and distribute as required to provide employee public information.

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:

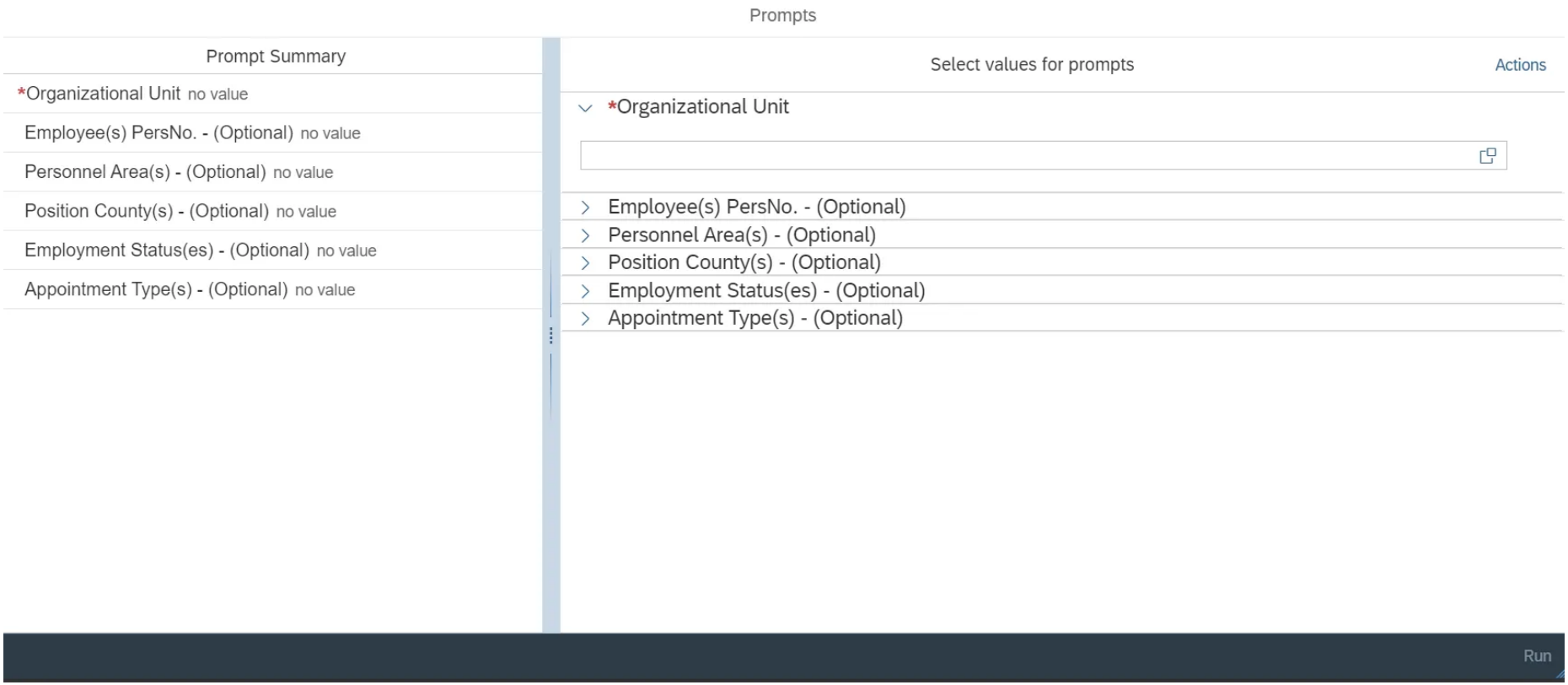
- Organizational Unit

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)
- Personnel Area(s) - (Optional)
- Position County(s) - (Optional)
- Employment Status(es) - (Optional)
- Appointment Type(s) - (Optional)

Image



Initial Layout

The report lists the current public information along with the last public action for each employee based on the Org Unit selected.

Image

State of North Carolina

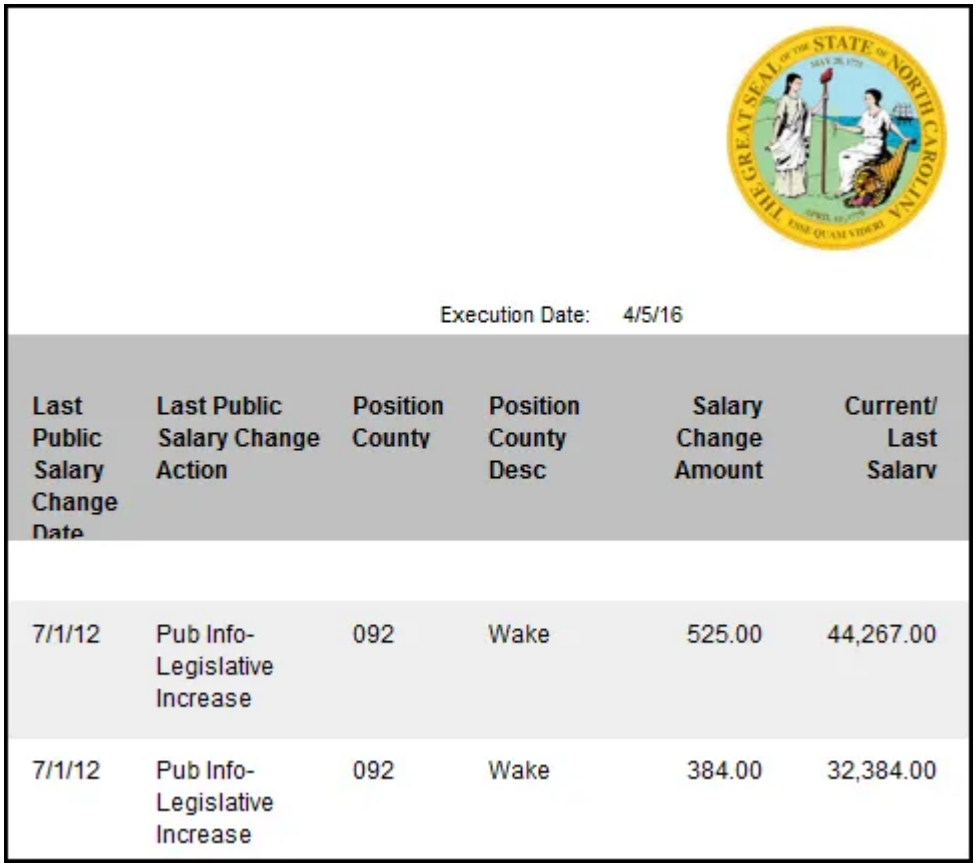
B0155: Current Public Info w/Last Action

As of 2/27/13

Employee's Name	Age	Original Hire Date	Agency Hire Date	Appointment Type	Current Position	Current Position Desc	Current Job Desc	Last Public Action Date	Last Public Action
Marketing									
DOE, JOHN	54	2/17/03	2/17/03	FT Permanent	64444444	Social Media	Public Relations	7/1/12	Pub Info-Legislative Increase
DOE, JANE	59	5/1/10	3/1/12	FT Permanent	63333333	Press Secretary	Public Relations	7/1/12	Pub Info-Legislative Increase

Continued...

Image



Execution Date: 4/5/16

Last Public Salary Change Date	Last Public Salary Change Action	Position County	Position County Desc	Salary Change Amount	Current/ Last Salary
7/1/12	Pub Info-Legislative Increase	092	Wake	525.00	44,267.00
7/1/12	Pub Info-Legislative Increase	092	Wake	384.00	32,384.00

Special Report Considerations

- The data elements available on the report is Pursuant to N.C. Gen. Stat. §126-23.
- The following Employee Subgroups are excluded because they are not paid from the Integrated HR-Payroll System.
    - G1 Contractor
    - G3 Volunteer
    - G4 Board Member
    - G6 Federal

- ‘Age’ represents the employee’s current age.
- ‘Salary Change Amount’ is calculated as salary at time of action minus salary prior to action with the exception that if either prior salary or ending salary is 0, the value is defaulted to 0.
- ‘Current/Last Salary’ reflects the employee’s current salary or, in the case of a separated employee, the employee’s last salary.

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