B0170 Agency EEO Plan (Fixed Format)

Purpose

The purpose of this Report Description is to explain how to access the Agency EEO Plan (Fixed Format) BOBJ report in the Integrated HR-Payroll System.

Report Description

This report compares an agency's work force to the NC population and the NC occupation specific labor force by State SOC Subcategory, State SOC Category and All Occupations and is associated with three reporting views. Note: The NC population and labor force are defined through the most recent US census data.

Agency staff data prior to October 2022 is compared with 2010 Census. Agency staff data from October 2022 and after is compared with 2020 Census.

The reporting tab 'Employee Distribution' compares an agency's work force to the NC population and the NC occupation specific labor force by State SOC Category or Subcategory.

The reporting tab 'Agency Total' compares an agency's overall work force data to the NC population and the NC all occupations specific labor force by demographic groups. This tab provides an overall agency view of workforce by demographics.

The reporting tab 'Job Opening Estimates Form' compares an agency's work force to the NC population and the NC occupation specific labor force by State SOC Category or Subcategory. This tab is intended for Agencies to use for

their annual EEO goal planning. It includes a section for agencies to manually enter their Employment Objectives (once exported to Excel).

Report Location

PA: EEO

Report Uses

- This report is used to analyze the composition of an agency’s workforce and shows the comparison to the NC Census data. It can be useful in determining the distribution of employees in an agency’s workforce and is helpful in EEO planning to help create a more diverse workforce.
- Employment objectives are to be entered on the JOB OPENING ESTIMATES form. Once the position openings for the next year have been estimated for each occupational category for which underutilization has been identified (having five or more workers), employment objectives are established for each underutilized group, by either number, percentage, or both. These objectives should be meaningful and obtainable. The employment objective setting process must be flexible and account for various factors that may affect the agency’s ability to recruit qualified underutilized employees in target classifications. It also must be based on reasonable expectations of success, as outlined in the action steps.

Note: Please refer to OSHR guidelines for more detailed information on how this form should be used to generate an agency’s EEO Plan.

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 (Single Value, Mandatory)
- EEO Job Category View (Single Value, Mandatory)

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:

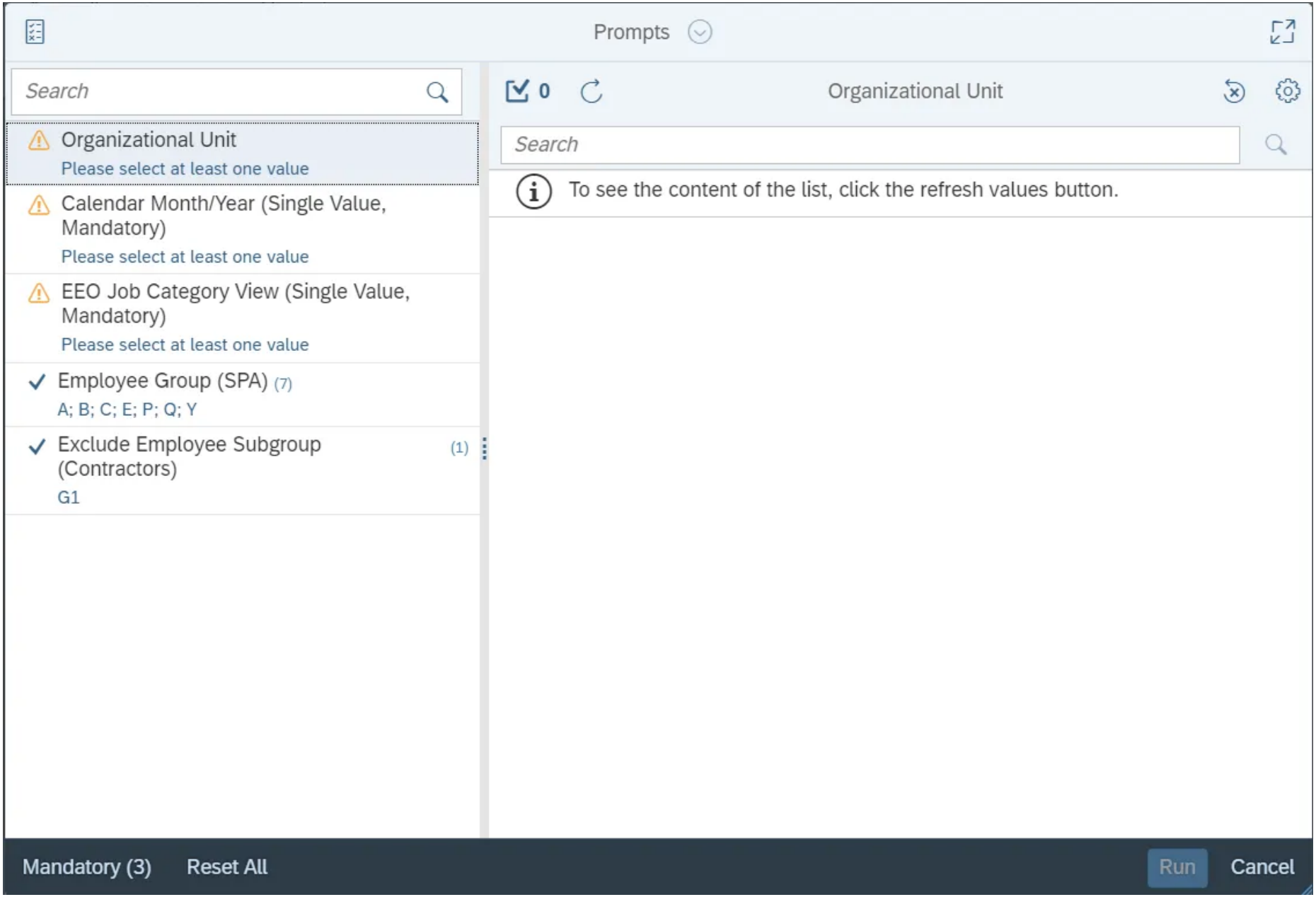
- Employee Group (SPA)

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 (Contractors)

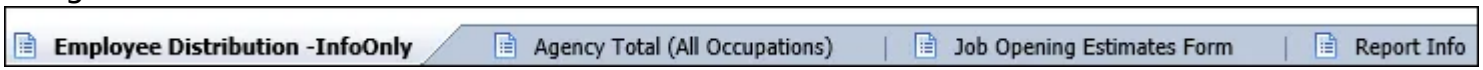
Image


Prompts
Search
Organizational Unit
Please select at least one value
Calendar Month/Year (Single Value, Mandatory)
Please select at least one value
EEO Job Category View (Single Value, Mandatory)
Please select at least one value
Employee Group (SPA) (7)
A; B; C; E; P; Q; Y
Exclude Employee Subgroup (Contractors) (1)
G1
0
Organizational Unit
Search
To see the content of the list, click the refresh values button.
Mandatory (3)
Reset All
Run
Cancel

Initial Layout

This report contains four report tabs.

Image



Prompt Selections:

- EEO Job Category View: SOC Category
    - Employee Distribution -InfoOnly

Image

B0170: Labor Force Standard - Employee Distribution by SOC Category as of 09/2022 Based on 2020 Census

Execution Date : 10/3/22

Health Human Services

SOC Category: SERVICE

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHPI Male	NHPI Fem	Two+ Male	Two+ Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																					
# Employed	598	1,466	1,056	2,821	20	23	15	25	3	8	1	1	1	2	17	6,057	4,346	3,976	140	27	0
% Employed	9.9	24.2	17.4	46.6	0.3	0.4	0.2	0.4	0.0	0.1	0.0	0.0	0.0	0.0	0.3	100.0	71.8	65.6	2.3	0.4	0.0
Labor Force Standard																					
# Expected	1,230	2,005	612	1,054	352	418	67	103	25	49	0	0	55	85			3,629	2,680	564		
% Expected	20.3	33.1	10.1	17.4	5.8	6.9	1.1	1.7	0.4	0.8	0.0	0.0	0.9	1.4			59.9	44.2	9.3		
# Difference	-632	-539	444	1,767	-332	-395	-52	-78	-22	-41	1	1	-54	-83			717	1,296	-424		
% Difference	-10.4	-8.9	7.3	29.2	-5.5	-6.5	-0.9	-1.3	-0.4	-0.7	0.0	0.0	-0.9	-1.4			11.9	21.4	-7.0		
N.C. Population (Information Purposes Only)																					
Percentage	31.5	31.6	9.8	11.1	4.6	4.2	1.5	1.6	0.5	0.6	0.0	0.0	1.5	1.5			49.1	33.9	9.3		

- Agency Total (All Occupations)

Image

B0170: Labor Force Standard - Agency Total (All Occupations) as of 09/2022 Based on 2020 Census

Execution Date : 10/3/22

Health Human Services

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHPI Male	NHPI Fem	Two+ Male	Two+ Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																					
# Employed	2,635	7,200	1,810	5,436	64	105	91	136	16	68	1	1	2	7	65	17,637	12,953	7,737	496	109	0
% Employed	14.9	40.8	10.3	30.8	0.4	0.6	0.5	0.8	0.1	0.4	0.0	0.0	0.0	0.0	0.4	100.0	73.4	43.9	2.8	0.6	0.0
Labor Force Standard																					
# Expected	5,927	5,433	1,694	2,011	971	600	300	247	89	89	0	0	142	142			8,380	6,001	1,641		
% Expected	33.6	30.8	9.6	11.4	5.5	3.4	1.7	1.4	0.5	0.5	0.0	0.0	0.8	0.8			47.5	34.0	9.3		
# Difference	-3,292	1,767	116	3,425	-907	-495	-209	-111	-73	-21	1	1	-140	-135			4,573	1,736	-1,145		
% Difference	-18.7	10.0	0.7	19.4	-5.1	-2.8	-1.2	-0.6	-0.4	-0.1	0.0	0.0	-0.8	-0.8			25.9	9.9	-6.5		
N.C. Population (Information Purposes Only)																					
Percentage	31.5	31.6	9.8	11.1	4.6	4.2	1.5	1.6	0.5	0.6	0.0	0.0	1.5	1.5			49.1	33.9	9.3		

- Job Opening Estimates Form

Image

B0170: Job Opening Estimates Form Labor Force Standard by SOC Category as of 09/2022 Based on 2020 Census

Execution Date : 10/3/22

Health Human Services

SOC Category: SERVICE

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHPI Male	NHPI Fem	Two+ Male	Two+ Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																					
# Employed	598	1,466	1,056	2,821	20	23	15	25	3	8	1	1	1	2	17	6,057	4,346	3,976	140	27	0
% Employed	9.9	24.2	17.4	46.6	0.3	0.4	0.2	0.4	0.0	0.1	0.0	0.0	0.0	0.0	0.3	100.0	71.8	65.6	2.3	0.4	0.0
Labor Force Standard																					
# Difference	-632	-539	444	1,767	-332	-395	-52	-78	-22	-41	1	1	-54	-83			717	1,296	-424		
% Difference	-10.4	-8.9	7.3	29.2	-5.5	-6.5	-0.9	-1.3	-0.4	-0.7	0.0	0.0	-0.9	-1.4			11.9	21.4	-7.0		
Employment Objectives: Using SOC Category																					
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																					
Planned # Increase																					
Planned % Increase																					
Target Classfication(s)																					
Action Steps																					

Prompt Selections:

- EEO Job Category View: SOC Subcategory
  - Employee Distribution -InfoOnly

Image

B0170: Labor Force Standard - Employee Distribution by SOC Subcategory as of 09/2022 Based on 2020 Census

Execution Date : 10/3/22

Health Human Services

SOC Category: SERVICE ==== Subcategory: HEALTHCARE SUPPORT OCCUPATIONS

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHPI Male	NHPI Fem	Two+ Male	Two+ Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																					
# Employed	420	1,101	795	2,324	13	12	10	14	2	5	0	1	0	2	13	4,712	3,459	3,178	88	22	0
% Employed	8.9	23.4	16.9	49.3	0.3	0.3	0.2	0.3	0.0	0.1	0.0	0.0	0.0	0.0	0.3	100.0	73.4	67.4	1.9	0.5	0.0
Labor Force Standard																					
# Expected	279	2,121	208	1,687	19	175	10	48	5	71	0	0	10	81			4,102	2,223	439		
% Expected	5.9	45.0	4.4	35.8	0.4	3.7	0.2	1.0	0.1	1.5	0.0	0.0	0.2	1.7			87.0	47.1	9.3		
# Difference	141	-1,020	587	637	-6	-163	0	-34	-3	-66	0	1	-10	-79			-643	955	-351		
% Difference	3.0	-21.6	12.5	13.5	-0.1	-3.4	0.0	-0.7	-0.1	-1.4	0.0	0.0	-0.2	-1.7			-13.6	20.3	-7.4		
N.C. Population (Information Purposes Only)																					
Percentage	31.5	31.6	9.8	11.1	4.6	4.2	1.5	1.6	0.5	0.6	0.0	0.0	1.5	1.5			49.1	33.9	9.3		

Agency Total (All Occupations)

Image

B0170: Labor Force Standard - Agency Total (All Occupations) as of 09/2022 Based on 2020 Census

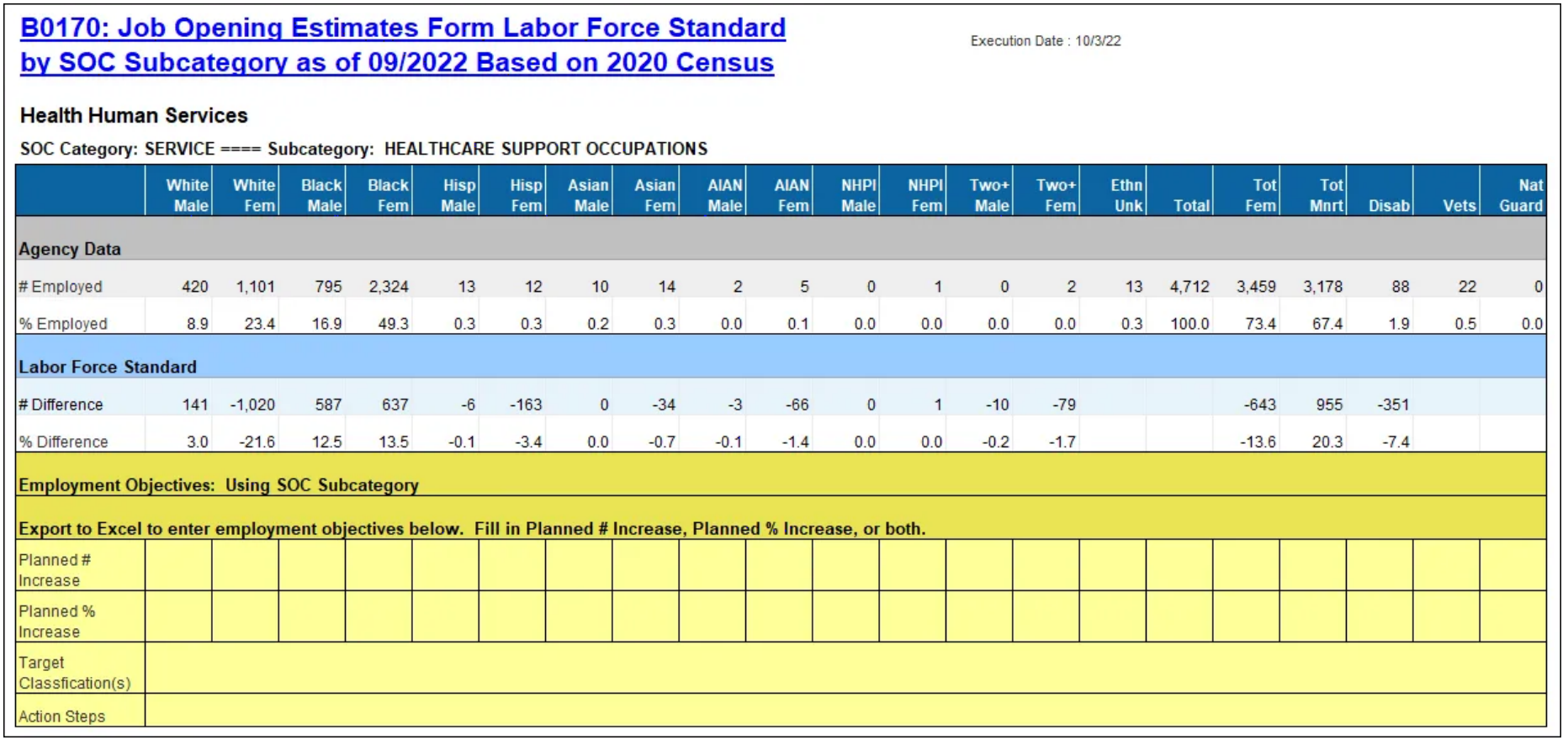
Execution Date : 10/3/22

Health Human Services

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHPI Male	NHPI Fem	Two+ Male	Two+ Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																					
# Employed	2,635	7,200	1,810	5,436	64	105	91	136	16	68	1	1	2	7	65	17,637	12,953	7,737	496	109	0
% Employed	14.9	40.8	10.3	30.8	0.4	0.6	0.5	0.8	0.1	0.4	0.0	0.0	0.0	0.0	0.4	100.0	73.4	43.9	2.8	0.6	0.0
Labor Force Standard																					
# Expected	5,927	5,433	1,694	2,011	971	600	300	247	89	89	0	0	142	142			8,380	6,001	1,641		
% Expected	33.6	30.8	9.6	11.4	5.5	3.4	1.7	1.4	0.5	0.5	0.0	0.0	0.8	0.8			47.5	34.0	9.3		
# Difference	-3,292	1,767	116	3,425	-907	-495	-209	-111	-73	-21	1	1	-140	-135			4,573	1,736	-1,145		
% Difference	-18.7	10.0	0.7	19.4	-5.1	-2.8	-1.2	-0.6	-0.4	-0.1	0.0	0.0	-0.8	-0.8			25.9	9.9	-6.5		
N.C. Population (Information Purposes Only)																					
Percentage	31.5	31.6	9.8	11.1	4.6	4.2	1.5	1.6	0.5	0.6	0.0	0.0	1.5	1.5			49.1	33.9	9.3		

Job Opening Estimates Form

Image



B0170: Job Opening Estimates Form Labor Force Standard by SOC Subcategory as of 09/2022 Based on 2020 Census

Execution Date : 10/3/22

Health Human Services

SOC Category: SERVICE ==== Subcategory: HEALTHCARE SUPPORT OCCUPATIONS

	White Male	White Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian Male	Asian Fem	AIAN Male	AIAN Fem	NHPI Male	NHPI Fem	Two+ Male	Two+ Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	Nat Guard
Agency Data																					
# Employed	420	1,101	795	2,324	13	12	10	14	2	5	0	1	0	2	13	4,712	3,459	3,178	88	22	0
% Employed	8.9	23.4	16.9	49.3	0.3	0.3	0.2	0.3	0.0	0.1	0.0	0.0	0.0	0.0	0.3	100.0	73.4	67.4	1.9	0.5	0.0
Labor Force Standard																					
# Difference	141	-1,020	587	637	-6	-163	0	-34	-3	-66	0	1	-10	-79			-643	955	-351		
% Difference	3.0	-21.6	12.5	13.5	-0.1	-3.4	0.0	-0.7	-0.1	-1.4	0.0	0.0	-0.2	-1.7			-13.6	20.3	-7.4		
Employment Objectives: Using SOC Subcategory																					
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																					
Planned # Increase																					
Planned % Increase																					
Target Classfication(s)																					
Action Steps																					

Report Info

- This tab contains information about the values selected for each of the prompts. It also contains definitions about the different sections represented in the report content.

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

- EEO Row Label
- EEO Row Type
- Personnel Area
- State SOC Category
- State SOC Subcategory
- U.S. Census Year

Measures

- AIAN Fem Census Pct
- AIAN Female
- AIAN Mal Census Pct
- AIAN Male
- Asian Fem Census Pct
- Asian Female
- Asian Mal Census Pct
- Asian Male
- Black Fem Census Pct
- Black Female
- Black Mal Census Pct
- Black Male
- Disabled
- Disabled Census Pct

- Emp Count
- Ethnicity Unknown
- Female
- Hisp Fem Census Pct
- Hisp Female
- Hisp Mal Census Pct
- Hisp Male
- Minority
- National Guard
- NHPI Fem Census Pct
- NHPI Female
- NHPI Mal Census Pct
- NHPI Male
- Two+ Fem Census Pct
- Two+ Female
- Two+ Mal Census Pct
- Two+ Male
- Veteran
- White Fem Census Pct
- White Female
- White Mal Census Pct
- White Male

Variables

- EEO Row Type Custom Text
- Prompt Response Calendar Month/Year
- Prompt Response EEO Comparison View

- Prompt Response EEO Job Category View
- Prompt Response Employee Group
- Prompt Response Exclude Employee Subgroup
- Prompt Response Organizational Unit
- Report Controls Selected
- SOC Cat or Subcat
- AIAN Fem
- AIAN Fem All Occ
- AIAN Female Diff Nbr
- AIAN Female Diff Pct
- AIAN Female Exp
- AIAN Female Pct
- AIAN Mal
- AIAN Mal All Occ
- AIAN Male Diff Nbr
- AIAN Male Diff Pct
- AIAN Male Exp
- AIAN Male Pct
- Asian Female Exp
- Asian Male Exp
- Asian+ Fem
- Asian+ Fem All Occ
- Asian+ Female
- Asian+ Female Diff Nbr
- Asian+ Female Diff Pct
- Asian+ Female Pct
- Asian+ Mal

- Asian+ Mal All Occ
- Asian+ Male
- Asian+ Male Diff Nbr
- Asian+ Male Diff Pct
- Asian+ Male Pct
- Black Fem
- Black Fem All Occ
- Black Female Diff Nbr
- Black Female Diff Pct
- Black Female Exp
- Black Female Pct
- Black Mal
- Black Mal All Occ
- Black Male Diff Nbr
- Black Male Diff Pct
- Black Male Exp
- Black Male Pct
- Disab
- Disab All Occ
- Disabled Diff Nbr
- Disabled Diff Pct
- Disabled Exp
- Disabled Pct
- EmpCount
- EmpCount All Occ
- Ethn Unk
- Ethn Unk All Occ

- Ethn Unk Pct
- Fem
- Fem All Occ
- Fem Census Pct
- Female Diff Nbr
- Female Diff Pct
- Female Exp
- Female Pct
- Hisp Fem
- Hisp Fem All Occ
- Hisp Female Diff Nbr
- Hisp Female Diff Pct
- Hisp Female Exp
- Hisp Female Pct
- Hisp Mal
- Hisp Mal All Occ
- Hisp Male Diff Nbr
- Hisp Male Diff Pct
- Hisp Male Exp
- Hisp Male Pct
- Minority Census Pct
- Minority Diff Nbr
- Minority Diff Pct
- Minority Exp
- Minority Pct
- Minority Tot
- Minority Tot All Occ

- Nat Guard
- National Guard All Occ
- National Guard Pct
- NHPI Fem
- NHPI Fem All Occ
- NHPI Female Diff Nbr
- NHPI Female Diff Pct
- NHPI Female Exp
- NHPI Female Pct
- NHPI Mal
- NHPI Mal All Occ
- NHPI Male Diff Nbr
- NHPI Male Diff PctNHPI Male Exp
- NHPI Male Pct
- Two+ Fem
- Two+ Fem All Occ
- Two+ Female Diff Nbr
- Two+ Female Diff Pct
- Two+ Female Exp
- Two+ Female Pct
- Two+ Mal
- Two+ Mal All Occ
- Two+ Male Diff Nbr
- Two+ Male Diff Pct
- Two+ Male Exp
- Two+ Male Pct
- Vet

- Veteran All Occ
- Veteran Pct
- White Female Exp
- White Male Exp
- White+ Fem
- White+ Fem All Occ
- White+ Female
- White+ Female Diff Nbr
- White+ Female Diff Pct
- White+ Female Pct
- White+ Mal
- White+ Mal All Occ
- White+ Male
- White+ Male Diff Nbr
- White+ Male Diff Pct
- White+ Male Pct

Image

- Dimensions
  - EEO Row Label
  - EEO Row Type
  - Personnel Area
  - State SOC Category
  - State SOC Subcategory
  - U.S. Census Year
- Measures
  - AIAN Fem Census Pct
  - AIAN Female
  - AIAN Mal Census Pct
  - AIAN Male
  - Asian Fem Census Pct
  - Asian Female
  - Asian Mal Census Pct
  - Asian Male
  - Black Fem Census Pct
  - Black Female
  - Black Mal Census Pct
  - Black Male
  - Disabled
  - Disabled Census Pct
  - Emp Count
  - Ethnicity Unknown
  - Female
  - Hisp Fem Census Pct
  - Hisp Female
  - Hisp Mal Census Pct
  - Hisp Male
  - Minority
  - National Guard
  - NHPI Fem Census Pct
  - NHPI Female
  - NHPI Mal Census Pct
  - NHPI Male
  - Two+ Fem Census Pct
  - Two+ Fem Census Pct
  - Two+ Female
  - Two+ Mal Census Pct
  - Two+ Male
  - Veteran
  - White Fem Census Pct
  - White Female
  - White Mal Census Pct
  - White Male
- Variables
  - EEO Row Type Custom Text
  - Prompt Response Calendar Month/Year
  - Prompt Response EEO Comparison View
  - Prompt Response EEO Job Category View
  - Prompt Response Employee Group
  - Prompt Response Exclude Employee Subgroup
  - Prompt Response Organizational Unit
  - SOC Cat or Subcat
  - AIAN Fem
  - AIAN Fem All Occ
  - AIAN Female Diff Nbr
  - AIAN Female Diff Pct
  - AIAN Female Exp
  - AIAN Female Pct
  - AIAN Mal
  - AIAN Mal All Occ
  - AIAN Male Diff Nbr
  - AIAN Male Diff Pct
  - AIAN Male Exp
  - AIAN Male Pct
  - Asian Female Exp
  - Asian Male Exp
  - Asian+ Fem
  - Asian+ Fem All Occ
  - Asian+ Female
  - Asian+ Female Diff Nbr
  - Asian+ Female Diff Pct
  - Asian+ Female Pct
  - Asian+ Mal
  - Asian+ Mal All Occ
  - Asian+ Male
  - Asian+ Male Diff Nbr
  - Asian+ Male Diff Pct
  - Asian+ Male Pct
  - Black Fem
  - Black Fem All Occ
  - Black Female Diff Nbr
  - Black Female Diff Pct
  - Black Female Exp
  - Black Female Pct
  - Black Mal
  - Black Mal All Occ
  - Black Male Diff Nbr
  - Black Male Diff Pct
  - Black Male Exp
  - Black Male Pct
  - Disab
  - Disab All Occ
  - Disabled Diff Nbr
  - Disabled Diff Pct
  - Disabled Exp
  - Disabled Pct
  - EmpCount
  - EmpCount All Occ
  - Ethn Unk
  - Ethn Unk All Occ
  - Ethn Unk Pct
  - Fem
  - Fem All Occ
  - Fem Census Pct
  - Female Diff Nbr
  - Female Diff Pct
  - Female Exp
  - Female Pct
  - Hisp Fem
  - Hisp Fem All Occ
  - Hisp Female Diff Nbr
  - Hisp Female Diff Pct
  - Hisp Female Exp
  - Hisp Female Pct
  - Hisp Mal
  - Hisp Mal All Occ
  - Hisp Male Diff Nbr
  - Hisp Male Diff Pct
  - Hisp Male Exp
  - Hisp Male Pct
  - Minority Census Pct
  - Minority Diff Nbr
  - Minority Diff Pct
  - Minority Exp
  - Minority Pct
  - Minority Tot
  - Minority Tot All Occ
  - Nat Guard
  - National Guard All Oc
  - National Guard Pct
  - NHPI Fem
  - NHPI Fem All Occ
  - NHPI Female Diff Nbr
  - NHPI Female Diff Pct
  - NHPI Female Exp
  - NHPI Female Pct
  - NHPI Mal
  - NHPI Mal All Occ
  - NHPI Male Diff Nbr
  - NHPI Male Diff Pct
  - NHPI Male Exp
  - NHPI Male Pct
  - Two+ Fem
  - Two+ Fem All Occ
  - Two+ Female Diff Nbr
  - Two+ Female Diff Pct
  - Two+ Female Exp
  - Two+ Female Pct
  - Two+ Mal
  - Two+ Mal All Occ
  - Two+ Male Diff Nbr
  - Two+ Male Diff Pct
  - Two+ Male Exp
  - Two+ Male Pct
  - Vet
  - Veteran All Occ
  - Veteran Pct
  - White Female Exp
  - White Male Exp
  - White+ Fem
  - White+ Fem All Occ
  - White+ Female
  - White+ Female Diff Nbr
  - White+ Female Diff Pct
  - White+ Female Pct
  - White+ Mal
  - White+ Mal All Occ
  - White+ Male
  - White+ Male Diff Nbr
  - White+ Male Diff Pct
  - White+ Male Pct

Special Report Considerations/Features

- Agency staff data prior to October 2022 is compared with 2010 Census. Agency staff data from October 2022 and after is compared with 2020 Census.
- For Agency staff data prior to October 2022:
  - The Asian ethnicity metric also includes the 'Native Hawaiian or Pacific Islander' designation.
  - The White ethnicity metric also includes the 'Two or More' designation.
- This report is meant to be a fixed format report and should not be navigated in any way. It is designed with specific margin and page break settings to accommodate (landscape/legal) print format when exporting to PDF.
- When exporting to Excel, the margin setting on all tabs should be set to ‘Narrow’. Adjusting these margins in Excel will allow for a friendlier print product.
- The Report Info tab contains detailed information about report content such as definitions of each data section and how calculations are defined.
- This report does not support current month data. Data are loaded as monthly snapshots once a month closes out. For this reason, we will always be one month behind. Year to date data is supported (minus current month) along with the previous 5 years.
- Only active employees who are part of the SPA employee groups (shown below) are included on this report.

Employee Group	Description
A	SPA Employees
B	SPA Law Enforcement
C	SPA Non Teacher 10M
E	SPA Non Teacher 11M
P	SPA Bi-Weekly
Q	SPA LEO Bi-Weekly

Employee Group	Description
Y	SPA Bi-Weekly Grant

Refer to Employee Group (SPA) in Optional Prompts to change the Employee Group selections.

- By default, Employee Subgroup ‘Contractors’ are excluded in the report, and this can be changed. Refer to Exclude Employee Subgroup (Contractors) in Exclusion Prompts to remove the default value.
- When calculating the # Expected values, the CEILING function is used so that the result is ALWAYS forced to round up to the next whole number regardless of the decimal value. Since this value represents a person, it is not logical to have part of a person so any decimal portion of a person will always round up to the next whole person.
    - Example: A value of 2.15 will always round up to 3.
    - Example: A value of 2.55 will always round up to 3.

First Published

Wed, 01/25/2017

Last Updated

Tue, 01/13/2026

Printable PDF