BP001 Position History

Purpose

The purpose of this report description is to explain the purpose of and how to generate the Position History report.

Report Description

This report provides a consolidated historical view of converted PMIS action and Integrated HR-Payroll System action history for all the position, employee, and fund related actions of a single specified position.

Report Location

OM: Position Data

Report Uses

Agencies will use this report for monitoring purposes to report the position actions historically processed for a single position.

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.

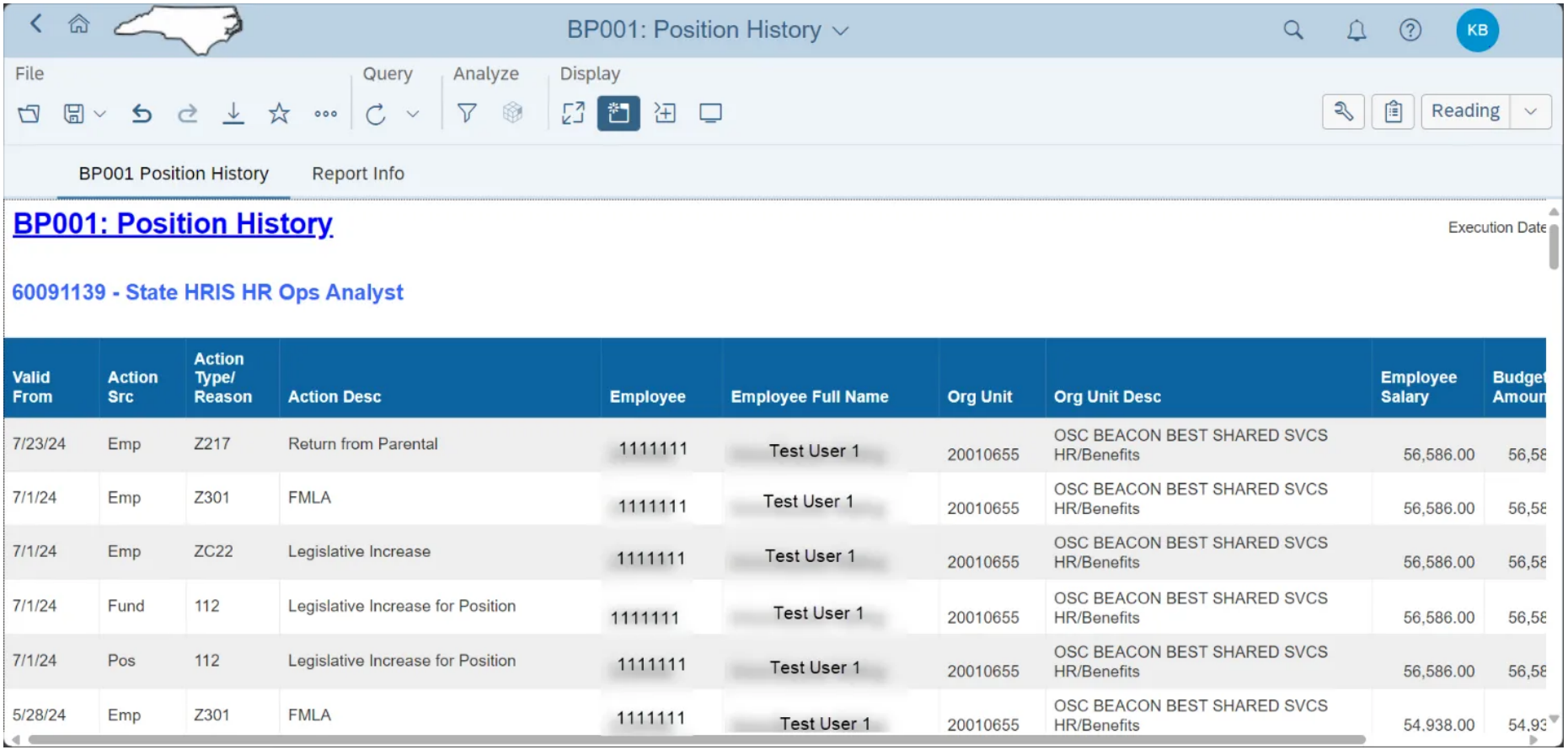
The Mandatory prompts for this report are:

- Organizational Unit
- Position Number (Single Value) - (Mandatory)

Initial Layout

Below is a sample of the initial layout rendered.

Image



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

- Action
- Action Src

- Changed By
- Changed On
- EE Employee Group
- EE Employee Subgroup
- EE GR/LVL
- Employee
- Employee Group
- Employee Subgroup
- Job
- NCAS Account
- Organizational Unit
- Personnel Area
- Personnel Subarea
- PMIS Appt Type
- PMIS From/To Position #
- PMIS Position #
- PMIS Remark 1
- PMIS Remark 2
- PMIS Remark 3
- Pos Country
- Pos County
- Pos GR/LVL
- Pos State
- Position
- SAP GL Account
- Sequence Number
- SOC Code

- Source System
- Supervisor Name
- Supervisor Position
- Valid From
- Valid To

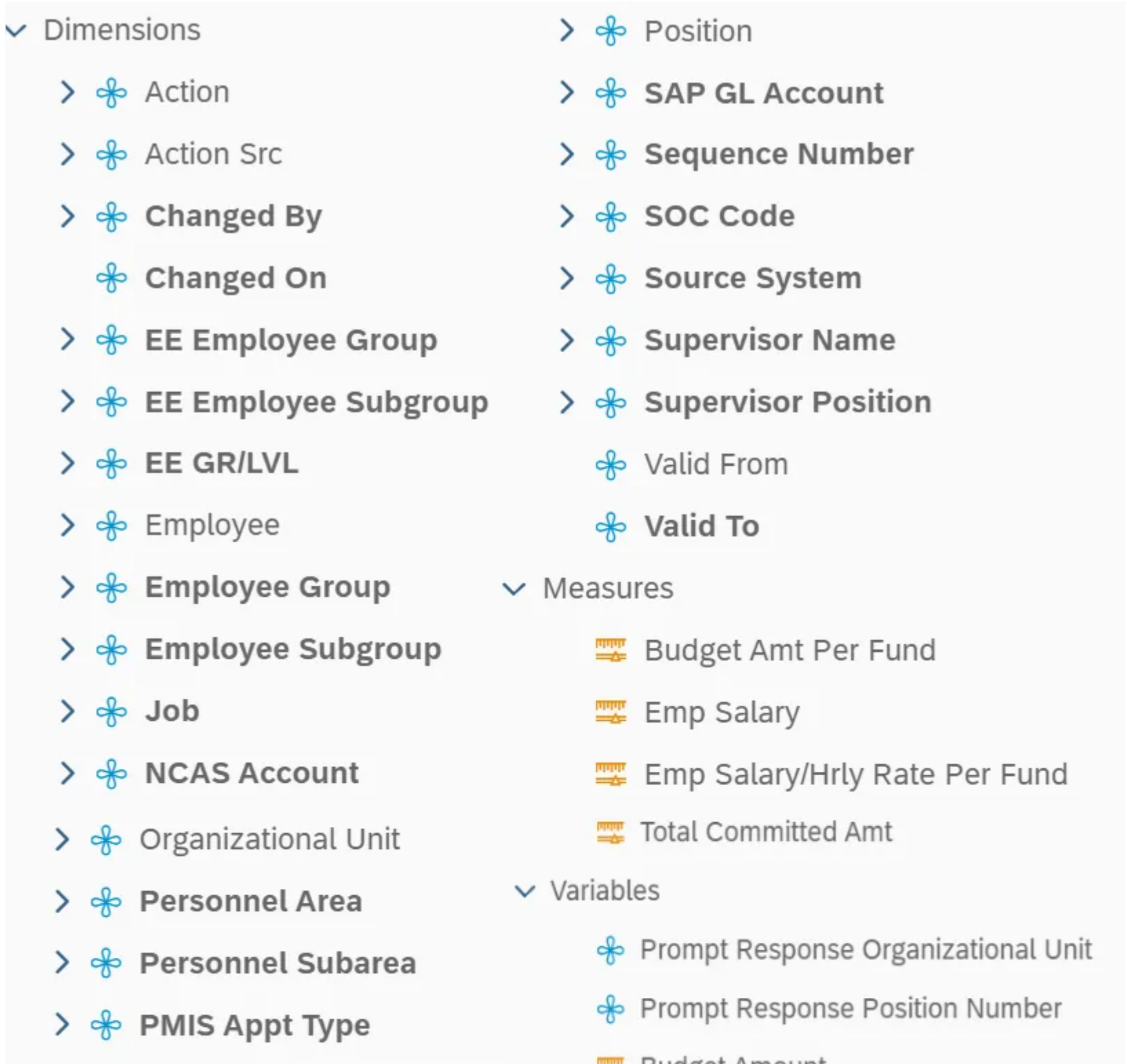
Measures

- Budget Amt Per Fund
- Emp Salary
- Emp Salary/Hrly Rate Per Fund
- Total Committed Amt

Variables

- Prompt Response Organizational Unit
- Prompt Response Position Number
- Budget Amount
- Employee Salary

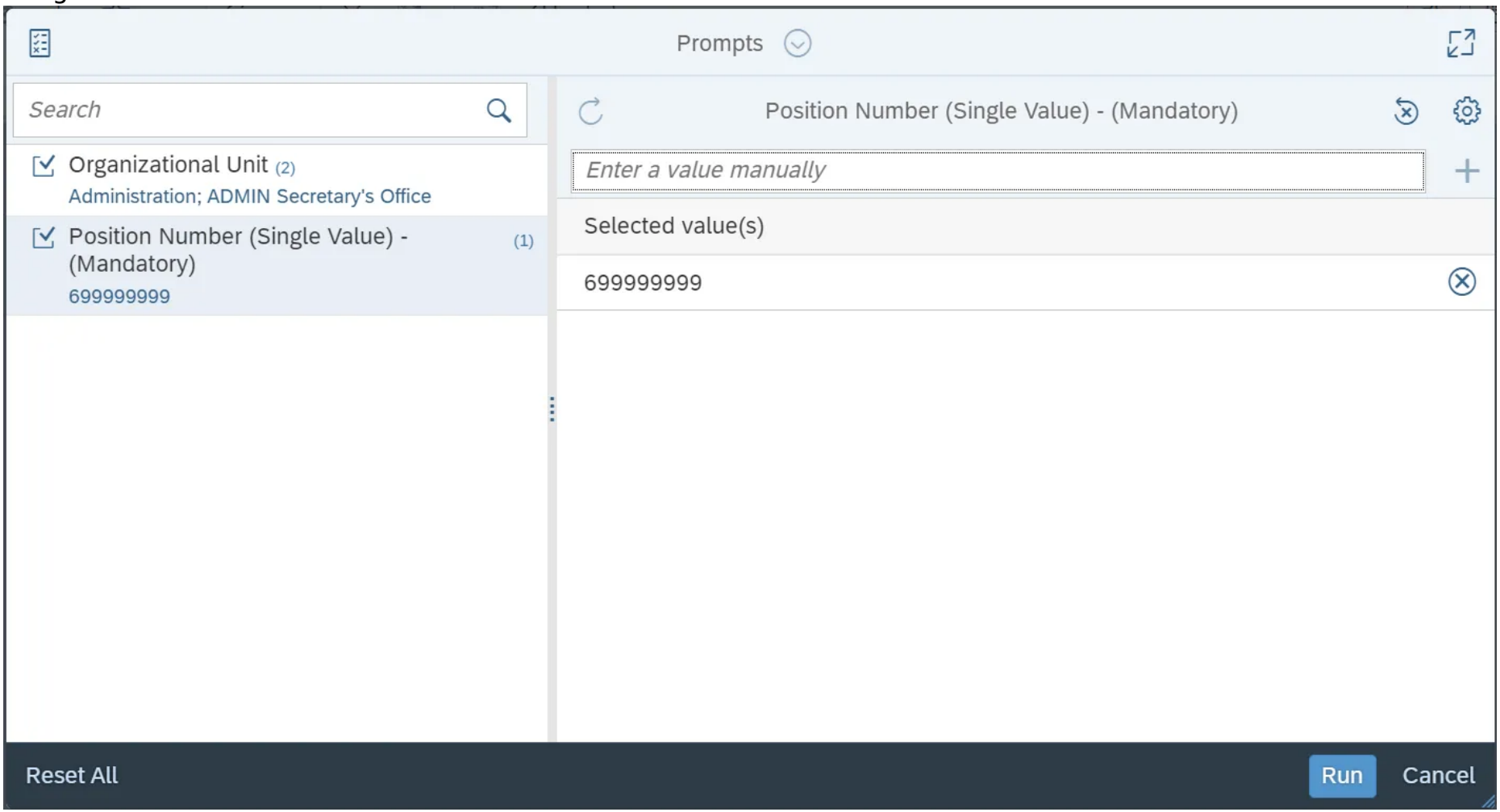
Image


Dimensions
Action
Action Src
Changed By
Changed On
EE Employee Group
EE Employee Subgroup
EE GR/LVL
Employee
Employee Group
Employee Subgroup
Job
NCAS Account
Organizational Unit
Personnel Area
Personnel Subarea
PMIS Appt Type
Position
SAP GL Account
Sequence Number
SOC Code
Source System
Supervisor Name
Supervisor Position
Valid From
Valid To
Measures
Budget Amt Per Fund
Emp Salary
Emp Salary/Hrly Rate Per Fund
Total Committed Amt
Variables
Prompt Response Organizational Unit
Prompt Response Position Number

Special Report Considerations/Features

- SAP Employee Conversion Actions (ZZ01) are excluded. SAP Position Assignment Actions (ZY01) are excluded.
- Entering a position number that does not exist will result in the following error.

Image



Image



- Data for this report is reloaded daily.
- **Employee Salary** in report layout represents hourly rate for temporary employees and annual salary for all others.
- **Budget Amount** in report layout represents the position's full budget amount. If there are multiple employees in the position, the Budget Amount would still reflect the position's full budget and is not split based on the number of employees in the position.
- **Field/Home Based** indicator is available from Position attributes (expanded list) in Available Objects.
- The report has a break defined to help spot cases where there are multiple employees in a position. The break is designed to suppress duplicate row values. When exporting data to Excel, follow the instructions below to repeat the values in each row of the report. Once the report is set up to repeat the values, you can then export the report to Excel and the values will be repeated on the spreadsheet as well. There are 10 steps to complete this process.

Step 1: Run the BP001 report for the desired position.

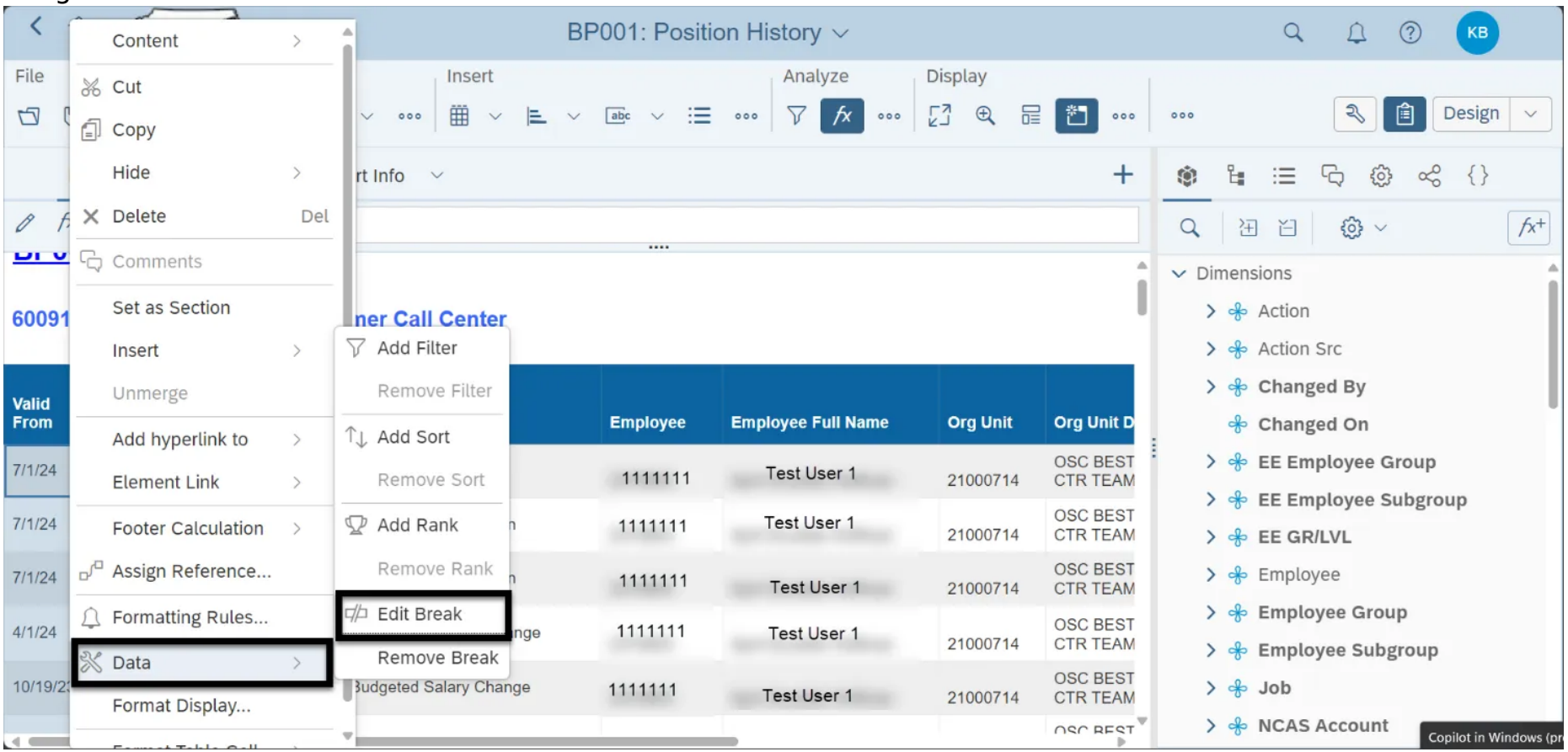
Step 2: Once in the report, select Design from the display drop down menu.

Step 3: Right click on the desired row.

Step 4: Select Data.

Step 5: Select Edit Break.

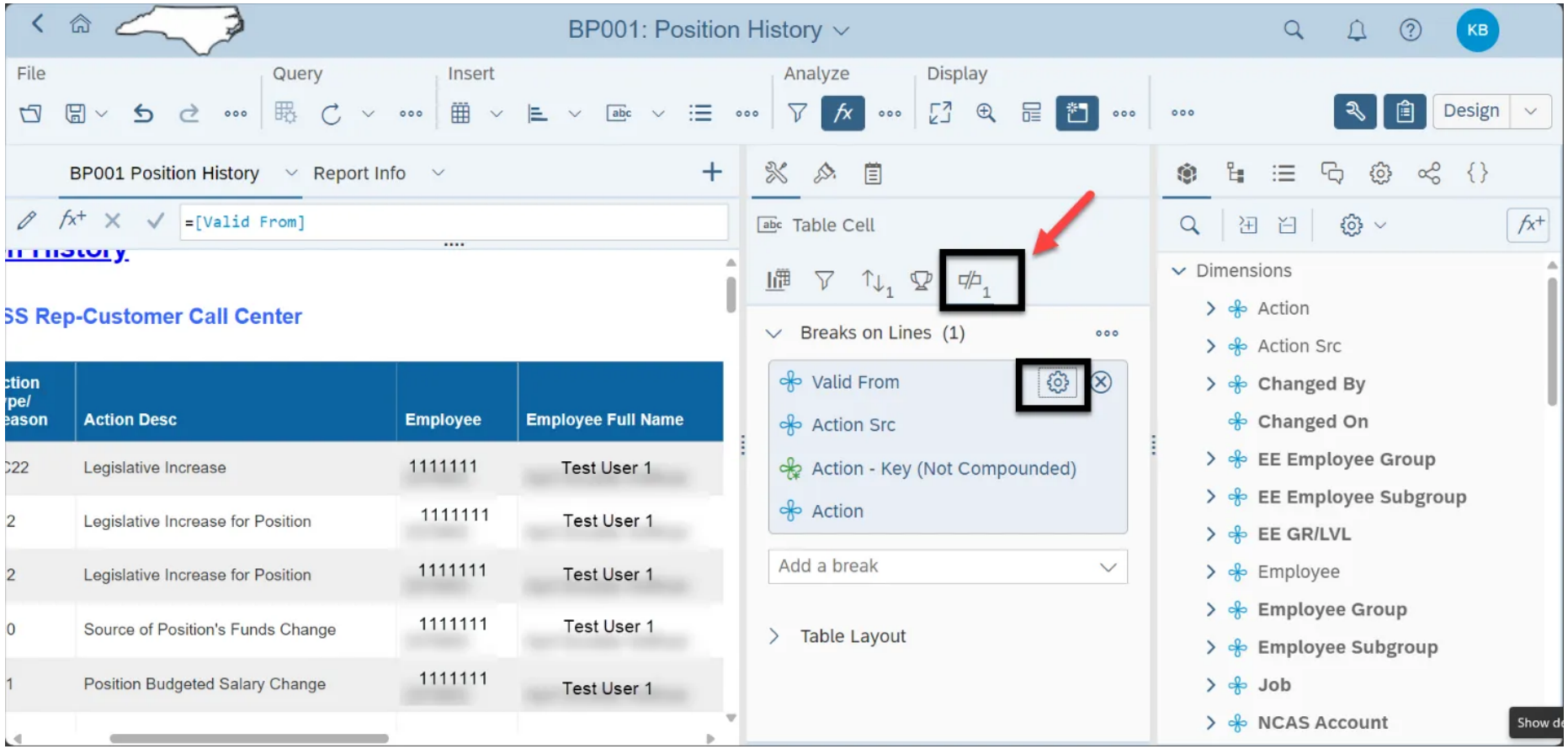
Image



Step 6: Click on “Display the break panel” icon.

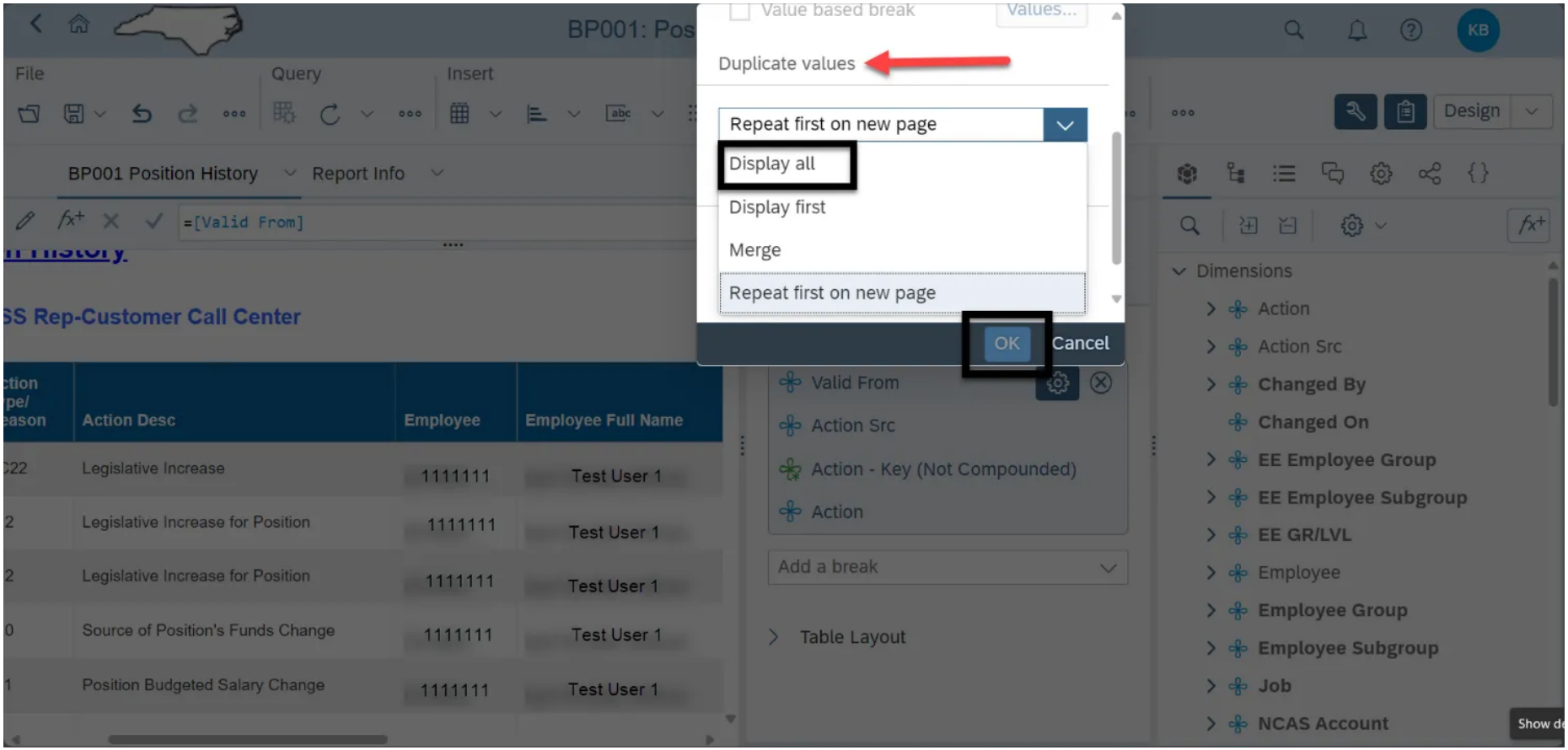
Step 7: Click on the Settings icon next to “Valid From” in the Breaks on Lines panel.

Image



Step 8: Scroll down to Duplicate values and change drop down option from “Repeat first on new page” to “Display All” and click OK.

Image



Step 9: Repeat steps (7) and (8) for each of the objects listed under Breaks on Lines panel, so all values will repeat.

Step 10: All values will be displayed in the report. When the report is exported to Excel, the duplicate values are displayed.

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