BP150 Employee Lookup for Public Information

Purpose

The purpose of this Report Description is to explain how to generate a list of all employees and their current information based on a single Last Name lookup in the Integrated HR-Payroll System.

Report Description

This report provides a list of all employees, and their current information based on a single Last Name lookup.

Report Location

Public Information

Report Uses

Agencies use this report to look up a particular employee and then launch report ‘BP007: Public Information Individual Employee’ to obtain the employee’s Public Information reportable action history.

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
- Last Name UPPERCASE

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:

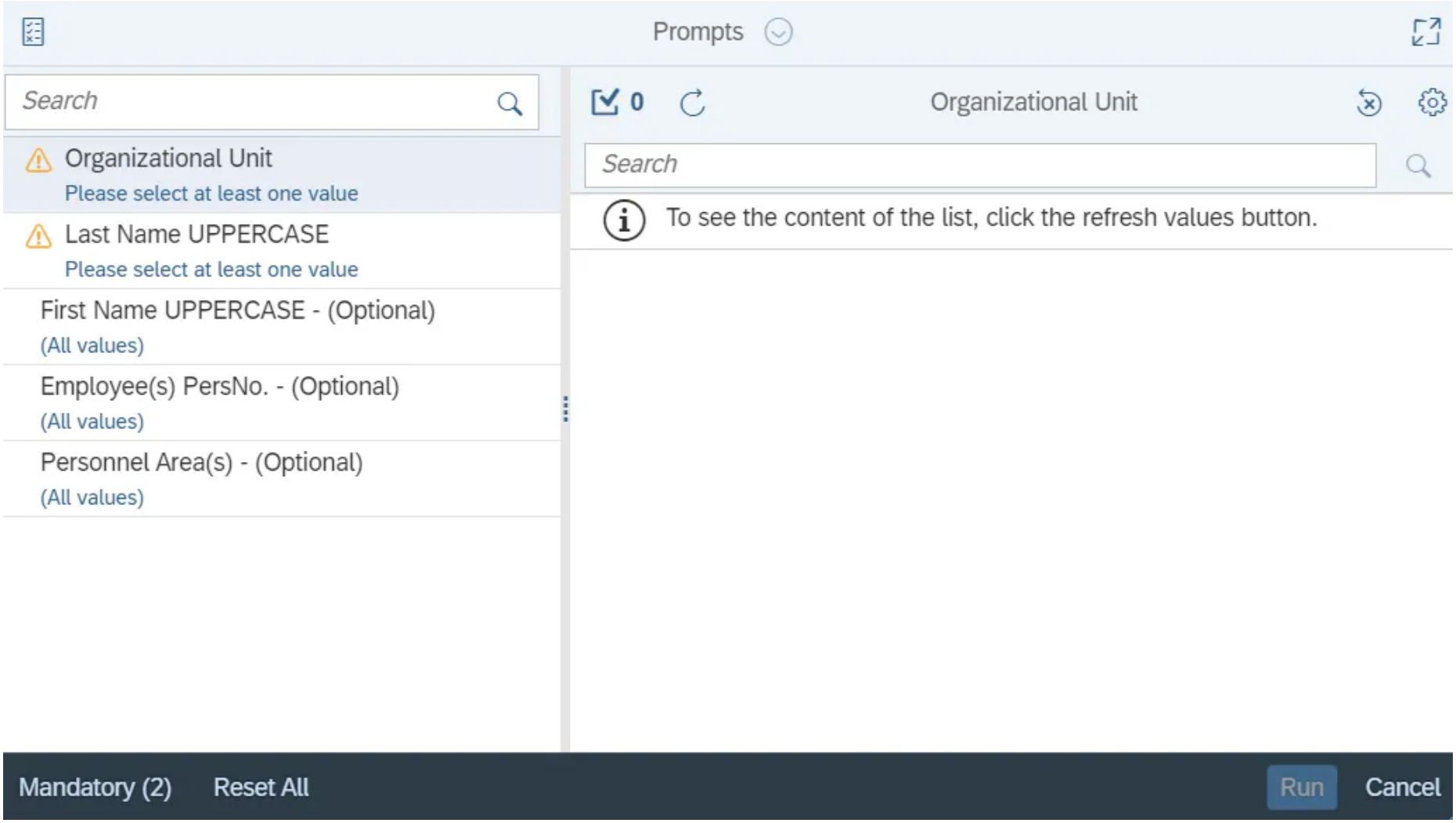
- First Name UPPERCASE - (Optional)
- Employee(s) PersNo. - (Optional)
- Personnel Area(s) - (Optional)
  Note: Since the system contains a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down your search by using the wildcard with specific text strings when looking for an employee by name such as:

  Jane*Doe*

  *Doe

If the employee number is known, it is best to use the manual entry field in Employee(s) PersNo. - (Optional) to enter the selection.

Image



Initial Layout

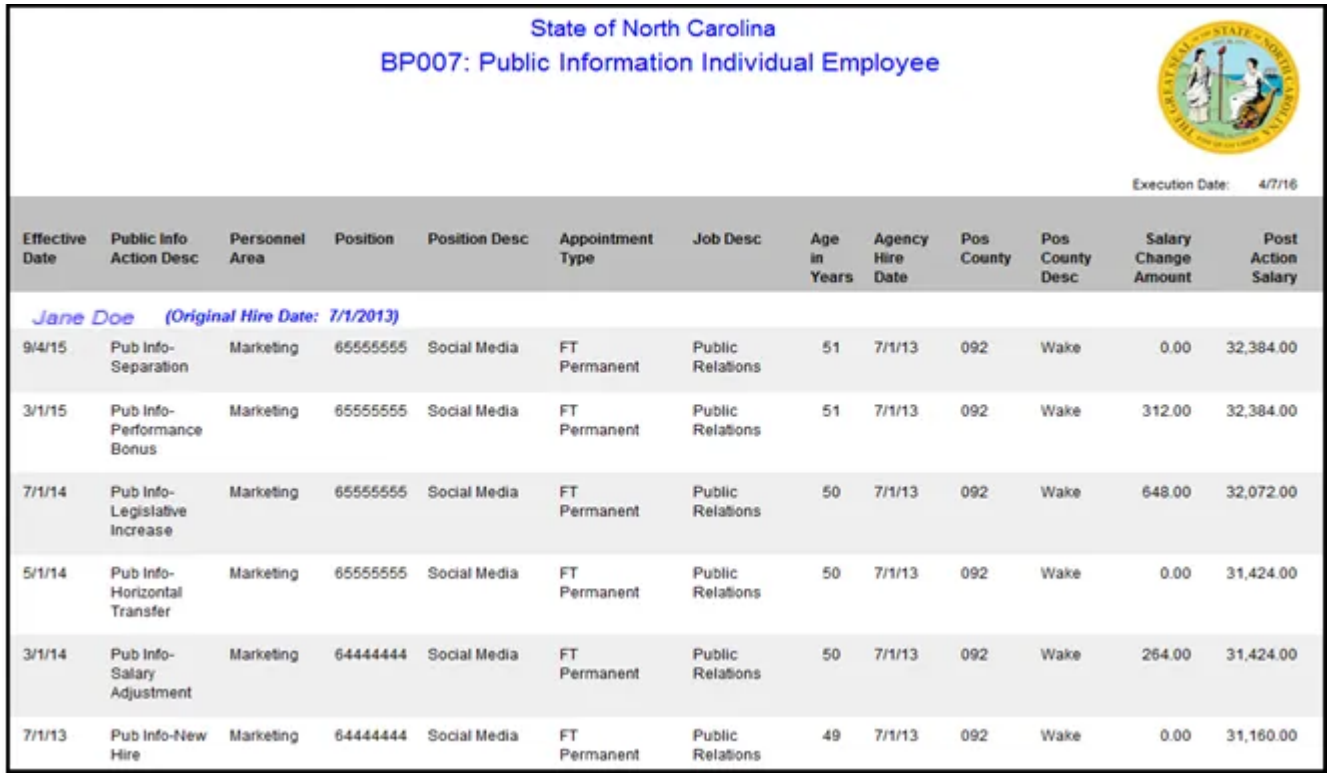
The report lists current information for all employees corresponding to the Last Name selected. Below is a sample rendering.

Image



- Click on the Employee Full Name to launch BP007 report.

Image



State of North Carolina

BP007: Public Information Individual Employee

Execution Date: 4/7/16

Effective Date	Public Info Action Desc	Personnel Area	Position	Position Desc	Appointment Type	Job Desc	Age in Years	Agency Hire Date	Pos County	Pos County Desc	Salary Change Amount	Post Action Salary
Jane Doe	*(Original Hire Date: 7/1/2013)*											
9/4/15	Pub Info-Separation	Marketing	65555555	Social Media	FT Permanent	Public Relations	51	7/1/13	092	Wake	0.00	32,384.00
3/1/15	Pub Info-Performance Bonus	Marketing	65555555	Social Media	FT Permanent	Public Relations	51	7/1/13	092	Wake	312.00	32,384.00
7/1/14	Pub Info-Legislative Increase	Marketing	65555555	Social Media	FT Permanent	Public Relations	50	7/1/13	092	Wake	648.00	32,072.00
5/1/14	Pub Info-Horizontal Transfer	Marketing	65555555	Social Media	FT Permanent	Public Relations	50	7/1/13	092	Wake	0.00	31,424.00
3/1/14	Pub Info-Salary Adjustment	Marketing	64444444	Social Media	FT Permanent	Public Relations	50	7/1/13	092	Wake	264.00	31,424.00
7/1/13	Pub Info-New Hire	Marketing	64444444	Social Media	FT Permanent	Public Relations	49	7/1/13	092	Wake	0.00	31,160.00

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

- Agency Hire Date
- Employee
- First Name
- Job

- Last Name
- Organizational Unit
- Original Hire Date
- Personnel Area
- Position

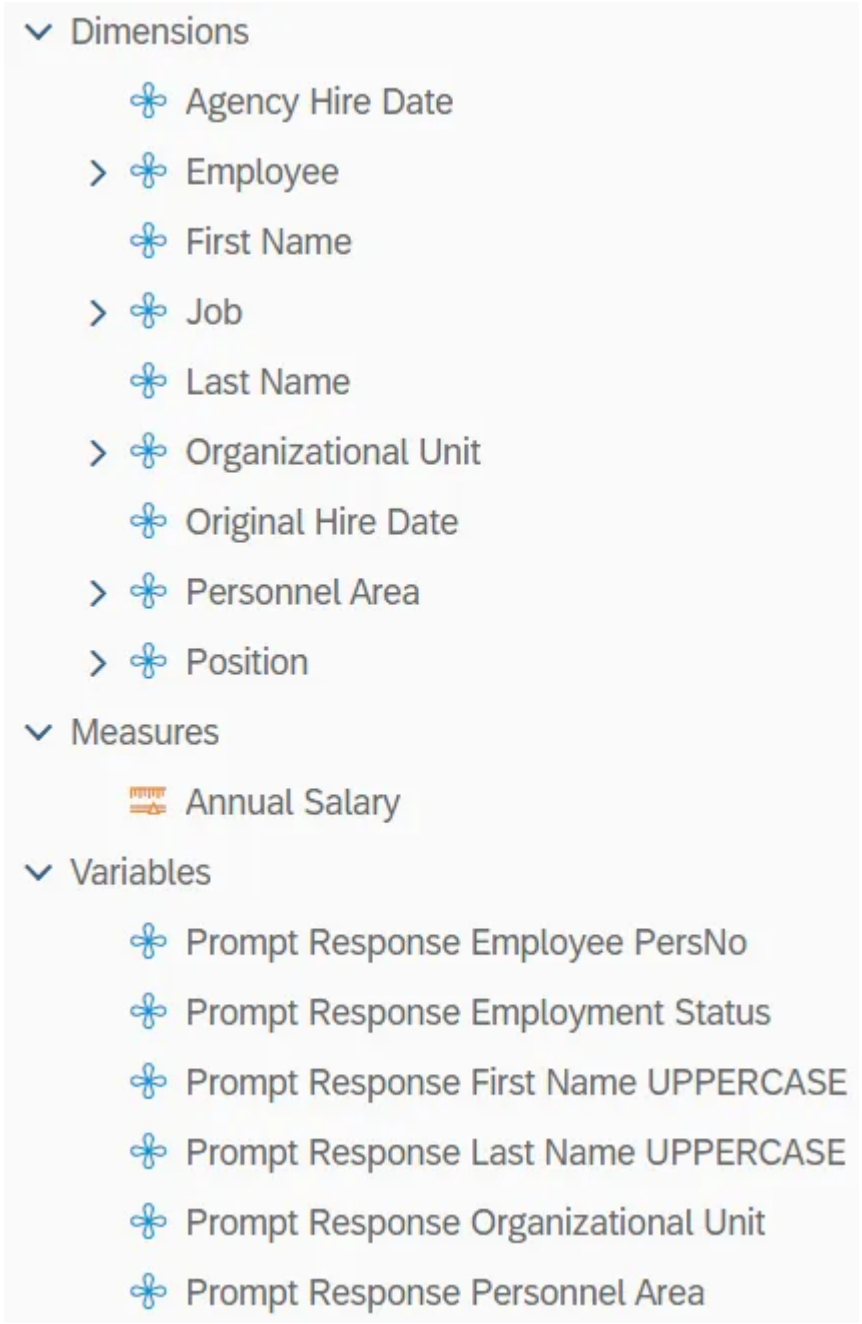
Measures

- Annual Salary

Variables

- Prompt Response Employee PersNo
- Prompt Response Employment Status
- Prompt Response First Name UPPERCASE
- Prompt Response Last Name UPPERCASE
- Prompt Response Organizational Unit
- Prompt Response Personnel Area

Image


Dimensions
Agency Hire Date
Employee
First Name
Job
Last Name
Organizational Unit
Original Hire Date
Personnel Area
Position
Measures
Annual Salary
Variables
Prompt Response Employee PersNo
Prompt Response Employment Status
Prompt Response First Name UPPERCASE
Prompt Response Last Name UPPERCASE
Prompt Response Organizational Unit
Prompt Response Personnel Area

Special Report Considerations/Features

- The following Employee Subgroups are excluded because they are not paid from BEACON.
  - G1 Contractor
  - G3 Volunteer
  - G4 Board Member
  - G6 Federal
- ‘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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