BP179 Employee Action Detail

Purpose

The purpose of this Report Description is to explain how to display the Employee Action Detail report in the Integrated HR-Payroll System.

Report Description

This report shows employee action detail & action count for a specified Effective Date range or Processed Date range and includes Integrated HR-Payroll actions and PMIS converted actions. Provides jump to B0022: Comments report.

Report Location

PA: Employee Actions

Report Uses

Action Monitoring

- Approved PCR matches information in system
- View to see if comments are attached
- Provide specific action information as needed

- Who is completing the actions

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 option in parentheses beside the prompt.

The Optional prompts are:

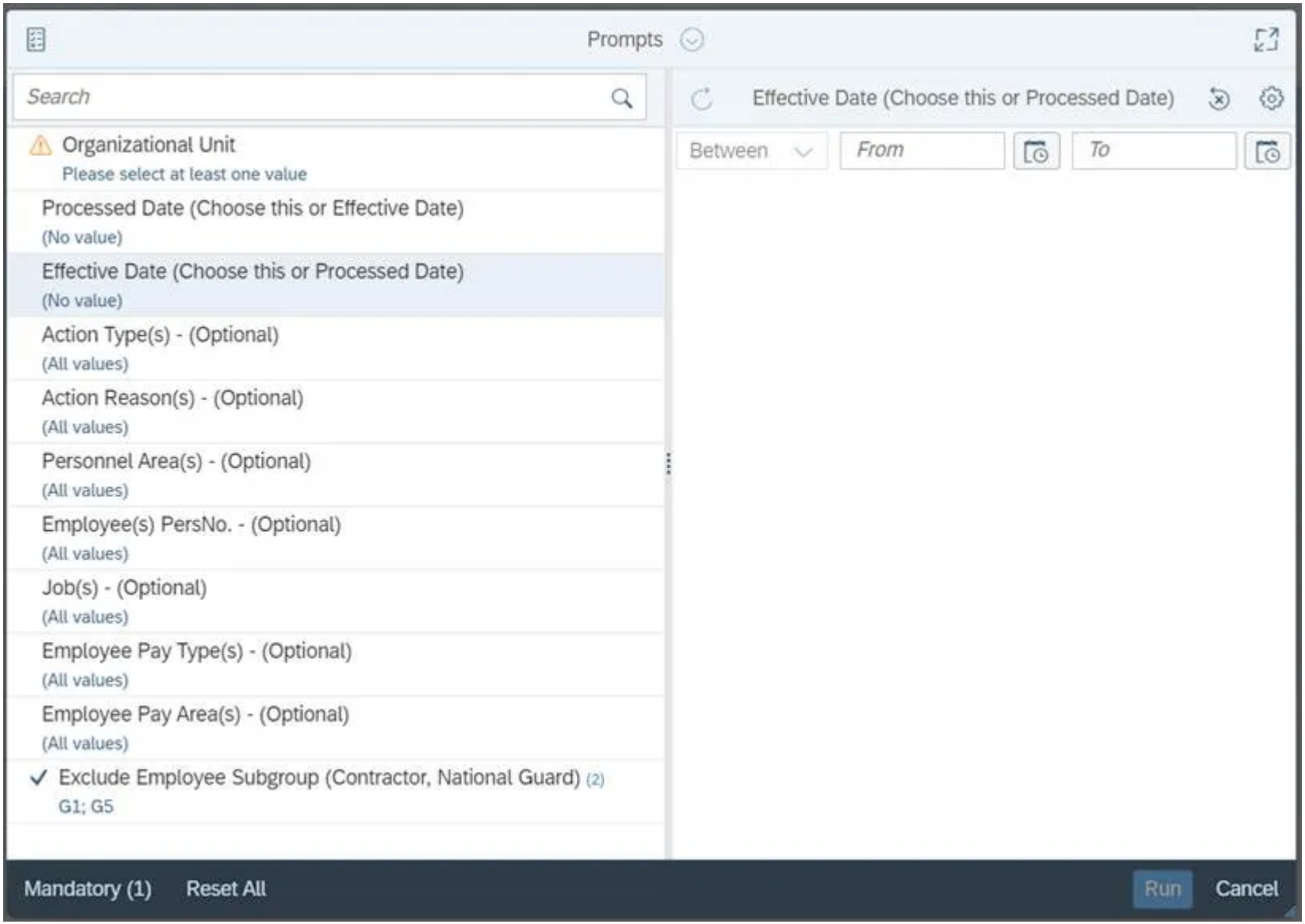
- Processed Date
- Effective Date
- Action Type(s)
- Action Reason(s)
- Personnel Area(s)
- Employee(s) PersNo.
- Job(s)
- Employee Pay Type(s)
- Employee Pay Area(s)

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:

- Employee Subgroup (Contractor, National Guard)

Image



Initial Layout

The report lists all actions based on the prompt selections. Below is a sample of the initial layout rendered.

Image



BP179: Employee Action Detail

Effective Date: 5/1/2016 - 6/6/2016

Personnel Area	Org Unit	Org Unit Desc	Employee	Employee's Name	Original Hire Date	Effective Date	Processed Date	PCR ID	Changed By
Transportation	11111111	DOT Office of the General Counsel	12345678	MOUSE, MICKEY	2/27/2013	5/2/2016	5/20/2016	1000600703	Pamela Mitchell Mckelvy
	22222222	DOT Chief Deputy	98765432	DUCK, DONALD	9/3/1994	5/7/2016	5/2/2016	1000598446	John Alexander

Continued....

Image

Execution Date : 6/6/16

Action Type	Action Type Desc	Action Reason	Action Reason Desc	Job	Job Desc	Position	Position Desc	Employee Pay Type
Z2	Reinstatement/Reemployment(NC)	04	Return to State within 5 years	30011226	Agency General Counsel II	55555555	General Counsel Sr. Advisor	T-Grade
Z8	Transfer (NC)	60	Within Agency Reorganization	31000043	Business Systems Analyst	66666666	Business Systems Analyst	Banded

Continued...

Click on the “X” hyperlink to jump to “B0022: Comments”.

Image

Employee Pay Group	Employee Pay Level	Annual Salary	Prior Salary	Salary Change	% Change	Compa Ratio	Comments?
31000025	C	46,238.00	46,238.00	0.00	0.00	0.96	X
31000025	A	70,363.00	70,363.00	0.00	0.00	0.90	#
GR73	GR	52,068.00	52,068.00	0.00	0.00	0.89	X
TG56	TG	9.72	0.00	9.72	0.00	0.67	X
31000043	A	75,721.00	68,866.00	6,855.00	9.95	0.85	#

Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:

Dimensions

- Action Reason
- Action Type
- Age Range
- Agency Hire Date
- Changed By
- Comments?

- Country
- EEO Category
- Effective Cal Mth/Yr
- Effective Cal Yr
- Effective Date
- Effective Fiscal Period
- Effective Fiscal Year
- Employee
- Employee Group
- Employee Pay Area
- Employee Pay Group
- Employee Pay Level
- Employee Pay Type
- Employee Subgroup
- Employee’s Name
- Employment Status
- ESG CAP
- Ethnic Origin
- Flag
- Gender
- Job
- Job Branch
- Job Family
- Judicial Annv Data
- Length of Ser. As of Date of Action
- Next Increase Date
- Organizational Unit
- Original Hire Date

- Payroll Area
- PCR ID
- Personnel Area
- Personnel Subarea
- Pos Addr Street
- Pos City
- Pos County
- Position
- Position Chief
- Prior Position
- Processed Date
- SOC Code
- SOC State Subcat
- State
- Supplemental Staff 11 Month Limit Required
- Supv Employee
- Supv Position
- Valid To

Measures

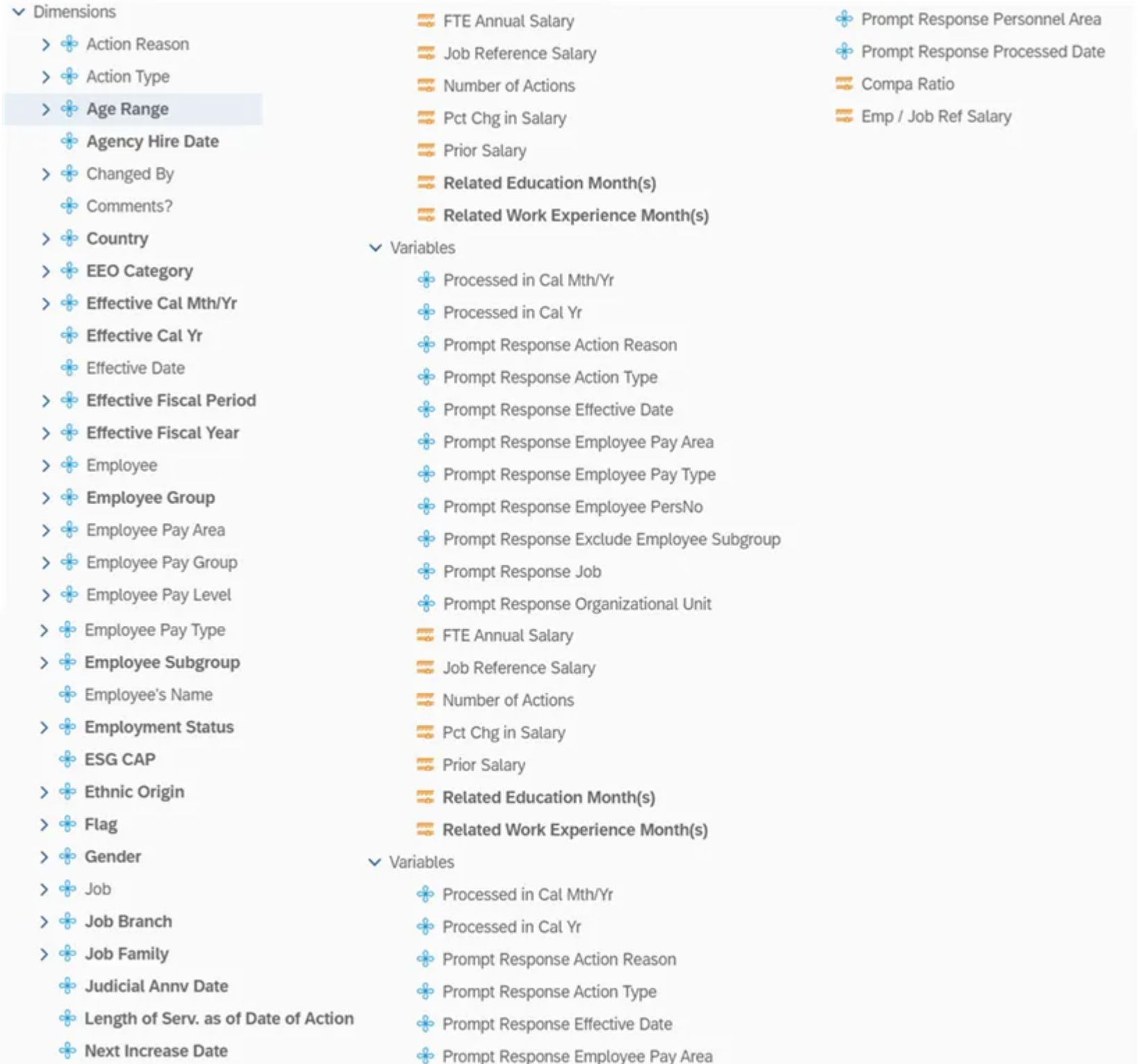
- Annual Salary
- Change in Salary
- Emp Reference Salary
- FTE Annual Salary
- Job Reference Salary
- Number of Actions
- Pct Chg in Salary

- Prior Salary
- Related Education Months(s)
- Related Work Experience Month(s)

Variables

- Processed in Cal Mth/Yr
- Processed in Cal Yr
- Prompt Response Action Reason
- Prompt Response Effective Date
- Prompt Response Employee Pay Area
- Prompt Response Employee Pay Type
- Prompt Response Exclude Employee Subgroup
- Prompt Response Job
- Prompt Response Organization Unit
- Prompt Response Personnel Area
- Prompt Response Processed Date
- Compa Ration
- Emp/Job Ref Salary

Image


Dimensions
Action Reason
Action Type
Age Range
Agency Hire Date
Changed By
Comments?
Country
EEO Category
Effective Cal Mth/Yr
Effective Cal Yr
Effective Date
Effective Fiscal Period
Effective Fiscal Year
Employee
Employee Group
Employee Pay Area
Employee Pay Group
Employee Pay Level
Employee Pay Type
Employee Subgroup
Employee's Name
Employment Status
ESG CAP
Ethnic Origin
Flag
Gender
Job
Job Branch
Job Family
Judicial Annv Date
Length of Serv. as of Date of Action
Next Increase Date
FTE Annual Salary
Job Reference Salary
Number of Actions
Pct Chg in Salary
Prior Salary
Related Education Month(s)
Related Work Experience Month(s)
Variables
Processed in Cal Mth/Yr
Processed in Cal Yr
Prompt Response Action Reason
Prompt Response Action Type
Prompt Response Effective Date
Prompt Response Employee Pay Area
Prompt Response Employee Pay Type
Prompt Response Employee PersNo
Prompt Response Exclude Employee Subgroup
Prompt Response Job
Prompt Response Organizational Unit
FTE Annual Salary
Job Reference Salary
Number of Actions
Pct Chg in Salary
Prior Salary
Related Education Month(s)
Related Work Experience Month(s)
Variables
Processed in Cal Mth/Yr
Processed in Cal Yr
Prompt Response Action Reason
Prompt Response Action Type
Prompt Response Effective Date
Prompt Response Employee Pay Area
Prompt Response Personnel Area
Prompt Response Processed Date
Compa Ratio
Emp / Job Ref Salary

Special Report Considerations/Features

- Action records in PMIS have been converted to the Integrated HR-Payroll System action code equivalent for employee actions. Where no equivalent was available for an employee action, a Z# or X# employee action type was generated using the original PMIS action description.
- Annual Salary is displayed in two decimal places in this report, the report will have Hourly Salary for Temps.
- The ‘Emp/Job Ref Salary’ represents the Employee Reference Rate for Banded pay types; for all other pay types, it represents the Job Reference Rate.
- If you search for any values in the Optional Prompts without first entering Prompt Values for Organizational Unit AND Processing Date or Effective Date, then the search will not return any values.
- If one or more completed PCRs exist for an action, the “Processed Date” available object is populated with the “changed on” date from the most recent completed PCR. Also, the “Changed By” available object is populated with the user who made the change on the completed PCR. If no completed PCR exists for the action, then the Processed Date is populated with the “Changed on” date from the action, and the “Changed by” is populated with the user who made the change on the action.
- When there are multiple salary changing actions with the same Effective Date, the Infotype 0008 change history table is reviewed to determine which salary change went with which action. However, if for some reason the number of actions does not equal the number of IT0008 change records for that same date, then we are unable to determine which action caused what salary change. So, the most recent IT0008 salary is shown for all actions on that day. When this scenario happens, the action records will be flagged, and the “Flag” data element (from Available Objects) will show an ‘X’ value to signify this.
- When you enter values for both Processing Date and Effective Date prompts, then you will get the following notification message at the top of the report.

Image



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