The purpose of this report description is to explain the usage and how to generate the Employee Action Duration Report.

REPORT DESCRIPTION

This report captures action pairs that are expected to have a finite duration. The report will calculate and display the true duration of paired actions to determine how long an employee has been in an action state such as Leave of Absence (LOA) or Acting Promotion.

REPORT LOCATION

OSHR Executive Oversight

REPORT USES

- This report will be used to monitor LOAs and Salary Actions that should have a finite duration. The monitoring is accomplished by reviewing the duration of each action event and can show cases where a start action does not have a corresponding end action.

- It can also show where actions might have been introduced improperly between the start action and the end action. This scenario is identified by the 'Status Flag' data element having a value of 'R' (Review).

- There is a link (defined on employee personnel number) to the 'BP002: Employee History' report so that the employee's entire action history can be reviewed as well as a link (defined on the 'Comments?' data element) to the 'B0022: Comments' report to view comments specific to an action.

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 at https://www.osc.nc.gov/documents/files/web-intelligence-prompts.

The Mandatory prompts for this report are:

- Organizational Unit
- Start Date (Range, 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:

- Start Action Type(s) - (Optional)
- Start Action Reason(s) - (Optional)
- Personnel Area(s) - (Optional)
- Employee(s) PersNo. - (Optional)
- Job(s) - (Optional)
- Employee Pay Type(s) - (Optional)
- Employee Pay 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:

- Mickey*Mouse*
- *Mouse

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

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 (Contractor, National Guard)

	Prompts ⌄	

Search 🔍

☑ 0 ↻	Organizational Unit	⟲ ⚙

⚠ **Organizational Unit**
Please select at least one value

⚠ **Start Date (Range, Mandatory)**
Please select at least one value

Start Action Type(s) - (Optional)
(All values)

Start Action Reason(s) - (Optional)
(All values)

Personnel Area(s) - (Optional)
(All values)

Employee(s) PersNo. - (Optional)
(All values)

Job(s) - (Optional)
(All values)

Employee Pay Type(s) - (Optional)
(All values)

Employee Pay Area(s) - (Optional)
(All values)

✓ Exclude Employee Subgroup (Contractor, (2)
National Guard)
G1; G5

Search 🔍

ⓘ   To see the content of the list, click the refresh values button.

Mandatory (2)   Reset All   Run   Cancel

Initial Layout

Below is a sample which shows all the columns available in the default report rendering.

B0019: Employee Action Duration   Execution Date : 9/5/17

Start Date: 6/1/2017   End Date: 7/26/2017

Personnel Area	Org Unit	Org Unit Desc	Employee	Employee's Name	Event Start	Event End	Event Duration Days	Start Action Type	Start Action Type Desc
Administration	21111111	ADMIN SO DPSVCS P&C Strategic Sourcing	12345678	MOUSE, MICKEY	5/18/2016	#	475	Z3	Leave of Absence (NC)
	23333333	ADMIN SO DSLEG INDIAN AFFAIRS Ed Talnt	12345679	MOUSE, MINNIE	3/15/2016	#	539	Z3	Leave of Absence (NC)

Report detail line continued:

Start Action Reason	Start Action Reason Desc	End Action Type	End Action Type Desc	End Action Reason	End Action Reason Desc	Annual Salary	Start Action Comments?	End Action Comments?	Number of Actions
01	FMLA	#	#	#	#/#	66,000.00	X	#	1
01	FMLA	#	#	#	#/#	50,115.00	X	#	1
								Personnel Area - Administration	2
								Total	2

North Carolina Office of the State Controller

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
- Employee Group
- Employee Pay Area
- Employee Pay Group
- Employee Pay Level
- Employee Pay Type
- Employee Subgroup
- Employee's Name
- Employment Status
- End Action Comments?
- End Action Reason
- End Action Type
- Ethnic Origin
- Event End
- Event Start
- Gender
- Job
- Job Branch
- Job Family
- Organizational Unit
- Original Hire Date
- Personnel Area
- Personnel Subarea
- Position
- Start Action Comments?
- Start Action Reason
- Start Action Type
- Status Flag
- Supv Employee
- Supv Position

Measures

- Annual Salary
- Number of Actions

Variables

- Event End Dt
- 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
- Prompt Response Personnel Area
- Prompt Response Start Action Reason
- Prompt Response Start Action Type
- Prompt Response Start Date
- Status Flag
- Event Duration Days

∨ Dimensions
- ⊹ **Agency Hire Date**
- › ⊹ Employee
- › ⊹ **Employee Group**
- › ⊹ **Employee Pay Area**
- › ⊹ **Employee Pay Group**
- › ⊹ **Employee Pay Level**
- › ⊹ **Employee Pay Type**
- › ⊹ **Employee Subgroup**
- ⊹ Employee's Name
- › ⊹ **Employment Status**
- ⊹ End Action Comments?
- › ⊹ End Action Reason
- › ⊹ End Action Type
- › ⊹ **Ethnic Origin**
- ⊹ Event End
- ⊹ Event Start
- › ⊹ **Gender**
- › ⊹ **Job**
- › ⊹ **Job Branch**
- › ⊹ **Job Family**
- › ⊹ Organizational Unit
- ⊹ **Original Hire Date**
- › ⊹ Personnel Area
- › ⊹ **Personnel Subarea**

- › ⊹ **Position**
- ⊹ Start Action Comments?
- › ⊹ Start Action Reason
- › ⊹ Start Action Type
- ⊹ **Status Flag**
- › ⊹ **Supv Employee**
- › ⊹ **Supv Position**

∨ Measures
- 🟧 Annual Salary
- 🟧 Number of Actions

∨ Variables
- ⊹ Event End Dt
- ⊹ 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
- ⊹ Prompt Response Personnel Area
- ⊹ Prompt Response Start Action Reason
- ⊹ Prompt Response Start Action Type
- ⊹ Prompt Response Start Date
- ⊹ **Status Flg**
- 🟧 Event Duration Days

Special Report Considerations/Features

- Contractors and the National Guard are excluded by default, but this can be changed from the prompt screen.

- The types of actions selected for this report are based on valid action pairs defined by the Functional Team and the entries are stored in table 'ZPA_VALID_PAIRS'. The table identifies seven specific (LOA and salary affecting) actions that when used, should always have a corresponding 'ending' action at some point.

Action Type	Action Description
Z1	Promotion (NC)
Z3	Leave of Absence (NC)
Z5	Investigatory W/Pay (NC)
Z6	Suspension (NC)
ZC	Salary Adjustment (NC)
ZF	Separation Pay Continuation (NC)
ZH	Career Progression (NC)

- The table contains 400+ combinations of these seven actions paired with the different types of 'ending' actions that are normally expected. The complete table can be viewed in the spreadsheet 'B0019 Action Pairs' located under sub-folder '_Help/Reference Documents' of the primary 'BEACON HR/Payroll' public folder.

- Records that have an 'R' Status Flag indicate that there were other actions introduced between the start and end actions and may need to be reviewed.

- Two other reports can be accessed via hyperlinks within the data cells.

  NOTE: Blue text in data fields indicates available links.

  o Click the Employee number link to launch the 'BP002: Employee History' report.

	B0019 Employee Action Dur...	Report Info							
Org Unit	**Org Unit Desc**	**Employee**	**Employee's Name**	**Event Start**	**Event End**	**Event Duration Days**	**Start Action Type**	**Start Action Type Desc**
21111111	ADMIN SO DS AM FM DD Landscape	11111111	TEST, USER1	1/01/2000	#	159	Z3	Leave of Absence (NC)
21111111	ADMIN SO DS AM FM DD Landscape	22222222	TEST, USER2	10/1/2000	#	68	Z3	Leave of Absence (NC)

o   Click the 'X' link under Action Comments to launch the *'B0022: Comments'* report.

Start Action Reason	Start Action Reason Desc	End Action Type	End Action Type Desc	End Action Reason	End Action Reason Desc	Annual Salary	Start Action Comments?	End Action Comments?	Number of Actions
01	FMLA	#	#	#	#/#	41,552.00	#	#	1
01	FMLA	Z3	Leave of Absence (NC)	08	Extended Illness	44,308.00	X	X	1
								Personnel Area - Administration	2
								Total	2

B0022: Comments

Execution Date:

Employee	11111111 - User1 Test
Organizational Unit	21111111 - ADMIN SO FISCAL MGT Ax Svc Cap Imp
Position	60014120 - Accounting Technician III
Infotype	0000 - Actions
Subtype	# - Not assigned
Valid From - Valid To	7/17/17 - 8/8/17

LOA - FML#

Initiator:

Date: 7/20/2017#

ee:

prnr:

This action is to place ee on FML effective 7/17/2017. Employee exhaust

FML entitlement on 8/8/2017; therefore, need to run actionto placee ee

on Extended illness on 8/7/2017.#

PCR#:

CHANGE LOG

- Effective 8/24/2017
    - Initial creation of the report.

- Effective 2/22/2018
    - The date selection was changed to a single prompt that still accommodates a date range input. The prompt functionality was modified to select only actions where the 'Event Start' date occurred within the user input date range.

        NOTE: Previously, the prompt functionality was evaluating both the Event Start and Event End to select all actions that were 'active' at any time within the user input date range. Older data did not always have correct ending actions, and these incorrectly show as 'active' when using the old prompt functionality.

- Effective 4/9/19
    - NO changes have been made to the content of the report description. ONLY formatting changes to the Headers and Footers.

- Effective 12/15/2022
    - Removed Disability Code from Employee attributes (expanded list) in Available Objects.

- Effective 12/21/2022
    - Corrected grammatical errors, updated the table of contents, and added alt text. L. Lee

- Effective 1/11/2023
    - No changes to the report description. Only formatting screenshots. L. Williams

- **Effective 10/07/2024**
    - Update to Business Objects 4.3 -K. Cox