SUPPLEMENTAL STAFF ESTIMATED ASSIGNED END DATE

REPORT DESCRIPTION B0086 | WEB INTELLIGENCE

The purpose of this Report Description is to provide a list of supplemental staff and their estimated assignment date as of the current month.

REPORT DESCRIPTION

This report shows a list of Supplemental Staff within the Org Unit and their Estimated Assignment Date as of current month.

REPORT LOCATION

PA: Temporary Employees

REPORT USES

- This report is used to provide a list of Supplemental Staff within the Org Unit and their Estimated Assignment Date as of current month.
- This report is used to monitor Supplemental Staff assignment maximum end date.
- This report provides a list of Supplemental Staff with estimated assignment end date not to exceed 11 months.

QUICK LINKS

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

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 optional in parentheses beside the prompt.

The Optional prompts are:

- Work Contract Types(s)

- Exclude Work Contract Type(s)

- Exclude Employee Subgroup(s)

- Employee Subgroup(s)

- Employee(s) PersNo.

	Prompts ⌄	
▤		⟗

Search 🔍	☑ 0 ↻	Organizational Unit	⟲ ⚙

	Search	🔍

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

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

Work Contract Type(s) - (Optional)
(All values)

✔ Exclude Work Contract Type(s) -   (3)
(Optional)
10RE; 10RO; 10RS

✔ Exclude Employee Subgroup(s) -   (5)
(Optional)
G1; G3; G4; G5; G6

Employee Subgroup(s) - (Optional)
(All values)

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

Mandatory (1)   Reset All   Run   Cancel

Initial Layout

Below is a sample of the initial layout rendered.

B0086: Supplemental Staff Estimated Assignment End Date as of October 2022

Supplemental Hire Date	Estimated Assignment End Date	Employee's Name	Employee	Position	Position Desc	Personnel Area	Org Unit
9/9/17	8/9/18	Jane Doe	9876543	6777777	Technician	OSHR Temporary Solutions	2000001
		Beth Doe	0123456	6555555	Specialist	OSHR Temporary Solutions	2000001

Continued…

			Execution Date: 10/13/22	
Org Unit Desc	**Work Contract Type**	**Hourly Amount**	**Supplemental Staff 11 Month Limit Required**	**Supplemental Staff 11 Month Limit Required Desc**
2000001		1.00	6	No – Board or Commission
2000001	ACAFT30+HR SWK	0.00	0	Yes

NOTE: Report layout has a hidden variable column called 'Supplement Staff' with a default filter value = 'Y' to differentiate the Employee Subgroups relevant to Judicial (J) and Supplement Staff (O, X) Employee Groups. Removing this hidden column or value of the filter will result in incorrect values in the report.

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:

- Age Range
- Cal Mth/Yr
- Emp Pay Area
- Emp Pay Group
- Emp Pay Level
- Emp Pay Type
- Employee
- Employee Group
- Employee Subgroup
- Employee's Name
- Employement Status
- Ethnic Origin
- Gender
- Job
- Job Branch
- Job Family
- Notification Date
- Organizational Unit
- Personnel Area
- Personnel Subarea
- Position
- Position Chief
- Supplemental Staff 11 Month Limit Required
- Supv Employee
- Supv Position
- Work Contract

Measures:

- Annual Salary

Variables:

- Estimated Assignment End Date
- Prompt Response Employee PersNo
- Prompt Response Employee Subgroup
- Prompt Response Exclude Employee Subgroup
- Prompt Response Exclude Work Contract Type
- Prompt Response Organizational Unit
- Prompt Response Work Contract Type
- Supplemental Hire Date
- Work Contract Type
- Supplemental Staff
- Hourly Amount

Dimensions

- > ✿ **Age Range**
  - ✿ Cal Mth/Yr
- > ✿ **Emp Pay Area**
- > ✿ **Emp Pay Group**
- > ✿ **Emp Pay Level**
- > ✿ **Emp Pay Type**
- > ✿ Employee
- > ✿ Employee Group
- > ✿ Employee Subgroup
  - ✿ Employee's Name
- > ✿ **Employment Status**
- > ✿ **Ethnic Origin**
- > ✿ **Gender**
- > ✿ **Job**
- > ✿ **Job Branch**
- > ✿ **Job Family**
- > ✿ Notification Date
- > ✿ Organizational Unit
- > ✿ Personnel Area
- > ✿ **Personnel Subarea**
- > ✿ Position

- > ✿ **Position Chief**
- > ✿ Supplemental Staff 11 Month Limit Required
- > ✿ **Supv Employee**
- > ✿ **Supv Position**
- > ✿ Work Contract

Measures

- ▦ Annual Salary

Variables

- ✿ Estimated Assignment End Date
- ✿ Prompt Response Employee PersNo
- ✿ Prompt Response Employee Subgroup
- ✿ Prompt Response Exclude Employee Subgroup
- ✿ Prompt Response Exclude Work Contract Type
- ✿ Prompt Response Organizational Unit
- ✿ Prompt Response Work Coontract Type
- ✿ Supplemental Hire Date
- ✿ Work Contract Type
- ✿ Supplemental Staff
- ▦ Hourly Amount

Special Report Considerations/Features

- Sort on Estimated Assignment End Date is the only sorting done in the default layout of the report.
- Report runs only for active employees of current month.
- Estimated Assignment End date is calculated as 11 months for Work Contract Types A1 and A2; six months for Seasonal A3 and no calculation for retirees.
- Report includes only the Supplemental Staff (temps) from the following list:
    - **Employee Groups:**
        O – Supplemental Staff; **X** – Supplemental Staff Grant
    - **Employee Subgroups**:
        G1; G3; G4; G5; G6; G7; G8; GA; GB; GC; GD; GE; GF; A6; B6; WF; Y6; A7; B7; WG; Y7; Y8; Y9
        J – Judicial Branch
    - **Employee Subgroups**:
        0E; 15; 1E; 25; 2E; 35; 3E; 45; 4E; 55; 5E; 65; 6E; 75; 7E; 85; 8E; 95; 9E; Q5; QE; S5; SE; SI; SL; SO; SR; T5; TE; U5; UE; V5; VE

Employee Subgroups:

0E	PT S-FLSAOT Temp MAG		**TE**	PT N-FLSAOT Temp AD
15	FT N-FLSAOT Temp Dir		**U5**	FT N-FLSAOT Temp JBS
1E	PT N-FLSAOT Temp Dir		**UE**	PT N-FLSAOT Temp JBS
25	FT N-FLSAOT Temp JB1		**V5**	FT S-FLSAOT Temp JBS
2E	PT N-FLSAOT Temp JB1		**VE**	PT S-FLSAOT Temp JBS
35	FT N-FLSAOT Temp JB2		**A6**	FT N-FLSAOT Student
3E	PT N-FLSAOT Temp JB2		**A7**	FT N-FLSAOT Intermit
45	FT N-FLSAOT Temp JB3		**B6**	FT S-FLSAOT Student
4E	PT N-FLSAOT Temp JB3		**B7**	FT S-FLSAOT Intermit
55	FT N-FLSAOT Temp DA		**G7**	Temp FT N-FLSAOT
5E	PT N-FLSAOT Temp DA		**G8**	Temp FT S-FLSAOT
65	FT N-FLSAOT Temp ADA		**GA**	Temp PT N-FLSAOT
6E	PT N-FLSAOT Temp ADA		**GB**	Temp PT S-FLSAOT
75	FT N-FLSAOT Temp MAG		**GC**	Temp Sol FT N-FLSAOT
7E	PT N-FLSAOT Temp MAG		**GC**	Temp Sol FT N-FLSAOT
85	FT S-FLSAOT Temp CR		**GD**	Temp Sol FT S-FLSAOT
8E	PT S-FLSAOT Temp CR		**GE**	Temp Sol PT N-FLSAOT
95	FT N-FLSAOT Temp CSC		**GF**	Temp Sol PT S-FLSAOT
9E	PT N-FLSAOT Temp CSC		**WF**	PT N-FLSAOT Student
Q5	FT N-FLSAOT Temp SC		**WG**	PT N-FLSAOT Intermit
QE	PT N-FLSAOT Temp SC		**Y6**	PT S-FLSAOT Student
S5	FT N-FLSAOT Temp CJP		**Y7**	PT S-FLSAOT Intermit
SE	PT N-FLSAOT Temp CJP		**G1**	Contractor Soft Exclude
SI	FT N-FLSAOT Temp ACJP		**G3**	Volunteer Soft Exclude
SL	PT N-FLSAOT Temp ACJP		**G4**	Board Member Soft Exclude
SO	FT S-FLSAOT Temp ACJP			
SR	PT S-FLSAOT Temp ACJP		**G5**	National Guard Soft Exclude
T5	FT N-FLSAOT Temp AD		**G6**	Federal Soft Exclude

Soft Exclude – Through exclusion prompt with default values in the prompt 'Employee Subgroup(s) Optional'.

CHANGE RECORD

- Effective 8/19/15
  - o Initial version
- Effective 8/18/16
  - o Exclude prompt on Employee Subgroup added with default exclude values G1; G3; G4; G5; G6; report is converted to be based on single base query rather than two (BI Internal); report converted to a new format
- Effective 8/18/21
  - o Estimated Assignment End date is calculated at 11 months for Work Contract Types A1 and A2; six months for Seasonal A3, and no calculation for retirees; initial report layout changed with the Estimated Assignment End Date now moved to second column.
- Effective 8/18/21
  - o Updated format and assigned reference number – C. Ennis
- Effective 8/19/21
  - o Added Alt Text – L. Lee
- Effective 10/13/2022
  - o Supplemental Staff 11-month Limit Required column added to the report layout.
- Changed 11/10/2022 Effective 12/15/2022
  - o Disability code removed from available objects in Employee master data list.
- Effective 12/15/2022
  - o Updated Alt Text – L.Lee
- Effective 1/5/2023
  - o Prompt soft filter on Employee Subgroup not working error is fixed with a variable hidden filter.
- Effective 1/11/2023
  - o Updated Available Objects alt text, made grammatical change to add space after semi colon, capitalized letters of note for consistency. -L.Lee
- Effective 10/7/2024
  - o Update to Business Objects 4.3 – CM
- Effective 10/23/2024
  - o Added "RESTRICTED per N.C.G.S. § 126-22" to the footer. -L.Lee