EMPLOYEE ACTION DETAIL
REPORT DESCRIPTION BP179 | WEB INTELLIGENCE

BOBJ

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

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 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)

Initial Layout

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

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….

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"

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	#

B0022: Comments

Employee	98765432 - Donald Duck
Organizational Unit	22222222 - DOT Chief Deputy
Position	66666666 - Business Systems Analyst
Infotype	0000 - Actions
Subtype	# - Not assigned
Valid From - Valid To	5/7/16 - 12/31/99

Transfer#

Bugs R. Bunny, 04/28/2016#

Position Transfer, Effective 05/07/2016#

Position 66666666, Business Systems Analyst Advanced and Employee

Donald Duck 98765432 is being transferred to org unit 22222222 and

will be reporting directly to Chief Deputy Minnie Mouse (61111111).

There will be no change in salary, budgeted salary, or costcenter.

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

∨ 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**
  > ⊹ Organizational Unit
    ⊹ Original Hire Date
  > ⊹ **Payroll Area**
    ⊹ PCR ID
  > ⊹ Personnel Area

⇶ 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 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 Processed Date
⇶ Compa Ratio
⇶ Emp / Job Ref Salary

10/7/24

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.

BP179: Employee Action Detail

Processed Date: 5/1/2016 - 5/27/2016 AND Effective Date: 4/1/2016 - 4/30/2016

Both Process Date and Effective Date used for input. Results filtered for both dates. ⬅

CHANGE RECORD

- Effective 5/26/16
  - o Added Optional Prompts **Personnel Area(s), Job (s), Employee Pay Type(s)** and **Employee Pay Area(s).**
  - o Added **Employee Pay Type, Employee Pay Level, Employee Pay Area, Employee Pay Group** and **Compa Ratio** to Default Layout of the Report.
  - o **Compa Ratio** is calculated Based on Employee Reference Salary, Job Reference Salary and FTE Annual Salary.
  - o The Formula for **Compa Ratio** is *"(FTE Annual Salary) divided by (Emp / Job Ref Salary)"*. 'Emp /Job Ref Salary' represents the Employee Reference Rate for Banded pay types; for all other pay types, it represents the Job Reference Rate.
- Effective 12/15/16
  - o BI Transfers out (X8) actions are now included on the report
  - o Judicial Anniversary Date has been added as an available object
- Effective 12/2017
  - o The Processed Date available object was modified to be populated with the "changed on" date from the most recent completed PCR. If no completed PCR exists, then the Processed Date is populated with the "changed on" date of the action.
  - o The "changed by" available object was also modified to be populated with the user who made the change on the most recent completed PCR. If no completed PCR exists, the "Changed by" available object is populated with the user who made the change on the action.
- Effective 6/17/21
  - o Added **Related Work Experience Month(s)** and **Related Education Month(s)** to Available Objects.
- Effective 6/17/21
  - o Updated format and assigned reference number – C. Ennis
- Effective 6/17/21
  - o Added Alt Text updated Quick Links. L. Lee
- Effective 7/7/22
  - o Added National Guard Status to Employee Attributes (expanded list) in Available Objects. Also, added Field/Home Based, Short Text, and Address Suppl to Position Attributes (expanded list) in Available Objects. S. Rich
- Effective 10/17/2022
  - o Supplemental Staff 11-month Limit Required column added to the report layout. Swami
- Effective 11/9/2022
  - o Flag added to the available objects and disability code removed from Employee master data. Swami.
- Effective 12/15/2022
  - o Updated alt text and grammatical errors. L.Lee
- Effective 9/11/24
  - o Update for BOBJ 4.3 C. MacDonald