



EMPLOYEE SALARY ANALYSIS

REPORT DESCRIPTION B0088 | WEB INTELLIGENCE



The purpose of this report is to display active employee salary analysis compared to banded or graded salary ranges in the Integrated HR-Payroll System.

Report Description

This report provides an active employee salary analysis compared to banded or graded salary ranges statewide across agencies and contains three reporting views.

- The first report tab (Employee Salary Analysis) shows detail salary info per employee compared to Job salary ranges.
- The second report tab (Salary Analysis by Occupied Job) shows a summary of employee count and average employee salary per Job compared to each job's salary range.
- The third report tab (Employee Distribution by Salary Range) shows a summary of employee counts and their distribution across the different employee salary ranges.

Report Location

PA: Compensation

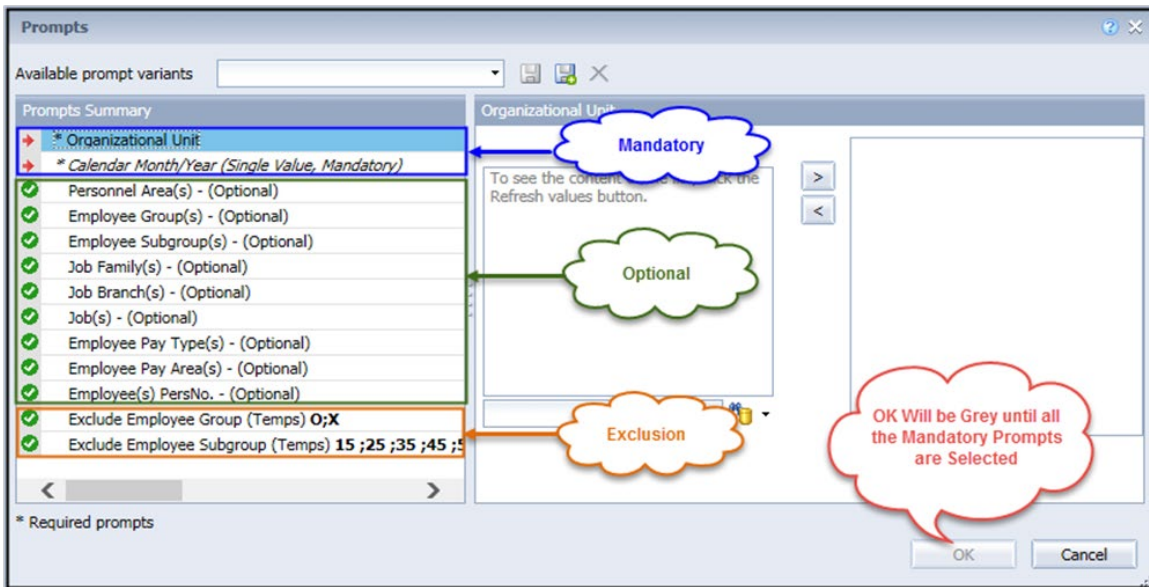
Report Uses

- Analyze employee salary equity across organizational units
- Use Compa Ratio Rate to evaluate, either at a summary or detail level, how employee salaries compare to others within their specific job market

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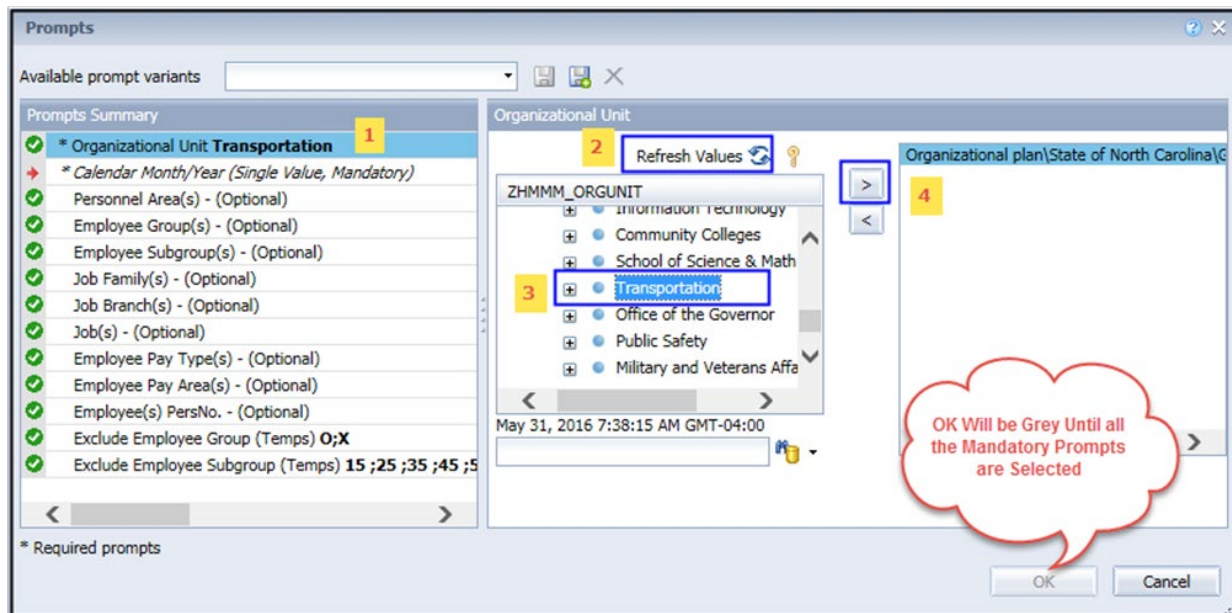
How to generate this report



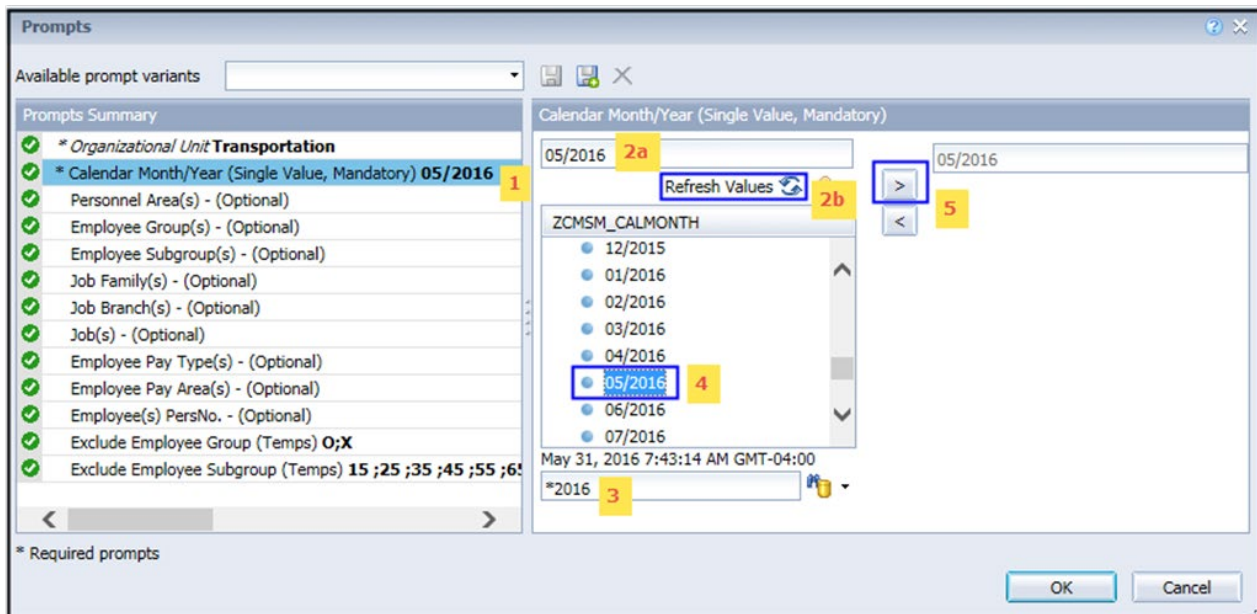
Mandatory Prompts

Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn to a green check mark (✓).

- ➔ ***Organizational Unit:** To select data for this prompt:
 - Make sure the “Organizational Unit” prompt is selected (1)
 - Click on the “Refresh Values” icon to see the list of Org Units (2)
 - Navigate to the desired Org Unit (3)
 - Click on the right arrow to add it to the selection box (4)



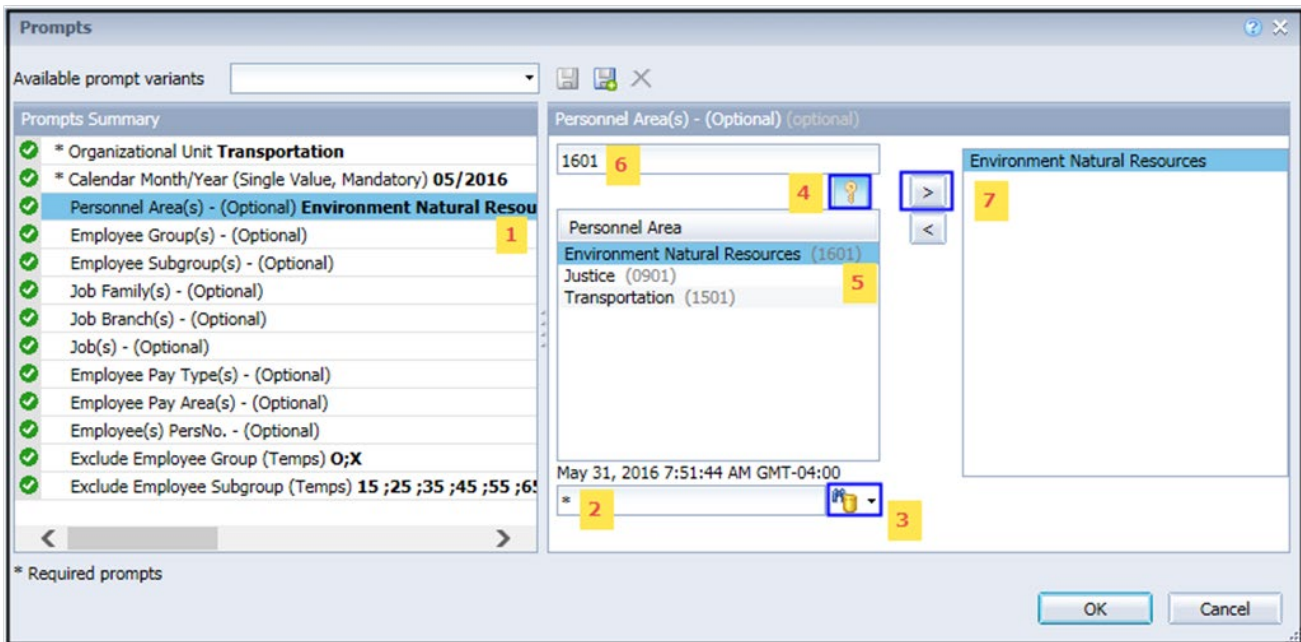
- ***Calendar Month/Year (Single Value, Mandatory):** To select data for this prompt:
- Make sure you have the Calendar Month/Year prompt selected (1)
 - If you don't want to search for a date, enter the date in the text box in MM/YYYY format (2a) and skip steps (2b) – (4); go straight to step (5)
- OR:
- Click on “Refresh Values” (2b)
 - In the search box narrow down the date selection by using the wildcard *YYYY format and press the enter key (3)
 - Click on the date (4)
 - Click on the right arrow button (5)
 - If no other prompts are required, click the “OK” button to run the report.



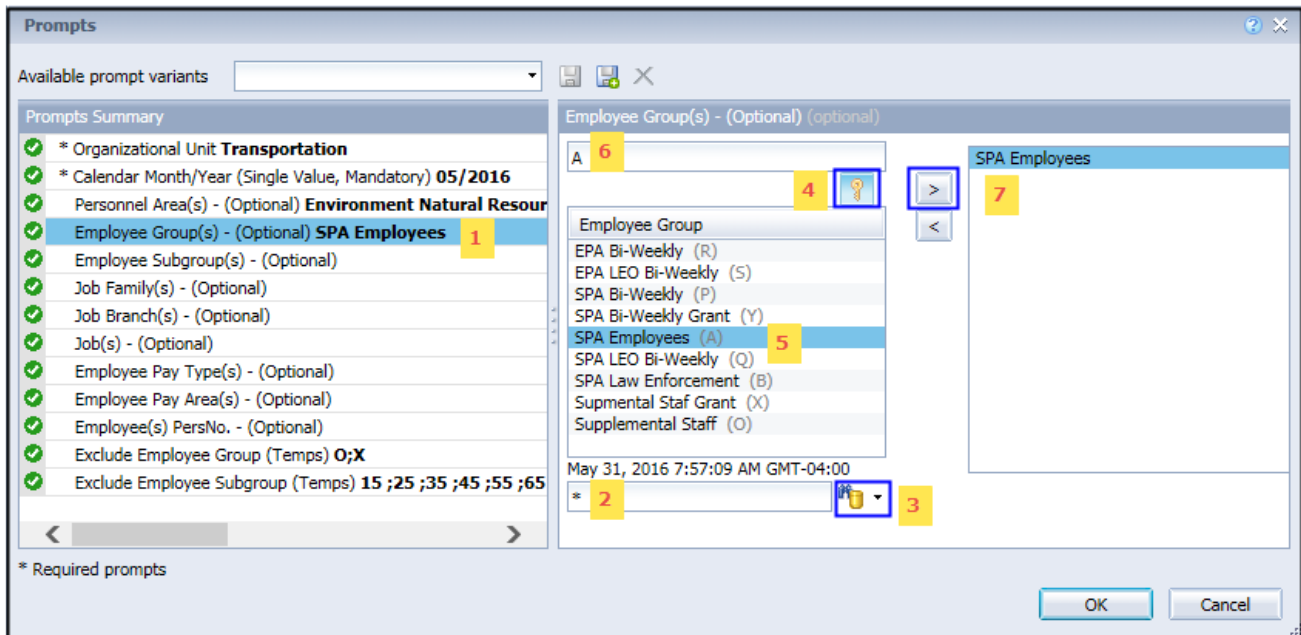
Optional Prompts

Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

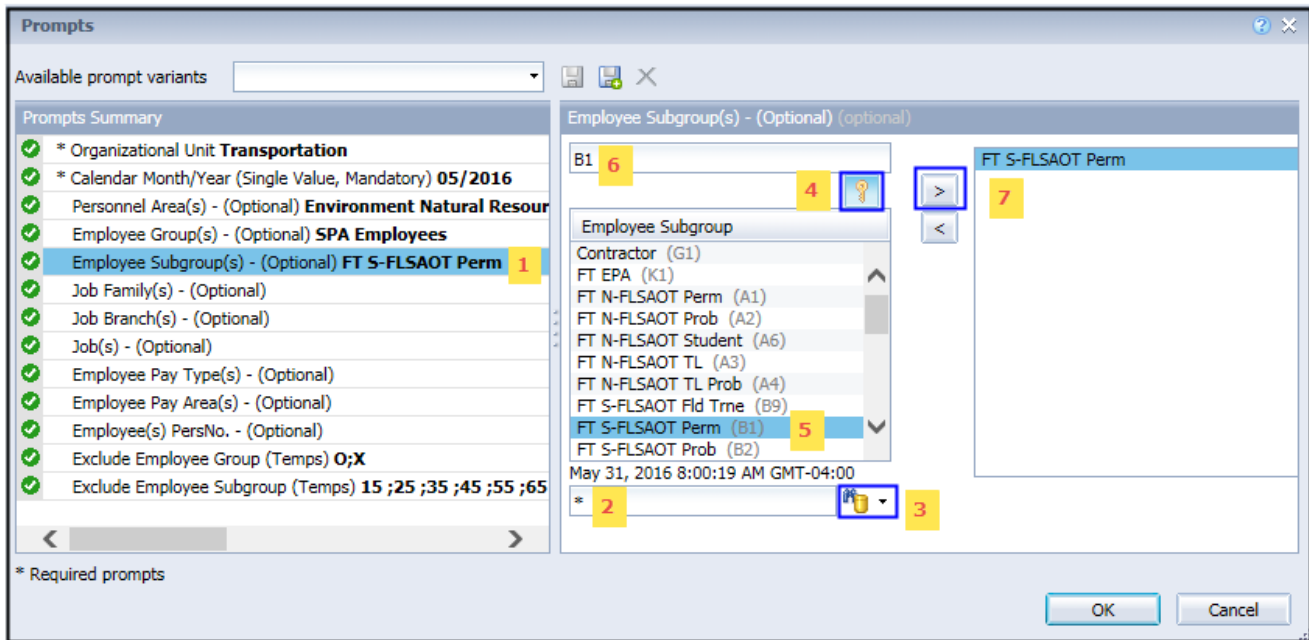
- ✓ **Personnel Area(s) - (Optional):** To select data for this prompt:
 - Make sure the “Personnel Area(s) - (Optional)” prompt is selected (1)
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Personnel Area (2)
 - Click on the search icon (3)
 - To see the key value for each Personnel Area, click on the key icon (4)
 - Click on the desired Personnel Area (5)
 - OR if you know the Personnel Area key or Personnel Area name already, then you can skip steps 2 through 5 and enter it directly in (6)
 - Click on the right arrow to add the Personnel Area to the selection box (7)



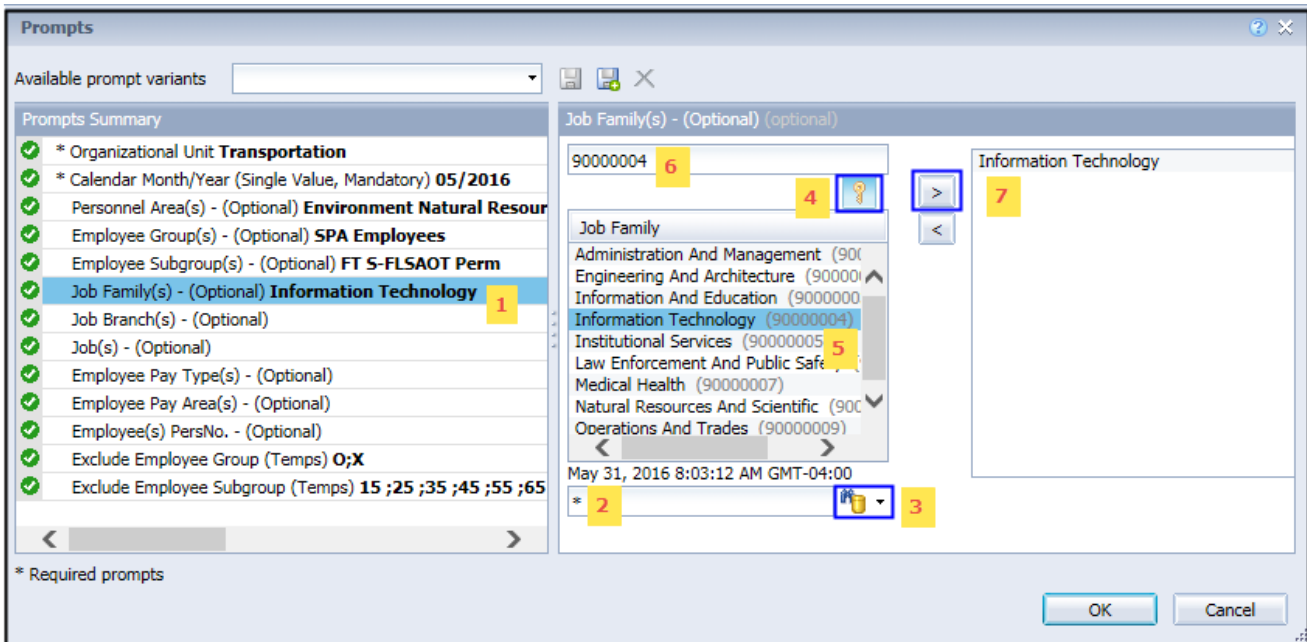
- ✓ **Employee Group(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Group(s) - (Optional)” prompt is selected (1)
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Group (2)
 - Click on the search icon (3)
 - To see the key value for each Employee Group, click on the key icon (4)
 - Click on the desired Employee Group (5)
 - OR if you know the Employee Group key or Employee Group name already, then you can skip steps 2 through 5 and enter it directly in (6)
 - Click on the right arrow to add the Employee Group to the selection box (7)



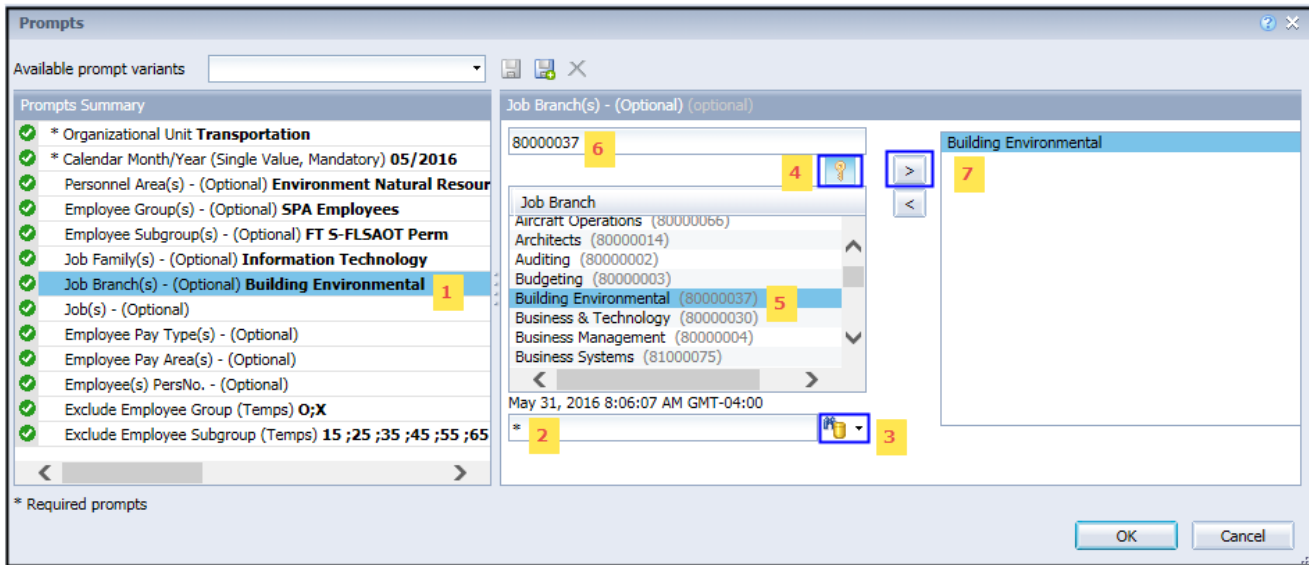
- ✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Subgroup(s) - (Optional)” prompt is selected (1)
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Subgroup (2)
 - Click on the search icon (3)
 - To see the key value for each Employee Subgroup, click on the key icon (4)
 - Click on the desired Employee Subgroup (5)
 - OR if you know the Employee Subgroup key or Employee Subgroup name already, then you can skip steps 2 through 5 and enter it directly in (6)
 - Click on the right arrow to add the Employee Subgroup to the selection box (7)



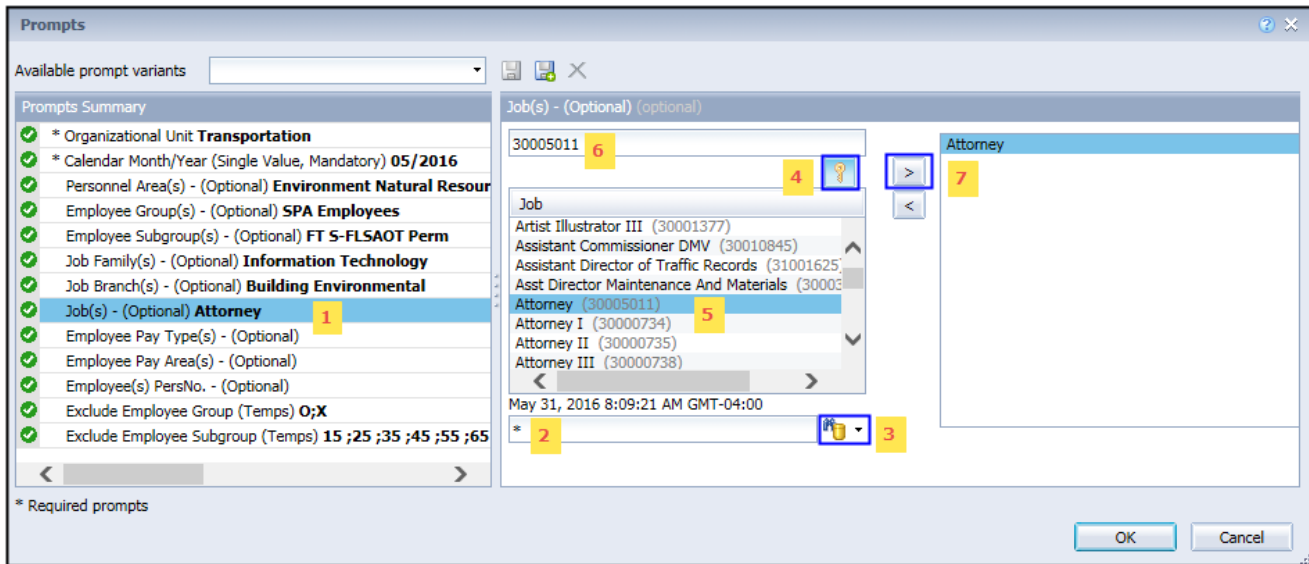
- ✓ **Job Family(s) - (Optional):** To select data for this prompt:
 - Make sure the “Job Family(s) - (Optional)” prompt is selected (1)
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Job Family (2)
 - Click on the search icon (3)
 - To see the key value for each Job Family, click on the key icon (4)
 - Click on the desired Job Family (5)
 - OR if you know the Job Family key or Job Family name already, then you can skip steps 2 through 5 and enter it directly in (6)
 - Click on the right arrow to add the Job Family to the selection box (7)



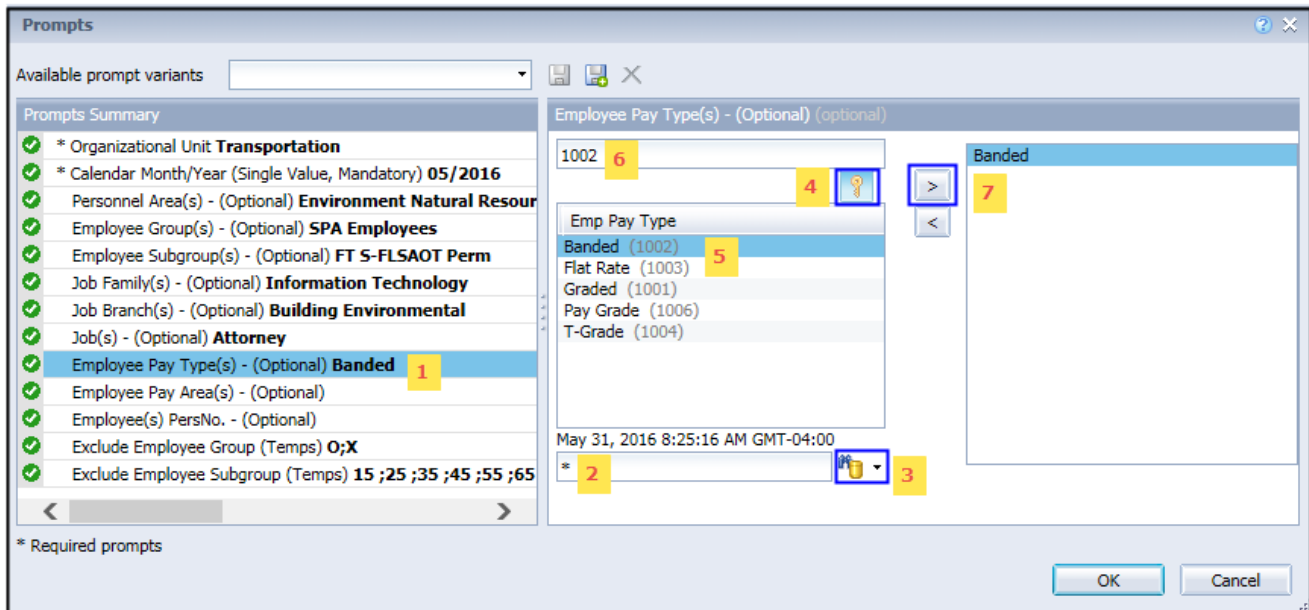
- ✓ **Job Branch(s) - (Optional):** To select data for this prompt:
 - Make sure the “Job Branch(s) - (Optional)” prompt is selected (1)
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Job Branch (2)
 - Click on the search icon (3)
 - To see the key value for each Job Branch, click on the key icon (4)
 - Click on the desired Job Branch (5)
 - OR if you know the Job Branch key or Job Branch name already, then you can skip steps 2 through 5 and enter it directly in (6)
 - Click on the right arrow to add the Job Branch to the selection box (7)



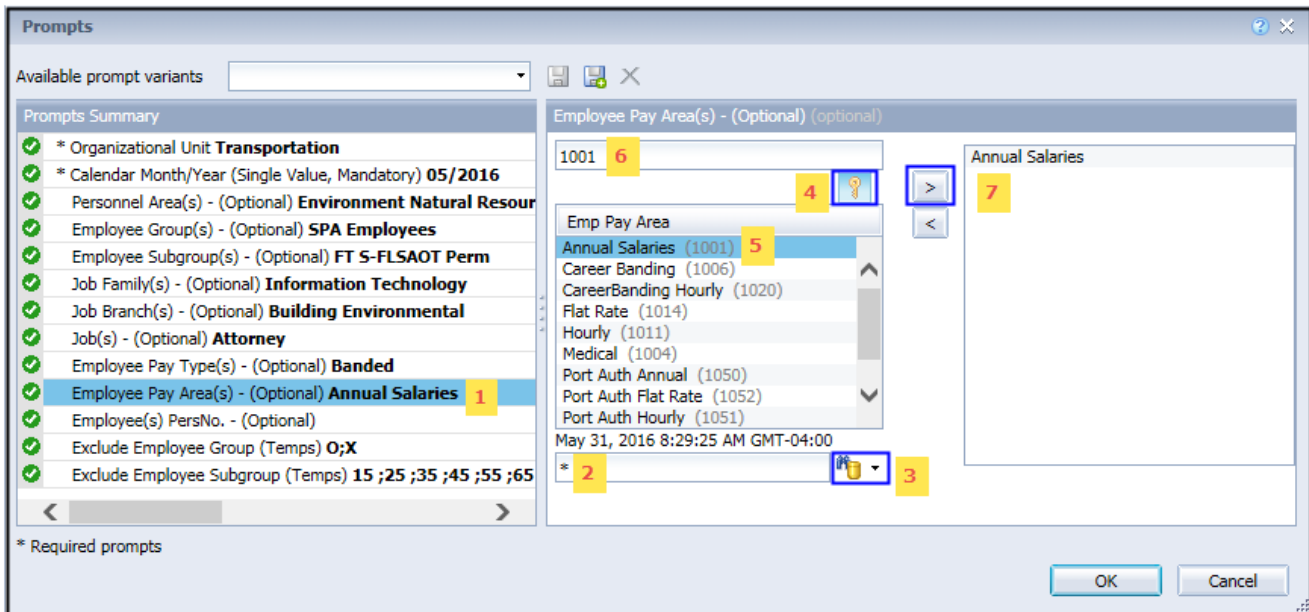
- ✓ **Job(s) - (Optional):** To select data for this prompt:
 - Make sure the “Job(s) - (Optional)” prompt is selected (1)
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Job (2)
 - Click on the search icon (3)
 - To see the key value for each Job, click on the key icon (4)
 - Click on the desired Job (5)
 - OR if you know the Job key or Job name already, then you can skip steps 2 through 5 and enter it directly in (6)
 - Click on the right arrow to add the Job to the selection box (7)



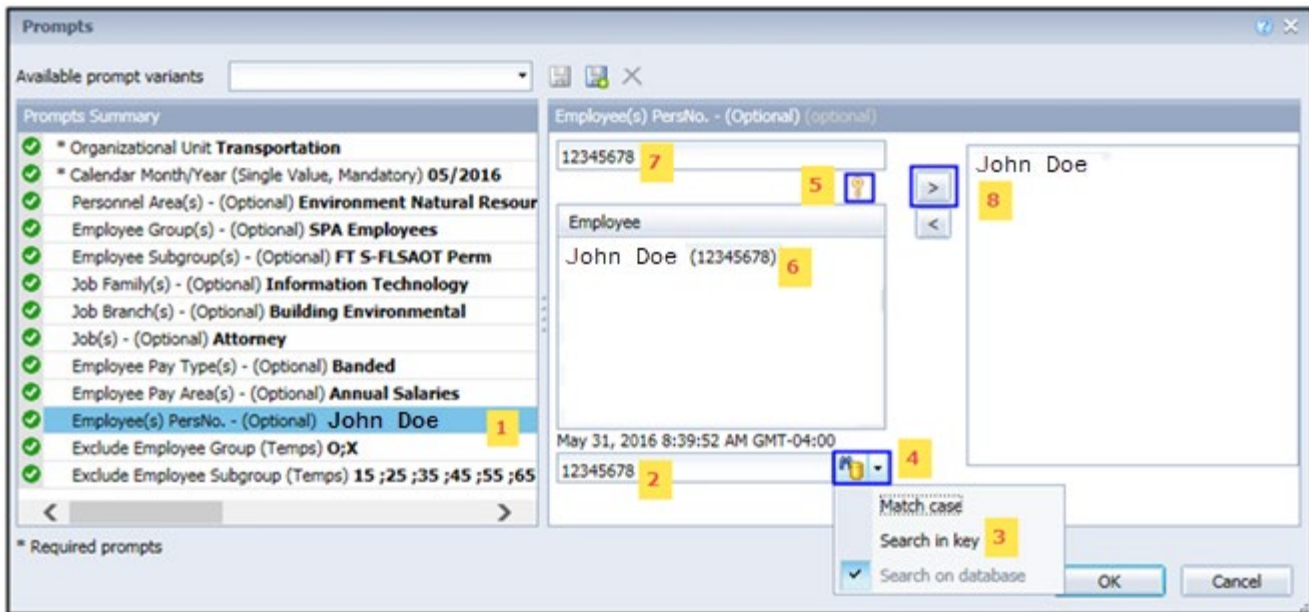
- ✓ **Employee Pay Type(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Pay Type(s) - (Optional)” prompt is selected (1)
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Pay Types (2)
 - Click on the search icon (3)
 - To see the key value for each Employee Pay Type, click on the key icon (4)
 - Click on the desired Employee Pay Type (5)
 - OR if you know the Employee Pay Type key or Employee Pay Type name already, then you can skip steps (2) through (5) and enter it directly in (6)
 - Click on the right arrow to add the Employee Pay Type to the selection box (7)



- ✓ **Employee Pay Area(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Pay Area(s) - (Optional)” prompt is selected (1)
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Pay Areas (2)
 - Click on the search icon (3)
 - To see the key value for each Employee Pay Area, click on the key icon (4)
 - Click on the desired Employee Pay Area (5)
 - OR if you know the Employee Pay Area key or Employee Pay Area name already, then you can skip steps (2) through (5) and enter it directly in (6)
 - Click on the right arrow to add the Employee Pay Area to the selection box (7)



- ✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
 - Make sure the “Employee(s) PersNo. - (Optional)” prompt is selected (1)
 - Enter an employee number in the search box to verify the employee’s name (2)
 - Click on the search icon drop down arrow and select “Search in key” (3)
 - Click the search icon (4)
 - To see the employee number, click on the key icon (5)
 - Click on the desired Employee (6)
 - OR if you do not need to verify the employee number, you can skip steps 2 through 6 and enter it directly in (7)
 - Click on the right arrow to add the Employee to the selection box (8)



NOTE: Since we have many employees in the system, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If you do not know the employee number and must do a name search, you can narrow down your search by using the wildcard with specific text strings when looking for an employee by name such as:

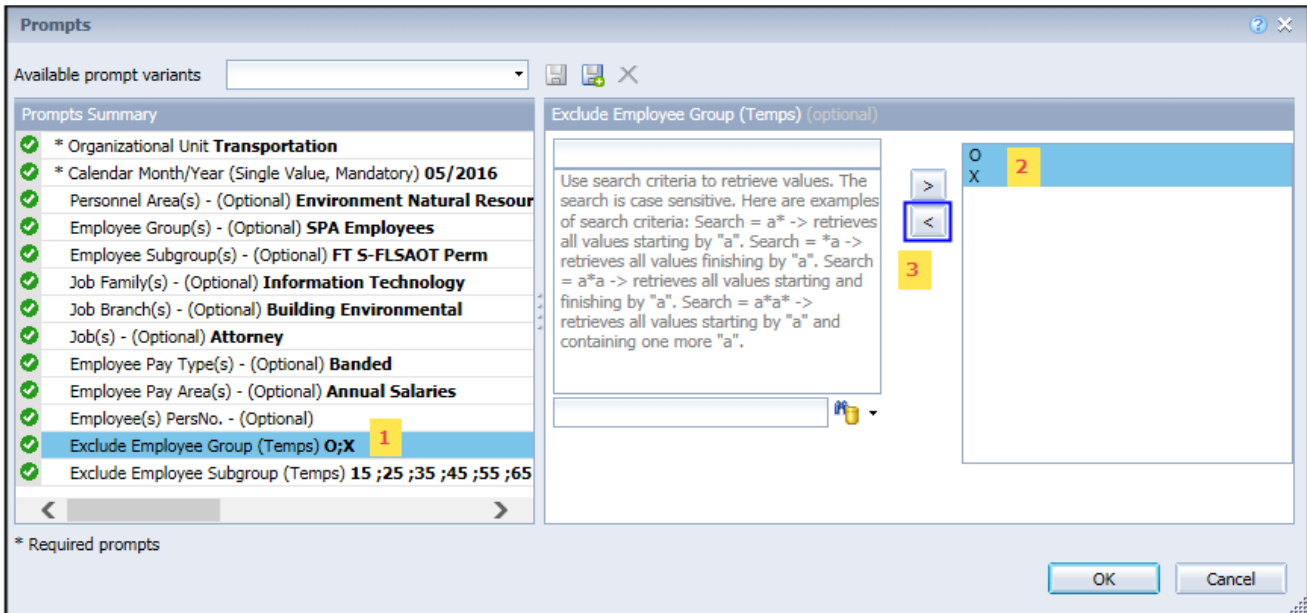
- John *Doe*
- *Doe

If you know the employee number, it is best to use the manual entry field (in step 7) to enter your selection.

Exclusion Prompts

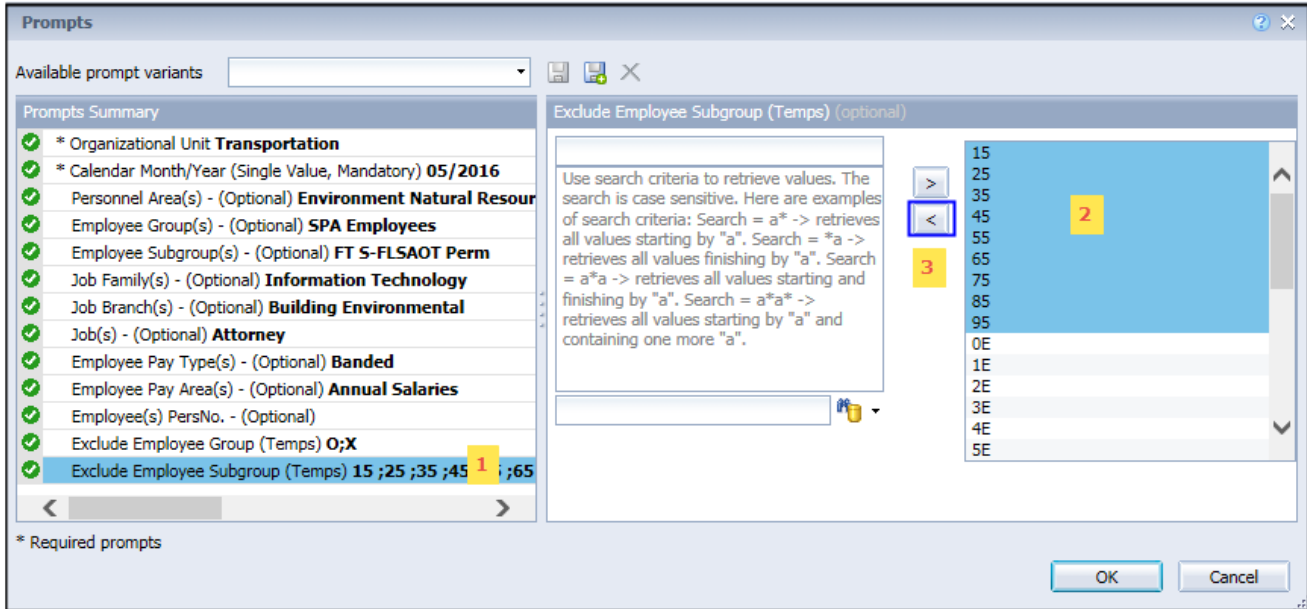
Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be fetched into the report.

- ✓ **Exclude Employee Group (Temps):** To remove this exclusion:
 - Make sure the “Exclude Employee Group (Temps)” prompt is selected (1)
 - Click on one or more Employee Group(s) to remove from the box on the right (2)
 - Click on the left arrow icon to remove the desired Employee Group(s) (3)



NOTE: The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. If you want to clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.

- ✓ **Exclude Employee Subgroup (Temps):** To remove this exclusion:
 - Make sure the “Exclude Employee Subgroup (Temps)” prompt is selected (1)
 - Click on one or more Employee Subgroup(s) to remove from the box on the right (2)
 - Click on the left arrow icon to remove the desired Employee Subgroup(s) (3)



NOTE: The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. If you want to clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.

Initial Layout

There are 3 report tabs available. Below are sample renderings from each tab.

Employee Salary Analysis: Shows detail salary info per employee compared to Job salary ranges.

B0088: Employee Salary Analysis as of 07/2018

Emp Pay Type	Emp Pay Area	Emp Pay Group	Emp Pay Level	Emp GR Range Ref	Job	Job Desc	Employee's Full Name
Banded	Career Banding	31111111	J	NA	311111111	Public Relations	Mickey L Mouse

Employee Salary Analysis *continued...*

Execution Date : 7/30/18

Employee	Related Work Experience Month(s)	Related Education Month(s)	Emp Annual Salary	Emp Salary (FTE)	Emp / Job Ref Salary	Compa Ratio	Job Min Pay	Job Max Pay	Emp Count
12345678	31	24	60,000.00	60,000	98,302	0.61	57,000	121,804	1
Total			60,000.00	60,000					1

Salary Analysis By Occupied Job: Shows a summary of employee count and average employee salary per Job compared to each job’s salary range.

Salary Analysis By Occupied Job

Job Pay Type	Job Pay Area	Job Pay Group	Job	Job Desc	Emp Pay Type	Emp Pay Area	Emp Pay Group	Emp Pay Level
Banded	Career Banding	32222222	32222222	Executive Assistant	Banded	Career Banding	32222222	J
Banded	Career Banding	31111111	31111111	Public Relations	Banded	Career Banding	31111111	J
T-Grade	Annual Salaries	TG64	33333333	Deaf/blind Intervenor	T-Grade	Annual Salaries	TG64	TG

Salary Analysis By Occupied Job *continued...*

Execution Date : 7/30/18

Emp GR Range Ref	Emp Count	Avg Emp Salary (FTE)	Emp / Job Ref Salary	Job Mkt Index (Emp Avg)	Job Min Pay	Job Max Pay	Total Emp Salary (FTE)
NA	1	45,000	50,885	0.88	29,826	68,031	45,000
NA	1	60,000	98,302	0.61	57,000	121,804	60,000
+MP	1	49,091	41,218	1.19	31,904	50,532	49,091
Total	3						154,091

Employee Distribution By Salary Range: Shows a summary of employee counts and their distribution across the different employee salary ranges.

<u>Employee Distribution By Salary Range</u>					
Salary Range	Total Annual Salary	Number of Employees	Percent to Total	Cumulative Employee Count	Cumulative Employee Percent
\$25,000 - \$29,999	25,000	1	7.14	1	7.14
\$30,000 - \$34,999	34,220	1	7.14	2	14.29
\$35,000 - \$39,999	75,469	2	14.29	4	28.57
\$40,000 - \$44,999	40,000	1	7.14	5	35.71
\$45,000 - \$49,999	183,778	4	28.57	9	64.29
\$55,000 - \$59,999	113,000	2	14.29	11	78.57
\$60,000 - \$64,999	60,000	1	7.14	12	85.71
\$75,000 - \$79,999	78,000	1	7.14	13	92.86
\$80,000 - \$84,999	83,592	1	7.14	14	100.00
Total	693,059	14			

Report Info: displays the information about the prompts entered.

<u>Report Info</u>	
Prompt Input	
Organizational Unit	State of North Carolina
CalMonth/Year	07/2018
Personnel Area(s)	
Employee Group(s)	
Employee Subgroup(s)	
Job Family(s)	
Job Branch(s)	
Job(s)	
Employee Pay Type(s)	
Employee Pay Area(s)	
Employee(s) PersNo.	
Exclude Employee Group	O;X
Exclude Employee Subgroup	15 ;25 ;35 ;45 ;55 ;65 ;75 ;85 ;95 ;0E ;1E ;2E ;3E ;4E ;5E ;6E ;7E ;Q5 ;S5 ;SI ;SO ;T5 ;U5 ;8E ;9E ;QE ;SE ;SL ;SR ;TE ;UE ;VE ;V5

Available Objects

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

B0088: Employee Salary Analysis

- Agency Hire Date**
- Age Range**
- Cal Mth/Yr**
- Education Level**
- Emp GR Range Ref
- Employee
- Employee's Name**
- Employee Group**
- Employee Subgroup**
- Emp Pay Area
- Emp Pay Group
- Emp Pay Level
- Emp Pay Type
- Ethnic Origin**
- Gender**
- Hourly Pay Indicator**
- Job
- Job Branch**
- Job Family**
- Job Pay Area
- Job Pay Group
- Job Pay Level**
- Job Pay Type
- Organizational Unit**
- Original Hire Date**
- Personnel Area**
- Position**
- Salary Range
- Age in Years**
- Annual Salary
- Emp Reference Salary
- FTE Annual Salary
- Job Max Pay Level
- Job Min Pay Level
- Job Reference Salary
- Length of Service**
- Number of Employees
- Related Education Month(s)
- Related Work Experience Month(s)
- Variables
 - Prompt Response Cal Mth/Yr
 - Prompt Response Employee Group
 - Prompt Response Employee Pay Area
 - Prompt Response Employee Pay Type
 - Prompt Response Employee PersNo
 - Prompt Response Employee Subgroup
 - Prompt Response Exclude Employee Group
 - Prompt Response Exclude Employee Subgroup
 - Prompt Response Job
 - Prompt Response Job Branch
 - Prompt Response Job Family
 - Prompt Response Organizational Unit
 - Prompt Response Personnel Area
 - Avg Emp Salary (FTE)
 - Compa Ratio
 - Cumulative Employee Count
 - Cumulative Employee Percent
 - Emp / Job Ref Salary
 - Job Mkt Index (Emp Avg)
 - Percent to Total

Special Report Considerations/Features

- Temporary employees are excluded by default, but this can be changed.
- Report only pulls active employees.
- 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.
- Data for Salary Range tab is only available beginning June 2015. Salary range for historical months is not available.
- Infotype 9822 data (Related Experience) is only available beginning August 2018.
- 'EE Telework Eligible' and 'EE Telework Type' can be added to report by expanding the Employee attributes (expanded list) in Available Objects.
- Position and Job abbreviated titles (Short Text) are available from the Position or Job attributes (expanded list) in Available objects.

Change Log

- 5/26/2016 – Effective modification
 - > Added Optional Prompts **Employee Pay Type(s)** and **Employee Pay Area(s)**
 - > Changed the Column Name **“Emp Mkt Index”** to **“Compa Ratio”** in Default Layout of the Report Tab **B0088 Employee Salary Analysis**
 - > **Compa Ratio** is calculated Based on Employee Reference Salary, Job Reference Salary and FTE Annual Salary
 - > Added **Report Info** Tab which provides the information about the Prompts Entered
 - > Changed the 2nd and 3rd Tab names in the Report to **“Salary Analysis By Occupied Job”** and **“Employee Distribution by Salary Range”** to match the Report Titles
- 11/28/2016 – Add **Age in Years** and **Length of Service** measures to Available Objects
- 8/9/2018 – Added infotype 9822 Related Work Experience Months and Related Education Months to default layout on B099 Employee Salary Analysis report tab
- 3/31/2021 –Added EE Telework Eligible and EE Telework Type to Employee attributes (expanded list) in Available Objects
- 4/1/2021 – Updated format and added alt text L. Lee
- 8/12/2021 – Added Position and Job abbreviated titles (Short Text) to Position and Job attributes (expanded list) in Available Objects. T.Cooper
- 7/7/2022 - Added National Guard Status to Employee Attributes (expanded list) in Available Objects. Also, added Field/Home Based to Position Attributes (expanded list) in Available Objects. S. Rich