# EMPLOYEE PERFORMANCE RATING & SALARY

## REPORT DESCRIPTION B0040 | WEB INTELLIGENCE

BOBJ

### REPORT DESCRIPTION

The B0040: Employee Performance Rating & Salary report provides a list of active employees within the organizational unit selected, along with each employee's performance rating and salary as of the end of the year cycle selected.

### REPORT LOCATION

PA: Performance Ratings

### REPORT USES

- o This report can be used to obtain the list of performance ratings for the organizational unit specified to view the ratings have been entered for the employees within the organizational unit specified.

- o This report can be used to determine if a supervisor has completed the ratings for the employees within his/her unit, or if there are missing entries for specific employees.

## 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:

- o Organizational Unit
- o Year Cycle Ended (Single Value, 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:

- o Personnel Area(s) - (Optional)
- o Supv Employee(s) PersNo. - (Optional)
- o Job(s) - (Optional)
- o Employee(s) PersNo. - (Optional)

| | Prompts ⌄ | |
|---|---|---|

Search 🔍

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

⚠ **Year Cycle Ended (Single Value, Mandatory)**
Please select at least one value

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

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

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

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

☑ 0   ↻   Organizational Unit   ⊗ ⚙

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

Mandatory (2)   Reset All   Run   Cancel

**Initial Layout**

The report is generated with a list of active employees who have a performance rating in the system for the organizational unit and fiscal year end selected.  Below is a sample of the report:

**B0040: Employee Performance Rating & Salary for FY Cycle 2015**

| Organizational Unit | Organizational Unit Desc | Personnel Area | Supv Position Desc | Supv Employee |
|---|---|---|---|---|
| 22222222 | ADMIN SO Administration | Administration | Secretary Of Administration | John Doe |

Continued…

| Employee | Employee's Name | Scale | Proficiency | Annual Salary | Valid From |
|---|---|---|---|---|---|
| 87654321 | MOUSE, MINNIE | Performance Mgmt Summary Ratings | OUTSTANDING | 45,000 | 07/01/2014 |

### Available Objects

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

Dimensions

- Age Range
- 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
- Ethnic Origin
- Gender
- Job
- Organizational Unit
- Personnel Area

- Personnel Subarea
- Position
- Proficiency
- Qualification Group
- Scale
- Supv Employee
- Supv Position
- Valid From
- Valid To

Measures

- Annual Salary

- Number of Employees

Variables

- Annual Salary
- Number Of Employees
- Prompt Response Employee PersNo
- Prompt Response Job

- Prompt Response Organizational Unit
- Prompt Response Personnel Area

- Prompt Response Supv Employee PersNo
- Prompt Response Year Cycle Ended

- ⌄ Dimensions
  - > ✣ **Age Range**
  - ✣ **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
  - > ✣ **Ethnic Origin**
  - > ✣ **Gender**
  - > ✣ Job
  - > ✣ Organizational Unit
  - > ✣ Personnel Area
  - > ✣ **Personnel Subarea**
  - > ✣ **Position**
  - > ✣ Proficiency
  - > ✣ **Qualification Group**
  - > ✣ Scale
  - > ✣ Supv Employee
  - > ✣ Supv Position
  - > ✣ Valid From
  - > ✣ **Valid To**
- ⌄ Measures
  - ▤ Annual Salary
  - ▤ **Number of Employees**
- ⌄ Variables
  - ✣ AnnualSalary
  - ✣ **NumberOfEmployees**
  - ✣ Prompt Response Employee PersNo
  - ✣ Prompt Response Job
  - ✣ Prompt Response Organizational Unit
  - ✣ Prompt Response Personnel Area
  - ✣ Prompt Response Supv Employee PersNo
  - ✣ Prompt Response Year Cycle Ended
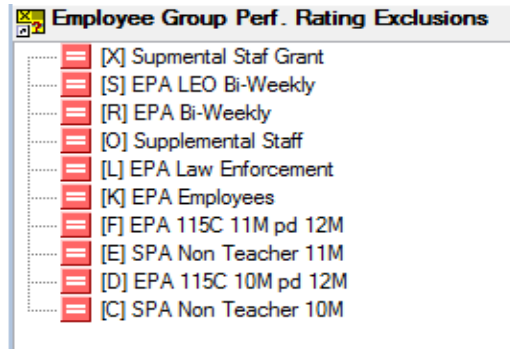
## Special Report Considerations/Features

o   The report defaults to generating list of all active employees who have a performance rating entered for the year selected.

o   The data is refreshed daily, and is current as of the close of business from the previous business day.

o   The annual salary on the base report is a variable named "AnnualSalary". If you remove this variable from the report, and later decide that you need it, you will need to add the variable named "AnnualSalary" (shown with the check mark below).  Do not use the measure named "Annual Salary".  If so, the report will return values of #UNAVAILABLE in that column due to filtering.
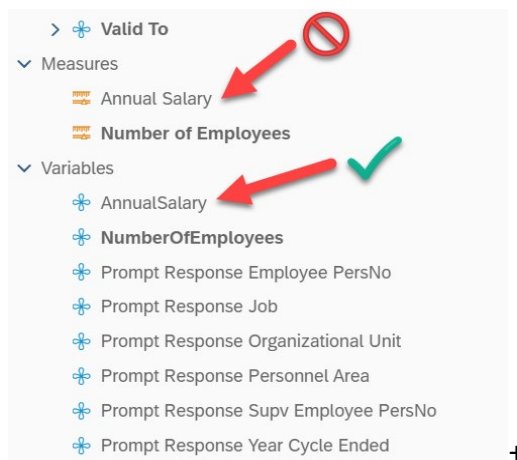


o   This report contains filters that exclude specific jobs, employee groups and employee subgroups.

o   The following educational jobs are excluded from the report with a report filter:

o   The following Employee Groups are excluded from the report with a report filter:

**Employee Group Perf. Rating Exclusions**
- [X] Supmental Staf Grant
- [S] EPA LEO Bi-Weekly
- [R] EPA Bi-Weekly
- [O] Supplemental Staff
- [L] EPA Law Enforcement
- [K] EPA Employees
- [F] EPA 115C 11M pd 12M
- [E] SPA Non Teacher 11M
- [D] EPA 115C 10M pd 12M
- [C] SPA Non Teacher 10M

o   The following Temporary Employee Subgroups are excluded from the report with a report filter:

**EE SubGroup Temp Exclusions**
- [15] FT N-FLSAOT Temp Dir
- [25] FT N-FLSAOT Temp JB1
- [35] FT N-FLSAOT Temp JB2
- [45] FT N-FLSAOT Temp JB3
- [55] FT N-FLSAOT Temp DA
- [65] FT N-FLSAOT Temp ADA
- [75] FT N-FLSAOT Temp MAG
- [85] FT S-FLSAOT Temp CR
- [95] FT N-FLSAOT Temp CSC
- [0E] PT S-FLSAOT Temp MAG
- [1E] PT N-FLSAOT Temp Dir
- [2E] PT N-FLSAOT Temp JB1
- [3E] PT N-FLSAOT Temp JB2
- [4E] PT N-FLSAOT Temp JB3
- [5E] PT N-FLSAOT Temp DA
- [6E] PT N-FLSAOT Temp ADA
- [7E] PT N-FLSAOT Temp MAG
- [Q5] FT N-FLSAOT Temp SC
- [S5] FT N-FLSAOT Temp CJP
- [SI] FT N-FLSAOTTemp ACJP
- [SO] FT S-FLSAOTTemp ACJP
- [T5] FT N-FLSAOT Temp AD
- [U5] FT N-FLSAOT Temp JBS
- [8E] PT S-FLSAOT Temp CR
- [9E] PT N-FLSAOT Temp CSC
- [QE] PT N-FLSAOT Temp SC
- [SE] PT N-FLSAOT Temp CJP
- [SL] PT N-FLSAOTTemp ACJP
- [SR] PT S-FLSAOTTemp ACJP
- [TE] PT N-FLSAOT Temp AD
- [UE] PT N-FLSAOT Temp JBS
- [VE] PT S-FLSAOT Temp JBS
- [V5] FT S-FLSAOT Temp JBS

o  These filters can be edited if you need to include any of these values on the report:

1.  Once in the report, click on the "Design" menu option to go into design mode
2.  Click on the "Show Data/format panel icon
3.  Click on the filter tab and then click on the ellipses next to Filters
4.  Select "Manage Filter"



5.  Select the Report name on left panel to display the filters for this report.
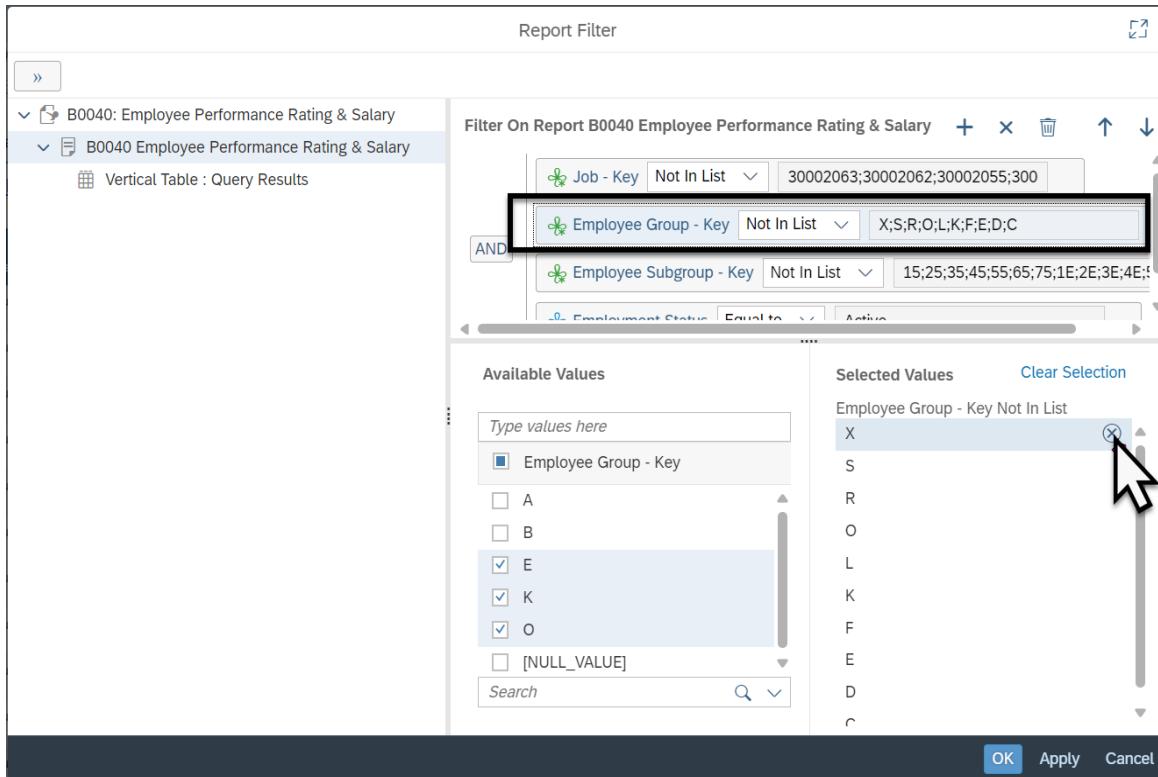


6.  The report filter will display.

- To include the jobs on the report:
  1. Click the "Job – Key" filter to see the jobs that are excluded from the report
  2. Select the job(s) you want to include on the report. In this example, the complete list is selected
  3. Click the "x" to remove the job(s) from the exclusion list
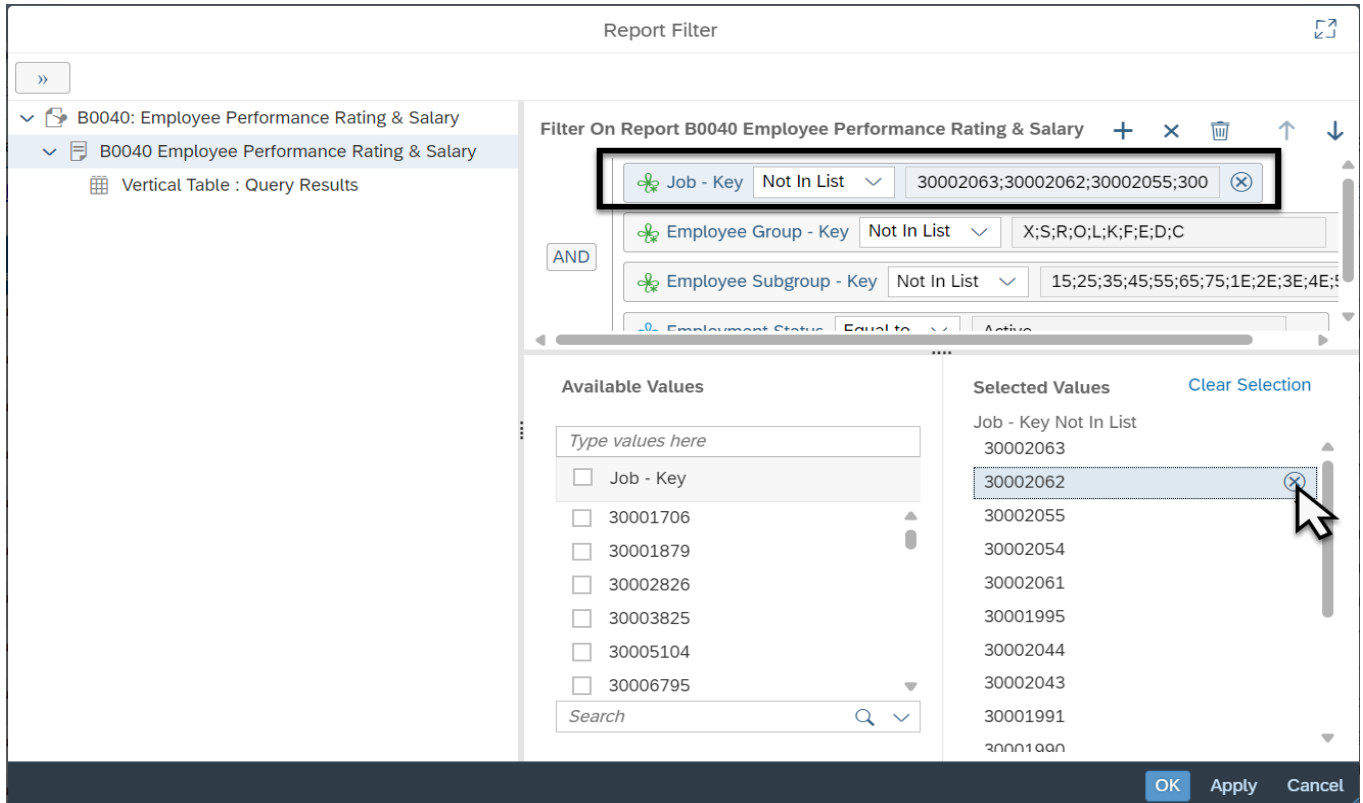
o   To include the employee groups on the report:

1.   Click the "Employee Group– Key" filter to see the jobs that are excluded from the report
2.   Select the Employee Group(s) you want to include on the report. In this example, the complete list is selected
3.   Click the "x" to remove the employee group(s) from the exclusion list

- o To include the employee subgroups on the report:
  1. Click the "Employee SubGroup– Key" filter to see the jobs that are excluded from the report
  2. Select the Employee Group(s) you want to include on the report. In this example, the complete list is selected
  3. Click the "x" to remove the employee subgroup(s) from the exclusion list
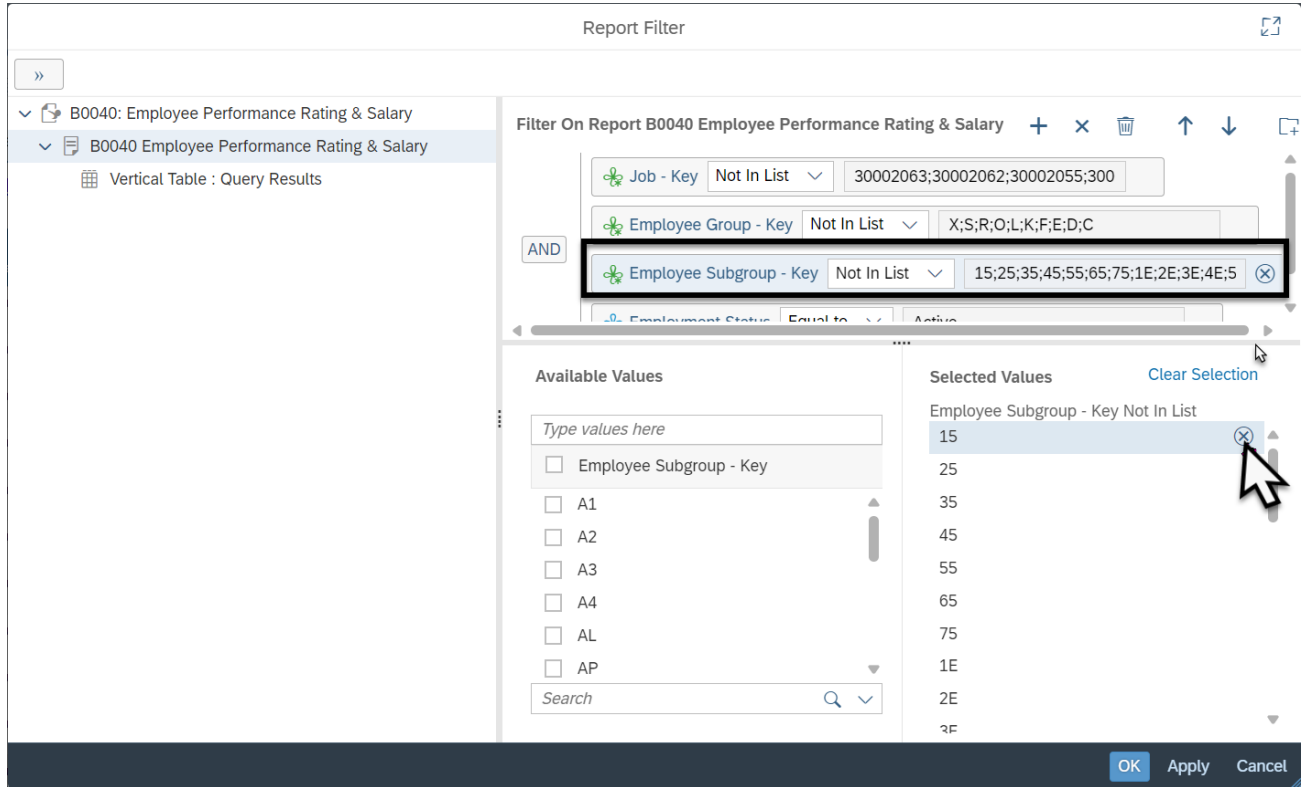


## CHANGE LOG

Effective 10/7/2024

- o Update to Business Objects 4.3 - K. Bridges