EMPLOYEE PERFORMANCE RATING &



SALARY

REPORT DESCRIPTION B0040 | WEB INTELLIGENCE

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

- 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.
- 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.

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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
- 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:

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

			Pror	npts 📀		Г Л Ц
Search	Q	0 🗹	Ç	Organizational Unit	×	ŝ
Organizational Unit Please select at least one value		Searc	h			Q
Year Cycle Ended (Single Value, Mandatory) Please select at least one value		í	To see	the content of the list, click the refresh values button.		
Personnel Area(s) - (Optional) (All values)						
Supv Employee(s) PersNo (Optional) (All values)						
Job(s) - (Optional) (All values)						
Employee(s) PersNo (Optional) (All values)						
Mandatory (2) Reset All					Ca	ancel

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

	0	Age Range	0	Employee Subgroup	0	Personnel Subarea
		Employee Group Employee Group Employee Pay Area Employee Pay Group Employee Pay Level Employee Pay Type		Employee's Name Employment Status Ethnic Origin Gender Job Organizational Unit Personnel Area		Position Proficiency Qualification Group Scale Supv Employee Supv Position Valid From Valid To
Measures Variables	0	Annual Salary	0	Number of Employees		
	0 0 0	Annual Salary Number Of Employees Prompt Response Employee PersNo Prompt Response Job	0	Prompt Response Organizationa I Unit Prompt Response Personnel Area		 Prompt Response Supv Employee PersNo Prompt Response Year Cycle Ended

1	Din	nen	sions
	>	÷	Age Range
		æ	Agency Hire Date
	>	÷	Employee
	>	÷	Employee Group
	>	÷	Employee Pay Area
	>	÷	Employee Pay Group
	>	÷	Employee Pay Level
	>	÷	Employee Pay Type
	>	÷	Employee Subgroup
		æ	Employee's Name
	>	÷	Employment Status
	>	æ	Ethnic Origin
	>	÷	Gender
	>	æ	Job
	>	÷	Organizational Unit
	>	æ	Personnel Area
	> >	\$ \$	Personnel Subarea Position
	>	÷	Proficiency
	>	÷	Qualification Group
	>	♣	Scale
	>	÷	Supv Employee
	>	÷	Supv Position
	>	÷	Valid From
	>	÷	Valid To
	Me	asui	res
		-	Annual Salary
		=	Number of Employees
	Var	iabl	es
		÷	AnnualSalary
		÷	NumberOfEmployees
		♣	Prompt Response Employee PersNo
		æ	Prompt Response Job
		æ	Prompt Response Organizational Unit
		*	Prompt Response Personnel Area Prompt Response Supv Employee PersNo
		æ	Prompt Response Year Cycle Ended

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Special Report Considerations/Features

- The report defaults to generating list of all active employees who have a performance rating entered for the year selected.
- The data is refreshed daily, and is current as of the close of business from the previous business day.
- 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.



- This report contains filters that exclude specific jobs, employee groups and employee subgroups.
- The following educational jobs are excluded from the report with a report filter:



• 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
EPA 115C 11M pd 12M
E] SPA Non Teacher 11M
[D] EPA 115C 10M pd 12M
[C] SPA Non Teacher 10M

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



		[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
l		[V5] FT S-FLSAOT Temp JBS

- 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"

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File	Query ≥ ···· 職 Ċ	✓ •••• Insert Image: Image	abc ∨ :≡ •••• 7	nalyze Di: 7 fx ···· E	splay 了⊕、⊟ 🛅 ∘	Navigate ···	R Design
B0040 Employ	yee Performanc	✓ Report Info ✓			+	× » =	● 늘 ☴ 与 ⊚ ペ {}
ee Performan	nce Rating &	Salary for FY Cycle	<u>e 2021</u>			Table Cell	Q 🗄 🖽 🖉 🗸
zational Unit Desc	Personnel Area	Supv Position Desc	Supv Employee	Employee Emj	ployee's Name		 ✓ Dimensions > ♣ Age Range
cretary's Office (SO)	Health Human Services	Secretary of Health & Human Services	Test User 1	1111111	Test User 1		Agency Hire Date Agency Hire Date Agency Hire Date
licy & Operations	Health Human Services	Secretary of Health & Human Services	Test User 2	2222222	Test User 2	······	Manage filters ovee Group
licy & Operations	Health Human Services	Deputy Secretary	Test User 3	3333333	Test User 3	Drag and drop an object from the objects tab	Clear filters loyee Pay Area
HS Public Health Office	Health Human Services	State Health Director	Test User 4		Test User /	21	> rest Employee Pay Group
HS Public Health Office	Health Human Services	Secretary of Health & Human Services	Test User 5	5555555	Test User 5		> 🚸 Employee Pay Type
SOHF/DMH/ADA lealth/DD/SAS	Health Human Services	Chief Deputy III	Test User 6	6666666	Test User 6		S → Employee Subgroup Employee's Name
HS PH DIR OFFICE	Health Human Services	Program Manager II		7777777			> 🚸 Employment Status
HS PH DIR OFFICE	Health Human Services	Deputy Secretary, DHHS	Test User 7	888888	Test User 7		> 🚸 Ethnic Origin
HS Rural Health	Health Human Services	Program Officer	Test User 8	9999999	Test User 8		dol 🚸 <
HS Rural Health	Health Human Services	Deputy Secretary, DHHS	Test User 10	1212110	Test User 10		> 🕆 Organizational Unit
) HS PH CDI HEALTH	Health Human						> * Personnel Subarea

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

	Report Filter	 [2
»	Report Filter Filter On Report B0040 Employee Performa 	List ∨ 15;25;35;45;55;65;75;1E;2E;3E;4E;
	Available Values Type values here Job - Key 30001706 30001879 30002826 30003825 30005104 30006795 Search Q	Selected Values Clear Selection Job - Key Not In List 30002063 30002062 30002055 30002054 30002061 30002064 30002044 30002043 30001991

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

Report Filter				
»				
✓ ➡ B0040: Employee Performance Rating & Salary	Filter On Report B0040 Employee Performance	e Rating & Salary 🕂 🗙 👼 ↑ 🗸		
✓				
Uertical Table : Query Results	♣ Job - Key Not In List ✓ 30002063;30002062;30002055;300 ⊗			
	Reployee Group - Key Not In List V X;S;R;O;L;K;F;E;D;C			
	AND & Employee Subgroup - Key Not In	n List 🗸 15;25;35;45;55;65;75;1E;2E;3E;4E;5		
	-O- Employment Status Edual to a X			
	Available Values	Selected Values Clear Selection		
	Type values here	Job - Key Not In List 30002063		
	Job - Key	30002062		
	30001706	30002055		
	30001879	30002054		
	30002826	30002061		
	30003825	30001995		
	30005104	30002044		
	30006795	30002043		
	Search Q V	30001991		
		30001000		
		OK Apply Cancel		

- 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

	Report Filter	ГЛ К-]	
»			
✓ ➡ B0040: Employee Performance Rating & Salary	Filter On Report B0040 Employee Performance	e Rating & Salary 🕂 🗙 👼 ↑ 🗸	
∨ ☐ B0040 Employee Performance Rating & Salary			
Wertical Table : Query Results	🕹 Job - Key Not In List 🗸 30	002063;30002062;30002055;300	
	AND Employee Group - Key Not In List V X;S;R;O;L;K;F;E;D;C		
	🖧 Employee Subgroup - Key Not I	n List V 15;25;35;45;55;65;75;1E;2E;3E;4E;	
	-D- Employment Status Equal to	/ Astivo	
	Available Values	Selected Values Clear Selection	
	Turne vielvies here	Employee Group - Key Not In List	
		×	
	Employee Group - Key	s 🚺	
	A .	R NS	
	В	0	
	✓ E	L	
	🗸 К	к	
	✓ 0	F	
	[NULL_VALUE]	E	
	Search $Q_{\sim} \vee$	D	
		с Т	
		OK Apply Cancel	

- 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

	Report Filter	لا م الح
»		
✓ ➡ B0040: Employee Performance Rating & Salary	Filter On Report B0040 Employee Performance F	Rating & Salary 🕂 🗙 👼 🔨 📙 🖂
Wertical Table : Query Results	🦂 Job - Key Not In List 🗸 3000	2063;30002062;30002055;300
	😞 Employee Group - Key 🛛 Not In List	X;S;R;O;L;K;F;E;D;C
	AND	
	Reployee Subgroup - Key Not In L	lst > 15;25;35;45;55;65;75;1E;2E;3E;4E;5 (X)
	-0- Employment Status Equal to 11/	Activo
	Available Values	Selected Values Clear Selection
		Employee Subgroup - Key Not In List
	Type values here	15 🛞 🔺
	Employee Subgroup - Key	25
	🗌 A1	35
	□ A2	45
	A3	55
	A4	65
	AL	75
	AP	1E
	Search Q 🗸	2E
		۶E
		OK Apply Cancel

CHANGE LOG

Effective 10/7/2024

o Update to Business Objects 4.3 - K. Bridges