



# TIME TO FILL POSITIONS WITHIN THE SELECTED RANGE REPORT DESCRIPTION B0054 | WEB INTELLIGENCE

**BOBJ**

The purpose of this Report Description is to explain how to generate the report that lists only positions that were filled within the selected date range, and it calculates how many days it took to fill them.

## Report Description:

This report lists only positions that were filled within the selected date range, and it calculates how many days it took to fill them. It provides the number of days vacant and the number of workdays vacant for each position that was filled within the selected date range.

## Report Location:

OM: Vacant-Filled Position Analysis

## Report Uses:

Agencies will use this report to determine how long it took to fill a position from the time it became vacant until the time it became filled.

This report can be used to identify positions that are hard to fill by analyzing the Number of Days Vacant on the report. If the Number of Days Vacant was longer than expected, agencies can determine if other factors can be improved upon to decrease the time it takes to fill a position, such as recruiting, budgeting, or hiring processes.

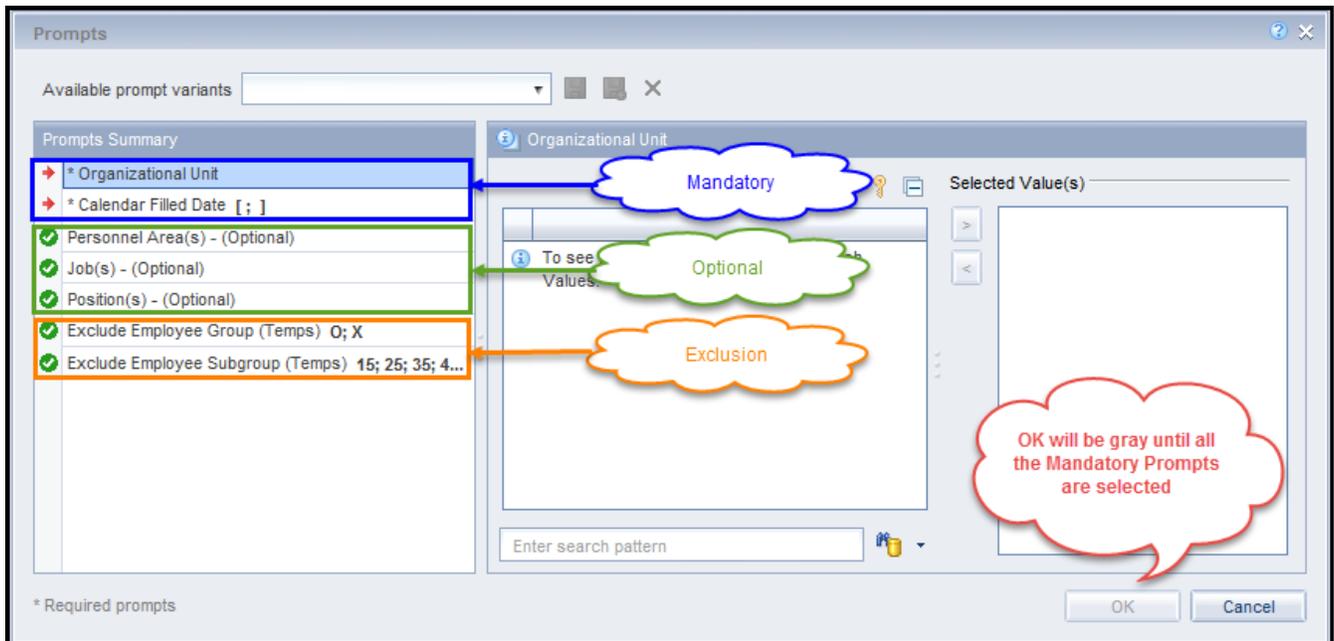
## Data Load Frequency:

The data for this report is loaded every weekday morning, excluding holidays. This report will include any changes that were made to the data on the previous day, including retroactive changes.

## Quick Links

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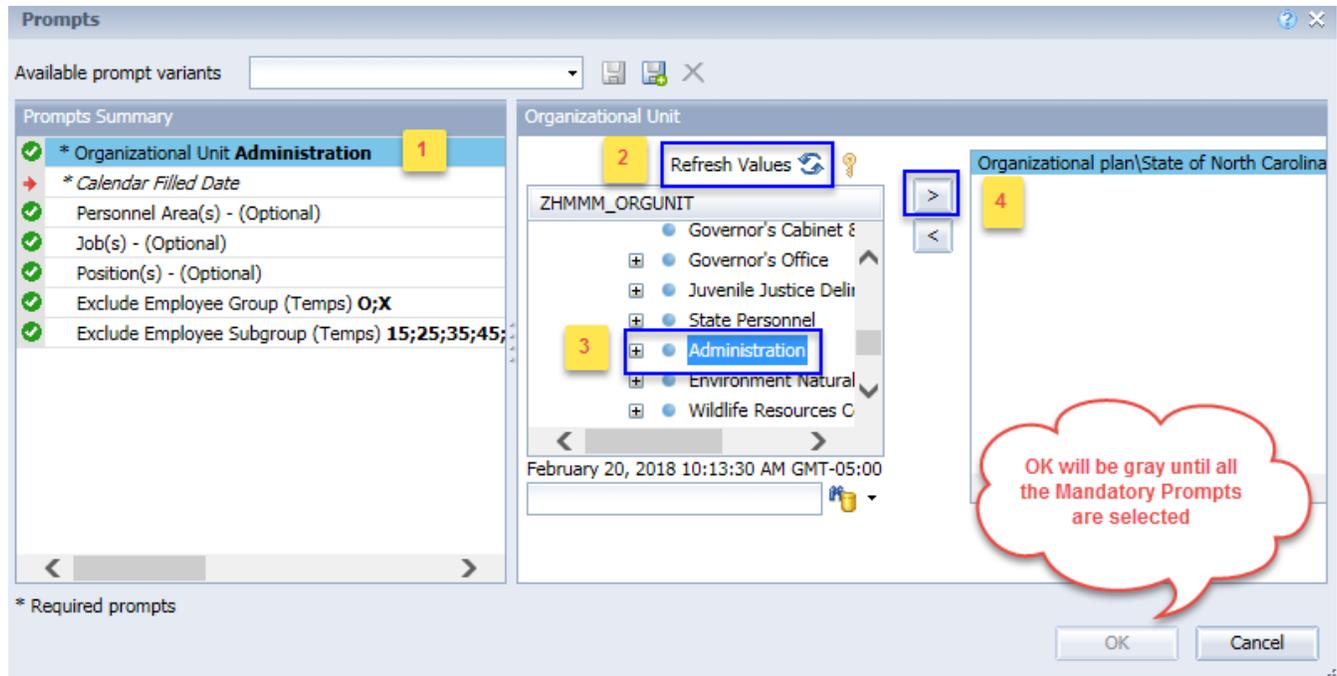
How to generate this report



### 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 into a green check mark (✓).

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



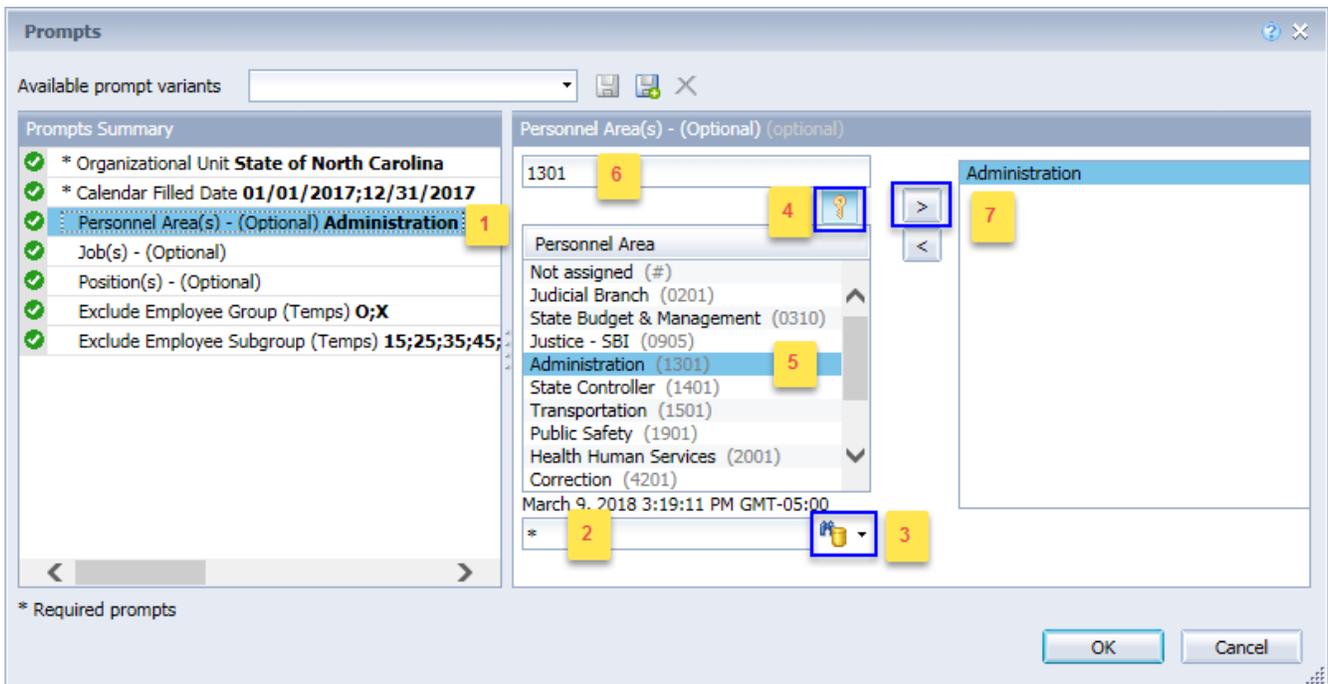
- **\*Calendar Filled Date:** To select data for this prompt:
- Make sure the “Calendar Filled Date” prompt is selected (1).
  - Type in the Start date (2).
  - OR click on the calendar icon to select the Start date (3).
  - Type in the End date (4).
  - OR click on the calendar icon to select the End date (5).

The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' list includes several prompts, with '\* Calendar Filled Date' selected and highlighted in blue, marked with a yellow box '1'. The right side of the dialog is titled 'Calendar Filled Date' and contains two input fields: 'Start value' and 'End value', both with a date format 'M/d/yyyy'. Yellow boxes '2' and '4' are placed over the text input areas. Blue arrows point from yellow boxes '3' and '5' to the calendar selection icons next to the 'Start value' and 'End value' fields, respectively. A red speech bubble with a white background contains the text: 'OK will be gray until all the Mandatory Prompts are selected'. At the bottom right, there are 'OK' and 'Cancel' buttons. The 'OK' button is currently disabled (grayed out).

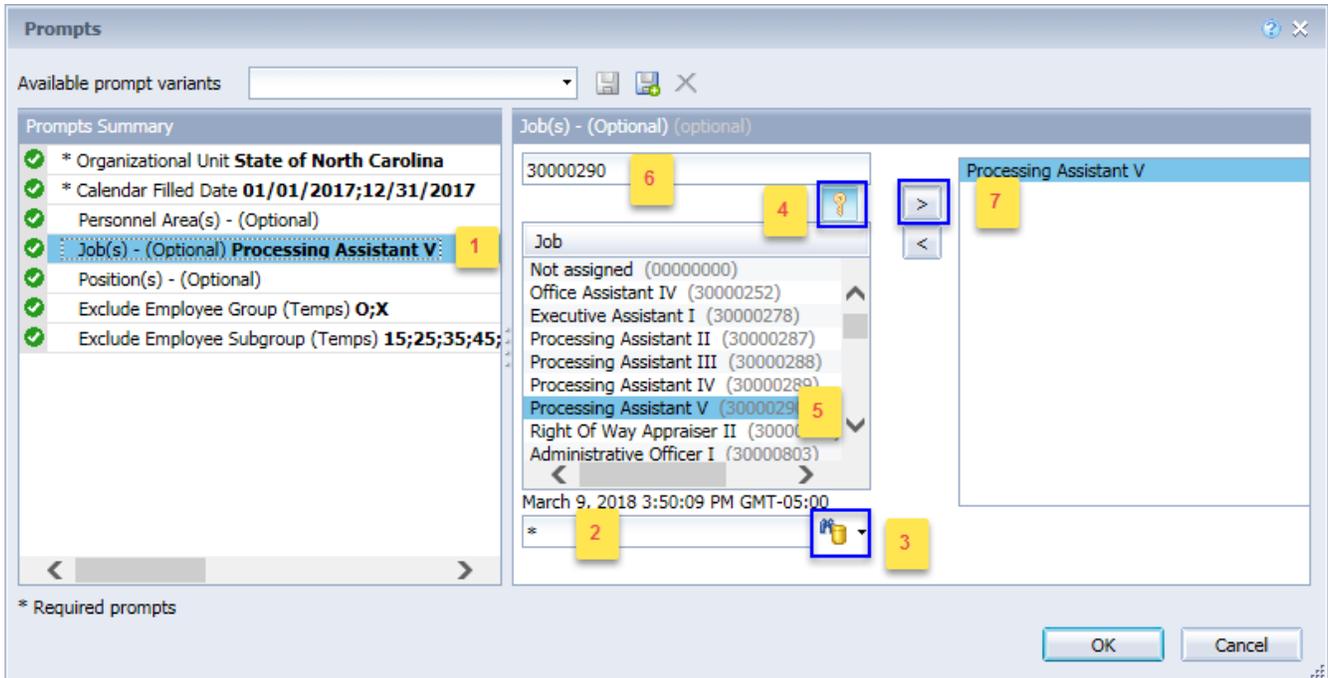
**Optional Prompts**

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

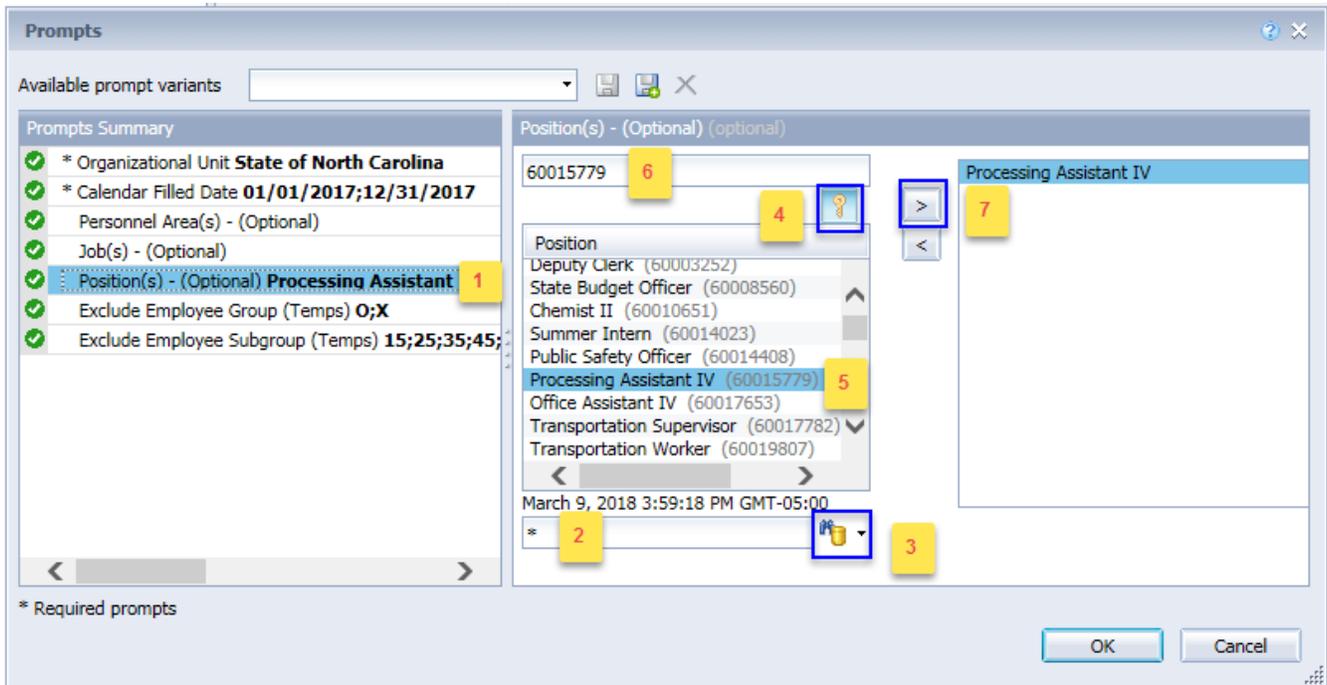
- ✓ **Personnel Area(s) - (Optional):** To select data for this prompt:
  - Make sure the “Personnel Area(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Personnel Area (2).
  - Click the search icon (3).
  - To see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



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



**NOTE:** Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down the search by using the wildcard with specific text strings when looking for an employee by name such as:

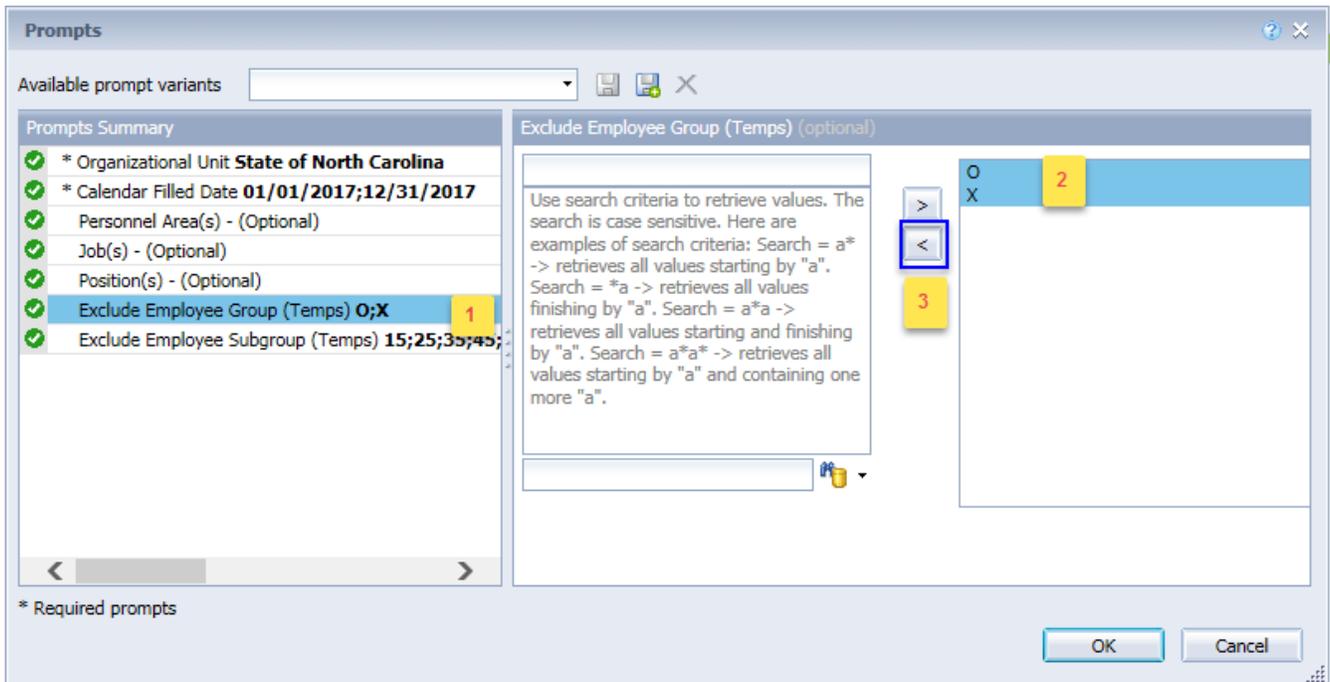
- Building\*
- \*Assistant\*
- Admin\*

If the position number is known, it is best to use the manual entry field (in step 6) to enter your selection.

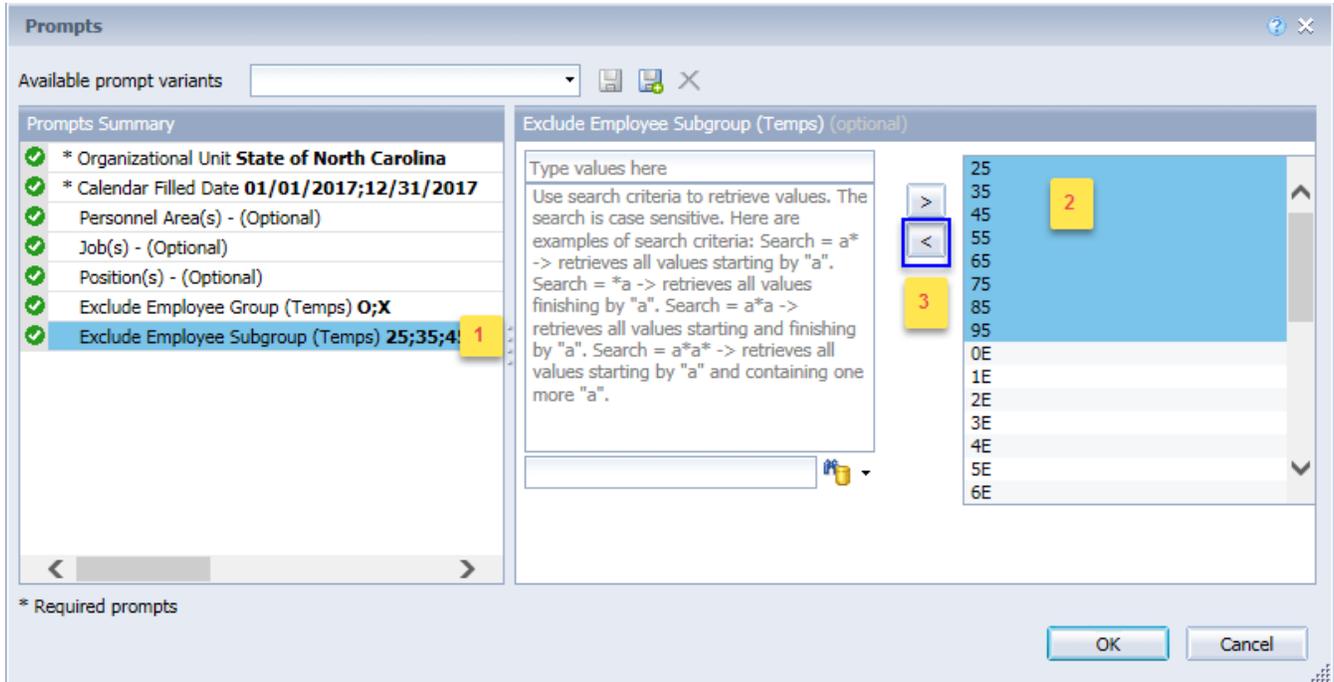
### Exclusion Prompts

Exclusion prompts also are indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided as a way 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).
  - Select one or more Employee Group(s) to remove from the box on the right (2).
  - Click the left arrow icon to remove the desired Employee Group(s) (3).



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

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

<b>B0054: Time to Fill Positions within the Selected Date Range</b>											Execution Date : 3/9/18	
Calendar Filled Date: 1/1/2017 - 12/31/2017												
Personnel Area	Org Unit	Org Unit Desc	Job	Job Desc	Vacant Date	Filled Date	Vacant End Date	Position	Position Desc	Number of Days Vacant	Number of Work Days Vacant	
Administration	21111111	Public Relations	30005047	State Employee	7/1/07	8/7/17	8/6/17	60014408	Press Secretary	3,690	2,517	
<b>Total</b>										<b>3,690</b>	<b>2,517</b>	

**Available Objects**

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

- [-] B0054: Time to Fill Positions within the Selected Date Range
  - [+] Business area
  - [+] Country
  - [+] Employee Group
  - [+] Employee Subgroup
  - Filled Date
  - [+] Job
  - [+] Job Branch
  - [+] Job Country
  - [+] Job ESG CAP
  - [+] Job Family
  - [+] Job Pay Area
  - [+] Job Pay Group
  - [+] Job Pay Level
  - [+] Job Pay Type
  - [+] Org Unit
  - [+] Personnel Area
  - [+] PMIS 15-Digit Positi
  - [+] Pos City
  - [+] Pos Country
  - [+] Pos County
  - [+] Pos ESG CAP
  - [+] Position

- [+] Position End Date
- [+] Position Start Date
- [+] Pos Pay Area
- [+] Pos Pay Group
- [+] Pos Pay Level
- [+] Pos Pay Type
- [+] Reference SAP Pos
- [+] State
- [+] Statutory Exempt Type
- [+] Supervising Position
- Vacant Date
- Vacant End Date
- Number of Days Vacant
- Number of Work Days Vacant
- [-] Variables
  - Prompt Response Calendar Filled Date
  - Prompt Response Exclude Employee Group
  - Prompt Response Exclude Employee Subgroup
  - Prompt Response Job
  - Prompt Response Organizational Unit
  - Prompt Response Personnel Area
  - Prompt Response Position
- [-] References

**Special Report Considerations/Features**

- The position’s Filled Date on the report reflects the date the employee was brought into the position with a personnel action (i.e., new-hire, promotion, etc.). A holder is an employee who is assigned to, or “holds” a position. The “valid from” date of the position’s infotype 1001 Holder Relationship record is updated with the first date an employee occupies the position. The Filled Date on this report comes from the “valid from” date from the holder relationship record from infotype 1001.
- This report includes only positions with a Filled Date that falls within the calendar filled date range selected.

Here is an example of a position that is vacated on 3/14/2008, and then filled on 6/16/2008:

Position	Vacant Date	Filled Date	Number of Days Vacant	Number of Workdays Vacant
69999999	3/14/2008	6/16/2008	94	64

If the report is generated with the calendar filled dates of 06/01/2008 – 06/30/2008 for position 69999999, then the position would be included on the report, since the Filled Date of 06/16/2008 is within the date range selected (some columns were removed from the report for this example):

<b><u>B0054: Time to Fill Positions within the Selected Date Range</u></b>						
Calendar Filled Date: 6/1/2008 - 6/30/2008						
Vacant Date	Filled Date	Vacant End Date	Position	Position Desc	Number of Days Vacant	Number of Work Days Vacant
3/14/08	6/16/08	6/15/08	69999999	Administrative Assistant III	94	64
<b>Total</b>					<b>94</b>	<b>64</b>

If the report is generated with the calendar filled dates of 05/01/2008 – 05/31/2008 for the same position, 69999999, then the position would not be included on the report since the Filled Date of 06/16/2008 is not within the date range selected:



- If a position is occupied by one or more employees for the entire period of the date range selected, then it will not be included on the report.
- The “Vacant Date” is determined by one of the following:
  - Position was previously occupied: If a position was previously occupied by an employee and then vacated, and the position was later filled within the date range selected, the “Vacant Date” is one day after the previous employee’s last day in the position.
  - Position was never occupied: If the position was never occupied prior to it being filled, and the position was filled within the date range selected, the “Vacant Date” on the report is the position’s start date.
- The “Number of Days Vacant” is calculated by subtracting the “Filled Date” from the “Vacant Date.”
- The “Number of Work Days Vacant” is calculated by subtracting the “Filled Date” from the “Vacant Date” using the “US” factory calendar’s settings which includes only work days (excludes North Carolina state holidays and weekends).
- Positions in the range 62000000 - 64999999 (Temporary Solutions Work Orders) are excluded.
- Contractor and temporary employee groups and subgroups are excluded by default, but this can be changed.
- **Address Suppl** is available from Position attributes (expanded list) in Available Objects.
- **Field/Home Based** indicator is available from Position attributes (expanded list) in Available Objects.

**Change Record**

- 3/22/2018 – Initial version of report in production
- 6/25/21 – Updated format and assigned reference number – C. Ennis
- 6/30/2021 – Added Alt text and updated font. - L. Lee
- 7/1/2021 – Added **Address Suppl** to Position attributes (expanded list) in Available Objects.
- 9/2/2021 - Added **Field/Home Based** indicator to Position attributes (expanded list) in Available Objects.