



# LEGISLATIVE INCREASE DETAIL

## REPORT DESCRIPTION B0061 | WEB INTELLIGENCE

**BOBJ**

The purpose of this Report Description is to explain how to obtain legislative increase details in the Integrated HR-Payroll System.

### REPORT DESCRIPTION

The B0061 Legislative Increase Detail Report displays Legislative Increase (LI) information for the organizational unit(s) and LI effective year selected. The report lists the prior budget and employee salaries, the amount of the employee and budgeted salary increases, the current employee and position salaries, and the job minimum and maximum pay. The report totals on the employee current salary for the organizational unit(s) selected.

### REPORT LOCATION

Legislative Increase

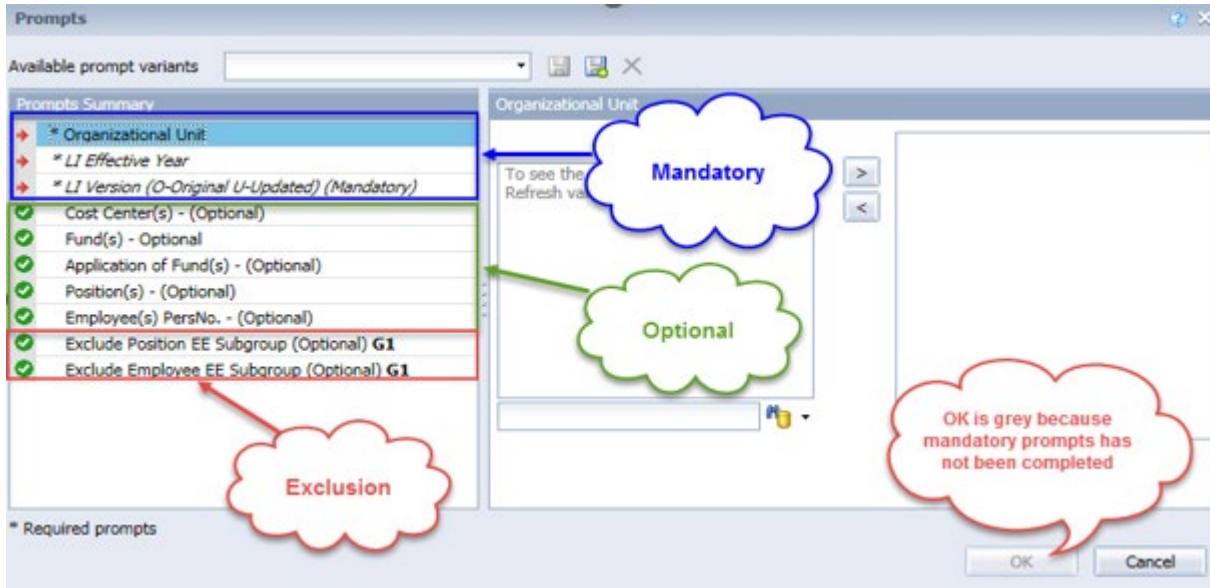
### REPORT USES

This report is used to validate that the employees and positions received the appropriate increase amounts. This report can be used to determine the cost of the LI for the organizational unit(s) selected.

## Quick Links

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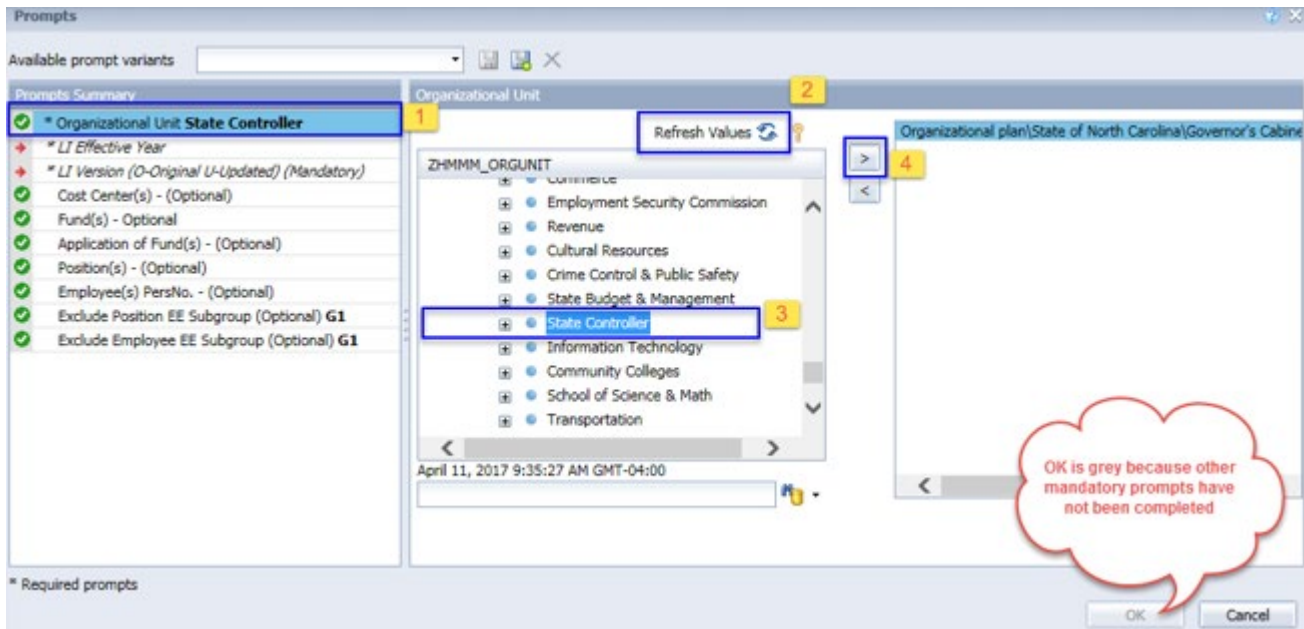
How to generate this report



### Mandatory Prompts

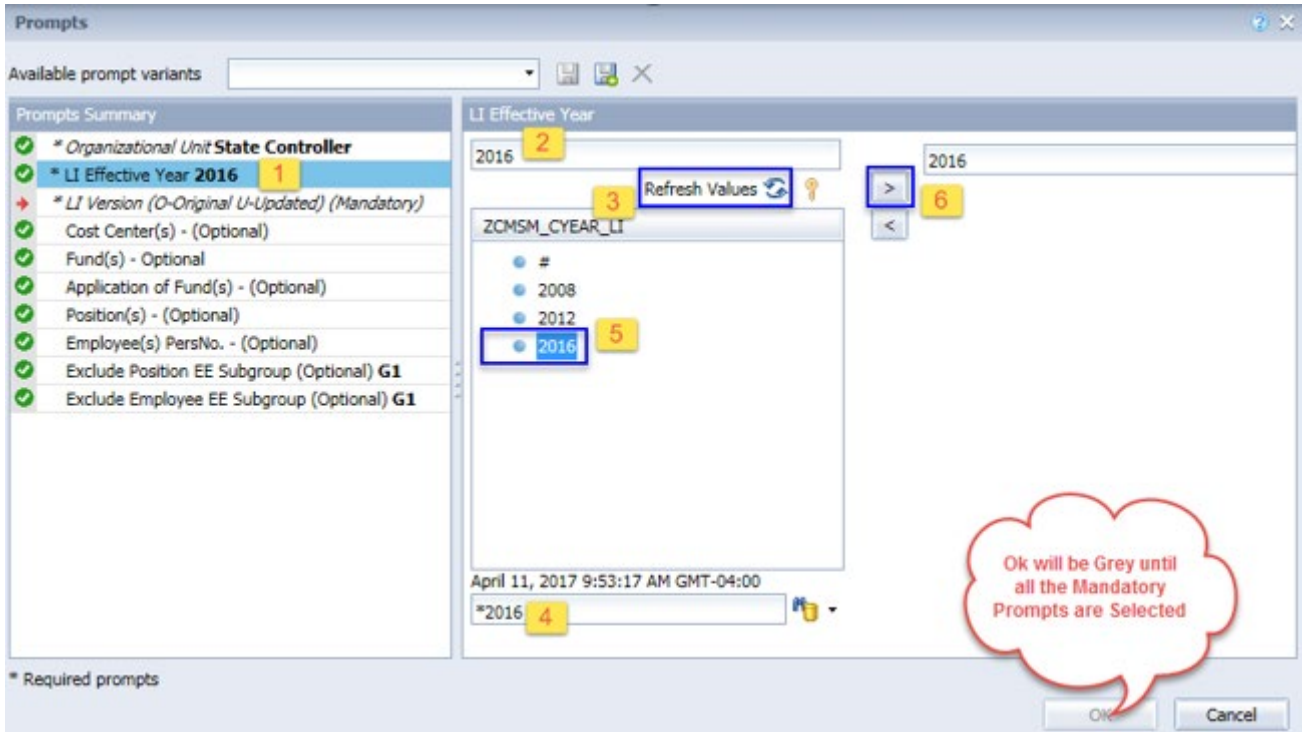
Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (\*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

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



➔ **LI Effective Year** – To select data for this prompt:

- Make sure the LI Effective Year prompt is selected (1).
- If you know the LI Effective Year needed, you can type the year directly in (2). In this case, you can skip steps (3) through (5).
- If you want to see a list of values for LI Effective Year, click “Refresh Values” (3).
- In the search box, narrow down the date selection by using the wildcard \*YYYY format and press the enter key (4).
- Select the desired date from the list (5).
- Click the right arrow to add the value to the selection box (6).
- If no other prompts are required, click the “OK” button to run the report.



➔ **LI Version (valid choices are: O-Original U-Updated)** – other values are for internal use only):

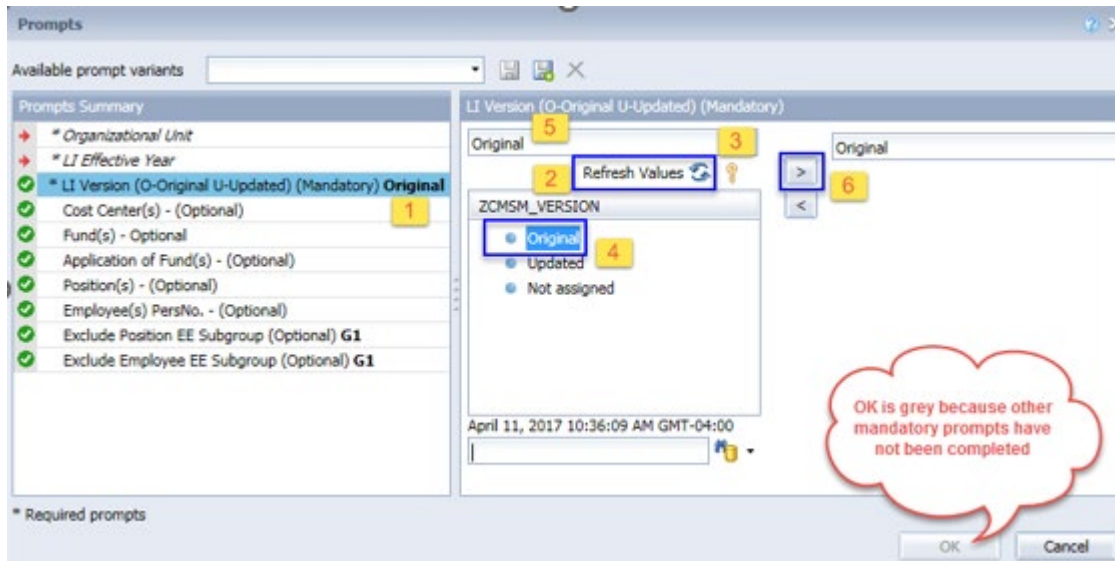
**O – Original** is for the official LI Transmittal that was captured immediately after the Legislative Increase was processed in the Integrated HR-Payroll System. It reflects the effect of the updated programs on employee salaries and position budgets.

**U – Updated** is the LI Transmittal report which includes any updates made to the system after the Original Transmittal information was captured. Examples of these updates are individual Legislative Increase actions which may have been processed via OM or PA workflow, as well as any other adjustments to the master data effective as of July 1 for the LI effective year. Use this version to validate any corrections made to the LI results via SAP transactions.

**Please note:** No history is retained for the (U) updated version of the LI report for previous years. The updated version always relates to the most current LI year. Historical (O) original versions are available for all years since the inception of the Integrated HR-Payroll system.

To select data for this prompt:

- Make sure the “LI Version (O-Original U-Updated)” prompt is selected (1).
- Click the “Refresh Values” icon to see the list of LI Version (2).
- To see the key value for each LI Version, click the key icon (3).
- Select the desired LI Version Type (4).
- **OR**, if you know the LI Version key or name, you can skip steps (2) through (4) and enter it directly in (5).
- Click the right arrow to add the Plan Type to the selection box (6).
- If no other prompts are required, click the “OK” button to run the report.

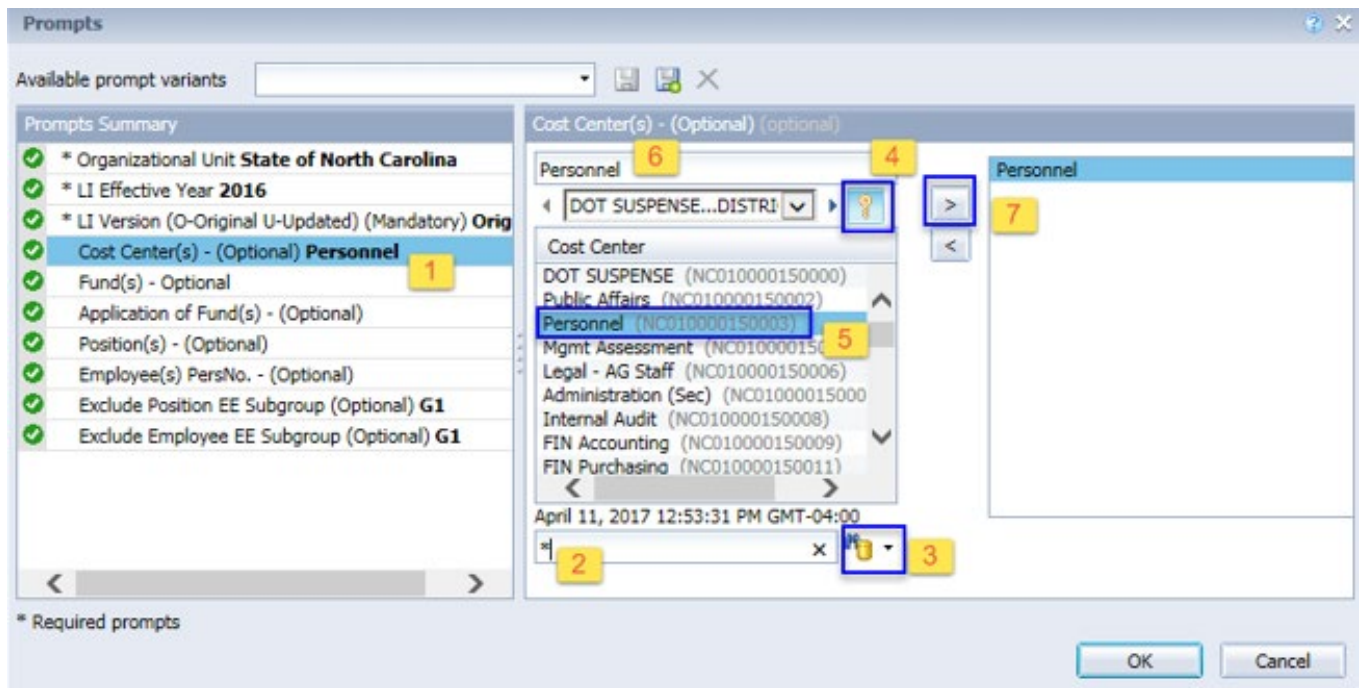


**Optional Prompts**

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

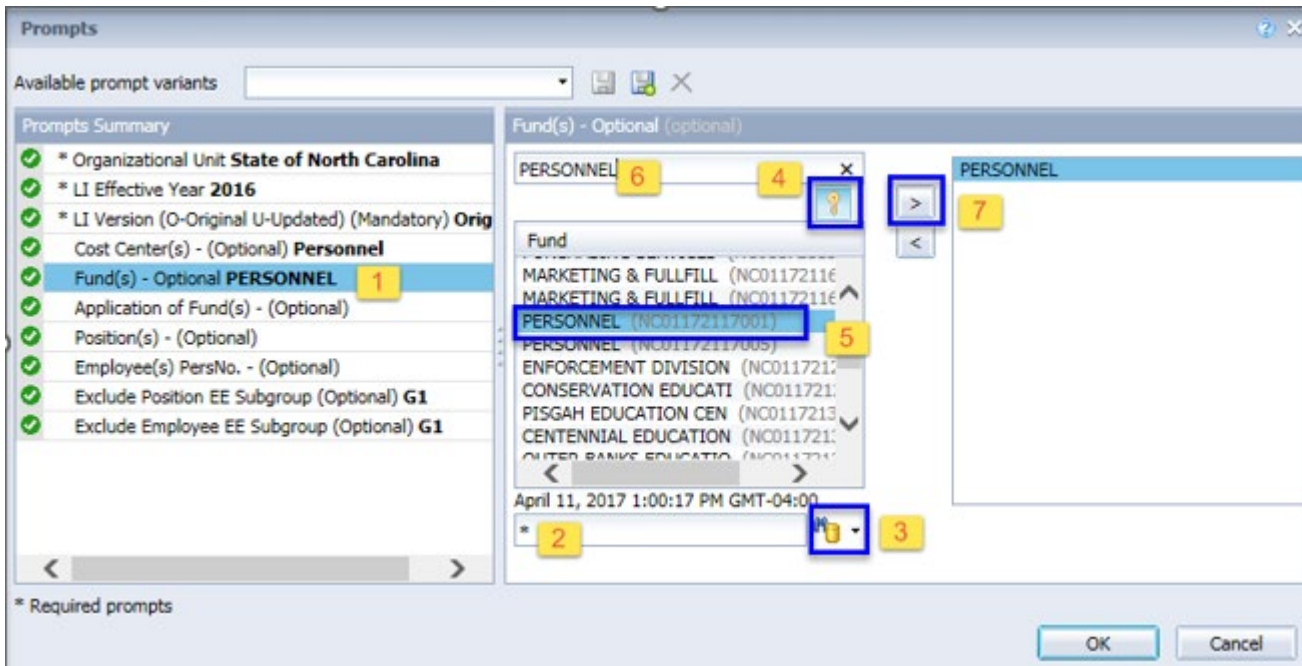
**Note:** Sometimes a search with a wildcard \* in position field returns an error if the number of position search exceeds the system limit. In those situations, choose a smaller agency Org Unit hierarchy, enter a known position, or run the report with only Mandatory prompts. After reports run, return to the prompt screen to choose one or more positions.

- ✓ **Cost Center(s) – (Optional).** – To select data for this prompt:
  - Make sure the “Cost Center(s) – (Optional)” prompt is selected (1).
  - Enter \* wildcard in the search box (2).
  - Click the search icon (3).
  - Click the key icon to display the Cost Center with the name and key (4).
  - Select the cost center entry (5).
  - **OR**, if you know the Cost Center key or name, you can skip steps (2) through (5) and enter it directly in (6).
  - Click the right arrow to add the cost center to the selection box (7).

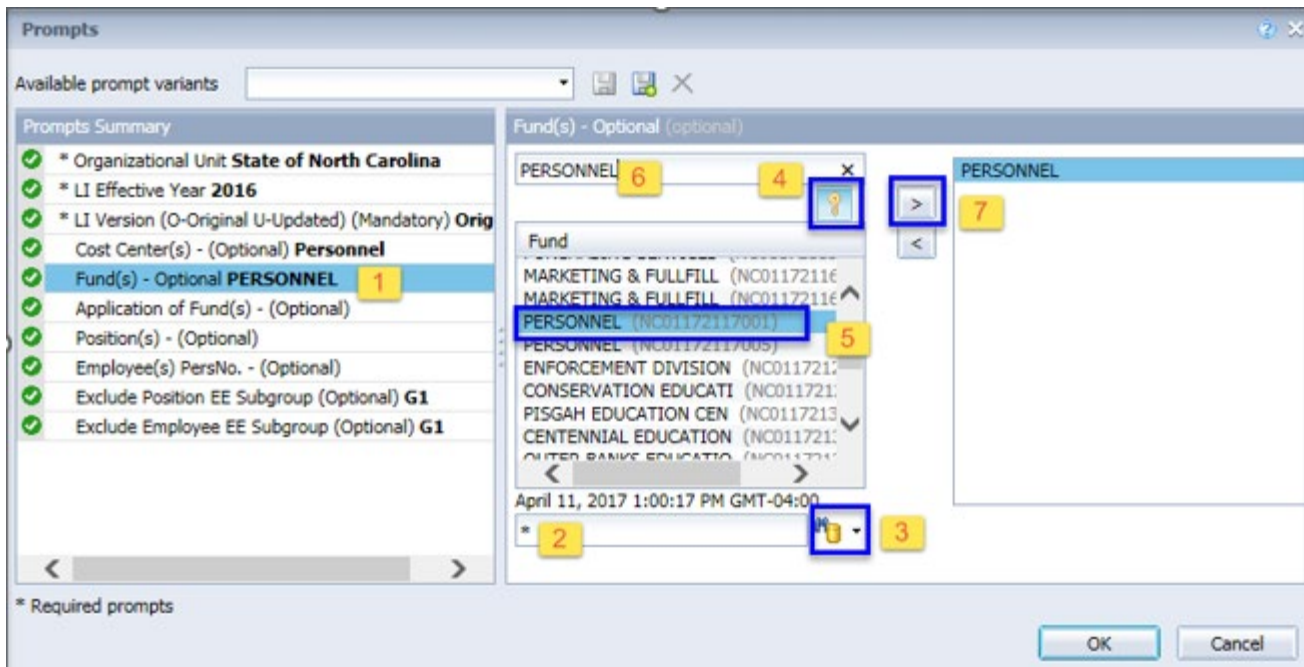




- ✓ **Fund(s) – (Optional).** – To select data for this prompt:
  - Make sure the “Fund(s) – (Optional)” prompt is selected (1).
  - Enter \* wildcard in the search box (2).
  - Click the search icon (3).
  - Click the key icon to display the Fund with the name and key (4).
  - Select the Fund entry (5).
  - **OR**, if the Fund key or name is known, skip steps (2) through (5) and enter it directly in (6).
  - Click the right arrow to add the Fund to the selection box (7).

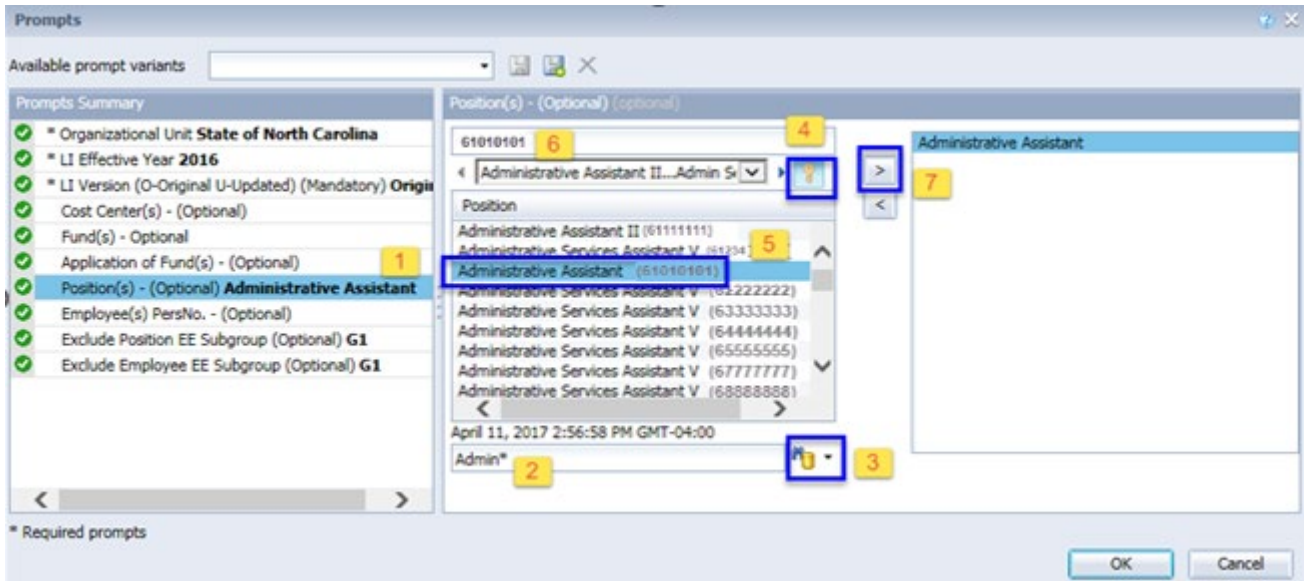


- ✓ **Application of Fund(s) – (Optional).** – To select data for this prompt:
  - Make sure the “Application of Fund(s) – (Optional)” prompt is selected (1).
  - Enter \* wildcard in the search box (2).
  - Click the search icon (3).
  - Click the key icon to display the Application of Fund with the name and key (4).
  - Select the Application of Fund entry (5).
  - **OR**, if you know the Application of Fund key or name, you can skip steps (2) through (5) and enter it directly in (6).
  - Click the right arrow to add the Application of Fund 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 the search icon (3).
  - To see the key value for each Position, click the key icon (4).
  - Select the desired Position (5).
  - **OR**, if the Position key or Position name are known, skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Position to the selection box (7).

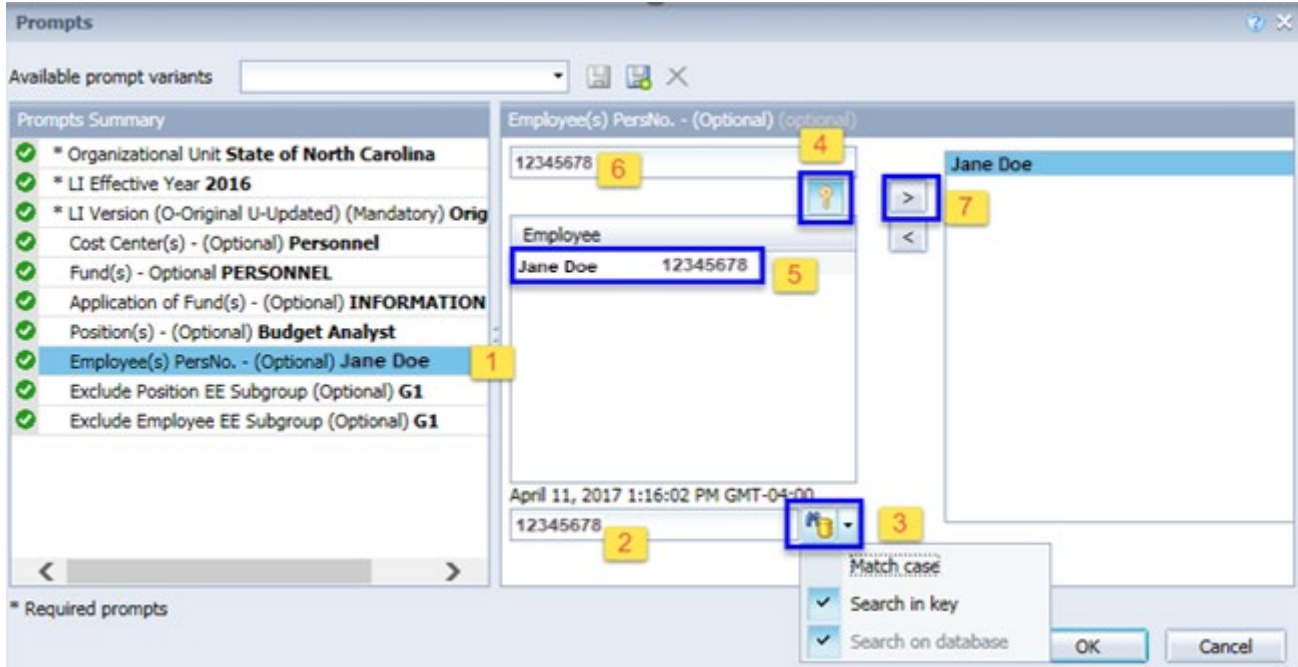


**NOTE:** Since the system has many employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down the search by using the wildcard with specific text strings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

Jane\*Doe\*  
\*Doe

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

- ✓ **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 name (2).
  - Click 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 (4).
  - Select the desired Employee (5).
  - **OR**, if the employee number is known, skip steps (2) through (5) and enter it directly in (6).
  - Click the right arrow to add the Employee to the selection box (7).



**NOTE:** Since the system has many 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:

Jane\*Doe\*  
\*Doe

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

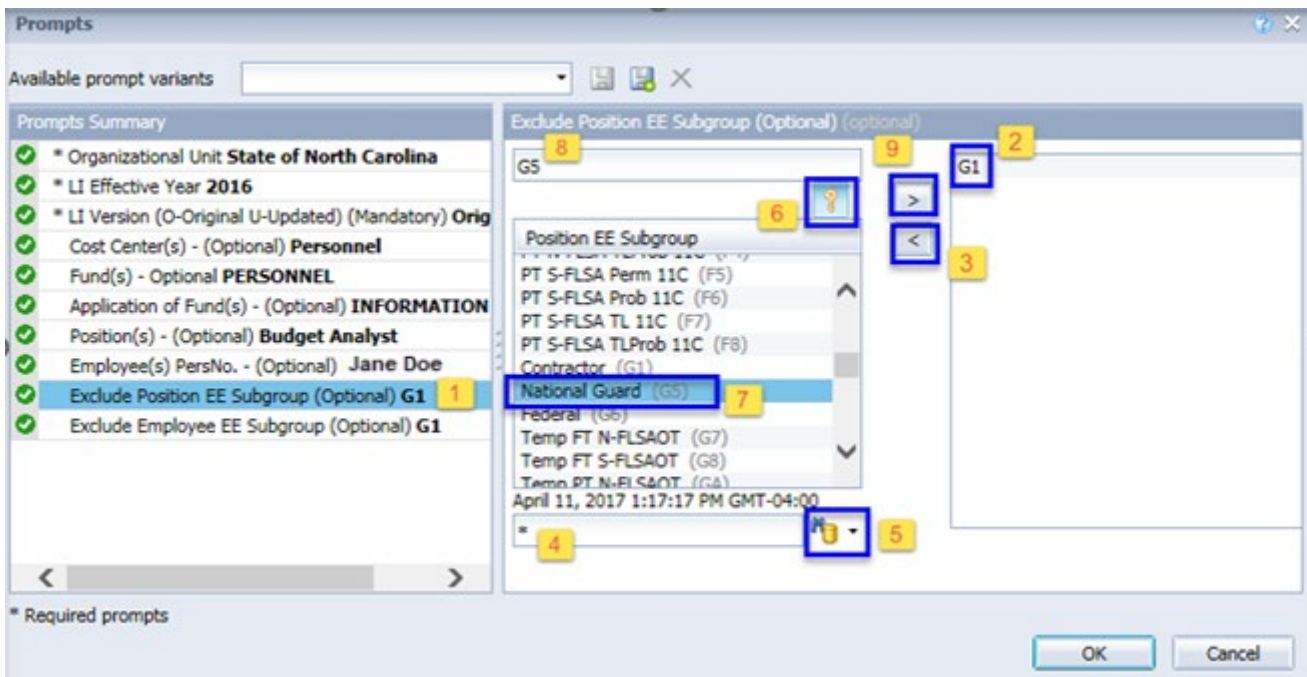
#### ✓ Exclude Position EE Subgroup (Optional) G1

To remove this exclusion:

- Make sure the “Exclude Position EE Subgroup (Optional) G1” prompt is selected (1).
- Select one or more Position EE Subgroup(s) to remove from the ‘Selected Value(s) box (2).
- Click the left arrow icon to remove the desired Position EE Subgroup(s) (3).

To add the exclusions:

- Enter \* wildcard in the search box (4).
- Click the search icon (5).
- Click the Key icon to display the Position EE Subgroup(s) with name and key (6).
- Select the desired Position EE Subgroup(s) (7).
- **OR**, if the Position EE Subgroup(s) is known, skip steps (4) through (7) and enter it directly in (8).
- Click the right arrow to add the Position EE Subgroup(s) to the selection box (9).



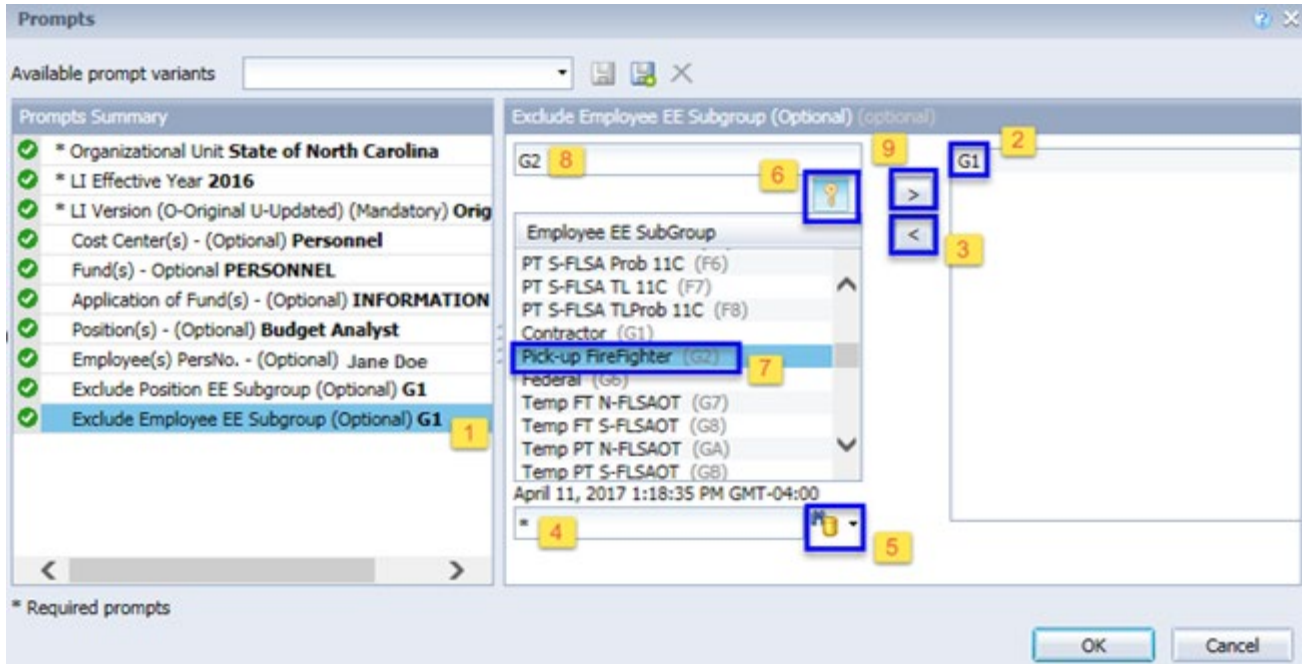
#### ✓ Exclude Employee EE Subgroup (Optional) G1

To remove this exclusion:

- Make sure the “Exclude Employee EE Subgroup (Optional) G1” prompt is selected (1).
- Select one or more Employee EE Subgroup(s) to remove from the ‘Selected Value(s) box (2).
- Click the left arrow icon to remove the desired Employee EE Subgroup(s) (3).

To add the exclusions:

- Enter \* wildcard in the search box (4).
- Click the search icon (5).
- Click the Key icon to display the Employee EE Subgroup(s) with name and key (6).
- Select the desired Employee EE Subgroup(s) (7).
- **OR**, if the Employee EE Subgroup(s) is known, skip steps (4) through (7) and enter it directly in (8).
- Click the right arrow to add the Employee EE Subgroup(s) to the selection box (9).



**Initial Layout**

The report is generated with Organizational Unit, LI Effective Year, and LI Version values entered. This is a sample row from the report, which shows the columns available on the base report:

**B0061: Legislative Increase Detail**

LI Effective Year: 2023

Personnel Area	Org Unit	Org Unit Desc	Position	Position Desc	Position EE Subgroup	Application of Fund	NCAS Account	NCFS Account
State Controller	20000027	Office of the State Controller	60087078	Executive Assistant	FT S-FLSAOT Perm	14160	531211	51210000

Report detail line continued...

Execution Date : 9/27/23

Order	Order Desc	Business area	Funding Source	Employee	Employee's Name	Employee EE SubGroup	Employee Pay Level	Position FTE	Emp Prior Salary
100000000151	140110001000	1400	Appropriated	2205384	TEST, USER	FT S-FLSAOT Prob	C	1.0000	35,500.00

Emp Salary Increase	Emp Current Salary	Prior Budgeted Salary	Budgeted Salary Increase	Current Budgeted Salary	Compa Ratio	Job Min Pay	Job Max Pay
0.00	35,500.00	35,500	0	35,500	0.81	29,826	71,977

### Available Objects

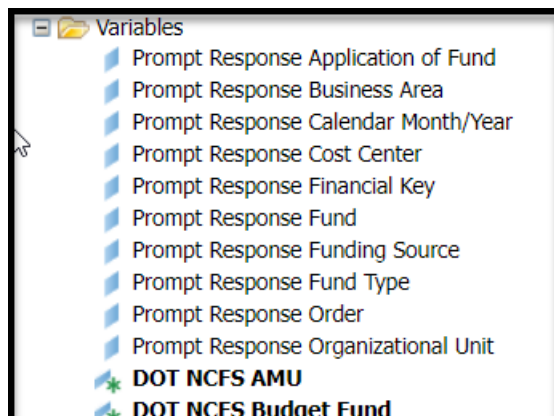
This is a list of the available objects that can be added to the report, once in Design mode:

<ul style="list-style-type: none"> <li>[-] B0061: Legislative Increase Detail             <ul style="list-style-type: none"> <li>[+] Addl. Center Ref.</li> <li>[+] Application of Fund</li> <li>[+] Budget Funding Source (OSBM)</li> <li>[+] Business area</li> <li>[+] Calendar Year</li> <li>[+] Cost Center</li> <li>[+] EE LI Flag</li> <li>[+] Employee</li> <li>[+] Employee's Name</li> <li>[+] Employee EE Group</li> <li>[+] Employee EE SubGroup</li> <li>[+] Employee Pay Area</li> <li>[+] Employee Pay Group</li> <li>[+] Employee Pay Level</li> <li>[+] Employee Pay Type</li> <li>[+] ES Grouping for CAP (0ESGFORCAP)</li> <li>[+] FCTR Cat</li> <li>[+] FCTR Ref</li> <li>[+] FM area</li> <li>[+] Fund</li> <li>[+] Funding Source</li> <li>[+] Grade Range Ref.</li> <li>[+] Job</li> <li>[+] Last 4 of SSN</li> <li>[+] NCAS Account</li> <li>[+] NCFS Account</li> <li>[+] NCFS Agency</li> <li>[+] NCFS Agency Program</li> <li>[+] NCFS AMU</li> <li>[+] NCFS Budget Code</li> <li>[+] NCFS Budget Fund</li> <li>[+] NCFS Funding Source</li> <li>[+] NCFS Interfund</li> <li>[+] NCFS Project</li> <li>[+] NCFS User Define 1</li> <li>[+] NCFS User Define 2</li> <li>[+] NCFS User Define 3</li> <li>[+] Order</li> <li>[+] Organizational Unit</li> <li>[+] Personnel Area</li> <li>[+] Position</li> <li>[+] Position EE Group</li> <li>[+] Position EE Subgroup</li> <li>[+] POS LI Flag</li> <li>[+] SAP GL Account</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>[+] SFCTR Ref             <ul style="list-style-type: none"> <li>[+] Current Budgeted Salary</li> <li>[+] EE Current Salary</li> <li>[+] EE Prior Salary</li> <li>[+] Emp Count Per Pos</li> <li>[+] Emp Reference Salary</li> <li>[+] FTE Annual Salary</li> <li>[+] Job Max Pay Level</li> <li>[+] Job Min Pay Level</li> <li>[+] Job Reference Salary</li> <li>[+] Position FTE</li> <li>[+] Prior Budgeted Salary</li> </ul> </li> <li>[+] Variables             <ul style="list-style-type: none"> <li>[+] Prompt Response Application of Fund(s)</li> <li>[+] Prompt Response Cost Center(s)</li> <li>[+] Prompt Response Employee(s) PersNo.</li> <li>[+] Prompt Response Exclude Employee EE Subgroup</li> <li>[+] Prompt Response Exclude Position EE Subgroup</li> <li>[+] Prompt Response Fund(s)</li> <li>[+] Prompt Response LI Effective Year</li> <li>[+] Prompt Response LI Version</li> <li>[+] Prompt Response Organizational Unit</li> <li>[+] Prompt Response Position(s)</li> </ul> </li> <li>[+] DOT NCFS AMU</li> <li>[+] DOT NCFS Budget Fund             <ul style="list-style-type: none"> <li>[+] Budgeted Salary Increase</li> <li>[+] Compa Ratio</li> <li>[+] EE Salary Increase</li> <li>[+] Emp / Job Ref Salary</li> </ul> </li> <li>[+] References</li> </ul>
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**Special Report Considerations/Features**

- No history is retained for the (U) updated version of the LI report for previous years. The updated version always relates to the most current LI year. Historical (O) original versions are available for all years since the inception of the Integrated HR/Payroll system.
- The Compa Ratio was added to this report as an enhancement, so it is not populated on historical reports prior to 2017. It will show blank values if it is run for anything prior to 2017. It is available in this report as of 2017 going forward.
- The Compa Ratio is derived by dividing the FTE Annual Salary by the Employee or the Job reference salary. The determination for whether the job reference salary or the employee reference salary is used is as follows:
- If the employee pay type is "02 Banded," then the employee reference salary is used in the calculation for the Compa Ratio. Otherwise, the job reference salary is used.
- **Field/Home Based** indicator is available from Position attributes (expanded list) in Available Objects.
- **NCFS Accounting Segments** - are available for reporting in this report as drag and drop from Available Objects.
  - NCFS accounting segments here are specific to an NCFS internal order in SAP HR/Payroll ERP system. Transactions with no NCFS internal orders will not display values for the NCFS segments in the BI BOBJ report.
    - **NCFS Agency, NCFS Agency Program, NCFS AMU, NCFS Budget Code, NCFS Budget Fund, NCFS Funding Source, NCFS Interfund, NCFS Project, NCFS User Define 1, NCFS User Define 2, NCFS User Define 3**
  - Agencies (like NCDOT, DES and DWS) that do not use NCFS Internal Orders will not see the values for the above NCFS segments in reports.
  - **NCFS Account** and **Budget Funding Source (OSBM)** are available for reporting. Values are corresponding crosswalk to SAP GL Account and Funding Source in SAP HR Payroll system.
  - **Financial Key** is representative of internal order from NCFS and old NCAS systems.
  - NCDOT (NC02) specific fields **DOT NCFS AMU** and **DOT NCFS Budget Fund** are listed as BOBJ Variables in this report and are derived from NCDOT cost centers and Person Responsible (**Add Center Ref**) values from SAP HR Payroll ERP system.



**CHANGE LOG**

- **Effective 2/23/2017**
  - Initial creation of the report.
- **Effective 9/16/2020**
  - Updated format, screenshots, assigned reference number, and made accessible. C. Ennis & L. Lee
- **Effective 9/21/2020**
  - Alt text added. L. Lee
- **Effective 9/2/2021**
  - Added Field/Home Based indicator to Position attributes (expanded list) in Available Options. T. Cooper
- **Effective 12/15/2022**
  - Removed Disability Code from Employee attributes (expanded list) in Available Objects. T. Cooper
- **Effective 1/23/2023**
  - Added alt text and correct spelling. L. Williams
- **Effective 10/09/2023**
  - NCFS Updates