



BOBJ REPORT DESCRIPTION

B0068 Labor Report

Report Description:

The B0068: Labor Report provides overall employee totals and totals by gender for employees who are active within the organizational unit and calendar month/year specified.

Report Location:

PA: ESC Labor Report Counts

Report uses:

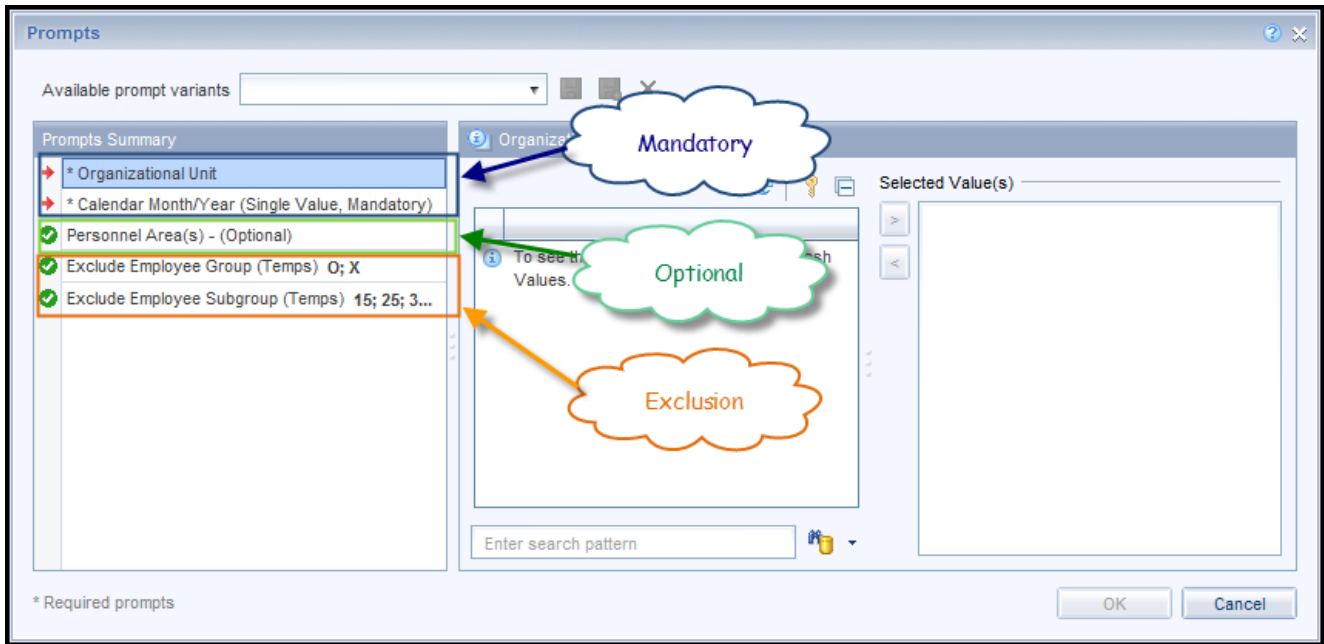
- This report can be used to obtain the workforce employee totals required by the Employee Security Commission.
- This report can be used to see at-a-glance totals for employees who work in specific organizational unit(s).
- This report can be used to compare employee totals as of specified calendar months/years for an organizational unit or units. The report would need to be run separately for each date needed. The totals for each report can then be compared to determine the trends in the size of the workforce by gender for organizational unit(s) over time.

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How to run this report

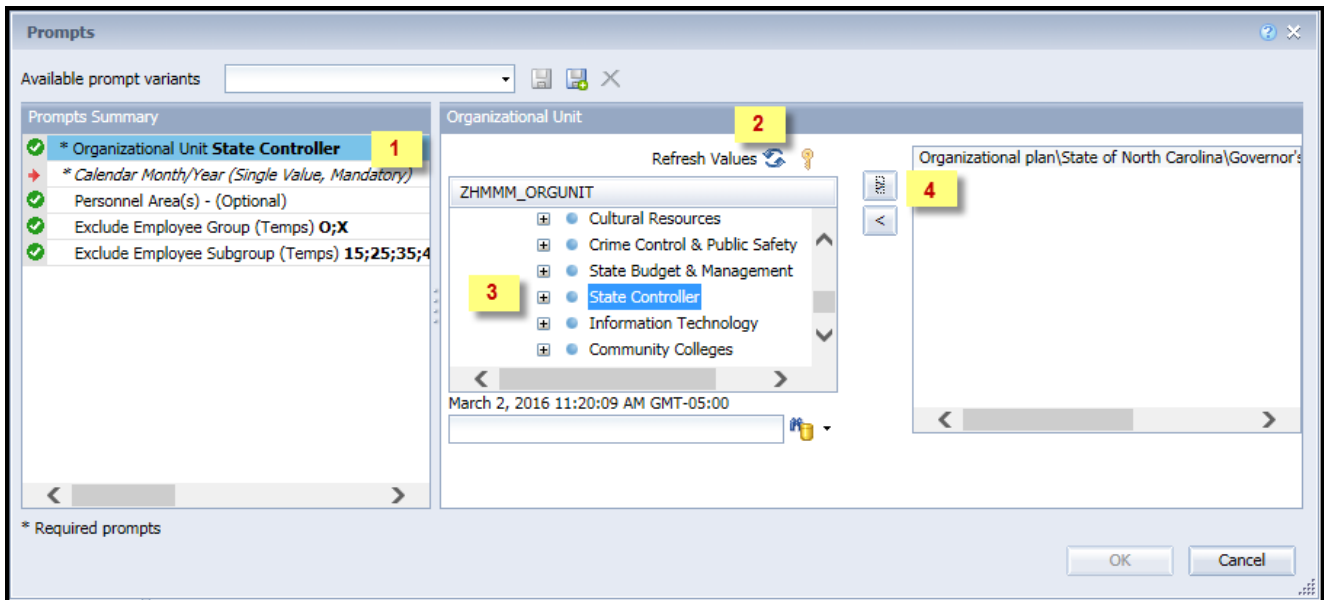
This report has two mandatory prompts, one optional prompt, and two exclusion prompts:



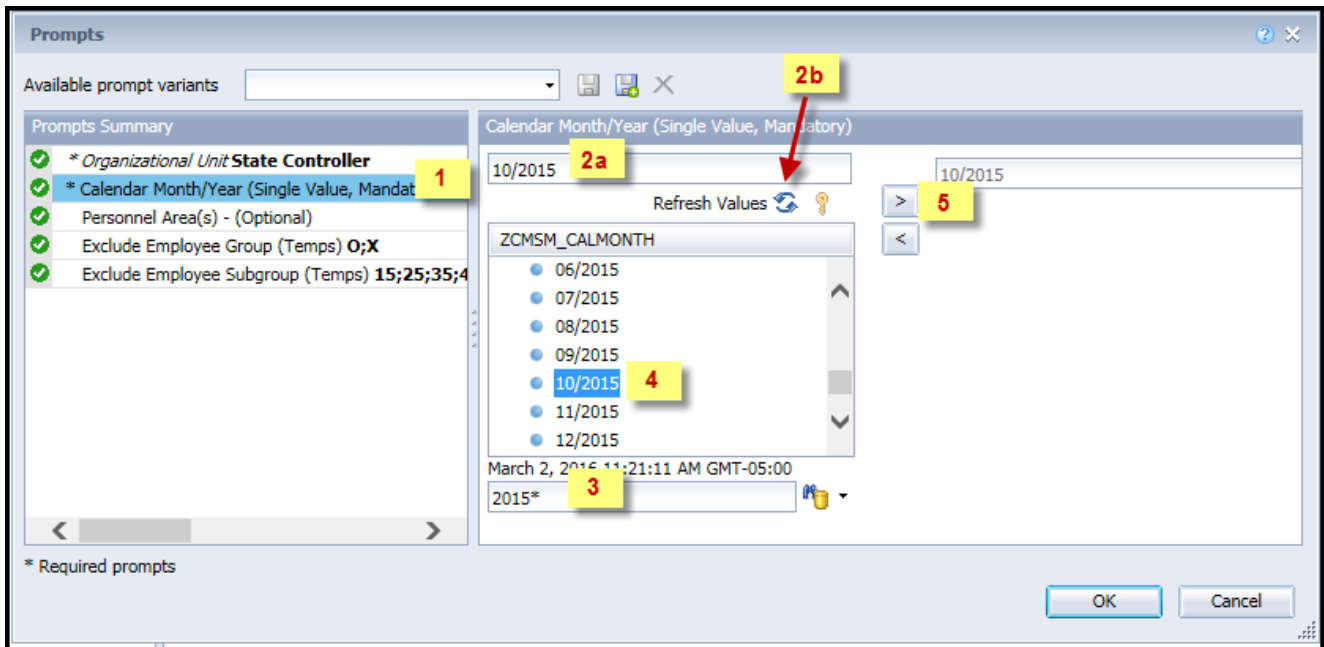
Mandatory Prompts

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).



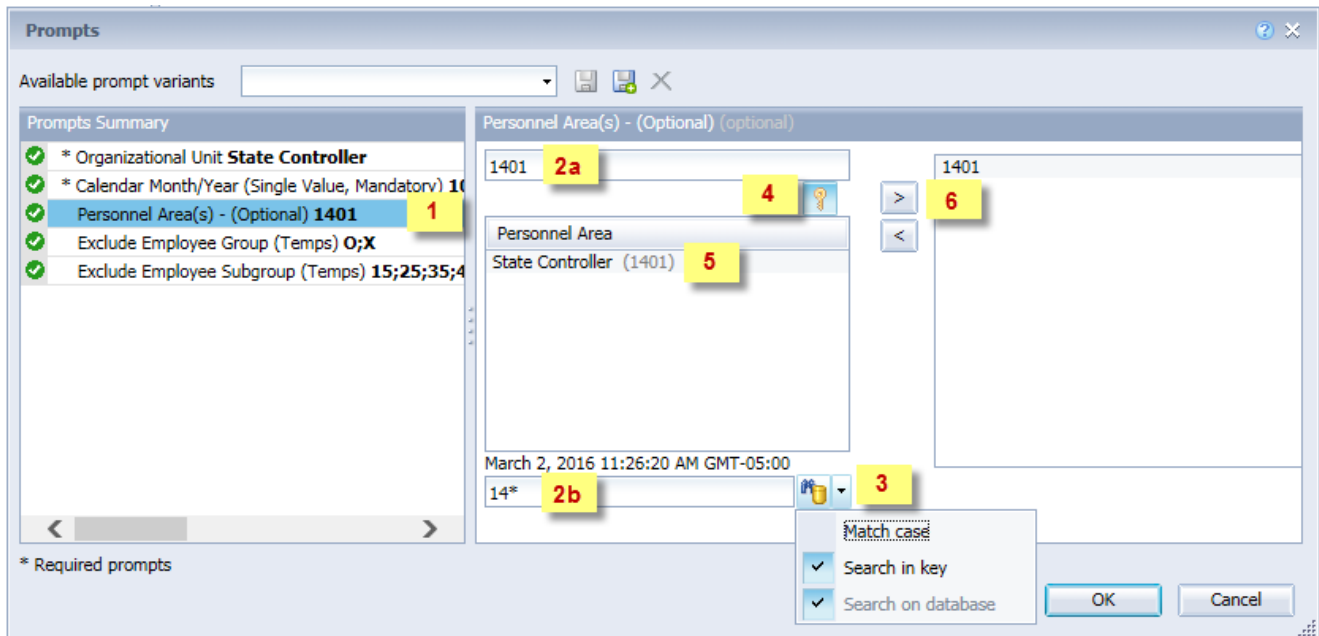
- **Calendar Month/Year** – To select data for this prompt:
- Make sure the “Calendar Month(s)/Years” prompt is selected (1).
 - If you do not want to search for a date, enter the date in the text box using the MM/YYYY format (2a) and skip steps 2b-4. Proceed to step 5.
- OR:
- Click “Refresh Values” (2b).
 - In the search box, narrow down the date selection by using the wildcard *YYYY format and press the enter key (3).
 - Select the desired date (4).
 - Click 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 (✓) and are not required. Sometimes they are pre-filled with a default value. They are used to assist with limiting the amount of data that is retrieved into the body of the report.

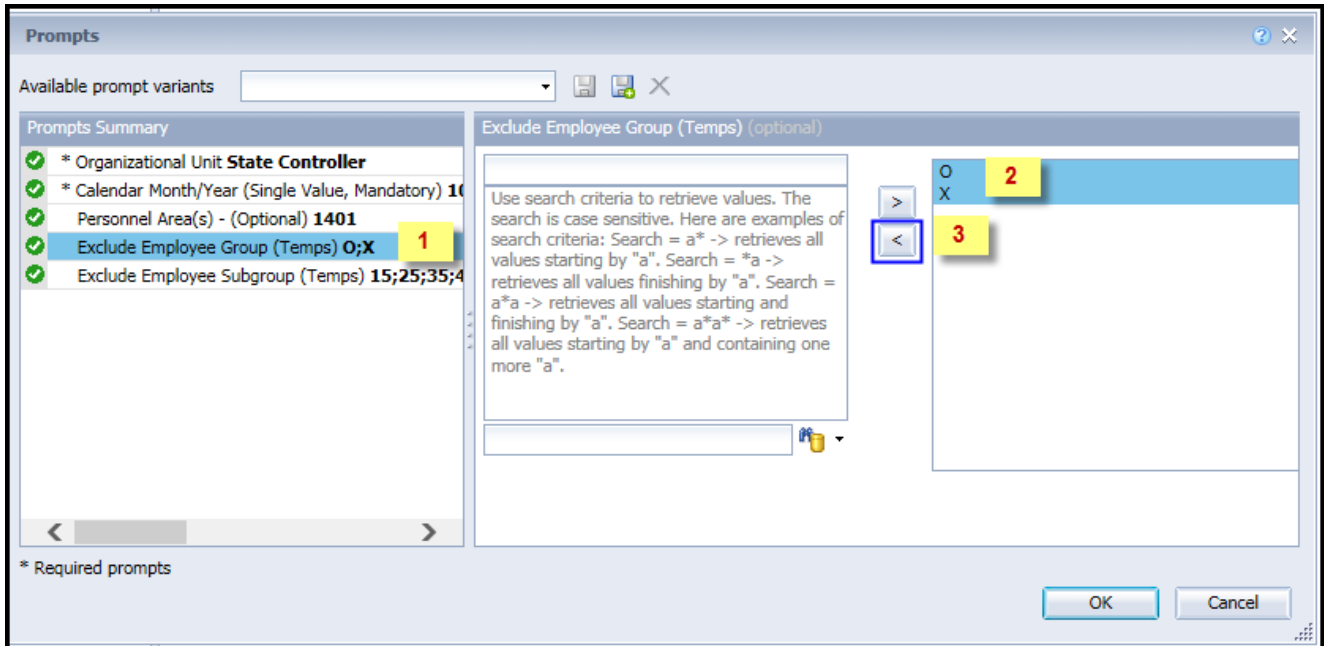
- ✓ **Personnel Area(s) - (Optional):** To select data for this prompt:
 - Make sure the Personnel Area(s) - (Optional) prompt is selected (1).
 - If you only need one Personnel Area, and you know the Personnel Area key (4 digit number), and don't want to search for it, enter the Personnel Area into the text box (2a) and skip steps 2b through 5; go straight to step 6.
 - OR:
 - In the search box narrow down the selection by using the wildcard * (2b).
 - (Note: In this example, 14* is entered, so the system will return any Personnel Area that starts with 14).
 - Click on the search icon drop down arrow and select "Search in key", then click on the search icon (3).
 - If you want to see the Personnel Area number (key), click on the key icon (4).
 - Click on the desired Personnel Area (5).
 - Click on the right arrow to add the Personnel Area to the selection box (6).
 - If no other prompts are required, click the "OK" button to run the report.



Exclusion Prompts

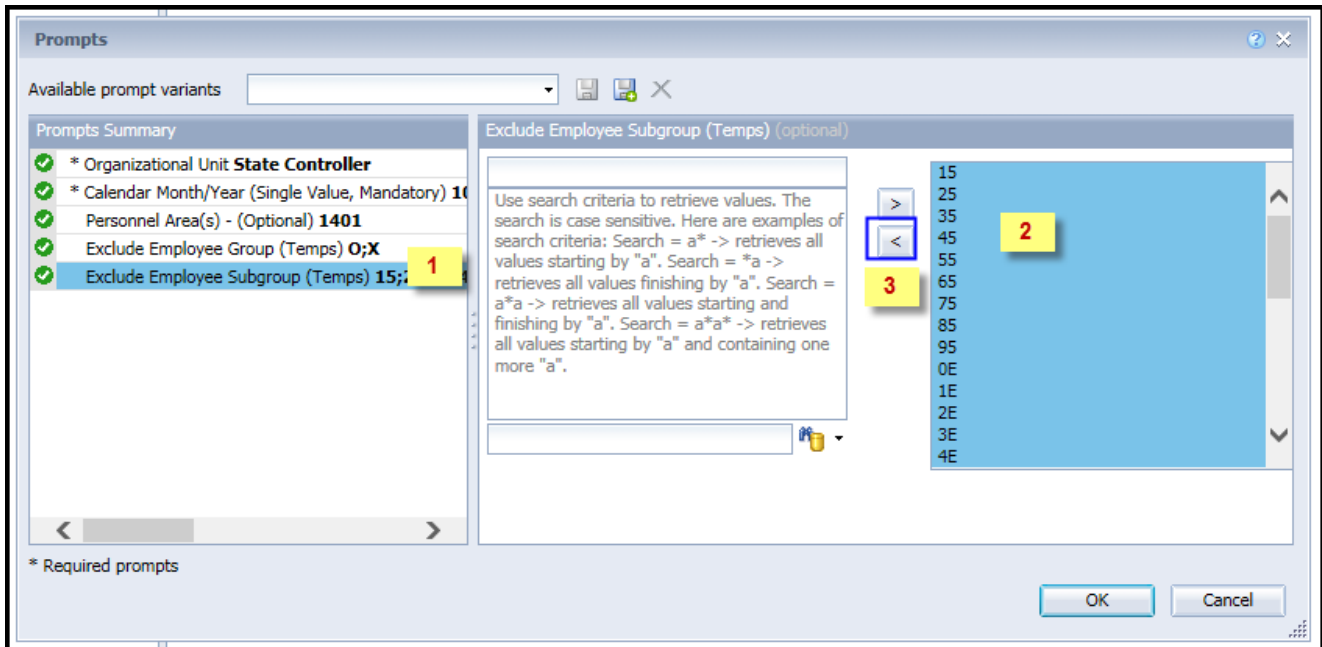
Exclusion prompts are also indicated with a green check mark (☑) but are generally prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed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

- ✓ **Exclude 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).



📁 **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 (Employee Group and Employee Subgroup) must be cleared.

- ✓ **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 (Employee Group and Employee Subgroup) must be cleared.

Default Layout

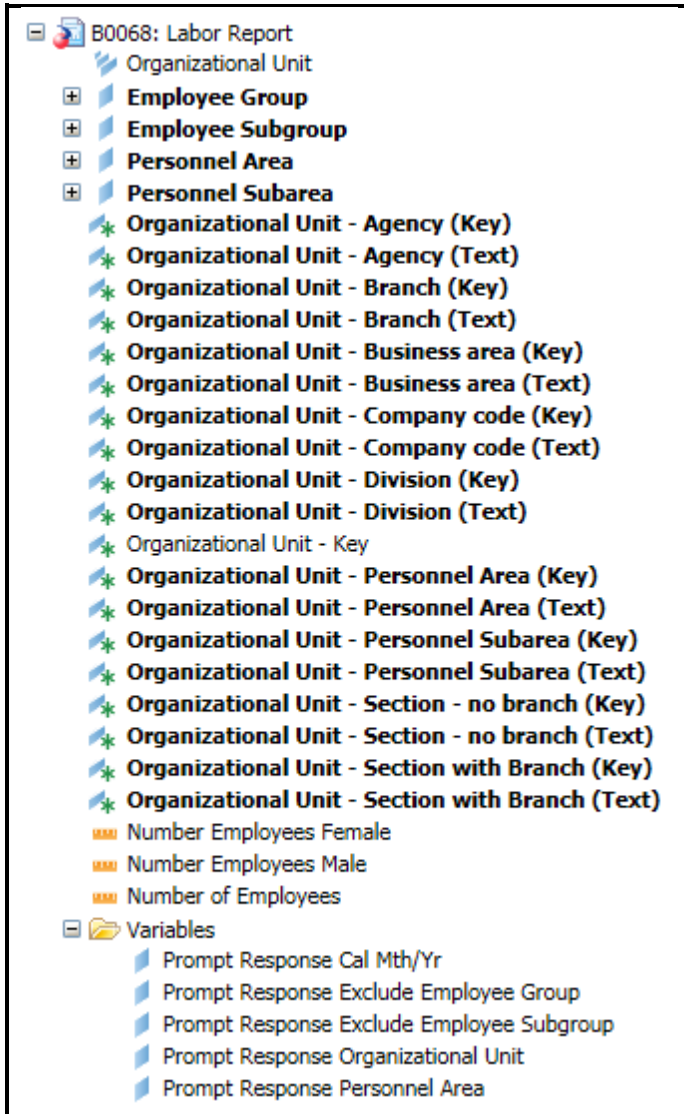
The report is generated with the total number of active employees for the organizational unit(s) specified. The totals are also broken down by the number of male and female employees. This is a sample of the report:

B0068: Labor Report as of 10/2015				
Organizational Unit	Organizational Unit Desc	# Employees Male	# Employees Female	# Employees Total
20000049	⊕ State Controller	53	184	237

Note: See Special Report Considerations/Features for notes about the behavior for the organization unit hierarchy, and considerations when using the drill-down feature.

Available Objects

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



Note: See *Special Report Considerations/Features* for notes about the organization unit hierarchy, and the organizational unit attributes display.

Special Report Considerations/Features

- The drill-down feature for the organizational unit is available on this report. You can click on the plus sign (+) to the left of the organizational unit description to drill down to view totals for organizational units within the higher-level organizational unit.

This is an example of the report with the hierarchy expanded to three levels:

B0068: Labor Report as of 10/2015

Organizational Unit	Organizational Unit Desc	# Employees Male	# Employees Female	# Employees Total
20000049	[-] State Controller	53	184	237
20000027	[-] Office of the State Controller	53	184	237
20000027	Office of the State Controller	3	5	8
20000082	[-] OSC BEACON	26	79	105
20000082	OSC BEACON	1	2	3
20000083	OSC BEACON Change/Communication/Training	2	8	10
20000086	[+] OSC HR Payroll Prod / Tech Support	23	69	92
20000087	[+] OSC BEST Shared Services	14	69	83
20010634	[+] OSC Business Services	2	6	8
20010642	[+] OSC Statewide Accounting	7	24	31
20011637	[+] OSC Electronic Commerce	1		1
21001353	OSC Comm, Govt Relatns, Policy&Planning		1	1

- The organizational unit hierarchy displays first in the list of available objects by default. The remaining organizational unit attributes are listed separately from the Organizational Unit hierarchy. The attributes are displayed after the list of available objects with keys, just after the Personnel Subarea.
- Only active employees are included on this report.

- Temporary employee groups and employee subgroups are excluded from this report by default, and this can be changed. Refer to the exclusion prompts for detailed instructions on how to remove these exclusions.

Employee groups excluded: O, X

Employee subgroups excluded:

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