



# POSITION FTE FOR IT AND NON-IT CLASSES

**BOBJ**

## REPORT DESCRIPTION B0075 | WEB INTELLIGENCE

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### REPORT DESCRIPTION

The B0075 Report lists the total number of Full Time Equivalent (FTE) positions, with totals broken out for Information Technology (IT) and Non-IT job classes for each agency.

### REPORT LOCATION

OM: Position Budget Data

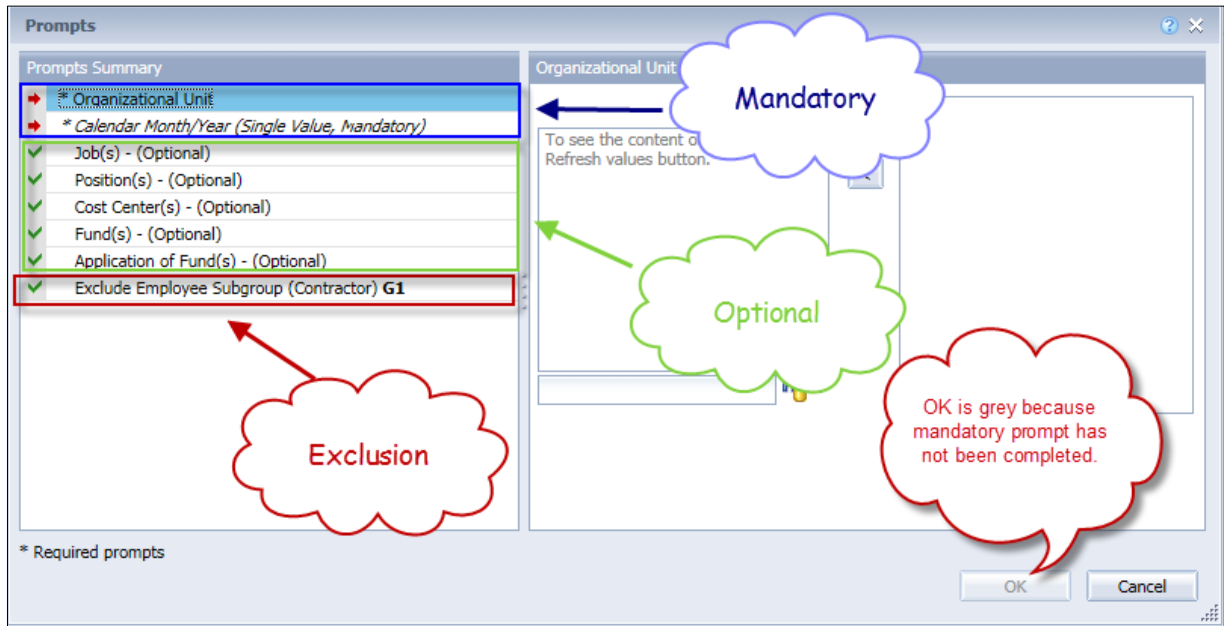
### REPORT USES

- This report is used to supplement the annual B0049 IT Expenditures report to provide IT Costs and position counts per agency.
- This report can be used to identify the number of FTE IT and Non-IT positions for the org unit specified for human resource planning purposes.

### Quick Links

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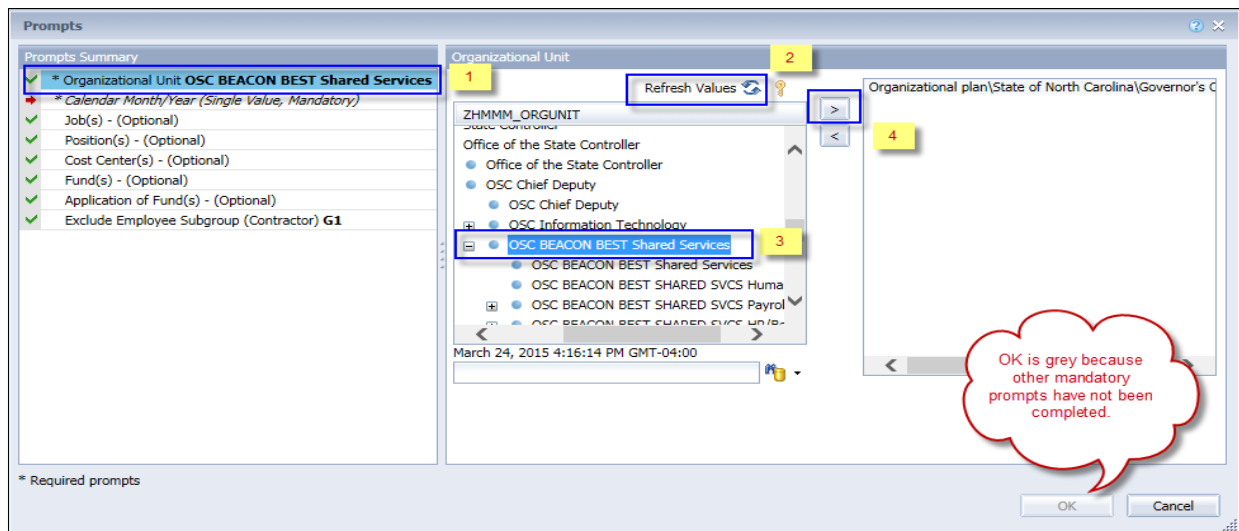
## How to generate this report



### Mandatory Prompts

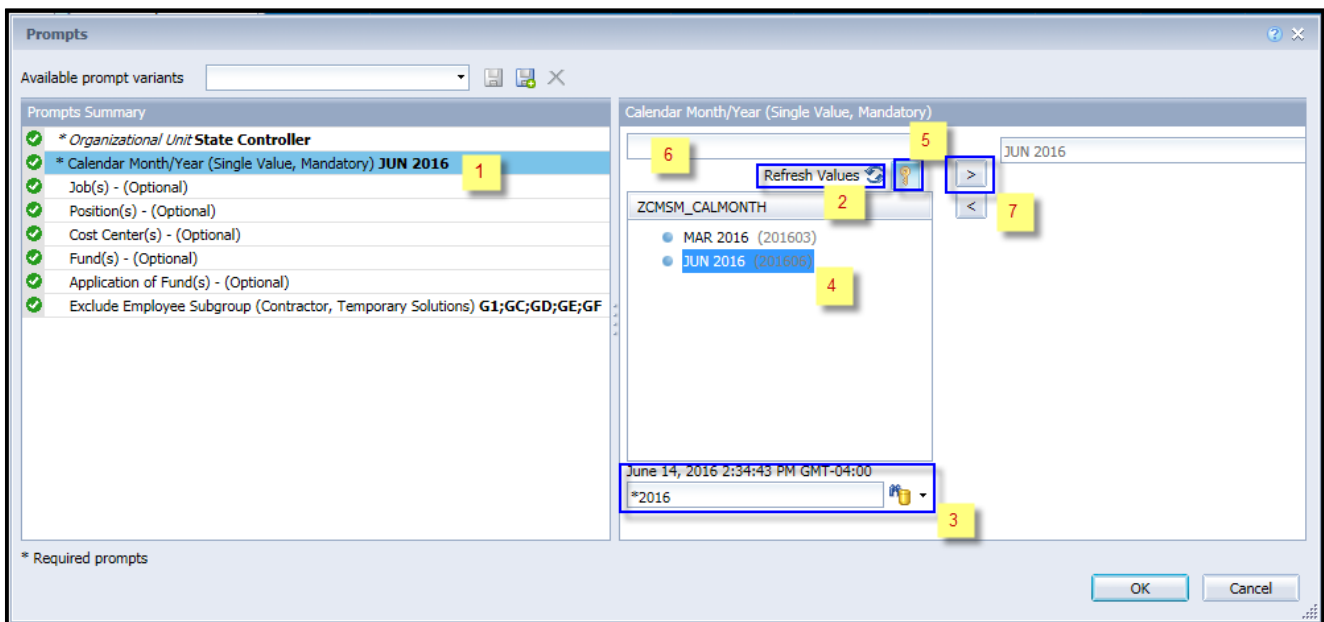
Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (\*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ➔ **\*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).

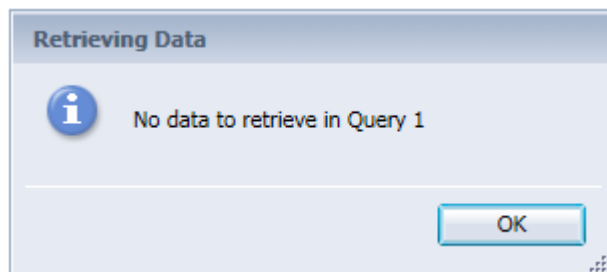


➔ **\*Calendar Month/Year (Single Value, Mandatory):** To select data for this prompt:

- Make sure the “Calendar Month(s)/Years” prompt is selected (1).
- Select Calendar Month using one of the options below:
  - Click “Refresh Values” (2).
  - OR**
  - In the search box, narrow down the date selection by using the wildcard \*YYYY format and press the enter key (3).
  - Click on the Calendar Month in your range (4).
  - OR**
  - Click the Key icon (5). Notice the Calendar Month values appear in YYYYMM format in brackets.
  - Enter the Calendar Month using the YYYYMM format (e.g., 201606) in box (6).
- Click on the right arrow button (7) to add the date to the selection box.
- If no other prompts are required, click the “OK” button to run the report.



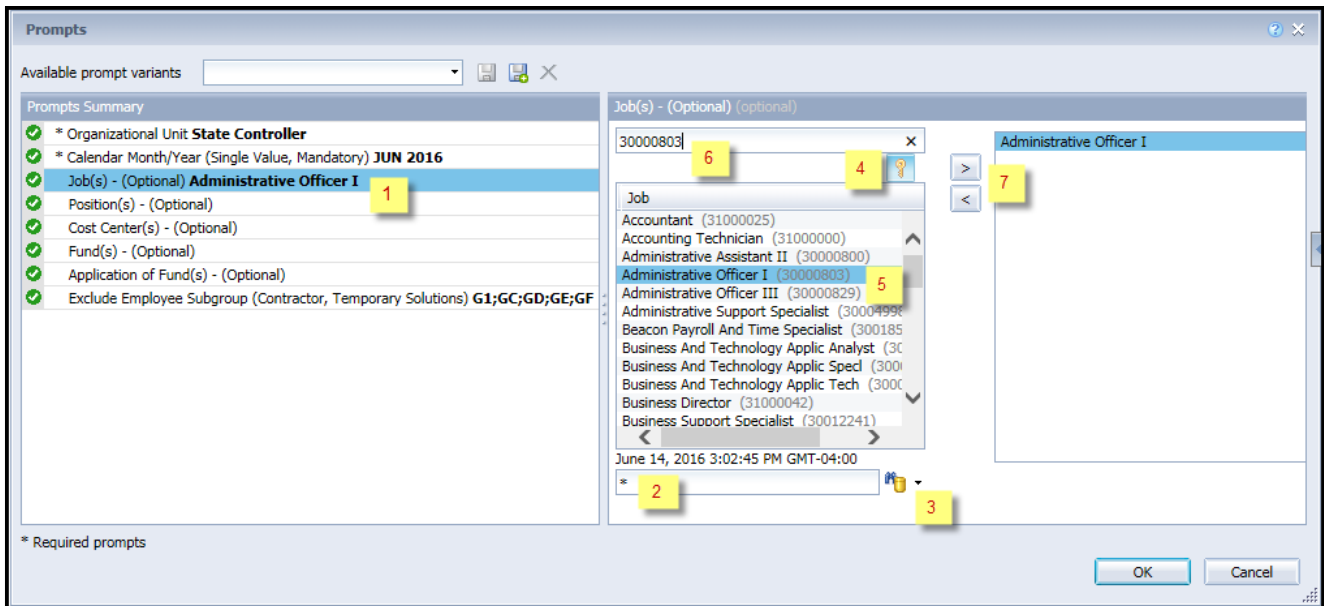
**Note:** Although historical months may appear when you click on “Refresh Values”, only data from June 2015 and after is available for this report. If a month prior to June2015 is selected, you will receive the following message.



**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:

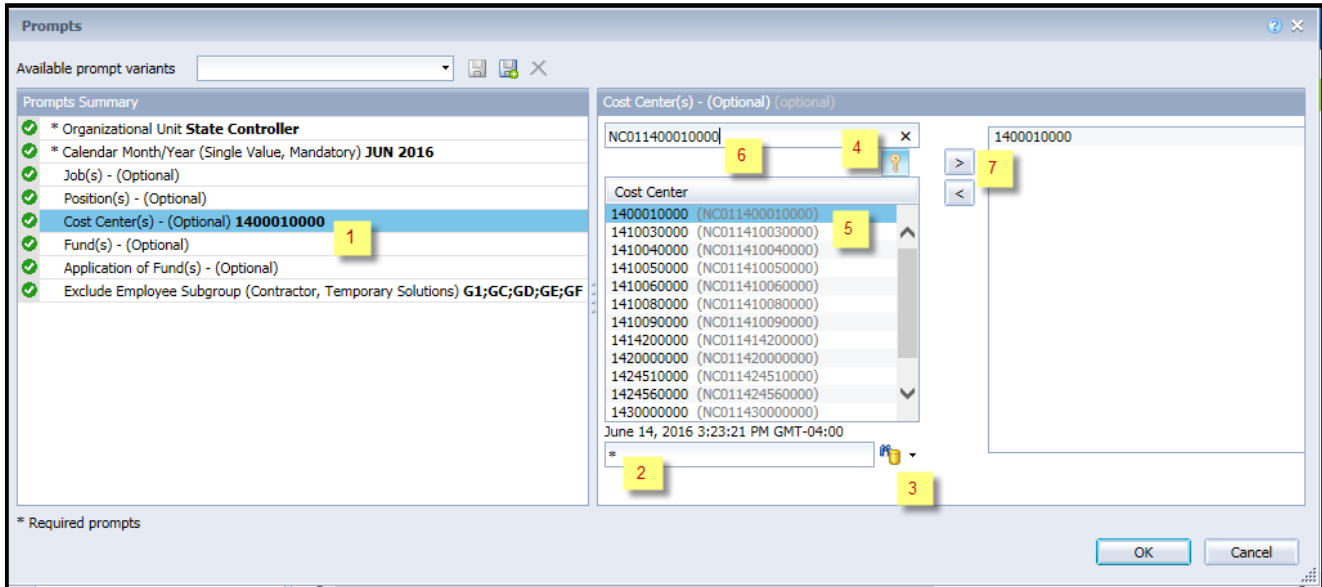
- ✓ **Job(s) – (Optional):** To select data for this prompt:
  - Make sure the “Job(s) – (Optional)” prompt is selected (1).
  - Enter the wildcard \* in the search field (2).
  - Click the search icon (3) to see the list of Job(s).
  - If you need to see the Job key, click the key icon (4).
  - Select the desired Job(s) (5).
  - **OR**, if you know the Job key or Job Name, you can enter it directly in (6).
  - Click the right arrow to add it to the selection box (7).



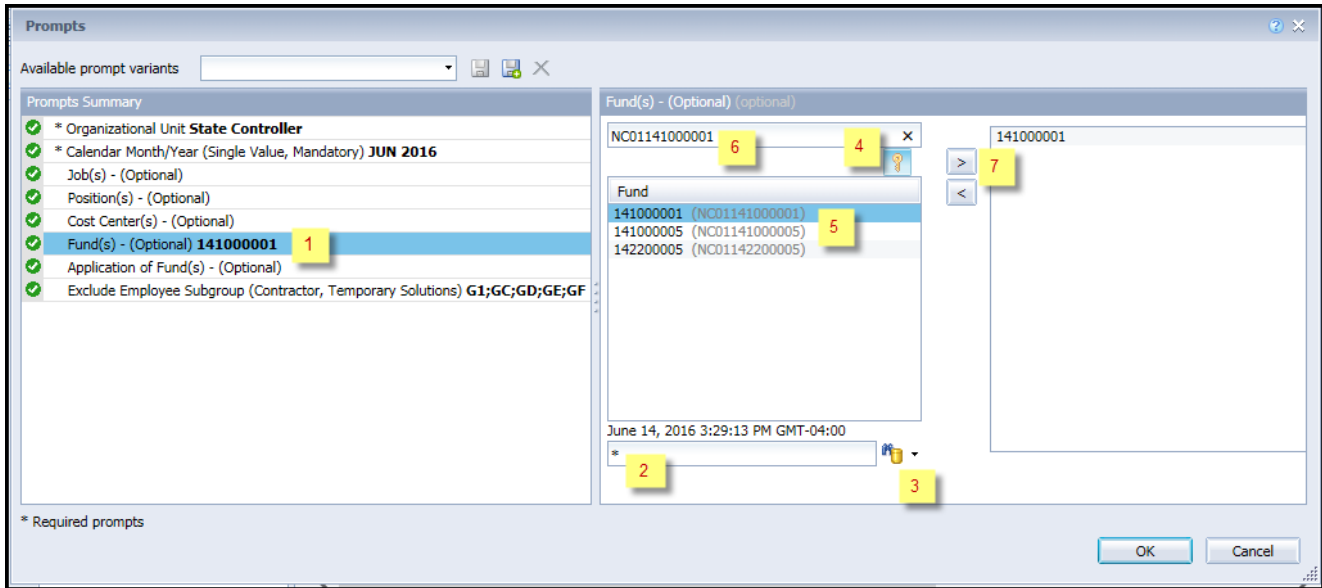
- ✓ **Position(s) – (Optional):** To select data for this prompt:
- Make sure the “Position(s) – (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Position (2).
  - Click the search icon (3).
  - Click the key icon to view the Position numbers (4).
  - Select the desired position (5).
  - **OR**, if you know the position number (key) or position name (description), you can enter it directly in (6).
  - Click the right arrow to add the position to the selection box (7).

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

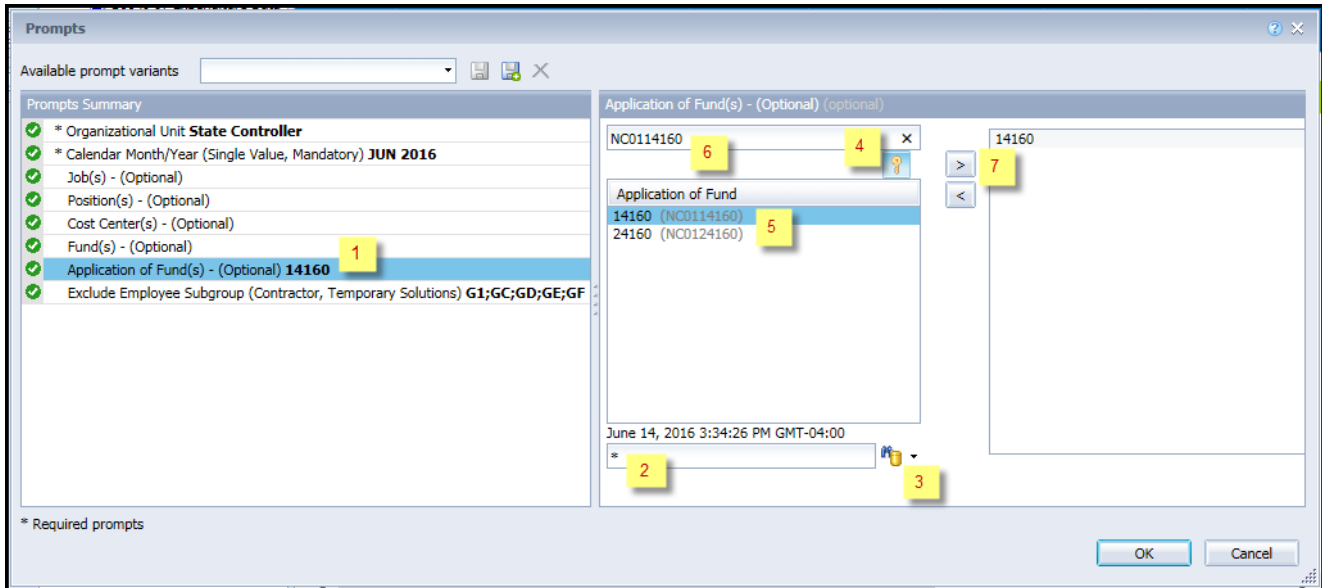
- ✓ **Cost Center(s) – (Optional):** To select data for this prompt:
  - Make sure the “Cost Center(s) – (Optional)” prompt is selected (1).
  - Enter \* wildcard in the search box (2).
  - Click the search icon (3).
  - Click the key icon to display the Cost Center with the name and key (4).
  - Select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





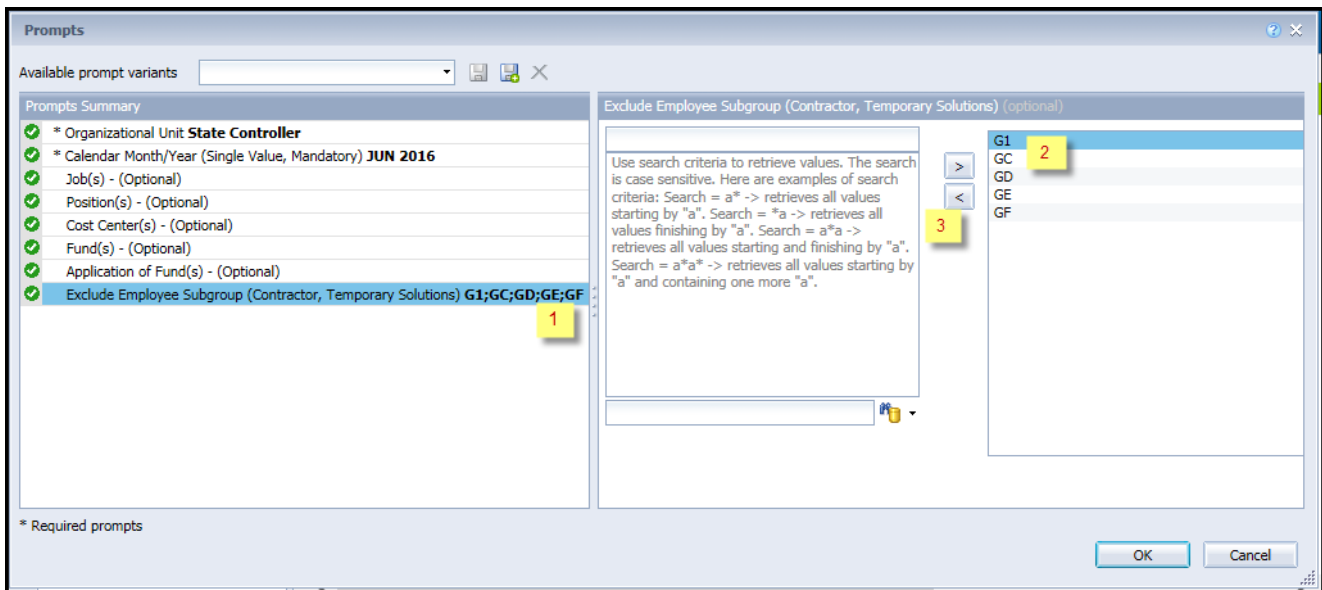
### Exclusion Prompts

Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided 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 Subgroup (Contractor, Temporary Solutions) G1, GC, GD, GE, GF:**

To remove this exclusion:

- Make sure the Exclude Employee Subgroup prompt is selected (1).
- Click the subgroup you want to remove under the selected values box (2) - in this example, G1 is selected to be removed.
- Click the left arrow (3).



**Initial Layout**

The report is generated with a list of position counts for the org unit entered as of the selected calendar month/year.

- ➔ **B0075 Pos FTE Count IT & NON-IT** – This report tab is the base report and shows the columns available. Below is a sample of the report.

B0075: Position FTE for IT and Non-IT Classes as of JUN 2016 Execution Date: 6/15/16

Business Area	Agency Code	Agency Description	Total IT FTE	Total Non-IT	Total FTE
1400	14	State Controller	52.000	124.000	176.000
1500	Z3	Global Trans Park	0.000	15.000	15.000
1500	ZA	Ports Authority	12.000	234.000	246.000
1500	15	Transportation	396.000	13,739.790	14,135.790
<b>Total</b>			<b>460.000</b>	<b>14,112.790</b>	<b>14,572.790</b>

- ➔ **B0075 Position Total FTE** – This report tab provides a report with no headers, created for internal purposes. It can be used to view or download at-a-glance total FTE counts for the agencies on the base report by agency code. Below is a sample of the report.

Agency Code	Total FTE
14	176.000
15	14,135.790
Z3	15.000
ZA	246.000

Available Objects

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

- [-] B0075: Position FTE for IT and Non-IT
  - + Addl. Center Ref.
  - + Agency Description
  - + Agency ID from BArea
  - + Application of Fund
  - + Banding Category
  - + Budget Funding Source (OSBM)
  - + Business area
  - + Cal Mth/Yr
  - + Controlling area
  - + Cost Center
  - + Cost Center Category
  - + Country
  - + Employee
  - + Employee's Name
  - + Employee Group
  - + Employee Subgroup
  - + FCTR Cat
  - + FCTR Ref
  - + Financial Key
  - + FM area
  - + Fund
  - + Funding Source
  - + Fund Type
  - + Job
  - + Job Branch
  - + Job Country
  - + Job ESG Cap
  - + Job Family
  - + Job Pay Area
  - + Job Pay Group
  - + Job Pay Level
  - + Job Pay Type
  - + NCAS Account
  - + NCFS Account
  - + 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
- + Order
- + Org Unit
- + 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
- + Pos Personnel Area
- + Reference SAP Pos
- + SAP GL Account
- + SFCTR Ref
- + State
- + Statutory Exemption Type
- + Supervising Position
- + Vacancy Status
- + Valid From
- + Valid To
- + Budget Amt per Emp
- + Emp Salary per Fund
- + FT FTE Positions
- + Fund %
- + Number of Positions
- + Position FTE
- + PT FTE Positions
- [-] Variables
  - + Prompt Response Application of
  - + Prompt Response Calendar Mon
  - + Prompt Response Cost Center
  - + Prompt Response Exclude Empl
  - + Prompt Response Fund
  - + Prompt Response Job
  - + Prompt Response Organizationa
  - + DOT NCFS AMU
  - + DOT NCFS Budget Fund
  - + Difference Budget Amt & Salary
- [-] References

Special Report Considerations/Features

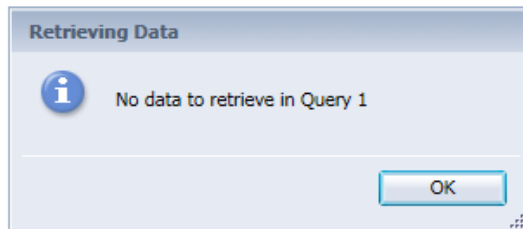
- FTE calculations for positions are based on the employee subgroups. The position is considered a full-time position if it belongs to one of the following employee subgroups:

FT N-FLSAOT Perm Dir	FT N-FLSAOT Prob	N/A EPA Gov's Staff	FT S-FLSA TL 115C
FT N-FLSAOT TL Dir	FT N-FLSAOT TL	N/A EPA Sal Gov&ABC	FT S-FLSATLProb 115C
FT N-FLSAOT Temp Dir	FT N-FLSAOT TL Prob	N/A EPA Pol-MkingGov	FT N-FLSAOT Perm SC
FT N-FLSAOT Perm JB1	FT N-FLSAOT Student	N/A EPA StatutoryPos	FT N-FLSAOT TL SC
FT N-FLSAOT TL JB1	FT N-FLSAOT Intermit	N/A EPA Pos Gov	FT N-FLSAOT Temp SC
FT N-FLSAOT Temp JB1	FT S-FLSAOT Perm	N/A EPA PM Conf Asst	FT N-FLSAOT Perm CJP
FT N-FLSAOT Perm JB2	FT S-FLSAOT Prob	N/A EPA PM Conf Sec	FT N-FLSAOT TL CJP
FT N-FLSAOT TL JB2	FT S-FLSAOT TL	N/A EPA Chief Deputy	FT N-FLSAOT Temp CJP
FT N-FLSAOT Temp JB2	FT S-FLSAOT TL Prob	N/A EPA StatGAAprAct	FT N-FLSAOTPerm ACJP
FT N-FLSAOT Perm JB3	FT S-FLSAOT Student	N/A EPA MiscStat Pos	FT N-FLSAOT TL ACJP
FT N-FLSAOT TL JB3	FT S-FLSAOT Intermit	N/A EPA ExManagerial	FT N-FLSAOTTemp ACJP
FT N-FLSAOT Temp JB3	FT S-FLSAOT Tme	Contractor	FT S-FLSAOTPerm ACJP
FT N-FLSAOT Perm DA	FT S-FLSAOT Fld Tme	Pick-up FireFighter	FT S-FLSAOT TL ACJP
FT N-FLSAOT TL DA	FT N-FLSA Perm 12C	National Guard	FT S-FLSAOTTemp ACJP
FT N-FLSAOT Temp DA	FT N-FLSA Prob 12C	Federal	FT N-FLSAOT Perm AD
FT N-FLSAOT Perm ADA	FT N-FLSA TL 12C	Temp FT N-FLSAOT	FT N-FLSAOT TL AD
FT N-FLSAOT TL ADA	FT N-FLSA TLProb 12C	Temp FT S-FLSAOT	FT N-FLSAOT Temp AD
FT N-FLSAOT Temp ADA	FT S-FLSA Perm 12C	Temp Sol FT N-FLSAOT	FT N-FLSAOT Perm JBS
FT N-FLSAOT Perm MAG	FT S-FLSA Prob 12C	Temp Sol FT S-FLSAOT	FT N-FLSAOT TL JBS
FT N-FLSAOT TL MAG	FT S-FLSA TL 12C	FT N-FLSA Perm 10C	FT N-FLSAOT Temp JBS
FT N-FLSAOT Temp MAG	FT S-FLSA TLProb 12C	FT N-FLSA Prob 10C	FT S-FLSAOT Perm JBS
FT S-FLSAOT Perm CR	FT N-FLSA Perm 11C	FT N-FLSA TL 10C	FT S-FLSAOT TL JBS
FT S-FLSAOT TL CR	FT N-FLSA Prob 11C	FT N-FLSA TLProb 10C	FT S-FLSAOT Temp JBS
FT S-FLSAOT Temp CR	FT N-FLSA TL 11C	FT S-FLSA Perm 10C	N/A EPA ConstitutOff
FT N-FLSAOT Perm CSC	FT N-FLSA TLProb 11C	FT S-FLSA Prob 10C	N/A EPA Sal Bd & Com
FT N-FLSAOT TL CSC	FT S-FLSA Perm 11C	FT S-FLSA TL 10C	N/A EPA Sal GA
FT N-FLSAOT Temp CSC	FT S-FLSA Prob 11C	FT S-FLSA TLProb 10C	N/A EPA Sal GARecGov
FT N-FLSAOT Perm	FT S-FLSA TL 11C	FT EPA	N/A EPA Lt Gov Staff
FT N-FLSAOT Prob	FT S-FLSA TLProb 11C	FT N-FLSA Perm 115C	N/A EPA Gov's Staff
FT N-FLSAOT TL	N/A EPA ConstitutOff	FT N-FLSA Prob 115C	N/A EPA Sal Gov&ABC
FT N-FLSAOT TL Prob	N/A EPA Sal Bd&Com	FT N-FLSA TL 115C	N/A EPA Pol-MkingGov
FT N-FLSAOT Student	N/A EPA Sal GA	FT N-FLSATLProb 115C	N/A EPA StatutoryPos
FT N-FLSAOT Intermit	N/A EPA SalGA RecGov	FT S-FLSA Perm 115C	N/A EPA Pos Gov
FT S-FLSAOT Perm	N/A EPA Lt Gov Staff	FT S-FLSA Prob 115C	N/A EPA PM Conf Asst
			N/A EPA PM Conf Sec
			N/A EPA Chief Deputy
			N/A EPA StatGAAprAct
			N/A EPA MiscStat Pos
			N/A EPA ExManagerial

- The position is considered part-time if it belongs to one of the following employee subgroups:

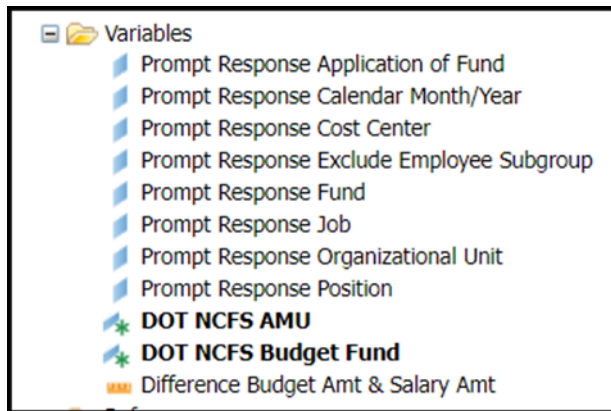
PT S-FLSAOT Perm MAG	PT S-FLSAOT Temp CR	PT EPA	PT S-FLSAOT Temp JBS
PT S-FLSAOT TL MAG	PT N-FLSAOT Perm CSC	PT N-FLSAOT Perm SC	PT N-FLSAOT Perm
PT S-FLSAOT Temp MAG	PT N-FLSAOT TL CSC	PT N-FLSAOT TL SC	PT N-FLSAOT Prob
PT N-FLSAOT Perm Dir	PT N-FLSAOT Temp CSC	PT N-FLSAOT Temp SC	PT N-FLSAOT TL
PT N-FLSAOT TL Dir	PT N-FLSA Perm 11C	PT N-FLSA Perm 12C	PT N-FLSAOT TL Prob
PT N-FLSAOT Temp Dir	PT N-FLSA Prob 11C	PT N-FLSA Prob 12C	PT N-FLSAOT Student
PT N-FLSAOT Perm JB1	PT N-FLSA TL 11C	PT N-FLSA TL 12C	PT N-FLSAOT Intermit
PT N-FLSAOT TL JB1	PT N-FLSA TLProb 11C	PT N-FLSA TLProb 12C	PT N-FLSA Perm 115C
PT N-FLSAOT Temp JB1	PT S-FLSA Perm 11C	PT S-FLSA Perm 12C	PT N-FLSA Prob 115C
PT N-FLSAOT Perm JB2	PT S-FLSA Prob 11C	PT S-FLSA Prob 12C	PT N-FLSA TL 115C
PT N-FLSAOT TL JB2	PT S-FLSA TL 11C	PT S-FLSA TL 12C	PT N-FLSATLProb 115C
PT N-FLSAOT Temp JB2	PT S-FLSA TLProb 11C	PT S-FLSA TLProb 12C	PT S-FLSA Perm 115C
PT N-FLSAOT Perm JB3	Volunteer	PT N-FLSAOT Perm CJP	PT S-FLSA Prob 115C
PT N-FLSAOT TL JB3	Board Member	PT N-FLSAOT TL CJP	PT S-FLSA TL 115C
PT N-FLSAOT Temp JB3	Temp PT N-FLSAOT	PT N-FLSAOT Temp CJP	PT S-FLSATLProb 115C
PT N-FLSAOT Perm DA	Temp PT S-FLSAOT	PT N-FLSAOTPerm ACJP	PT S-FLSAOT Perm
PT N-FLSAOT TL DA	Temp Sol PT N-FLSAOT	PT N-FLSAOT TL ACJP	PT S-FLSAOT Prob
PT N-FLSAOT Temp DA	Temp Sol PT S-FLSAOT	PT N-FLSAOTTemp ACJP	PT S-FLSAOT TL
PT N-FLSAOT Perm ADA	PT N-FLSA Perm 10C	PT S-FLSAOTPerm ACJP	PT S-FLSAOT TL Prob
PT N-FLSAOT TL ADA	PT N-FLSA Prob 10C	PT S-FLSAOT TL ACJP	PT S-FLSAOT Student
PT N-FLSAOT Temp ADA	PT N-FLSA TL 10C	PT S-FLSAOTTemp ACJP	PT S-FLSAOT Intermit
PT N-FLSAOT Perm MAG	PT N-FLSA TLProb 10C	PT N-FLSAOT Perm AD	PT S-FLSAOT Tme
PT N-FLSAOT TL MAG	PT S-FLSA Perm 10C	PT N-FLSAOT TL AD	PT S-FLSAOT Rid Tme
PT N-FLSAOT Temp MAG	PT S-FLSA Prob 10C	PT N-FLSAOT Temp AD	
PT S-FLSAOT Perm CR	PT S-FLSA TL 10C	PT N-FLSAOT Perm JBS	
PT S-FLSAOT TL CR	PT S-FLSA TLProb 10C	PT N-FLSAOT TL JBS	

- Positions included in the FTE IT totals are determined by the position’s job family. If the position belongs to the Information Technology (90000004 or 91000011) job family, then the position is included in the FTE IT total count. Otherwise, the position is included in the FTE Non-IT position count.
- Vacant positions are identified by having no employee assigned to the position as of Calendar Month/Year. Calendar Month/Year for previous months is represented as the last day of the month (i.e., Jun 2015 equals Jun 30, 2015). If the current month/year was selected, then the actual date is current date minus one day.
- Historical data prior to June 2015 is not available on this report. If you attempt to run the report using a date prior to June 2015, the following message will appear.



**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 or 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 (**Addl Center Ref**) values from SAP HR Payroll ERP system.



**CHANGE LOG**

**Effective 6/15/2016**

- IT Job Family 91000011 is included in the report.
- Manual entry is allowed now in Calendar Month/Year, Cost Center, Fund and Application of Fund prompts.
- Report converted to new format.

**Effective Date 1/26/2017**

- Data filtered for Calendar Month/Year greater than or equal to June2015.

**Effective Date 10/9/2023**

- Added the NCFS Accounting Segments