



POSITION ATTRIBUTES

REPORT DESCRIPTION B0077 | WEB INTELLIGENCE



The purpose of this report is to display Position Attributes in the Integrated HR-Payroll System.

Report Description:

The B0077 Position Attributes Report displays details about active positions with cost center, fund application, budget amount, and total position full-time equivalents (FTEs).

Report Location:

OM: Position Data

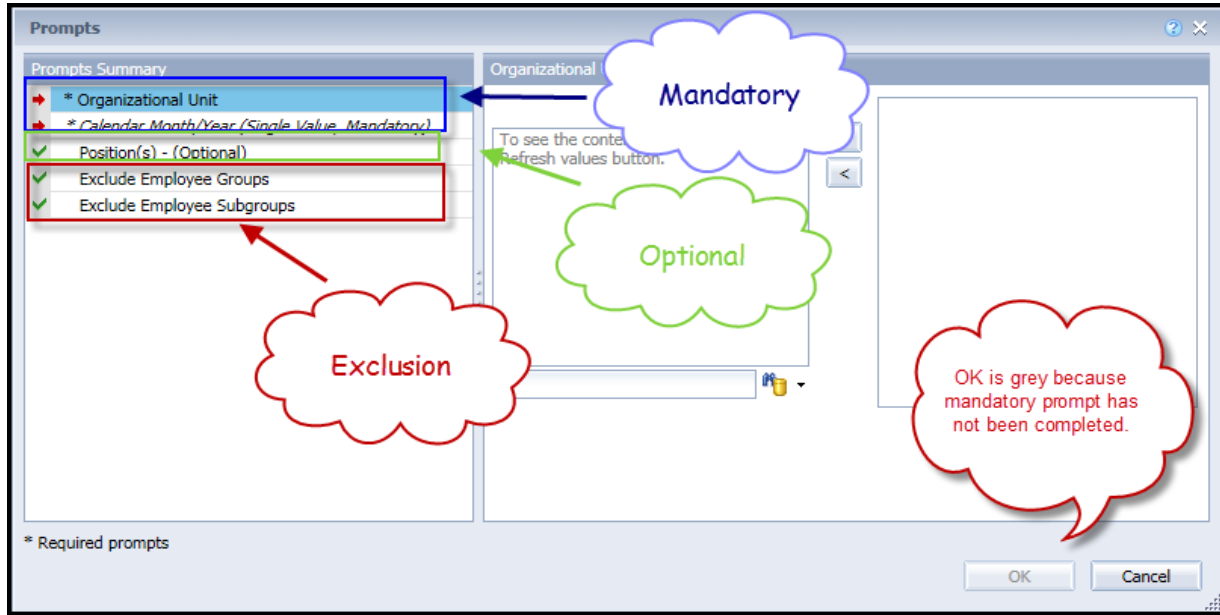
Report uses:

- This report can be used to view a list of positions and funding information for specified organizational unit(s).
- It can be used for organizational management, budget, and funding planning for positions within organizational units.
- By adding additional data elements to the report from the Available Objects menu, the report can be used to verify and compare position settings across many similar positions.

Quick Links

How to generate this report	2
Mandatory Prompts	2
Optional Prompts	4
Exclusion Prompts	5
Initial Layout	7
Available Objects	8
Special Report Considerations/Features	9
How to exclude Supplemental Staff positions	10
How to set filter	12

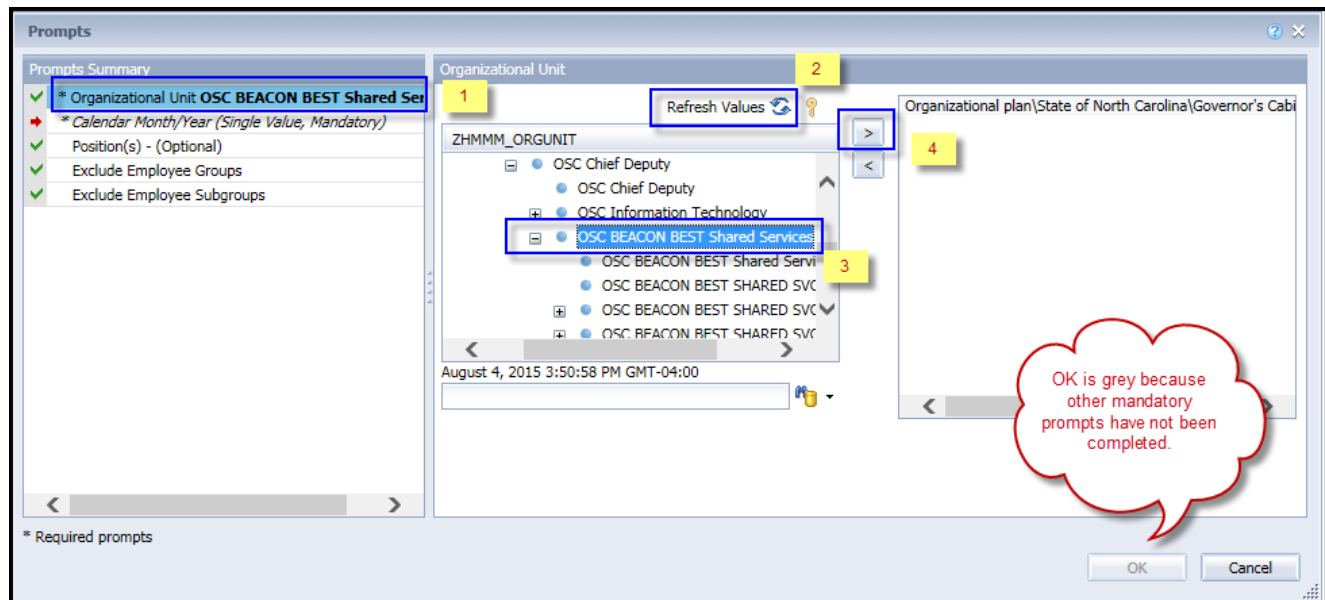
How to generate this report



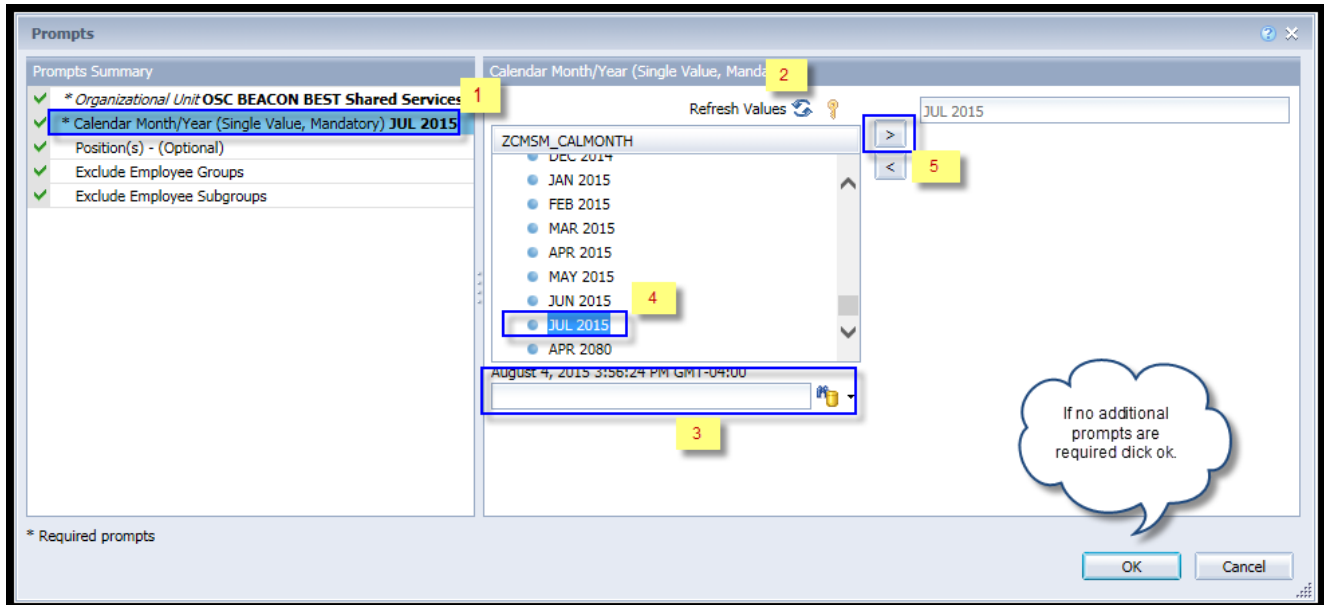
Mandatory Prompts

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)



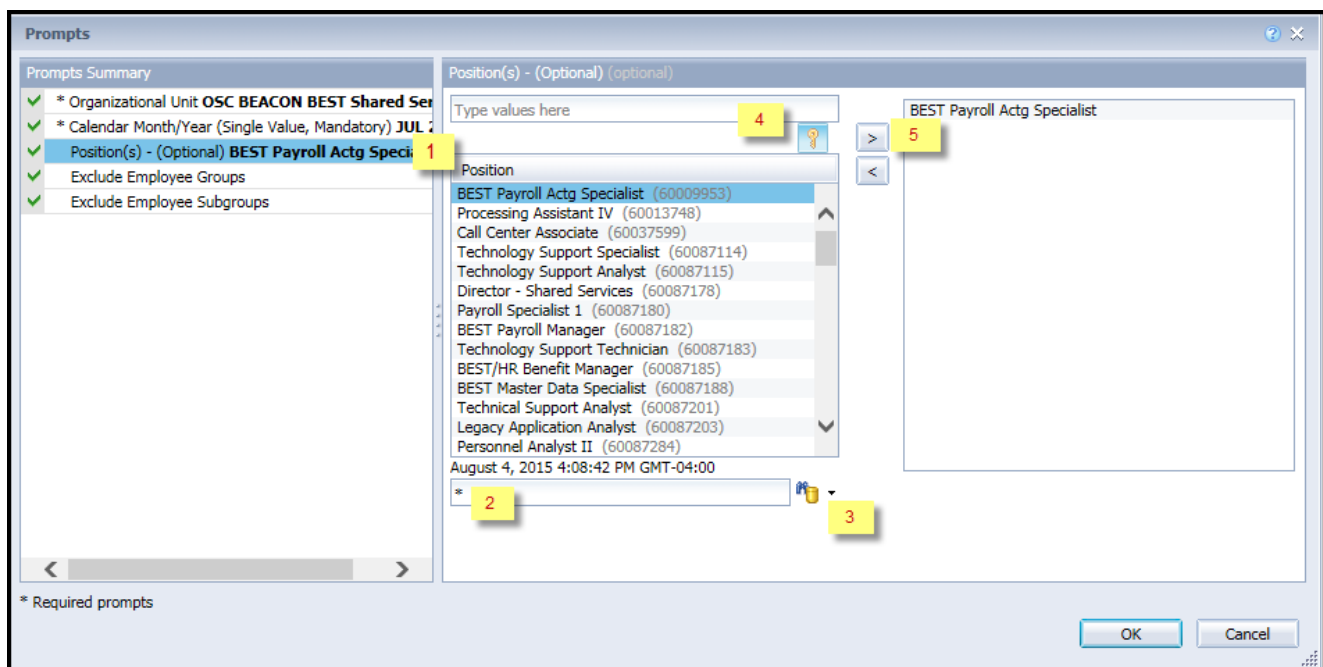
- ➔ ***Calendar Month/year** – To select data for this prompt:
 - Make sure the “Calendar Month/Years” prompt is selected (1)
 - Click “Refresh Values” (2)
 - Scroll down to select the value in the search box.
 - **OR**, in the search box narrow down the date selection by using the wildcard *YYYY format and press the enter key (3)
 - Select the date (4)
 - Click the right arrow button for date (5)



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:

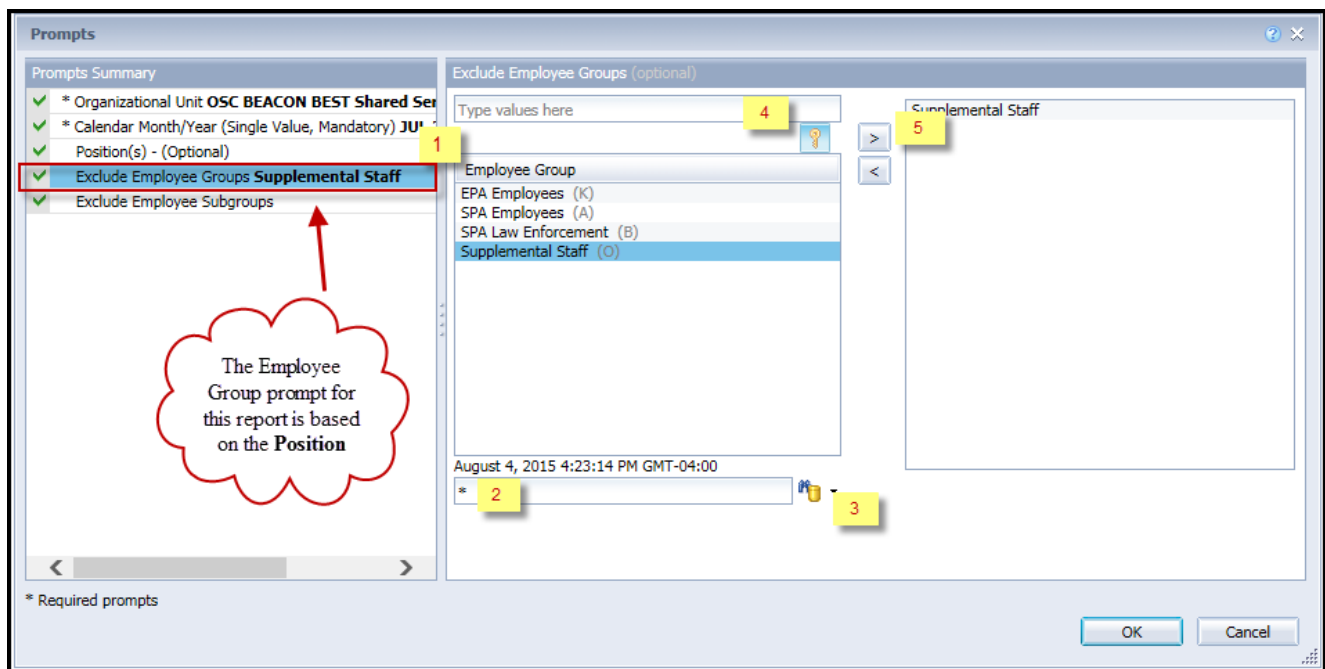
- ✓ **Position(s)** – To select data for this prompt:
 - Make sure the “Position(s)” prompt is selected (1)
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Position (2)
 - Click the search icon (3)
 - If you need to see the position key, click on the key icon to turn on that view (4)
 - Select the desired position.
 - Click the right arrow to add the position to the selection box (5)



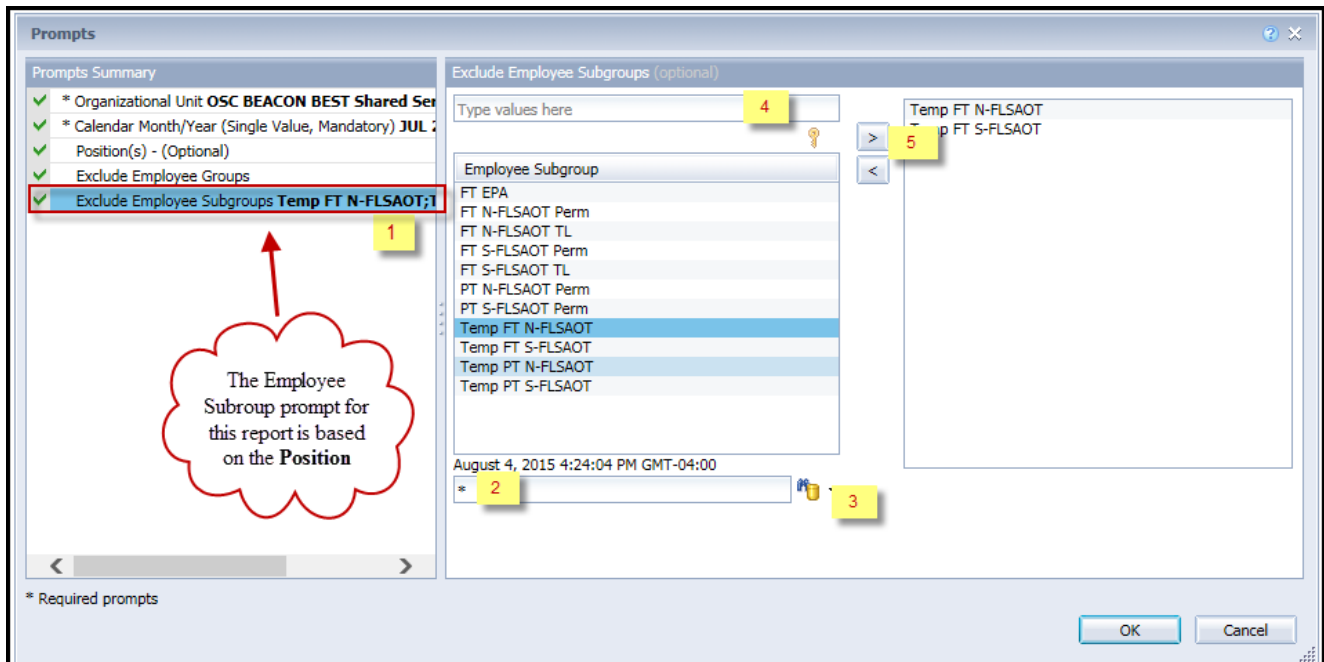
Exclusion Prompts

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 Groups:** This prompt is based on the Position and can be used to exclude positions where the employee group is defined as ‘Supplemental Staff’, ‘Contractors’ or others. To select data for this prompt:
 - Make sure the “Exclude Employee Groups” prompt is selected (1)
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Group (2)
 - Click the search icon (3)
 - If you need to see the Employee Group key, click on the key icon (4)
 - Select the desired Employee Group
 - Click on the right arrow to add the Employee Group to the selection box (5)



- ✓ **Exclude Employee Subgroups:** This prompt is based on Position and can be used to exclude positions where the employee subgroup is defined as part of ‘Supplemental Staff’, ‘Contractors’ or others. To select data for this prompt:
 - Make sure the “Exclude Employee Subgroups” prompt is selected (1)
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Subgroup (2)
 - Click the search icon (3)
 - If you need to see the Employee Subgroup key, click on the key symbol to turn on that view (4)
 - Select the desired Employee Subgroup
 - Click the right arrow to add the Employee Subgroup to the selection box (5)



Initial Layout

The report is generated with each position within the org unit selected. This is a sample row from the report, which shows the columns available on the base report:

Note: The two fields Employee Group and Employee Subgroup displayed in the report are based on the Position.

B0077: Position Attributes as of MAR 2015					
Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	Position	Position Desc
20009999	OSC BEACON	SPA Employees	FT N-FLSAOT Perm	69999999	Business Analyst

Continued:

Execution Date: 3/18/15					
Supervising Position	Fund Application	Cost Center	Position FTE	Budgeted Amount	Fund %
Deputy State Controller	14160	1424510000	1.000	40,000	100.00

Available Objects

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

B0077: Position Attributes

- Addl. Center Ref.**
- Application of Fund
- Business area**
- Cal Mth/Yr**
- Cost Center
- Country**
- Emergency Position**
- Employee**
- Employee's Name**
- Employee Group
- Employee Subgroup
- Emp Pers Subarea**
- Essential Position**
- Funding Source**
- Job**
- Job Branch**
- Job Country**
- Job ESG CAP**
- Job Family**
- Job Pay Area**
- Job Pay Group**
- Job Pay Level**
- Job Pay Type**
- Key Position**
- Org Unit
- PMIS 15-Digit Positi**
- Pos City**
- Pos Country**
- Pos County**
- Pos ESG CAP**
- Position
- Position Chief**
- Pos Pay Area**
- Pos Pay Group**
- Pos Pay Level**
- Pos Pay Type**
- Pos Personnel Area**
- Pos Personnel Subarea**
- SOC Code**
- State**
- Statutory Exemption Type**
- Supervising Position
- Valid From**
- Valid To**
- Budget Amt per Emp
- Emp Salary per Fund**
- Fund %
- Number of Positions**
- Position FTE
- Variables
 - Prompt Response Calendar Month/Year
 - Prompt Response Exclude Employee Group
 - Prompt Response Exclude Employee Subgroup
 - Prompt Response Organizational Unit
 - Prompt Response Position
 - Supplemental Position**
- References

Special Report Considerations/Features

- Position Personnel area was added to this report on August 17, 2017, and began being populated at that time. If the report is run for a date prior to August 2017, then the position personnel area will not be populated, and will display as “#” or as “not assigned”.
- ‘EE Telework Eligible’ and ‘EE Telework Type’ can be added to report by expanding the Employee attributes (expanded list) in Available Objects.
- Position and Job abbreviated titles (Short Text) are available from the Position or Job attributes (expanded list) in Available objects.
- **Field/Home Based** indicator is available from Position attributes (expanded list) in Available Objects
- Temporary employees or Supplemental Staff (O, X) are included in this report by default.
 - Use the Exclude Employee Group and Exclude Employee Subgroup exclusion prompts to exclude the Supplemental Staffs.
 - Use the ‘Supplemental Position’ variable in the Available Objects to filter out the Supplemental Staff after dragging this variable into the report and refresh.
- Contractors (G1) are included in this report by default as they are subgroup of Supplemental Staff (O, X).
 - Use the Exclude Employee Group and Exclude Employee Subgroup exclusion prompts to exclude the Contractors (G1).

How to exclude Supplemental Staff positions

Using Exclusion Prompt

As described earlier in the Exclusion prompt section of this document, enter the values for the Exclude Employee Groups prompt and Exclude Employee Subgroup prompt by selecting the appropriate Employee Group – Supplemental Staff and the appropriate Employee Subgroup - Supplemental Staff Position.

- **Employee Group – Supplemental Staff**

O;X

Employee Group	L	Short Description
O	EN	Supplemental Staff
X	EN	Supplemental Staff Grant

- **Employee Subgroup – Supplemental Staff**

15;25;35;45;55;65;75;85;95;0E;1E;2E;3E;4E;5E;6E;7E;Q5;S5;SI;SO;T5;U5;8E;9E;QE;SE;SL;SR;TE;UE;VE;V5

You can copy and paste the list provided above in the direct entry field which reads ‘**Type values here**’. Once the values have been copied, click the right arrow to add the values in the selection box.

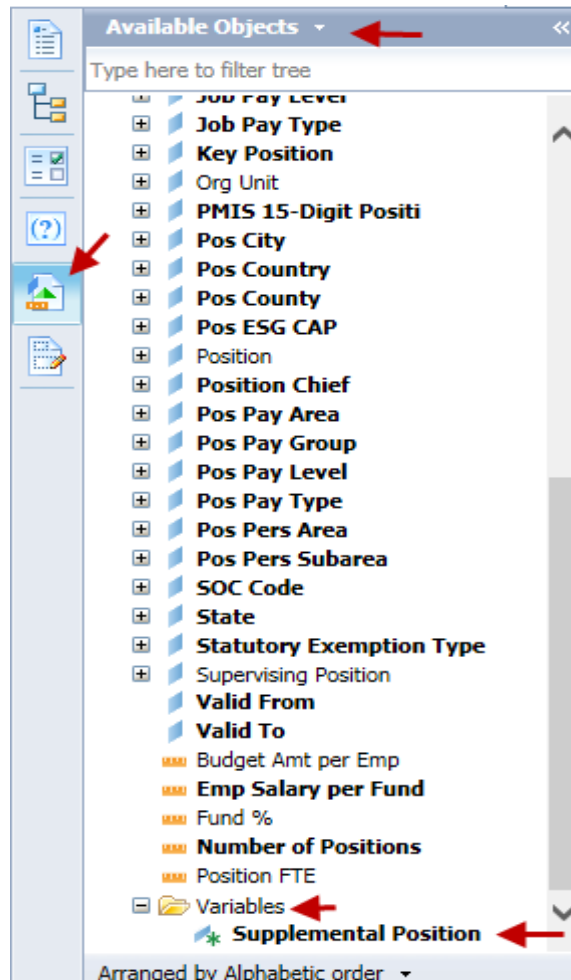
Employee Subgroup	L	Short Description
0E	EN	PT S-FLSAOT Temp MAG
15	EN	FT N-FLSAOT Temp Dir
1E	EN	PT N-FLSAOT Temp Dir
25	EN	FT N-FLSAOT Temp JB1
2E	EN	PT N-FLSAOT Temp JB1
35	EN	FT N-FLSAOT Temp JB2
3E	EN	PT N-FLSAOT Temp JB2
45	EN	FT N-FLSAOT Temp JB3
4E	EN	PT N-FLSAOT Temp JB3
55	EN	FT N-FLSAOT Temp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

- Using ‘Supplemental Position’ variable

When you run the report without entering the Exclusion prompt values, the report will show the Supplemental Staff positions (if any) in the report for the given Organizational Unit and Calendar Month prompts.

	Org Unit Desc	Employee Group	Employee Subgroup	Position	Position Desc	Super Positi
015	OSHR Director's Office	SFA Employees	FT S-FLSAOT Perm	60013803	Executive Assistant	Person Directo
112	OSHR DO-OPS & BEN TEMP SOL Temp Workforc	Supplemental Staff	Temp Sol FT N-FLSAOT	60092339	PH Program Consultant II	Account Techni
	OSHR DO-OPS & BEN TEMP SOL Temp	Supplement	Temp Sol ET		Business Officer	Account

To display all positions other than Supplemental Staff in the report, you can set a filter with filter value as ‘No’ for the variable ‘Supplemental Position’. This variable is listed in the Available Objects screen at the bottom.



How to set filter

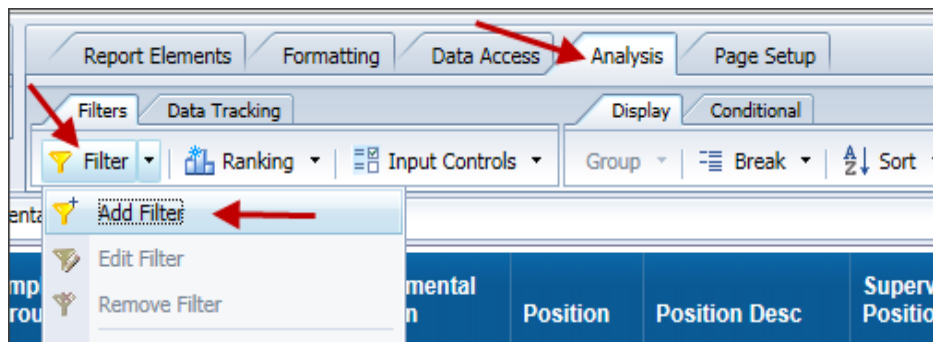
- Add the Supplemental Position variable to the report in Design Mode.

Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	Supplemental Position	Position
20000015	OSHR Director's Office	EPA Employees	FT EPA	#REFRESH	60013736
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	#REFRESH	60008578
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	#REFRESH	60010482

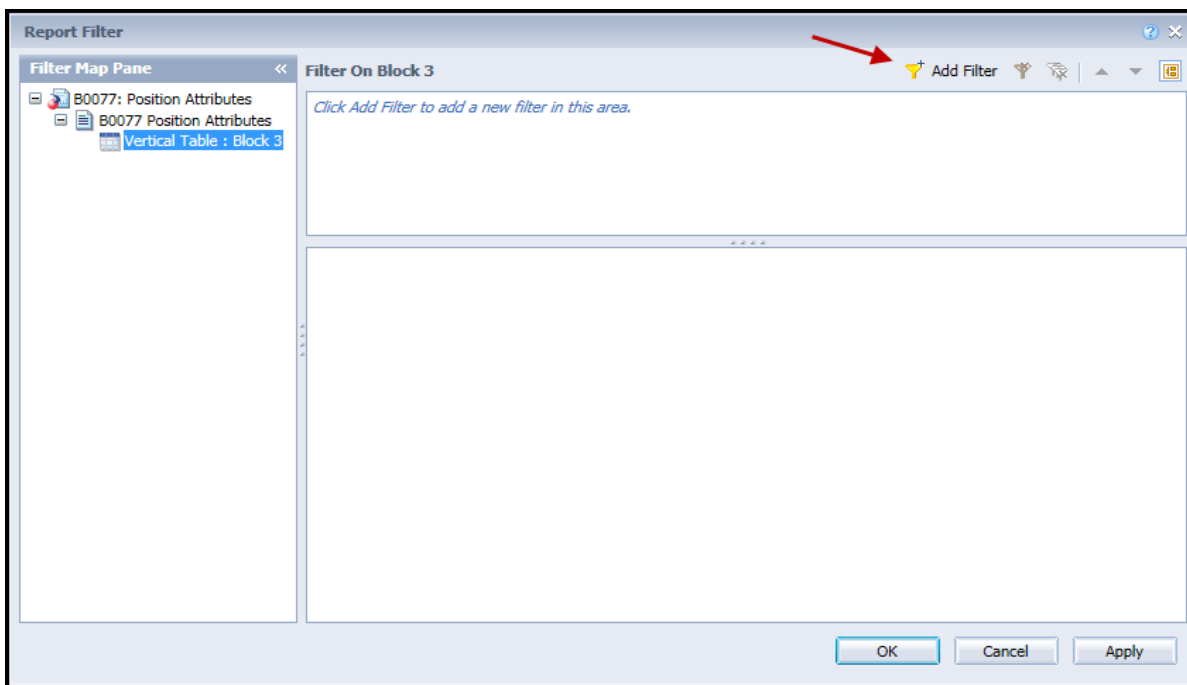
Refresh the report when you see the #REFRESH in the Supplemental Position column.

Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	Supplemental Position	Position	Position Desc
20000015	OSHR Director's Office	EPA Employees	FT EPA	No	60013736	State Personnel Director
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60008578	Human Resources Partner
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60010482	Assistant Attorney General
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60013818	Human Resources Managing Partner
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60013818	Human Resources Managing Partner
20000015	OSHR Director's Office	SPA Employees	FT S-FLSAOT Perm	No	60013803	Executive Assistant
20000112	OSHR DO-OPS & BEN TEMP SOL Temp Workforc	Supplemental Staff	Temp Sol FT N-FLSAOT	Yes	60092339	PH Program Consultant II
	OSHR DO-OPS & BEN TEMP					

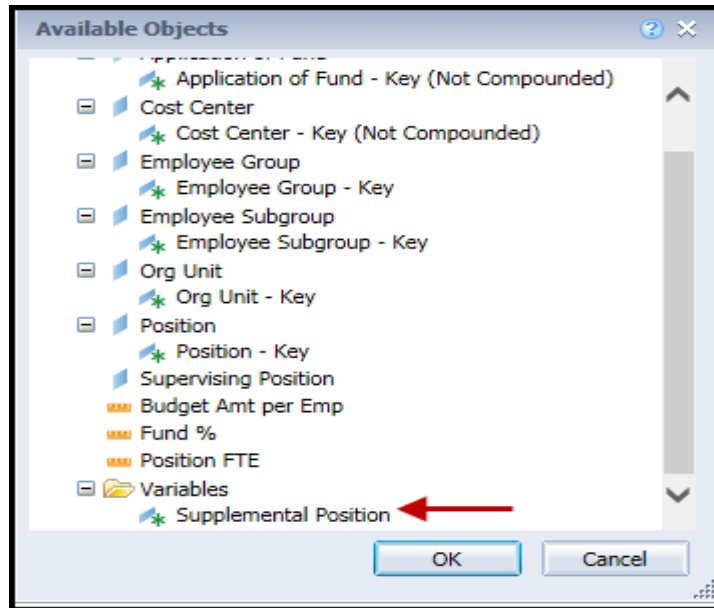
- Choose 'Add Filter' from the Filters tab which is under the Analysis tab.



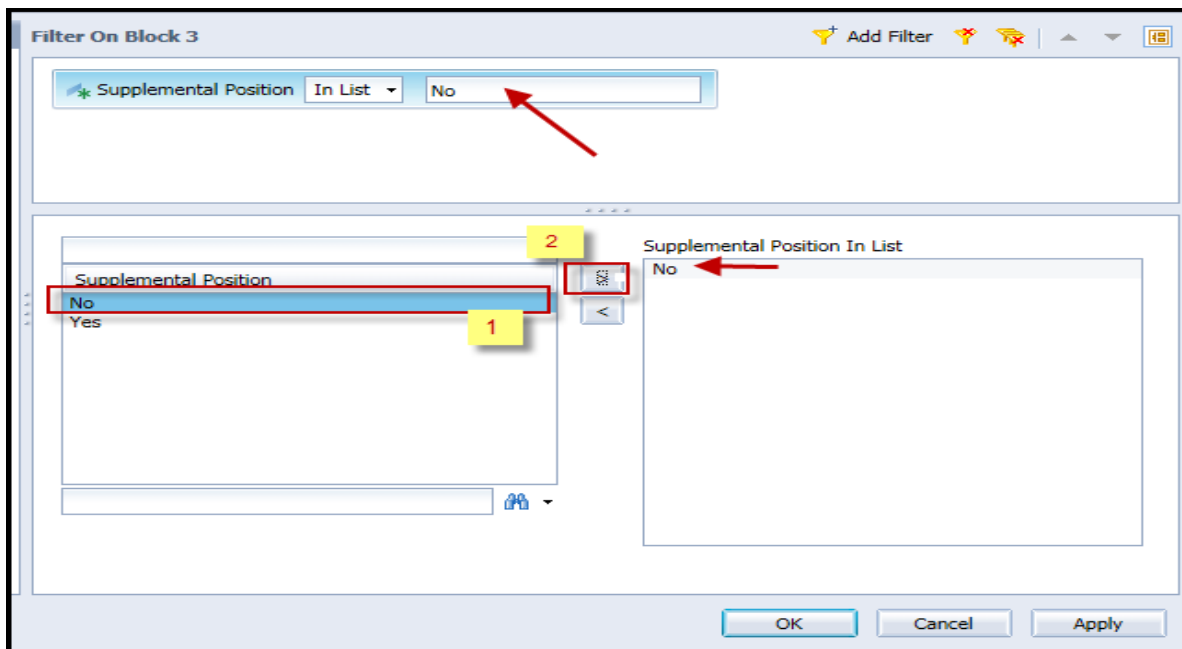
- Click 'Add Filter' in the Report Filter window.



- Choose ‘Supplemental Position’ variable from the Available Objects window.



- On the Filter On Block ‘x’ pop-up window:
 - Select ‘No’ in the Supplemental Position box (1)
 - Click the right arrow to add ‘No’ to the Supplement Position in List box (2)
 - Notice the word ‘No’ appears in two locations as pointed out by red arrows.
 - Press OK button.



NOTE: Now you will notice the Supplemental Staff Positions are excluded in the report because of this filter. You can use the Edit Filter or Remove Filter menu option from the same Filter Tab location to edit or remove this filter.

Change Log

- 3/30/2015 – Initial version completed in pilot.
- 1/4/2016 – Added Job min, max and reference salaries to job attributes
- 8/17/2017 – Added Position Personnel Area. Updated document 1/25/2018.
- 9/28/2017 – Executive Leadership Titles added to Position master data attributes (accessible when Position is expanded under Available Objects).
- 3/15/2018 – On-Hold flags added to Position master data attributes (accessible when Position is expanded under Available Objects).
- 4/6/2021 – Updated format and added alt text L.Lee
- 4/8/2021 – Added EE Telework Eligible and EE Telework Type to Employee attributes (expanded list) in Available Objects.
- 7/1/2021 – Added **Address Suppl** to Position attributes (expanded list) in Available Objects.
- 8/12/2021 – Added Position and Job abbreviated titles (Short Text) to Position and Job attributes (expanded list) in Available Objects. T.Cooper
- 9/2/2021 - Added **Field/Home Based** indicator to Position attributes (expanded list) in Available Objects. T.Cooper
- 10/25/2021 – Updated newly added Executive Category Titles to Position attributes (expanded list) in Available Objects. S.Swaminathan
- 7/7/2022 - Added National Guard Status to Employee Attributes (expanded list) in Available Objects. S. Rich