SERVICE AWARD ELIGIBILITY

REPORT DESCRIPTION B0079 | CRYSTAL REPORT

BOBJ

The purpose of this Report Description is to explain how to generate a service award eligibility report in the Integrated HR-Payroll System.

Report Description:

This report shows employees eligible for a service award within 12 months of the selected date. Eligibility starts after 1 year of service and then in 5 year increments subsequently.

Report Location:
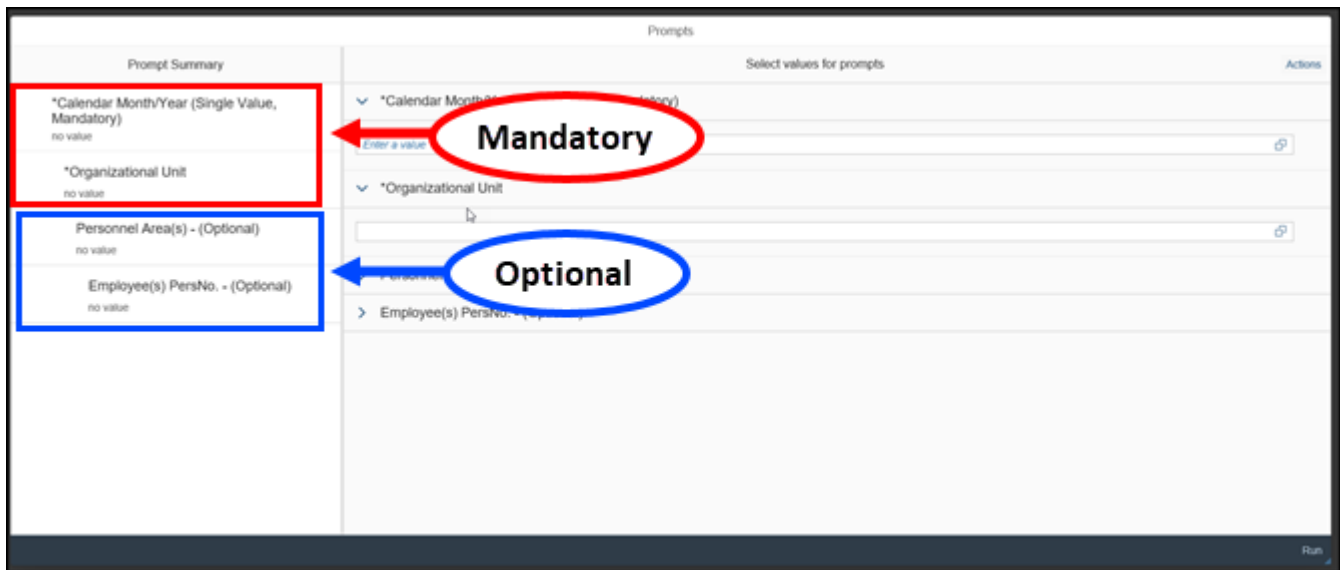
PA: Longevity & Retirement

Report Uses:

Agencies can generate this report to obtain a list of eligible employees to prepare for upcoming Service Awards.
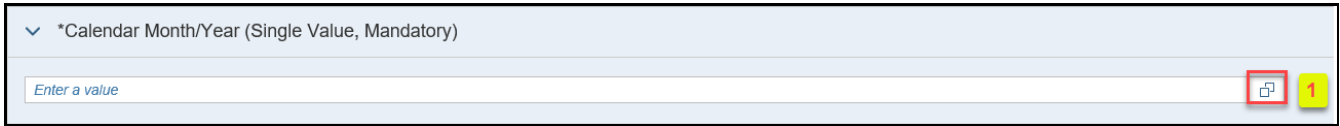
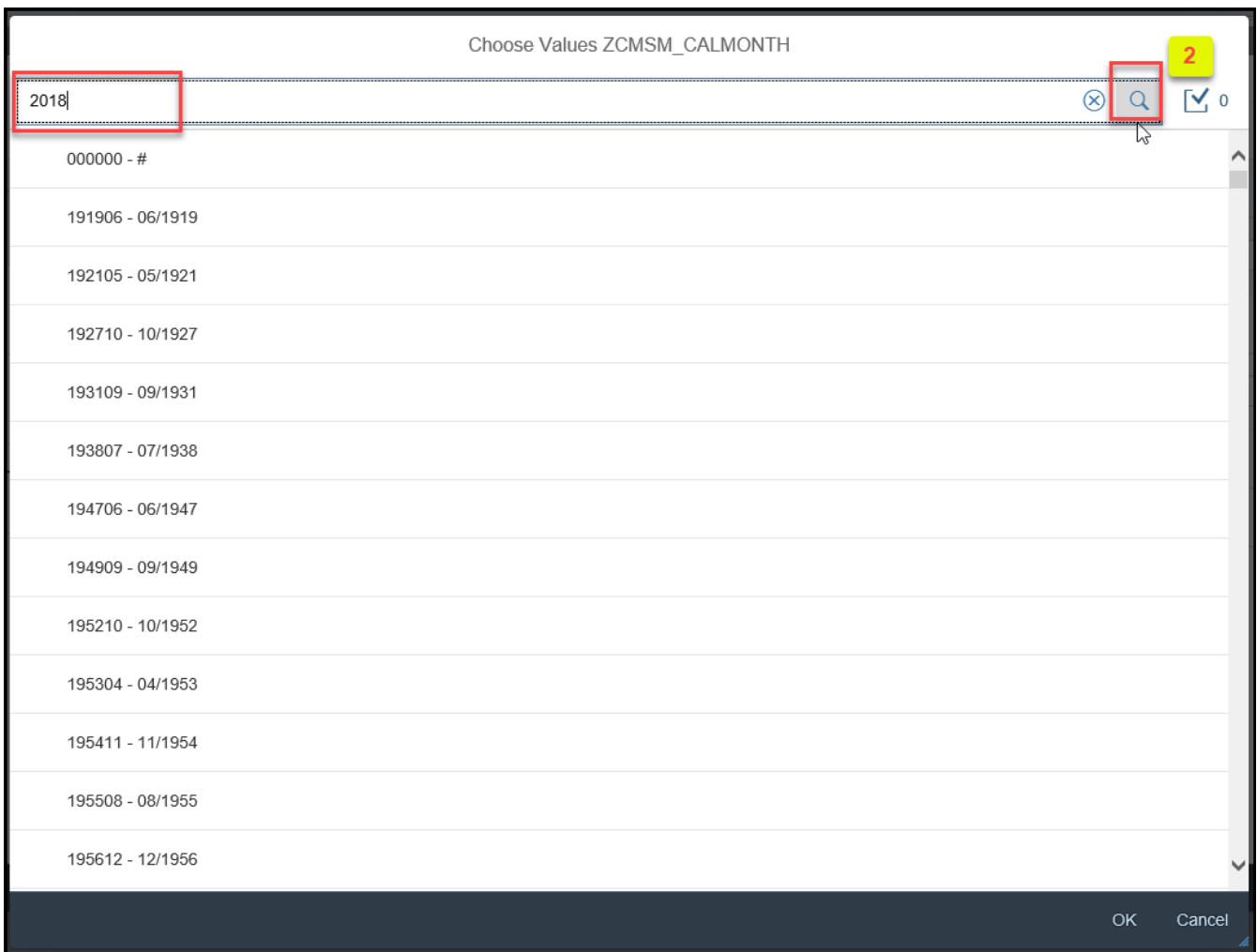| Quick Links	

How to generate this report

Mandatory Prompts

Mandatory prompts have a red asterisk (*) on the left side of the prompts. When a valid value(s) is entered, a green check mark (✔) will appear to the left.

* ✱ **Calendar Month/Year:** To select data for this prompt,
  * Click the "Matchbox" icon to see the list of months (1).

⌄ *Calendar Month/Year (Single Value, Mandatory)	
Enter a value	▣ 1

  * Enter the desired year (yyyy) in the search field and click the magnifying glass to search (2).

Choose Values ZCMSM_CALMONTH

2

2018   ⊗ 🔍 ☑ 0

000000 - #

191906 - 06/1919

192105 - 05/1921

192710 - 10/1927

193109 - 09/1931

193807 - 07/1938

194706 - 06/1947

194909 - 09/1949

195210 - 10/1952

195304 - 04/1953

195411 - 11/1954

195508 - 08/1955

195612 - 12/1956

OK   Cancel

- Navigate to the desired month to select (3).
- Click the OK to accept your selection (4).

*Organizational Unit:** To select data for this prompt:
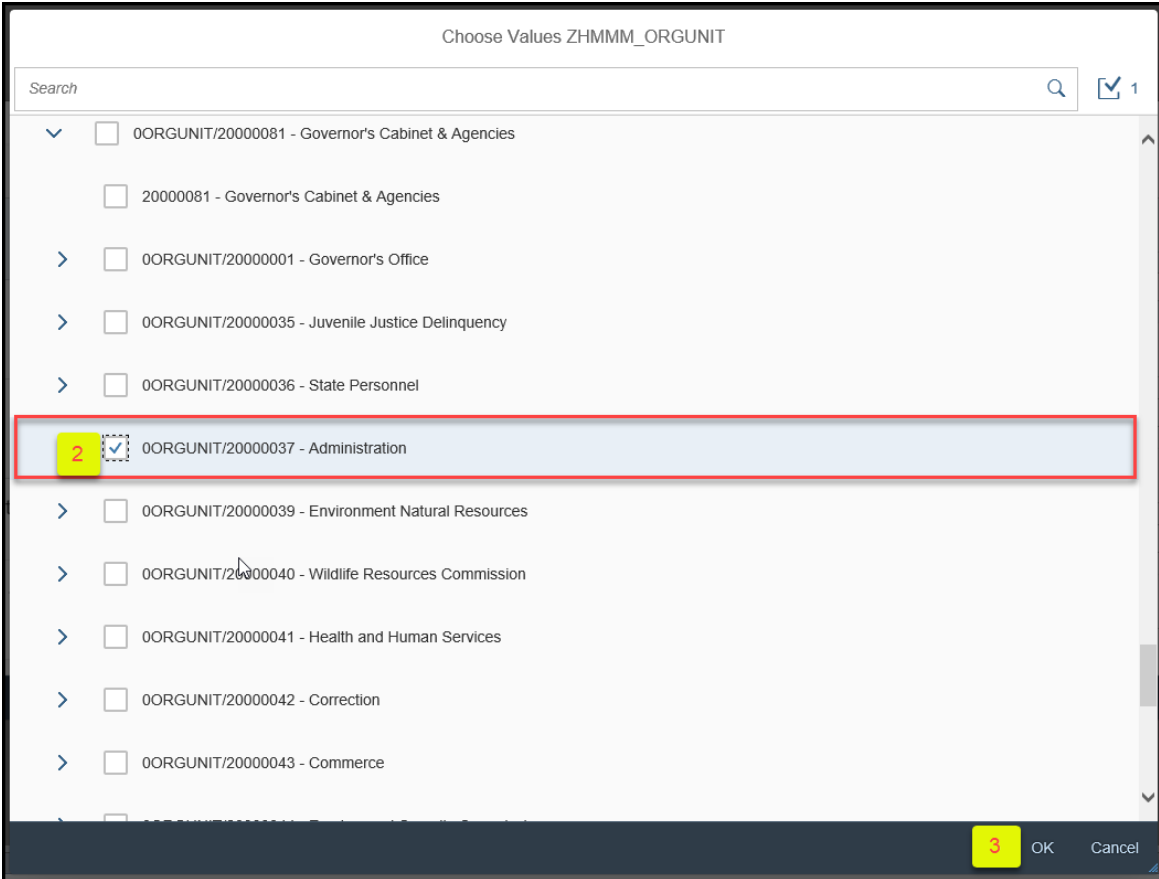- Click the "Matchbox" icon to see the list of Org Units (1).

- Navigate down to the desired Org Unit, check the box to select (2).
- Click the OK to accept your selection (3).

Optional Prompts
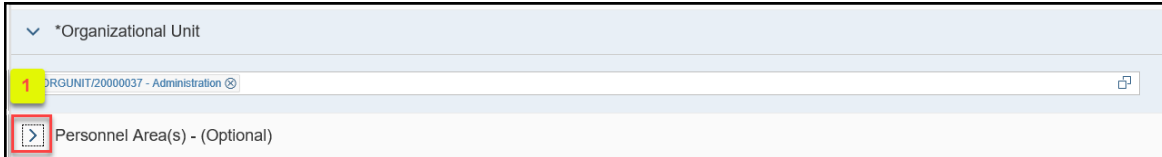
Optional prompts do not have an asterisk (*) to the left of the prompt name. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

Personnel Area(s) - (Optional): To select data for this prompt,
- Click the right arrow to the left of the prompt name (1).

- Click the "Matchbox" icon (2) to see the list of Personnel Areas.

- Navigate down to select the desired Personnel Area, check the box to select (3).
- Click the OK to accept your selection (4).

- **OR**, if you know the Personnel Area key, you can skip steps 2 through 4 and enter it directly in (5).
- Click the "+" icon (6) to select.

Employee(s) PersNo. - (Optional): To select data for this prompt:
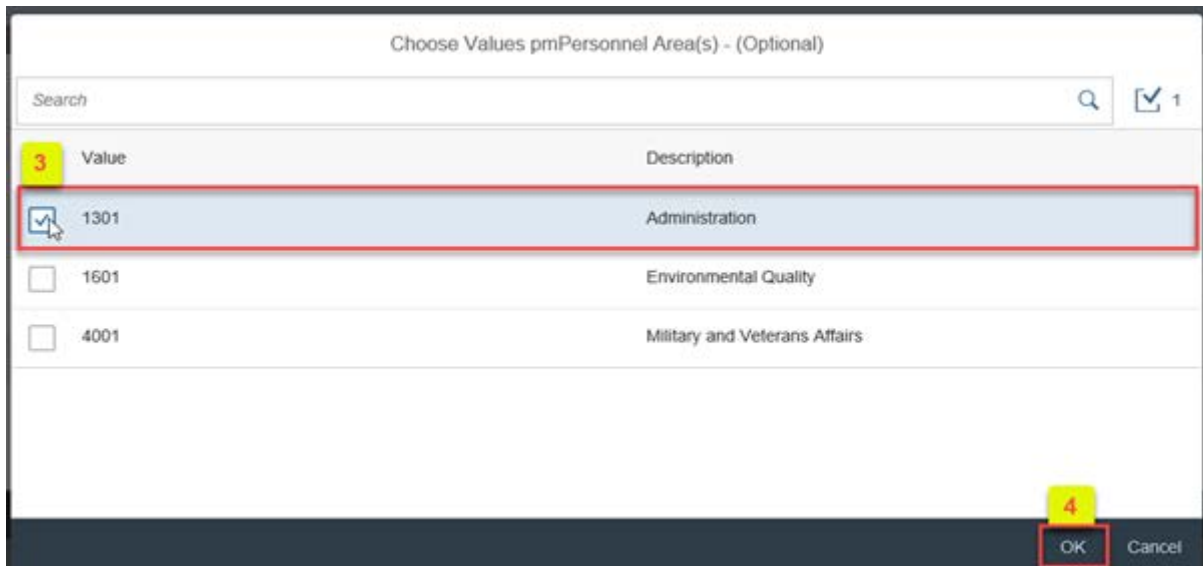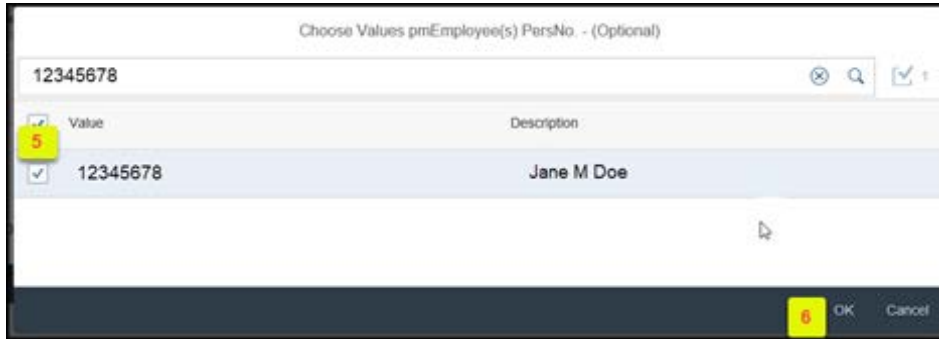
- Click the right arrow to the left of the prompt name (1).

- Click the "Matchbox" icon (2) to see the list of Employees.

- Search for the employee number in the search bar (3).
- Click on the magnifying glass (4).

- Navigate down and check the box to select the desired Employee (5).
- Click the OK to accept your selection (6).

- **OR,** if you are sure of the employee number, you can skip steps 2 through 4 enter it directly in (7)
- Click the "+" icon (8) to select.

Report Layout

The report lists all employees eligible for a Service Award within 12 months of the date selected. Below is a sample of the layout rendered.

State of North Carolina
B0079: Service Award Eligibility
Estimated from 11/2015

NOTE: Estimated Months of Service includes accrual for the current month.

Execution Date: 11/3/15

Employee's Name	Employee	Agency Hire Date	Original Hire Date	Position	Position Desc	Estimated Months of Service	Estimated Years of Service at Next Award	Estimated Number of Months Until Award
23333333 Communications								
DOE, JAMES	12345678	3/1/10	1/12/09	6333333	Audio/Visual Specialist	357	30	3
25555555 Public Relations								
DOE, JANE	12345679	2/11/13	2/11/13	6555555	Press Secretary	58	5	2

Special Report Considerations/Features

- Only active employees are selected.

- Temporary employees are excluded.

- When the report is run for current month, the **Estimated Months of Service** includes the accrual for the current month regardless of whether or not the employee has received the accrual in ERP.

- The base for **Estimated Months of Service** is evaluated by obtaining the employee's length of service (LOS) from the previous month and then adding 1 to this value to represent the current month accrual.

- The **Estimated Months of Service** is then adjusted if the selected input month is not the same as current month.

  Example 1: Input month is current month (Nov2015)

  > Mickey's LOS for the previous month (Oct2015) is 356. We then add 1 to this value to represent the current month accrual, making the **Estimated Months of Service** 357.
  > Since the selected input month is the same as current month, no additional adjustments are necessary. Estimating from Nov2015, Mickey is eligible for the 30-yr Service Award in 3 months.

  Example 2: Input month is 2 months back (Sep2015)

  > Current month is Nov2015. Mickey's LOS for the previous month (Oct2015) is 356. We then add 1 to this value to represent the current month accrual, making the **Estimated Months of Service** 357.
  > The selected input month is Sep2015 so the **Estimated Months of Service** would be adjusted by 2 months to reflect 355. Estimating from Sep2015, Mickey is eligible for the 30-yr Service Award in 5 months.

Change Record

- 11/18/2015 – Initial report created to convert from BI to BOBJ
- 9/24/2020 – Updated the screenshots due to change in user interface, moved from Adobe Flash to HTML. There was a phase out of Adobe effective 10/22/2020.
- 10/8/2020 – Updated format, assigned reference number, and made accessible – C. Ennis
- 10/15/2020 – Updated format and added alt text. L. Lee