B0080 Last Action in Effect as of Selected Date

Report Description:

This report shows Last Employee Action in Effect as of Selected Date. This report shows the most current action (to date) on an employee.

Report Location:

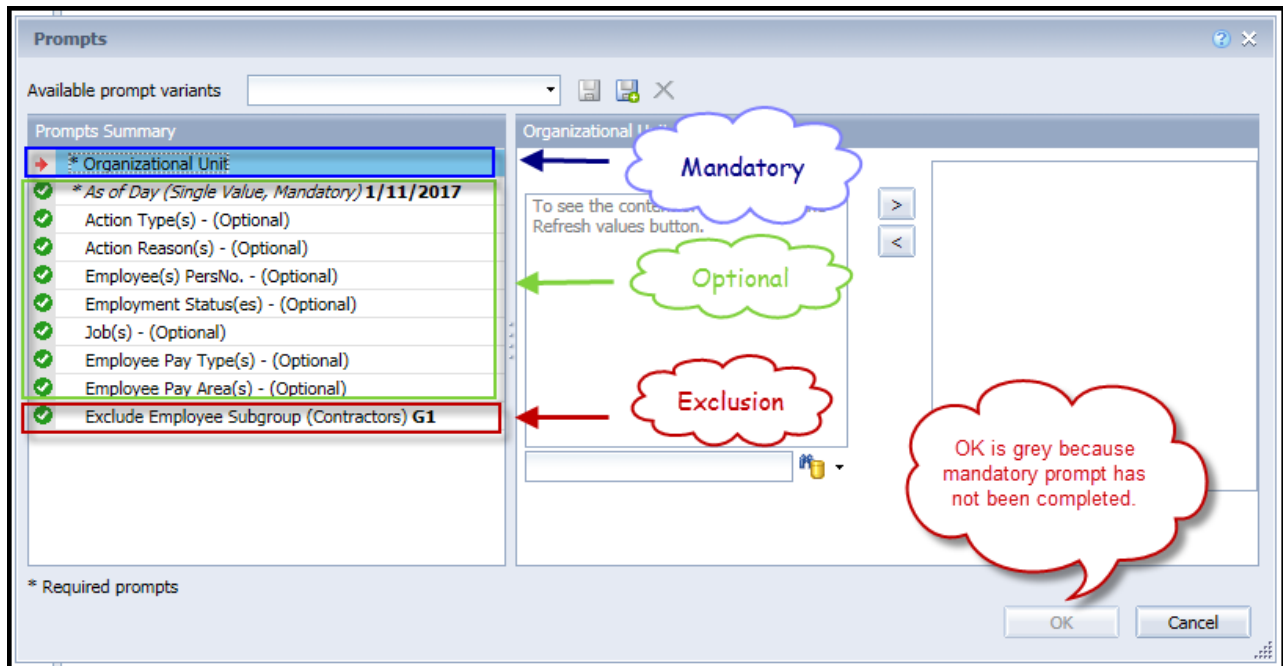PA: Employee Actions

Report uses:

- This report is used to provide a list of employees and their last action as of a specified date, along with additional details such as action effective date and original hire date. It can be used to answer simple questions such as "Which employees are currently on LOA?" or "Which employees have not had a promotion since being hired?".
- Use Compa Ratio Rate to evaluate, either at a summary or detail level, how employee salaries compare to others within their specific job market.

Quick Links

How to run 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 you have "Organizational Unit" prompt selected (1).
- Click on the "Refresh Values" icon to see the list of Org Units (2).
- Navigate down to the desired Org Unit (3).
- Click on the right arrow to add it to the selection box (4).
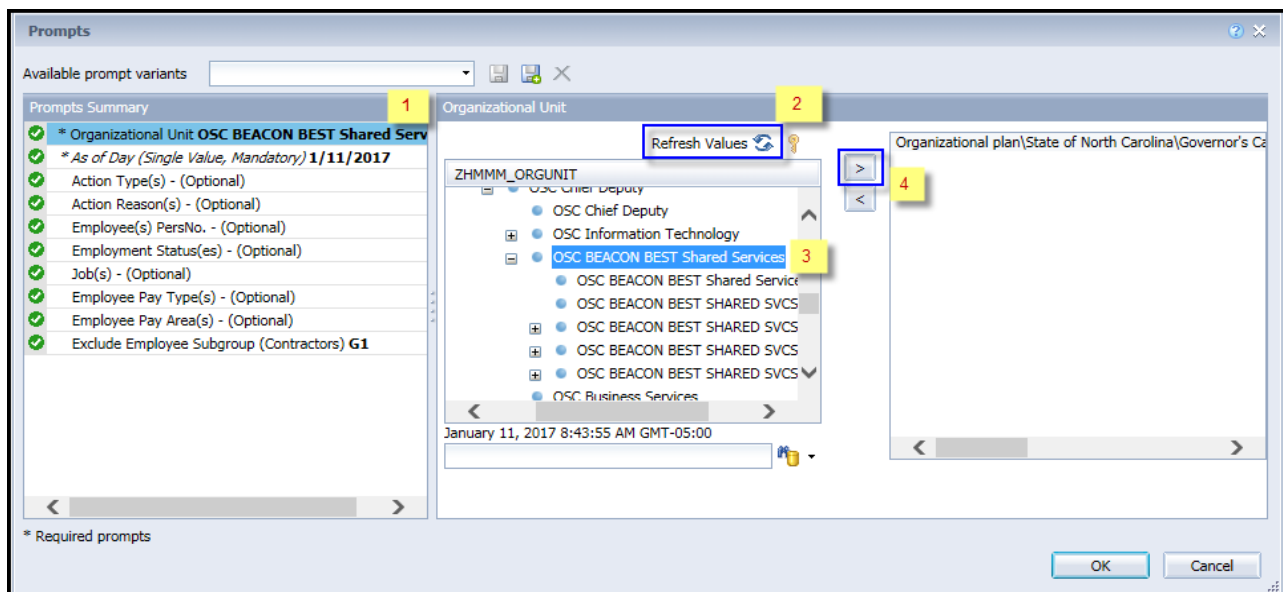
* * **As of Day (Single Value, Mandatory):** To select data for this prompt,
  * Make sure you have the As of Day (Single Value, Mandatory) prompt selected (1).
  * Enter a date in mm/dd/yyyy format (2).
  * Or choose a date from the calendar (3).
  * If no other prompts are required, click the "OK" button to run the report.
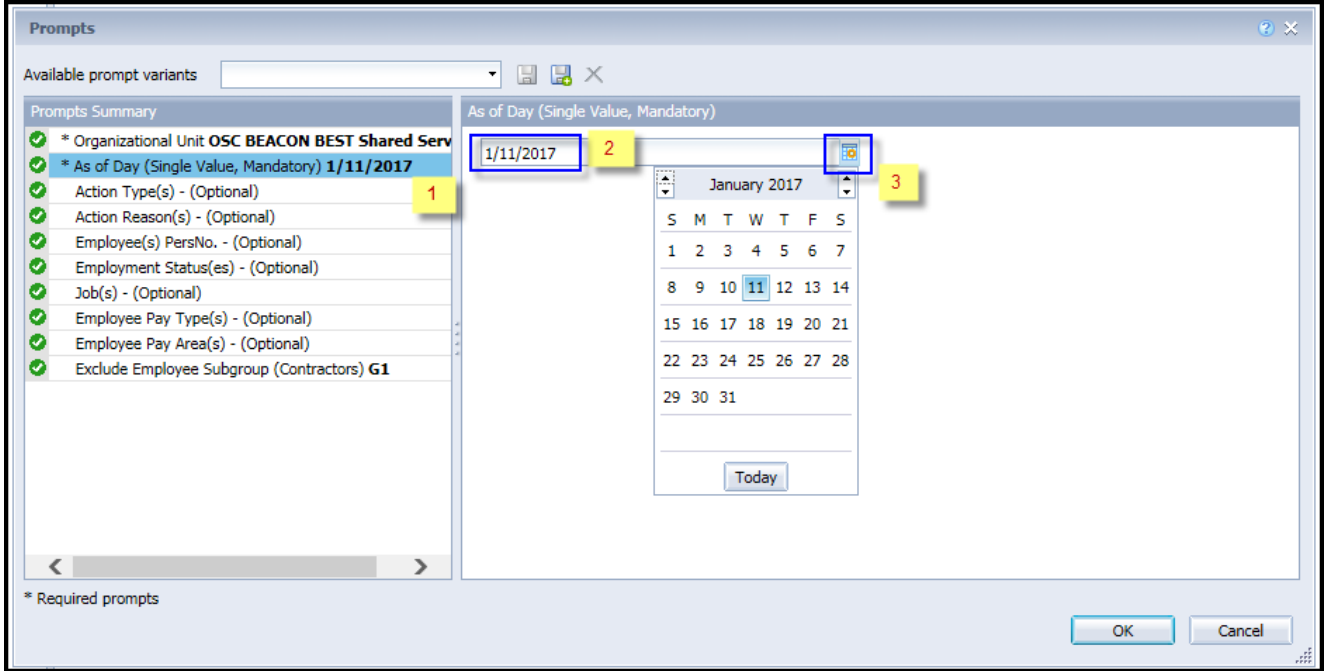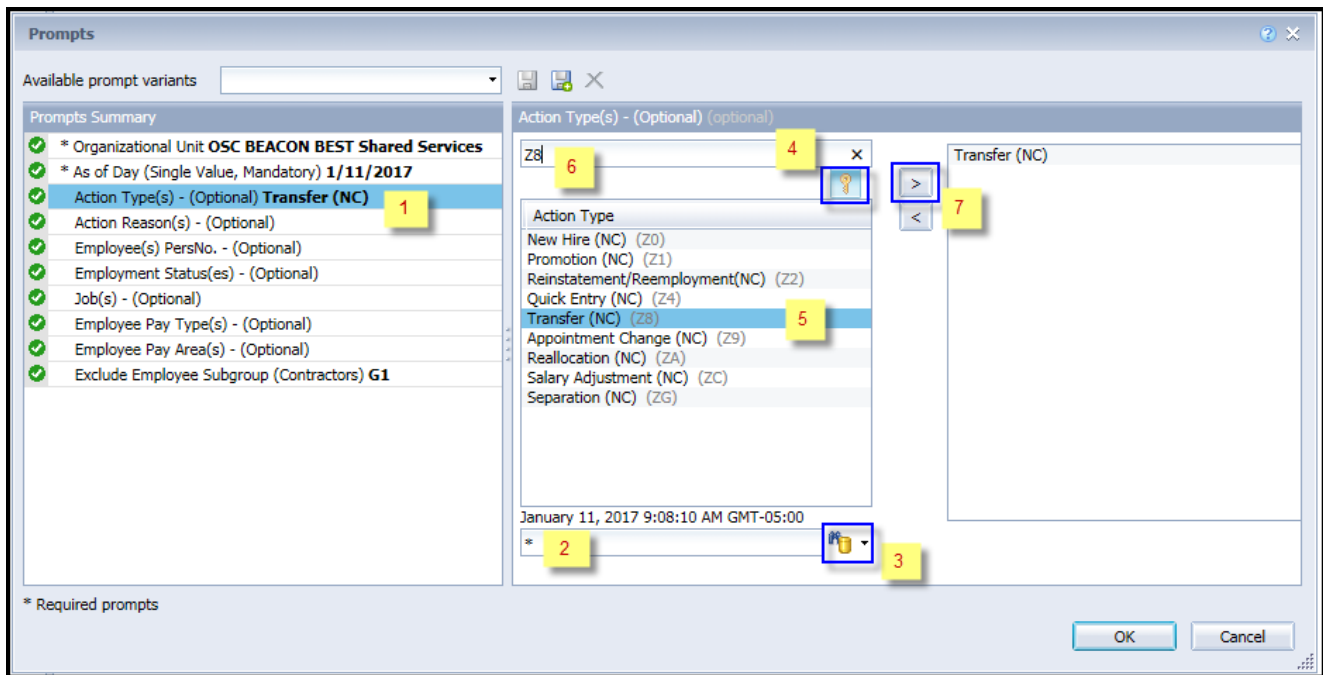
Optional Prompts:

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

✓ **Action Type(s) - (Optional)**: To select data for this prompt:
- Make sure the "Action Type(s) - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Action Type (2).
- Click on the search icon (3).
- To see the key value for each Action Type, click on the key icon (4).
- Click on the desired Action Type (5).
- OR if you know the Action Type key or Action Type name already, then you can skip steps 2 through 5 and enter it directly in (6).
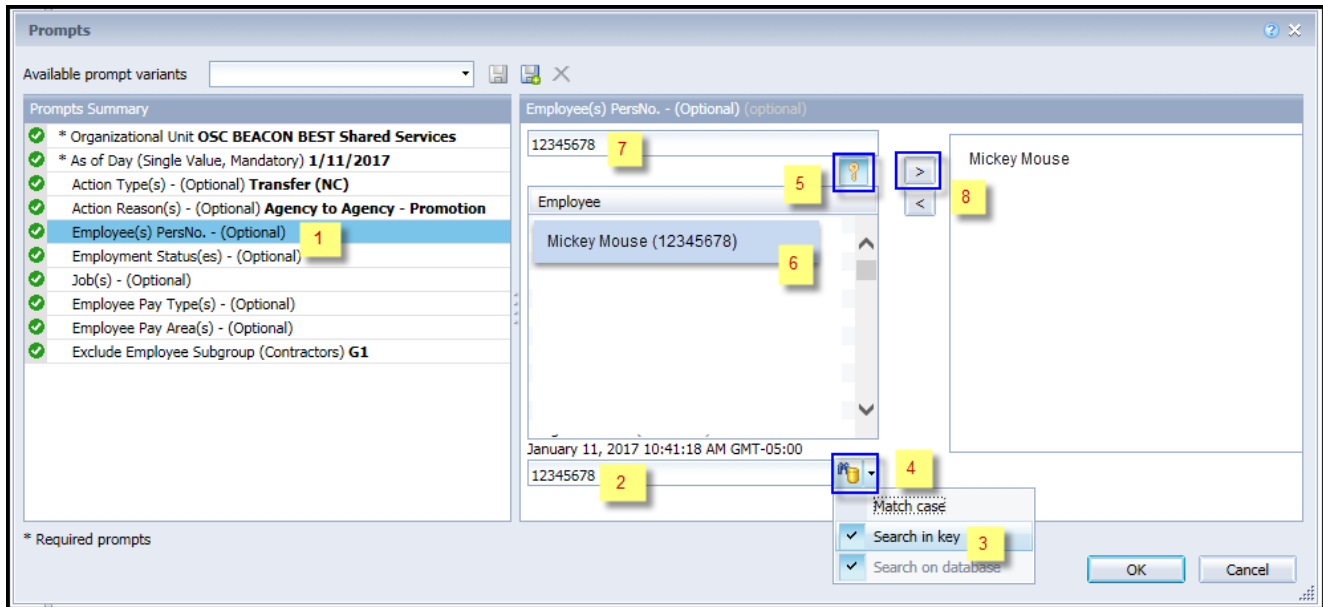- Click on the right arrow to add the Action Type to the selection box (7).

✓ **Action Reason(s) - (Optional):** To select data for this prompt:
   - Make sure the "Action Reason(s) - (Optional)" prompt is selected (1).
   - Enter a search text with an asterisk (*) in the search box to view the list of values for Action Reason (2).
   - Click on the search icon (3).
   - To see the key value for each Action Reason, click on the key icon (4).
   - Click on the desired Action Reason (5).
   - ・ Click on the right arrow to add the Action Reason to the selection box (6).
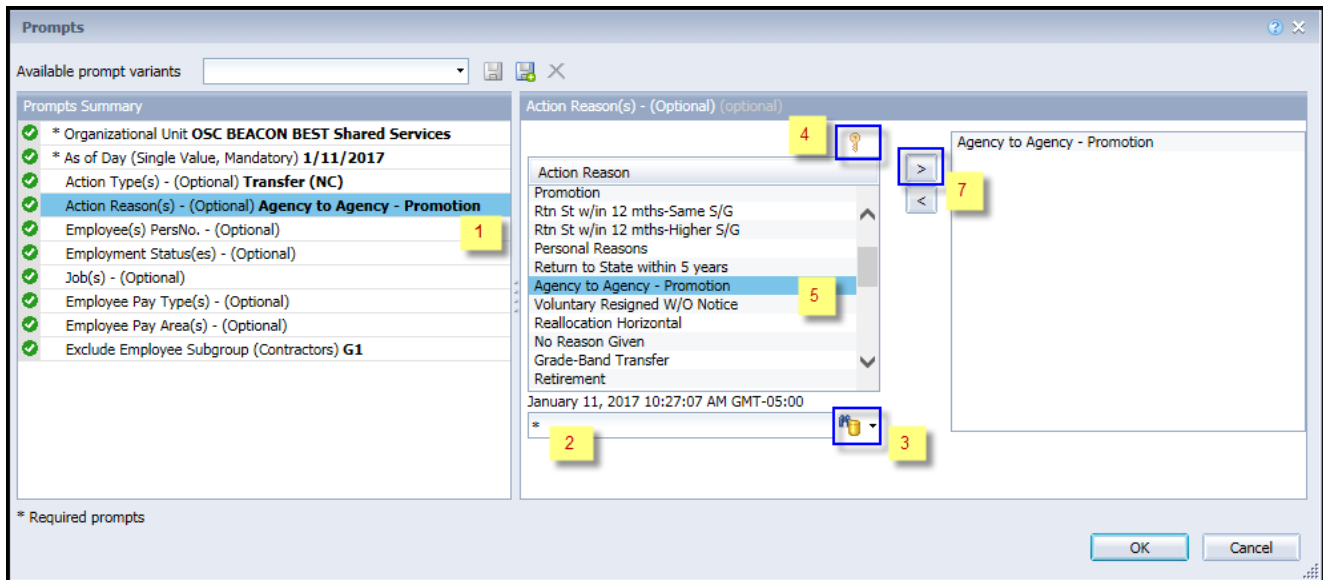
📁 *Note: The action reason prompt provides a list of all action reasons and is not filtered by selected action types. Select only the action reasons that are relevant for a specific action type.* *Important!* *When using action reason filtering, please ensure that only one action type is selected. Using action reason filters with more than one action type can result in incorrect results.*
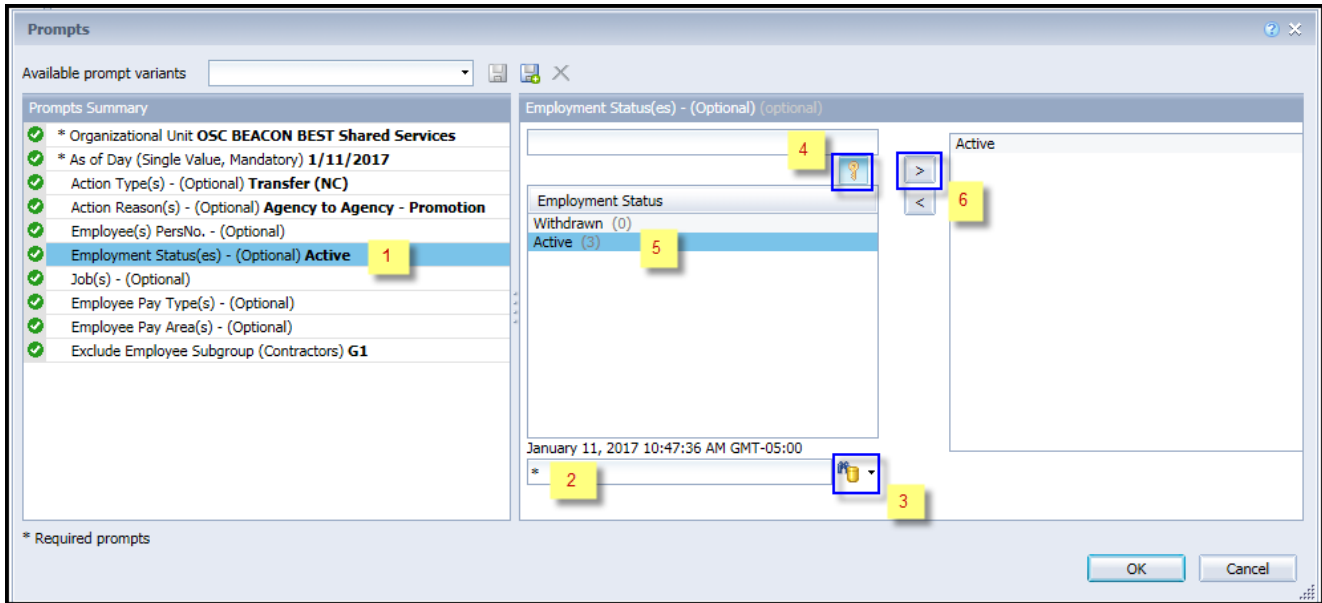
✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
- Make sure the "Employee(s) PersNo. - (Optional)" prompt is selected (1).
- Enter an employee number in the search box to verify the employee name (2).
- Click on the search icon drop down arrow and select "Search in key" (3).
- Click the search icon (4).
- To see the employee number, click on the key icon (5).
- Click on the desired Employee (6).
- OR if you do not need to verify the employee number, then you can skip steps 2 through 6 and enter it directly in (7).
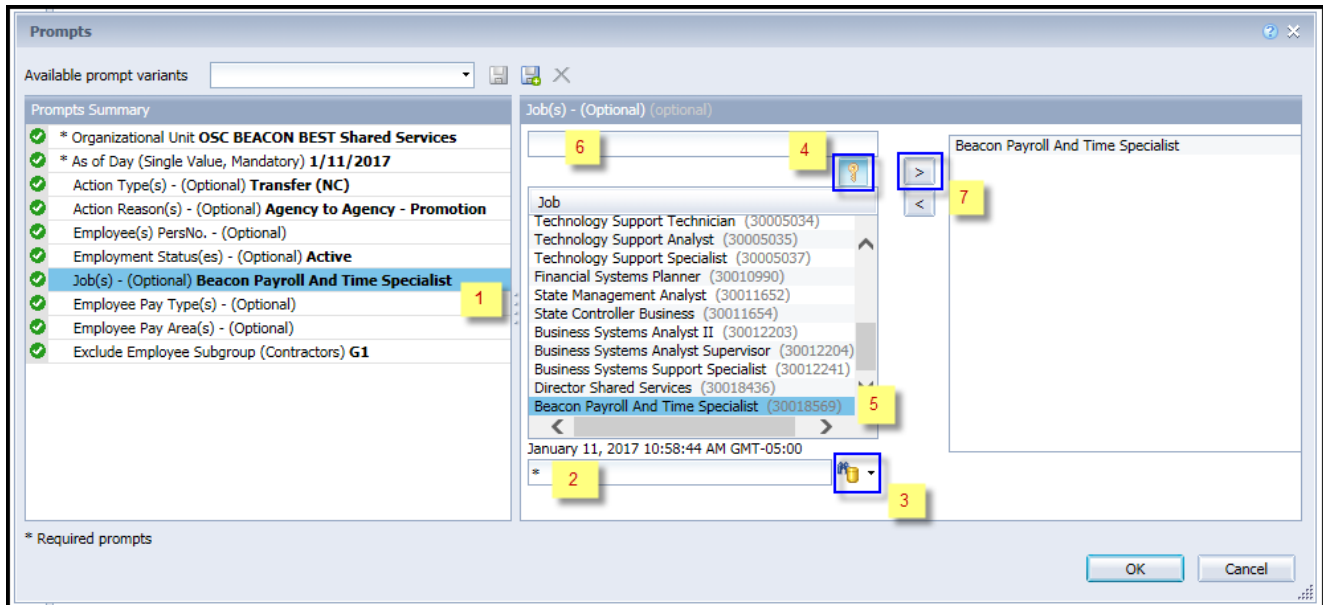- Click on the right arrow to add the Employee to the selection box (8).

✓ **Employment Status(es) - (Optional):** To select data for this prompt:
- Make sure the "Employment Status(es). - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Employment Status (2).
- Click on the search icon (3).
- To see the key value for each Employment Statuses, click on the key icon (4).
- Click on the desired Employment Status (5).
- Click on the right arrow to add the Employment Status to the selection box (6).
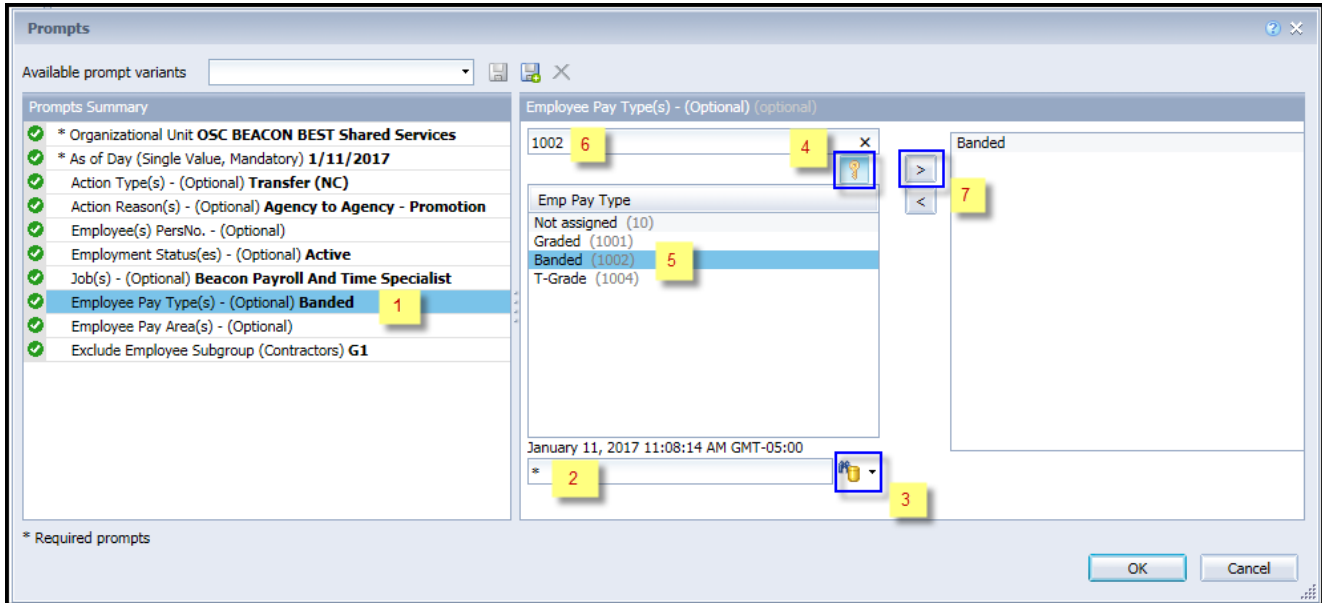
✓ **Job(s) - (Optional):** To select data for this prompt:
- Make sure the "Job(s). - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Jobs (2).
- Click on the search icon (3).
- To see the key value of each Job, click on the key icon (4).
- Click on the desired Job (5).
- OR if you know the Job number or Job name already, then you can skip steps 2 through 5 and enter it directly in (6).
- Click on the right arrow to add the Job to the selection box (7).

✓ **Employee Pay Type(s) - (Optional):** To select data for this prompt:
- Make sure the "Employee Pay Type(s) - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Pay Types (2).
- Click on the search icon (3).
- To see the key value for each Employee Pay Type, click on the key icon (4).
- Click on the desired Employee Pay Type (5).
- OR if you know the Employee Pay Type key or Employee Pay Type name already, then you can skip steps (2) through (5) and enter it directly in (6).
- Click on the right arrow to add the Employee Pay Type to the selection box (7).

✓ **Employee Pay Area(s) - (Optional):** To select data for this prompt:
 • Make sure the "Employee Pay Area(s) - (Optional)" prompt is selected (1).
 • Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Pay Areas (2).
 • Click on the search icon (3).
 • To see the key value for each Employee Pay Area, click on the key icon (4).
 • Click on the desired Employee Pay Area (5).
 • OR if you know the Employee Pay Area key or Employee Pay Area name already, then you can skip steps (2) through (5) and enter it directly in (6).
 • Click on the right arrow to add the Employee Pay Area to the selection box (7).
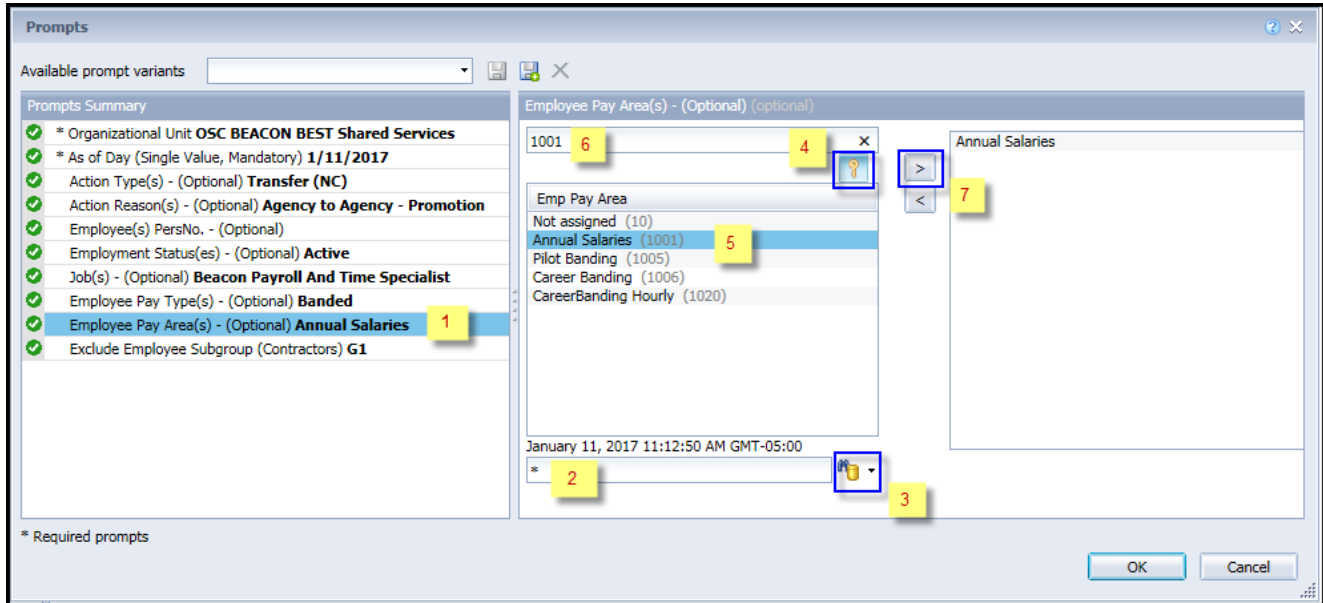
Exclusion Prompts:

Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided 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 Subgroup (Contractors) G1**

To remove this exclusion

- Make sure the "Exclude Employee Subgroup" prompt is selected (1).
- Click on one or more Employee Subgroup(s) to remove from the 'Selected Value(s) box (2).
- Click on the left arrow icon to remove the desired Employee Subgroup(s) (3).
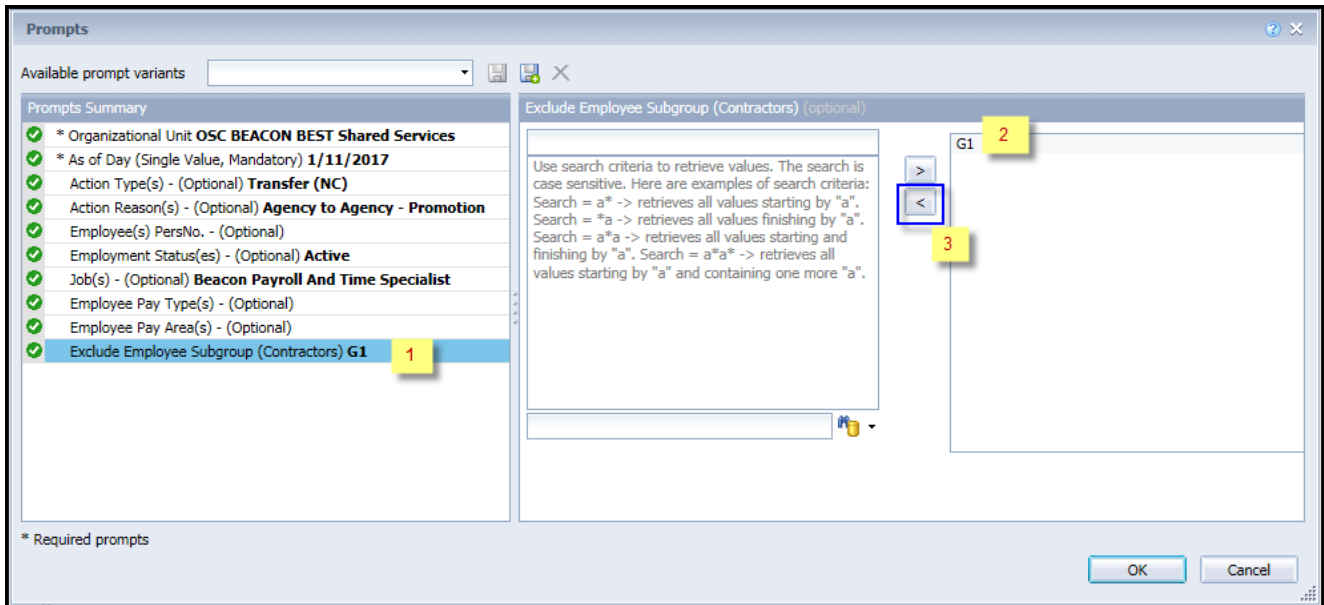
Initial Layout

The report lists last employee action in effect based on the prompt selections. Below is a sample of the initial layout rendered.

B0080: Last Employee Action in Effect as of Selected Date 1/11/2017

Personnel Area	Org Unit	Org Unit Desc	Employee	Employee's Name	Action Type	Action Reason
State Controller	20000087	OSC BEACON BEST Shared Services	■	■	Separation (NC)	Retirement
State Controller	20000087	OSC BEACON BEST Shared Services	■	■	Separation (NC)	Better Employment
State Controller	20000087	OSC BEACON BEST Shared Services	■	■	Separation (NC)	Retirement
State Controller	20000087	OSC BEACON BEST Shared Services	■	■	Salary Adjustment (NC)	Legislative Increase

Continued…

Execution Date: 1/11/17

Effective Date	Valid To	Emp Pay Type	Emp Pay Area	Emp Pay Group	Emp Pay Level	Annual Salary / Hrly Rate	Prior Salary / Hrly Rate
■	12/31/99	Banded	Career Banding	30005037	A	■	■
■	12/31/99	Banded	CareerBanding Hourly	30004997	C	■	■
■	12/31/99	T-Grade	Annual Salaries	TG85	TG	■	■
■	12/31/99	T-Grade	Annual Salaries	TG79	TG	■	■

Available Objects

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

Special Report Considerations/Features:

- Sort on Personnel Area is the only sorting done in the default layout of the report.
- PMIS data is not included in the report.
- The 'Emp /Job Ref Salary' represents the Employee Reference Rate for Banded pay types; for all other pay types, it represents the Job Reference Rate.
- If one or more completed PCRs exist for an action, the "Processed Date" available object is populated with the date from the most recent processed PCR action. If no completed PCR exists for the action, the Processed Date is populated with the "Changed on" date from the action infotype.

Change Log:

Effective 1/12/2017

- Added Optional Prompts **Employee Pay Type(s)** and **Employee Pay Area(s).**
- Added **"Compa Ratio" and Age** to available objects.
- **Compa Ratio** is calculated Based on Employee Reference Salary, Job Reference Salary and FTE Annual Salary.
- Added **Report Info** Tab which provides the information about the Prompts Entered.

Effective 12/2017

- The Processed Date available object was modified to be populated with the date from the most recent processed PCR action from the completed PCR. If no completed PCR exists, the Processed Date is populated with the "changed on" date of the action.