



RETROACTIVE POSITION TIME SETTING CHANGES - DETAILS

BOBJ

REPORT DESCRIPTION B0082 | WEB INTELLIGENCE

The purpose of this Report Description is to explain how to see details about retroactive position time setting changes in the Integrated HR-Payroll System.

REPORT DESCRIPTION:

This report displays metrics derived from retroactive position time settings that are impacting for the organizational unit and calendar month/year interval selected. Metrics are displayed in the ranges of <39 days, 30 -59 days, and >59 days.

This report calculates the difference between changed on dates and effective dates.

This report can be used to monitor pay-impacting retroactive position time setting changes.

REPORT LOCATION:

OM: Position/Time Eligibility

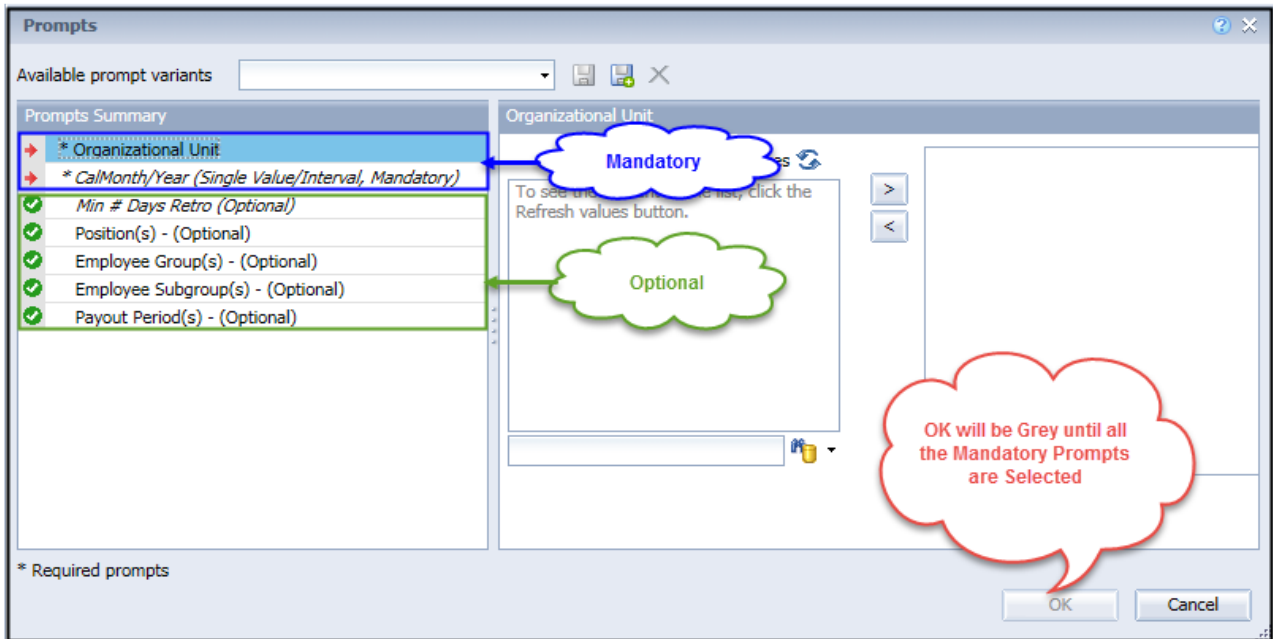
REPORT USES:

This report is used as a monitoring tool to evaluate retroactive position time settings changes which impacts employee pay.

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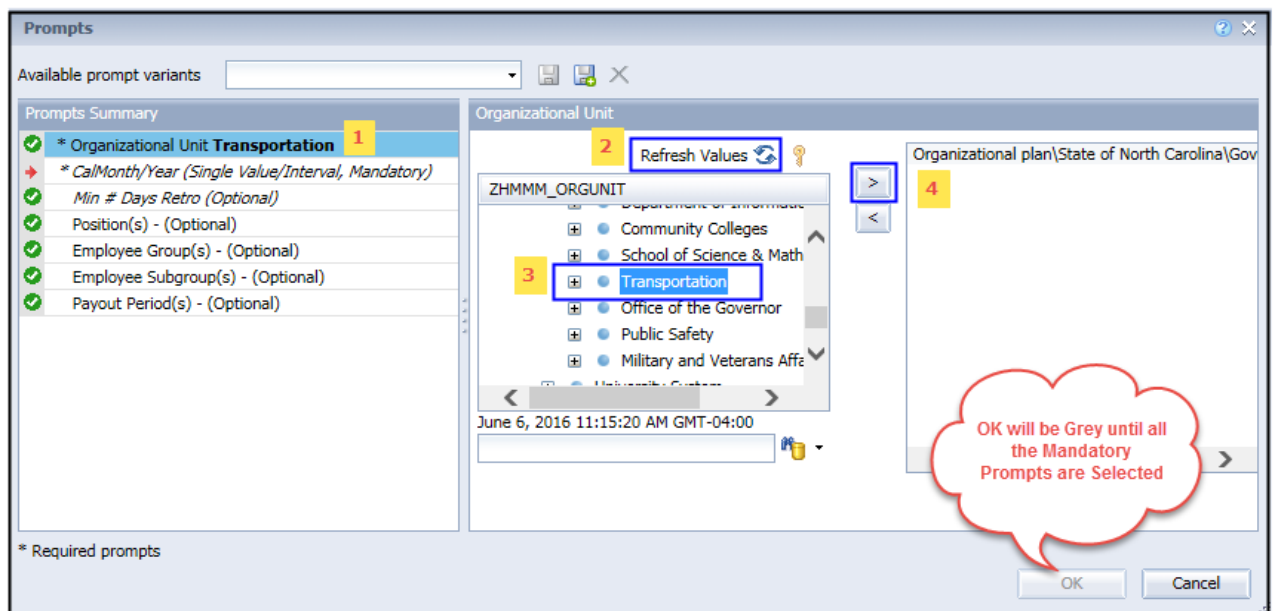
How to generate this report



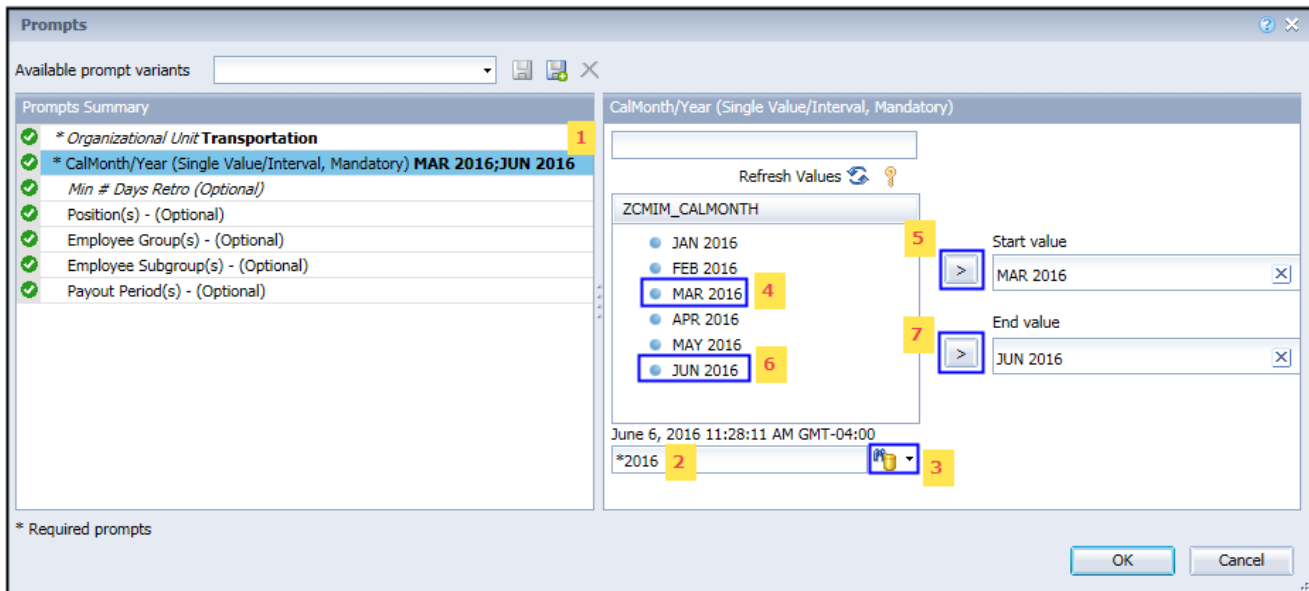
Mandatory Prompts

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 you have “Organizational Unit” prompt selected (1).
 - Click the “Refresh Values” icon to see the list of Org Units (2).
 - Navigate down to the desired Org Unit (3).
 - Click the right arrow to add it to the selection box (4).



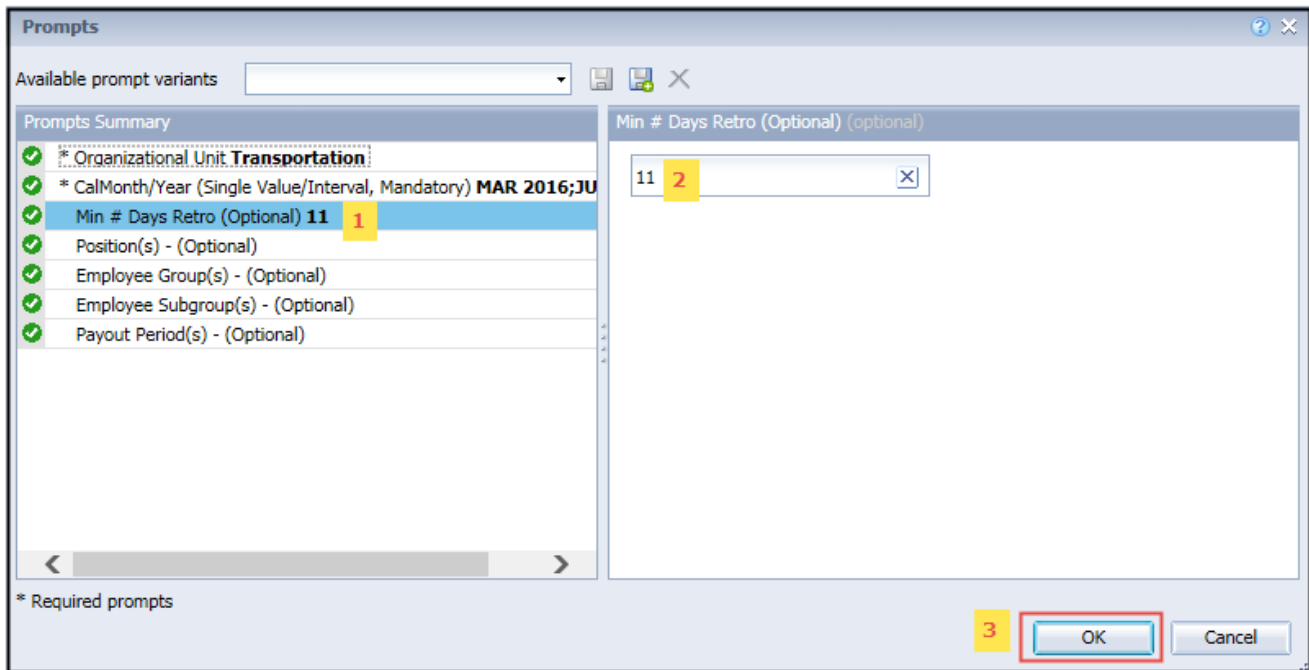
- ***Calendar Month/Year:** To select data for this prompt:
- Make sure you have “CalMonth/Year” prompt selected (1).
 - Type in a wildcard year (*YYYY) to search for available months in a particular year (2).
 - Click on the search icon (3).
 - Select the desired date for your low range (4).
 - Click on the right arrow to add it to the “Start value” box (5).
 - Select the desired date for your high range (6).
 - Click on the right arrow to add it to the “End value” box (7).



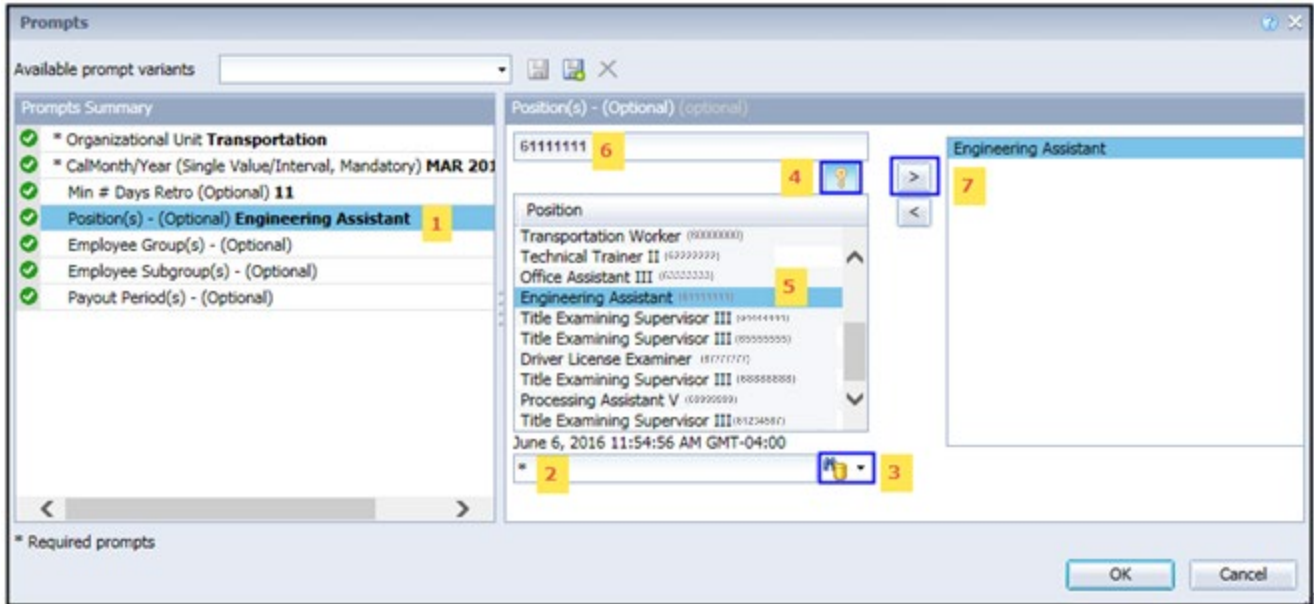
Optional Prompts

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.

- ✓ **Min # Days Retro - (Optional):** To select data for this prompt:
 - Make sure the “Min # Days Retro - (Optional)” prompt is selected (1).
 - Enter Min # Days Retro on right-hand side. Days Difference between Changed on and Effective From Dates in the Report are displayed based on this Prompt Value. For example, below Min # Days Retro is entered as 11 and the Report is displayed for Days Difference between Changed on and Effective From Dates Greater than or Equal to 11 (2).
 - Click on OK to proceed if no other prompts are required for selection (3).



- ✓ **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 on the search icon (3).
 - To see the key value for each Position, click on the key icon (4).
 - Click on the desired Position (5).
 - OR if the Position key or Position name is known, skip steps (2) through (5) and enter it directly in (6).
 - Click on the right arrow to add the Position to the selection box (7).

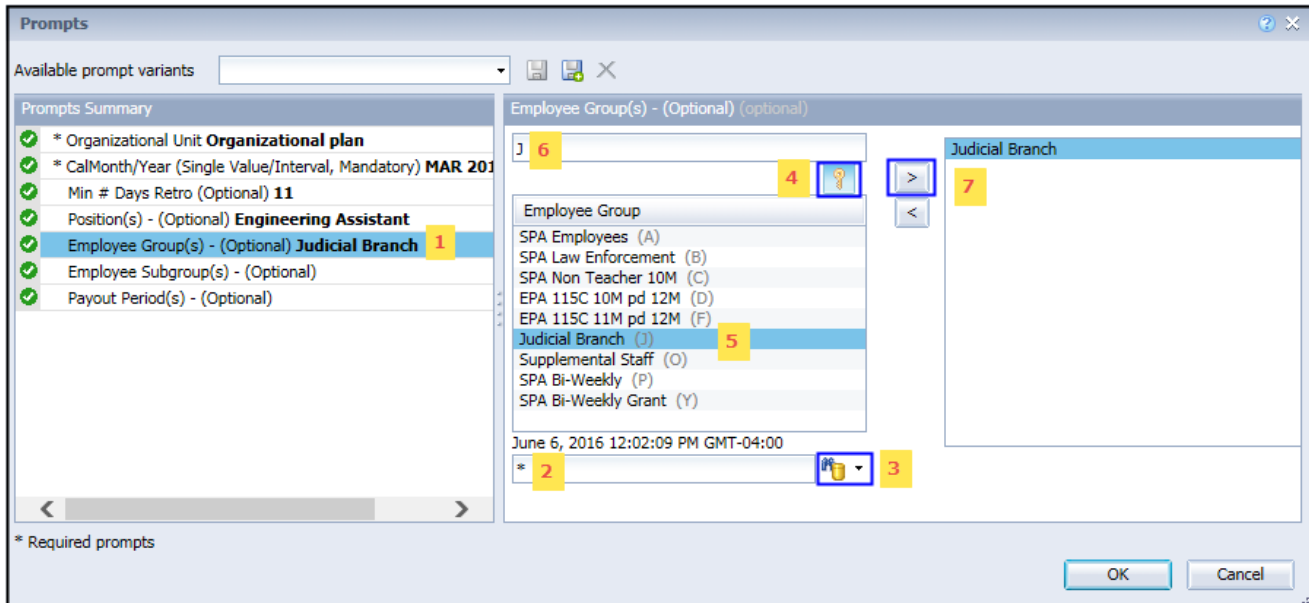


NOTE: Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down the search by using the wildcard with specific text strings when looking for an employee by name such as:

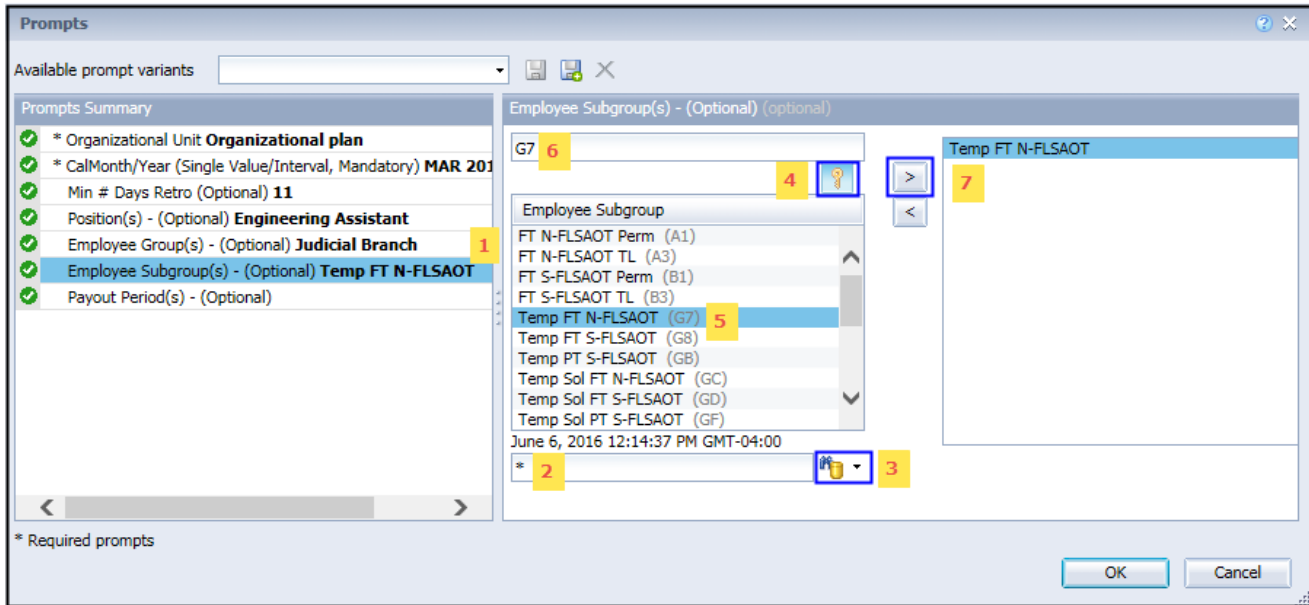
Jane *Doe*
*Doe

If the employee number is known, it is best to use the manual entry field (in step 7) to enter the selection.

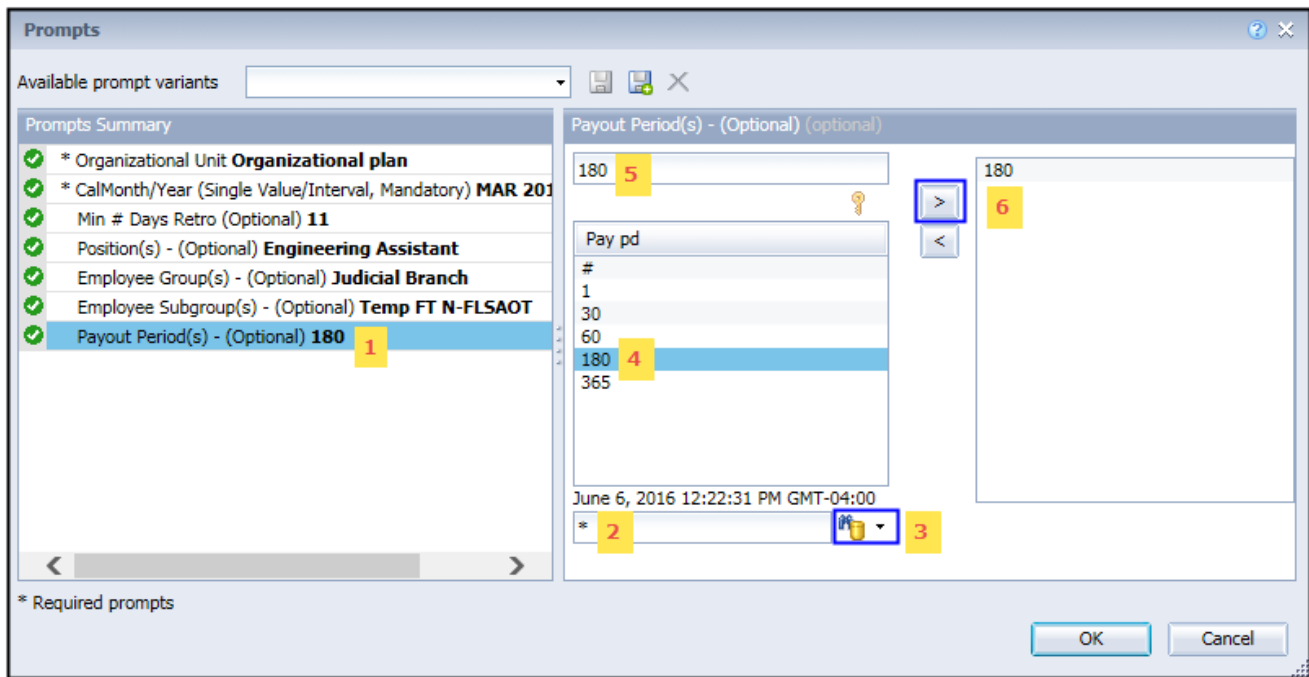
- ✓ **Employee Group(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Group(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Group (2).
 - Click on the search icon (3).
 - To see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



- ✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Subgroup(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 Subgroup (2).
 - Click on the search icon (3).
 - To see the key value for each Employee Subgroup, click on the key icon (4).
 - Click on the desired Employee Subgroup (5).
 - OR if the Employee Subgroup key or Employee Subgroup name is known, skip steps 2 through 5 and enter it directly in (6).
 - Click on the right arrow to add the Employee Subgroup to the selection box (7).



- ✓ **Payout Period(s) - (Optional):** To select data for this prompt:
 - Make sure the “Payout Period(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Payout Period (2).
 - Click on the search icon (3).
 - Click on the desired Payout Period (4).
 - OR if the Payout Period is known, skip steps (2) through (4) and enter it directly in (5).
 - Click on the right arrow to add the Payout Period to the selection box (6).



Initial Layout

Retroactive Position Time Setting Changes – Details: This report displays metrics derived from retroactive position time settings that are pay impacting for the organizational unit and calendar month/year interval selected. Metrics are displayed in the ranges of <39 days, 30 -59 days, and >59 days:

B0082: Retroactive Position Time Setting Changes - Details							
Calendar Month/Year: MAR 2016 - JUN 2016							
Organizational Unit	Organizational Unit Desc	Position	Position Desc	Infotype	Infotype Desc	Eff From	Eff To
22222222	Dept of Agriculture Consumer Services	11111111	Processing Assistant III	9007	Night Shift Premium	7/1/2007	5/6/2016

Continued....

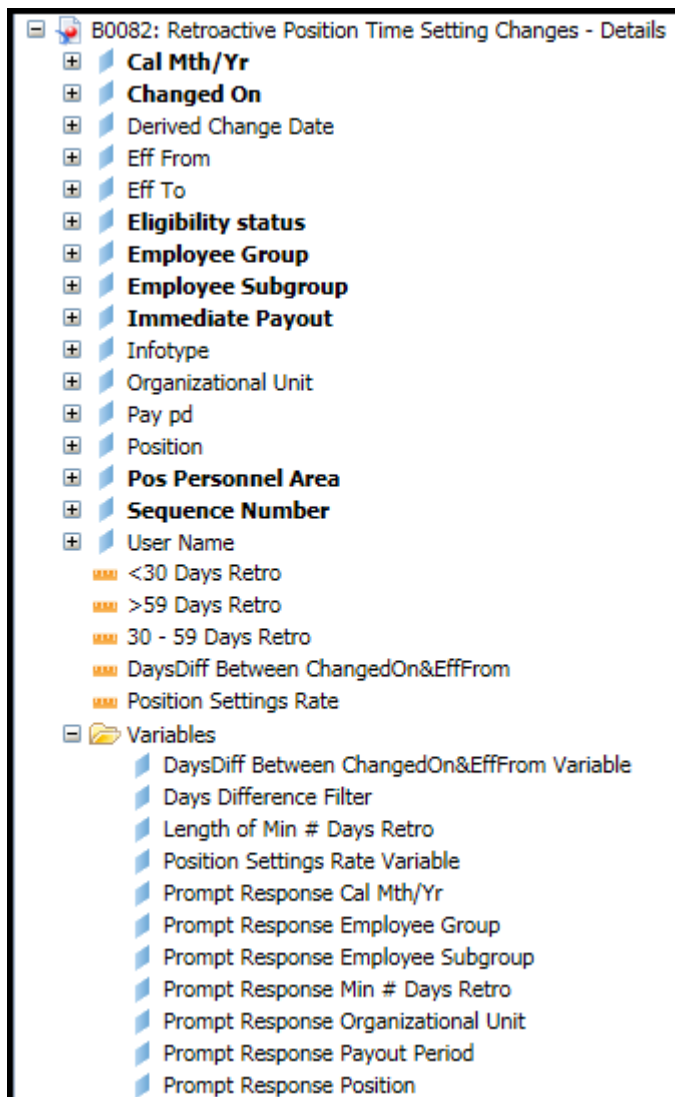
Execution Date : 6/6/16							
Derived Change Date	User Name	Pay pd	DaysDiff Between ChangedOn & EffFrom	<30 Days Retro	30 - 59 Days Retro	>59 Days Retro	Position Settings Rate
5/18/2016	John Doe	#	-12	1	0	0	0.10

The Report Info tab displays the information about the prompts entered.

Report Info		Execution Date : 6/6/16
Prompt Input		
Organizational Unit	Organizational plan	
CalMonth/Year	MAR 2016 - JUN 2016	
Min#Days Retro	11	
Position(s)		
Employee Group(s)		
Employee Subgroup(s)		
Payout Period(s)		

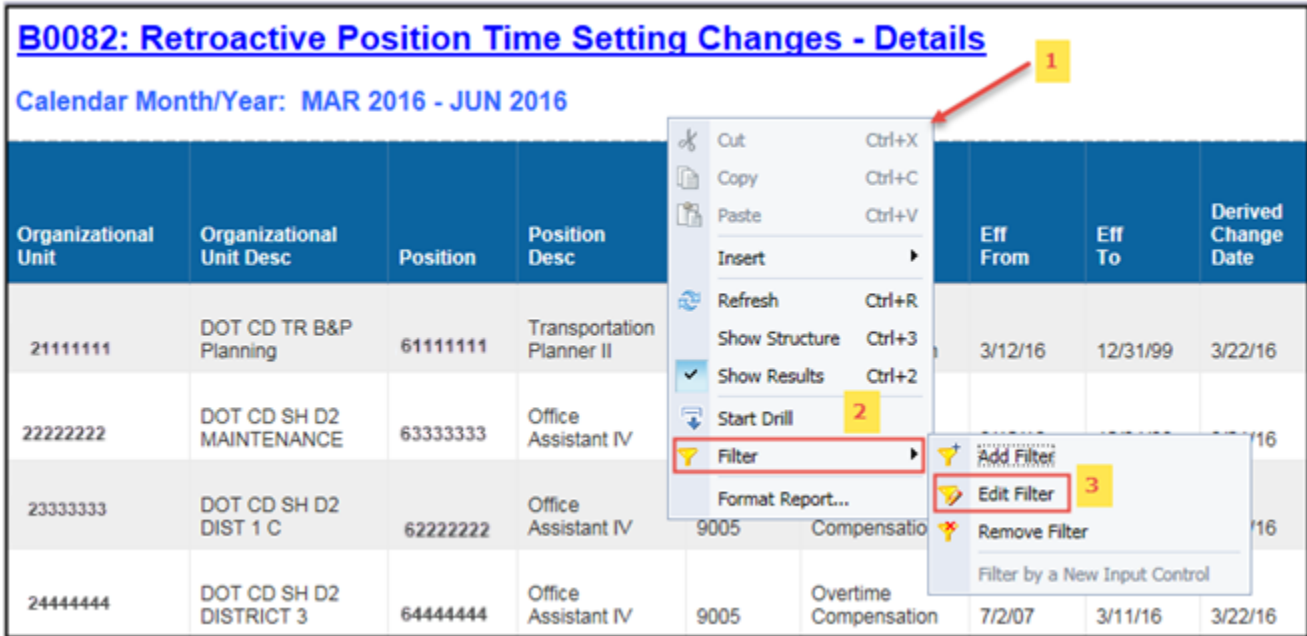
Available Objects

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

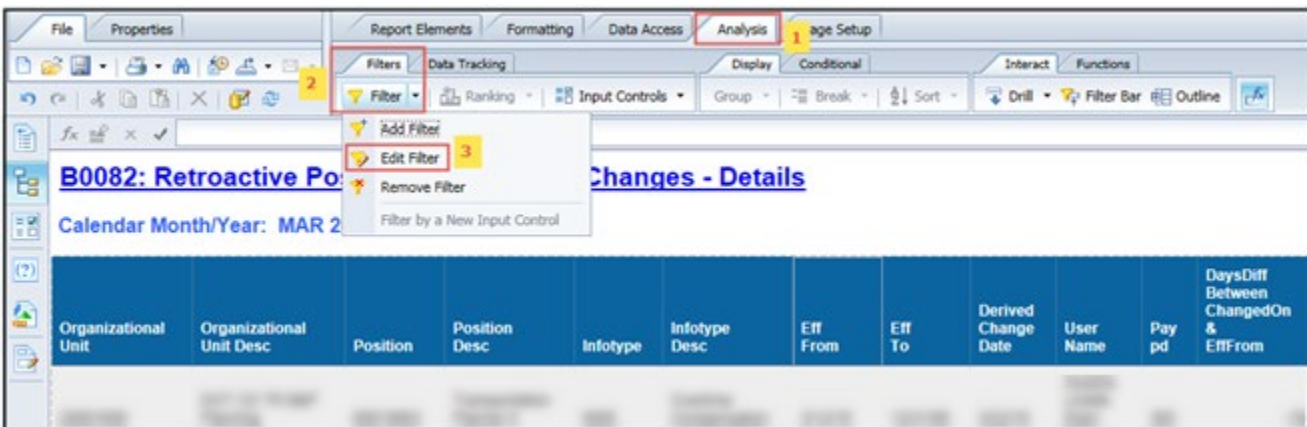


Special Report Considerations/Features

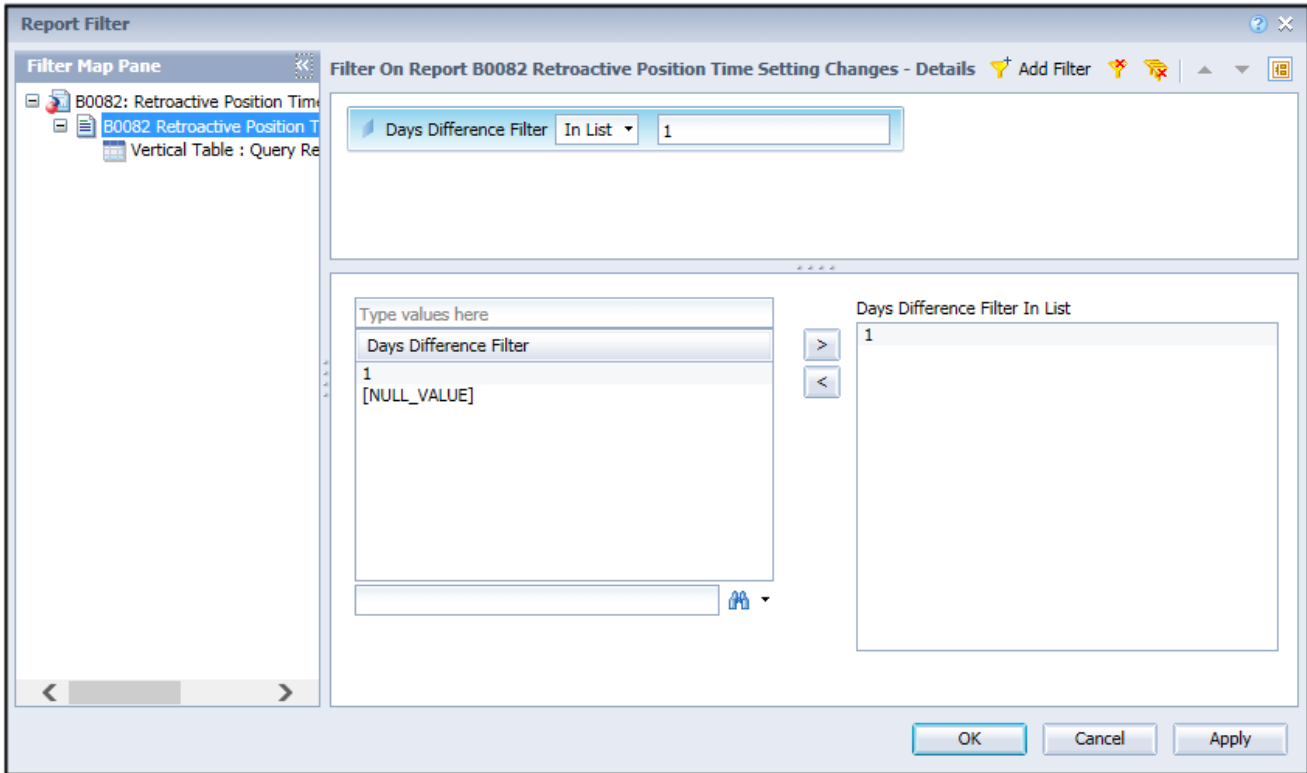
- There is a default filter applied to the report to calculate the Days Difference between Changed on and Effective from dates based on the Prompt Value entered in Min # Days Retro (Optional).
Please don't change this default Report Filter as the changes will affect the Report Results.
 - ✓ To check this default filter:
 - Make sure that you are in Design Mode.
 - Hover your mouse outside the crosstab table (1).
 - Right-Mouse click to bring up the context menu; select Filter (2), Edit Filter (3).



- (or) Go to Edit Filter screen through Analysis > Filter > Edit Filter



- When the Edit screen pops up, you can see the default filters applied.



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- By default, data is sorted by Organizational Unit. This can be changed as desired.
 - ✓ To change the sorting to another column
 - Make sure the “desired column” is selected (1).
 - Click on “Analysis” Tab (2).
 - By default, “Display” tab is selected (3).
 - Click on the “Drop down icon” as shown (4).
 - Click on “Remove all sorts” (5).
 - Select ascending or descending sort order as needed (6).

Organizational Unit	Organizational Unit Desc	Position	Position Desc	Infotype	Infotype Desc	Eff From	Eff To	Derived Change Date	User Name	Pay pd	DaysDiff Between ChangedOn & EffFrom	<30 Days Retro
21111111	DOT CD TR B&P Planning	61111111	Transportation Planner II	9005	Overtime Compensation	3/12/16	12/31/99	3/22/16	Jane Doe	365	-10	1
22222222	DOT CD SH D2 MAINTENANCE	62222222	Office Assistant IV	9005	Overtime Compensation	3/12/16	12/31/99	3/21/16	Jane Doe	#	-9	1
23333333	DOT CD SH D2 DIST 1 C	63333333	Office Assistant IV	9005	Overtime Compensation	7/2/07	3/11/16	3/22/16	Jane Doe	365	-3,186	0
24444444	DOT CD SH D2 DISTRICT 3	64444444	Office Assistant IV	9005	Overtime Compensation	7/2/07	3/11/16	3/22/16	Jane Doe	365	-3,186	0

- 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.”
- **Field/Home Based** indicator is available from Position attributes (expanded list) in Available Objects.

CHANGE LOG

Effective Date	Change Description	Modifier
6/2/2016	Initial report creation to convert from BI to BOBJ	
8/17/2017	Added Position Personnel Area	
1/25/2018	Updated document with Position personnel area information from 8/17/2017 change	
9/16/2020	Updated format, assigned reference number, and made accessible	C. Ennis & L. Lee

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9/21/2020	Added Alt Text	L. Lee
9/2/2021	Added Field/Home Based indicator to Position attributes (expanded list) in Available Objects.	T.Cooper