POSITION ELIGIBILITY SETTINGS
REPORT DESCRIPTION B0083 | WEB INTELLIGENCE

BOBJ

The purpose of this Report Description is to explain how to display position eligibility settings in the Integrated HR-Payroll System.

Report Description

This report displays Position Eligibility Settings such as Time Settings, EEO Designations, and Job Information.

### Report Location

OM: Position/Time Eligibility

Report Uses

- This report is used to evaluate position settings to ensure they are set correctly and are consistent across similar positions within an organizational structure. Some positions settings impact pay.

- This Report can be used to answer questions such as which positions are eligible for Overtime Comp Pay.

- If you are researching Retroactive changes to position time settings, refer to B0152 – Retroactive Position Time Settings – Metrics.

How to generate this report
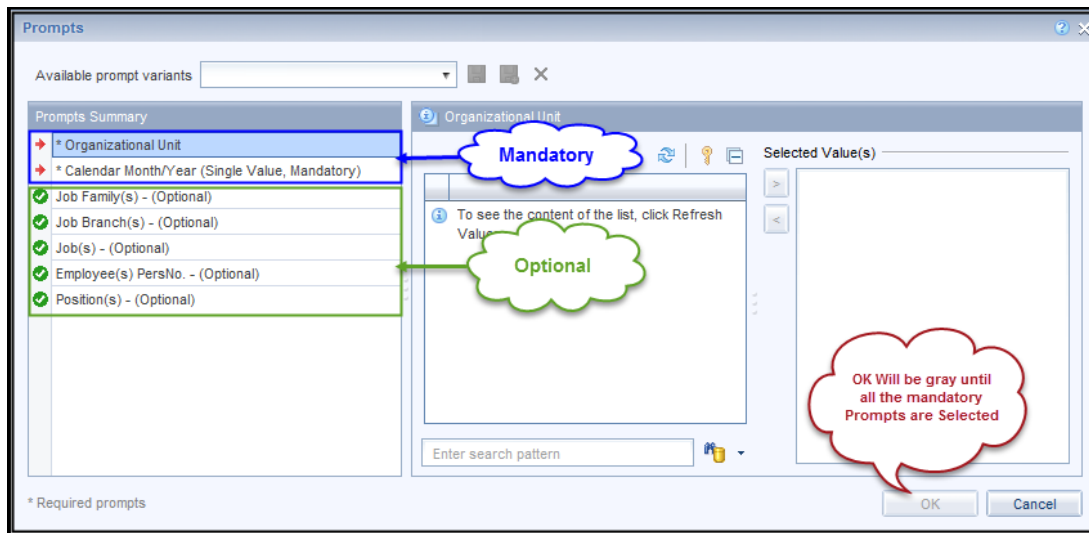
Mandatory Prompts

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 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).
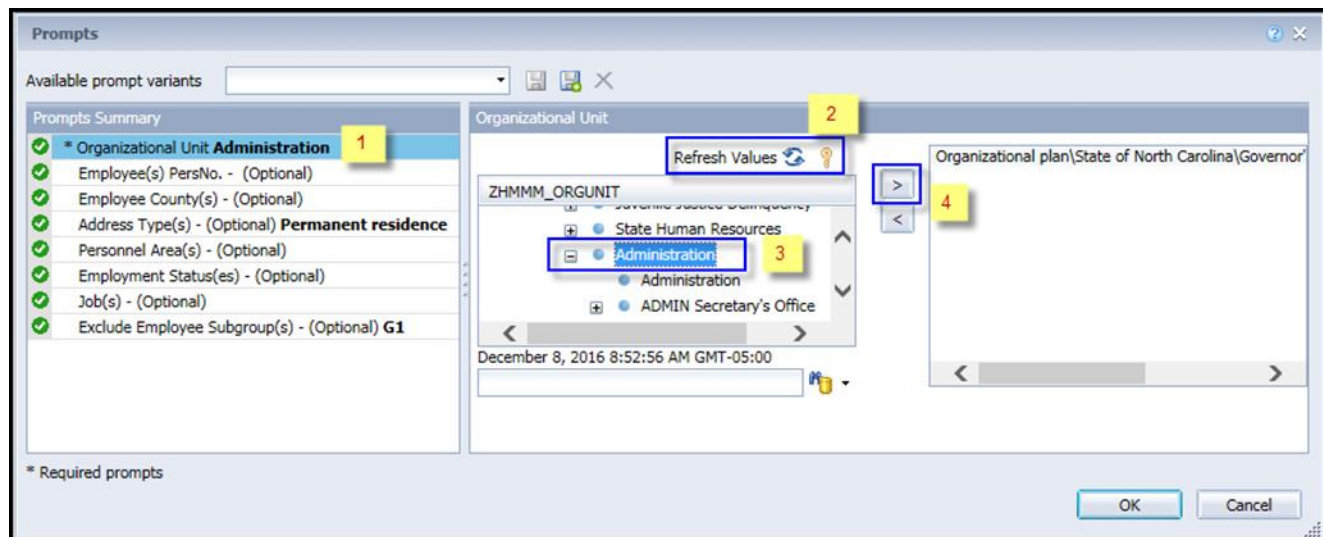
Optional Prompts

Optional prompts are indicated with a green check mark (✔) but are not required. Sometimes they are pre-filled with a default value. They are used to assist with limiting the amount of data that is retrieved into the body of the report.

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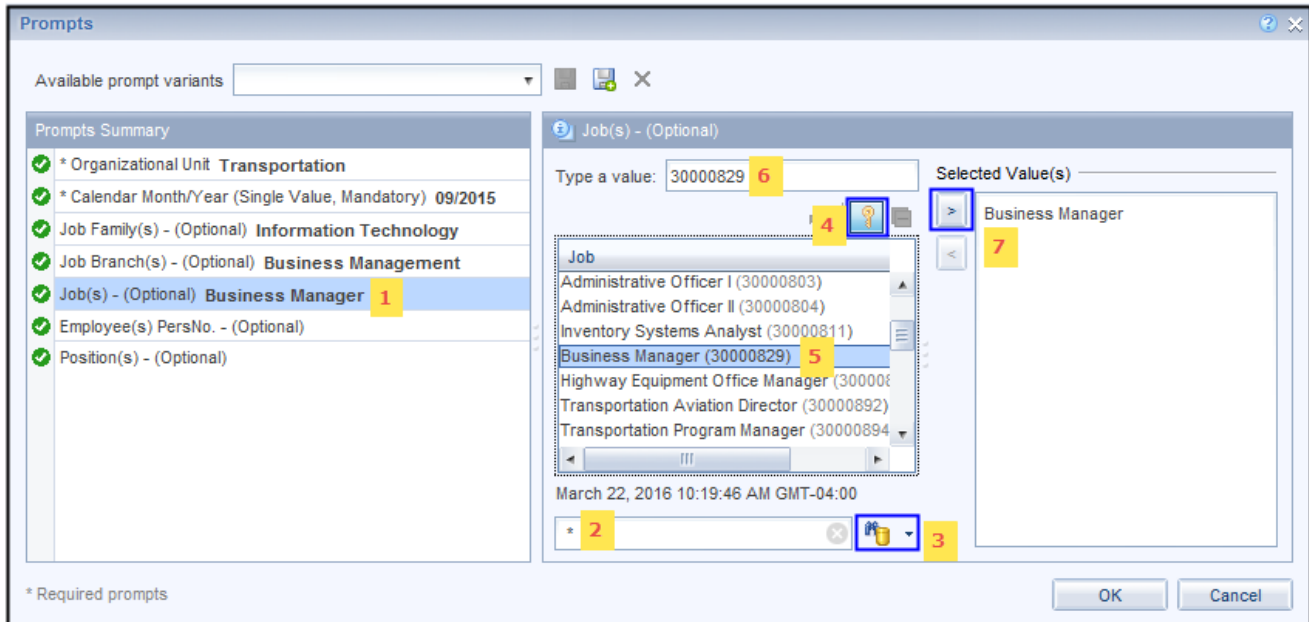- Click on the right arrow to add the Job Family to the selection box (7).
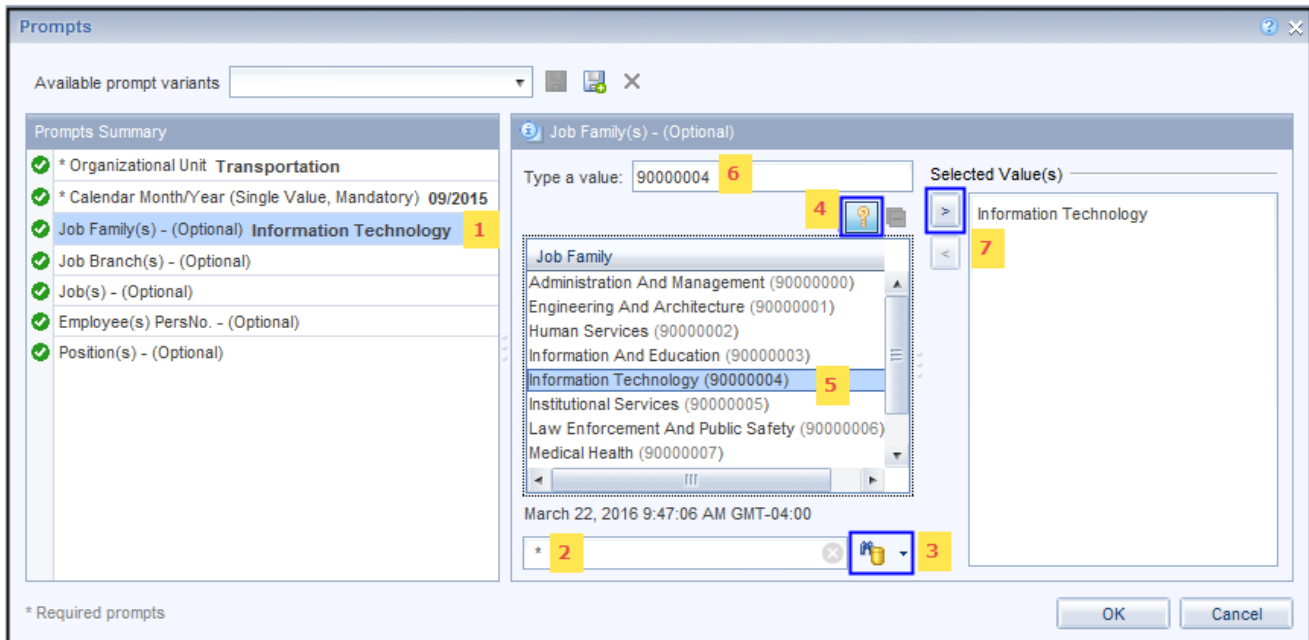
✓ **Job Branch(s) - (Optional):** To select data for this prompt:
  - Make sure the "Job Branch(s) - (Optional)" prompt is selected (1).
  - Enter a search text with an asterisk (*) in the search box to view the list of values for Job Branch (2).
  - Click on the search icon (3).
  - To see the key value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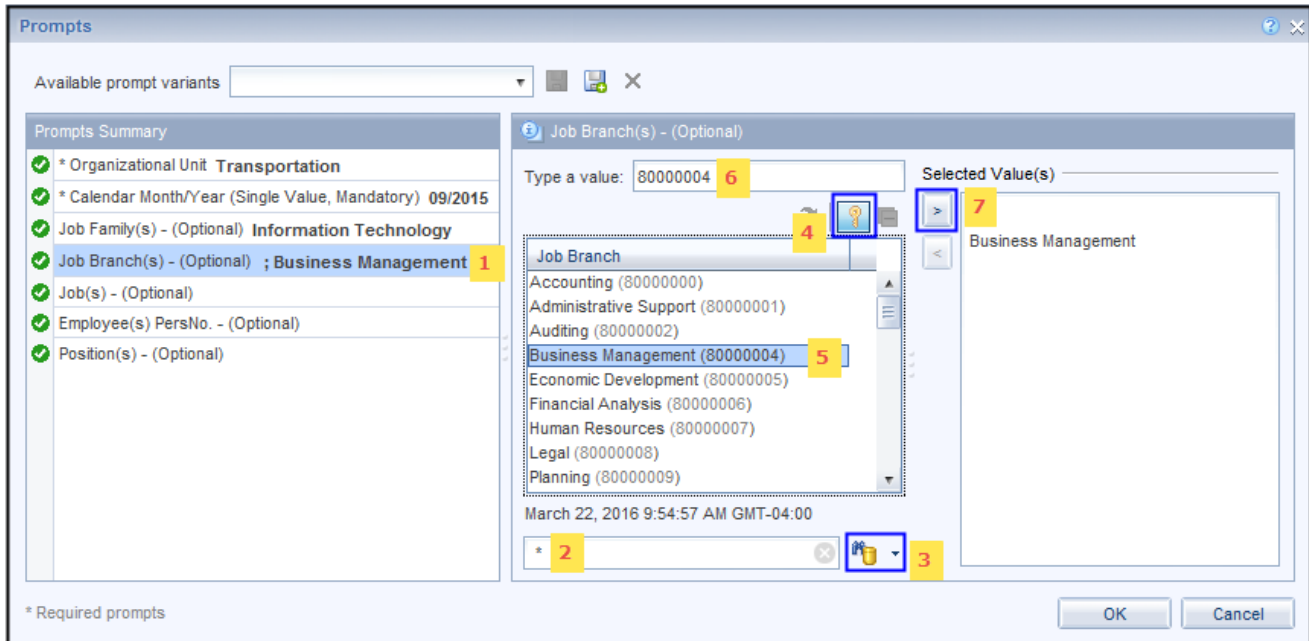
✓ **Job(s) - (Optional):** To select data for this prompt:
- Make sure the "Job(s) - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Job (2).
- Click on the search icon (3).
- To see the key value for each Job, click on the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

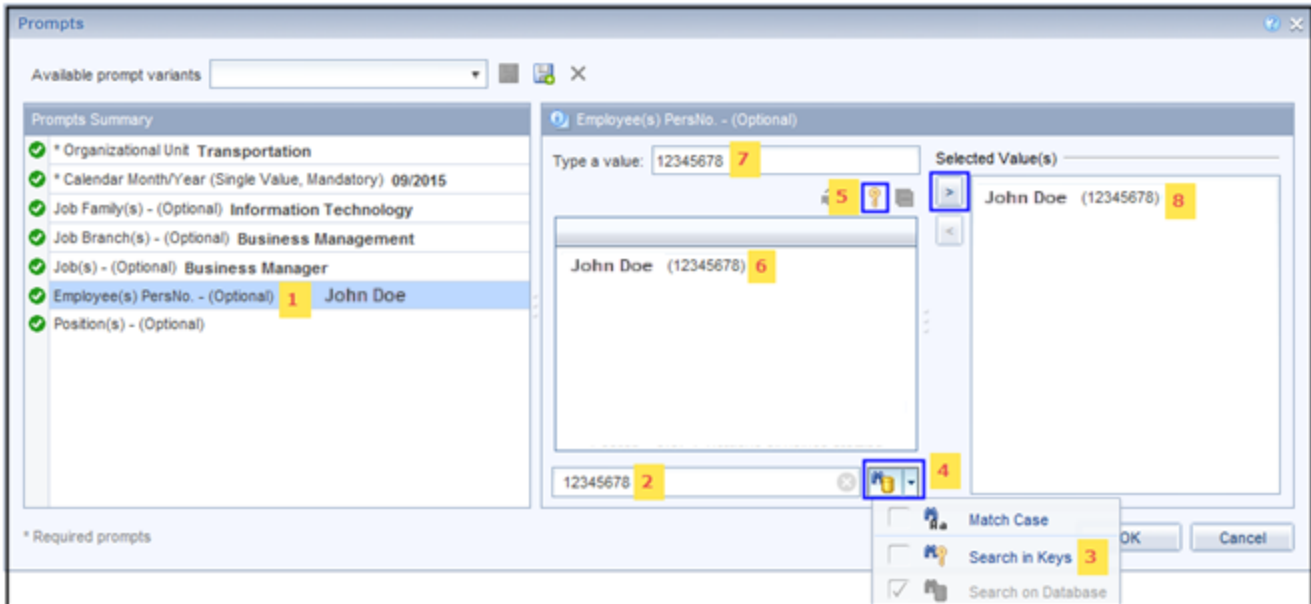✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
- Make sure the "Employee(s) PersNo. - (Optional)" prompt is selected (1).
- Enter an employee number in the search box to verify the employee name (2).
- Click on the search icon drop down arrow and select "Search in key" (3).
- Click the search icon (4).
- To see the employee number, click on the key icon (5).
- Click on the desired Employee (6).
- OR if the employee number is known, 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).

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.

✓ **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).
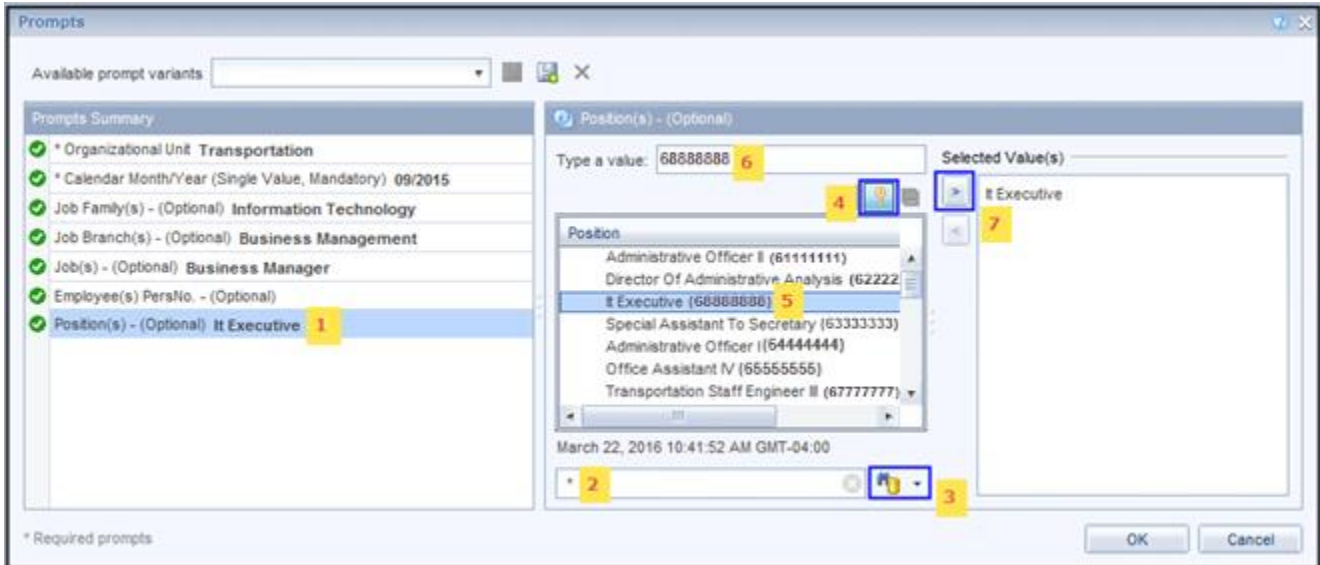- Click on the right arrow to add the Position to the selection box (7).

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.

Initial Layout

This report displays Position Eligibility Settings such as Time Settings, EEO Designations and Job Information:

B0083: Position Eligibility Settings as of SEP 2015

Business Area	Organizational Unit	Organizational Unit Desc	Position	Position Desc	Employee	Employee's Name
Dept of Transportation	21111111	DOT CD SH TS PDEA HE Public Involve	12121212	Business Manager	11111111	Doe, Jane
Dept of Transportation	21111111	DOT CD SH TS PDEA HE Public Involve	13131313	Business Manager	22222222	Smith, John

Continued….

Execution Date : 8/15/19

Supv Position	Supv Position Desc	Supv Employee	Supv Name	Employee Subgroup	Work Schedule Rule	Working Week	Working Week Desc
17171717	Business Director	87654321	Hancock, John	FT N-FLSAOT Perm	I24W24FX	06	Wk - Sat (mdnt) - Fri
18181818	Business Director	12345678	Alice, Bob	FT S-FLSAOT Perm	I24W24FX	06	Wk - Sat (mdnt) - Fri

Continued….

EE Time Management Status	EE Hours Per Week	Pos Hours Per Week	Pos Pers SubArea	Pos Pers SubArea Desc	Cust Lvl - Sngl Elig	Cust Lvl - Sngl Prem Rate	Cust Lvl - Dbl Elig	Cust Lvl - Dbl Prem Rate
1 - Positive Time Recording	40.00	40.00	NC08	7day Interface	#	0.00	#	0.00
1 - Positive Time Recording	40.00	40.00	NC08	7day Interface	#	0.00	#	0.00

Continued….

OT Elig	OT Immed Payout	OT Payout Paid	Hol Elig	Hol Immed Payout	Hol Payout Paid	Hol Prem Elig	Hol Prem Rate	NS Prem Elig	NS Prem Rate	E Shift Prem Elig	E Shift Prem Rate	Wknd Shift Prem Elig	Wknd Shift Prem Rate
X	#	365	X	#	365	X	0.50	#	0.00	#	0.00	#	0.00
X	X	#	X	#	365	X	0.50	#	0.00	#	0.00	#	0.00

Continued….

On Call Elig	On Call Comp Accr	On Call Rate	Call Back Elig	Call Back Immed Payout	Call Back Payout Paid	Extended Duty Elig	Extended Duty Rate	Gap Hours Elig	Gap Hours Payout Paid	Wknd Nurse Elig	Number of Positions
#	#	0.00	X	X	#	#	0.00	#	#	#	1
#	#	0.00	X	X	#	#	0.00	#	#	#	1
										Total	2

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

| Report Info	Execution Date : 5/5/16
Prompt Input	
Organizational Unit	Transportation
CalMonth/Year	MAR 2016
Job Family(s)	Information Technology
Job Branch(s)	
Job(s)	
Employee(s) PersNo.	
Position(s)	

Available Objects

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

```
B0083: Position Eligibility Settings
    Addl. Center Ref.
    Business area
    Call Back Elig
    Call Back Immed Payout
    Call Back Payout Paid
    Country
    Cust Lvl - Dbl Elig
    Cust Lvl - Dbl Prem Rate
    Cust Lvl - Sngl Elig
    Cust Lvl - Sngl Prem Rate
    EE Hours Per Week
    EE Telework Eligible
    EE Telework Type
    EE Time Management Status
    Emergency Position
    Employee
    Employee's Name
    Employee Group
    Employee Pers SubArea
    Employee Subgroup
    E Shift Prem Elig
    E Shift Prem Rate
    Essential Position
    Extended Duty Elig
    Extended Duty Rate
    Funding Source
    Gap Hours Elig
    Gap Hours Payout Paid
    Hol Elig
    Hol Immed Payout
    Hol Payout Paid
    Hol Prem Elig
    Hol Prem Rate
    Job
    Job Branch
    Job Country
    Job ESG CAP
    Job Family
    Job Pay Area
    Job Pay Group
    Job Pay Level
    Job Pay Type
    Key Position
    Mandatory Onsite
    NS Prem Elig
    NS Prem Rate
    On Call Comp Accr

    On Call Elig
    On Call Rate
    Organizational Unit
    OT Elig
    OT Immed Payout
    OT Payout Paid
    Pos City
    Pos Country
    Pos County
    Pos ESG CAP
    Pos Hours Per Week
    Position
    Position Chief
    Position Pay Area
    Position Pay Group
    Position Pay Level
    Position Pay Type
    Pos Personnel Area
    Pos Personnel Subarea
    SOC Code
    State
    Supv Employee
    Supv Position
    Vacancy Status
    Valid From
    Valid To
    Wknd Nurse Elig
    Wknd Shift Prem Elig
    Wknd Shift Prem Rate
    Working Week
    Work Schedule Rule
    Number of Positions
    Variables
        Prompt Response Cal Mth/Yr
        Prompt Response Employee PersNo
        Prompt Response Job
        Prompt Response Job Branch
        Prompt Response Job Family
        Prompt Response Organizational Unit
        Prompt Response Position
    References
```

Special Report Considerations/Features

- There is a default filter applied to the report to exclude the Vacant Positions. Vacant positions are indicated by Employee equal to #. Filter is defined as Employee not equal to # to exclude vacancies. This filter can be changed if desired.
    - ✓ To change the default filter to check for Vacant Positions:
        - Hover the mouse outside the crosstab table (1).
        - Right-Mouse click to bring up the context menu; select Filter (2), then Edit Filter (3).
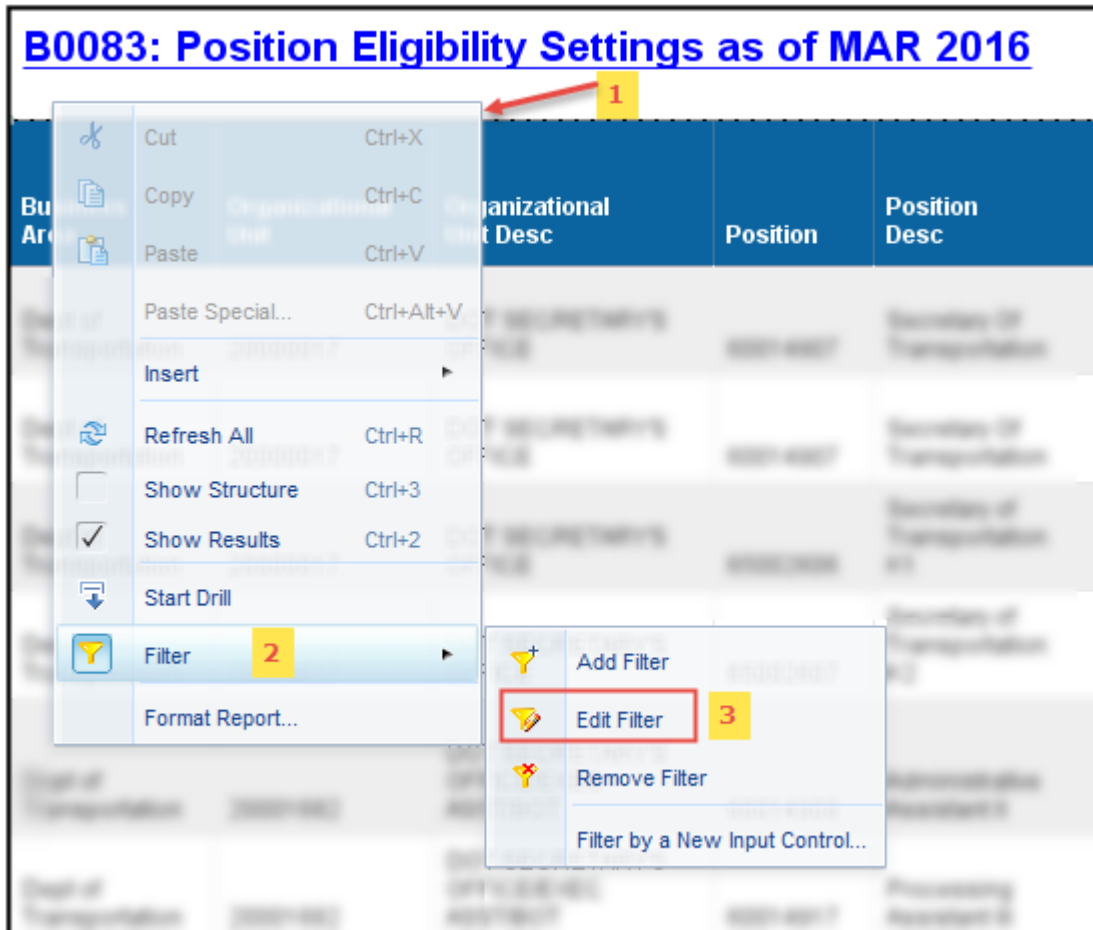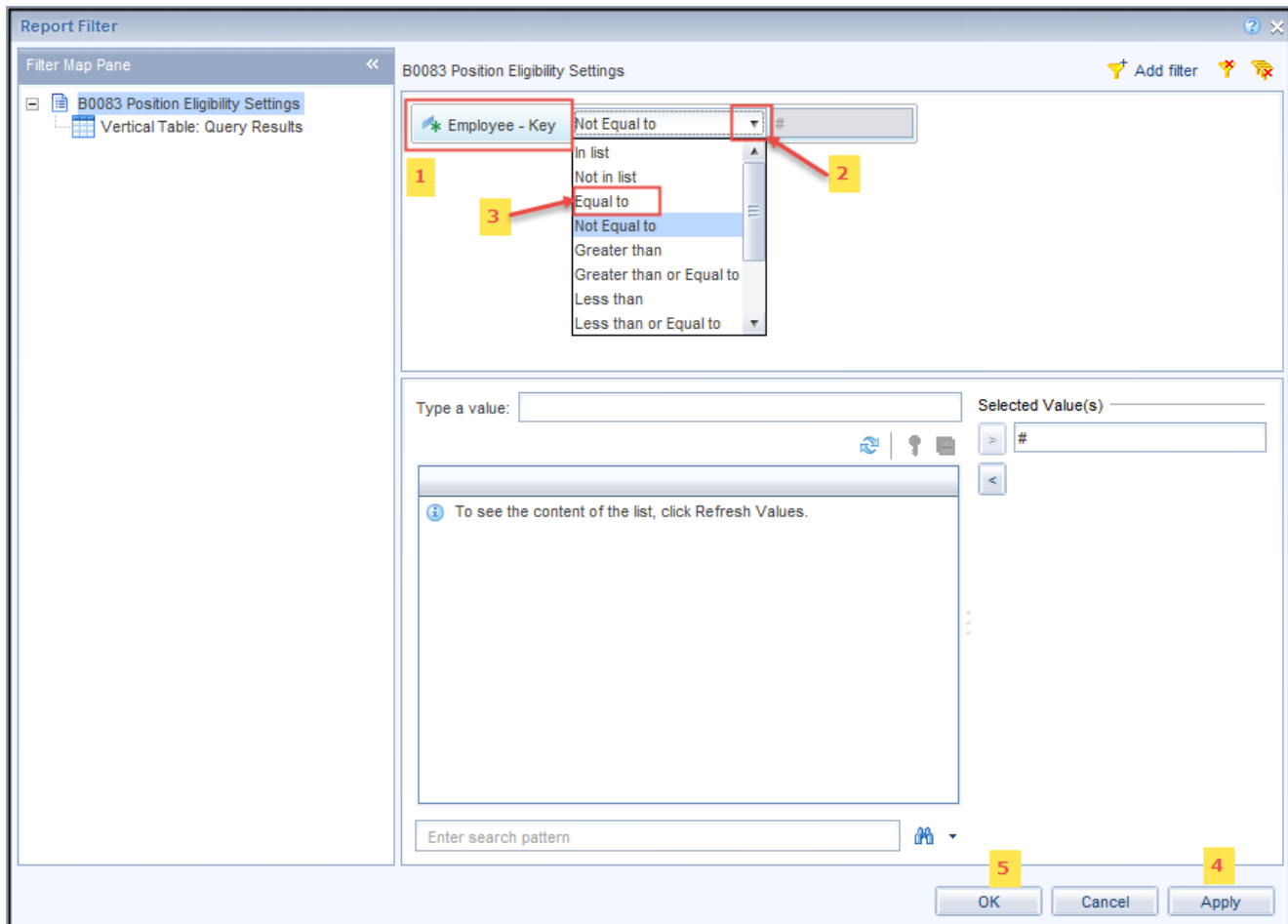
- (or) Go to Edit Filter screen through Analysis > Filter > Edit Filter.
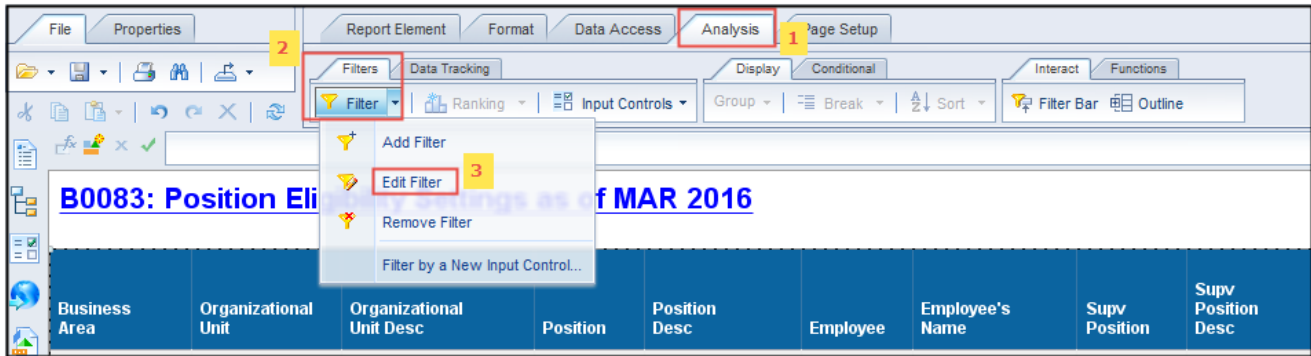
When the Edit screen pops up, you can see the default filters applied. To change this filter to Equal to Blank (#) to check for Vacant Positions

- Click on "Employee - Key" (1).
- Click on Drop-down icon of Operator (2), then Select Equal to (3) Operator.
- Click on Apply (4) and OK (5)

Now you can see the Vacant Positions in the Report where Employee is equal to Blank (#).

B0083: Position Eligibility Settings as of MAR 2016   Execution Date : 5/5/16

Business Area	Organizational Unit	Organizational Unit Desc	Position	Position Desc	Employee	Employee's Name	Supv Position	Supv Position Desc
Dept of Transportation	21111111	DOT COUNSEL FOR ENVIR & TRANS ISSUES	61111111	Attorney II	#	#	#	Not assigned
Dept of Transportation	22222222	DOT SUPPORT	62222222	Student Co-op	#	#	#	Not assigned
Dept of Transportation	23333333	DOT SUPP COS LEG AFFAIRS & POLICY	63333333	Legislative Affairs Program Mgr	#	#	#	Not assigned
Dept of Transportation	27777777	DOT SUPP COS LEG AFFAIRS & POLICY	64444444	Business Systems Analyst	#	#	#	Not assigned
Dept of Transportation	24444444	DOT SUPP SP STRATEGIC INITIATIVES	65555555	Administrative Assistant II	#	#	#	Not assigned
Dept of Transportation	25555555	DOT SUPP SP STRATEGIC INITIATIVES	67777777	Special Assistant for Policy	#	#	#	Not assigned
Dept of Transportation	26666666	DOT COMMUNICATIONS OFFICE	68888888	Information and Communication Specl. II	#	#	#	Not assigned

Note: To change the Report Filter back to excluding vacant positions, follow the same process above and change the Operator to **"Not Equal to."**

- By default, data is sorted by Business Area. 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).

- 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, the position personnel area will not be populated and will display as "#" or as "not assigned."

Change Log

- 6/2/2016 – Initial version
- 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 and L. Lee
- 10/28/2020 – Added alt text. L.Lee
- 2/4/2021 – Updated the list of Available Objects with three new elements EE Telework Eligible, EE Telework Type and Mandatory Onsite.
- 7/1/2021 – Added **Address Suppl** to Position attributes (expanded list) in Available Objects.