SUPPLEMENTAL STAFF ESTIMATED ASSIGNED END DATE

REPORT DESCRIPTION B0086 | WEB INTELLIGENCE

BOBJ

The purpose of this Report Description is to provide a list of supplemental staff and their estimated assignment date as of the current month.

REPORT DESCRIPTION:

This report shows a list of Supplemental Staff within the Org Unit and their Estimated Assignment Date as of current month.

REPORT LOCATION:

PA: TEMPORARY EMPLOYEES

REPORT USES:

- This report is used to provide a list of Supplemental Staff within the Org Unit and their Estimated Assignment Date as of current month.
- Report is used to monitor Supplemental Staff assignment maximum end date.
- This report provides a list of Supplemental Staff with estimated assignment end date not to exceed 11 months.

Quick Links	

How to generate this report
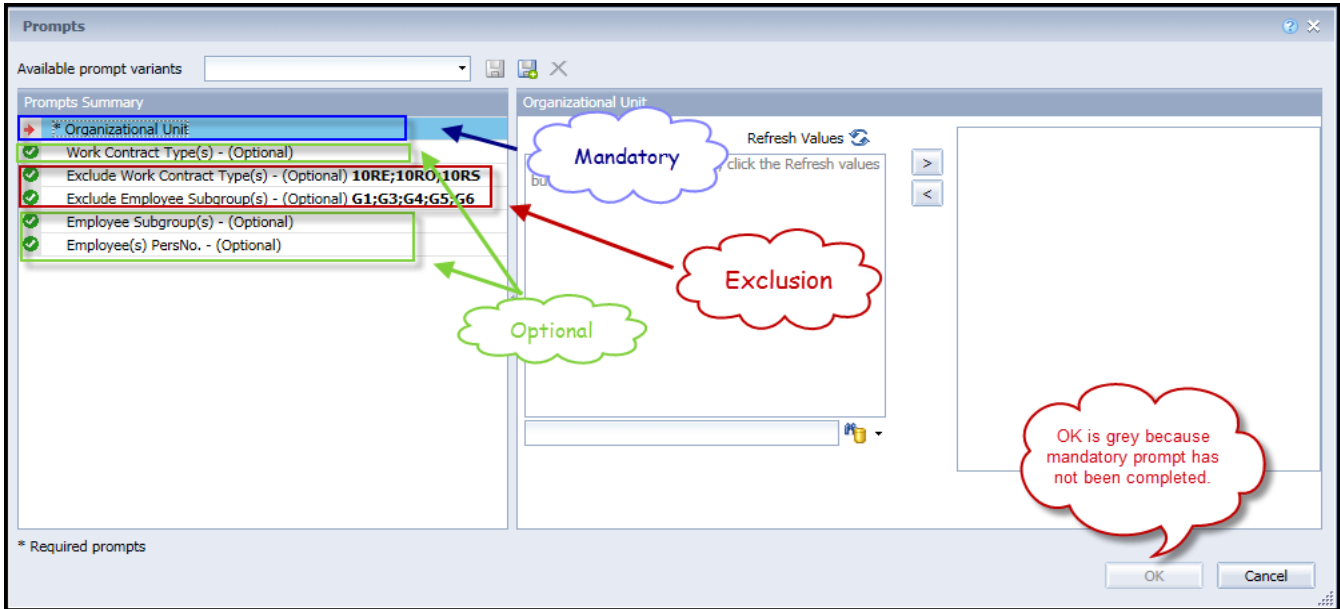
Mandatory Prompts

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).
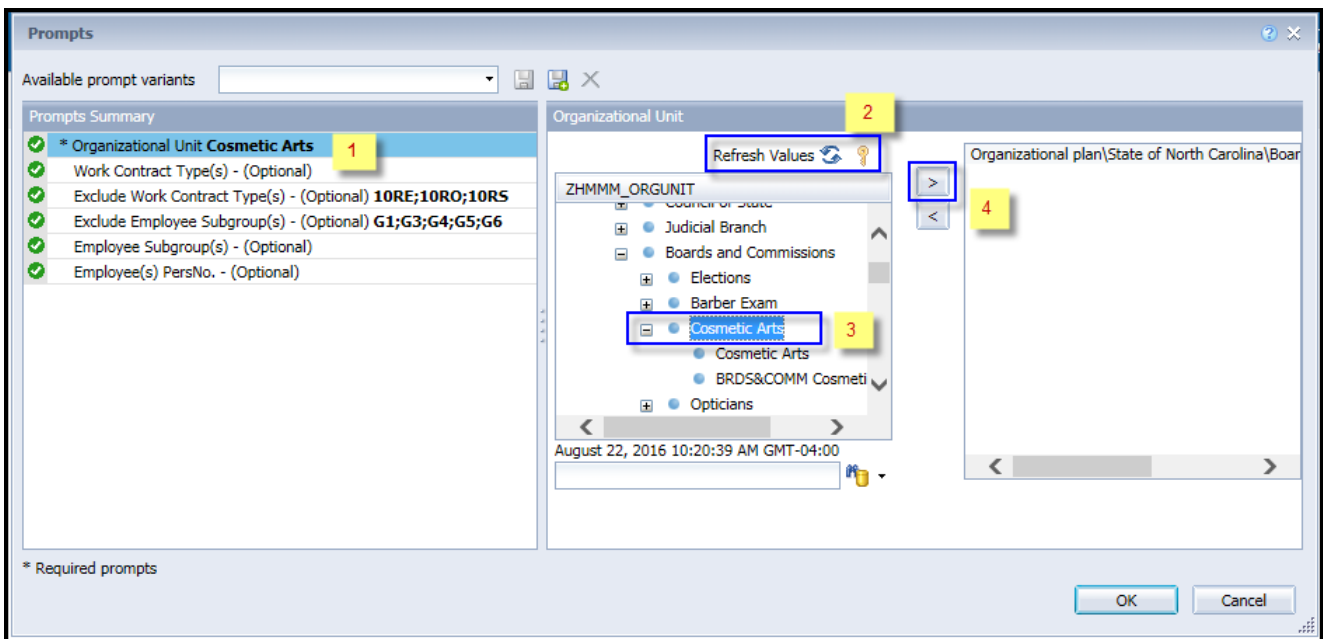
Optional Prompts

Optional prompts are indicated with a green check mark (✔) but are not 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.

- ✓ **Work Contract Type(s) - (Optional):** To select data for this prompt:
    - Make sure the "Work Contract 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 Work Contract Type (2).
    - Click on the search icon (3).
    - To see the key value for each Work Contract Type, click on the key icon (4).
    - Click on the desired Work Contract Type (5).
    - Click on the right arrow to add the Work Contract Type to the selection box (6).
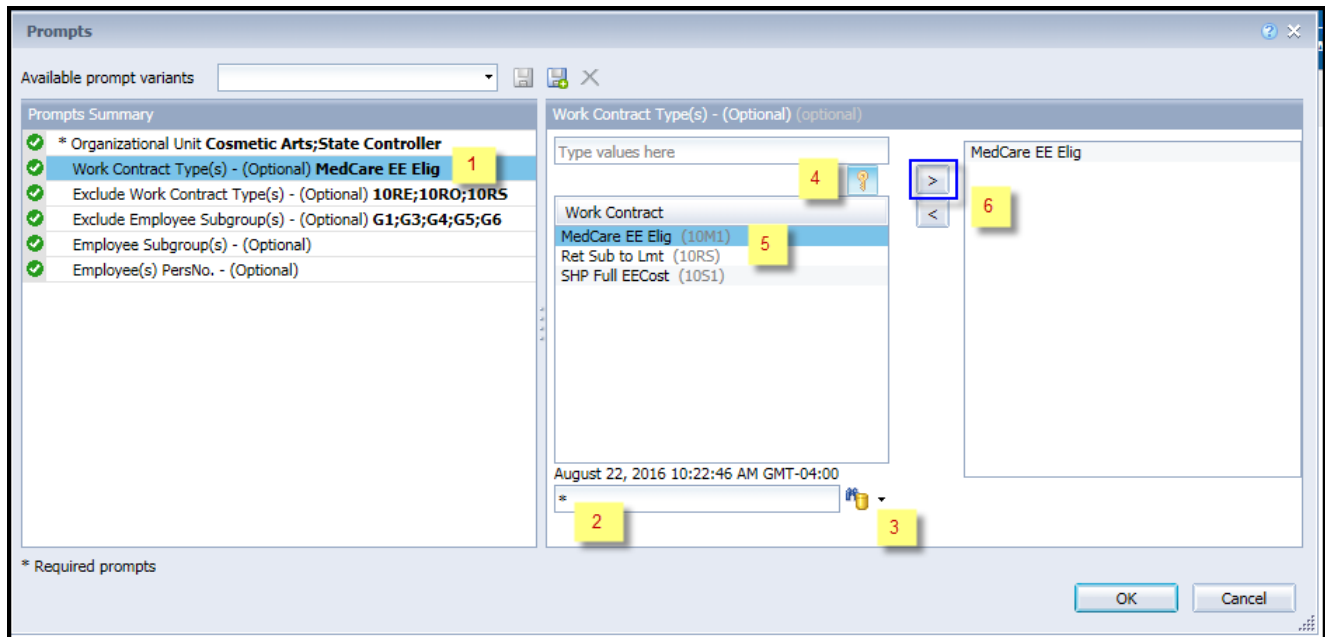
✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt:
- Make sure the "Employee Subgroup(s) - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Subgroup (2).
- Click on the search icon (3).
- To 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 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).
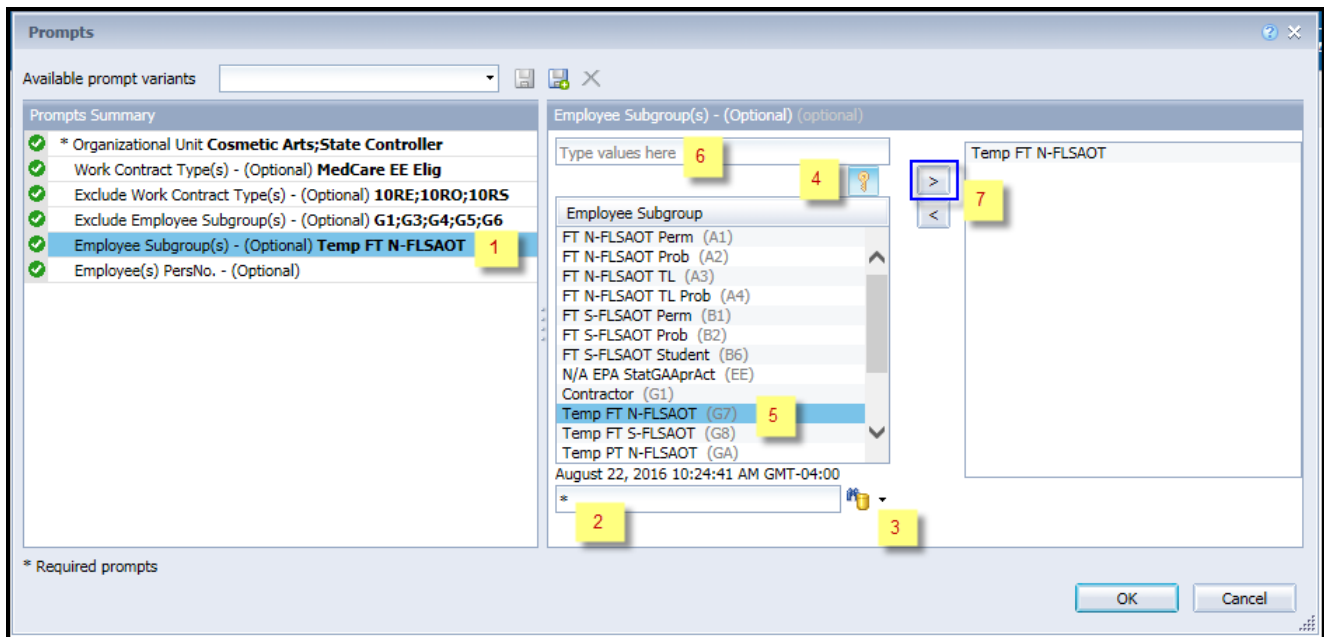
✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
- Make sure the "Employee(s) PersNo. - (Optional)" prompt is selected (1).
- Enter an employee number in the search box to verify the employee's name (2).
- Click on the search icon drop down arrow and select "Search in key" (3).
- 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).
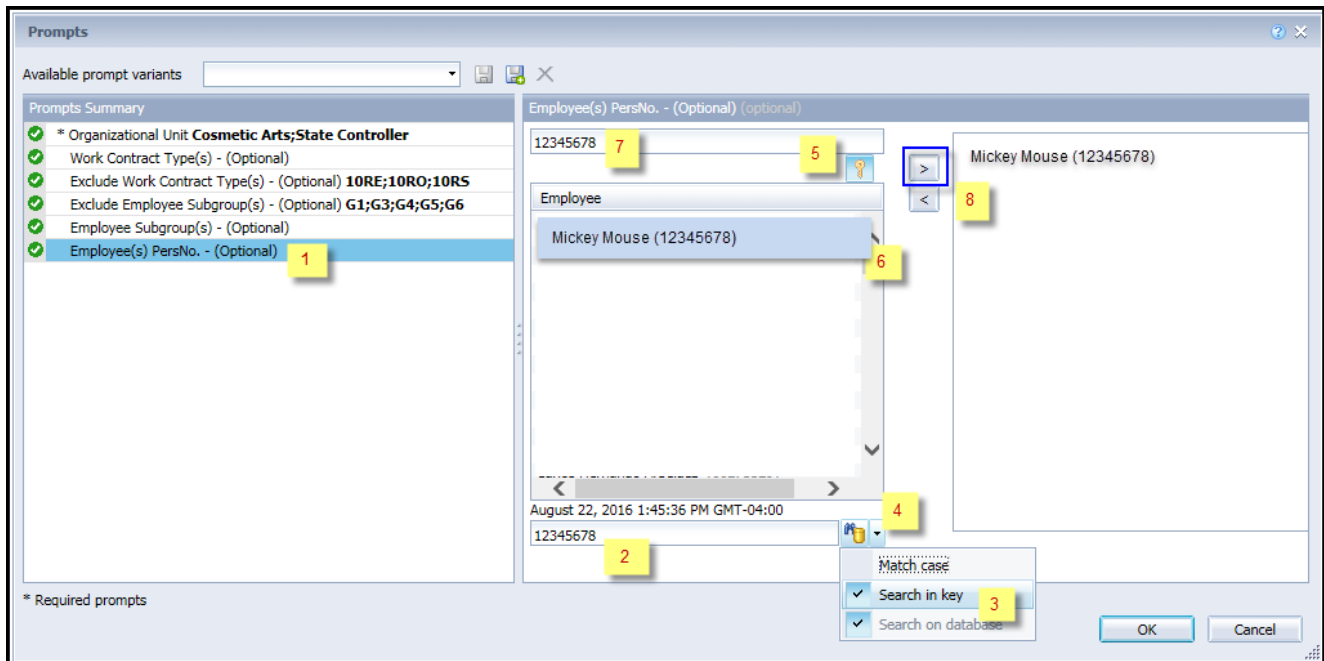
Note: You may receive an error when using the wild char* to search for a PersNo if the number of Employee search exceeds the system limit. If an error occurs, you must choose a smaller OrgUnit hierarchy, enter a known Employee PersNo, or run the report with Mandatory prompts and return to prompt screen to choose one or more PersNo.

Exclusion Prompts

Exclusion prompts also are 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 Work Contract Type(s) 10/RE; 10/RO; 10/RS:** To remove this exclusion:
   - Make sure the "Exclude Work Contract Type(s)" prompt is selected (1).
   - Click on one or more Work Contract Type(s) to remove from the 'Selected Value(s) box (2).
   - Click on the left arrow icon to remove the desired Work Contract Type(s) (3).
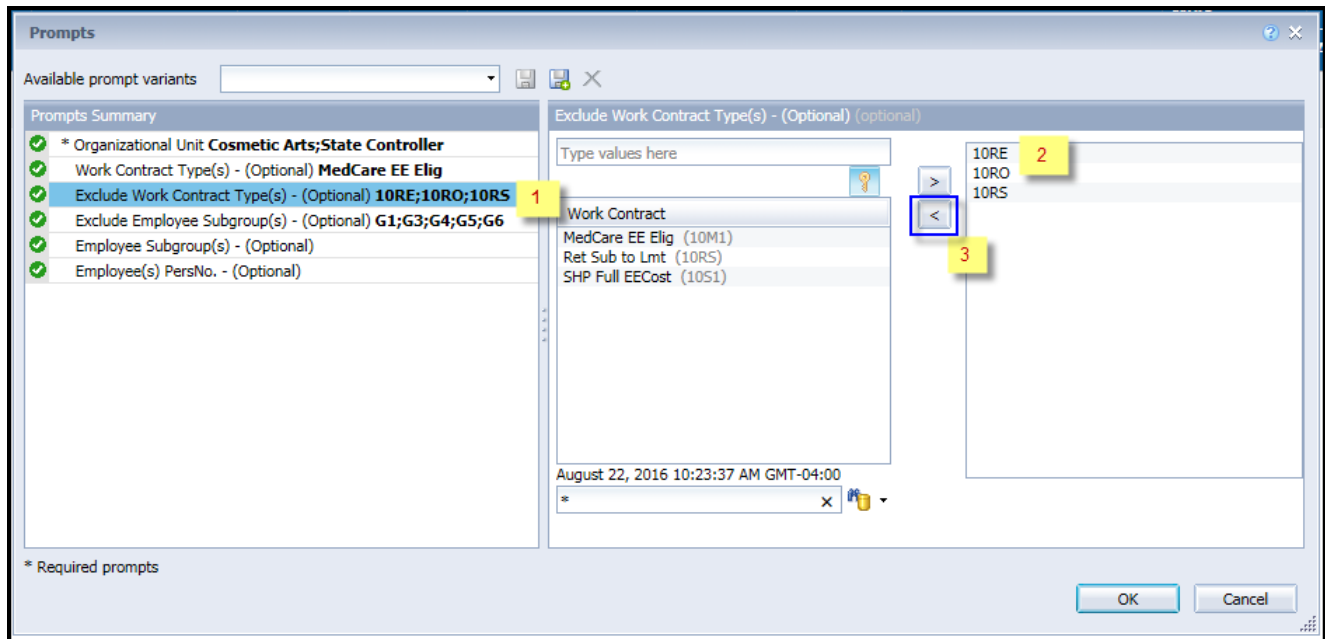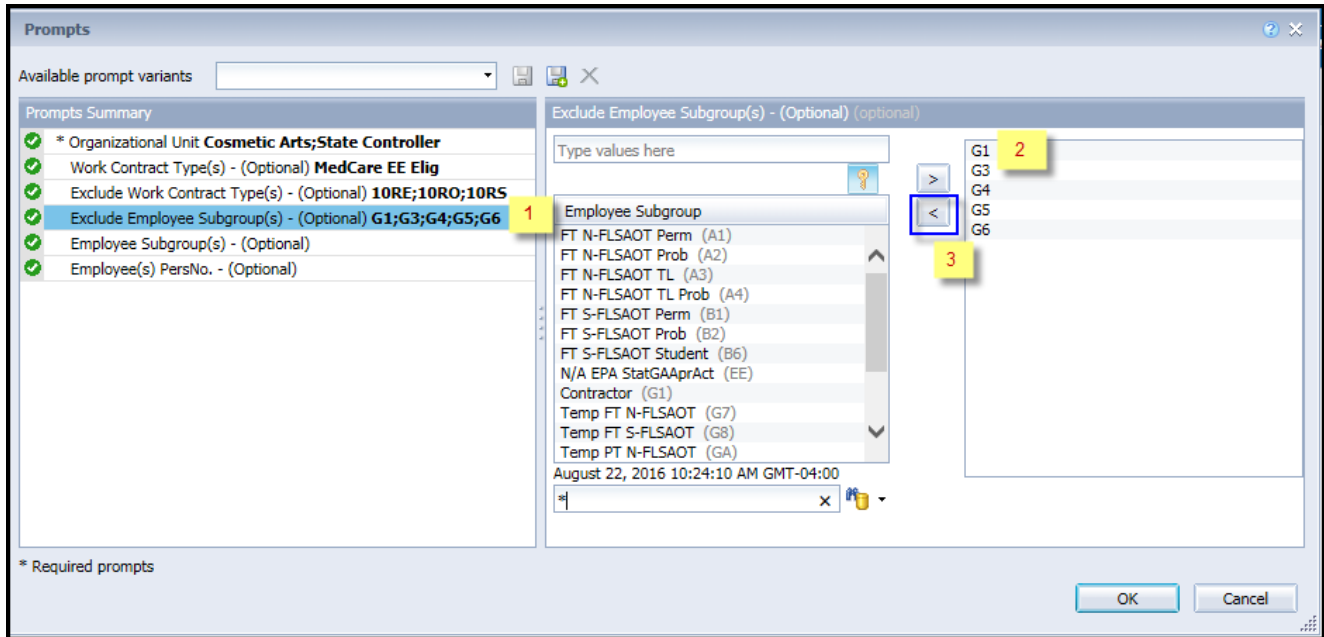

This prompt excludes the following work contract types from the report by default:

   - Ret Ex from Lmt (10/RE)
   - Ret Non NC Gov (10/RO)
   - Ret Sub to Lmt (10/RS)

Note: To include any of these work contract types in the report, follow the prompt instruction given above.

✓ **Exclude Employee Subgroup(s) – (Optional) G1; G3; G4; G5; G6:** To remove this exclusion:
   - Make sure the "Exclude Employee Subgroup(s)" 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).

This prompt excludes the following Employee Subgroups from the report by default:

   - Contractor (G1)
   - Volunteer (G3)
   - Board Member (G4)
   - National Guard (G5)
   - Federal (G6)

Note: To include any of these Employee Subgroups in the report, follow the prompt instruction given above.

Initial Layout

Below is a sample of the initial layout rendered.

B0086: Supplemental Staff Estimated Assignment End Date as of October 2022

Supplemental Hire Date	Estimated Assignment End Date	Employee's Name	Employee	Position	Position Desc	Personnel Area	Org Unit
9/9/17	8/9/18	Jane Doe	9876543	6777777	Technician	OSHR Temporary Solutions	2000001
		Beth Doe	0123456	6555555	Specialist	OSHR Temporary Solutions	2000001

Continued…

Execution Date: 10/13/22

Org Unit Desc	Work Contract Type	Hourly Amount	Supplemental Staff 11 Month Limit Required	Supplemental Staff 11 Month Limit Required Desc
2000001		1.00	6	No – Board or Commission
2000001	ACAFT30+HR SWK	0.00	0	Yes

Available Objects

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

- B0086: Supplemental Staff Estimated Assignment End Date
  - **Age Range**
  - Cal Mth/Yr
  - Employee
  - Employee's Name
  - **Employee Group**
  - **Employee Subgroup**
  - **Employment Status**
  - **Emp Pay Area**
  - **Emp Pay Group**
  - **Emp Pay Level**
  - **Emp Pay Type**
  - **Ethnic Origin**
  - **Gender**
  - **Job**
  - **Job Branch**
  - **Job Family**
  - Notification Date
  - Organizational Unit
  - Personnel Area
  - **Personnel Subarea**
  - Position
  - **Position Chief**
  - Supplemental Staff 11 Month Limit Required
  - **Supv Employee**
  - **Supv Position**
  - Work Contract
  - Annual Salary
  - Variables
    - Estimated Assignment End Date
    - Prompt Response Employee PersNo
    - Prompt Response Employee Subgroup
    - Prompt Response Exclude Employee Subgroup
    - Prompt Response Exclude Work Contract Type
    - Prompt Response Organizational Unit
    - Prompt Response Work Coontract Type
    - Supplemental Hire Date
    - Work Contract Type
    - Hourly Amount
  - References

Special Report Considerations/Features

- Sort on Estimated Assignment End Date is the only sorting done in the default layout of the report.
- Report runs only for active employees of current month.
- Estimated Assignment End date is calculated as 11 months for Work Contract Types A1 and A2; six months for Seasonal A3 and no calculation for retirees.
- Report includes only the Supplemental Staff (temps) from the following list:
  Employee Groups:

  O – Supplemental Staff; **X** – Supplemental Staff Grant; **J** – Judicial Branch

Employee Subgroups:

Code	Description		Code	Description	
0E	PT S-FLSAOT Temp MAG		T5	FT N-FLSAOT Temp AD	
15	FT N-FLSAOT Temp Dir		TE	PT N-FLSAOT Temp AD	
1E	PT N-FLSAOT Temp Dir		U5	FT N-FLSAOT Temp JBS	
25	FT N-FLSAOT Temp JB1		UE	PT N-FLSAOT Temp JBS	
2E	PT N-FLSAOT Temp JB1		V5	FT S-FLSAOT Temp JBS	
35	FT N-FLSAOT Temp JB2		VE	PT S-FLSAOT Temp JBS	
3E	PT N-FLSAOT Temp JB2		A6	FT N-FLSAOT Student	
45	FT N-FLSAOT Temp JB3		A7	FT N-FLSAOT Intermit	
4E	PT N-FLSAOT Temp JB3		B6	FT S-FLSAOT Student	
55	FT N-FLSAOT Temp DA		B7	FT S-FLSAOT Intermit	
5E	PT N-FLSAOT Temp DA		G7	Temp FT N-FLSAOT	
65	FT N-FLSAOT Temp ADA		G8	Temp FT S-FLSAOT	
6E	PT N-FLSAOT Temp ADA		GA	Temp PT N-FLSAOT	
75	FT N-FLSAOT Temp MAG		GB	Temp PT S-FLSAOT	
7E	PT N-FLSAOT Temp MAG		GC	Temp Sol FT N-FLSAOT	
85	FT S-FLSAOT Temp CR		GC	Temp Sol FT N-FLSAOT	
8E	PT S-FLSAOT Temp CR		GD	Temp Sol FT S-FLSAOT	
95	FT N-FLSAOT Temp CSC		GE	Temp Sol PT N-FLSAOT	
9E	PT N-FLSAOT Temp CSC		GF	Temp Sol PT S-FLSAOT	
Q5	FT N-FLSAOT Temp SC		WF	PT N-FLSAOT Student	
QE	PT N-FLSAOT Temp SC		WG	PT N-FLSAOT Intermit	
S5	FT N-FLSAOT Temp CJP		Y6	PT S-FLSAOT Student	
SE	PT N-FLSAOT Temp CJP		Y7	PT S-FLSAOT Intermit	
SI	FT N-FLSAOT Temp ACJP		G1	Contractor	Soft Exclude
SL	PT N-FLSAOT Temp ACJP		G3	Volunteer	Soft Exclude
SO	FT S-FLSAOT Temp ACJP		G4	Board Member	Soft Exclude
SR	PT S-FLSAOT Temp ACJP		G5	National Guard	Soft Exclude
			G6	Federal	Soft Exclude

Soft Exclude – Through exclusion prompt with default values in the prompt 'Employee Subgroup(s) Optional'.

CHANGE RECORD

- Effective 8/19/15
    - o Initial version
- Effective 8/18/16
    - o Exclude prompt on Employee Subgroup added with default exclude values G1; G3; G4; G5; G6; report is converted to be based on single base query rather than two (BI Internal); report converted to a new format
- Effective 8/18/21
    - o Estimated Assignment End date is calculated at 11 months for Work Contract Types A1 and A2; six months for Seasonal A3, and no calculation for retirees; initial report layout changed with the Estimated Assignment End Date now moved to second column.
- Effective 8/18/21
    - o Updated format and assigned reference number – C. Ennis
- Effective 8/19/21
    - o Added Alt Text – L. Lee
- Effective 10/13/2022
    - o Supplemental Staff 11-month Limit Required column added to the report layout.
- Changed 11/10/2022 Effective 12/15/2022
    - o Disability code removed from available objects in Employee master data list.
- Effective 12/15/2022
    - o Updated Alt Text – L.Lee