



EMPLOYEE BY PERSONNEL AREA

REPORT DESCRIPTION B0095 | WEB INTELLIGENCE

BOBJ

The purpose of this report is to display a list of active employees by personnel area in the Integrated HR-Payroll System.

Report Description:

This report lists active employees by personnel area/contract type. Additional data elements include demographics and position detail.

Report Location:

PA: Employee Actions

Report uses:

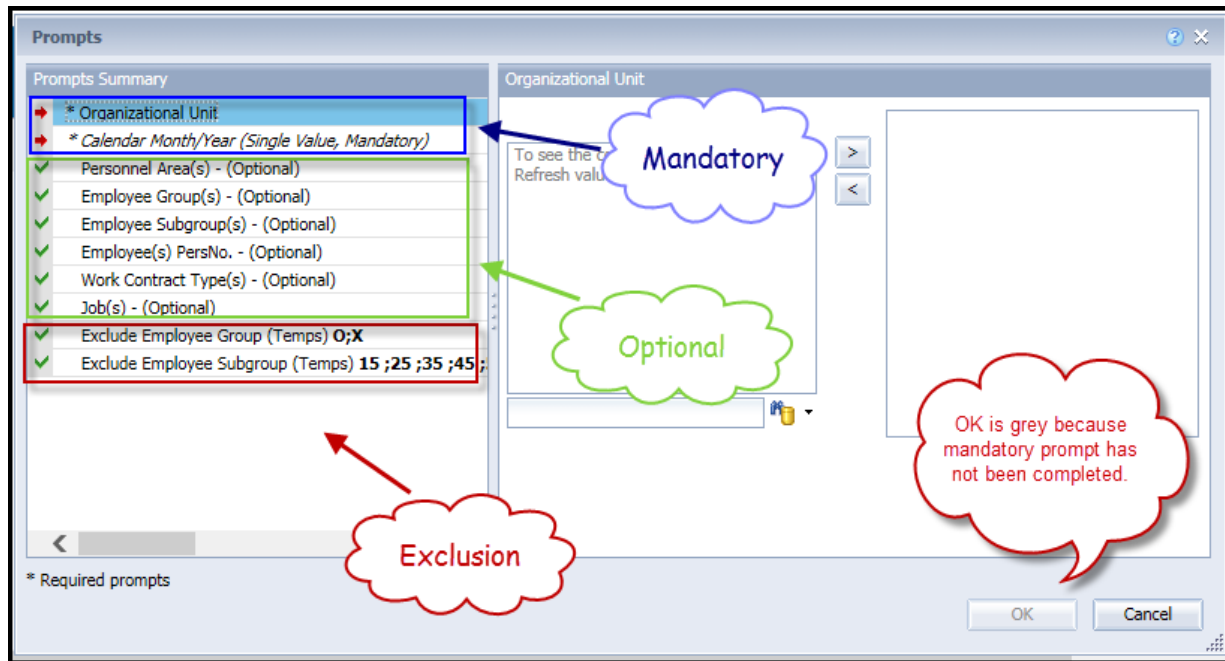
This report is used to provide a list of employees with a listing of their relevant employment details. It is meant to be a general all-purpose employee list and with the use of filtering and navigation. This report can have a number of specific uses depending on department needs. Below are a few common examples:

- List of employees by Org unit, Division, or Section
- List of employees by employee group (i.e., list of all EPA employees)
- List of employees within a specific job
- Birthday list

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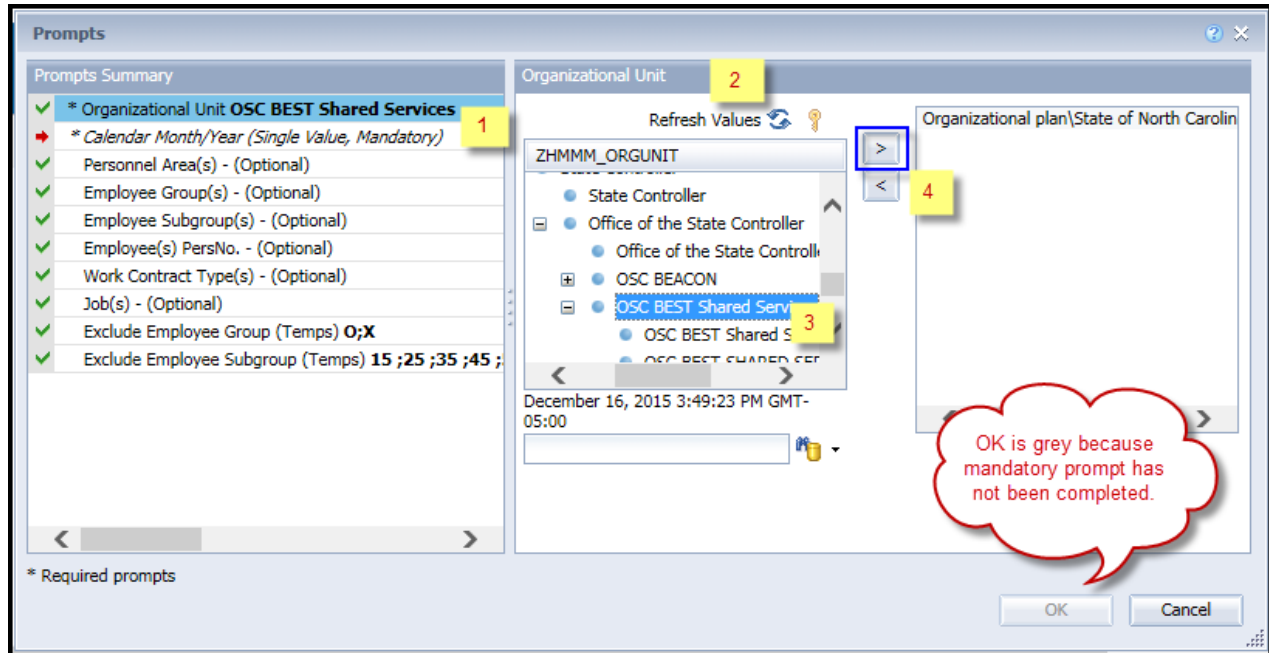
How to generate this report



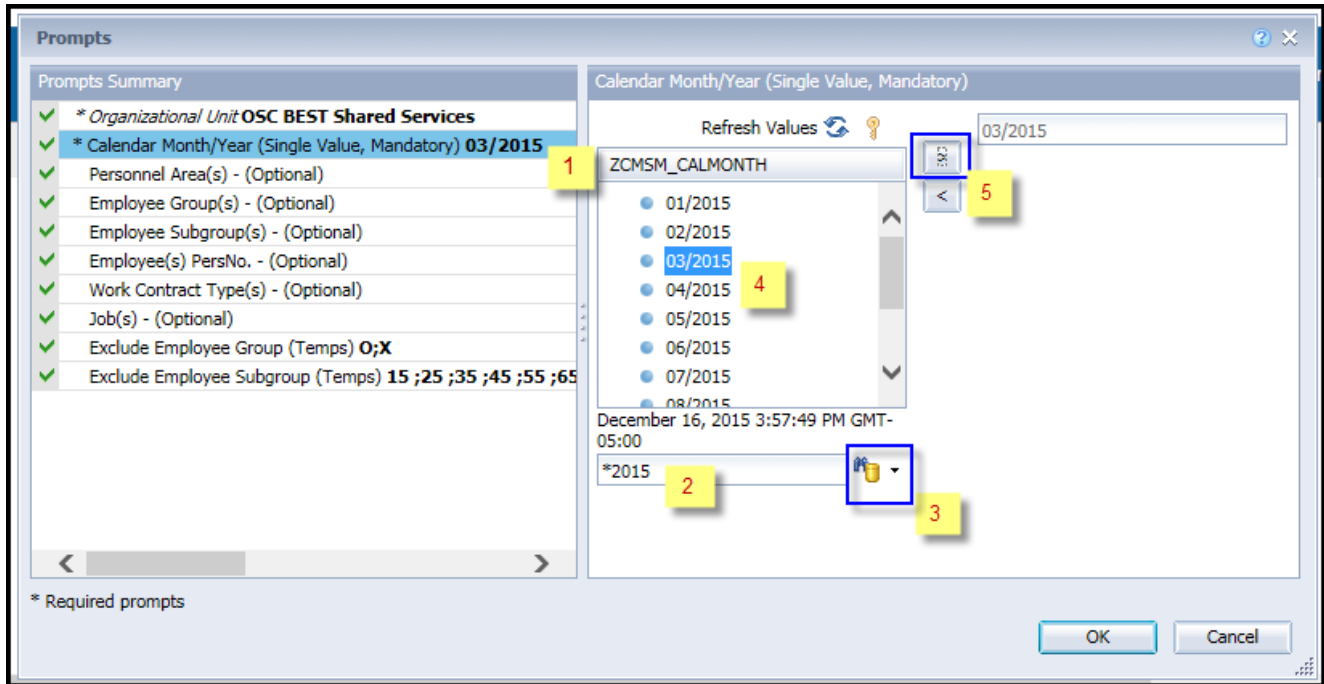
Mandatory Prompts

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 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).



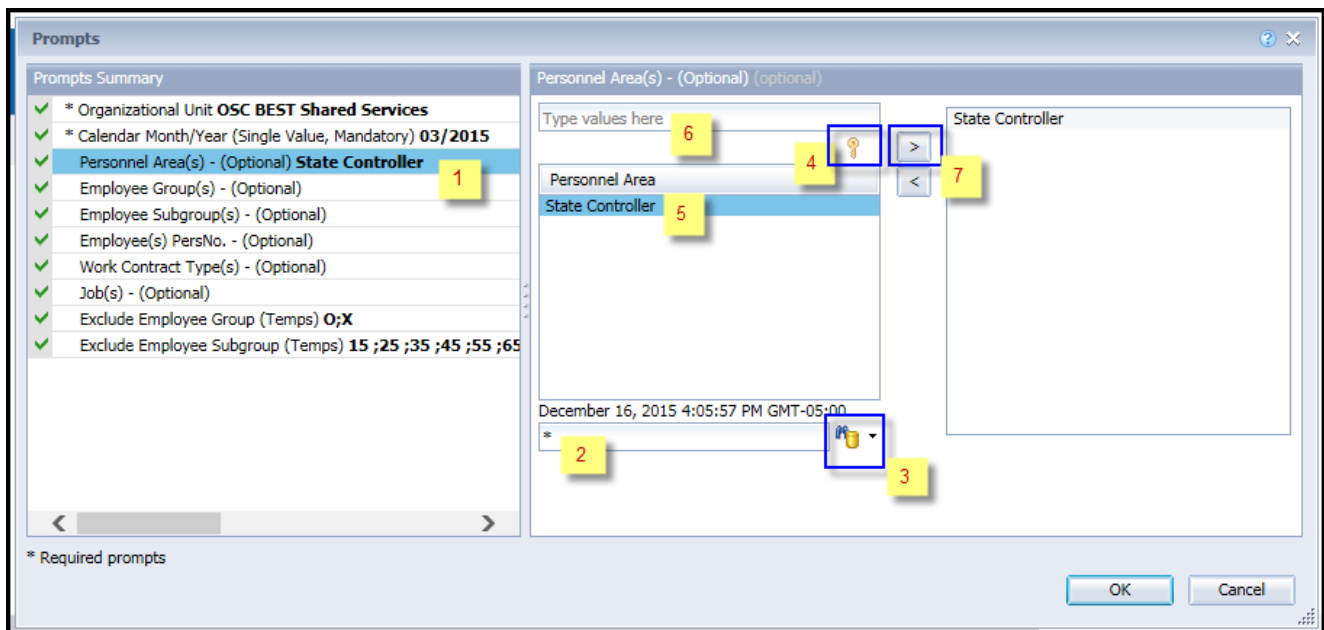
- ***Calendar Month/Year:** To select data for this prompt:
- Make sure you have “Calendar Month/Year” prompt selected (1).
 - Type in a wildcard year (*yyyy) to search for available months in a particular year (2).
 - Click on the search icon (3).
 - Select the desired date for your low range (4).
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



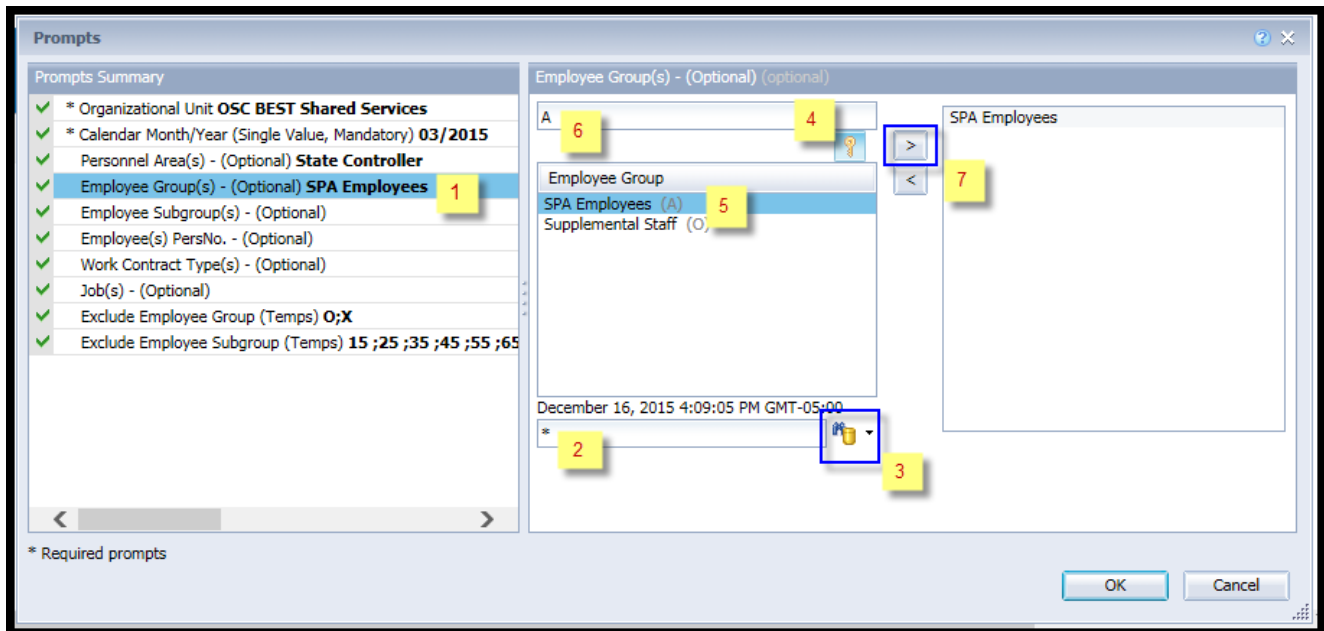
Optional Prompts

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.

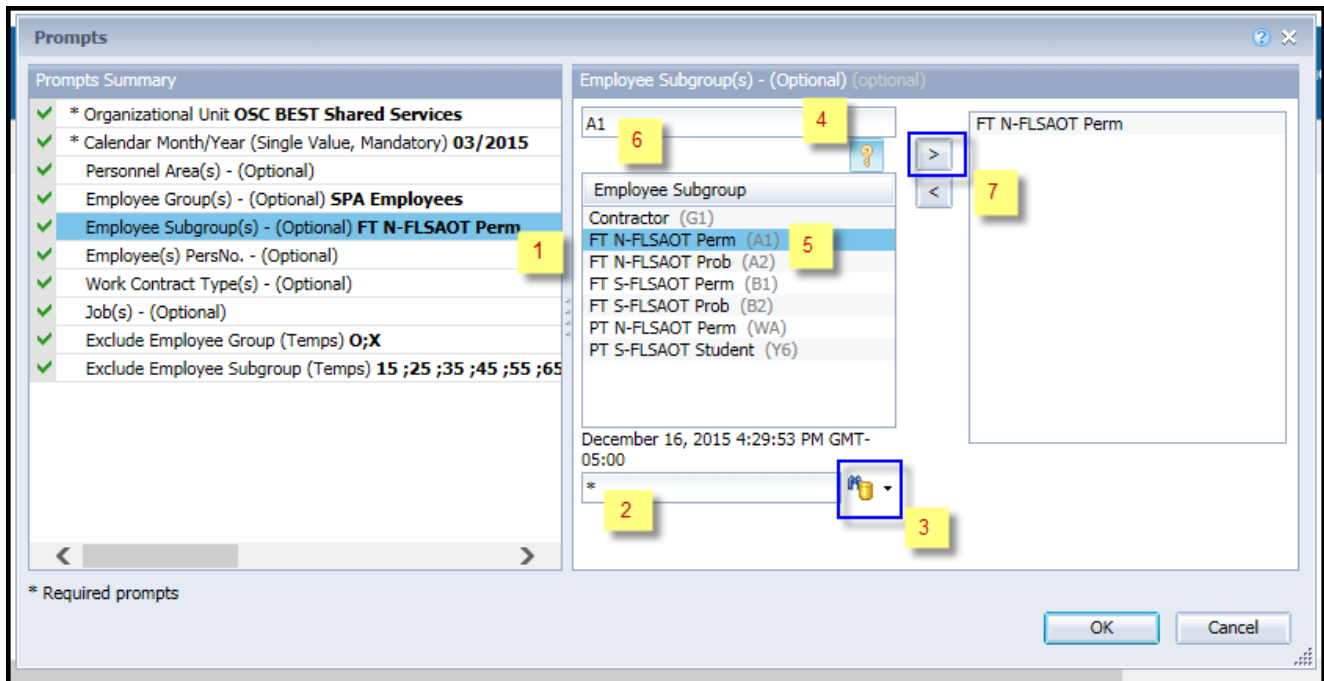
- ✓ **Personnel Area(s) - (Optional):** To select data for this prompt:
 - Make sure the “Personnel Area(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Personnel Area (2).
 - Click on the search icon (3).
 - To see the key value for each Personnel Area, click on the key icon (4).
 - Click on the desired Personnel Area (5).
 - **OR** if you know the Personnel Area key or Personnel 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 Personnel Area to the selection box (7).



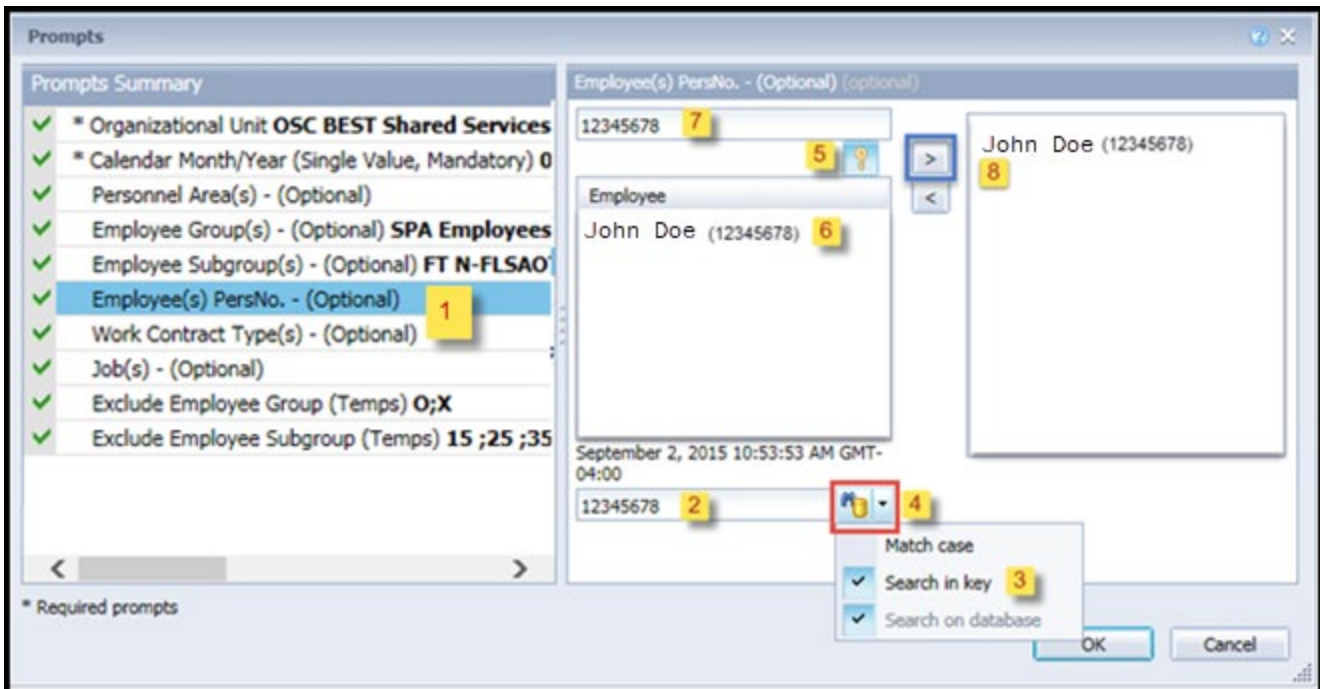
- ✓ **Employee Group(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Group(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Group (2).
 - Click on the search icon (3).
 - To see the key value for each Employee Group, click on the key icon (4).
 - Click on the desired Employee Group (5).
 - **OR** if you know the Employee Group key or Employee Group 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 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 you know the Employee Subgroup key or Employee Subgroup 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 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 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).



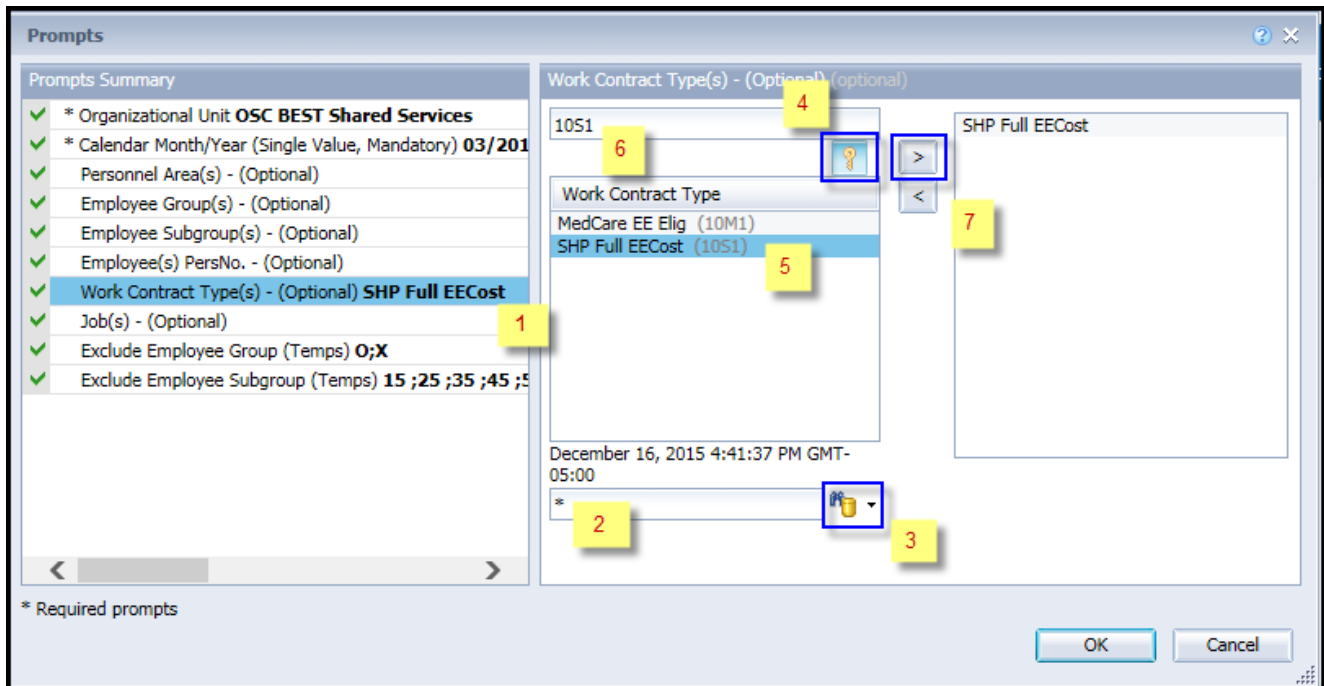
NOTE: Since we have a large number of employees in the system, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If you do not know the employee number and must do a name search, you can narrow down your search by using the wildcard with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

John*Doe*

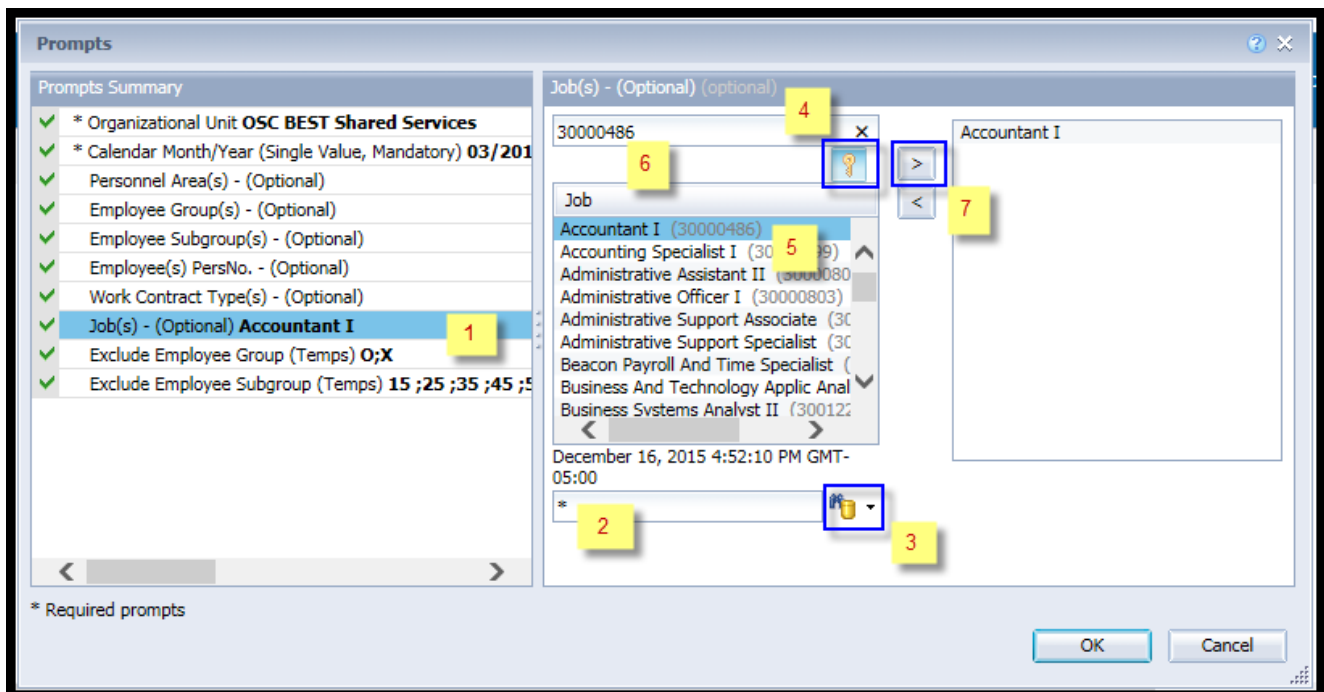
*Doe

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

- ✓ **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).
 - **OR** if you know the Work Contract Type key or Work Contract 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 Work Contract Type to the selection box (7).



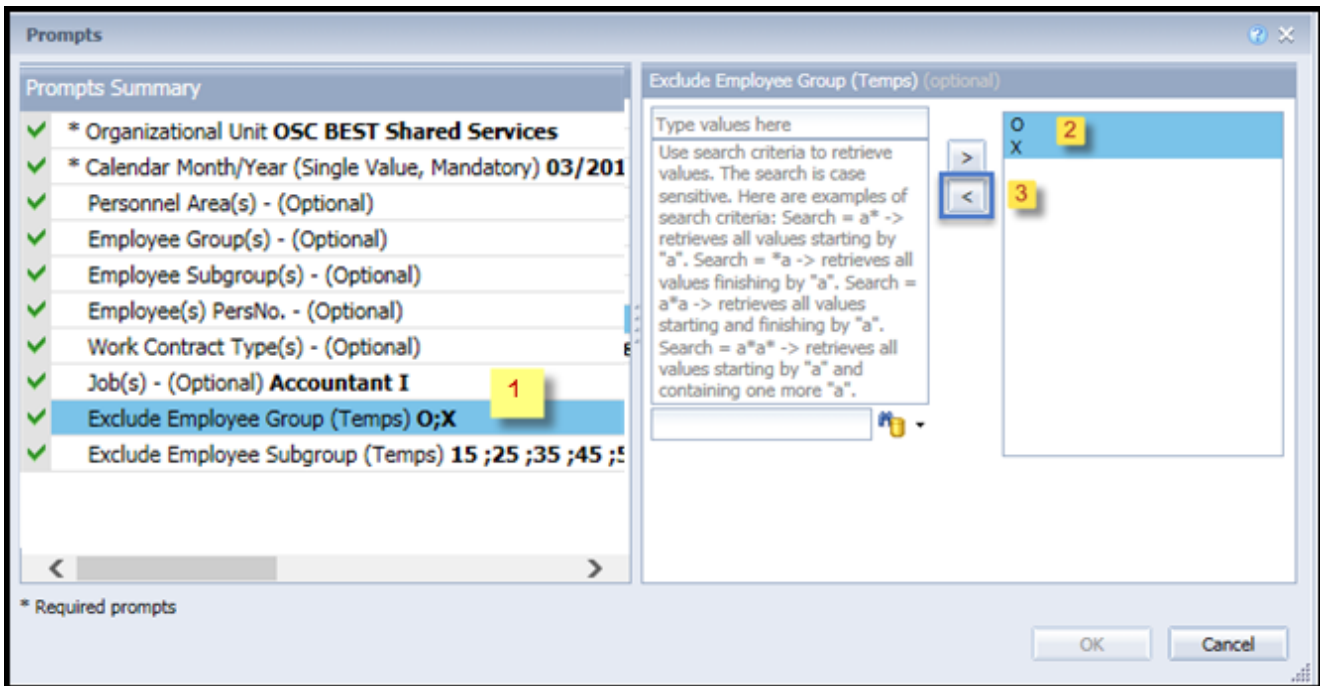
- ✓ **Job(s) - (Optional):** To select data for this prompt:
 - Make sure the “Job(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Job (2).
 - Click on the search icon (3).
 - To see the key value for each Job, click on the key icon (4).
 - Click on the desired Job (5).
 - **OR** if 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).



Exclusion Prompts

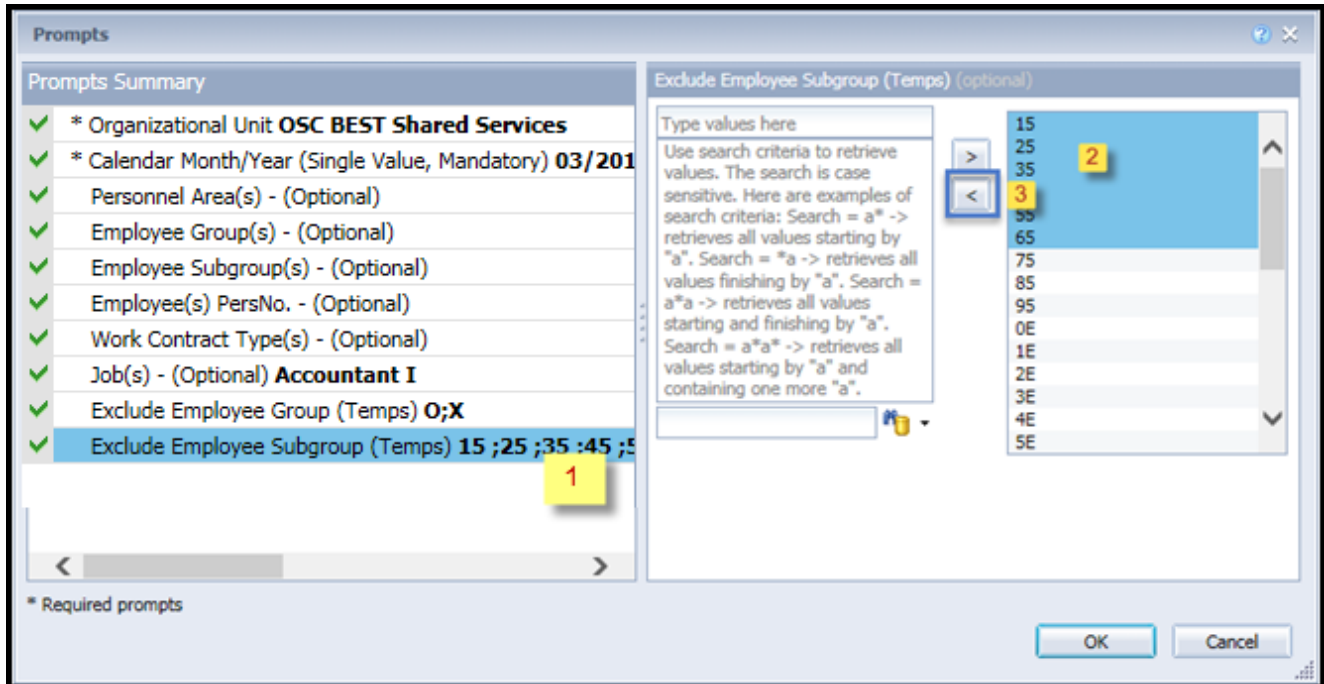
Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be fetched into the report.

- ✓ **Exclude Employee Group (Temps):** To remove this exclusion:
 - Make sure the “Exclude Employee Group (Temps)” prompt is selected (1).
 - Click on one or more Employee Group(s) to remove from the box on the right (2).
 - Click on the left arrow icon to remove the desired Employee Group(s) (3).



NOTE: The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. If you want to clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.

- ✓ **Exclude Employee Subgroup (Temps):** To remove this exclusion:
 - Make sure the “Exclude Employee Subgroup (Temps)” prompt is selected (1).
 - Click on one or more Employee Subgroup(s) to remove from the box on the right (2).
 - Click on the left arrow icon to remove the desired Employee Subgroup(s) (3).



NOTE: The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. If you want to clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.

Initial Layout

The report shows Employee details by Personnel Area. Below is a sample data.

B0095: Employees by Personnel Area as of 04/2015								
Execution Date : 9/9/15								
Personnel Area	Employee's Name	Employee	Position	Position Desc	Agency Hire Date	Original Hire Date	Length of Service	Work Contract Type
Administrative Hearings	ALICE, BOB	12345675	60088584	Rules Division Director	1/1/1986	12/12/1979	339	
Administrative Hearings	DOE, JANE	12345676	60088595	Civil Rights Investigator	1/1/1986	12/1/1978	353	
Administrative Hearings	DOE, JOHN	12345677	60088599	Administrative Law Judge	3/1/1986	3/1/1986	266	
Administrative Hearings	SMITH, JOHN	12345678	60088601	Sr Administrative Law Judge	3/1/1986	3/1/1986	504	

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Work Contract Type		
Execution Date : 9/2/15		
Personnel Area	Work Contract Type	Number of Employees
Judicial Branch	Ret Sub to Lmt	27
Judicial Branch	MedCare EE Elig	2
Judicial Branch	MedCare SP Elig	2
Judicial Branch	SHP Full EECost	2
Administrative Hearings	Ret Sub to Lmt	1

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Report Info	
Execution Date : 9/2/15	
Prompt Input	
Organizational Unit	Judicial Branch
CalMonth/Year	03/2015
Personnel Area(s)	
Employee Group(s)	
Employee Subgroup(s)	
Employee(s) PersNo.	
Work Contract Type(s)	
Exclude Employee Group	O;X
Exclude Employee Subgroup	15 ;25 ;35 ;45 ;55 ;65 ;75 ;85 ;95 ;0E ;1E ; 2E ;3E ;4E ;5E ;6E ; 7E ;Q5 ;S5 ;SI ;SO ;T5 ;U5 ;8E ; 9E ;QE ;SE ;SL ;SR ;TE ;UE ;VE ;V5

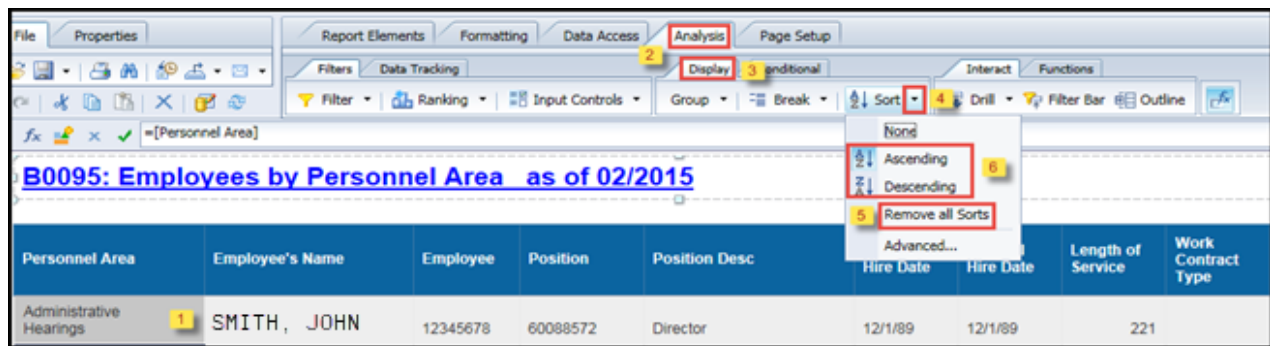
Available Objects

The following are available objects that can be added to the report, once in Design mode.

- [-] B0095: Employees by Personnel Area
 - + Agency Hire Date
 - + **Age Range**
 - + **Date of Birth**
 - + Employee
 - Employee's Name
 - + **Employee Group**
 - + **Employee Subgroup**
 - + **Employment Status**
 - + **Ethnic Origin**
 - + **Gender**
 - + **Job**
 - + **Job Branch**
 - + **Job Family**
 - + **Judicial Annv Date**
 - + **Organizational Unit**
 - + Original Hire Date
 - + Personnel Area
 - + **Personnel Subarea**
 - + Position
 - + **SOC Code**
 - + **Supv Employee**
 - + **Supv Position**
 - + Work Contract Type
 - + Length of Service
 - + Number of Employees
 - [-] Variables
 - + Prompt Response CalMonth
 - + Prompt Response Employee Group
 - + Prompt Response Employee PersNo
 - + Prompt Response Employee Subgroup
 - + Prompt Response Exclude Employee Group
 - + Prompt Response Exclude Employee Subgroup
 - + Prompt Response Job
 - + Prompt Response Organizational Unit
 - + Prompt Response Personnel Area
 - + Prompt Response Work Contract Type
 - + Wrk Contract Type

Special Report Considerations/Features

- Temporary employees are excluded by default but this can be changed.
- ‘EE Telework Eligible’ and ‘EE Telework Type’ can be added to report by expanding the Employee attributes (expanded list) in Available Objects.
- Report only pulls active employees.
- ✓ To change the sorting for the desired column. By default, data is sorted by Personnel Area. (This can be changed as needed).
 - 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).
 - Make the desired selected as “Ascending or Descending” as needed (6).



Change Log

- 9/10/2015 – Initial version.
- 12/10/2015 – Added Job prompt.
- 1/12/2016 – Added Judicial Annv. Date to Available Objects.
- 3/31/2021 – Added EE Telework Eligible and EE Telework Type to Employee attributes (expanded list) in Available Objects.
- 4/6/2021 – Added Alt Text and Updated Format. L. Lee