The purpose of this Report Description is to explain the purpose of and how to generate the Positions Vacant vs. Filled Comparison by Count and Percentage report.

## REPORT DESCRIPTION

This report is used by agencies to compare the count of vacant versus filled positions by Organizational Unit. This report also provides the percentage of vacant positions by organizational unit.

## REPORT LOCATION

OM: Vacant-Filled Position Analysis

## REPORT USES

- This report is used to compare the overall percentage and count of filled vs vacant positions.  When viewed by an organizational unit it can help identify which organizations are understaffed or having difficulty recruiting/retaining staff.

- This report, when made available to the legislators or media, will help to compare the number of positions vacant vs filled of a month with an earlier month or year before.

| QUICK LINKS | |
|---|---|

## How to generate this report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found on the OSC website at https://www.osc.nc.gov/documents/files/web-intelligence-prompts.

The Mandatory prompts for this report are:

- Organization Unit

- Calendar Month/Year

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as optional from parentheses beside the prompt.

The Optional prompts are:

- Job(s)

- Position(s)

- Cost Center(s)

Exclusion prompts exclude specified data by default while allowing customers the flexibility of changing them when necessary. Exclusion prompts are identified by the term Exclude followed by the prompt.

The Exclusion prompts are:

- Exclude Employee Group (Temps)

- Exclude Employee Subgroup (Temps)

## Initial Layout

This is a sample of the report which shows the columns available on the base report:

### B0112: Positions Vacant/Filled Comparison by Count and Pct as of 01/24

| Org Unit | Org Unit Desc | Number of Positions | Vacant Positions | Filled Positions | % Vacant |
|---|---|---|---|---|---|
| 20000017 | DOT SECRETARY'S OFFICE | 4.00 | | 4.00 | |
| 20000077 | BRDS&COMM  Psychology | 6.00 | 1.00 | 5.00 | 16.67 |
| 20001682 | DOT SECRETARY'S OFFICE/EXEC ASST/ BOT | 3.00 | 2.00 | 1.00 | 66.67 |
| 20001683 | DOT COUNSEL FOR ENVIR & TRANS ISSUES | 2.00 | 1.00 | 1.00 | 50.00 |
| 20001684 | DOT ADMIN & BUSINESS DEVELOPMENT | 2.00 | 1.00 | 1.00 | 50.00 |
| 20001685 | DOT TRANSIT | 2.00 | | 2.00 | |
| 20001686 | DOT CHIEF DEPUTY'S OFFICE | 1.00 | 1.00 | | 100.00 |
| 20001687 | DOT INTERGOV AFFAIRS & BUDGET COORD | 8.00 | 3.00 | 5.00 | 37.50 |
| 20001688 | DOT SECRETARY'S OFFICE/EXEC ASSISTANCE | 4.00 | | 4.00 | |
| 20001689 | DOT INFORMATION TECHNOLOGY | 2.00 | | 2.00 | |
| 20001690 | DOT SECRETARY'S OFFICE/SPECIAL PROJECTS | 1.00 | | 1.00 | |
| 20001691 | DOT MANAGEMENT ASSESSMENT | 3.00 | | 3.00 | |
| 20001692 | DOT MGT ASSESS/SECURITY SECTION | 2.00 | | 2.00 | |
| 20001693 | DOT COMMUNICATIONS OFFICE | 1.00 | | 1.00 | |

**Available Objects**

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

Dimensions:

- Addl. Center Ref.
- Application of Fund
- Budget Fund
- Budget Funding Source (OSBM)
- Business Area
- Cal Mth/Yr
- Cost Center
- Cost Center Category
- Country
- Date Vacant
- Employee Group
- Employee Subgroup
- FCTR Cat
- Job ESG CAP
- Job Family
- Job Pay Area
- Job Pay Group
- Job Pay Level

- Job Pay Type
- NCAS Account
- NCFS Account
- NCFS Agency
- NCFS Agency Program
- NCFS AMU
- NCFS Budget Fund
- NCFS Funding Source
- NCGS Interfund
- NCFS Project
- NCFS Project
- NCFS User Define 1
- NCFS User Define 2
- NCFS User Define 3
- Order
- Org UnitPos City
- Pos Country
- Pos County
- Pos ESG CAP

- Pos Pay Area
- Pos Pay Group
- Pos Pay Level
- Pos Pay Type
- Pos Personnel Area
- Position
- Position End Date
- Position Start Date
- Reference SAP Pos
- SAP GL Account
- SFCTR Ref
- State
- Statutory Exemption Type
- Supervising Position
- Vacancy Status
- Valid From
- Valid To

Measures

- % Vacant
- Filled Positions
- Number of Positions
- Vacant Positions

Variables

- Prompt Response Calendar Month/Year
- Prompt Response Cost Center
- Prompt Response Exclude Employee Group
- Prompt Response Exclude Employee Subgroup

- Prompt Response Job
- Prompt Response Organizational Unit
- Prompt Response Position
- DOT NCFS AMU
- DOT NCFS Budget Fund

**Special Report Considerations/Features**

- Vacant positions are identified by an unassigned employee (#) for the position.

- FTE calculations for positions are based on the employee subgroups.

- The position is considered a full-time position if it belongs to one of the following employee subgroups:

| | | |
|---|---|---|
| FT N-FLSAOT Perm Dir | FT N-FLSAOT TL Prob | Pick-up Firefighter |
| FT N-FLSAOTTL Dir | FT N-FLSAOT Student | National Guard |
| FT N-FLSAOT Temp Dir | FT N-FLSAOT Intermit | Federal |
| FT N-FLSAOT Perm JB1 | FT N-FLSAOT Time | Temp FT N-FLSAOT |
| FT N-FLSAOT TL JG1 | FT N-FLSAOT Fld Tme | Temp FT S-FLSAOT |
| FT N-FLSAOT Temp JB1 | FT N-FLSAOT Perm 12C | Temp Sol FT N-FLSAOT |
| FT N-FLSAOT Perm JB2 | FT N-FLSAOT Prob 2C | Temp Sol FT S-FLSAOT |
| FT N-FLSAOT TL JB2 | FT N-FLSAOT TL 12C | FT N-FLOSA Perm 10C |
| FT N-FLSAOT Temp JB2 | FT N-FLSAOT TL Prob | FT N-FLOSA Prob 10C |
| FT N-FLSAOT Perm JB3 | 12C | FT N-FLOSA TL 10C |
| FT N-FLSAOT TM JB3 | FT N-FLSAOT Perm 12C | FT N-FLOSA TL Prob 10C |
| FT N-FLSAOT Perm DA | FT N-FLSAOT Prob 12C | FT S-FLOSA Perm 10C |
| FT N-FLSAOT Tl DA | FT N-FLSAOT TL 12C | FT S-FLOSA Prob 10C |
| FT N-FLSAOT Temp DA | FT N-FLSAOT TL Prob | FT S-FLOSA TL 10C |
| FT N-FLSAOT Perm ADA | 12C | FT S-FLOSA TL Prob 10C |
| FT N-FLSAOT TL ADA | FT S-FLSAOT Perm 12C | FT EPA |
| FT N-FLSAOT Temp ADA | FT S-FLSAOT Prob 12C | FT N-FLSA Perm 115C |
| FT N-FLSAOT Perm MAG | FT S-FLSAOT TL 12C | FT N-FLSA Prob 115C |
| FT N-FLSAOT TL MAG | FT S-FLSAOT TL Prob 12C | FT N-FLSA TL 115C |
| FT N-FLSAOT Temp MAG | FT S-FLSAOT Perm 11C | FT N-FLSA TL Prob 115C |
| FT S-FLSAOT Perm CR | FT S-FLSAOT Prob 11C | FT S-FLSA Perm 115C |
| FT S-FLSAOT TL CR | FT S-FLSAOT TL 11C | FT S-FLSA Prob 115C |
| FT S-FLSAOT Temp CR | FT S-FLSAOT TL Prob 11C | FT S-FLSA TL115C |
| FT S-FLSAOT Perm CSC | N/A EPA ConstitutOff | FT S-FLSALT Prob 115C |
| FT S-FLSAOT TL CSC | N/A EPA Sal BD&Com | FT N-FLSAOT Perm SC |
| FT S-FLSAOT Temp CSC | N/A EPA Sal GA | FT N-FLSAOT TL SC |
| FT S-FLSAOT Perm | N/A EPA SalGA RecGov | FT N-FLSAOT Temp SC |
| FT S-FLSAOT Prob TL | N/A EPA Lt Gov Staff | FT N-FLSAOT Perm CJP |
| FT S-FLSAOT TL Prob | N/A EPA Gov's Staff | FT N-FLSAOT TL CJP |
| FT S-FLSAOT Student | N/A EPA SalGov&ABC | FT N-FLSAOT Temp CJP |
| FT S-FLSAOT Intermit | N/A EPA Pol-MkingGov | FT N-FLSAOT Perm ACJP |
| FT S-FLSAOT Perm | N/A EPA StatutoryPos | FT N-FLSAOT TL ACJP |
| FT N-FLSAOT Prob | N/A EPA Pos Gov | FT N-FLSAOT Temp ACJP |
| FT N-FLSAOT TL | N/A EPA PM Conf Asst | FT S-FLSAOT Perm ACJP |
| FT N-FLSAOT TL Prob | N/A EPA PM Conf Sec | FT S-FLSAOT TL ACJP |
| FT N-FLSAOT Student | N/A EPA Chief Deputy | FT N-FLSAOT Perm AD |
| FT N-FLSAOT Intermit | N/A EPA StatGAAprAct | FT N-FLSAOT TL AD |
| FT N-FLSAOT Perm | N/A EPA MiscStat Pos | FT N-FLSAOT Temp AD |
| FT N-FLSAOT Prob | N/A EPA ExManagerial | FT N-FLSAOT Perm JBS |
| FT N-FLSAOT TL | Contractor | FT N-FLSAOT TL JBS |

| | | |
|---|---|---|
| FT N-FLSAOT Temp JBS | N/A EPA Sal GARecGov | N/A EPA PM Conf Asst |
| FT S-FLSAOT Perm JBS | N/A EPA Lt Gov Staff | N/A EPA PM Conf Sec |
| FT S-FLSAOT TL JBS | N/A EPA Gov's Staff | N/A EPA Chief Deputy |
| FT S-FLSAOT Temp JBS | N/A EPA Sal Gov&ABC | N/A EPA StatGAAprAct |
| N/A EPA ConsitutOff | N/A EPA Pol-MkingGov | N/A EPA MiscStat Pos |
| N/A EPA Sal Bd & Com | N/A EPA StatutoryPos | N/A EPA ExManagerial |
| N/A EPA Sal GA | N/A EPA Pos Gov | |

- The position is considered part-time if it belongs to one of the following employee subgroups:

| | | |
|---|---|---|
| PT S-FLSAOT Perm MAG | PT S-FLSAOT Perm 11C | PT N-FLSAOT TL ACJP |
| PT S-FLSAOT TL MAG | PT S-FLSAOT Prob 11C | PT N-FLSAOT Temp ACJP |
| PT S-FLSAOT Temp MAG | PT S-FLSAOT TL 11C | PT S-FLSAOT Perm ACJP |
| PT N-FLSAOT Perm Dir | PT S-FLSAOT TLProb 11C | PT S-FLSAOTTL ACJP |
| PT N-FLSAOT TL Dir | Volunteer | PT S-FLSAOTTL ACJP |
| PT N-FLSAOT Temp Dir | Board Member | PT S-FLSAOT Temp ACJP |
| PT N-FLSAOT Perm JB1 | Temp PT N-FLSAOT | PT N-FLSAOT Perm AD |
| PT N-FLSAOT TL JB1 | Temp PT S-FLSAOT | PT N-FLSAOT Temp AD |
| PT N-FLSAOT Temp JB1 | Temp Sol PT N-FLSAOT | PT N-FLSAOT TL AD |
| PT N-FLSAOT Perm JB2 | Temp Sol PT S-FLSAOT | PT N-FLSAOTTemp AD |
| PT N-FLSAOT TL JB2 | PT N-FLSA Perm 10C | PT N-FLSAOT Perm JBS |
| PT N-FLSAOT Temp JB2 | PT N-FLSA Prob 10C | PT N-FLSAOT TL JBS |
| PT N-FLSAOT Perm JB3 | PT N-FLSA TL 10C | PT S-FLSAOT Temp JBS |
| PT N-FLSAOT TL JB3 | PT N-FLSA TLProb 10C | PT N-FLSAOT Perm |
| PT N-FLSAOT Temp JB3 | PT S-FLSA Perm 10C | PT N-FLSAOTProb |
| PT N-FLSAOT Perm DA | PT S-FLSA Prob 10 TL | PT N-FLSAOT TL |
| PT N-FLSAOT TL DA | 10C | PT N-FLSAOT TL Prob |
| PT N-FLSAOT Temp DA | PT S-FLSA TLProb 10C | PT N-FLSAOT Student |
| PT N-FLSAOT Perm ADA | PT EPA | PT N-FLSAOT Intermit |
| PT N-FLSAOT TL ADA | PT N-FLSAOT Perm SC | PT N-FLSAOT Perm 115C |
| PT N-FLSAOT Temp ADA | PT N-FLSAOT TL SC | PT N-FLSAOT Prob 115C |
| PT N-FLSAOT Perm MAG | PT N-FLSAOT Temp SC | PT N-FLSAOT TL 115C |
| PT N-FLSAOT TL MAG | PT N-FLSA Perm 12C | PT S-FLSAOT Perm 115C |
| PT N-FLSAOT Temp MAG | PT N-FLSA Prob 12C | PT S-FLSAOT Prob 115C |
| PT S-FLSAOT Perm CR | PT N-FLSA TL 12C | PT S-FLSAOT TL 115C |
| PT S-FLSAOT TL CR | PT N-FLSA TLProb 12C | PT S-FLSAOT Prob 115C |
| PT S-FLSAOT Temp CR | PT S-FLSA Perm 12C | PT S-FLSAOT Perm |
| PT N-FLSAOT Perm CSC | PT S-FLSA Prob 12C | PT S-FLSAOT Prob |
| PT N-FLSAOT TL CSC | PT S-FLSA TL 12C | PT S-FLSAOT TL |
| PT N-FLSAOT Temp CSC | PT S-FLSA TLProb 12 | PT S-FLSAOT TL Prob |
| PT N-FLSAOT Perm 11C | PT N-FLSAOT Perm CJP | PT S-FLSAOT Student |
| PT N-FLSAOT Prob 11C | PT N-FLSAOT TL CJP | PT S-FLSAOT Intermit |
| PT N-FLSAOT TL 11C | PT N-FLSAOT Temp CJP | PT S-FLSAOT Time |
| PT N-FLSAOT TLProb 11C | PT N-FLSAOT Perm ACJP | PT S-FLSAOT RD Time |

- Temporary employees are excluded from this report by default as you see in the Exclusion Prompt section above.

- Position Personnel area was added to this report on August 17, 2017, and began being populated at that time. If the report is generated 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.

- **NCFS Accounting Segments** - are available for reporting in this report as drag and drop from Available Objects.

- NCFS accounting segments here are specific to an NCFS internal order in SAP HR/Payroll ERP system. Transactions with no NCFS internal orders will not display values for the NCFS segments in the BI BOBJ report.

  - **NCFS Agency, NCFS Agency Program, NCFS AMU, NCFS Budget Code, NCFS Budget Fund, NCFS Funding Source, NCFS Interfund, NCFS Project, NCFS User Define 1, NCFS User Define 2, NCFS User Define 3**

- Agencies (like NCDOT, DES and DWS) that do not use NCFS Internal Orders will not see the values for the above NCFS segments in reports.

- **NCFS Account** and **Budget Funding Source (OSBM)** are available for reporting. Values correspond to SAP GL Account and Funding Source in SAP HR Payroll system.

- **Financial Key** is representative of internal order from NCFS and old NCAS systems.

- NCDOT (NC02) specific fields **DOT NCFS AMU** and **DOT NCFS** Budget Fund are listed as BOBJ Variables in this report and are derived from NCDOT cost centers and Person Responsible **(Addl Center Ref)** values from SAP HR Payroll ERP system.

**CHANGE RECORD**

- Effective 8/3/15
    - Initial version
- Effective 8/17/17
    - Added Position Personnel Area
- Effective 1/25/18
    - Updated document with Position personnel area information from 8/17/17 change
- Effective 3/22/18
    - This folder name for this report has been changed from "OM: Vacant Position Data" to "OM: Vacant-Filled Position Analysis"
- Effective 8/23/21
    - Updated format and assigned reference number – C. Ennis
- Effective 9/1/21
    - Added Alt Text – L. Lee
- Effective 9/2/21
    - Added **Field/Home Based** indicator to Position attributes (expanded list) in Available Objects.
- Effective 10/09/2023
    - NCFS Updates
- Effective 10/7/2024
    - Update to Business Objects 4.3 - CM