



BOBJ REPORT DESCRIPTION

B0115 Employees Below Job Minimum & Above Job Maximum

Report Description:

This report provides a list of employees below Job Minimum and a list of employees above Job Maximum and contains two reporting views.

- The first report tab represents employees whose FTE Annual Salary is below the Job Minimum Pay.
- The second report tab represents employees whose FTE Annual Salary is above the Job Maximum Pay.

Report Location:

PA: Compensation

Report uses:

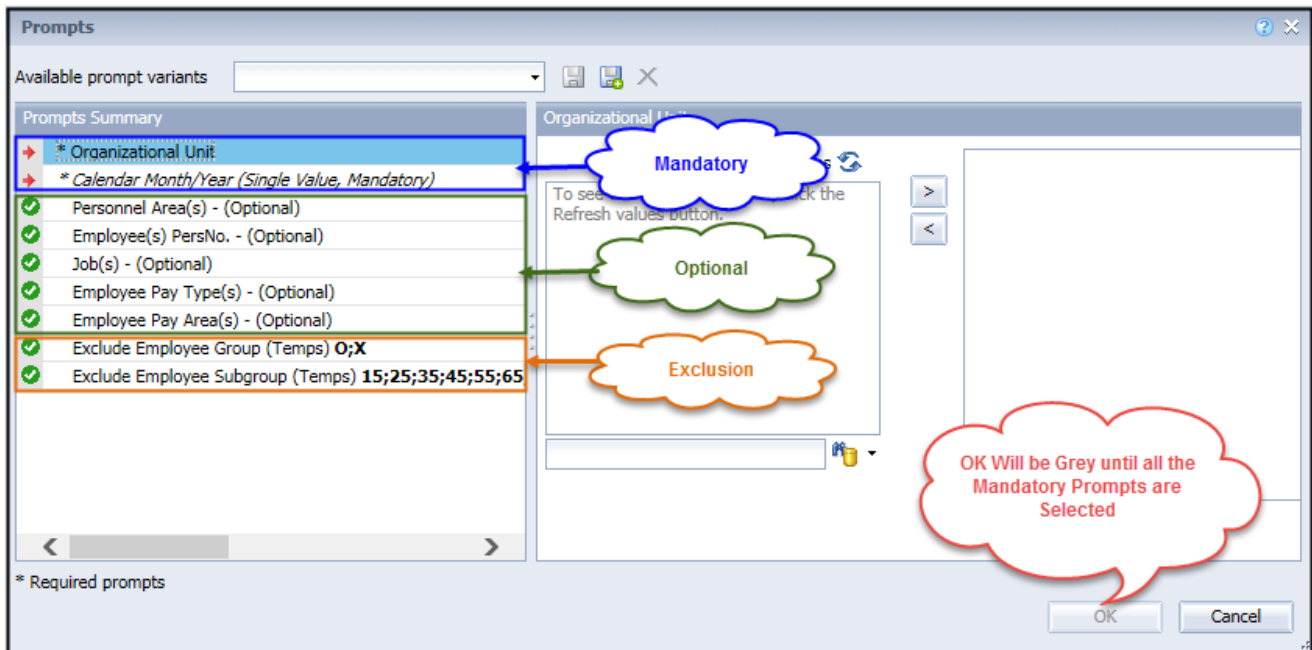
Agencies should run this report to monitor for employees not being paid at Job Minimum or are outside the Job Maximum.

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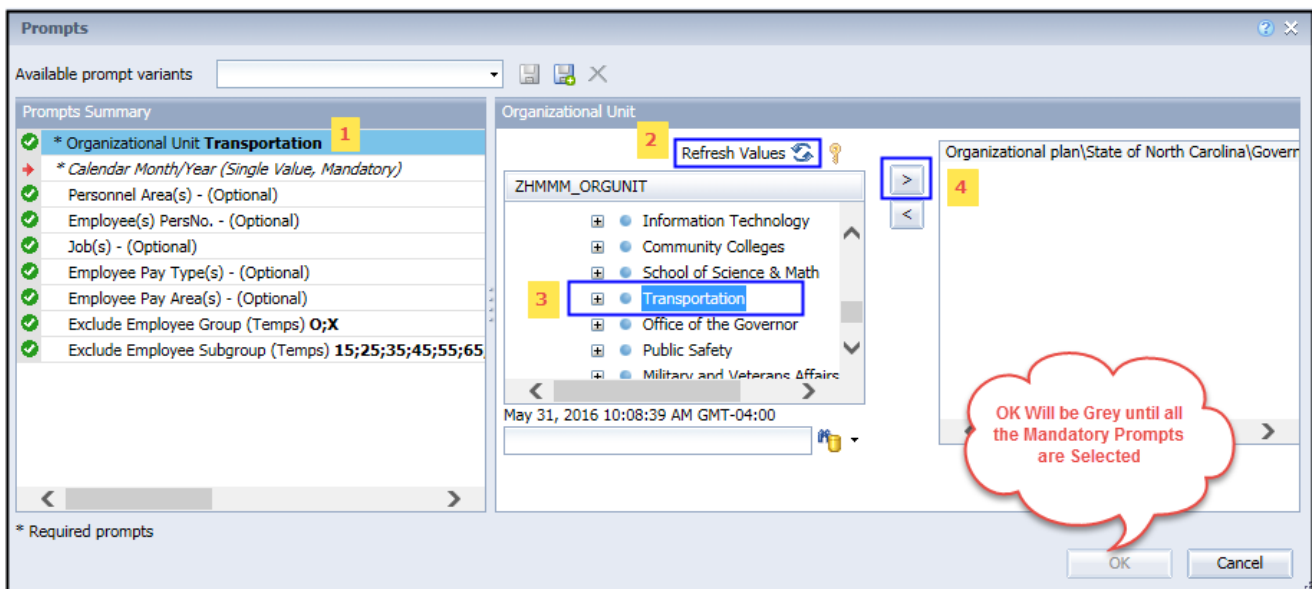
How to run this report



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).



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- ***Calendar Month/Year:** To select data for this prompt:
- Make sure you have the Calendar Month/Year prompt selected (1).
 - If you don't want to search for a date, enter the date in the text box in MM/YYYY format (2a) and skip steps (2b) – (4); go straight to step 5.
 - **OR:**
 - Click on “Refresh Values” (2b).
 - In the search box narrow down the date selection by using the wildcard *YYYY format and press the enter key (3).
 - Click on the date (4).
 - Click on the right arrow button (5).
 - If no other prompts are required, click the “OK” button to run the report.

The screenshot shows a 'Prompts' dialog box with the following elements:

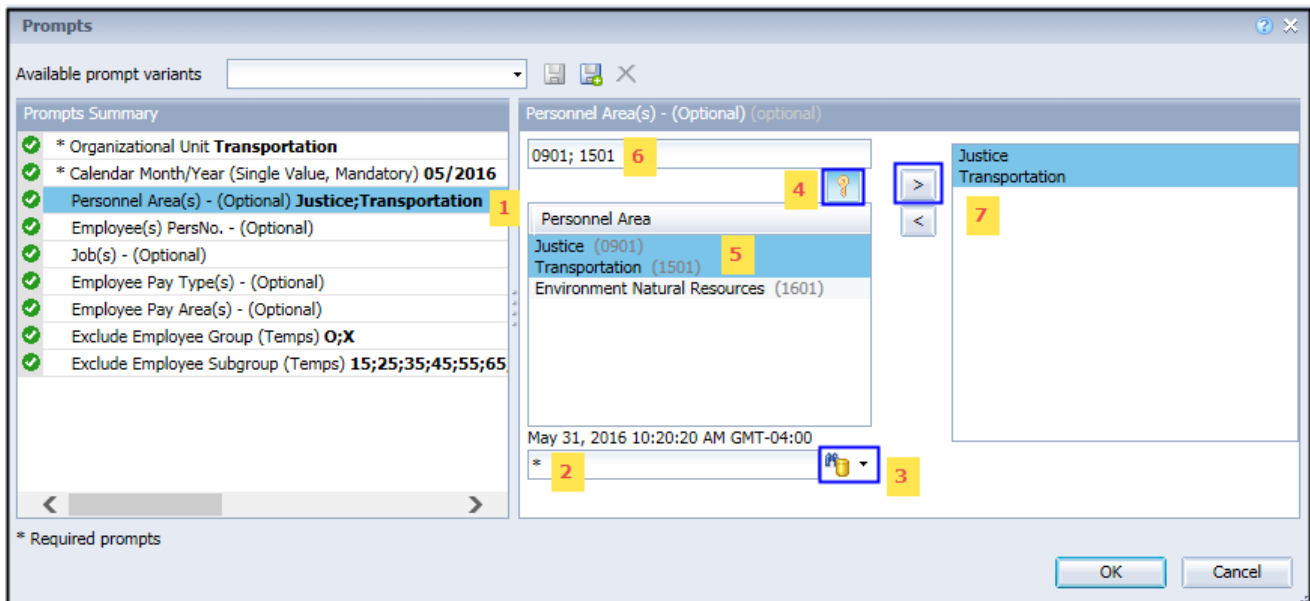
- Available prompt variants:** A dropdown menu.
- Prompts Summary:** A list of prompts with checkmarks. The selected prompt is '* Calendar Month/Year (Single Value, Mandatory) 05/2016' (marked with a yellow '1').
- Calendar 2a /Year (Single Value, Mandatory):** A text box containing '05/2016' (marked with a yellow '2a').
- Refresh Values:** A button with a circular arrow icon (marked with a yellow '2b').
- ZCMSM_CALMONTH:** A list of months from 01/2016 to 07/2016. '05/2016' is selected (marked with a yellow '4').
- Navigation:** Right and left arrow buttons (marked with a yellow '5').
- Search:** A text box containing '*2016' (marked with a yellow '3').
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

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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).



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- ✓ **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).
 - Then 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).

The screenshot displays the 'Prompts' dialog box. On the left, a 'Prompts Summary' list includes 'Employee(s) PersNo. - (Optional) Mickey L Mouse' with a yellow '1' next to it. The main area shows a search for '12345678' (marked with a yellow '7') in a search box (marked with a yellow '2'). A search icon (marked with a yellow '4') is clicked, and a dropdown menu (marked with a yellow '3') is open, showing 'Search in key' selected. A key icon (marked with a yellow '5') is also visible. The search results show 'Mickey L Mouse (12345678)' (marked with a yellow '6'). A right arrow (marked with a yellow '8') is used to add the employee to the selection box on the right, which contains 'Mickey L Mouse'. The dialog also shows a date and time stamp: 'May 31, 2016 10:30:10 AM GMT-04:00' and a search box with '12345678' (marked with a yellow '2') and a search icon (marked with a yellow '4'). The dialog has 'OK' and 'Cancel' buttons at the bottom right.

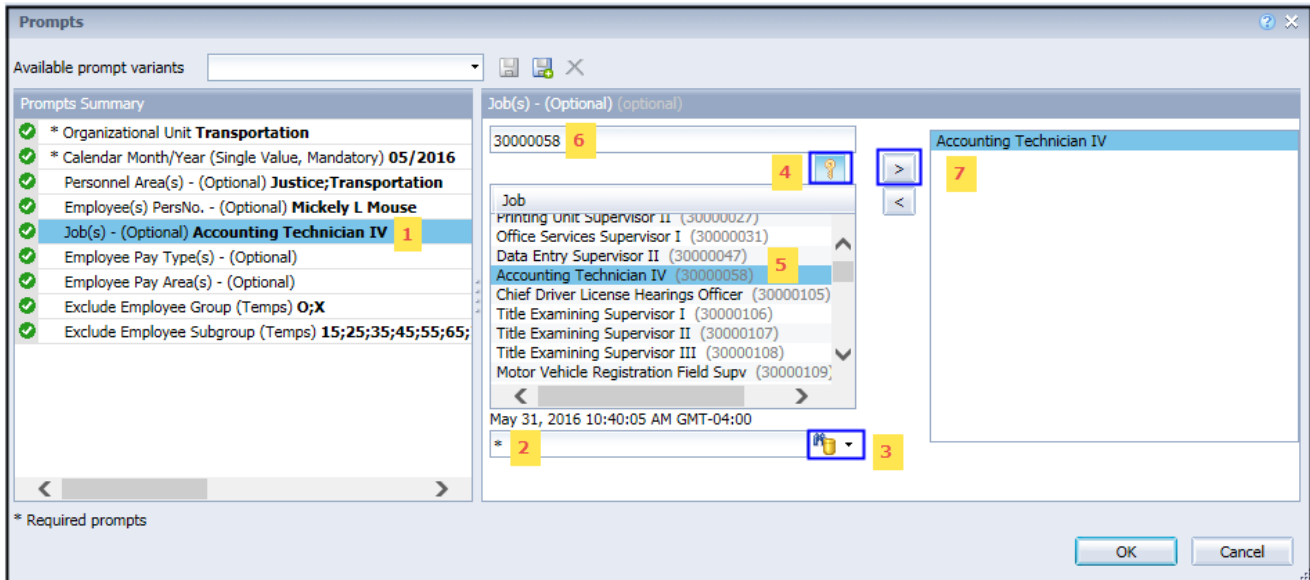
📁 **NOTE:** Since we have a large number of employees in the system, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If you do not know the employee number and must do a name search, you can narrow down your search by using the wildcard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

- Mickey*Mouse*
- *Mouse

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

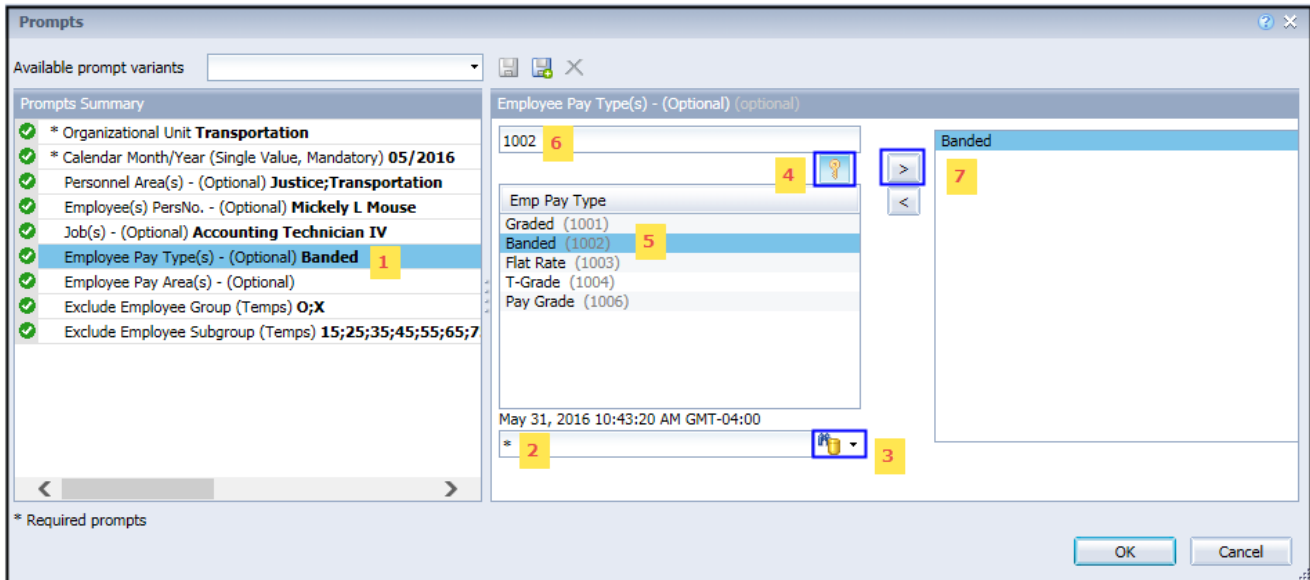
BO115 EMPLOYEES BELOW JOB MINIMUM & ABOVE MAXIMUM

- ✓ **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 key 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).



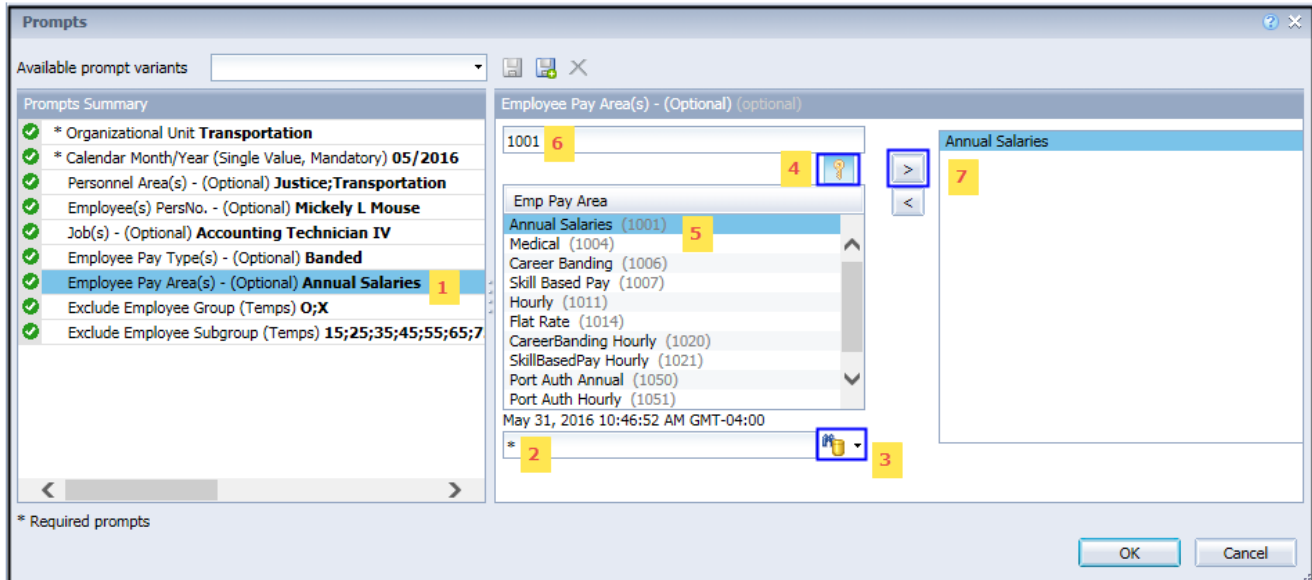
BO115 EMPLOYEES BELOW JOB MINIMUM & ABOVE MAXIMUM

- ✓ **Employee Pay Type(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Pay 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 Employee Pay Types (2).
 - Click on the search icon (3).
 - To see the key value for each Employee Pay Type, click on the key icon (4).
 - Click on the desired Employee Pay Type (5).
 - OR if you know the Employee Pay Type key or Employee Pay 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 Employee Pay Type to the selection box (7).



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- ✓ **Employee Pay Area(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Pay 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 Employee Pay Areas (2).
 - Click on the search icon (3).
 - To see the key value for each Employee Pay Area, click on the key icon (4).
 - Click on the desired Employee Pay Area (5).
 - OR if you know the Employee Pay Area key or Employee Pay 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 Employee Pay Area to the selection box (7).



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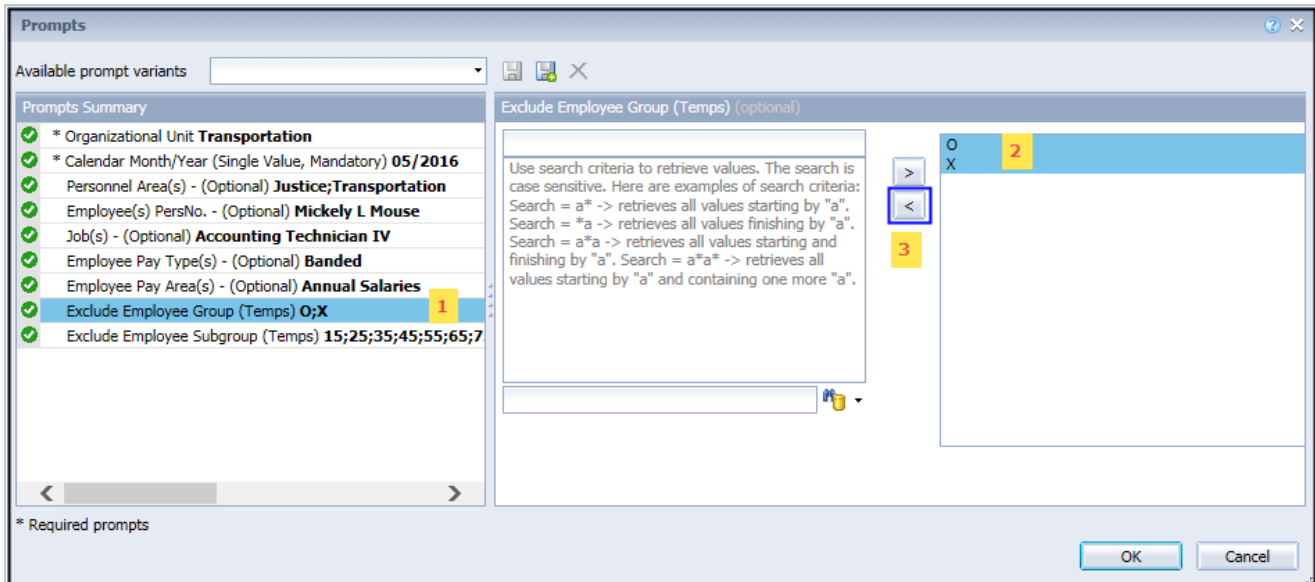
Exclusion Prompts:

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).



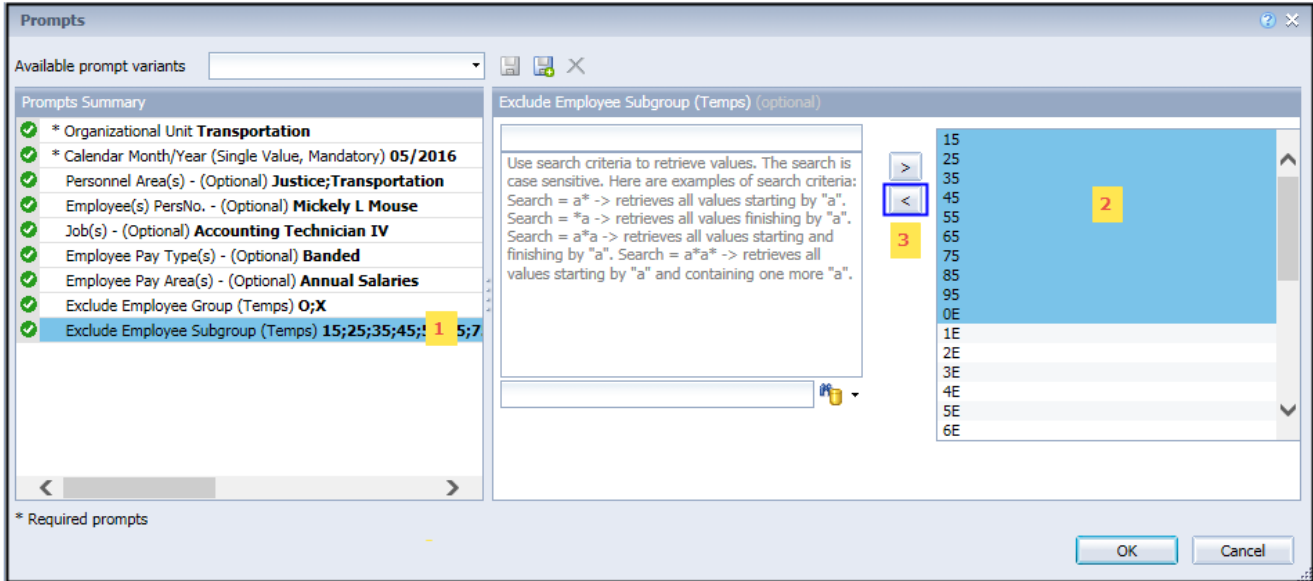
✉ **NOTE:** The *Employee Group* and the *Employee Subgroup* exclusions work together as a set to exclude temporary employees. If you want to clear the Temp exclusion, both exclusions (*EE Group* and *EE Subgroup*) must be cleared.

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✓ 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.

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Initial Layout:

There are 2 report tabs available. Below are sample renderings from each tab.

Employees below Job Minimum: This Report displays the list of Employees below Job Minimum.

<u>B0115 Employees Below Job Minimum as of 05/2016</u>						
Personnel Area	Organizational Unit	Organizational Unit Desc	Job	Job Desc	Employee Subgroup	Employee Subgroup Desc
Transportation	20001804	DOT CD TR PT Western	30001387	Transportation Program Consultant I	A2	FT N-FLSAOT Prob

Employees below Job Minimum *Continued...*

Execution Date : 6/6/16							
Employee	Employee's Name	Emp Annual Salary	Emp FTE Annual Salary	Job Min Pay	Amount Difference	Percent Difference	Job Max Pay
12345678	MOUSE, MICKEY	31,661	31,661	39,632	7,971.00	20.11	63,372

Employees Above Job Maximum: This Report displays the list of Employees above Job Maximum.

<u>Employees Above Job Maximum as of 05/2016</u>						
Personnel Area	Organizational Unit	Organizational Unit Desc	Job	Job Desc	Employee Subgroup	Employee Subgroup Desc
Transportation	20002177	DOT CD SH DIVISION 10	31000083	Engineering/Architectural Manager	A1	FT N-FLSAOT Perm

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Employees Above Job Maximum *Continued...*

Execution Date : 6/6/16							
Employee	Employee's Name	Emp Annual Salary	Emp FTE Annual Salary	Job Min Pay	Amount Difference	Percent Difference	Job Max Pay
987654321	DUCK, DONALD	125,364	125,364	63,734	-102.00	0.08	125,262

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

<u>Report Info</u>	
Prompt Input	
Organizational Unit	Transportation
CalMonth/Year	05/2016
Personnel Area(s)	
Employee(s) PersNo.	
Job(s)	
Employee Pay Type(s)	
Employee Pay Area(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

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Available Objects:

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

B0115: Employees Below Job Minimum & Above Job Maximum

- + Agency Hire Date
- + Employee
- + Employee's Name
- + Employee Group
- + Employee Subgroup
- + Emp Pay Area
- + Emp Pay Group
- + Emp Pay Level
- + Emp Pay Type
- + Job
- + Job Branch
- + Job Family
- + Organizational Unit
- + Original Hire Date
- + Personnel Area
- + Position
- Age in Years
- Annual Salary
- FTE Annual Salary
- Job Max Pay Level
- Job Min Pay Level
- Length of Service

Variables

- Annual Salary
- FTE Annual Salary
- Job Max Pay
- Job Min Pay
- Prompt Response CalMonth
- Prompt Response Employee Pay Area
- Prompt Response Employee Pay Type
- Prompt Response Employee PersNo
- Prompt Response Exclude Employee Group
- Prompt Response Exclude Employee Subgroup
- Prompt Response Job
- Prompt Response Organizational Unit
- Prompt Response Personnel Area
- Amount Difference_for_Job Max
- Amount Difference_for_Job Min
- Emp Annual Salary
- Emp FTE Annual Salary
- Emp FTE AnSal < Job Min?
- Emp FTE AnSal > Job Max?
- Emp Job Max Pay
- Emp Job Min Pay
- Percent Difference_for_Job Max
- Percent Difference_for_Job Min

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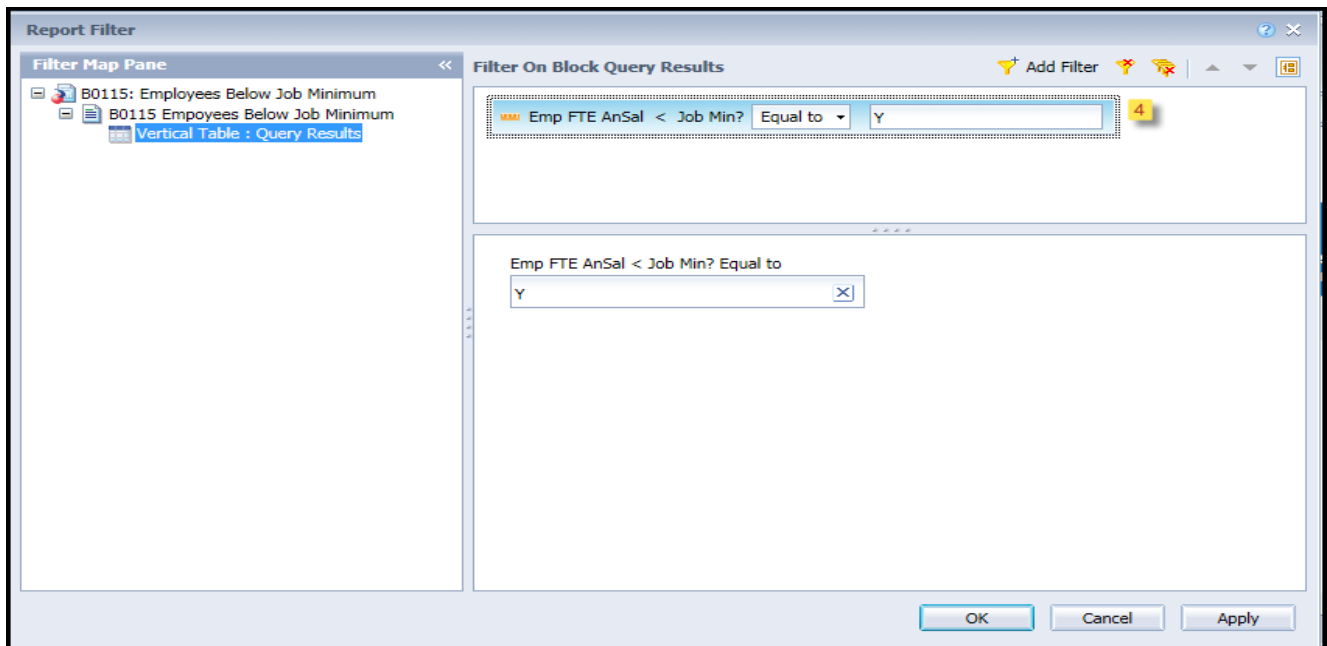
Special Report Considerations/Features:

- Temporary employees are excluded by default but this can be changed.
- Report only pulls active employees
- The base report provides the values for job min pay and job max pay as of the end of the month when the monthly snapshot data is captured. Retroactive changes to the job planned compensation settings effective for prior months will not be reflected for the job min pay and job max pay on the base report.
- By default, data is sorted by Personnel Area. This can be changed as needed.
 - ✓ 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).
 - Make the desired selection as “Ascending or Descending” (6).

Personnel Area	Org Unit	Org Unit Desc	Job	Job Desc	Employee Subgroup	Employee	Employee's Name	Emp Annual Salary	Emp FTE Annual Salary	Job Min Pay
Administration (1)	20001526	ADMIN SO DSLEG INDIAN AFFAIRS Ed Talnt	30000799	Administrative Assistant I	FT S-FLSAOT Perm	12345678	Mickey Mouse	\$29,549	\$29,549	\$30,856

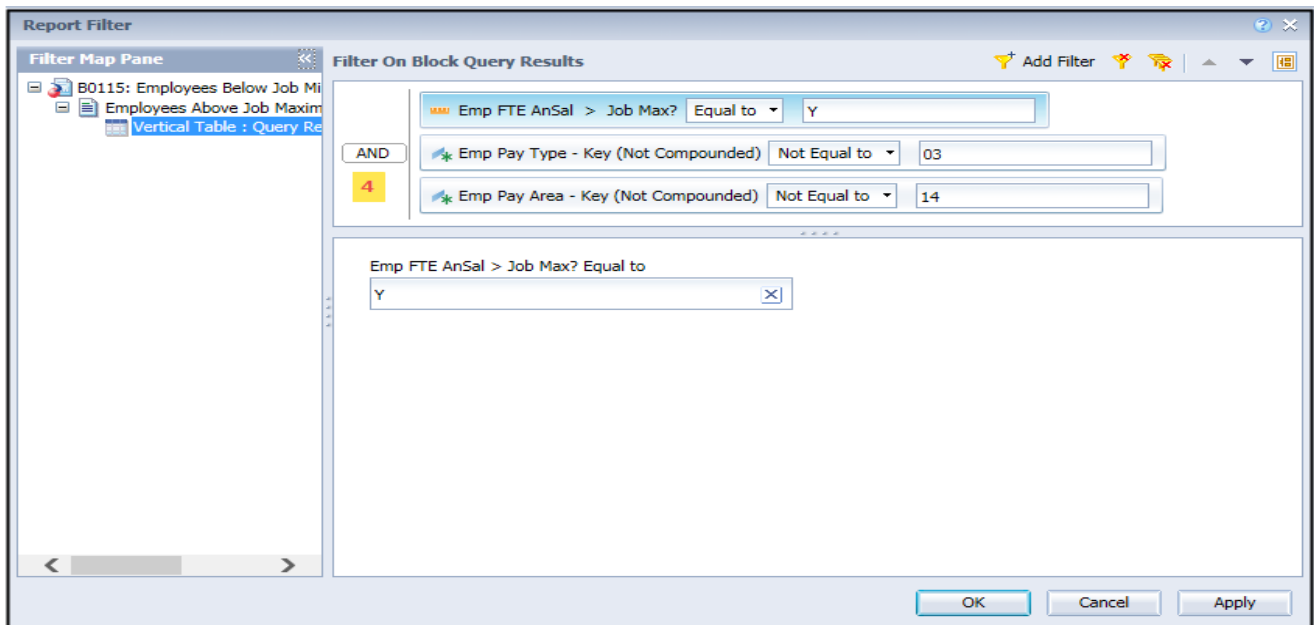
B0115 EMPLOYEES BELOW JOB MINIMUM & ABOVE MAXIMUM

- By default, the first report tab is filtered to show the list of Employees whose FTE Annual Salary is less than Job Minimum (This is mandatory Criteria for this report).
- ✓ To change the report filter criteria or see how it is defined on the report block, please follow the steps below.
 - Make sure the “Report Block” is selected (1).
 - Right click and select “Filter” option (2).
 - Select ‘Edit Filter’ option (3).
 - You will see the “report filters” as shown for each report tab (4).



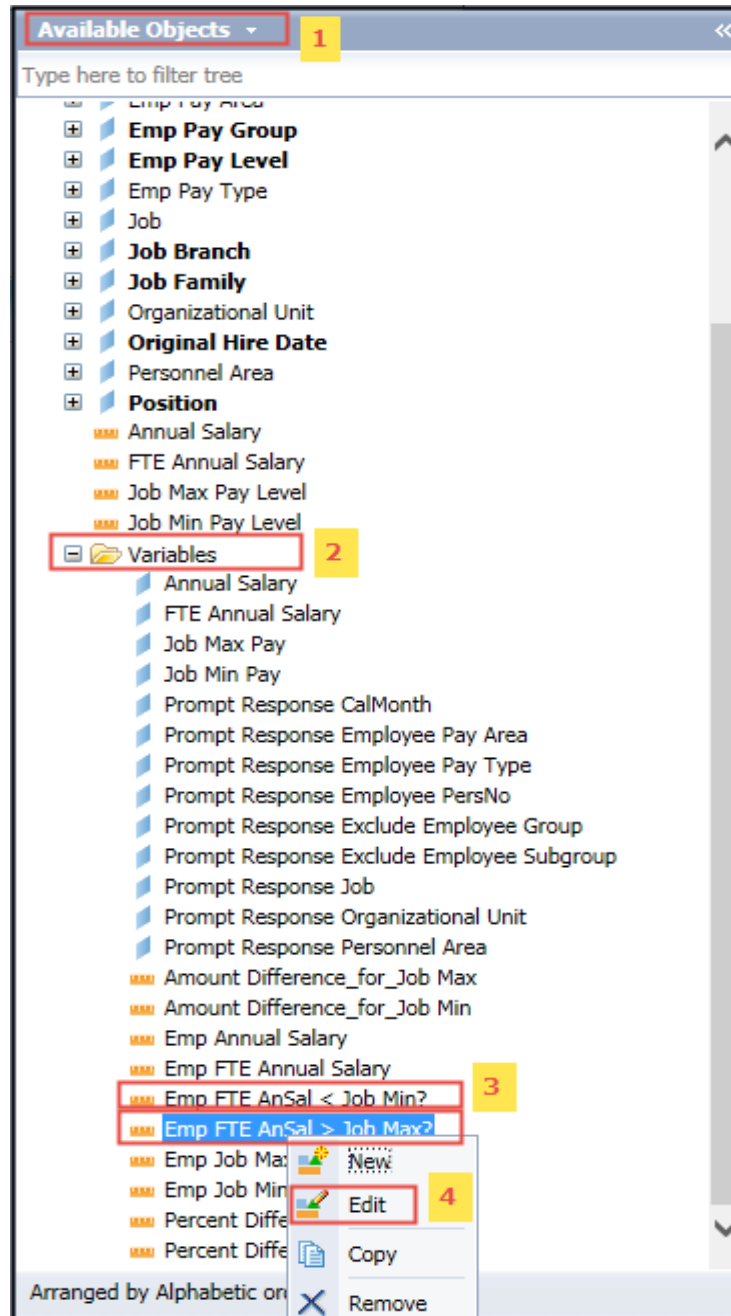
B0115 EMPLOYEES BELOW JOB MINIMUM & ABOVE MAXIMUM

- By default, the second report tab is filtered to show the list of Employees whose FTE Annual salary is greater than Job Maximum (This is mandatory Criteria for this report) excluding Flat Rates for EE Pay Type and EE Pay Area.
 - ✓ To change the report filter criteria or see how it is defined on the report block, please follow the steps below.
 - Make sure the “Report Block” is selected (1).
 - Right click and select “Filter” option (2).
 - Select ‘Edit Filter’ option (3).
 - You will see the “report filters” as shown for each report tab (4).



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- To achieve the above report filter criteria, 2 report variables were created.
 - ✓ To view the definition for these report variables:
 - Make sure the “Available Objects” is selected (1).
 - Click and expand “Variables” folder (2).
 - Select ‘Emp FTE AnSal < Job Min?’ or ‘Emp FTE AnSal > Job Max?’(3).
 - Right click and select “Edit” as shown (4).



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- Job Branch
- Job Family
- Organizational Unit
- Original Hire Date
- Personnel Area
- Position
 - Annual Salary
 - FTE Annual Salary
 - Job Max Pay Level
 - Job Min Pay Level
- Variables
 - Annual Salary
 - FTE Annual Salary
 - Job Max Pay
 - Job Min Pay
 - Prompt Response CalMonth
 - Prompt Response Employee PersNo
 - Prompt Response Exclude Employee Group
 - Prompt Response Exclude Employee Subgroup
 - Prompt Response Job
 - Prompt Response Organizational Unit
 - Prompt Response Personnel Area
 - Amount Difference
 - Emp Annual Salary
 - Emp FTE Annual Salary
 - Emp FTE AnSal < Job Min?
 - Emp Job Max Pay
 - Emp Job Min Pay
 - Percent Difference

Edit Variable

Definition

Name: Type:

Qualification:

Formula

Available Objects

- B0115: Employee:
- Agency Hire
- Employee

Available Functions

- Aggregate
- Aggregate
- Average
- Count
- First

Available Operators

= < <= <> > >=

. + - / * ()

Values... Prompts...

Description

- Job Branch
- Job Family
- Organizational Unit
- Original Hire Date
- Personnel Area
- Position
 - Annual Salary
 - FTE Annual Salary
 - Job Max Pay Level
 - Job Min Pay Level
- Variables
 - Annual Salary
 - FTE Annual Salary
 - Job Max Pay
 - Job Min Pay
 - Prompt Response CalMonth
 - Prompt Response Employee Pay Area
 - Prompt Response Employee Pay Type
 - Prompt Response Employee PersNo
 - Prompt Response Exclude Employee Group
 - Prompt Response Exclude Employee Subgroup
 - Prompt Response Job
 - Prompt Response Organizational Unit
 - Prompt Response Personnel Area
 - Amount Difference_for_Job Max
 - Amount Difference_for_Job Min
 - Emp Annual Salary
 - Emp FTE Annual Salary
 - Emp FTE AnSal < Job Min?
 - Emp FTE AnSal > Job Max?

Edit Variable

Definition

Name: Type:

Qualification:

Formula

Available Objects

- B0115: Employees Be
- Agency Hire Dat
- Employee
- Employee's Name

Available Functions

- Aggregate
- Aggregate
- Average
- Count
- First

Available Operators

= < <= <> > >=

. + - / * ()

Values... Prompts...

Description

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Change Log:

Effective 5/26/2016

- Added Optional Prompts **Employee Pay Type(s)** and **Employee Pay Area(s)**.
- Added Report Tab which displays “**Employees with above Job Maximum Pay**”. Flat Rates for EE Pay Scale Type and EE Pay Scale Area are excluded in this Report tab and can be changed.
- Added Employee Pay Type(s) and Employee Pay Area(s) in **Report Info** Tab to display the Values that are entered for these Prompts.

Effective 11/28/2016

- Added **Age in Years** and **Length of Service** measures to available objects