



# ACTIVE POSITION COUNTS

## REPORT DESCRIPTION B0117 | WEB INTELLIGENCE



The purpose of this Report Description is to explain the purpose of and how to generate the Active Position Counts report.

### REPORT DESCRIPTION:

This report shows SPA, EPA, and Supplemental/Judicial full-time equivalent position counts for the organizational unit(s) and calendar month/year selected.

### REPORT LOCATION:

OM: Position Data

### REPORT USES:

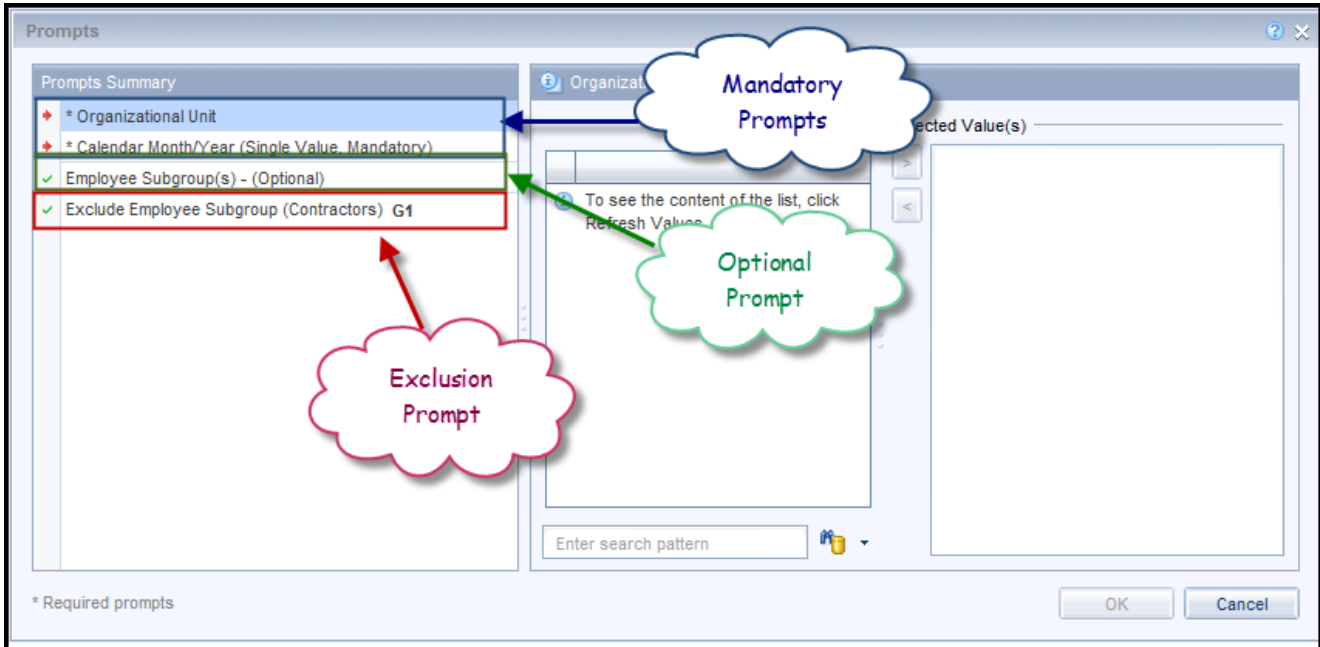
This report can be used to gather “at-a-glance” Full-time Equivalent (FTE) counts for organizational units as needed. It is broken down into Subject to the Personnel Act (SPA), Exempt from the personnel Act (EPA), and Supplemental/Judicial categories, so it can be used to quickly identify which organizational units have positions within these categories, along with the count for each category.

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### How to generate this report

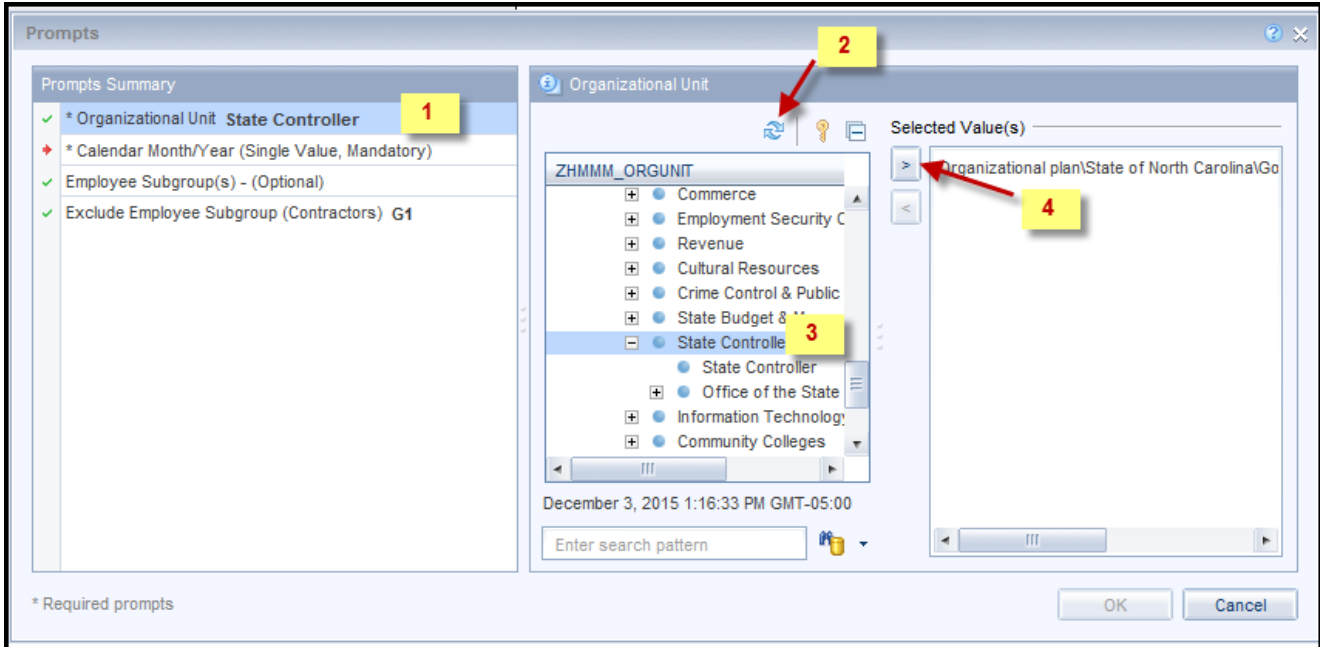
This report has two mandatory prompts, one optional prompt and one exclusion prompt:



### Mandatory Prompts

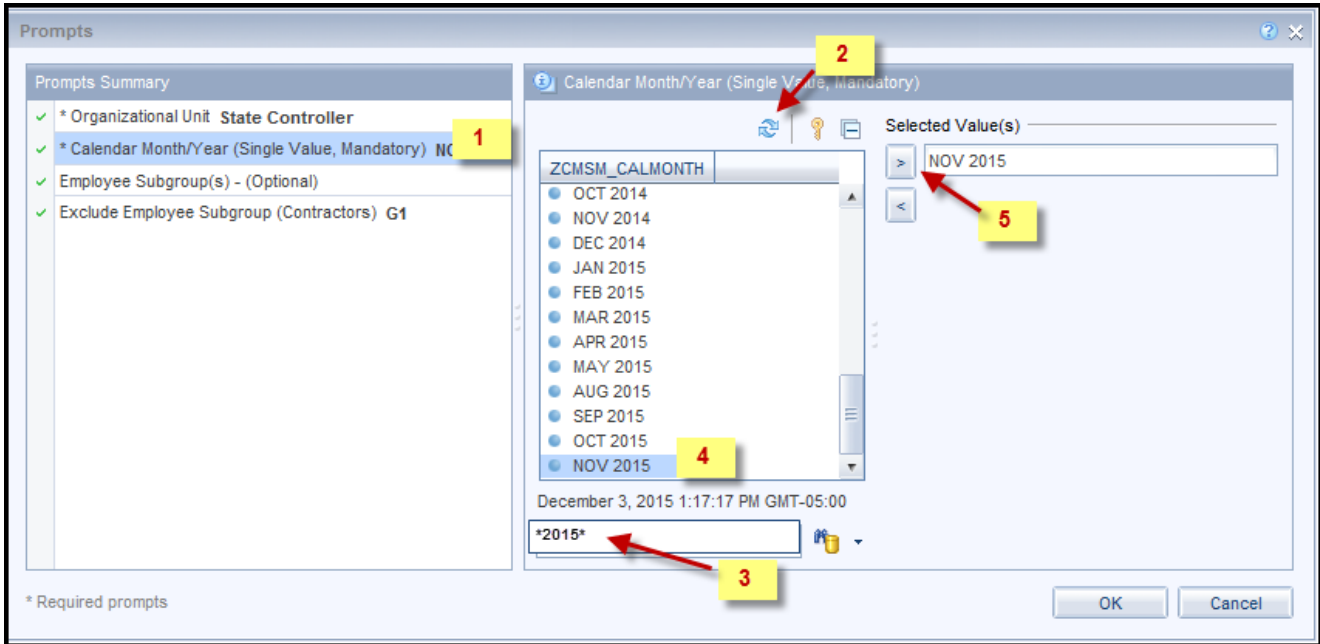
Mandatory prompts have a red asterisk indicator (\*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- **\*Organizational Unit** – To select data for this prompt:
  - Make sure you have “Organizational Unit” selected (1).
  - Click on the “Refresh Values” icon to see the list of Org Units to choose from (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:

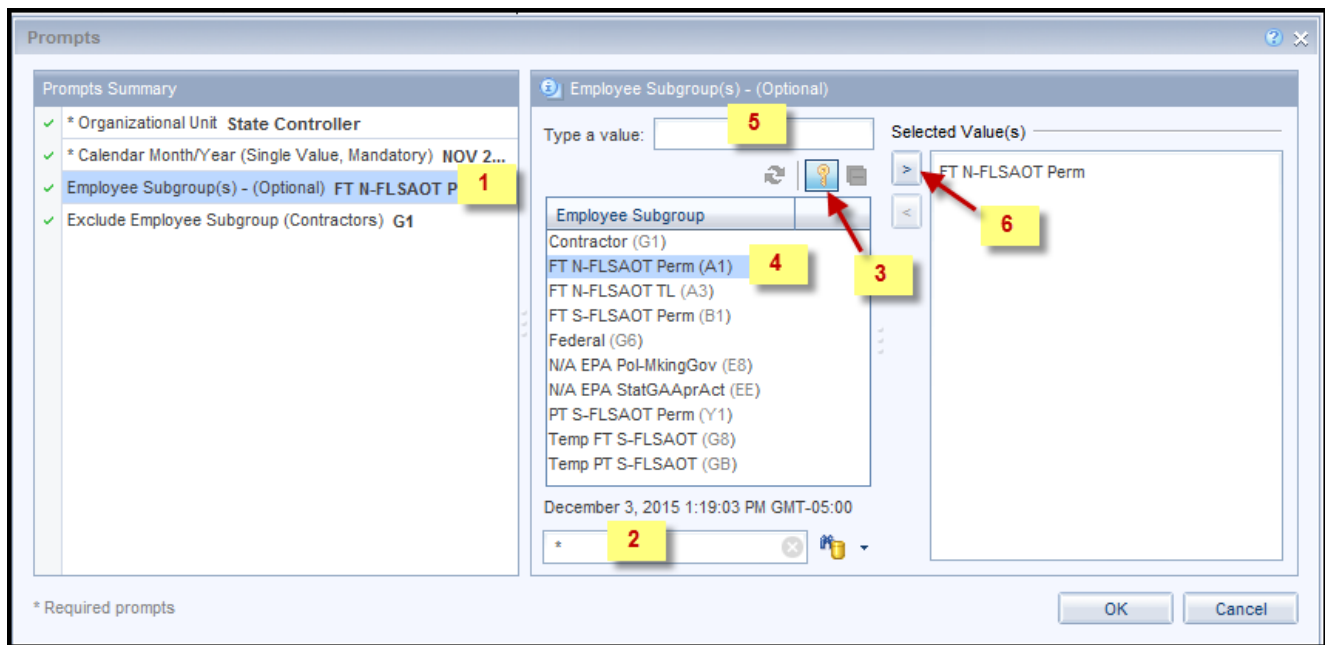
- Make sure you have the Calendar Month/Years prompt selected (1).
- Click on “Refresh Values” (2).
- Scroll down to select the value in the search box OR optional - in the search box narrow down the date selection by using the wildcard \*YYYY format and press the enter key (3).
- Click on the date (4).
- Click on the right arrow button for date (5).



**Optional Prompts**

Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

- ✓ **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).
  - To see the key value for the employee subgroup, click on the key icon (3).
  - Navigate down to the desired Employee Subgroup (4).
  - OR if the Employee Subgroup key or Employee Subgroup name are known, skip steps 2 through 3 and enter it directly in (5).
  - Click on the right arrow button to add Employee Subgroup to the selection box (6).

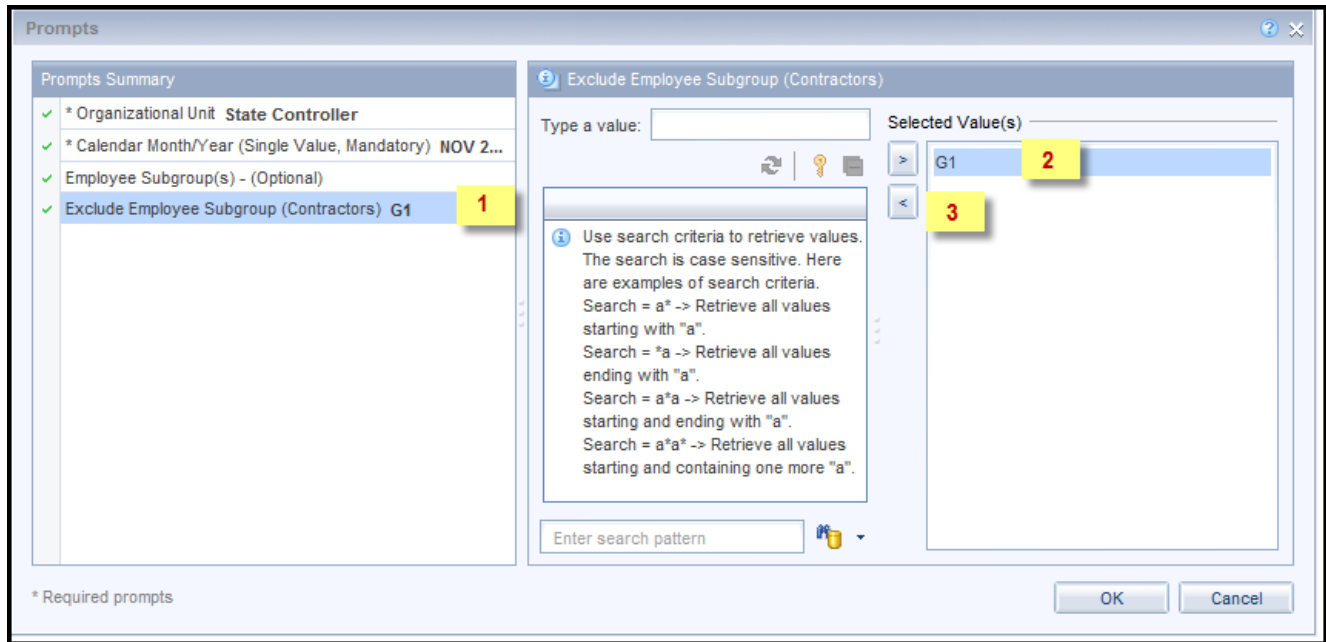


**Exclusion Prompts**

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.

By default, this exclusion prompt ensures that the report does not contain any contractor employee data. The data values contained in the selection box can be modified or cleared completely as needed. To include contractors, clear the employee subgroup G1 from the selected values from the prompts.

- ✓ **Exclude Employee Subgroup (Contractors):** To remove this exclusion:
  - Make sure the Exclude Employee Subgroup prompt is selected (1)
  - Click on the values in the selection box (2)
  - Click on the left arrow (3)



**Initial Layout**

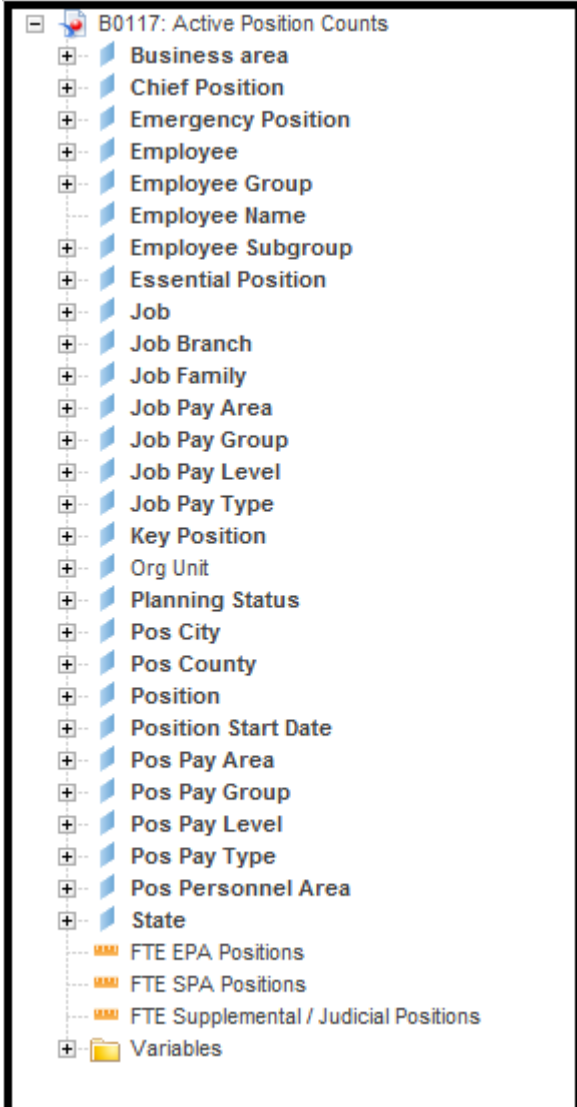
The report is generated with a list of position counts for the org unit selected. This is a sample of the report which shows the columns available on the base report:

**B0117: Active Position Counts as of OCT 2015**

Org Unit	Org Unit Desc	Total FTE Positions	FTE SPA Positions	FTE EPA Positions	FTE Supplemental / Judicial Positions
22222222	Office of State Controller	175.00	174.00	1.00	0.00
<b>Total</b>		<b>175.00</b>	<b>174.00</b>	<b>1.00</b>	<b>0.00</b>

**Available Objects**

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



**Special Report Considerations/Features**

- Positions assigned to the Contractor employee subgroup are excluded from this report by default.
- Position Personnel area was added to this report on September 9, 2016 and began being populated at that time. If the report is run for a date prior to September 2016, 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.

**CHANGE RECORD**

- 12/3/15 – Initial version – completed in pilot.
- 6/13/16 – Modified initial report to bring it up to BI and BOBJ standards
- 9/9/16 – Added Position Personnel Area to available objects
- 1/25/18 – Updated document with Position personnel area information from 9/9/2016
- 8/23/21 – Updated format and assigned reference number – C. Ennis
- 9/1/21 – Added Alt Text L. Lee
- 9/2/21 – Added **Field/Home Based** indicator to Position attributes (expanded list) in Available Objects