



BOBJ REPORT DESCRIPTION

B0145 Positions by Statutory Exemption Type

Report Description:

The B0145 Positions by Statutory Exemption Type report displays Statutory Exempt Type positions with Employee details and Employee salary amount.

Report Location:

OM: Position Data

Report uses:

- This report can be used to view a list of positions with statutory exemptions by type along with employee details for specified organizational unit(s).
- It can be used for organizational management, budget and funding planning for statutory exempt positions within organizational units.

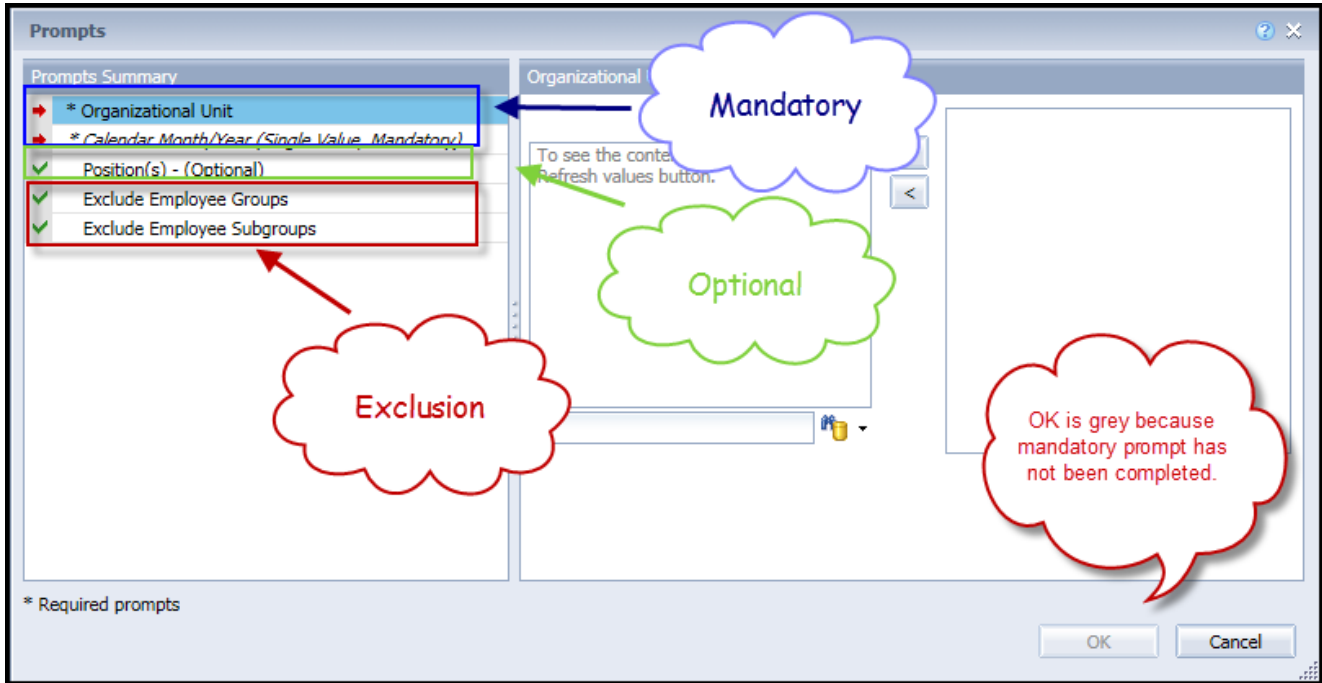
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B0145 POSITIONS BY STATUTORY EXEMPTION TYPE

How to run this report

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

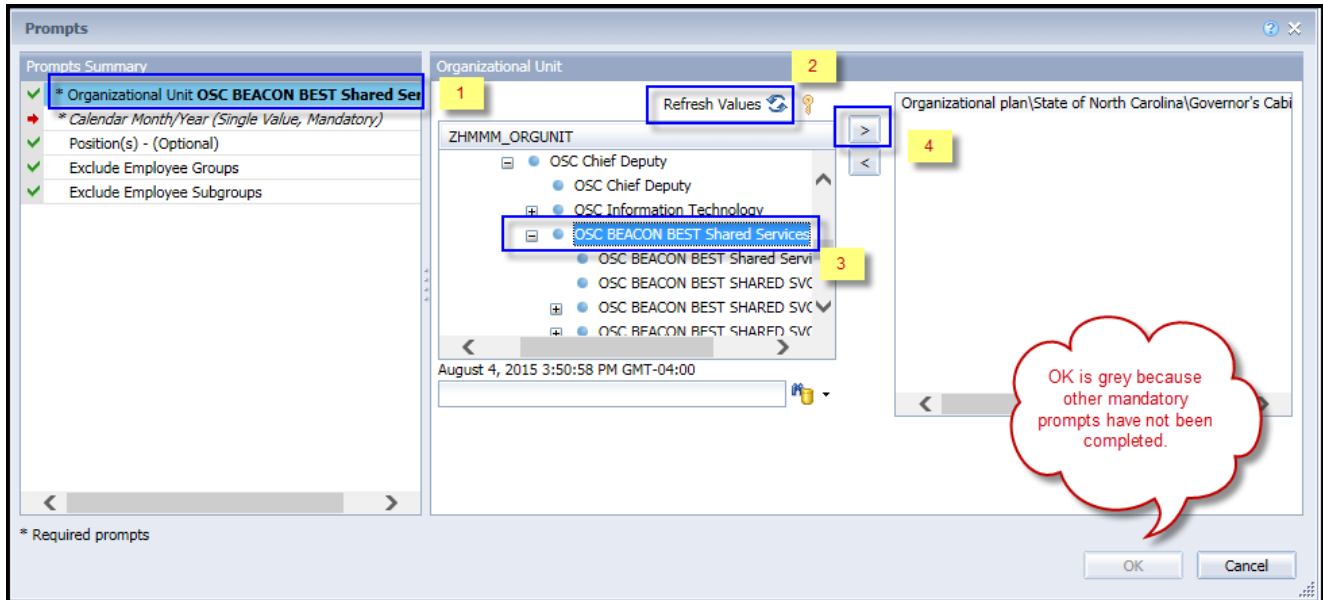


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Mandatory Prompts:

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 (✓).

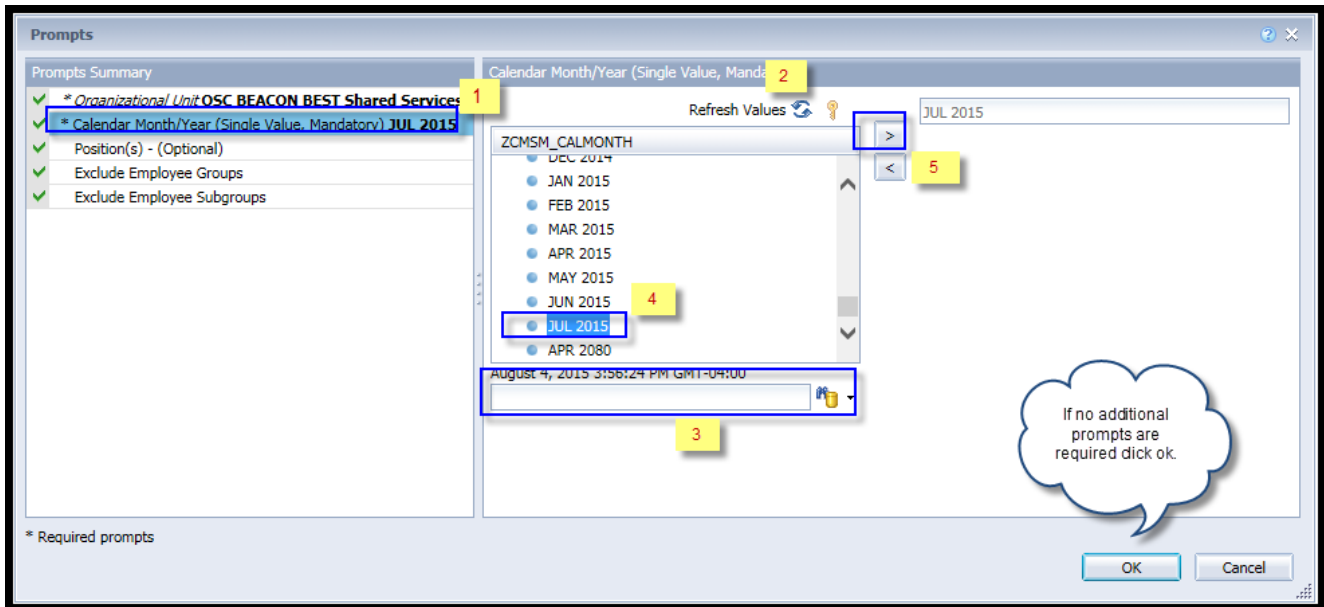
- ***Organizational Unit** – To select data for this prompt:
 - Make sure you have “Organizational Unit” selected (1)
 - Click on the “Refresh Values” icon to see the list of Org Units to choose from (2)
 - Navigate down to the desired org unit (3)
 - Click on the right arrow to add it to the selection box (4).



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- **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).

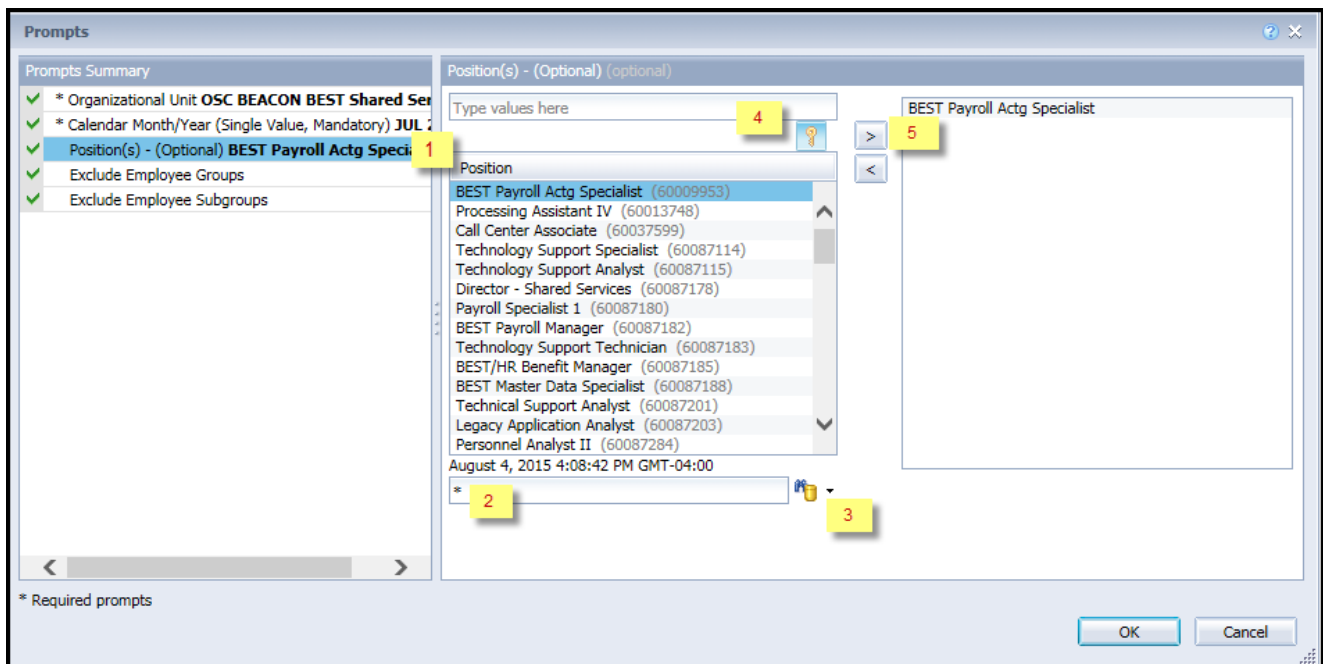


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Optional Prompts:

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

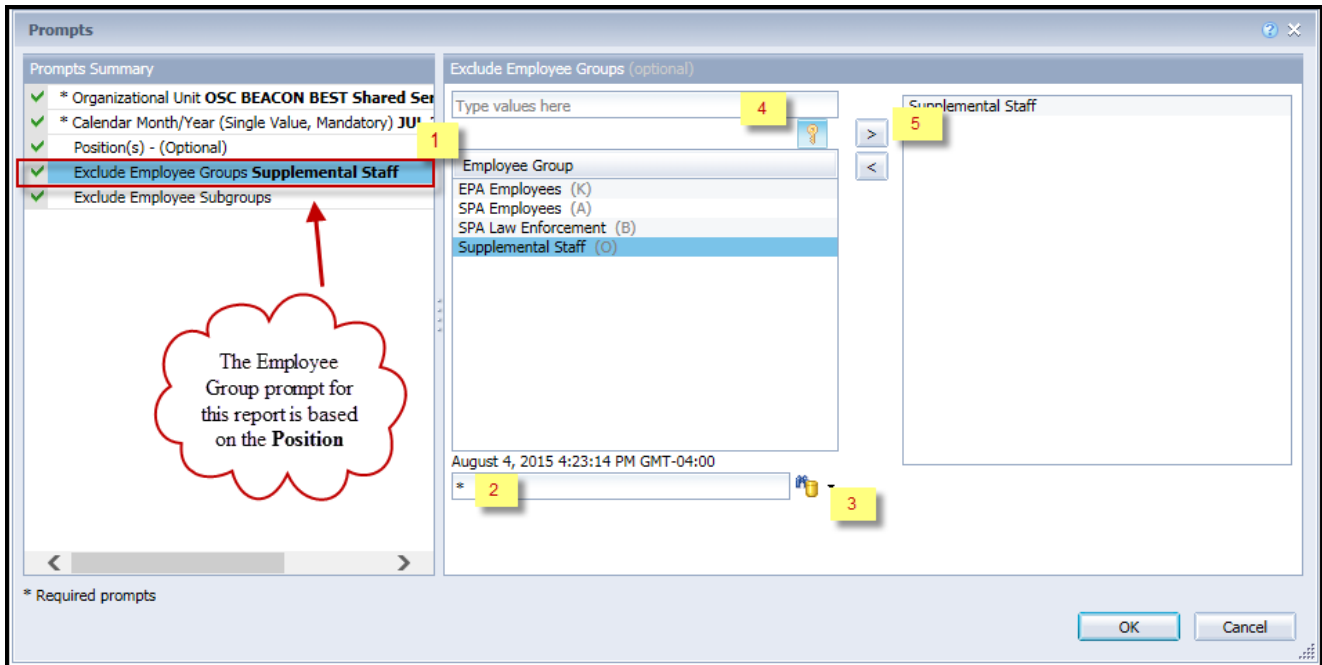
- ✓ **Position(s)** – To select data for this prompt:
 - Make sure you have the “Position(s)” prompt selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Position (2).
 - Click on the search icon (3).
 - If you need to see the position key, click on the key symbol to turn on that view (4).
 - Click on the desired position, click on the right arrow to add the position to the selection box (5).



Exclusion Prompts:

Exclusion prompts are also indicated with a green check mark (✓). 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 Groups** –This prompt is based on **Position** and can be used to exclude positions where the employee group is defined as ‘Supplemental Staff’, ‘Contractors’ or others
To select data for this prompt:
 - Make sure you have the “Exclude Employee Groups” prompt 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).
 - If you need to see the Employee Group key, click on the key symbol to turn on that view (4).
 - Click on the desired Employee Group, click on the right arrow to add the Employee Group to the selection box (5).

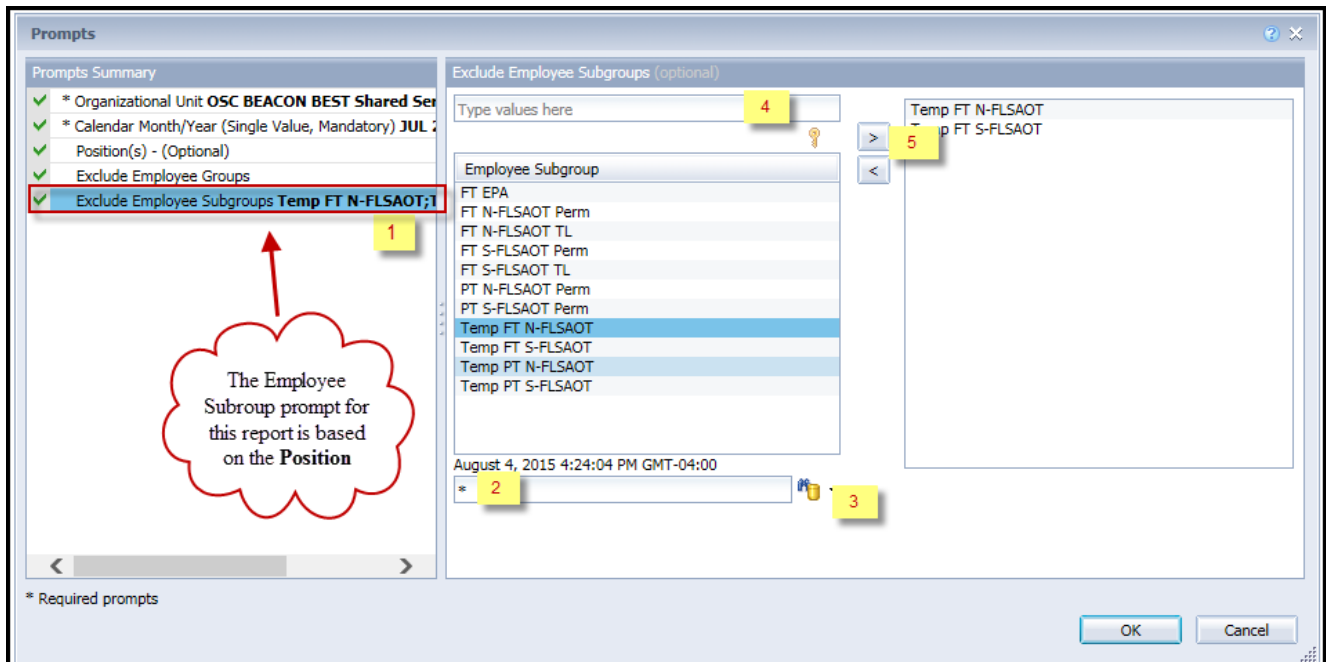


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- ✓ **Exclude Employee Subgroups** – This prompt is based on **Position** and can be used to exclude positions where the employee subgroup is defined as part of ‘Supplemental Staff’, ‘Contractors’ or others.

To select data for this prompt:

- Make sure you have the “Exclude Employee Subgroups” prompt 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).
- If you need to see the Employee Subgroup key, click on the key symbol to turn on that view (4).
- Click on the desired Employee Subgroup, click on the right arrow to add the Employee Subgroup to the selection box (5).



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Initial Layout:

This is a sample row from the report, which shows the columns available on the base report.

Note: The two fields *Employee Group* and *Employee Subgroup* displayed in the report are based on the *Position*.

B0145: Positions by Statutory Exemption Type as of JUL 2015								
Business area	Employee Group	Statutory Exemption Type	Position	Position Desc	Job	Job Desc	Job Country	Job ESG CAP
Office of the State Controller	EPA Employees	EPA Stat Sal-GA Appr Act	██████████	State Controller	30006245	State Controller	USA	3

Report detail continued:

Execution Date: 8/4/15									
Job Pay Type	Job Pay Area	Job Pay Group	Job Pay Level	Employee	Employee's Name	Position FTE	Budgeted Amount	Emp Salary	Fund %
Flat Rate	Flat Rate	FLATRATE	FR	██████████	██████████	1.000	██████████	██████████	100.00

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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:

- [-] B0145: Positions by Statutory Exemption Type
 - [-] **Addl. Center Ref.**
 - [-] **Application of Fund**
 - [-] Business area
 - [-] **Cal Mth/Yr**
 - [-] **Cost Center**
 - [-] **Country**
 - [-] **Emergency Position**
 - [-] Employee
 - [-] Employee's Name
 - [-] Employee Group
 - [-] **Employee Subgroup**
 - [-] **Emp Pers Subarea**
 - [-] **Essential Position**
 - [-] **Funding Source**
 - [-] Job
 - [-] **Job Branch**
 - [-] Job Country
 - [-] Job ESG CAP
 - [-] **Job Family**
 - [-] Job Pay Area
 - [-] Job Pay Group
 - [-] Job Pay Level
 - [-] Job Pay Type
 - [-] **Key Position**
 - [-] **Org Unit**
 - [-] **PMIS 15-Digit Positi**
 - [-] **Pos City**
 - [-] **Pos Country**
 - [-] **Pos County**
 - [-] **Pos ESG CAP**
 - [-] Position
 - [-] **Position Chief**
 - [-] **Pos Pay Area**
 - [-] **Pos Pay Group**
 - [-] **Pos Pay Level**
 - [-] **Pos Pay Type**

- [-] **Pos Personnel Area**
- [-] **Pos Personnel Subarea**
- [-] **SOC Code**
- [-] **State**
- [-] Statutory Exemption Type
- [-] **Supervising Position**
- [-] **Valid From**
- [-] **Valid To**
- [-] Budget Amt per Emp
- [-] Emp Salary per Fund
- [-] Fund %
- [-] **Number of Positions**
- [-] Position FTE
- [-] Variables
 - [-] Prompt Response Calendar Month/Yr
 - [-] Prompt Response Exclude Employee Group
 - [-] Prompt Response Exclude Employee Subgroup
 - [-] Prompt Response Organizational Unit
 - [-] Prompt Response Position
- [-] **Supplemental Position**
- [-] References

Special Report Considerations/Features:

- Position Personnel area was added to this report on August 17, 2017, and began being populated at that time. If the report is run for a date prior to August 2017, then the position personnel area will not be populated, and will display as “#” or as “not assigned”.
- Temporary employees or Supplemental Staff (O, X) are included in this report by default.
 - The Exclude Employee Group and Exclude Employee Subgroup exclusion prompts can be used to exclude the Supplemental Staffs.
 - The ‘Supplemental Position’ variable in the Available Objects can be used to filter out the Supplemental Staff after dragging this variable into the report and refresh.
- Contractors (G1) are included in this report by default as they are subgroup of Supplemental Staff (O, X).
 - The Exclude Employee Group and Exclude Employee Subgroup exclusion prompts can be used to exclude the Contractors (G1).

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How to exclude Supplemental Staff positions?

- **Using Exclusion Prompt**

As described earlier in the Exclusion prompt section of this document, enter the Exclude Employee Groups prompt and Exclude Employee Subgroup prompt by selecting appropriate Supplemental Staff position Employee Groups and Employee Subgroups, and run the report.

Employee Group – Supplemental Staff - O;X

Employee Group	L	Short Description
O	EN	Supplemental Staff
X	EN	Supmental Staf Grant

Employee Subgroup – Supplemental Staff

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 (You can also cut and paste this list in the prompt where it says ‘Type values here’ and press ‘>’ right arrow)

Employee Subgroup	L	Short Description
0E	EN	PT S-FLSAOT Temp MAG
15	EN	FT N-FLSAOT Temp Dir
1E	EN	PT N-FLSAOT Temp Dir
25	EN	FT N-FLSAOT Temp JB1
2E	EN	PT N-FLSAOT Temp JB1
35	EN	FT N-FLSAOT Temp JB2
3E	EN	PT N-FLSAOT Temp JB2
45	EN	FT N-FLSAOT Temp JB3
4E	EN	PT N-FLSAOT Temp JB3
55	EN	FT N-FLSAOT Temp DA
5E	EN	PT N-FLSAOT Temp DA
65	EN	FT N-FLSAOT Temp ADA
6E	EN	PT N-FLSAOT Temp ADA
75	EN	FT N-FLSAOT Temp MAG
7E	EN	PT N-FLSAOT Temp MAG
85	EN	FT S-FLSAOT Temp CR
8E	EN	PT S-FLSAOT Temp CR
95	EN	FT N-FLSAOT Temp CSC
9E	EN	PT N-FLSAOT Temp CSC
Q5	EN	FT N-FLSAOT Temp SC
QE	EN	PT N-FLSAOT Temp SC
S5	EN	FT N-FLSAOT Temp CJP
SE	EN	PT N-FLSAOT Temp CJP
SI	EN	FT N-FLSAOTTemp ACJP
SL	EN	PT N-FLSAOTTemp ACJP
SO	EN	FT S-FLSAOTTemp ACJP
SR	EN	PT S-FLSAOTTemp ACJP
T5	EN	FT N-FLSAOT Temp AD
TE	EN	PT N-FLSAOT Temp AD
U5	EN	FT N-FLSAOT Temp JBS
UE	EN	PT N-FLSAOT Temp JBS
V5	EN	FT S-FLSAOT Temp JBS
VE	EN	PT S-FLSAOT Temp JBS

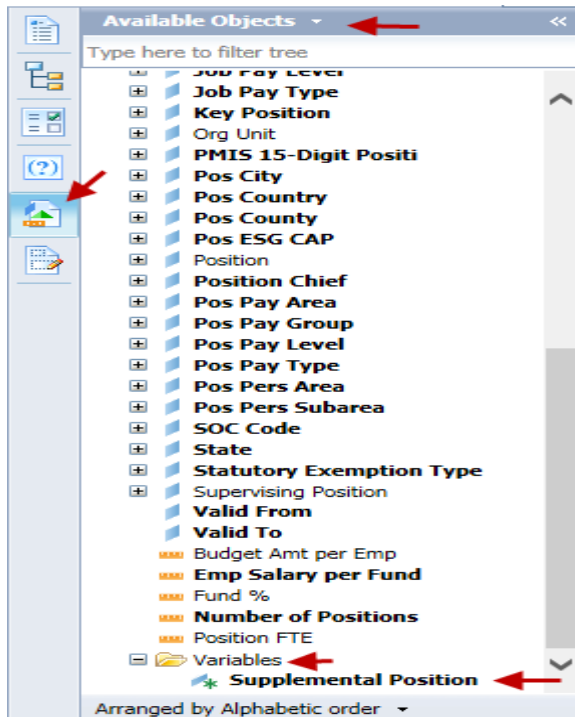
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- Using 'Supplemental Position' variable

When you run the report without entering the Exclusion prompt values, the report will show the Supplemental Staff positions (if any) in the report for the given Organizational Unit and Calendar Month prompts.

Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	Position	Position Desc	Supervising Position
20000015	OSHR Director's Office	SPA Employees	FT S-FLSAOT Perm	60013803	Executive Assistant	Personnel Director
20000112	OSHR DO-OPS & BEN TEMP SOL Temp Workforc	Supplemental Staff	Temp Sol FT N-FLSAOT	60092339	PH Program Consultant II	Accounting Technician
20000112	OSHR DO-OPS & BEN TEMP SOL Temp Workforc	Supplemental Staff	Temp Sol FT N-FLSAOT	60092393	Business Officer I	Accounting Technician

To get positions other than Supplemental Staff in the report, in Design mode you can set a filter with filter value as 'No' to the variable '**Supplemental Position**'. This variable is listed at the bottom in the Available Objects screen.



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How to set filter?

- Add the Supplemental Position variable to the report in Design Mode.

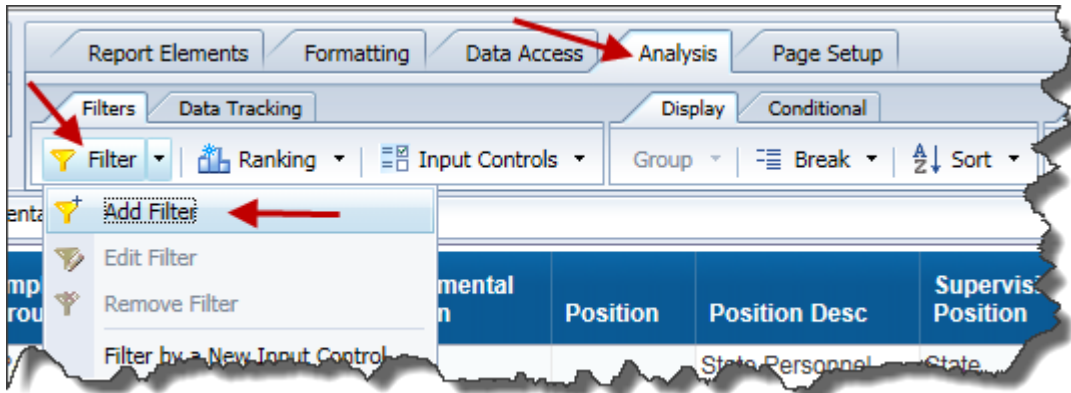
Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	Supplemental Position	Position	Pos
20000015	OSHR Director's Office	EPA Employees	FT EPA	#REFRESH	60013736	State Personnel Director
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	#REFRESH	60008578	Human Resources Partner
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	#REFRESH	60010482	Assistant Attorney General

- Refresh the report when you see the #REFRESH in the Supplemental Position column.

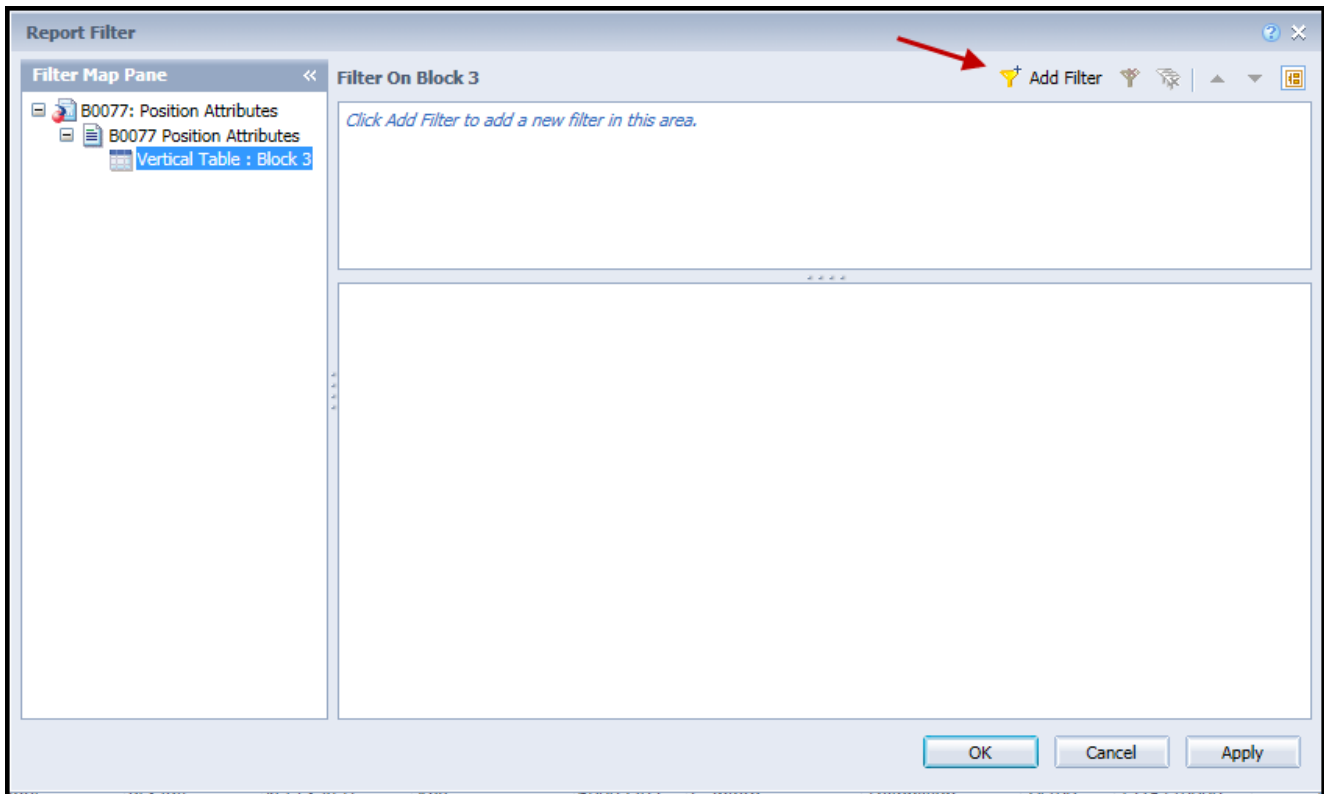
Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	Supplemental Position	Position	Position Desc
20000015	OSHR Director's Office	EPA Employees	FT EPA	No	60013736	State Personnel Director
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60008578	Human Resources Partner
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60010482	Assistant Attorney General
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60013818	Human Resources Managing Partner
20000015	OSHR Director's Office	SPA Employees	FT N-FLSAOT Perm	No	60013818	Human Resources Managing Partner
20000015	OSHR Director's Office	SPA Employees	FT S-FLSAOT Perm	No	60013803	Executive Assistant
20000112	OSHR DO-OPS & BEN TEMP SOL Temp Workforc	Supplemental Staff	Temp Sol FT N-FLSAOT	Yes	60092339	PH Program Consultant II
	OSHR DO-OPS & BEN TEMP SOL Temp Workforc	Supplemental Staff	Temp Sol FT N-FLSAOT			Business Officer term

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- Choose the 'Add Filter' from Filters tab which is under Analysis tab.

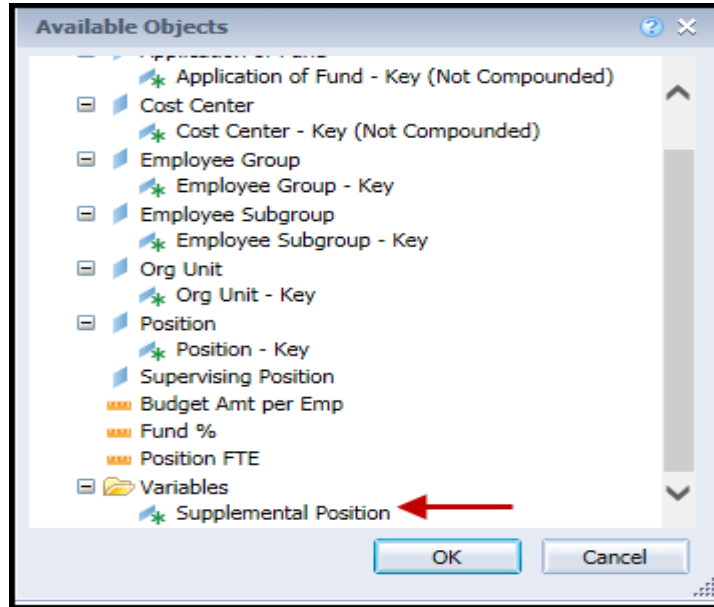


- Click on 'Add Filter' in Report Filter window.



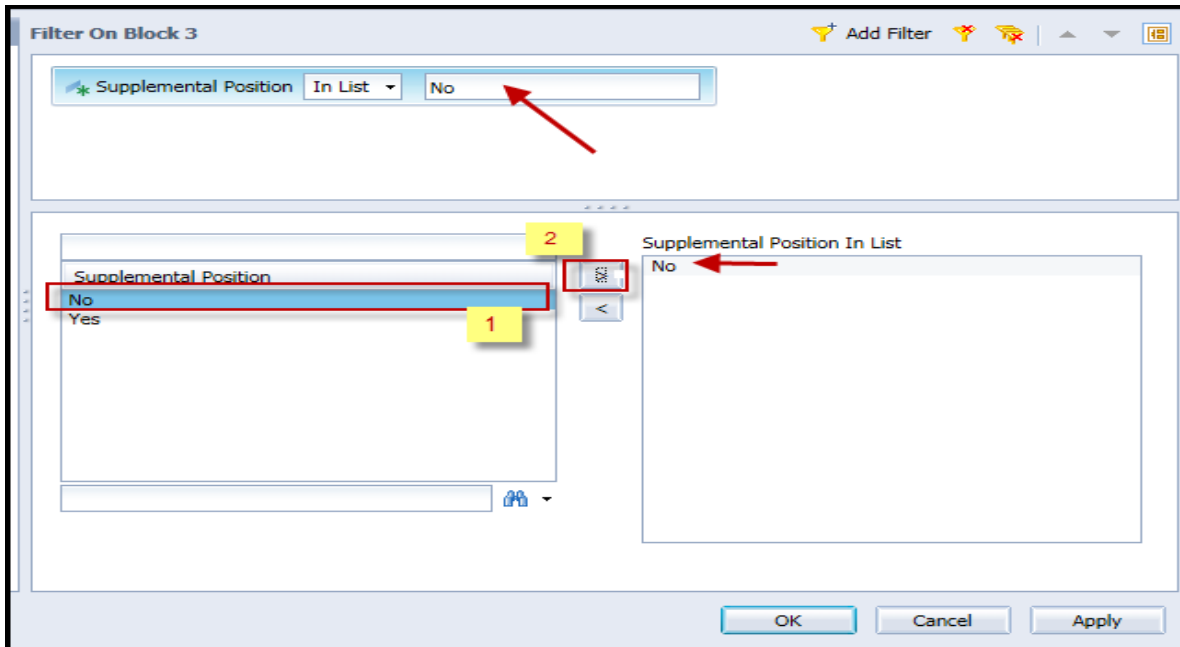
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- Choose 'Supplemental Position' variable from the Available Objects window.



- Inside Filter On Block x Window:

- Select 'No' in the Supplemental Position box 1
- Click the right arrow 2. Notice the word 'No' appears in two locations as you see below.
- Click OK.



- Now you will notice the Supplemental Staff Positions are excluded in the report because of this filter. You can use the Edit Filter or Remove Filter menu option from the same tab location to edit or remove this filter.

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Change Log:

Effective Date	Change description
8/6/2015	Initial version.
1/4/2016	Added job min, max and reference salaries to job attributes
8/17/2017	Added Position Personnel Area
1/25/2018	Updated document with Position personnel area information from 8/17/2017 change