



## BOBJ REPORT DESCRIPTION

### B0152 Retroactive Position Time Setting Changes - Metrics

#### Report Description:

This report displays metrics derived from retroactive position time settings that are pay-impacting for the organizational unit and calendar month/year interval selected. Metrics are displayed in the ranges of <30 days, 30-59 days and >59days.

#### Report Location:

Agency Performance Metrics

#### Report uses:

- This report can be used as a monitoring tool to evaluate retroactive position time setting changes which impact employee pay.
- This report helps the agencies narrow down at the Org Unit level where the retroactive position setting time setting changes were done and helps them take corrective action if necessary

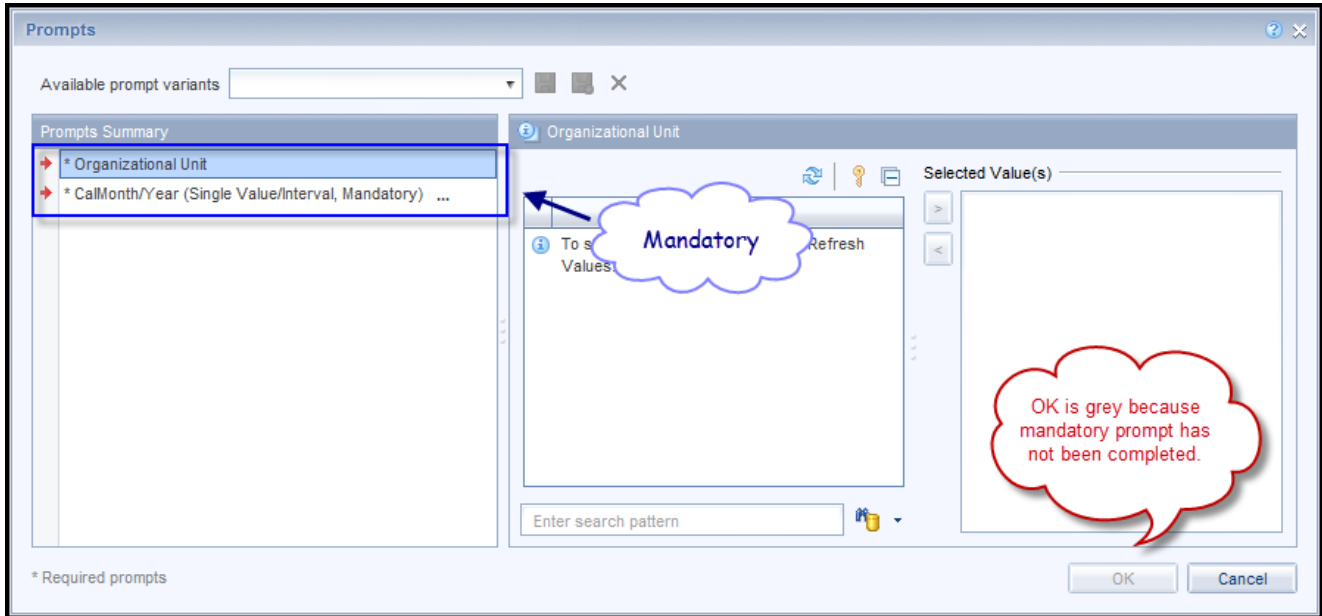
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## How to run this report

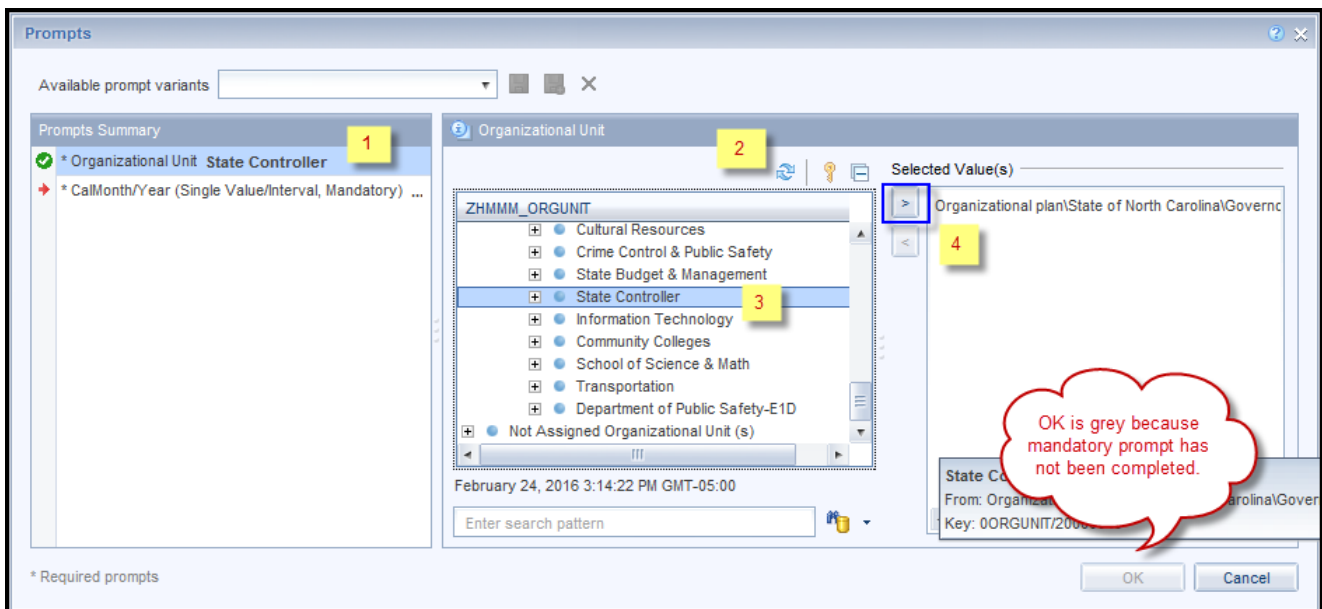
This report has two mandatory prompts:



## Mandatory Prompts:

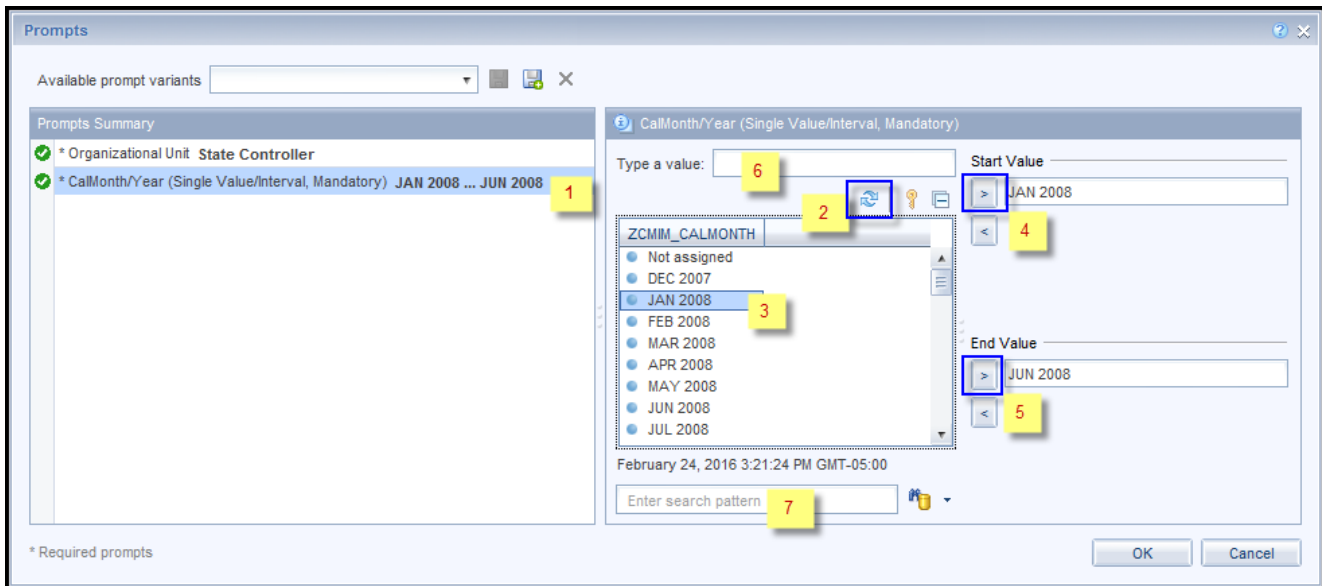
Mandatory prompts have a red asterisk indicator (\*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

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



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- \*CalMonth/Year (Single value/interval, Mandatory) - To select data for this prompt:
- Make the CalMonth/Year prompt is selected (1).
  - Click “Refresh Values” to see the list of dates (2).
    - OR optional - Narrow down the date selection by using the wildcard \*YYYY format in the search field (7) and press the enter key. Proceed to step (3).
    - OR optional - Enter the date selection using the format YYYYMM in the “Type a value” field (6) and press the arrow key. Add the Start value (4) and End value (5). Press OK to continue.
  - Scroll down to select the date value in the search box (3).
  - Click the right arrow (4) to choose the Start value.
  - Click on the right arrow (5) to choose the End value.
  - Press OK button



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**Initial Layout:**

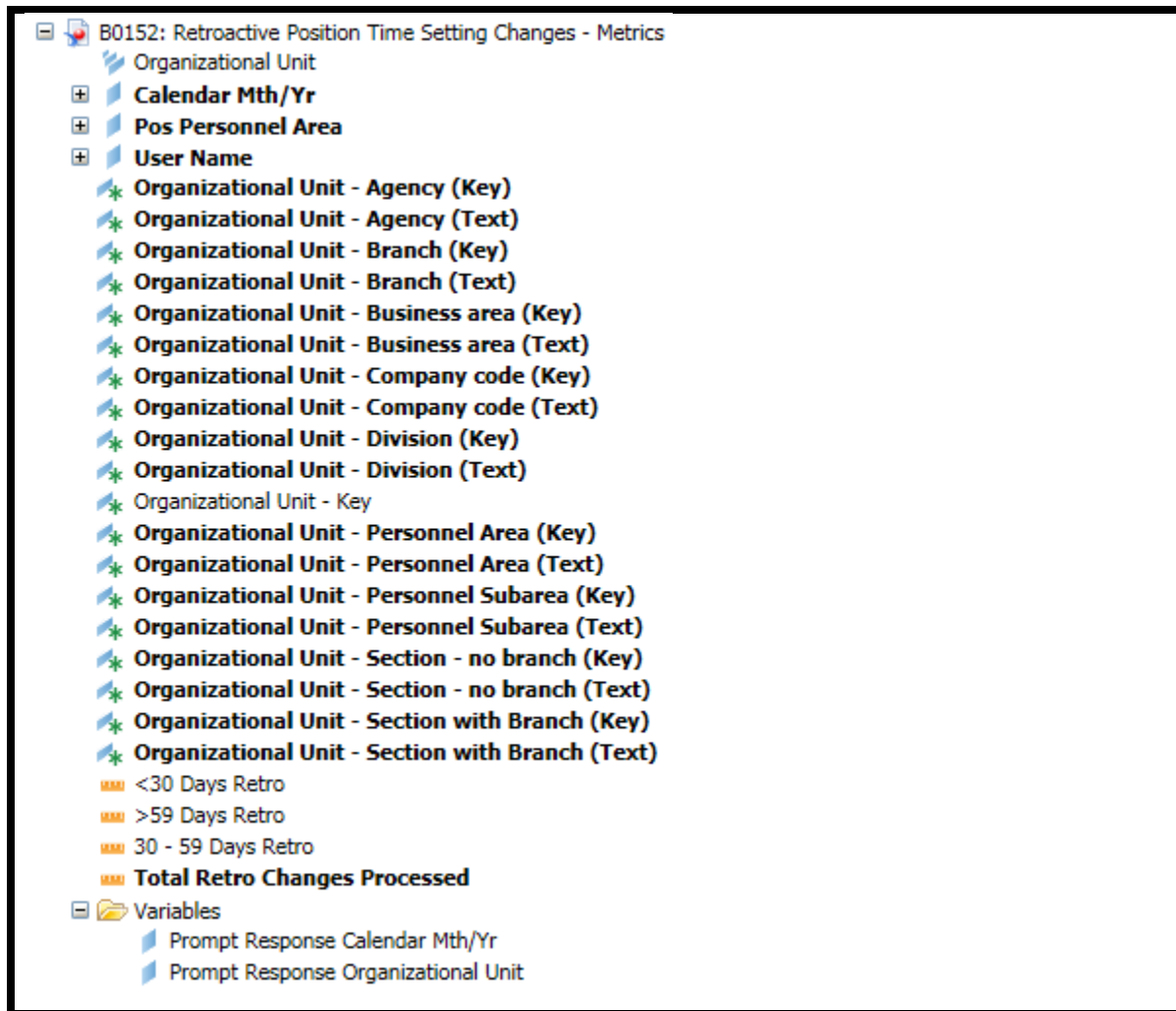
This is a sample of the report, which shows the columns available on the base report:

<b>B0152: Retroactive Position Time Setting Changes - Metrics</b>				
Calendar Month/Year: JAN 2008 - JUN 2008				
Org Unit	Org Unit Desc	<30 Days Retro	30 - 59 Days Retro	>59 Days Retro
20000049	☐ State Controller	9	2	0
20000027	☐ Office of the State Controller	9	2	0
20000087	☐ OSC BEST Shared Services	9	2	0
20010653	☐ OSC BEST SHARED SERVICES Payroll & Time	6	0	0
20010653	OSC BEST SHARED SERVICES Payroll & Time	6	0	0
20013608	☐ OSC BEST SHARED SERVICES Call Center	3	2	0
20013608	OSC BEST SHARED SERVICES Call Center	3	2	0

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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:



## Special Report Considerations/Features:

- Positions assigned to the Contractor employee subgroup are excluded from this report by default.
- The 3 measures on the right-side columns are coded with alternate colors in the report to differentiate the row values appropriate to the level of Org Unit. The leaf nodes (lowest level Org Unit measures) will have the default color (black).
- Click the + to see the Organizational Unit hierarchy levels expanded.

## [B0152: Retroactive Position Time Setting Changes - Metrics](#)

Calendar Month/Year: JAN 2008 - JUN 2008

Org Unit	Org Unit Desc	<30 Days Retro	30 - 59 Days Retro	>59 Days Retro
20000049	<span style="border: 1px solid red; padding: 2px;">+</span> State Controller	9	2	0

## ***BO152 RETRO POSITION TIME SETTING CHANGES - METRICS***

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- 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”.

### **Change Log:**

<b>Effective Date</b>	<b>Change description</b>
3/3/2016	Initial version.
8/17/2017	Added Position Personnel Area
1/25/2018	Updated document with Position personnel area information from 8/17/2017 change