



# CURRENT PUBLIC INFO WITH LAST ACTION

BOBJ

## REPORT DESCRIPTION B0155 | CRYSTAL REPORT

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The purpose of this Report Description is to explain how to access the current public info with last action report in the Integrated HR-Payroll System.

### Report Description:

This report contains information on employees who are active or separated in the Integrated HR-Payroll System but does not include any University employees or any other agency employees who separated prior to the Integrated HR-Payroll System conversion date. This report listing provides current public information fields along with the Last Public Action for all employees, by Personnel Area, Position, and Job.

### Report Location:

Public Information

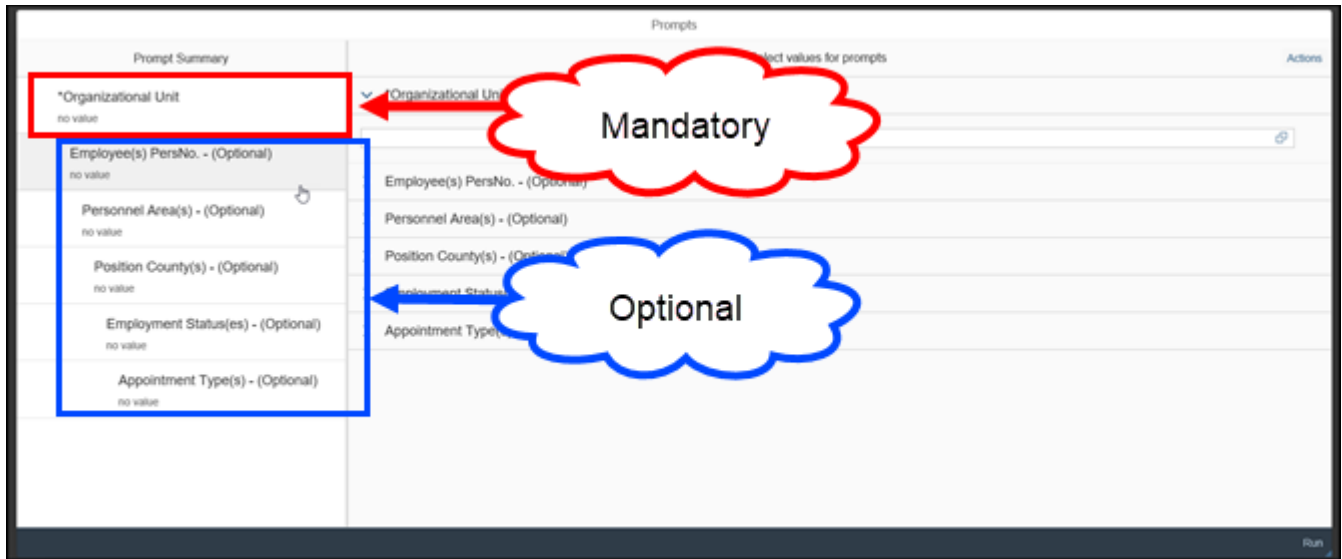
### Report Uses:

Agencies can run this report and distribute as required to provide employee public information.

### Quick Links

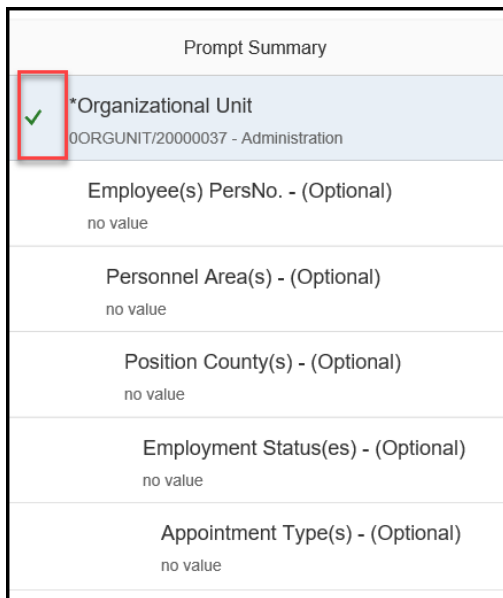
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## How to generate this report



### Mandatory Prompts

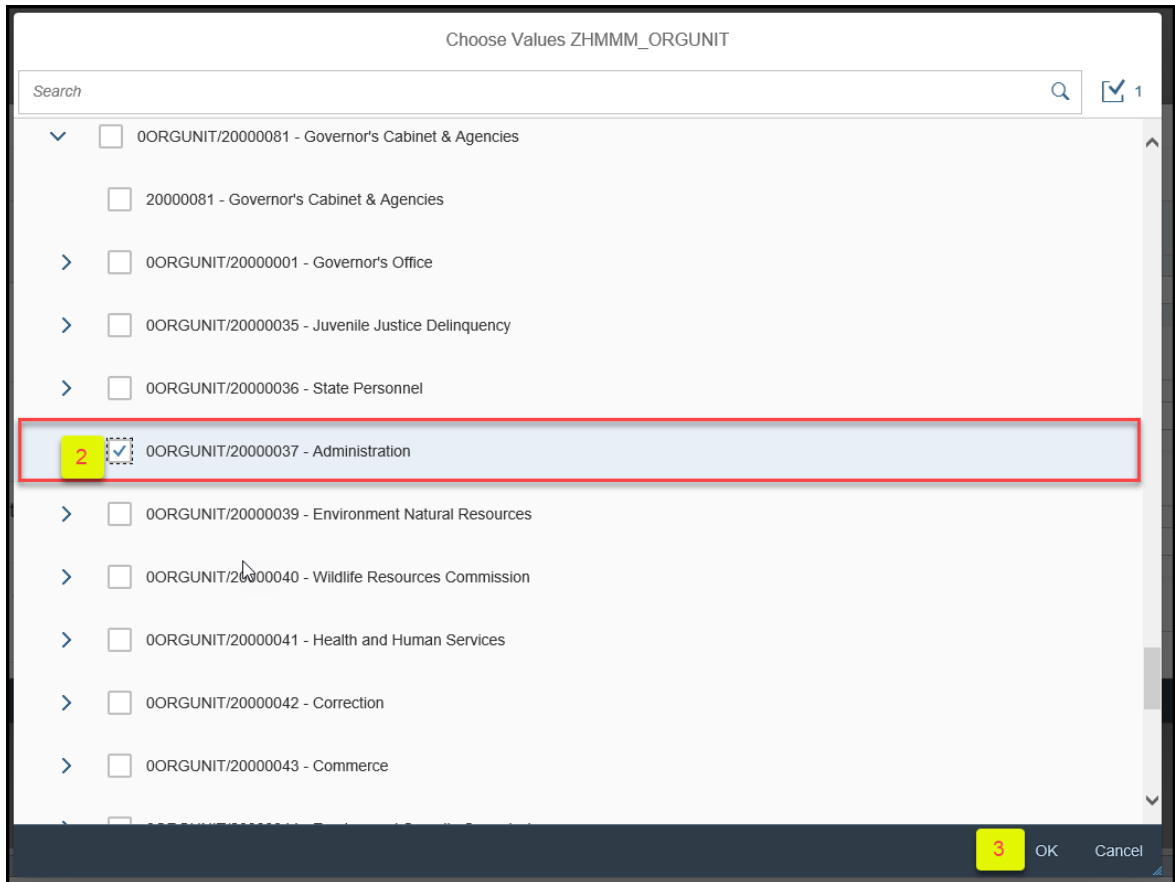
Mandatory prompts have an asterisk (\*) on the left side of the prompts. When a valid value(s) is entered, a green check mark (✓) will appear to the left.



- \* **Organizational Unit:** To select data for this prompt,
  - Click the Matchbox icon (1) to see the list of Organizational Units.



- Navigate down to select the desired Organizational Unit, check the box to select (2).
- Click the OK to accept your selection (3).

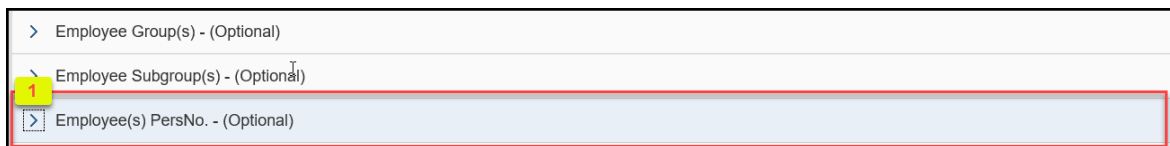


### Optional Prompts

Optional prompts do not have an asterisk (\*) to the left of the prompt name. They are used to assist with limiting the amount of data that is retrieved into the body of the report. Once all the mandatory prompts have been filled in, a green checkmark (✓) will appear to the left of the optional prompts. The optional prompts on this report are:

**Employee(s) PersNo. - (Optional): To select data for this prompt:**

- Click the right arrow to the left of the prompt name (1).



- Click the “Matchbox” icon (2) to see the list of Employees.

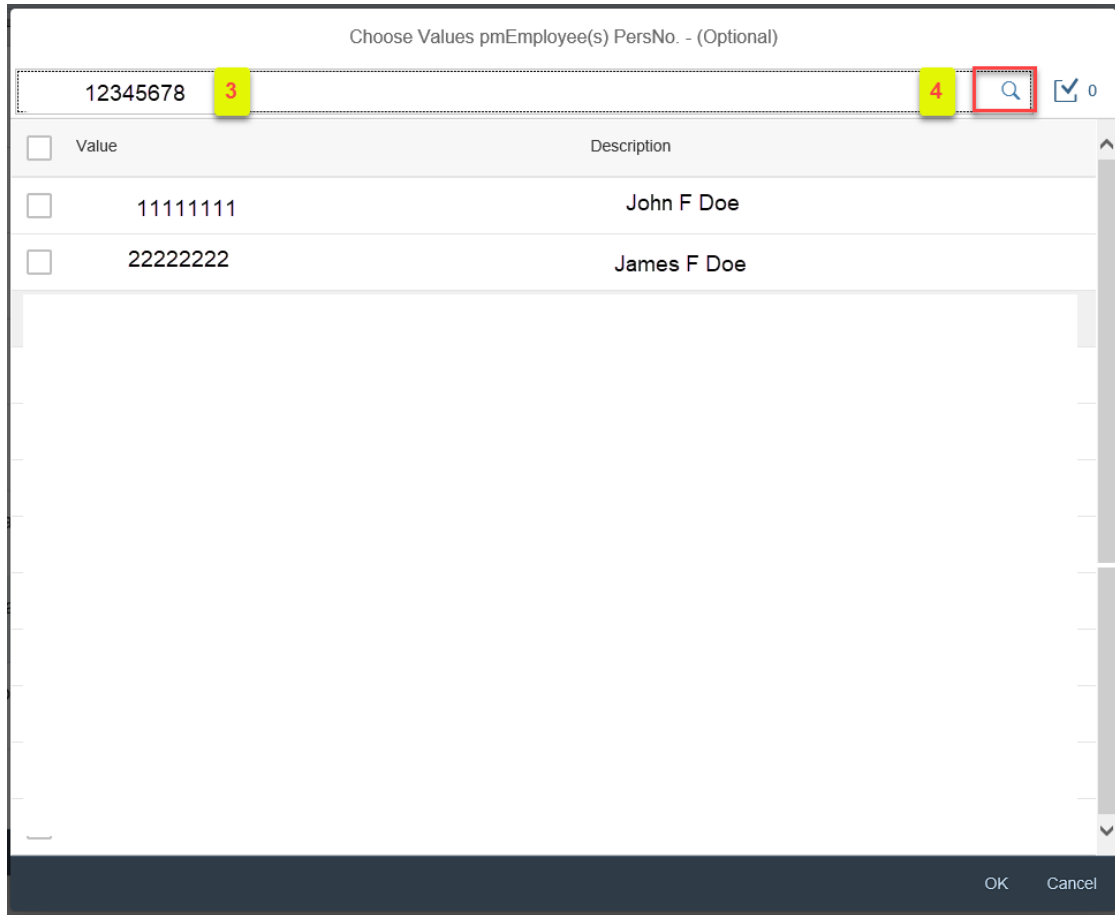


Employee(s) PersNo. - (Optional)

Enter a value

2

- Search for the employee number in the search bar (3).
- Click on the magnifying glass (4).



Choose Values pmEmployee(s) PersNo. - (Optional)

12345678 3 4

<input type="checkbox"/>	Value	Description
<input type="checkbox"/>	11111111	John F Doe
<input type="checkbox"/>	22222222	James F Doe

OK Cancel

- Navigate down and check the box to select the desired Employee (5).
- Click the OK to accept your selection (6).

Value	Description
<input checked="" type="checkbox"/> 12345678	Jane M Doe

- **OR**, if you are sure of the employee number, enter it directly in (7) and click the “+” icon (8) to select.

Employee(s) PersNo. - (Optional)

12345678

+

**Personnel Area(s) - (Optional):** To select data for this prompt,

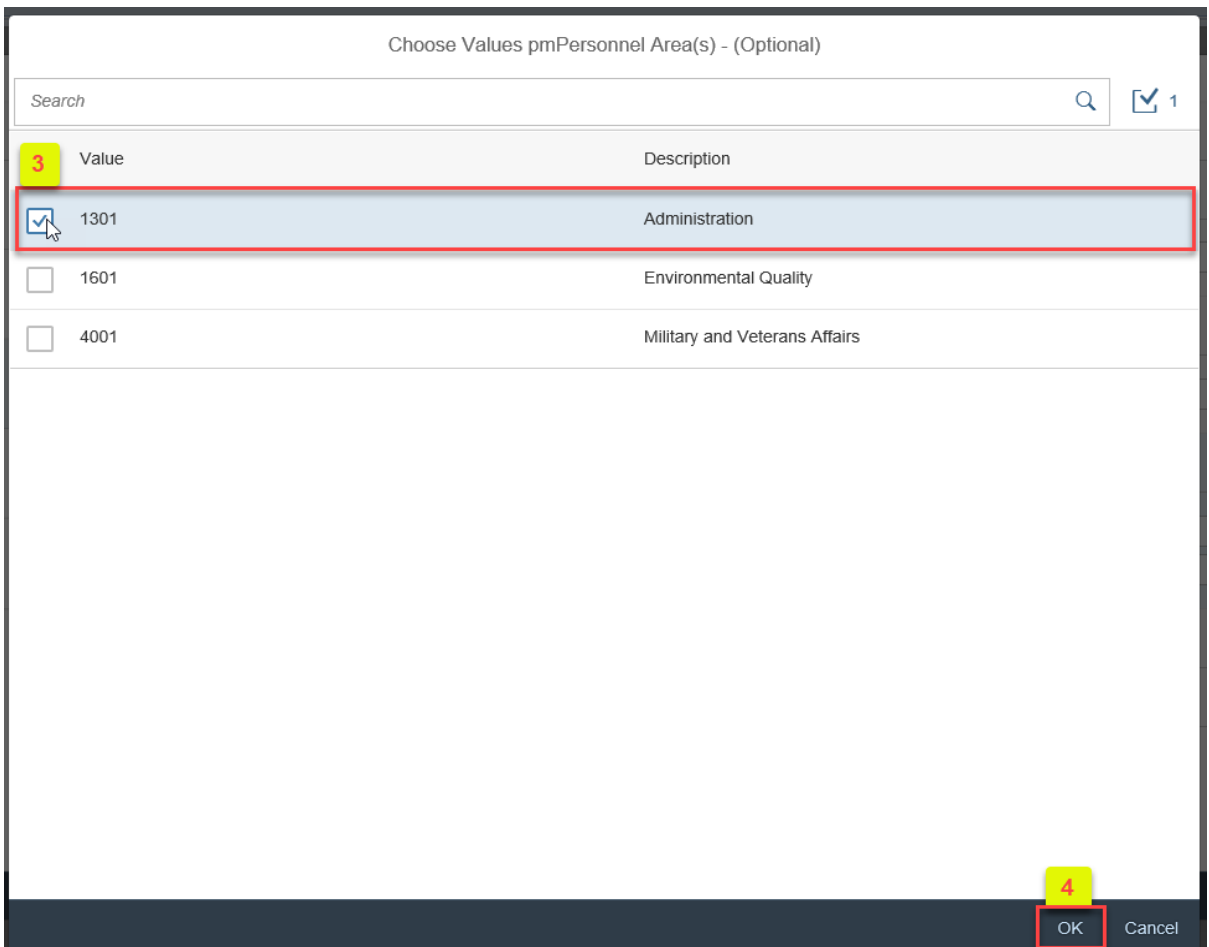
- Click the right arrow to the left of the prompt name (1).



- Click the “Matchbox” icon (2) to see the list of Personnel Areas.



- Navigate down to select the desired Personnel Area, check the box to select (3).
- Click OK to accept your selection (4).



- OR, if you know the Personnel Area key, you can skip steps 2 through 4 and enter it directly in (5).
- Click the “+” icon (6) to select.

**Position County(s) - (Optional):** To select data for this prompt,

- Click the right arrow to the left of the prompt name (1).

- Click on the Matchbox icon (2) to see the list of Position County(s).

- Navigate down to the desired Position County, check the box to select (3).
- Click the OK to accept your selection (4).

Value	Description
#	Not assigned
011	Buncombe
024	Columbus
025	Craven
041	Guilford
042	Halifax
060	Mecklenburg
082	Sampson
<input checked="" type="checkbox"/> 092	Wake

- OR if the Position County key is known, skip steps 2 through 4 and enter it directly in (5) and then click on the “+” icon (6) to select.

**Employment Status(es) - (Optional):** To select data for this prompt,

- Click the right arrow to the left of the prompt name (1).

- Click the “Matchbox” icon (2) to see the list of Employment Status(es).

- Navigate down to select the desired Employment Status, check the box to select (3).
- Click OK to accept your selection (4).

Value	Description
<input type="checkbox"/> 0	Withdrawn
<input checked="" type="checkbox"/> 3	Active



- OR if the Employment Status key is known, skip steps 2 through 4 and enter it directly in (5) and click the “+” icon (6) to select.

**Appointment Type(s) - (Optional):** To select data for this prompt,

- Click the right arrow to the left of the prompt name (1).

- Click the “Matchbox” icon (2) to see the list of Appointment Types.

- Navigate down to select the desired Appointment Type, check the box to select (3).
- Click the OK to accept your selection (4).

Value	Description
<input type="checkbox"/> FT	FT
<input type="checkbox"/> FT Non-Permanent	FT Non-Permanent
<input checked="" type="checkbox"/> FT Permanent	FT Permanent
<input type="checkbox"/> FT Temporary	FT Temporary
<input type="checkbox"/> PT Non-Permanent	PT Non-Permanent
<input type="checkbox"/> PT Permanent	PT Permanent
<input type="checkbox"/> PT Temporary	PT Temporary

- **OR**, if the Appointment Type key is known, skip steps 2 through 4 and enter it directly in (5).
- Click the “+” icon (6) to select.

Appointment Type(s) - (Optional)

Enter a value 5


+

**Initial Layout**

The report lists the current public information along with the last public action for each employee based on the Org Unit selected.

State of North Carolina B0155: Current Public Info w/Last Action As of 2/27/13									
Employee's Name	Age	Original Hire Date	Agency Hire Date	Appointment Type	Current Position	Current Position Desc	Current Job Desc	Last Public Action Date	Last Public Action
<i>Marketing</i>									
DOE, JOHN	54	2/17/03	2/17/03	FT Permanent	64444444	Social Media	Public Relations	7/1/12	Pub Info-Legislative Increase
DOE, JANE	59	5/1/10	3/1/12	FT Permanent	63333333	Press Secretary	Public Relations	7/1/12	Pub Info-Legislative Increase

Continued...



Execution Date: 4/5/16

Last Public Salary Change Date	Last Public Salary Change Action	Position County	Position County Desc	Salary Change Amount	Current/ Last Salary
7/1/12	Pub Info-Legislative Increase	092	Wake	525.00	44,267.00
7/1/12	Pub Info-Legislative Increase	092	Wake	384.00	32,384.00

**Special Report Considerations**

- The data elements available on the report is Pursuant to N.C. Gen. Stat. §126-23.
- The following Employee Subgroups are excluded because they are not paid from the Integrated HR-Payroll System.
  - G1 Contractor
  - G3 Volunteer
  - G4 Board Member
  - G6 Federal
- ‘Age’ represents the employee’s current age.
- ‘Salary Change Amount’ is calculated as salary at time of action minus salary prior to action with the exception that if either prior salary or ending salary is 0, the value is defaulted to 0.
- ‘Current/Last Salary’ reflects the employee’s current salary or, in the case of a separated employee, the employee’s last salary.

**Change Record**

- 4/5/2016 – Initial report creation to convert from BI to BOBJ
- 9/24/2020 – Updated screenshots due to change in interface, moved from Adobe Flash to HTML. There was a phase out of Adobe effective 10/22/2020.
- 10/1/2020 – Added alt text and placed into new format – L. Lee
- 10/7/2020 – Proofed document – C. Ennis
- 10/15/2020 – Converted to PDF – L. Lee