

EMPLOYEE HEADCOUNT OVER TIME

REPORT DESCRIPTION B0161 | WEB INTELLIGENCE

BOBJ

The purpose of this Report Description is to explain how the Employee Headcount Over Time will show employee headcounts over one or more time periods.

REPORT DESCRIPTION

The B0161 Employee Headcount Over Time Report will show how the employee headcounts will show over one or more time periods. It will also include free characteristics such as demographics and employee pay information.

REPORT LOCATION

PA: Employee Headcount

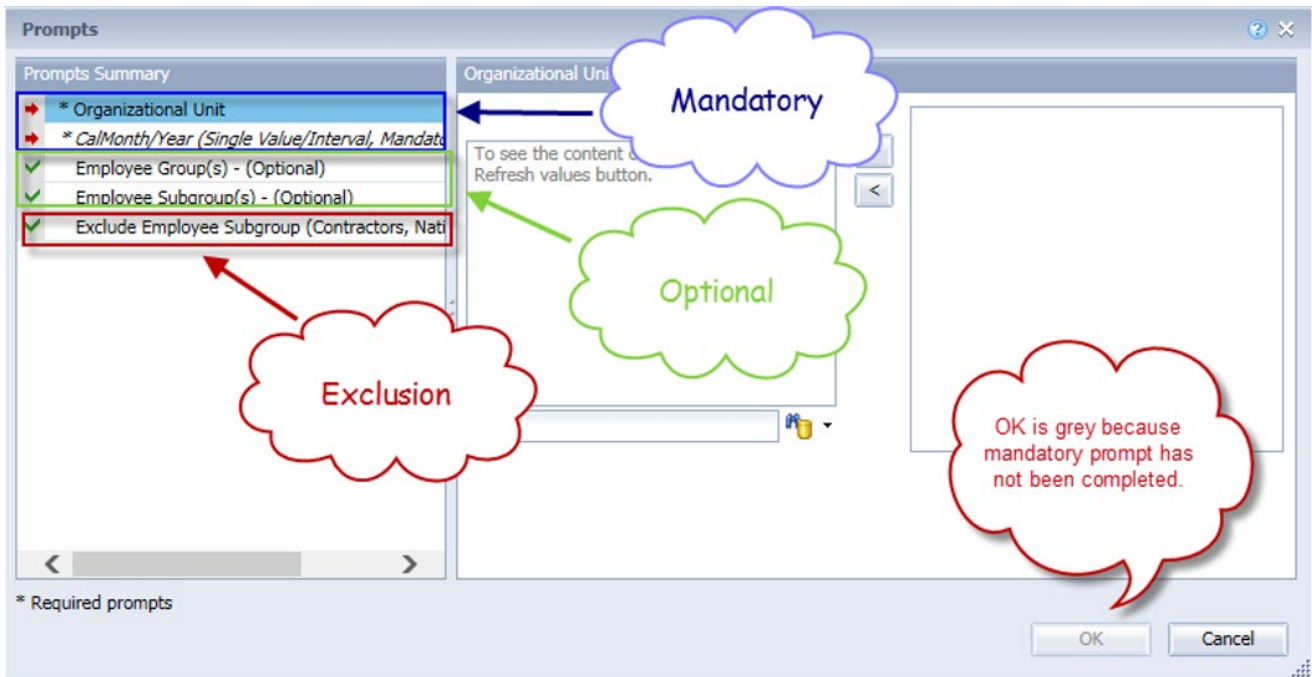
REPORT USES

- This crosstab report shows employee headcounts over one or more time periods.
- Available Objects include demographics and employee information.
- The report can be used to compare employee counts over different months to measure employment fluctuations and trends.

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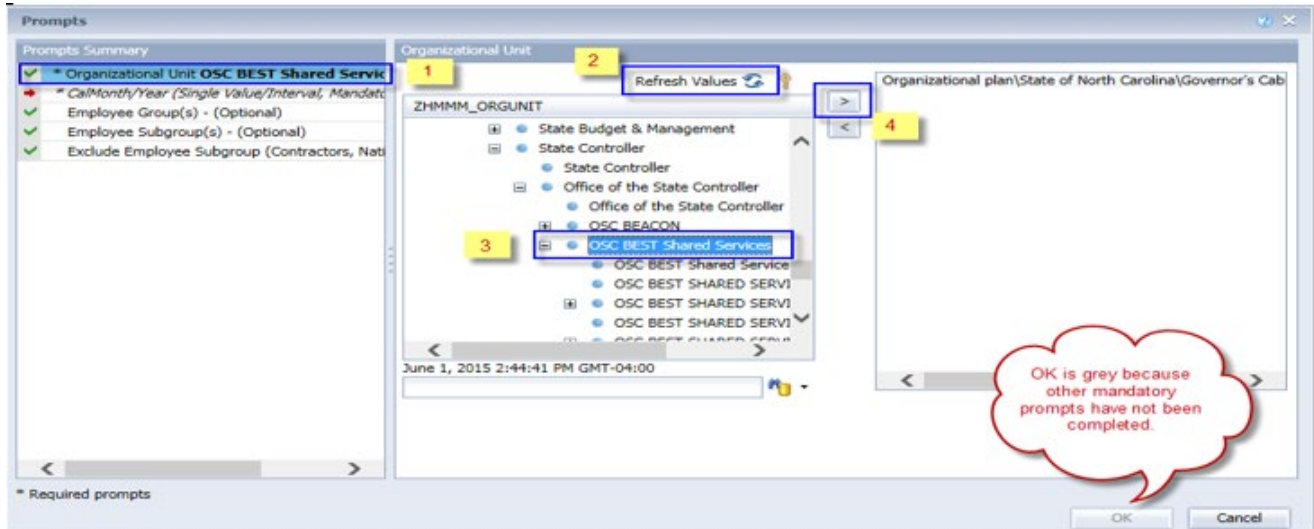
How to generate this report



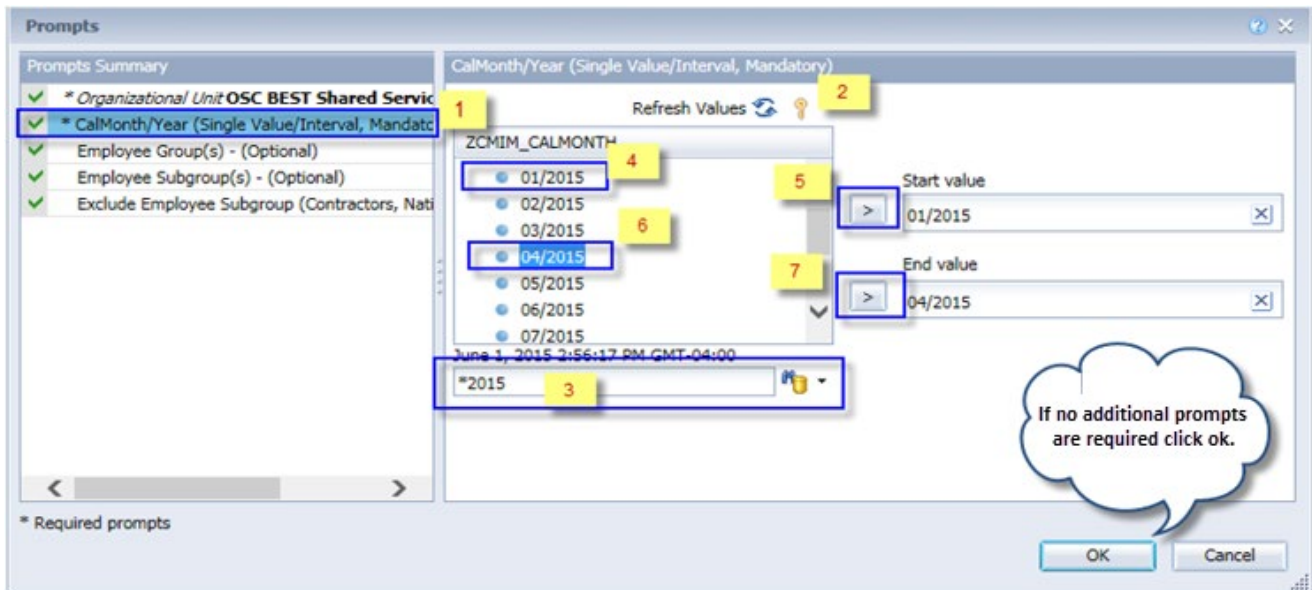
Mandatory Prompts

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 the “Refresh Values” icon to see the list of Org Units (2).
 - Navigate down to select the desired Org Unit (3).
 - Click the right arrow to add it to the selection box (4).



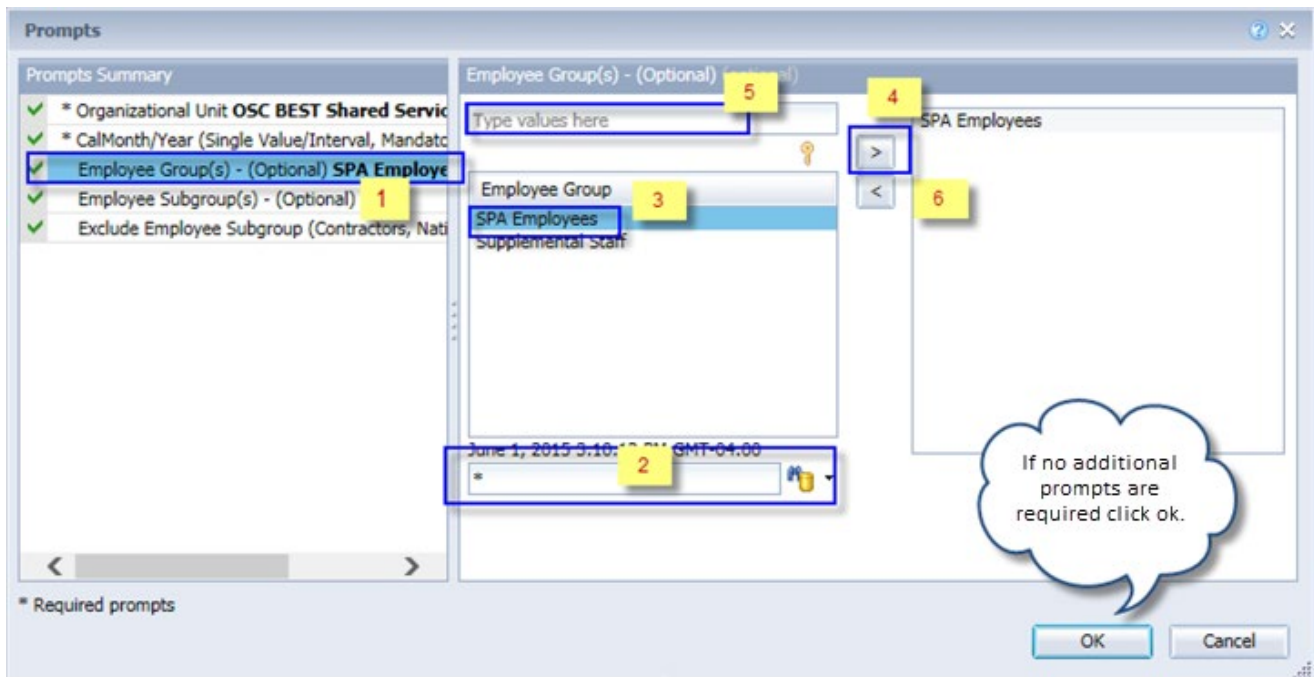
- ***Calendar Month/year** – To select data for this prompt:
- Make sure the Calendar Month(s)/Years prompt is selected (1).
 - Click “Refresh Values” (2).
 - Narrow down the date selection by using the wildcard *YYYY format in the search field and press the enter (3).
 - Select the first date in your range (4).
 - Click the right arrow button for “Start value” (5).
 - Click the last date in your range (6).
 - Click on the right arrow button for “End value” (7).
 - If no other prompts are required, click the “OK” button to run the report.



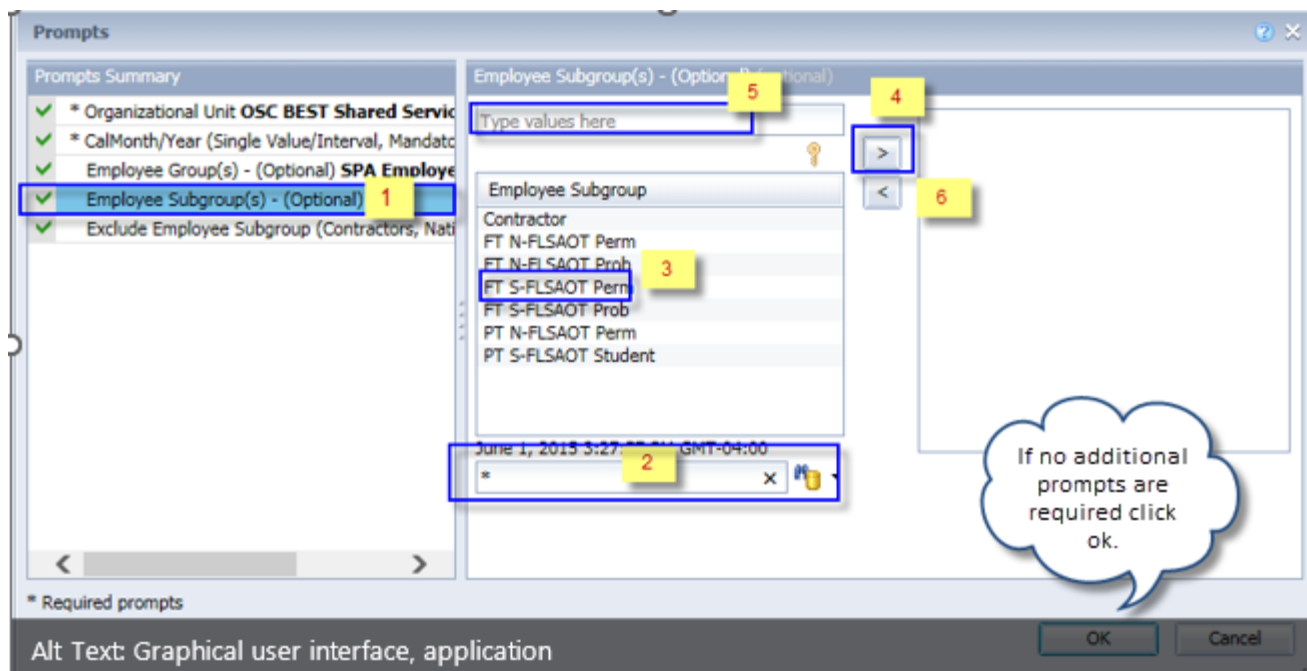
Optional Prompts

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 Group(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Group(s) - (Optional)” prompt is selected (1).
 - Narrow down the Employee Group selection by using the wildcard * format in the search field and press the enter (2).
 - Navigate down to select the desired Employee Group (3).
 - Click the right arrow button for “Employee Group” (4).
 - **OR** if you know the Employee Group key or Employee Group name, you can skip steps 2 through 4 and enter it directly in (5) and click the down arrow button icon (6) to select.



- ✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Subgroup(s) - (Optional)” prompt is selected (1).
 - Narrow down the Employee Subgroup selection by using the wildcard * format in the search field and press enter (2).
 - Navigate down to select the desired Employee Subgroup (3).
 - Click the right arrow button for “Employee Subgroup” (4).
 - **OR** if you know the Employee Subgroup key or Employee Subgroup name, you can skip steps 2 through 4 and enter it directly in (5) and click on the right arrow button (6) to select.



📁 **Note:** Please select an Employee Subgroup relevant to the Employee Group selected. Otherwise report will show no result.

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.

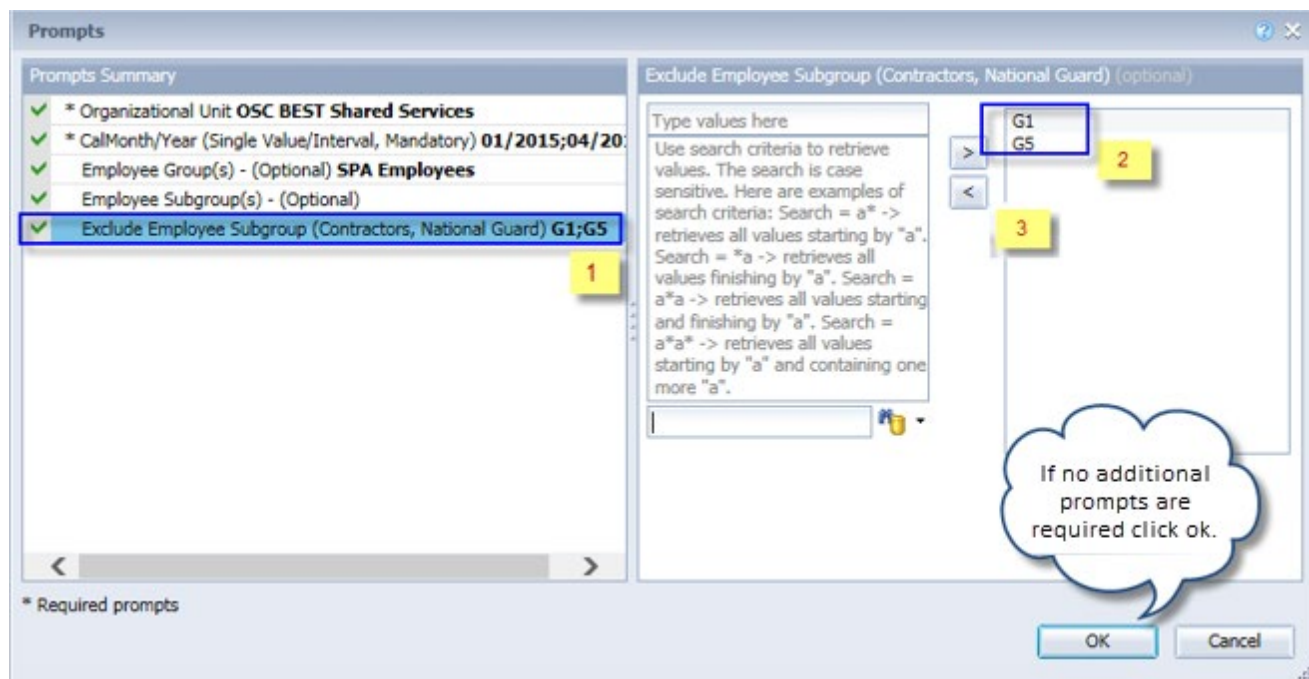
✓ **Exclude Position EE Subgroup (Optional) G1**

To remove this exclusion:

- Make sure the “Exclude Position EE Subgroup (Optional) G1” prompt is selected (1).
- Select one or more Position EE Subgroup(s) to remove from the ‘Selected Value(s) box (2).
- Click the left arrow icon to remove the desired Position EE Subgroup(s) (3).

To add the exclusions:

- Enter * wildcard in the search box (4).
- Click the search icon (5).
- Click the Key icon to display the Position EE Subgroup(s) with name and key (6).
- Select the desired Position EE Subgroup(s) (7).
- **OR**, if the Position EE Subgroup(s) is known, skip steps (4) through (7) and enter it directly in (8).
- Click the right arrow to add the Position EE Subgroup(s) to the selection box (9).



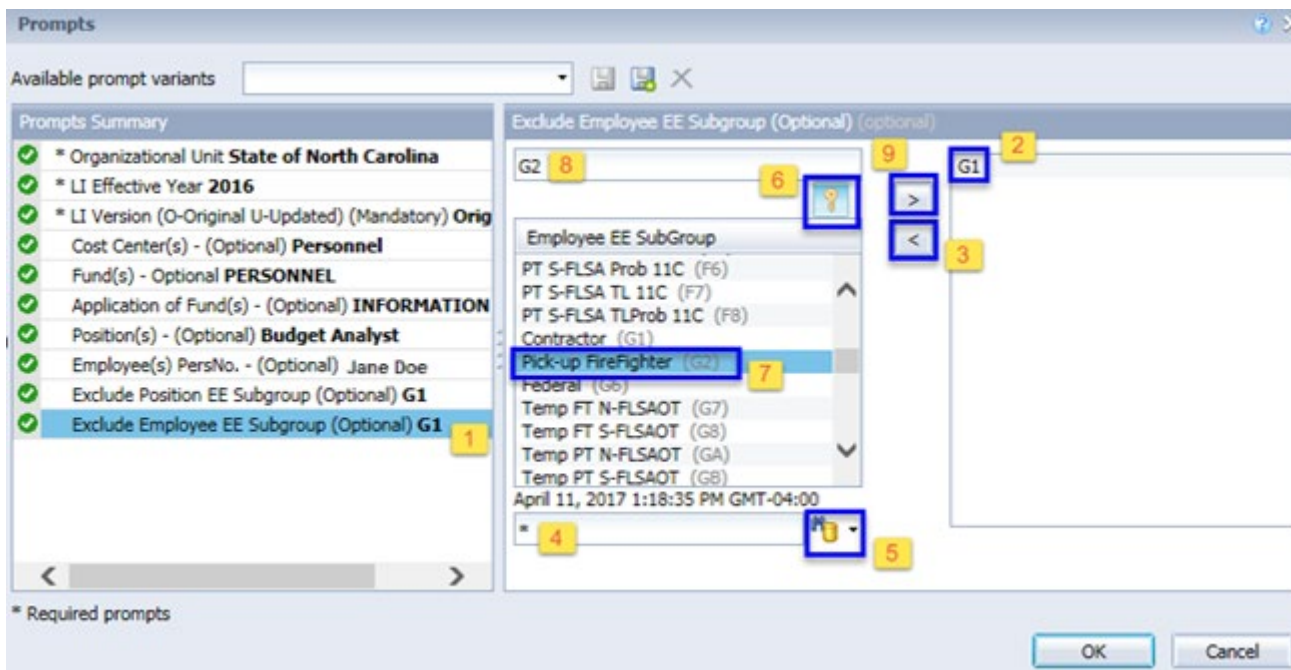
✓ **Exclude Employee EE Subgroup (Optional) G1**

To remove this exclusion:

- Make sure the “Exclude Employee EE Subgroup (Optional) G1” prompt is selected (1).
- Select one or more Employee EE Subgroup(s) to remove from the ‘Selected Value(s) box (2).
- Click the left arrow icon to remove the desired Employee EE Subgroup(s) (3).

To add the exclusions:

- Enter * wildcard in the search box (4).
- Click the search icon (5).
- Click the Key icon to display the Employee EE Subgroup(s) with name and key (6).
- Select the desired Employee EE Subgroup(s) (7).
- **OR**, if the Employee EE Subgroup(s) is known, skip steps (4) through (7) and enter it directly in (8).
- Click the right arrow to add the Employee EE Subgroup(s) to the selection box (9).



📁 *If you want Contractors to be included in the report, click the left arrow to clear G1 from the prompt and run.*

Initial Layout

The report is generated with a list of Organizational No. of Employees by Employee Subgroup for each month.

B0161: Employee Headcount Over Time

Execution Date: 1/24/18

Calendar Month/Year: 10/

				Cal Year/Month	2017/10	2017/12	2018/01
Personnel Area	Org Unit	Org Unit Desc	Employee Group	Number of Employees	Number of Employees	Number of Employees	
State Controller	20000087	OSC BEST Shared Services	SPA Employees	3	3	3	
State Controller	20010652	OSC BEST SHARED SERVICES Human Res	SPA Employees	3	4	3	
State Controller	20010653	OSC BEST SHARED SERVICES Payroll & Time	SPA Employees	11	11	11	
State Controller	20010655	OSC BEST SHARED SERVICES Benefits	SPA Employees	12	9	11	
State Controller	20013608	OSC BEST SHARED SERVICES Call Center	SPA Employees	21	22	22	
State Controller	20013609	OSC BEST SHARED SERVICES PY & T Process	SPA Employees	7	7	7	
State Controller	20013610	OSC BEST SHARED SERVICES PY & T Accting	SPA Employees	4	4	4	
State Controller	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	9	9	9	
State Controller	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	2	2	2	
State Controller	21004600	OSC BEST SHARED SVCS PY & T Garnishments	SPA Employees	4	4	4	
Personnel Area - State Controller				76	75	76	
Total				76	75	76	

Available Objects

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

- [-] B0161: Employee Headcount Over Time
 - [+] Action Type
 - [+] Agency Hire Date
 - [+] Age Range
 - [+] Calendar Day
 - [+] Cal Mth/Yr
 - [+] Challenge Indicator
 - [+] Country
 - [+] Disability code
 - [+] Employee
 - [+] Employee's Name
 - [+] Employee Group
 - [+] Employee Subgroup
 - [+] Employment Status
 - [+] Emp Pay Area
 - [+] Emp Pay Group
 - [+] Emp Pay Level
 - [+] Emp Pay Type
 - [+] ESG CAP
 - [+] Ethnic Origin
 - [+] Fiscal period
 - [+] Fiscal year
 - [+] Fiscal year/period
 - [+] Fiscal Year Variant
 - [+] Gender
 - [+] Job
 - [+] Job Branch
 - [+] Job Family
 - [+] Length of Service
 - [+] Military Status
 - [+] Organizational Unit
 - [+] Original Hire Date
 - [+] Personnel Area
 - [+] Personnel Subarea
 - [+] Pos Addr Street
 - [+] Pos City
 - [+] Pos Country
 - [+] Pos County
 - [+] Position
 - [+] Retired Veteran
 - [+] Salary Range
 - [+] Separated Veteran
 - [+] SOC Code
 - [+] Spouse of Disabled Veteran
 - [+] Spouse or Surviving Dependent of Deceased Veteran
 - [+] State
 - [+] Supv Employee
 - [+] Supv Position
 - [+] Vet: Armed Forces
 - [+] Vet: Disabled Veteran
 - [+] Vet: Discharge date
 - [+] Vet: Non Veteran
 - [+] Vet: Not Protected
 - [+] Vet: Other Protected
 - [+] Vet: Protected
 - [+] Vet: Recently Separated
 - [+] Vet: Special Disabled
 - [+] Vet: Vietnam Era
 - [+] Veteran Status
 - [+] Veteran Status
 - [+] EPA Employees
 - [+] Judicial Employees
 - [+] Number of Armed Forces Veterans
 - [+] Number of Disabled Veterans
 - [+] Number of Employees
 - [+] Number of Employees with Military Status
 - [+] Number of Non Veteran Employees
 - [+] Number of Other Protected Veterans
 - [+] Number of Protected Veterans
 - [+] Number of Recently Separated Veterans
 - [+] Number of Retired Veterans
 - [+] Number of Separated Veterans
 - [+] Number of Special Disabled Veterans
 - [+] Number of Unprotected Veterans
 - [+] Number of Veteran Employees
 - [+] Number of Vietnam ERA Veterans
 - [+] SPA Employees
 - [+] Spouse of Disabled Veterans Headcount
 - [+] Spouse or Surviving Dependent of Deceased Veteran Headcount
 - [+] Supplemental Employees
 - [+] Variables
 - [+] Armed Forces Service Medal Veteran
 - [+] Cal Year/Month
 - [+] Disabled Veteran
 - [+] Military Status
 - [+] Non-Veteran
 - [+] Not a Protected Veteran
 - [+] Other Protected Veteran
 - [+] Protected Veteran
 - [+] Recently Separated Veteran
 - [+] Special Disabled Veteran
 - [+] Veteran Status
 - [+] Vietnam ERA Veteran

Special Report Considerations/Features:

- This report is in Cross Tab format with Personnel Area, Org Unit and Employee Group in Rows and Cal Year/Month in columns.
- Report has a break and subtotal on Personnel Area.
- Employee Subgroup G1 – Contractors and G5 – National Guards are excluded from the report. Reference the Exclusion Prompt “**Exclude Employee SubGroup (Contractors, National Guard) G1; G5**” for details.
- Employment Status - Active. Report runs for Active Employees only.

Change Log

- **Effective 9/3/2014**
 - Initial creation of the report.
- **Effective 1/25/2018**
 - Report converted to new BI format.
- **Effective 12/14/2022**
 - Removed Disability Code from Employee attributes (expanded list) in Available Objects.
- **Effective 1/23/2023**
 - Updated format, added alt text. L. Williams