



# DISABLED ANALYSIS BY ACTIONS

## REPORT DESCRIPTION B0163 | WEB INTELLIGENCE

BOBJ

The purpose of this report description is to explain how to show a summary of actions for all employees in an organizational unit in the Integrated HR-Payroll System.

### REPORT DESCRIPTION

The B0163 Disabled Analysis by Actions report shows the number of actions for all employees, number of actions by disability code, and percentage actions disabled to all.

### REPORT LOCATION

PA: Disability

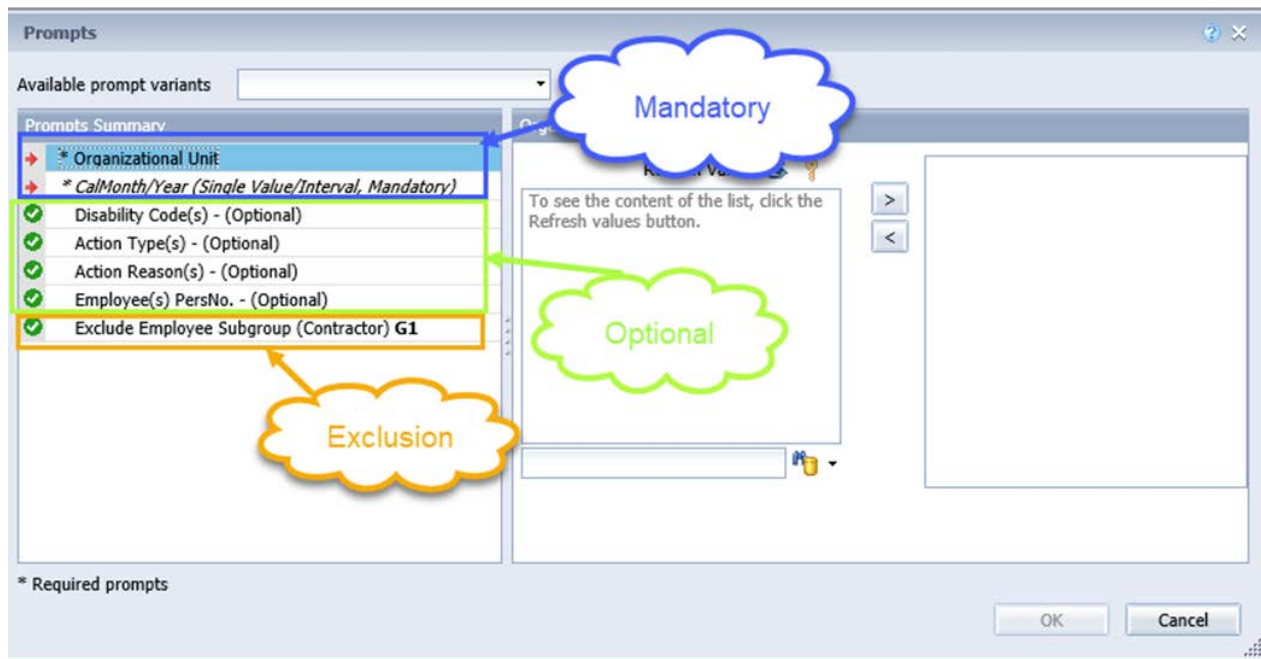
### REPORT USES

- This report can be used to show a summary of the number of actions for all employees for an organizational unit, the number of actions for disabled employees, and the percent of disabled to all actions. There is a drill-down capability on the organizational unit, which allows the user to identify the number of these actions for specific org unit(s) by disability code.
- The employee is an available object that can be added to the report. The employee can be added to the report if you need to identify the employee(s) with specific a disability, if certain accommodations or needs are required for an employee with a specific disability.

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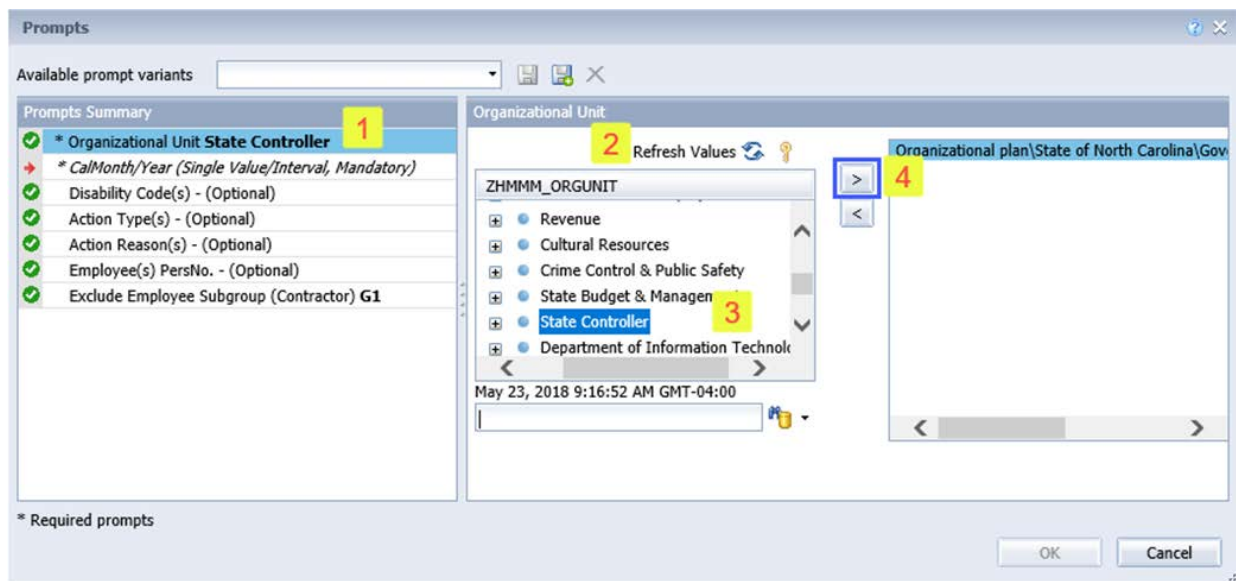
## How to generate this report



### Mandatory Prompts

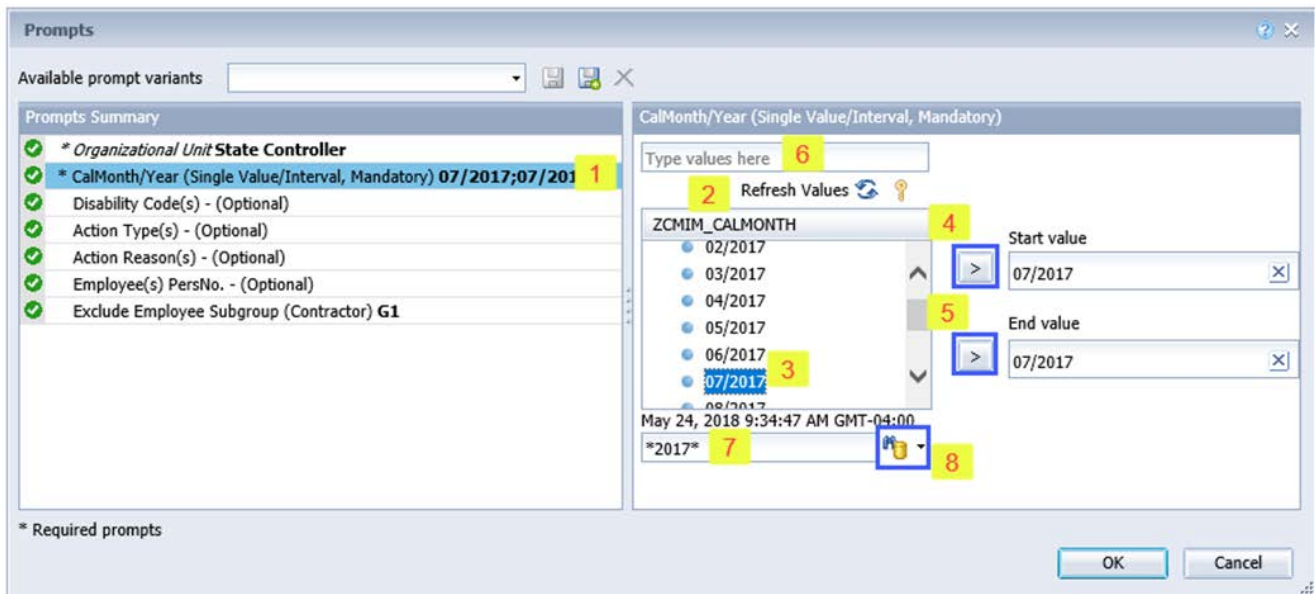
Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (\*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ➔ **\*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 the desired Org Unit (3).
  - Click the right arrow to add it to the selection box (4).



- **CalMonth/Year (Single Value/Interval, Mandatory):** To select data for this prompt:
- Make sure the Calendar Day (Single Value/Interval, Mandatory) prompt is selected (1).
  - Click on the “Refresh Values’ icon to see the list of CALMONTH values (2).
  - Navigate down to the desired Start date (3).
  - Click on the Start value right arrow to add the date to the Start value selection box (4).
  - Navigate down to the desired End date (3).
  - Click on the End value right arrow to add the date to the End value selection box (5).
  - **OR**, you can skip step 3 and enter the CalMonth/Year in the direct entry box if you know the Start value and/or End value (6).
  - **OR**, Narrow down the list of values by using the wildcard (\*) in the search box (7) and then click the Search icon (8).

*Ex: 07/\*2017\* or \*2017\**

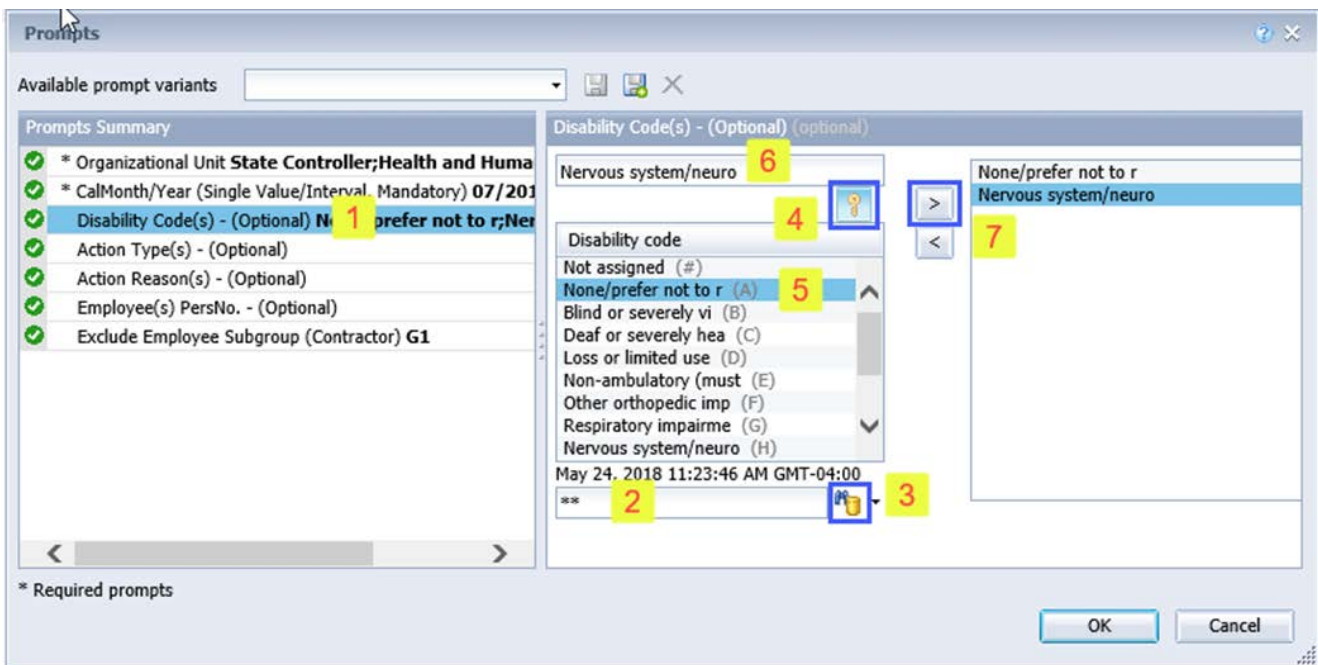


**NOTE:** If you know the date, it is best to use the manual entry field (step 6) to enter your selection.

**Optional Prompts**

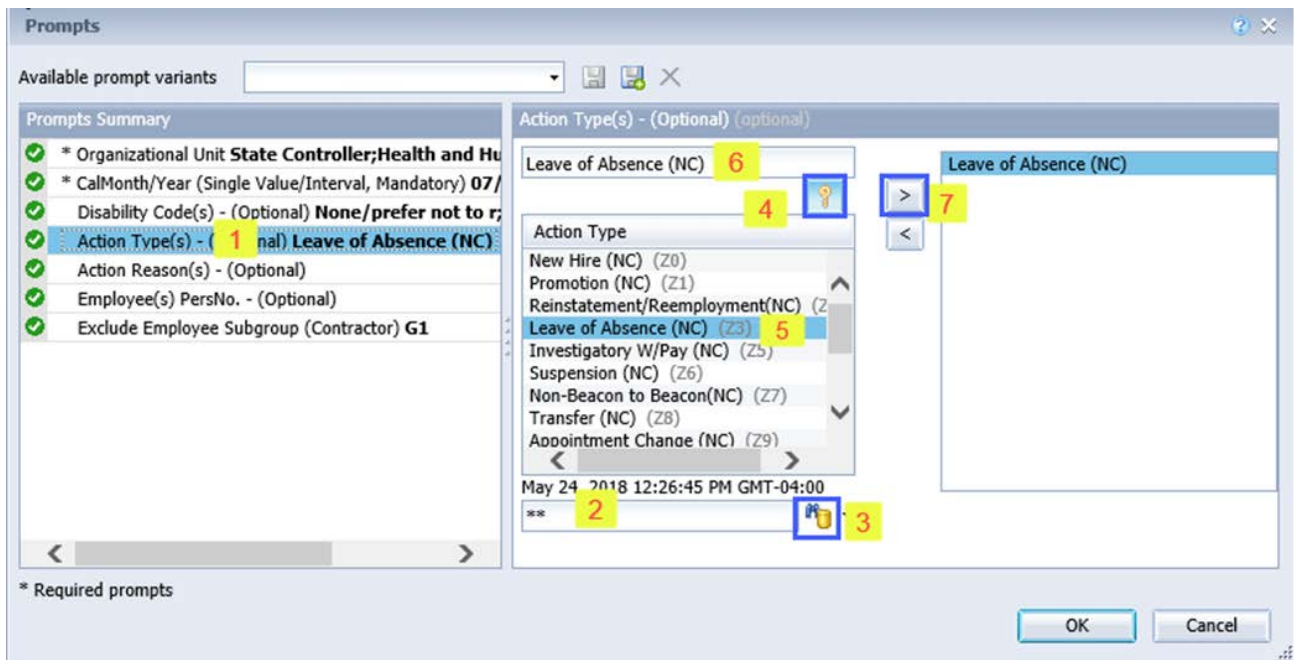
Optional prompts are indicated with a green check mark (✓) and are not required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

- ✓ **Disability Code(s) - (Optional):** To select data for this prompt:
  - Make sure the “Disability Code(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box or enter \*\* to view the list of values for Disability Codes (2).
  - Click the search icon (3).
  - To see the key value for each Disability Code, click the key icon (4).
  - Select the desired Disability Code(s) (5).
  - **OR**, if you know the Disability Code(s) key or Disability Code(s) name, skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Disability Code(s) to the selection box (7).



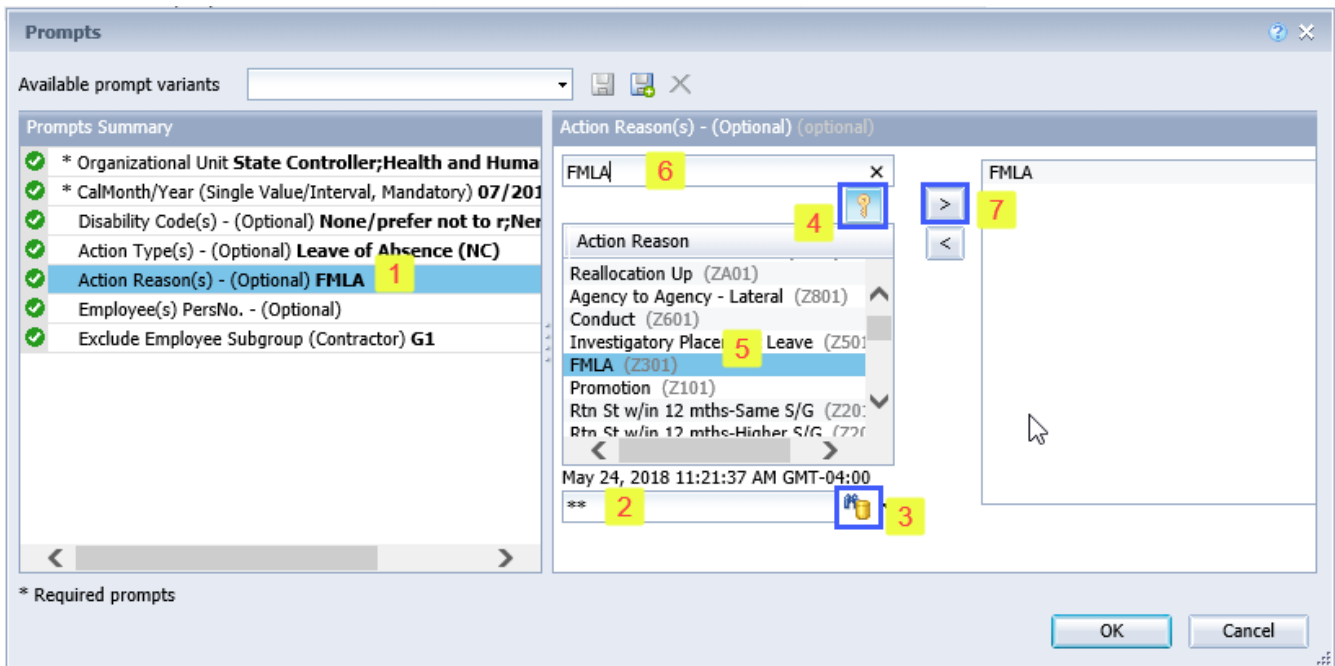
✓ **Action Type(s) – (Optional):** To select data for this prompt:

- Make sure the “Action Type(s) - (Optional)” prompt is selected (1).
- Enter a search text with an asterisk (\*) in the search box or enter \*\* to view the list of values for Action Types (2).
- Click the search icon (3).
- To see the key value for each Action Type, click the key icon (4).
- Select the desired Action Type(s) (5).
- OR, if you know the Action Type(s) key or Action Type(s) name, skip steps 2 through 5 and enter it directly in (6).
- Click the right arrow to add the Action Type(s) to the selection box (7).

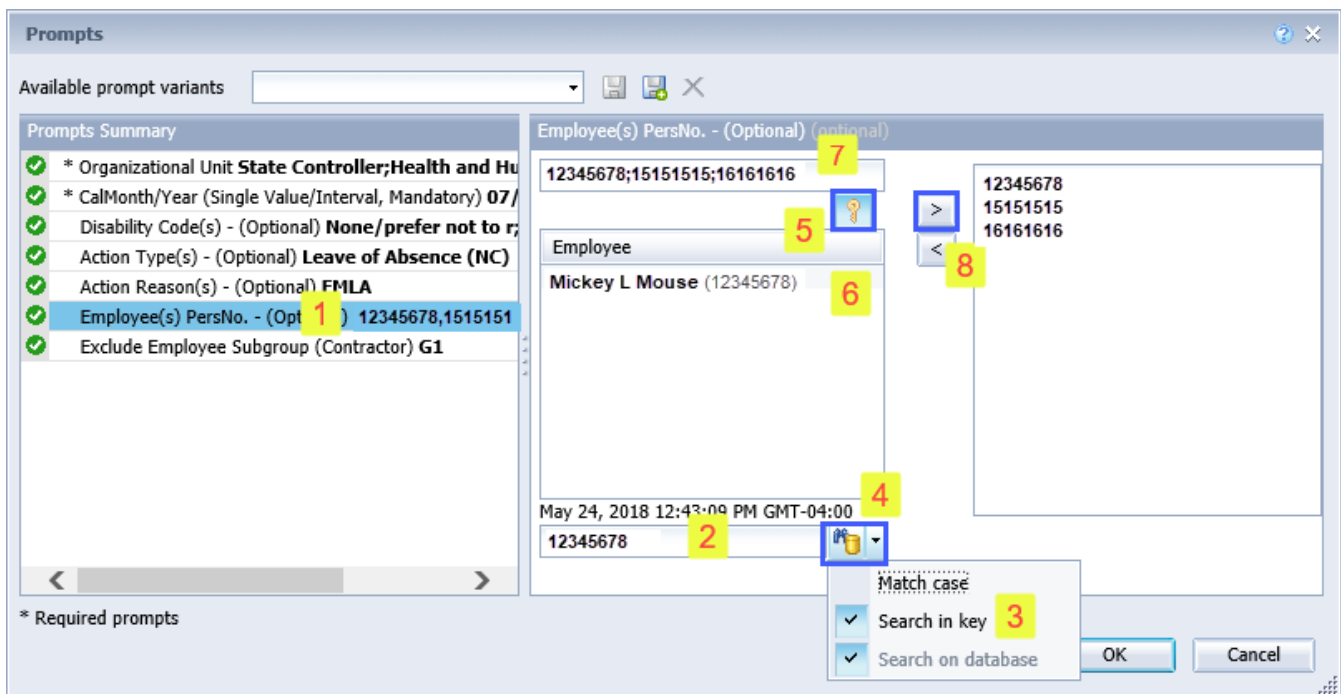


✓ **Action Reason(s) – (Optional):** To select data for this prompt:

- Make sure the “Action Reason(s) - (Optional)” prompt is selected (1).
- Enter a search text with an asterisk (\*) in the search box or enter \*\* to view the list of values for Action Types (2).
- Click the search icon (3).
- To see the key value for each Action Reason, click the key icon (4).
- Select the desired Action Reason(s) (5).
- **OR**, if you know the Action Reason(s) key or Action Reason(s) name, skip steps 2 through 5 and enter it directly in (6).
- Click the right arrow to add the Action Reason(s) to the selection box (7).



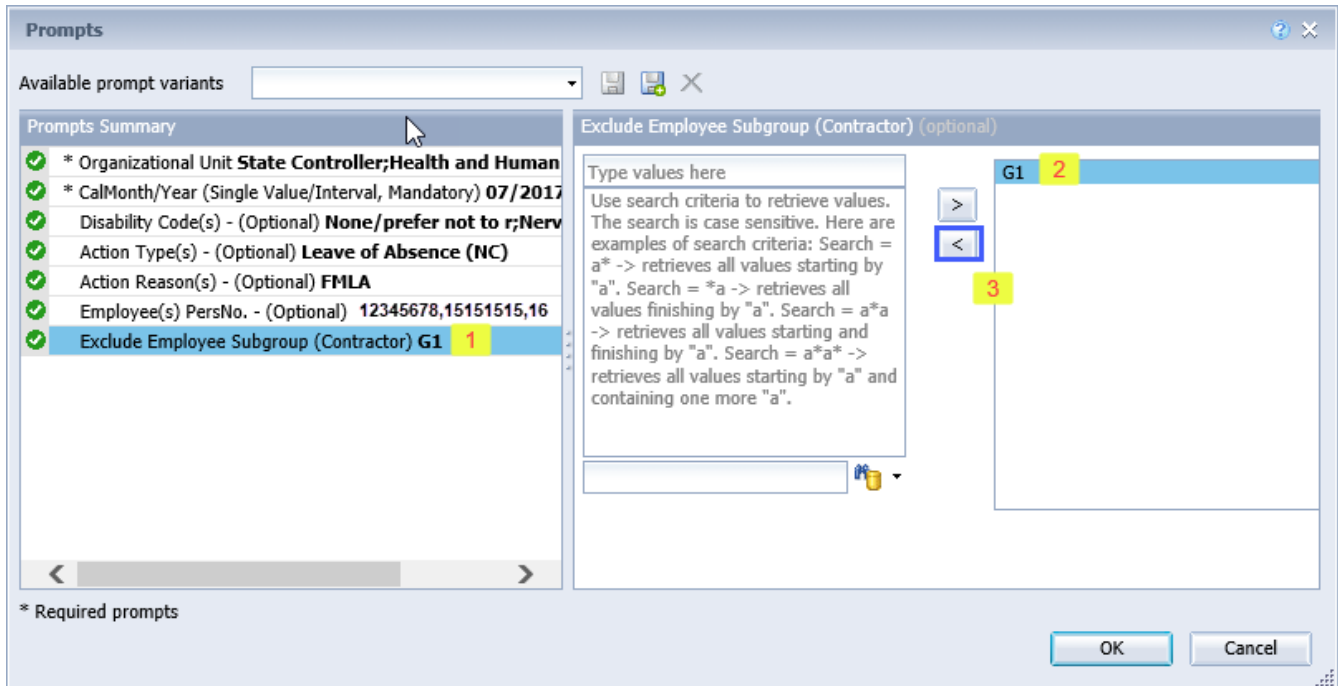
- ✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
  - Make sure the “Employee(s) PersNo. - (Optional)” prompt is selected (1).
  - Enter an employee number in the search box to verify the employee name (2).
  - Click the search icon drop-down arrow and select “Search in key” (3).
  - Click the search icon (4).
  - To see the employee number, click the key icon (5).
  - Select the desired Employee (6).
  - **OR**, if you do not need to verify the employee number, skip steps 2 through 6 and enter it directly in (7).
  - Click the right arrow to add the Employee to the selection box (8).



### 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 Employee Subgroup (Contractors) G1:** To remove this exclusion:
  - Make sure the “Exclude Employee Subgroup” prompt is selected (1).
  - Select G1 in the selection box (2).
  - Click the left arrow to remove the value from the selection box (3).





**Initial Layout**

The report has two report tabs.

- **B0163 Disabled Analysis by Actions:** The report shows number of actions for all employees, number of actions by disability code, and percentage actions disabled to all.

[B0163: Disabled Analysis by](#)

Execution Date: 7/6/17

Calendar Month/Year: 07/2017 - 07/2017

Org Unit	Org Unit Desc	Action Type	Action Type Desc	Number of Actions (All Employees)	Number of Actions (By Disability Code)	% Actions Disabled to All
20000041	Health and Human Services	Z3	Leave of Absence (NC)	3	1	33.33

- **Report Info tab:** This report tab displays the values of the prompt selections for the executed report.

**Report Info**

Execution Date : 5/24/18

**Prompt Input**

Organizational Unit	Health and Human Services
CalMonth/Year	07/2017 - 07/2017
Disability Code(s)	None/prefer not to r;Nervous system/neuro
Action Type(s)	Leave of Absence (NC)
Action Reason(s)	FMLA
Employee(s) PersNo.	12345678;15151515;16161616
Exclude Employee Subgroup	G1

**Available Objects**

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

- [-] B0163: Disabled Analysis by Actions
  - [-] Org Unit
  - + Action Reason
  - + Action Type
  - + Agency Hire Date
  - + Age Range
  - + Cal Mth/Yr
  - + Cal Qtr
  - + Cal Qtr/Yr
  - + Disability code
  - + Effective Date
  - + Employee
  - + Employee's Name
  - + Employee Group
  - + Employee Subgroup
  - + Employment Status
  - + Ethnic Origin
  - + Fiscal period
  - + Fiscal year/period
  - + Gender
  - + Job
  - + Job Branch
  - + Job Family
  - + Length of Serv as of Date of Action
  - + Original Hire Date
  - + Personnel Area
  - + Personnel Subarea
  - + Pos Addr Street
  - + Pos City
  - + Pos County
  - + Position
  - + Position Chief
  - + Processed Date
  - + SOC Code
  - + State
  - + Supv Employee
  - + Supv Position
- + Org Unit - Agency (Key)
- + Org Unit - Agency (Text)
- + Org Unit - Branch (Key)
- + Org Unit - Branch (Text)
- + Org Unit - Business area (Key)
- + Org Unit - Business area (Text)
- + Org Unit - Company code (Key)
- + Org Unit - Company code (Text)
- + Org Unit - Division (Key)
- + Org Unit - Division (Text)
- + Org Unit - Key
- + Org Unit - Personnel Area (Key)
- + Org Unit - Personnel Area (Text)
- + Org Unit - Personnel Subarea (Key)
- + Org Unit - Personnel Subarea (Text)
- + Org Unit - Section - no branch (Key)
- + Org Unit - Section - no branch (Text)
- + Org Unit - Section with Branch (Key)
- + Org Unit - Section with Branch (Text)
- + Number of Actions (All Employees)
- + Number of Actions (By Disability Code)
- [-] Variables
  - + Prompt Response Action Reason
  - + Prompt Response Action Type
  - + Prompt Response Cal Mth/Yr
  - + Prompt Response Disability Code
  - + Prompt Response Employee PersNo
  - + Prompt Response Exclude Employee Subgroup
  - + Prompt Response Organizational Unit
  - + % Actions Disabled to All

**Special Report Considerations/Features**

- This report includes actions in the range from Z0 through ZZ.
- Beginning 6/25/2020, the system will show three values for Disability Code. Based on the dates selected for the report prompt, if June 2020 or later is selected, only three values will be available.

Disability Code	Description
N	No, I don't have a disability
X	Yes, I have a disability (or previously had a disability)
Y	I don't wish to answer

- If May 2020 or any earlier month is selected for the date prompt, the following Disability Codes will be shown.

Disability Code	Description
A	None/prefer not to report
B	Blind or severely visually impaired
C	Deaf or severely hearing impaired
D	Loss or limited use of arms and/or hands
E	Non-ambulatory (must use a wheelchair)
F	Other orthopedic impairment (e.g. amputation, arthritis, etc.)
G	Respiratory impairment
H	Nervous system/neurological disorder
I	Mental restored
J	Intellectual disability
K	Learning disability
L	Other (heart disease, diabetes, speech impairment)
M	Other (specify in COMMENTS section)

**NOTE:** The A-M codes above can be seen in BOBJ reports only because historical data is maintained in BI. These historical codes CANNOT be seen in ERP.

**Change Log**

<p><b>Effective 6/2/2017</b></p> <ul style="list-style-type: none"> <li>• Initial creation of the report.</li> </ul>
<p><b>Effective 6/25/2020</b></p> <ul style="list-style-type: none"> <li>• New Disability codes incorporated. See Special Considerations/Features section for more detail.</li> </ul>
<p><b>Effective 6/30/2020</b></p> <ul style="list-style-type: none"> <li>• Format updated.</li> </ul>