B0192 Employee Generational Diversity Summary

Report Description:

The B0192: Employee Generational Diversity Summary dashboard displays the number of employees by generational diversity categories for employees' subject to and exempt from the State Personnel Act. The headcounts and their percentages are over a single month time-period. This report provides employee headcount by generational diversity which includes All Generations, Matures, Baby Boomers, Generation X, Millennials and Generation Z.

Report Location:

PA: Employee Headcount

Report uses:

- This report can be used to analyze the number and percentage of active employees within each social generation.

- Social generations are cohorts of people born in the same date range and who share similar cultural experiences.

Data Load Frequency:

The headcount data being shown for this report is loaded every weekday morning, excluding holidays. A snapshot of the previous month headcount data is created on the first day of every month and the snapshot data will not be subject to any retro activity actions.
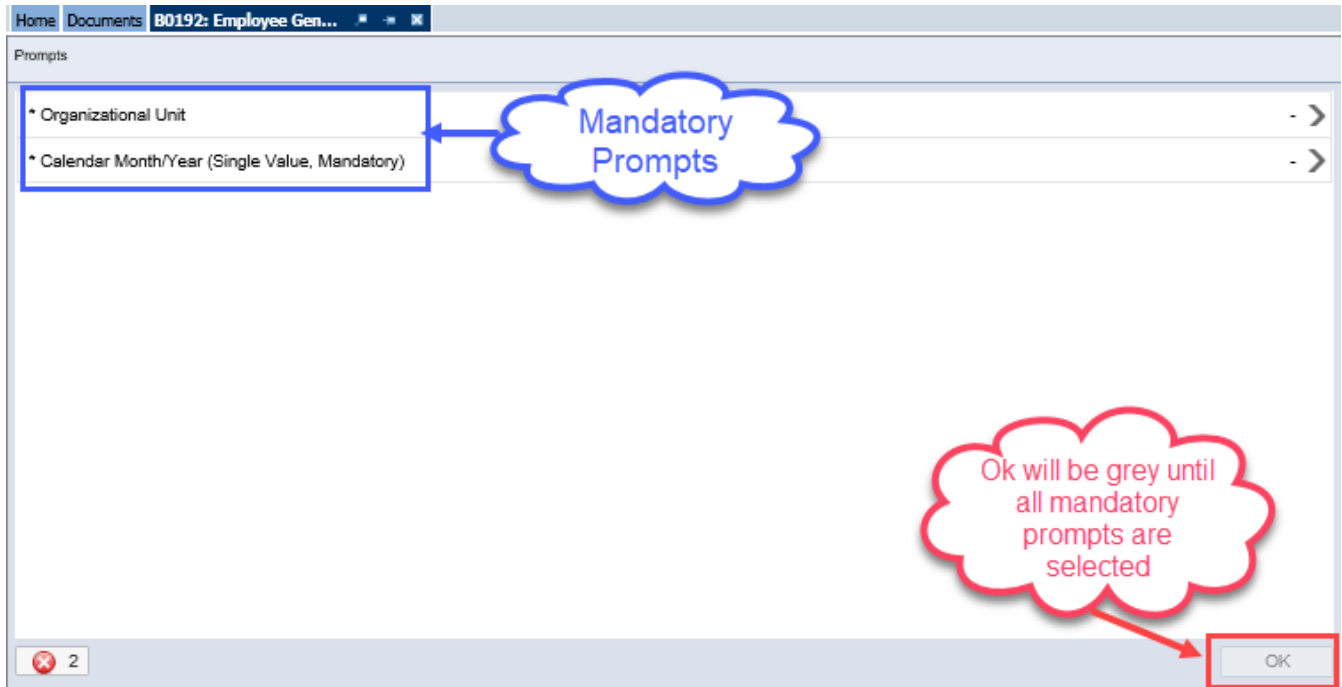
Quick Links

## How to run this report

This report has two mandatory prompts.

Mandatory Prompts:

Mandatory prompts have an asterisk indicator (*) on the left side of the prompts. When an invalid value(s) is entered, the prompt will be highlighted in red.

* **Organizational Unit** – To select data for this prompt,
  * Make sure the "Organizational Unit" is selected. (1)
  * Click "- >" to see the list of Organization Units. (2)
  * Navigate down to select the desired Organizational Unit. (3)
  * Click the check box to add it to the selection. (4)
  * Click the Back button to return the selected members to the prompt. (5)
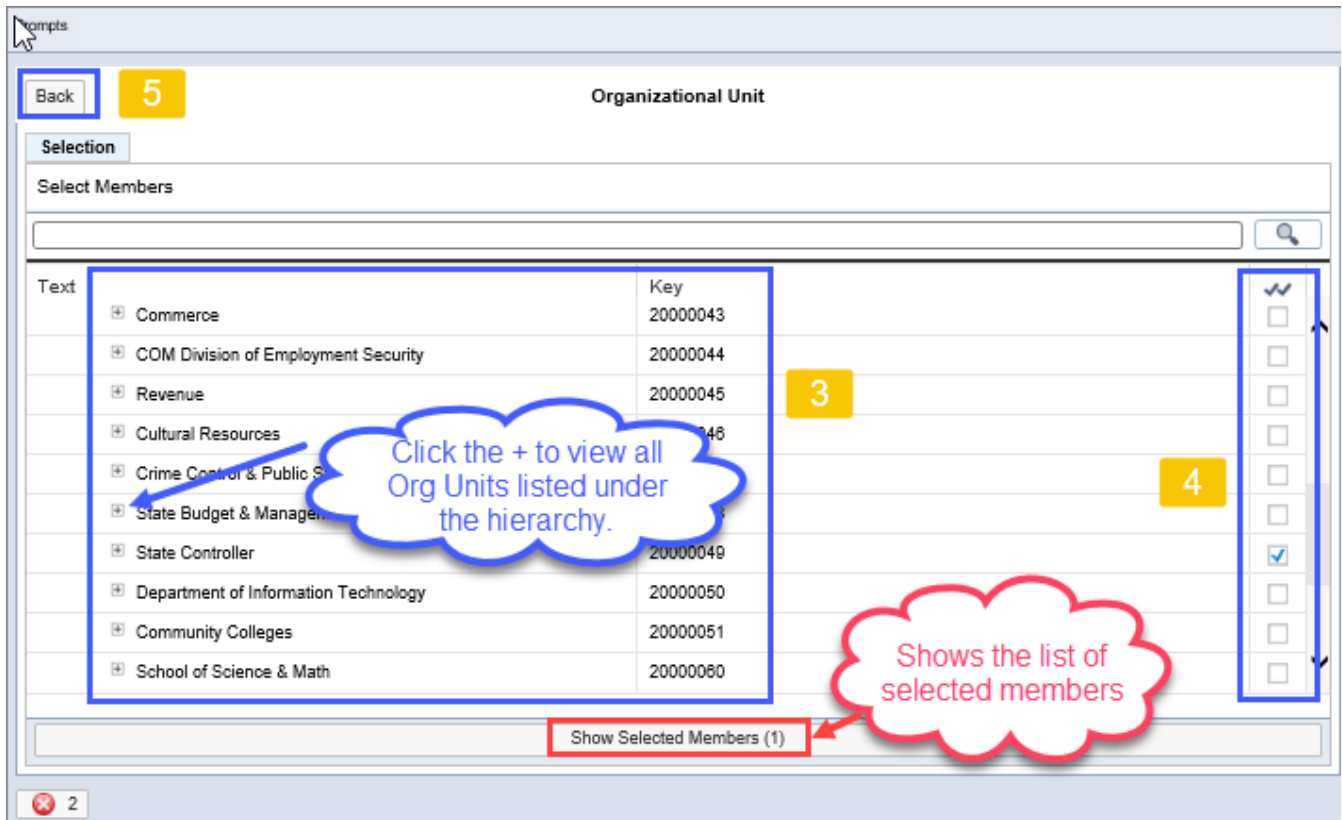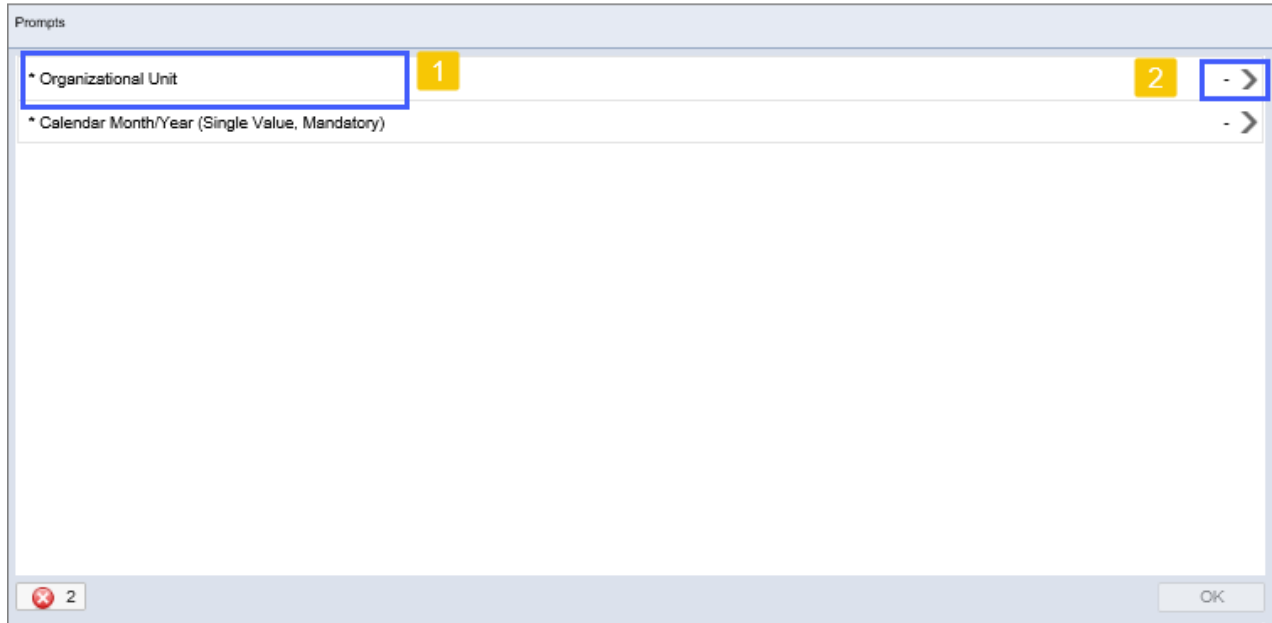
➔ To Search on Organizational Unit:
>   Enter the search text in the Search field. (1)
>   Click the Search icon. (2)
>   Select the first Org Unit if there are two listed to include all Org Units under the hierarchy. (3)
>   Click the check box to add it to the selection. (4)
>   Click the Back button the return the selected member(s) to the prompt. (5)

Prompts

	Organizational Unit
Back 5	

Selection

Select Members

| Controller | 1 | | 2 | 🔍 |

Text	Key	
Office of the State Controller	20000027	☐
Office of the State Controller	20000027	☐
State Controller	20000049 3	4 ☑
State Controller	20000049	☐
Agr B&F Controller	20001338	☐
Agr B&F Controller	20001338	☐
DOI Controllers Office	20001478	☐
WILDLIFE ADMIN Controller	20003439	☐
ENR SO FSD DO CONTROLLER Payroll	20003906	☐
ENR SO FSD DO CONTROLLER Asst Cont Ofc	20003907	☐
ENR SO FSD DO CONTROLLER Asst Cont Ofc	20003907	☐
ENR SO FSD DO CONTROLLER Fin Syst/Rpt	20003908	☐

Show Selected Members (1)

❌ 4

∗ **Calendar Month/Year (Single Value, Mandatory)** – To select data for this prompt,
- Make sure the Calendar Month(s)/Years prompt is s elected. (1)
- Click " - >" display the selection prompt screen. (2)
- Narrow down the date selection by using the wildcard *YYYY format in the search field. (3)
- Click the Search icon. (4)
- Click the check box to select the date. (5)
- Click the Back button to return to the Prompt screen. (6)
- Click OK to run the report once all mandatory prompts have been selected. (7)

Initial Layout:

Below is a sample of the initial layout rendered.

Employee Generational Diversity (1ˢᵗ tab): This tab displays the Employee Generations Diversity data based on the selected prompt values.
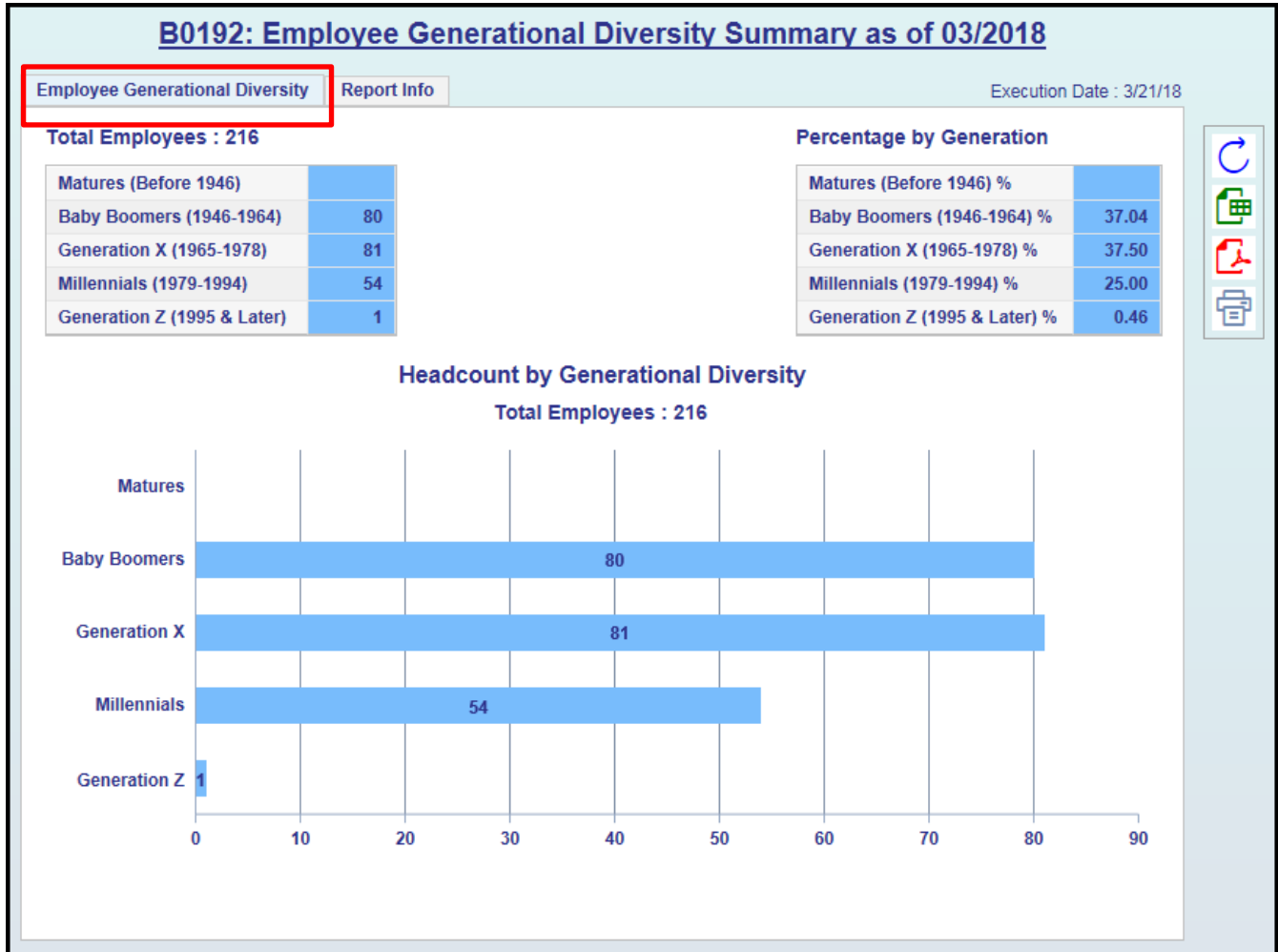
Continued

Report Info (2nd tab): This tab lists all prompt values selected ~~entered~~.

Special Report Considerations/Features:

- This dashboard report is developed using SAP Business Object Design Studio application.
- The Crosstab tables represent the number of employees and percentage total of Employee Diversity by the gr Matures (born before 1946), Baby Boomers (1946 – 1964), Generation X (1965 – 1978), Millennials (1979 – 1994) and Generation Z (1995 and later). The Bar chart represents the number of employees by social generation.
- Employee Subgroup G1 – Contractors and G5 – National Guards are excluded from the report.
- Employment Status - Report runs for Active Employees only.
- PMIS data is available for reporting from 2008 onwards.
- This dashboard report can be refreshed, exported and printed.
- The Export to Excel (Data Only) button exports only the crosstab data.
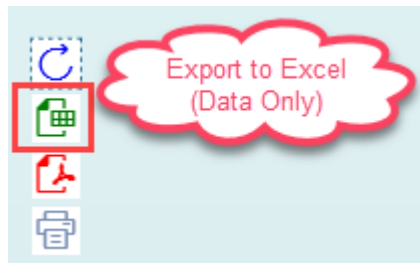

- The Export PDF button exports the report to PDF format in two pages. The first page of the PDF report contains the Crosstab tabular data and the Bar chart. The second page of the PDF report contains only the Bar chart which can be used for other purposes such as inserting into PowerPoint presentations.

How to refresh the report:

The dashboard report can be refreshed by clicking on the Refresh icon ↻ . The prompt screen will display allowing user to select new or additional prompt values.
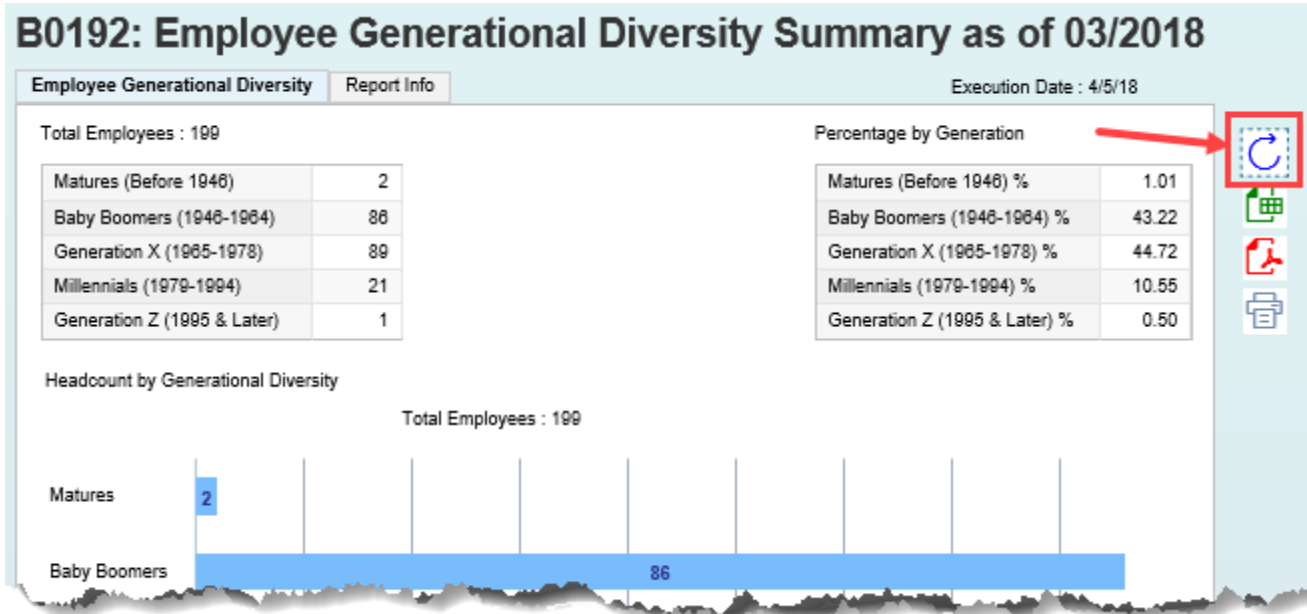
How to export to Excel:

The "Export to Excel (Data Only)" option exports only the data. Charts are exported through Export to PDF.

- Click the **Export to Excel (Data Only)** icon.

- The Microsoft Excel download popup window will appear as below:

> 📁 *If this popup window doesn't appear, check your Excel download settings of your Microsoft product.*
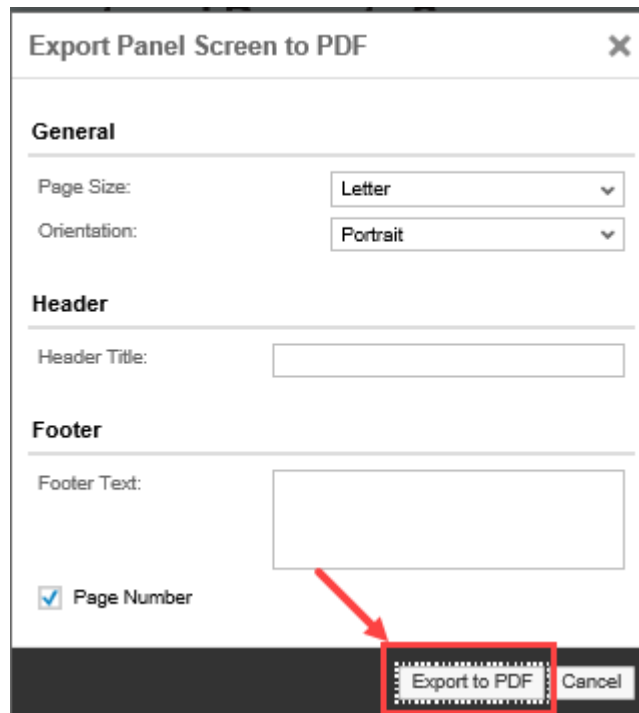
How to export to PDF:

The Export PDF option exports the crosstab tables with data as well as the Bar chart with data.
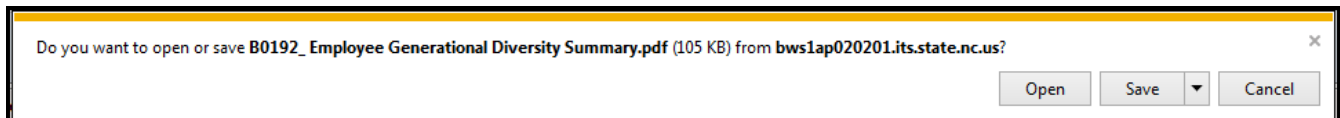
- Click the **Export PDF** icon.
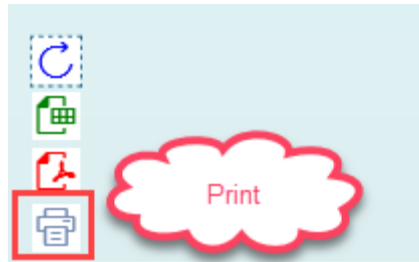

- Click the **Export to PDF** button.

- The Microsoft download popup window will appear as below:

> 📂 *If this popup window doesn't appear, check your Adobe PDF download settings of your Adobe product.*
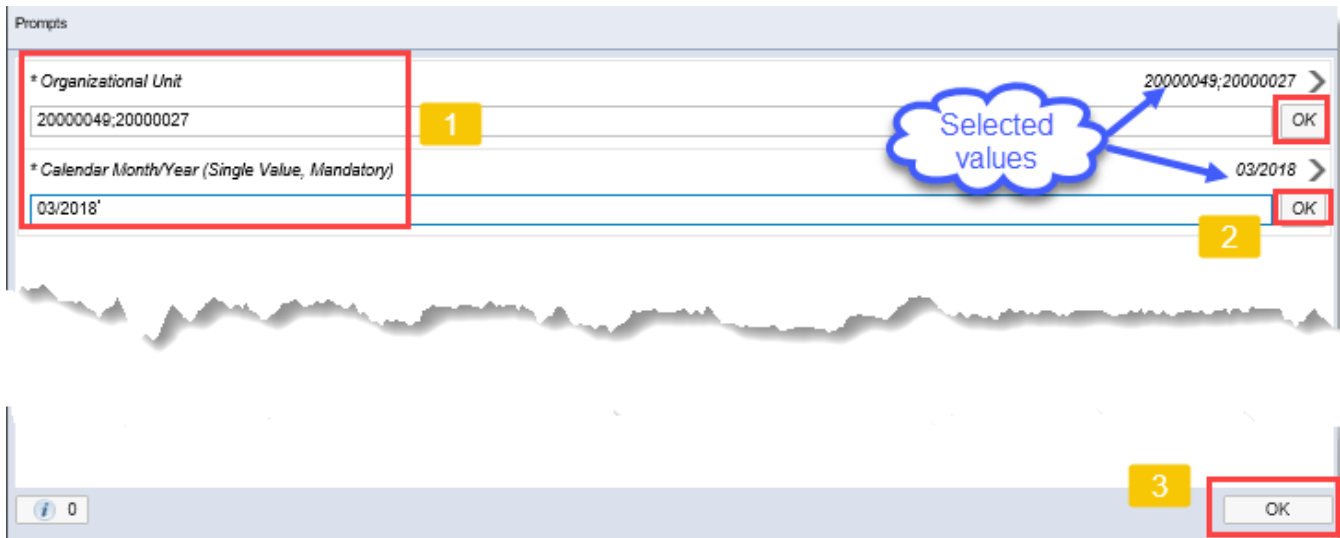
How to Print:

The Print option is the regular browser print. User may have to adjust the printing preferences to suit their printer settings.

How to directly enter the prompt values:

Prompt values can be entered manually,

- Click on the words 'Organizational Unit' / "Calendar Month/Year". (1)
- Enter the Org Unit / Date in the Direct Entry fields. (2)
- Click OK. (3)

🗁 *When incorrect prompt values are entered manually, the prompt is highlighted in RED.*

How to deselect the Organizational Units from the prompts:

There are many ways to deselect the Organizational Units.

1. User can individually deselect the Org Units manually.

2. Click on the double tick mark icon twice to select and deselect. This will not remove the manually entered values.

3. Click on 'Show Selected Members' which will show all the members selected or entered. Remove the selections from this window.

Change Log:

Effective 3/22/2018
• Initial creation