



POSITION HISTORY

REPORT DESCRIPTION BP001 | WEB INTELLIGENCE



The purpose of this report description is to explain the purpose of and how to generate the Position History report.

REPORT DESCRIPTION

This report provides a consolidated historical view of converted PMIS action and Integrated HR-Payroll System action history for all the position, employee, and fund related actions of a single specified position.

REPORT LOCATION

OM: Position Data

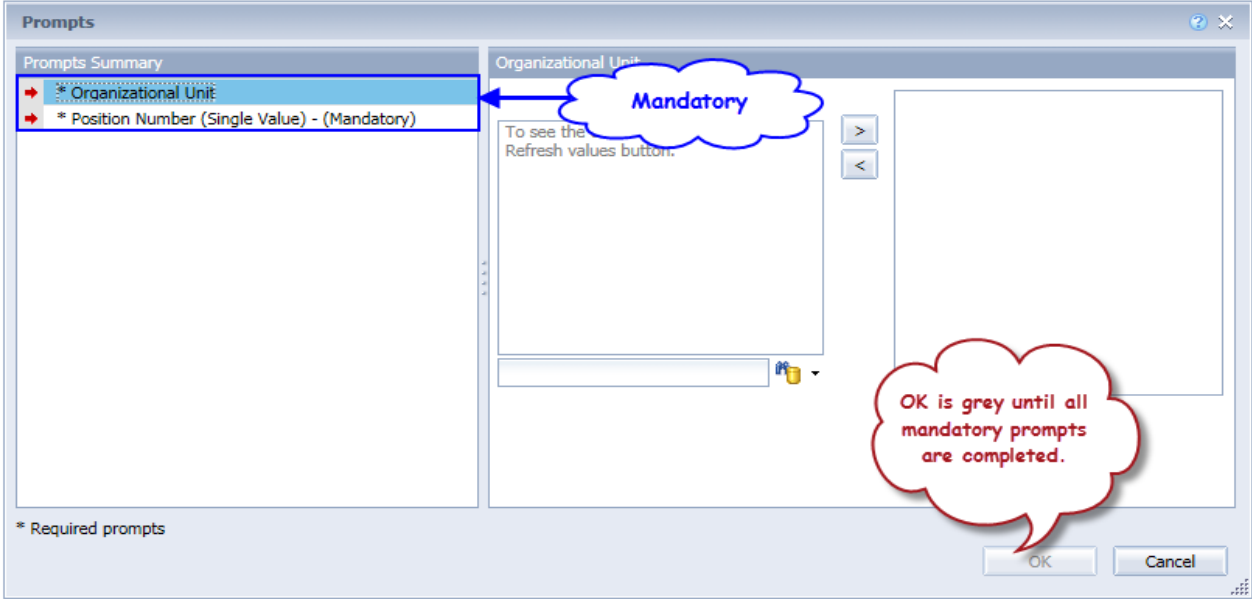
REPORT USES

Agencies will use this report for monitoring purposes to report the position actions historically processed for a single position.

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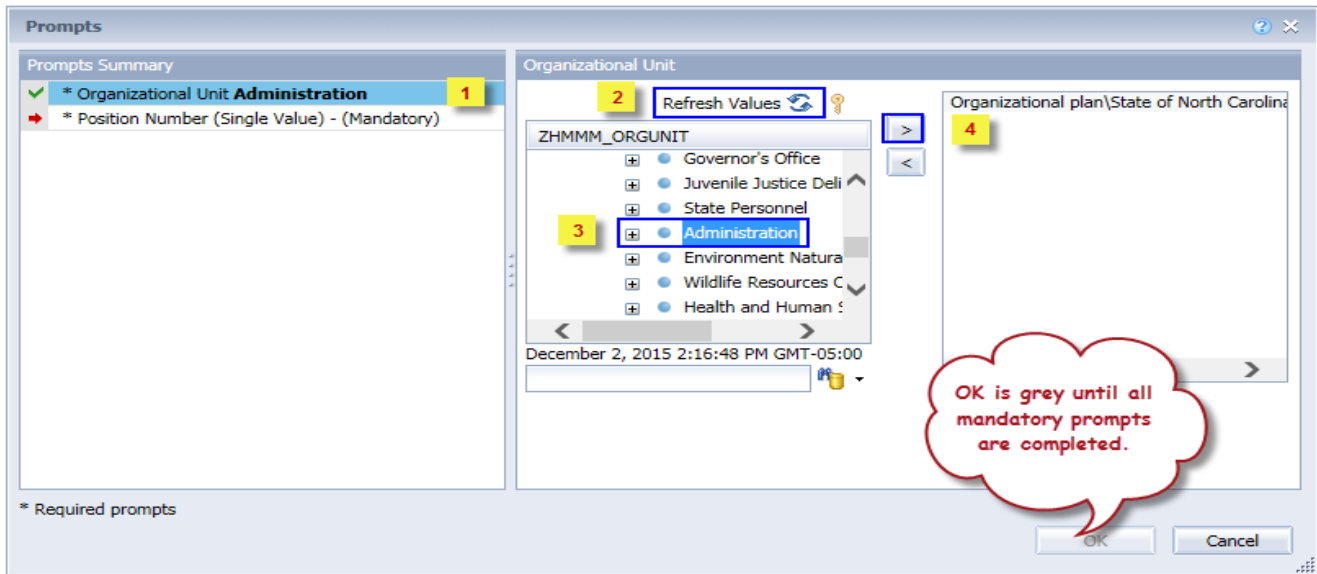
How to generate this report



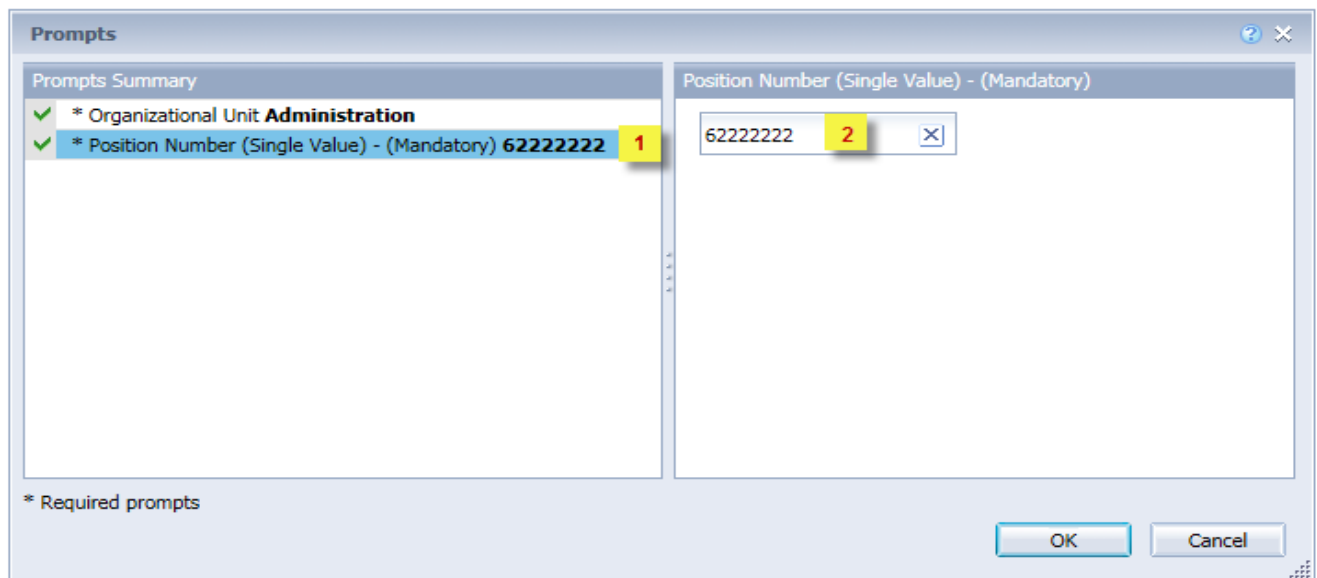
Mandatory Prompts

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



- ➔ ***Position Number (Single Value) - (Mandatory):** To enter data for this prompt
 - Make sure the “Position Number (Single Value) - (Mandatory)” prompt is selected (1).
 - Type the 8-digit position number directly in (2).



Initial Layout

Below is a sample of the initial layout rendered.

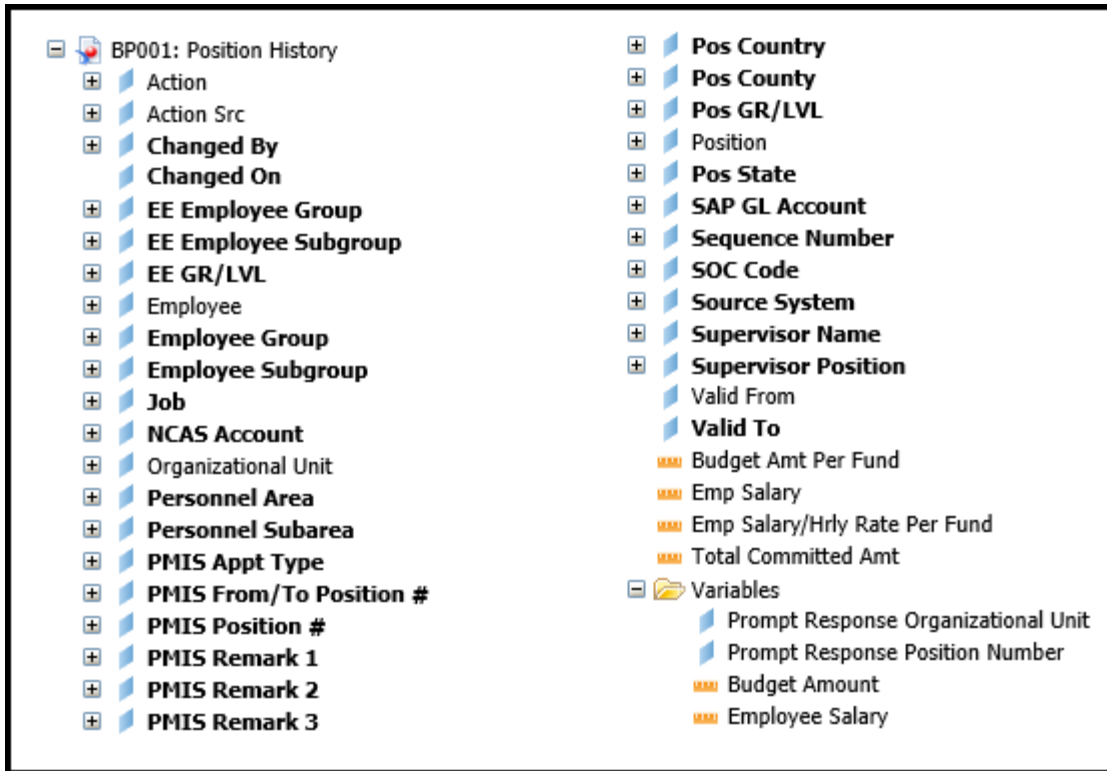
BP001: Position History Link to BP001 report description document. Execution Date : 2/13/19

62222222 - Audio/Visual Specialist

Valid From	Action Src	Action Type/ Reason	Action Desc	Employee	Employee Full Name	Org Unit	Org Unit Desc	Employee Salary	Budget Amount
7/1/14	Emp	ZC22	Legislative Increase	12345678	Mickey L Mouse	29999999	Film Productions	100,275.00	97,344.00
1/1/14	Emp	ZC39	Salary Adjustment Fund	12345678	Mickey L Mouse	29999999	Film Productions	99,275.00	97,344.00
7/1/12	Emp	ZC22	Legislative Increase	12345678	Mickey L Mouse	29999999	Film Productions	97,328.00	97,344.00
7/1/08	Emp	ZC22	Legislative Increase	12345678	Mickey L Mouse	29999999	Film Productions	96,174.00	97,344.00
7/1/08	Fund	112	Legislative Increase for Position	12345678	Mickey L Mouse	29999999	Film Productions	96,174.00	97,344.00
7/1/08	Pos	112	Legislative Increase for Position	12345678	Mickey L Mouse	29999999	Film Productions	96,174.00	97,344.00
12/31/07	Emp	XU01	PMIS CONVERT TO BEACON	12345678	Mickey L Mouse	29999999	Film Productions	93,600.00	93,600.00
12/1/07	Fund	200	Conversion Purpose for Technical	12345678	Mickey L Mouse	29999999	Film Productions	93,600.00	93,600.00
9/1/07	Emp	Z9P1	PMIS APPOINTMENT CHANGE	12345678	Mickey L Mouse	29999999	Film Productions	93,600.00	93,600.00
7/1/07	Emp	ZC22	Legislative Increase	12345678	Mickey L Mouse	29999999	Film Productions	93,600.00	93,600.00
7/1/07	Fund	200	Conversion Purpose for Technical	#	Not assigned	29999999	Film Productions	0.00	93,600.00
2/26/07	Emp	Z001	New Hire	12345678	Mickey L Mouse	29999999	Film Productions	90,000.00	90,000.00
7/1/06	Pos	113	Position Transfer	#	Not assigned	29999999	Film Productions	0.00	72,000.00

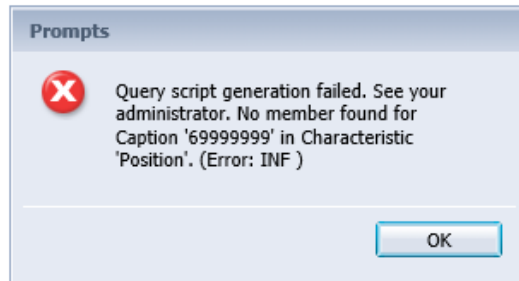
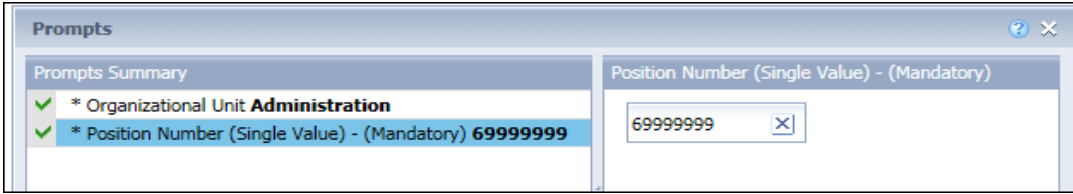
Available Objects

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

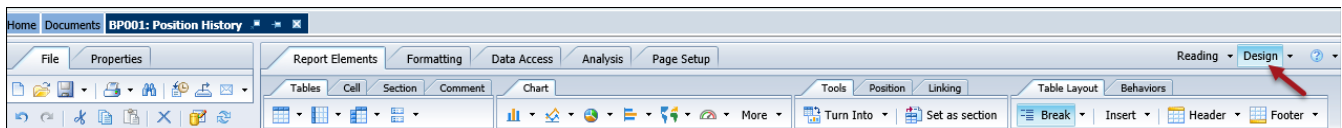


Special Report Considerations/Features

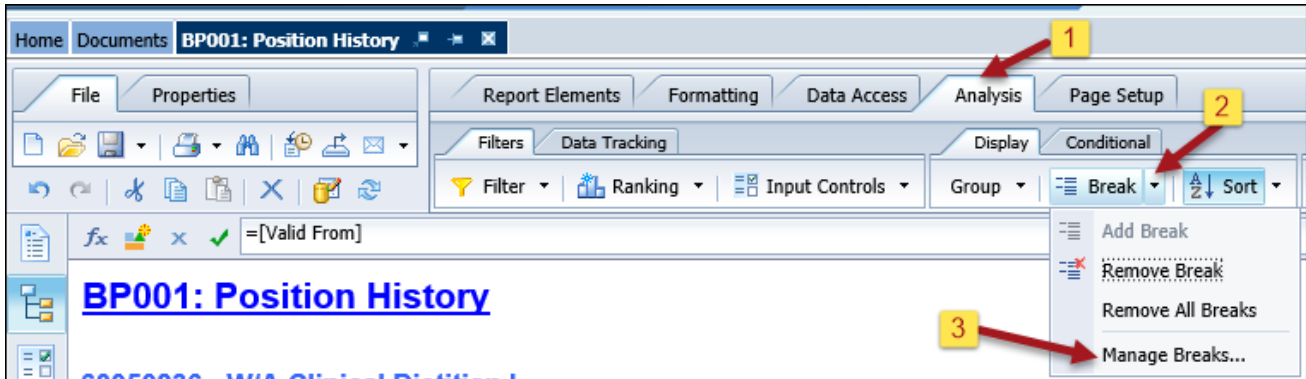
- SAP Employee Conversion Actions (ZZ01) are excluded. SAP Position Assignment Actions (ZY01) are excluded.
- Entering a position number that does not exist will result in the following error.



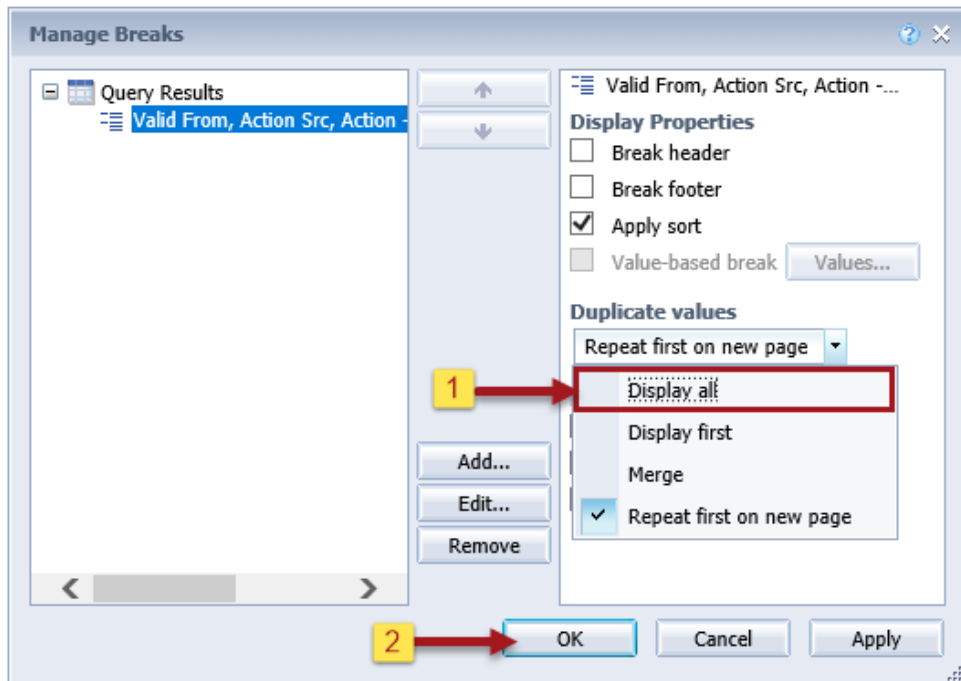
- Data for this report is reloaded daily.
- **Employee Salary** in report layout represents hourly rate for temporary employees and annual salary for all others.
- **Budget Amount** in report layout represents the position's full budget amount. If there are multiple employees in the position, the Budget Amount would still reflect the position's full budget and is not split based on the number of employees in the position.
- **Field/Home Based** indicator is available from Position attributes (expanded list) in Available Objects.
- The report has a break defined to help spot cases where there are multiple employees in a position. The break is designed to suppress duplicate row values. When exporting data to Excel, follow the instructions below to repeat the values on each row of the report. Once the report is set up to repeat the values, you can then export the report to Excel and the values will be repeated on the spreadsheet as well.
 - Run the BP001 report for the desired position.
 - Once in the report, click on Design



- Click on any row within the report, and then click on the Analysis tab (1).
- Click on the drop-down for Break (2).
- Select the Manage Breaks option (3).



- Change the “Duplicate Values” selection from “Repeat first on new page” to “Display all” (1) and then click on “OK” (2).
- All values will be shown in the report so that when exporting to Excel, the duplicate values are displayed.



CHANGE RECORD

- 12/3/15 – Initial version
- 4/7/16 – Updated to add Job Min, Job Max, and Job Reference Salary to Job attributes.
- 2/21/19 – Re-designed for better performance when a non-existent position number is accidentally used on the prompt input screen; removed PMIS Position # from initial report layout; added Org Unit Number and Org Unit Name to report layout; added hyperlink to this report description document on the main tab.
- 8/23/21 – Updated format and assigned reference number – Claire Ennis
- 9/2/21 – Added **Field/Home Based** indicator to Position attributes (expanded list) in Available Objects.