



# POSITION ACTIONS

## REPORT DESCRIPTION BP113 | WEB INTELLIGENCE



The purpose of this Report Description is to display Position Actions in the Integrated HR Payroll System.

### REPORT DESCRIPTION:

This report displays all SAP and converted PMIS position actions that occurred during a specified time period.

### REPORT LOCATION:

OM: Position Data

### REPORT USES:

Agencies will use this for monitoring purposes to report number and types of position actions being processed. PCR numbers are provided as a cross reference to identify particular action information.

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How to generate this report

The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' list on the left and a main content area on the right. The list contains five items:

- \* Organizational Unit (Mandatory)
- \* Effective Date (Mandatory) (Mandatory)
- Position Action Type(s) - (Optional) (Optional)
- Position(s) - (Optional) (Optional)
- Exclude Employee Subgroup (Contractors) G1 (Exclusion)

Annotations with arrows point from callouts to these items:

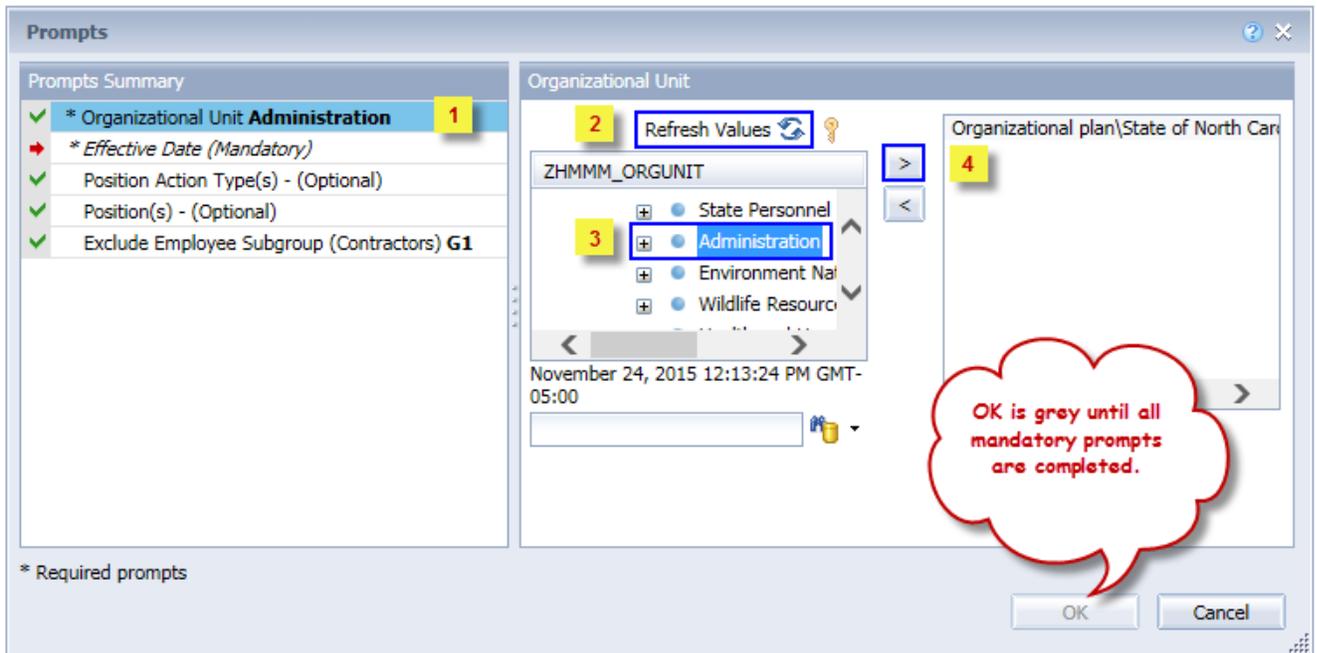
- A blue cloud labeled 'Mandatory' points to '\* Organizational Unit'.
- A green cloud labeled 'Optional' points to 'Position Action Type(s) - (Optional)'.
- An orange cloud labeled 'Exclusion' points to 'Exclude Employee Subgroup (Contractors) G1'.

A red speech bubble on the right contains the text: 'OK is grey until all mandatory prompts are completed.' The 'OK' button at the bottom right is currently disabled (greyed out).

### 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 you have “Organizational Unit” prompt 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).



- **\*Effective Date:** To select data for this prompt:
- Make sure the “Effective Date” prompt is selected (1).
  - Type in the Start date (2).
  - OR click on the calendar icon to select the Start date (3).
  - Type in the End date (4).
  - OR click on the calendar icon to select the End date (5).

**Prompts**

**Prompts Summary**

- ✓ \* Organizational Unit **Administration**
- \* Effective Date (Mandatory) **1**
- ✓ Position Action Type(s) - (Optional)
- ✓ Position(s) - (Optional)
- ✓ Exclude Employee Subgroup (Contractors) **G1**

**Effective Date (Mandatory)**

Start value

M/d/yyyy **2**  **3**

End value

M/d/yyyy **4**  **5**

**OK is grey until all mandatory prompts are completed.**

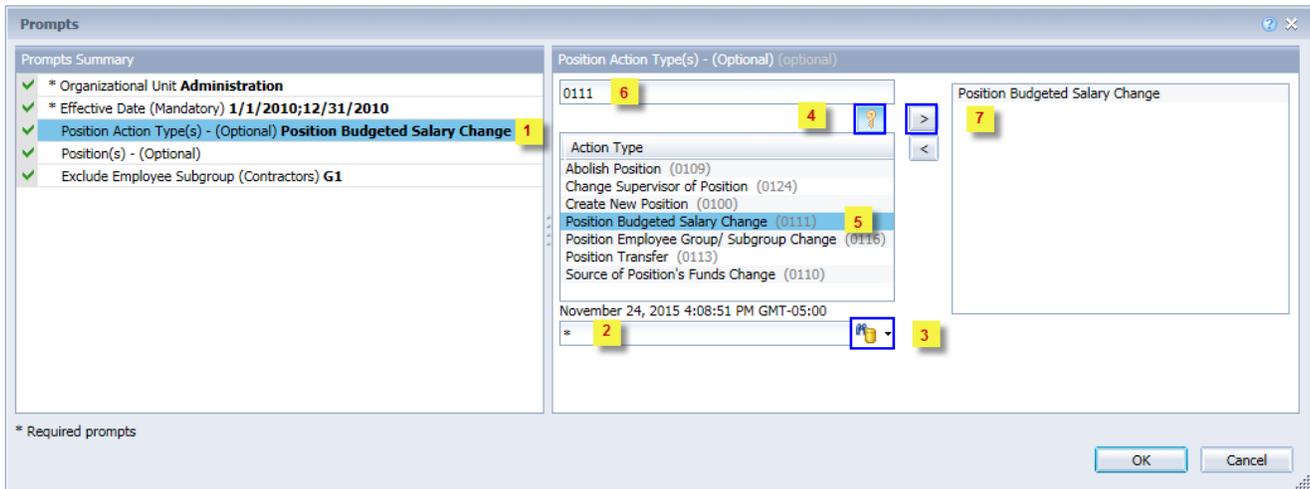
\* Required prompts

OK Cancel

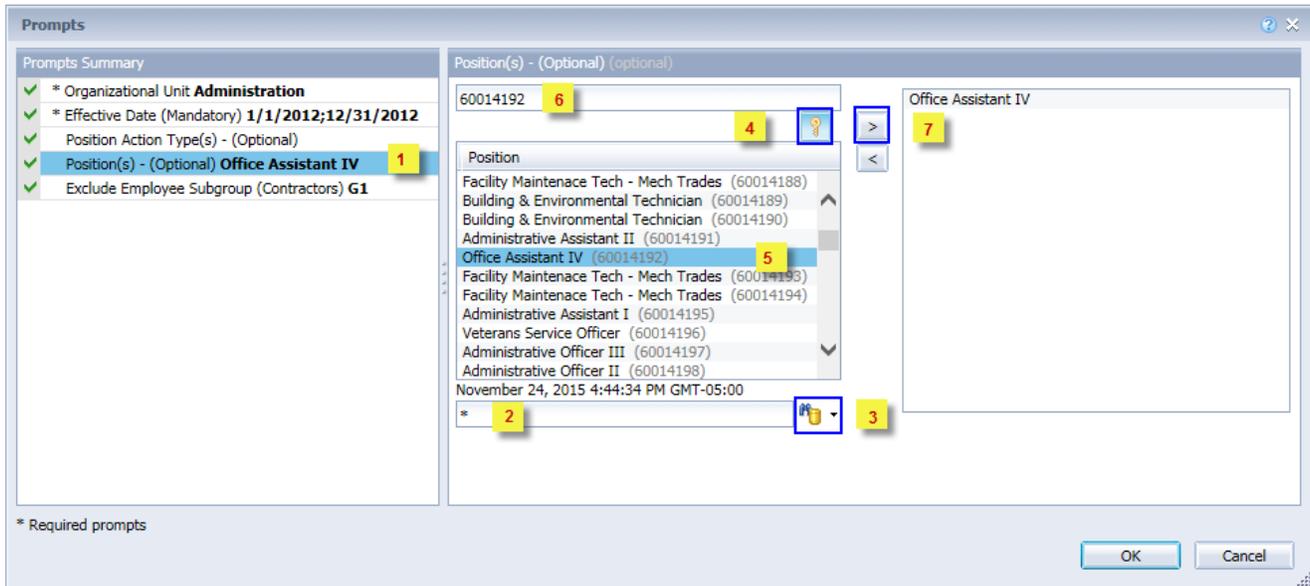
**Optional Prompts**

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.

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



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



**NOTE:** Since the system has a large number of positions, using only the single wildcard character (\*) can be very slow and may result in an error if the search exceeds the system limit. If this happens, narrow down the search by using the wildcard with specific text strings such as

- Building\*
- \*Assistant\*
- Admin\*

If the position number is known, it is best to use the manual entry field (in step 6) to enter your selection.

### Exclusion Prompts

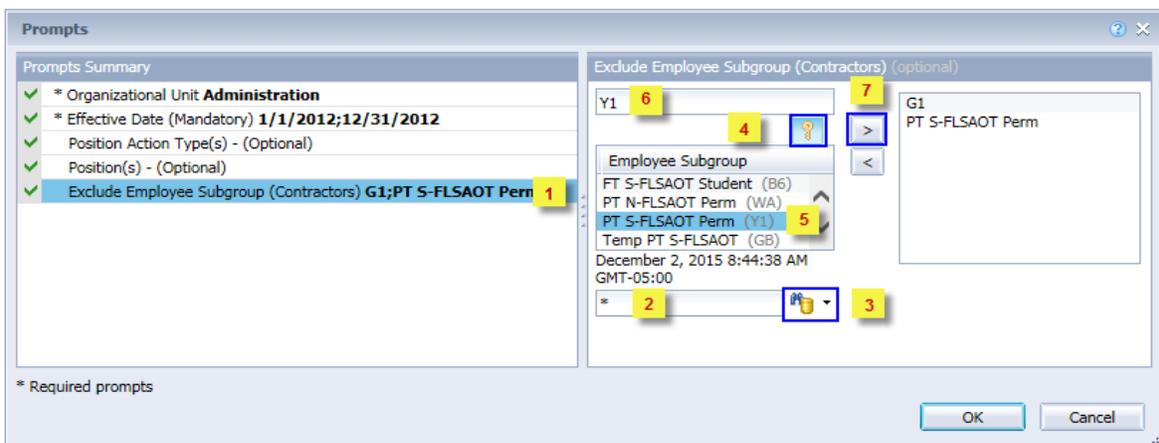
Exclusion prompts also are indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed 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).
  - Click on the G1 value in the right box to select (2).
  - Click on the left arrow icon to remove the G1 exclusion (3).



To select other subgroups to exclude:

- Make sure the “Exclude Employee Subgroup” prompt is selected (1).
- Enter search text with an asterisk (\*) in the search box to view the list of values for Employee Subgroup (2); Click on the search icon (3).
- To see the key value for each Employee Subgroup, click on the key icon (4).
- Click on the desired Employee Subgroup (5).
- OR if the Employee Subgroup key or Employee Subgroup name are known, skip steps 2 through 5 and enter it directly in (6).
- Click on the right arrow to add the Employee Subgroup to the selection box (7).



**Initial Layout**

The report lists all actions based on the prompt selections. Below is a sample of the initial layout rendered.

<b>BP113: Position Actions</b>								
Effective Date: 8/1/2012 - 9/30/2012								
Org Unit	Org Unit Desc	Position	Position Desc	Effective Date	Action Type	Action Type Desc	PCR ID	Number of Actions
21111111	Public Relations	61111111	Press Secretary	8/14/2012	111	Position Budgeted Salary Change	9999999999	1
		62222222	Promotional Events Coordinator	9/1/2012	124	Change Supervisor of Position	5000074660	1
Org Unit - 21111111 Public Relations								2
23333333	Communications	63333333	Audio/Visual Specialist	8/1/2012	113	Position Transfer	5000073168	1
Org Unit - 23333333 Communications								1
<b>Total</b>								<b>3</b>

**Available Objects**

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

BP113: Position Actions

- + Action Type
- + **Changed By**
- + **Changed On**
- + **Country**
- + Effective Date
- + **Employee Group**
- + **Employee Subgroup**
- + **Job**
- + Organizational Unit
- + PCR ID
- + **Pos City**
- + **Pos County**
- + Position
- + **Sequence number**
- + **State**
- + **Valid To**
- Number of Actions
- Prior Budget Amount**
- Total Budget Amount**
- Variables
  - Prompt Response Effective Date
  - Prompt Response Exclude Employee Subgroup
  - Prompt Response Organizational Unit
  - Prompt Response Position
  - Prompt Response Position Action Type

### Special Report Considerations/Features

- Action records in PMIS have been converted to the SAP BEACON action code equivalent for position actions. Where no equivalent was available for a position action, a 9## action type was generated using the original PMIS action description.
- Positions in the range 62000000 - 64999999 (Temporary Solutions Work Orders) are excluded.
- Contractors are excluded by default, but this can be changed.
- Position Personnel area was added to this report on August 17, 2017 and began being populated at that time. If the report is generated for a date prior to August 2017, then the position personnel area will not be populated and will display as “#” or as “not assigned.”
- Position and Job abbreviated titles (Short Text) are available from the Position or Job attributes (expanded list) in Available objects.
- **Field/Home Based** indicator is available from Position attributes (expanded list) in Available Objects.

### CHANGE RECORD

- 12/3/15 – Initial version
- 8/17/17 – Added Position Personnel Area
- 1/25/18 – Updated document with Position personnel area information from 8/17/17 change.
- 8/10/21 – Updated format. Assigned reference number. – C. Ennis
- 8/11/21- Added Alt Text L.Lee
- 8/12/21 – Added Position and Job abbreviated titles (Short Text) to Position and Job attributes (expanded list) in Available Objects.) -T.Cooper
- 9/2/2021 - Added **Field/Home Based** indicator to Position attributes (expanded list) in Available Objects.