



## BOBJ REPORT DESCRIPTION

### B0089 General Turnover Metrics

#### Report Description

This report identifies the turnover percentage rate and separation percentage rate by agency. The report contains the following rate calculations:

- \*\*Transfer Rate %
- \*\*Separation Rate %
- \*\*Total Turnover Rate % (the previous 2 combined)
- \*\*Separation Rate % for 0 to 2 Yr EEs
- \*\*Separation Rate % for 2+ to 3 Yr EEs
- \*\*Separation Rate % for 0 to 3 Yr EEs (previous 2 combined)

#### Report Location

Agency Performance Metrics

#### Report Uses

This report is useful in identifying high turnover rates which can negatively impact the operational efficiency of an agency and can result in increased costs for recruitment and training.

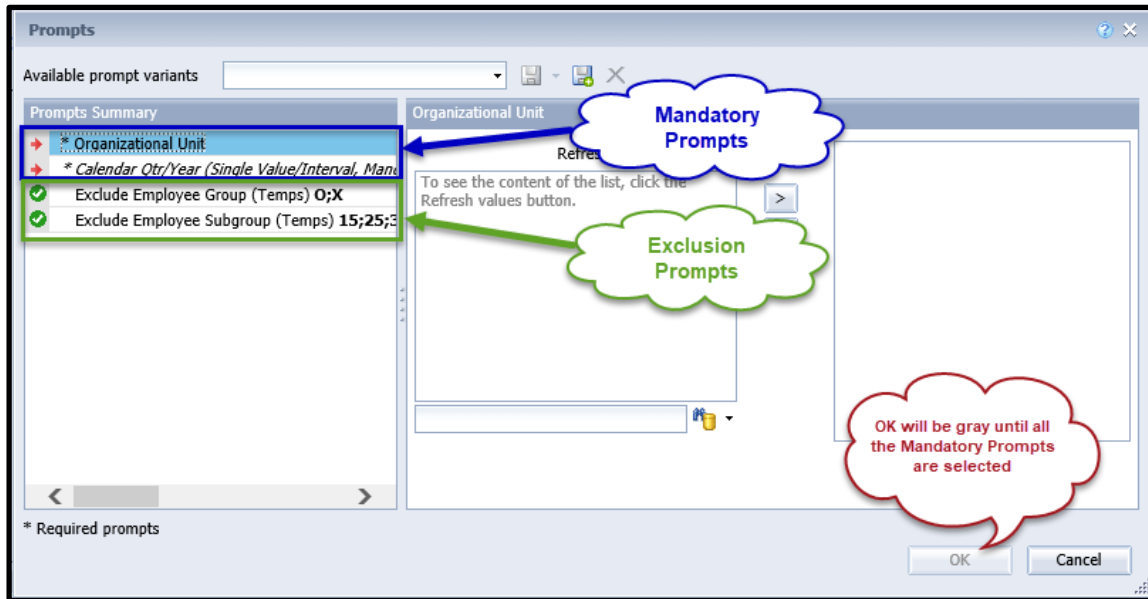
Turnover information in this report can be used to help agencies develop more targeted retention efforts and conduct more effective succession planning.

Information on new employee turnover in this report can help the state agencies identify more targeted retention efforts or determine if broader solutions are needed to ensure the state remains competitive with the private sector for attracting new talent.

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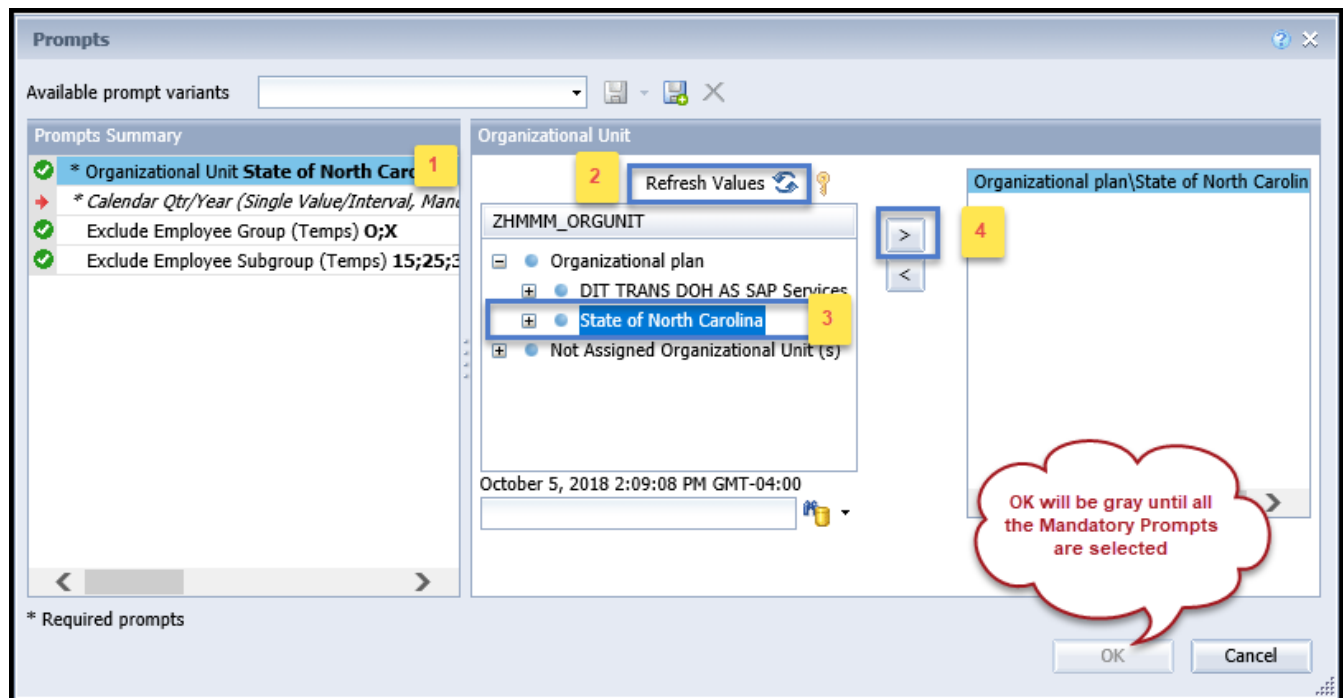
How to run this report



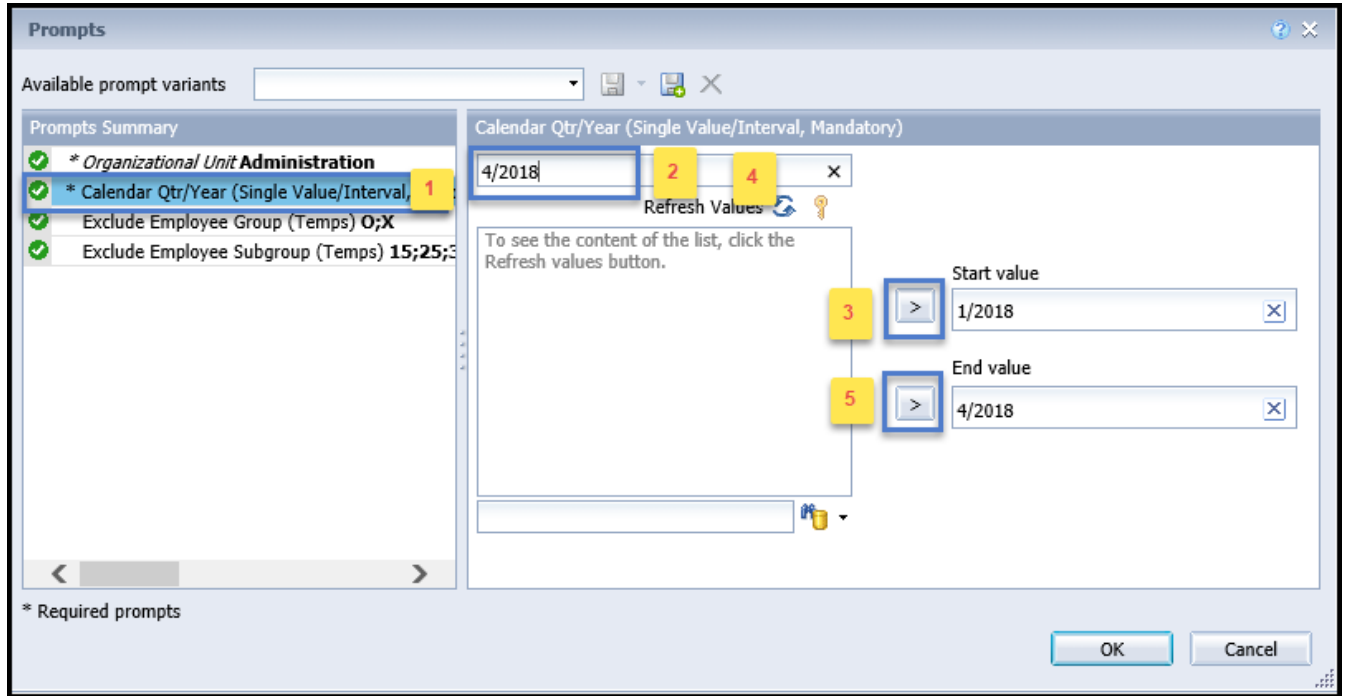
Mandatory Prompts

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 to a green check mark (✓).

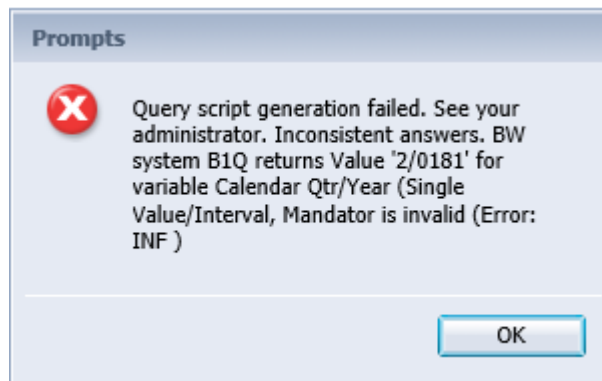
- ➔ \***Organizational Unit:** To select data for this prompt:
  - Make sure you have "Organizational Unit" prompt selected (1).
  - Click on the "Refresh Values" icon to see the list of Org Units (2).
  - Navigate down to the desired Org Unit (3).
  - Click on the right arrow to add it to the selection box (4).



- \*Calendar Qtr/Year: To select data for this prompt:
- Make sure you have “Calendar Qtr/Year” prompt selected (1).
  - Enter the Start Value date in q/yyyy format. (2).
  - Click on the right arrow to add it to the selection box. (3).
  - Enter the End Value date in q/yyyy format. (4).
  - Click on the right arrow to add it to the selection box (5).



**NOTE:** There is a known issue with the Calendar Qtr/Year prompt for this report. If you refresh values for Calendar Qtr/Year and select start and end values from the list of values, you will get an error similar to the one below, and the report will not run. Work around this issue by entering the dates directly into the text box as described in the instructions above.

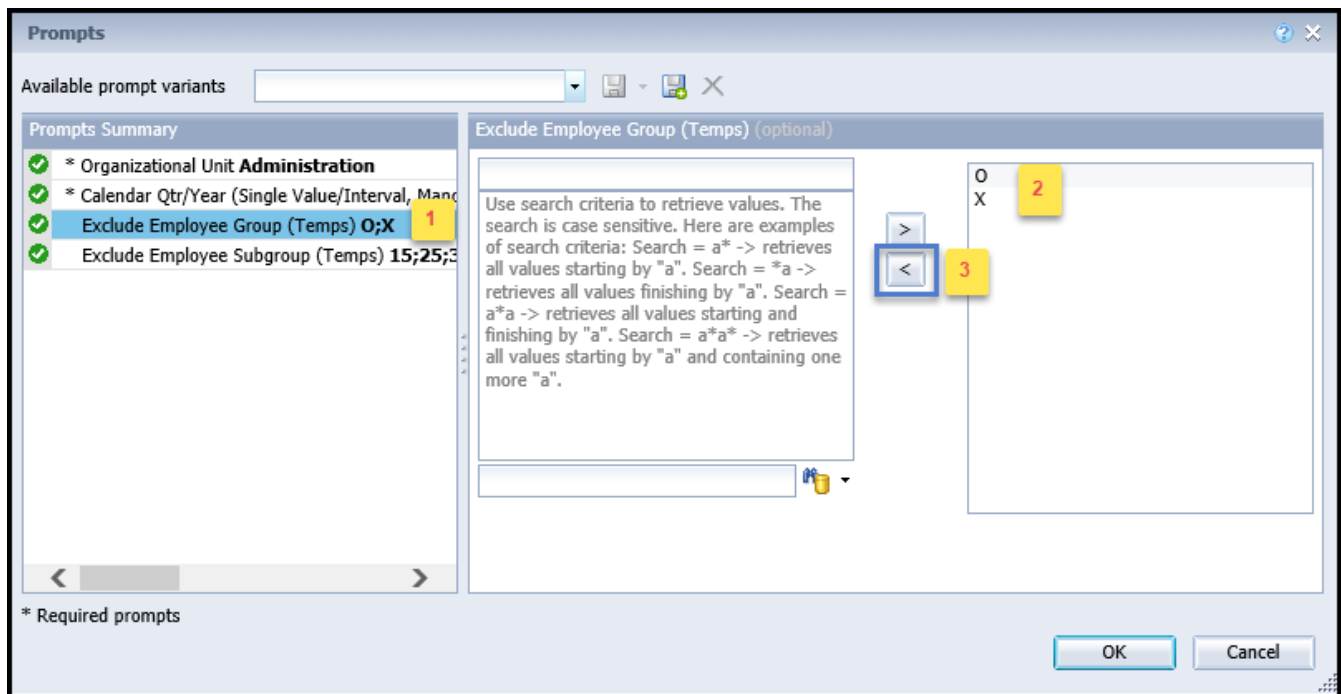


### Exclusion Prompts

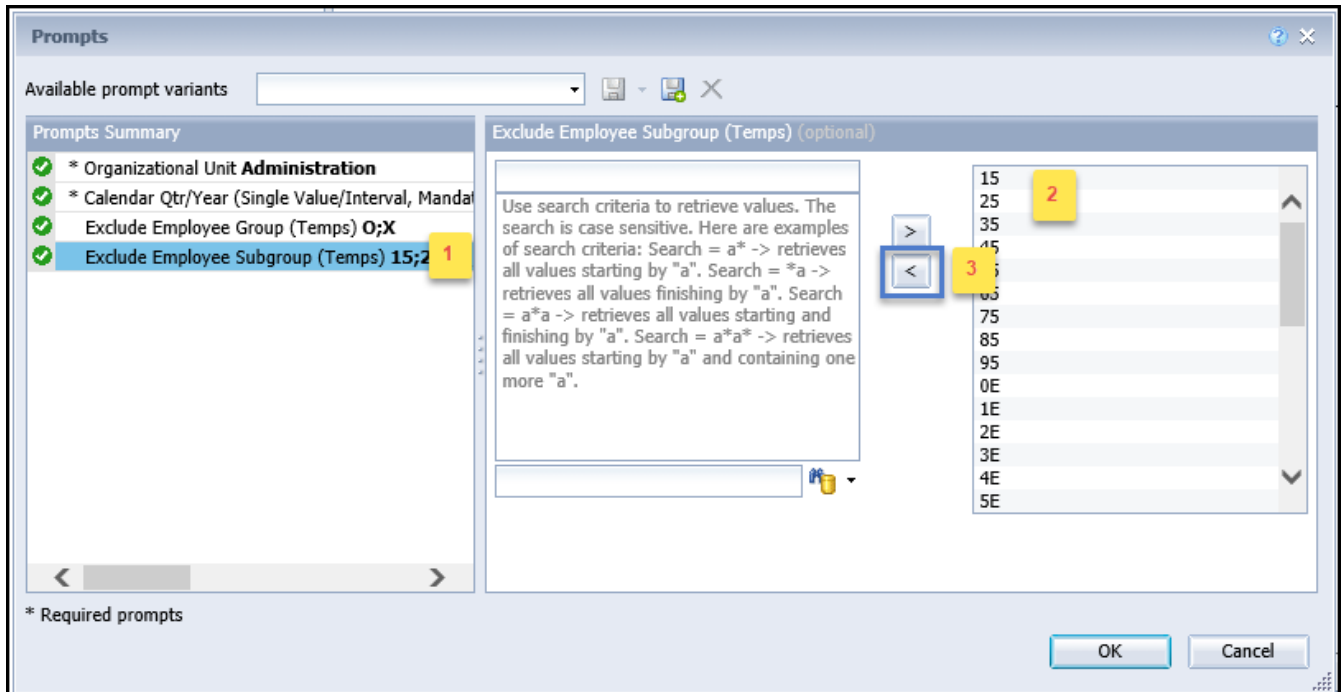
Exclusion prompts are indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be retrieved into the report.

By default, these exclusion prompts ensure that the report does not contain any temporary employee data. The data values contained in the selection box can be modified or cleared completely as needed. To include temporary employees on the report, clear the employee group and employee subgroup from the selected values from the prompts.

- ✓ **Exclude Employee Groups (Temps) O, X** – To remove this exclusion,
  - Make sure the “Exclude Employee Group” prompt is selected (1)
  - Click on O and X in the selection box (2).
  - Click on the left arrow (3).



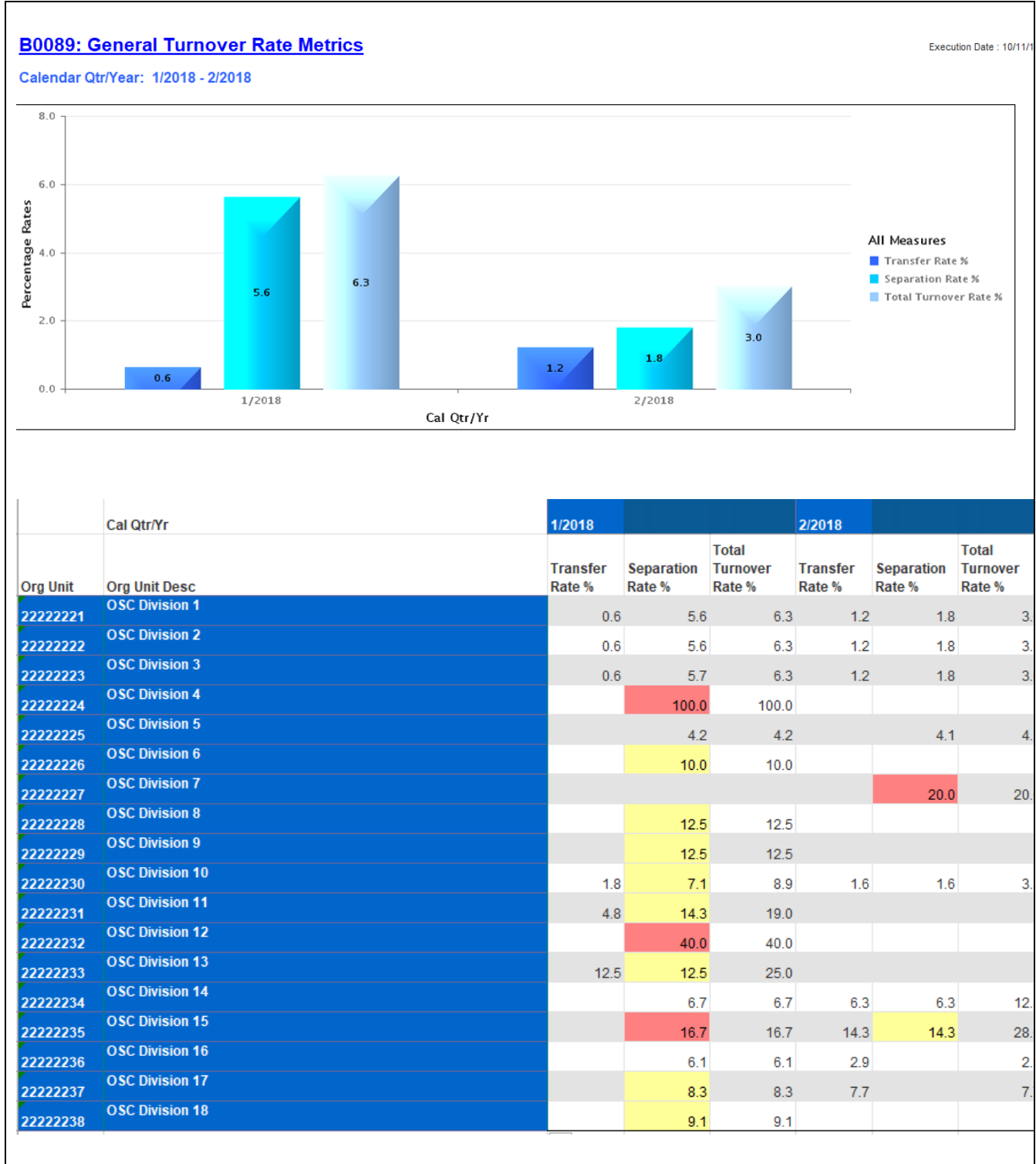
- ✓ **Exclude Employee Subgroup (Temps)** - To remove this exclusion,
  - Make sure the “Exclude Employee Subgroup” prompt is selected (1).
  - Click on one or more Employee Subgroup(s) to remove from the ‘Selected Value(s) box (2).
  - Click on the left arrow icon to remove the desired Employee Subgroup(s) (3).



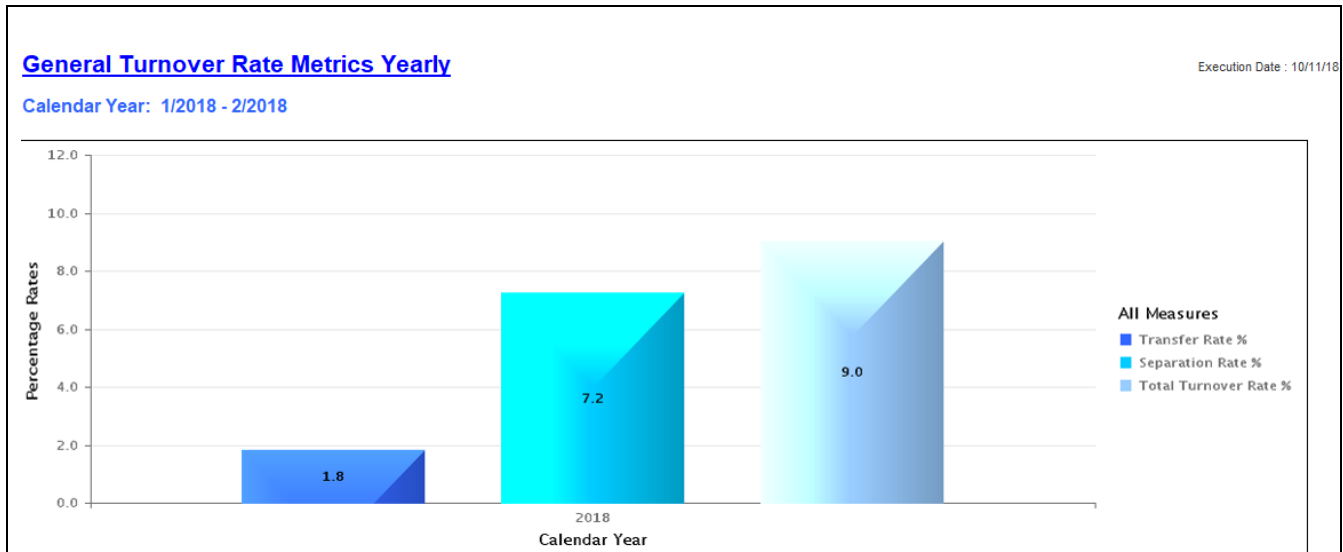
Initial Layout

This report contains four report tabs. Each report tab contains a bar chart, and a detailed crosstab report. These are sample renderings of the reports:

1. B0089 General Turnover Rate Metrics Quarterly tab

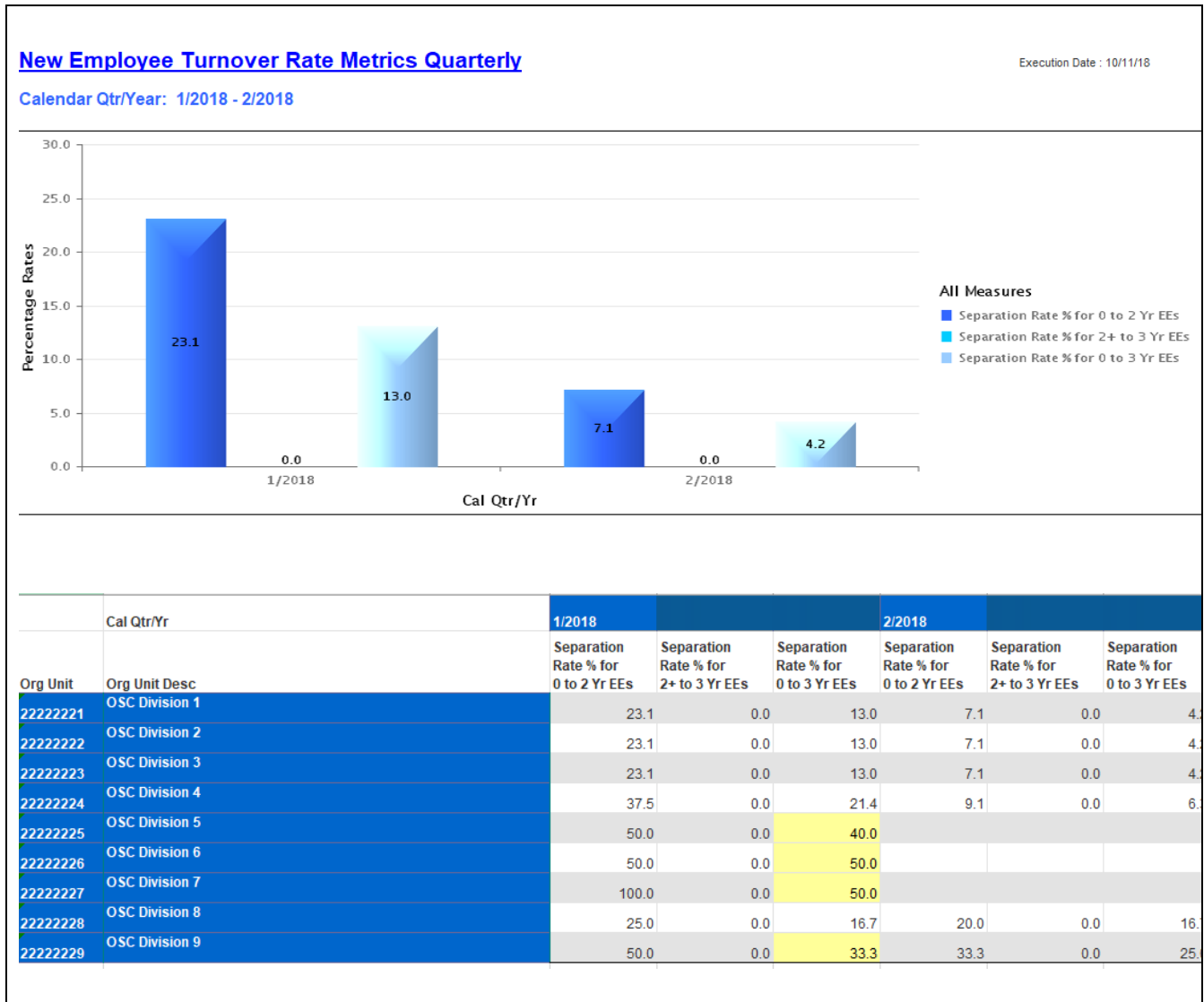


2. General Turnover Rate Metrics Yearly tab



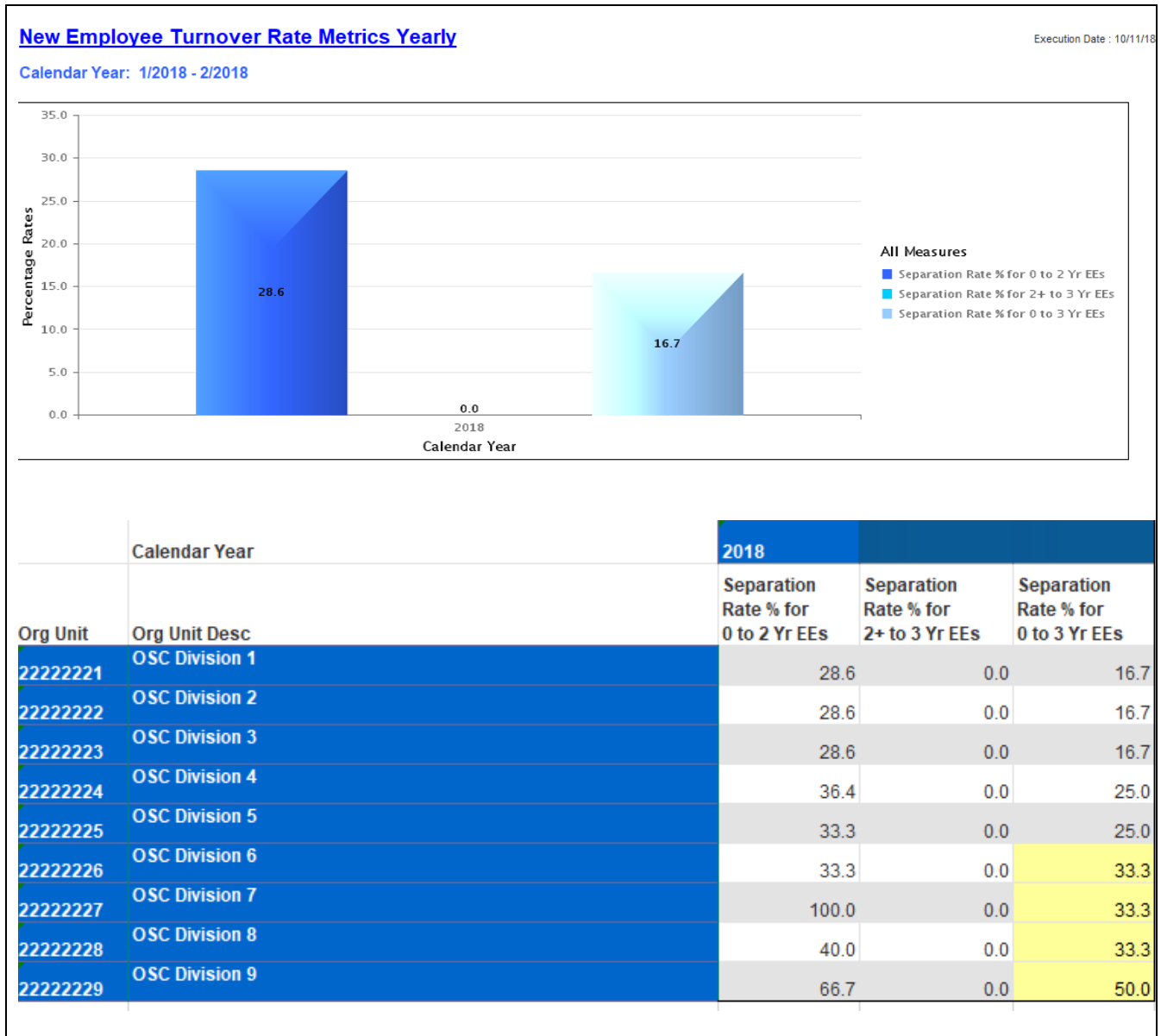
Calendar Year		2018		
Org Unit	Org Unit Desc	Transfer Rate %	Separation Rate %	Total Turnover Rate %
22222221	OSC Division 1	1.8	7.2	9.0
22222222	OSC Division 2	1.8	7.2	9.0
22222223	OSC Division 3	1.8	7.3	9.1
22222224	OSC Division 4		100.0	100.0
22222225	OSC Division 5		8.2	8.2
22222226	OSC Division 6		9.1	9.1
22222227	OSC Division 7		20.0	20.0
22222228	OSC Division 8		11.1	11.1
22222229	OSC Division 9		11.1	11.1
22222230	OSC Division 10	3.3	8.2	11.5
22222231	OSC Division 11	4.0	12.0	16.0
22222232	OSC Division 12		33.3	33.3
22222233	OSC Division 13	10.0	10.0	20.0
22222234	OSC Division 14	6.3	12.5	18.8
22222235	OSC Division 15	14.3	28.6	42.9
22222236	OSC Division 16	2.9	5.9	8.8
22222237	OSC Division 17	7.7	7.7	15.4
22222238	OSC Division 18		9.1	9.1

3. New Employee Turnover Rate Metrics Quarterly tab





4. New Employee Turnover Rate Metrics Yearly tab



The Report Info tab displays the information about the prompts entered.

**Report Info**

Prompt Input

Organizational Unit	Administration
Cal Qtr/Year	1/2018 - 4/2018
Exclude Employee Group	O;X
Exclude Employee Subgroup	15;25;35;45;55;65;75;85;95;0E;1E;2E;3E;4E;5E;6E;7E;8E;9E;Q5;S5;SI;SO;T5;U5;QE;SE;SL;SR;TE;UE;VE;V5

**Available Objects**

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

<ul style="list-style-type: none"> <li>[-] B0089: General Turnover Rate Metrics             <ul style="list-style-type: none"> <li>[-] Organizational Unit                 <ul style="list-style-type: none"> <li>[+] Calendar Year</li> <li>[+] <b>Cal Mth/Yr</b></li> <li>[+] Cal Qtr/Yr</li> <li>[+] <b>Employee Group</b></li> <li>[+] <b>Employee Subgroup</b></li> <li>[+] <b>Hourly Pay Indicator</b></li> <li>[+] <b>Personnel Area</b> <ul style="list-style-type: none"> <li>[*] <b>Organizational Unit - Agency (Key)</b></li> <li>[*] <b>Organizational Unit - Agency (Text)</b></li> <li>[*] <b>Organizational Unit - Branch (Key)</b></li> <li>[*] <b>Organizational Unit - Branch (Text)</b></li> <li>[*] <b>Organizational Unit - Business area (Key)</b></li> <li>[*] <b>Organizational Unit - Business area (Text)</b></li> <li>[*] <b>Organizational Unit - Company code (Key)</b></li> <li>[*] <b>Organizational Unit - Company code (Text)</b></li> <li>[*] <b>Organizational Unit - Division (Key)</b></li> <li>[*] <b>Organizational Unit - Division (Text)</b></li> <li>[*] Organizational Unit - Key</li> <li>[*] <b>Organizational Unit - Personnel Area (Key)</b></li> <li>[*] <b>Organizational Unit - Personnel Area (Text)</b></li> <li>[*] <b>Organizational Unit - Personnel Subarea (Key)</b></li> <li>[*] <b>Organizational Unit - Personnel Subarea (Text)</b></li> <li>[*] <b>Organizational Unit - Section - no branch (Key)</b></li> <li>[*] <b>Organizational Unit - Section - no branch (Text)</b></li> <li>[*] <b>Organizational Unit - Section with Branch (Key)</b></li> <li>[*] <b>Organizational Unit - Section with Branch (Text)</b></li> </ul> </li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>[*] Separation Rate %</li> <li>[*] Separation Rate % for 0 to 2 Yr EEs</li> <li>[*] Separation Rate % for 0 to 3 Yr EEs</li> <li>[*] Separation Rate % for 2+ to 3 Yr EEs</li> <li>[*] Total Separations for 0 to 3 Yr EEs</li> <li>[*] Total Turnover</li> <li>[*] Total Turnover Rate %</li> <li>[*] Transfer Rate %</li> <li>[-] Variables             <ul style="list-style-type: none"> <li>[*] Prompt Response Cal Qtr/Year</li> <li>[*] Prompt Response Cal Year</li> <li>[*] Prompt Response Exclude Employee Group</li> <li>[*] Prompt Response Exclude Employee Subgroup</li> <li>[*] Prompt Response Organizational Unit</li> </ul> </li> <li>[-] References</li> </ul>
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**Special Report Considerations/Features**

- There is a known issue with the Calendar Qtr/Year prompt. If you refresh values for Calendar Qtr/Year and select start and end values from the list of values, you will get an error. The report will not run. Work around this issue by entering the dates directly as described in the instructions above.
- This report excludes hourly employees.
- This report excludes supplemental employees in the following list:

**Employee Groups:**

- O – Supplemental Staff
- X – Supplemental Staff Grant

**Employee Subgroups:**

0E;15;1E;25;2E;35;3E;45;4E;55;5E;65;6E;75;7E;85;8E;95;9E;Q5;QE;S5;SE;SI;  
SL;SO;SR;T5;TE;U5;UE;V5;VE

0E	PT S-FLSAOT Temp MAG	95	FT N-FLSAOT Temp CSC
15	FT N-FLSAOT Temp Dir	9E	PT N-FLSAOT Temp CSC
1E	PT N-FLSAOT Temp Dir	Q5	FT N-FLSAOT Temp SC
25	FT N-FLSAOT Temp JB1	QE	PT N-FLSAOT Temp SC
2E	PT N-FLSAOT Temp JB1	S5	FT N-FLSAOT Temp CJP
35	FT N-FLSAOT Temp JB2	SE	PT N-FLSAOT Temp CJP
3E	PT N-FLSAOT Temp JB2	SI	FT N-FLSAOT Temp ACJP
45	FT N-FLSAOT Temp JB3	SL	PT N-FLSAOT Temp ACJP
4E	PT N-FLSAOT Temp JB3	SO	FT S-FLSAOT Temp ACJP
55	FT N-FLSAOT Temp DA	SR	PT S-FLSAOT Temp ACJP
5E	PT N-FLSAOT Temp DA	T5	FT N-FLSAOT Temp AD
65	FT N-FLSAOT Temp ADA	TE	PT N-FLSAOT Temp AD
6E	PT N-FLSAOT Temp ADA	U5	FT N-FLSAOT Temp JBS
75	FT N-FLSAOT Temp MAG	UE	PT N-FLSAOT Temp JBS
7E	PT N-FLSAOT Temp MAG	V5	FT S-FLSAOT Temp JBS
85	FT S-FLSAOT Temp CR	VE	PT S-FLSAOT Temp JBS
8E	PT S-FLSAOT Temp CR		

- This report excludes actions reasons: Cancel Separation Pay Continuation and Did Not Report.
- Scorecard colors are applied only to the Separation Rate % column using the following criteria:
  - \*\*<=7%: No color (Implied Green)
  - \*\*7.1 - 15%: Yellow
  - \*\*>15%: Red
  - \*\*0 to 3 Yr EE Separations <=25% No color (Implied Green)
  - \*\*0 - 3 Yr EE Separations 25.1 - 50%: Yellow
  - \*\*0 to 3 Yr EE Separations >50%: Red

**Change Log**

<b>Effective Date</b>	<b>Change description</b>
2/15/2017	Initial version of report migrated to BOBJ.
2/21/2019	<ul style="list-style-type: none"><li>• Report description created and published</li><li>• Calendar Quarter/year date prompt issue noted</li></ul>