



B0098 Time to Process Separations Metrics

Report Description:

The B0098 Time to Process Separations Metrics report compares the effective date of the employee separation action to the date it was processed to determine whether the change was processed retroactively or not, and if so, by how many days.

The report contains the following calculations:

- **Processed On Time
- **1 - 29 Days Retro
- **30 - 59 Days Retro
- **>59 Days Retro
- **Total Transactions

Report Location:

Agency Performance Metrics

Report uses:

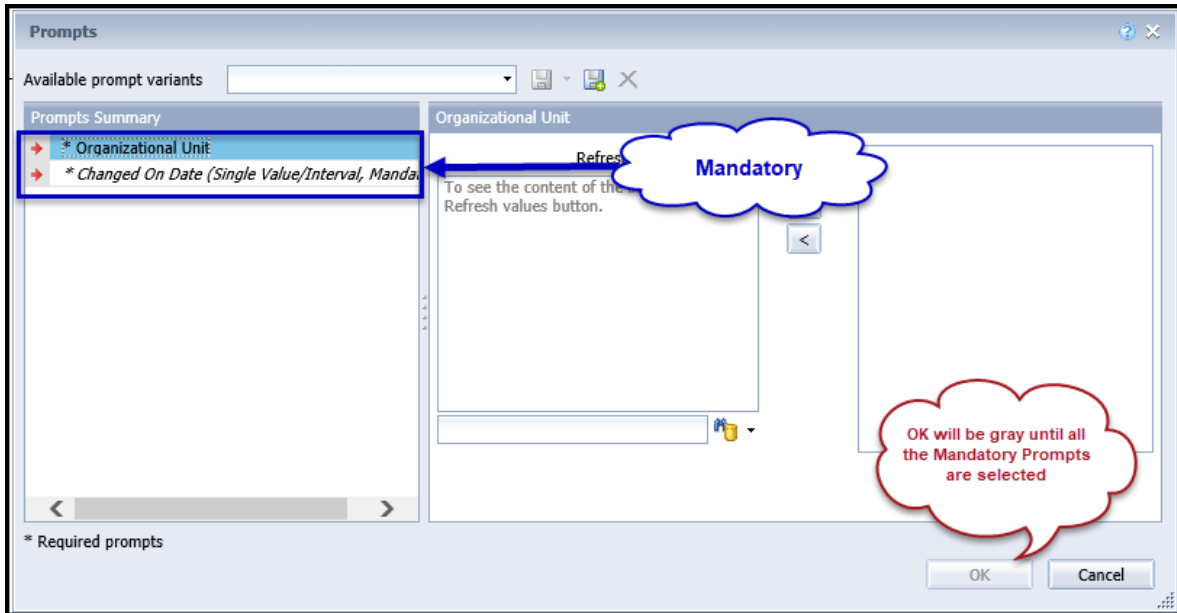
This Report is useful in identifying the timely processing of separations, which is critical to ensure that the state is not erroneously paying employees after they have separated from state government.

This report is useful in identifying separations that were not processed in a timely manner. The employee is an available object on the report, and can be added to the base report. This would identify employees who may have been incorrectly paid. This list could be used by agencies when investigating to determine if funds need to be recouped from the employee.

Table of Contents

How to run this report.....	2
Mandatory Prompts	2
Initial Layout	3
Available Objects:	5
Special Report Considerations/Features:	6

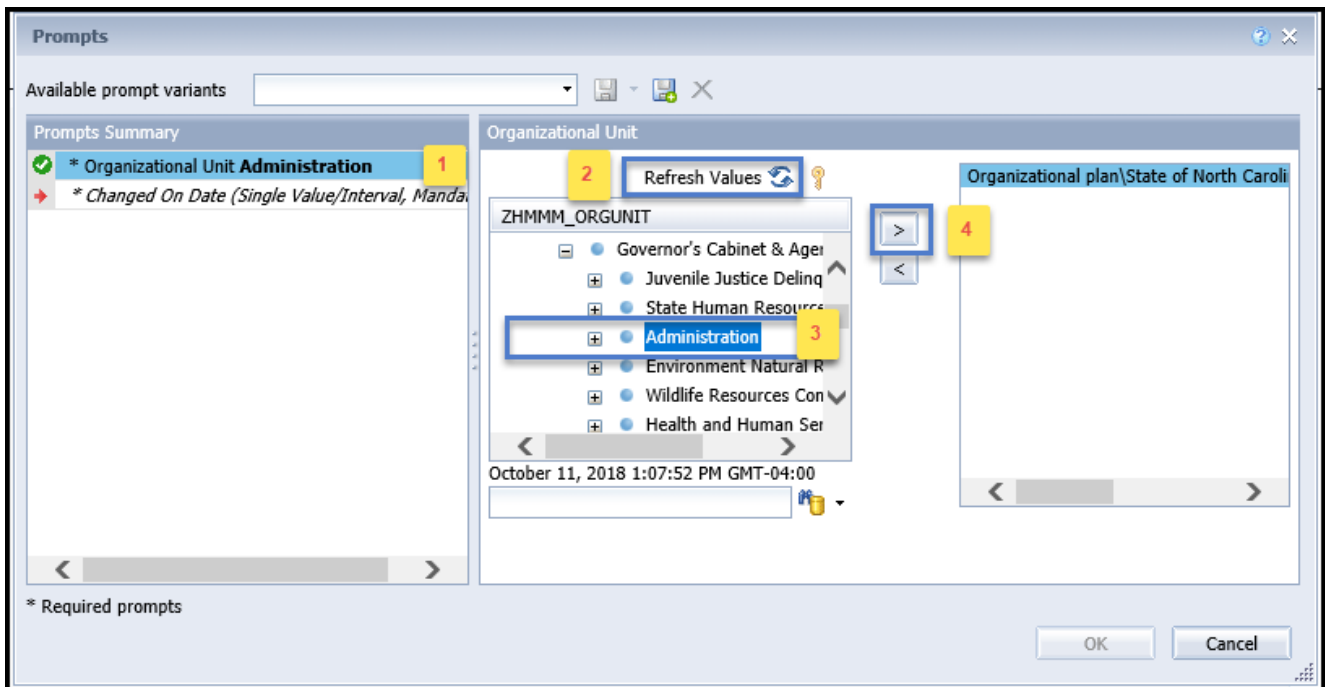
How to run this report



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 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).



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

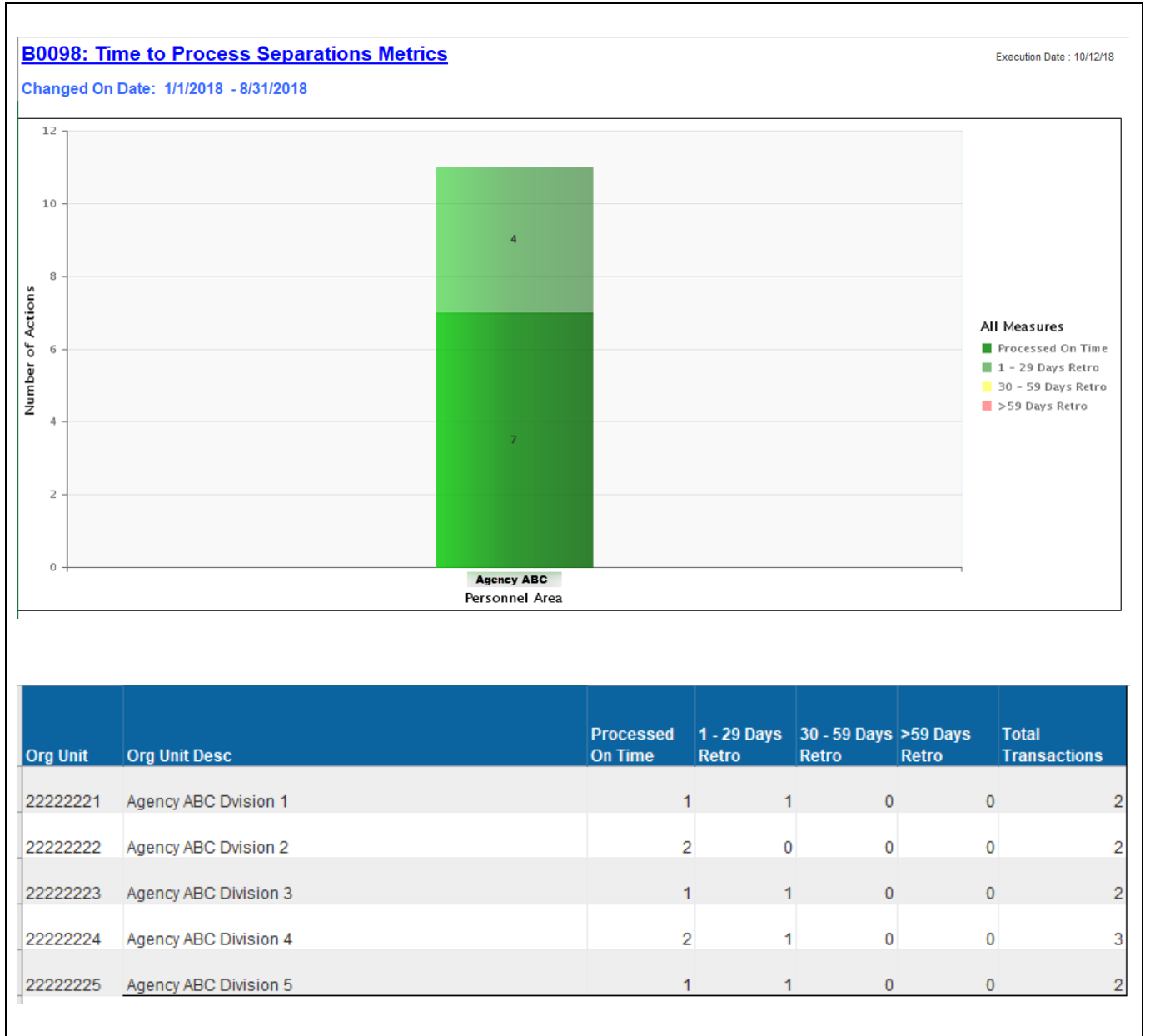
The screenshot shows a software window titled "Prompts". At the top, there is a dropdown menu for "Available prompt variants" and icons for save, refresh, and close. Below this is a "Prompts Summary" list on the left, containing two items: "* Organizational Unit Administration" (checked) and "* Changed On Date (Single Value/Interval, Mandatory)" (highlighted with a red arrow and a yellow box labeled '1'). The main area of the window is titled "Changed On Date (Single Value/Interval, Mandatory)". It contains two input fields: "Start value" and "End value", both with the placeholder text "M/d/yyyy". Next to each input field is a yellow box with a number (2 for start, 4 for end) and a calendar icon (3 for start, 5 for end). At the bottom left, there is a note "* Required prompts". At the bottom right, there are "OK" and "Cancel" buttons.

B0098 TIME TO PROCESS SEPARATIONS METRICS

Initial Layout

This report contains one report tab and one Report Info tab. Below are sample renderings from each tab.

B0098 Time to Process Separation Metrics tab:

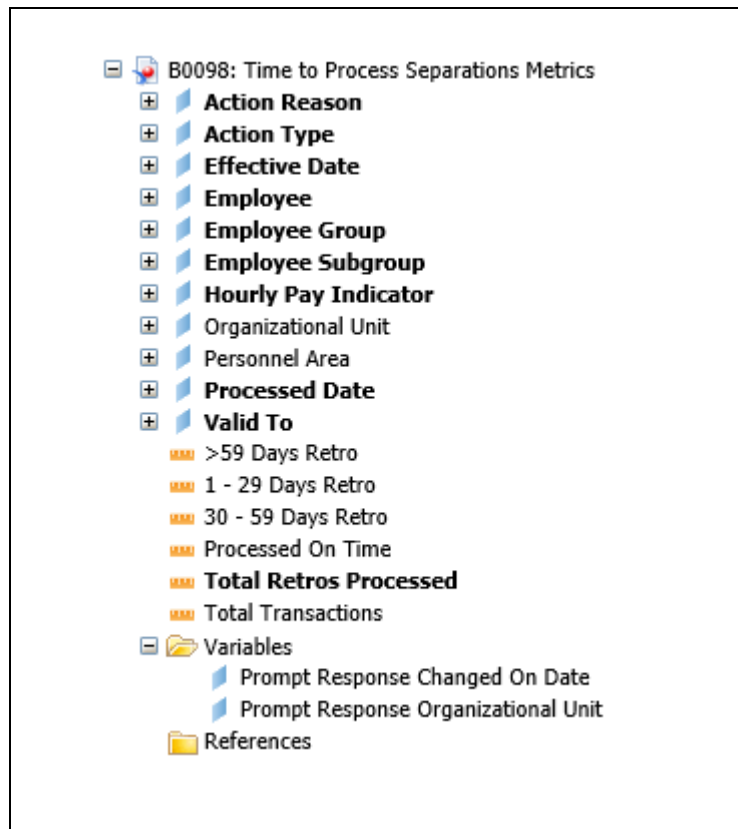


The Report Info tab displays the information about the prompts entered.

Report Info	
Prompt Input	
Organizational Unit	Agency ABC
Changed On Date	1/1/2018 - 8/31/2018

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:

- This report includes only ZF and ZG (separation) actions
- Scorecard colors are applied only to the Retro columns using the following criteria:
 - **1 - 29 Days Retro > 0 No color (Implied Green)
 - **30 - 59 Days Retro > 0: Yellow
 - **>59 Days Retro > 0: Red

Change Log:

Effective Date	Change description
2/9/2017	Initial version of report migrated to BOBJ.
2/21/2019	Report description created and published