

EMPLOYEE RANGE REVISIONS AND REALLOCATIONS



REPORT DESCRIPTION B0012 | WEB INTELLIGENCE

The purpose of this report description is to explain the Employee Range Revisions and Reallocations report and how to generate it in the system.

REPORT DESCRIPTION

This report lists employees who have received a Range Revision or Reallocation and shows if there is a balance. Provides jump to 'B0022: Comments' report.

REPORT LOCATION

PA: Compensation

REPORT USES

- Report shows if an increase was given to the employees.
- Report shows if a partial increase was given and the remaining balance.
- Agencies should generate this report to identify/validate which employees have received a Reallocation or Range Revision.

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How to generate this report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found on the OSC website at https://www.osc.nc.gov/documents/files/web-intelligence-prompts.

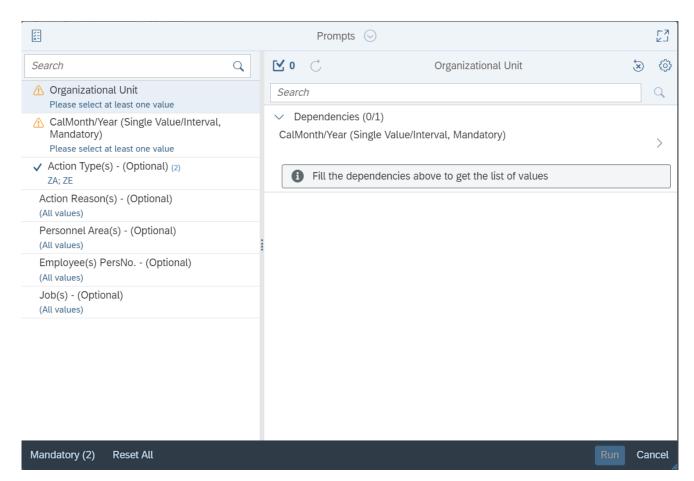
The Mandatory prompts for this report are:

- Organizational Unit
- CalMonth/Year (Single Value/Interval, Mandatory)

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as optional in parentheses beside the prompt.

The Optional prompts are:

- Action Type(s) (Optional)
- Action Reason(s) (Optional)
- Personnel Area(s) (Optional)
- Employee(s) PersNo. (Optional)
- Job(s) (Optional)



Initial Layout

The report lists employees who have received a Reallocation or Range Revision during the time frame selected. Below is a sample rendering.

B0012: Employee Range Revisions & Reallocations Calendar Month/Year: 01/2012 - 12/2012 Organizational Organizational Employee's **Emp Pay Emp Pay** Emp Pay **Emp Pay** MOUSE Audio/Visual Career Public Relations 2111111 12345678 30005026 Communications MICKEY 61111111 Specialist Banded Banding Career Public Relations 2111111 Communications PIG, PETUNIA 62222222 Press Secretary Banded Banding 30005020

Continued...



B0022: Comments Execution Date: 12/15/15 **Employee** 12345679 - Petunia A Pig Organizational Unit 21111111 - Communications Position 62222222 - Press Secretary 0000 - Actions Infotype Subtype # - Not assigned Valid From - Valid To 12/1/12 - 5/14/14 HD: 12-11-12# As approved by Bugs Bunny, this reallocation is being granted to reflect acquired duties and responsibilities# as a result of additional projects assigned by the General Assembly.

Available Objects

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

Dimensions

- Action Reason
- Action Type
- Agency Hire Date
- Comments?
- Effective Date
- Emp Pay Area
- Emp Pay Group
- Emp Pay Level
- Emp Pay Type
- Employee

Measures

- Annual Salary
- Pct Chg in Salary
- Prior Salary
- Wage Type Amount

Variables

- No Pct Change
- Prompt Response Action Reason
- Prompt Response Action Type
- Prompt Response Cal Mth/Yr
- Prompt Response Employee PersNo
- Prompt Response Job
- Prompt Response Organizational Unit
- Prompt Response Personnel Area

- Employee Group
- Employee Subgroup
- Employee's Name
- Job
- Job Branch
- Job Family
- Organizational Unit
- Original Hire Date
- Personnel Area
- Position

- Prior Emp Pay Area
- Prior Emp Pay Type
- Processed Date
- Prior Emp Pay Group -Key (Not Compounded)
- Prior Emp Pay Level -Key (Not Compounded)

Dimensions

- > & Action Reason
- > 🛠 Action Type
- > 🕆 Agency Hire Date
 - ♣ Comments?
- > & Effective Date
- > 😤 Emp Pay Area
- > 😤 Emp Pay Group
- > 🕏 Emp Pay Level
- > 😤 Emp Pay Type
- > 🗫 Employee
- > 🕏 Employee Group
- > 😤 Employee Subgroup
- > 🖒 Employee's Name
- > 🗫 Job
- > 🕏 Job Branch
- > 😤 Job Family
- > 📌 Organizational Unit
- > 😤 Original Hire Date
- > & Personnel Area
- > & Position
- > 📌 Prior Emp Pay Area
- > & Prior Emp Pay Type
- > & Processed Date
 - Prior Emp Pay Group Key (Not Compounded)
 - ♣ Prior Emp Pay Level Key (Not Compounded)

Measures

- Annual Salary
- The Pct Chg in Salary
- Prior Salary
- Wage Type Amount

Variables

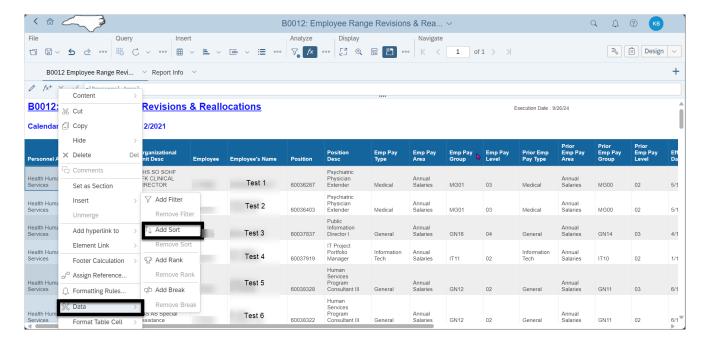
- No Pct Change
- * Prompt Response Action Reason
- Prompt Response Action Type
- ♣ Prompt Response Cal Mth/Yr
- ♣ Prompt Response Employee PersNo
- Prompt Response Job
- * Prompt Response Organizational Unit
- * Prompt Response Personnel Area

Special Report Considerations/Features

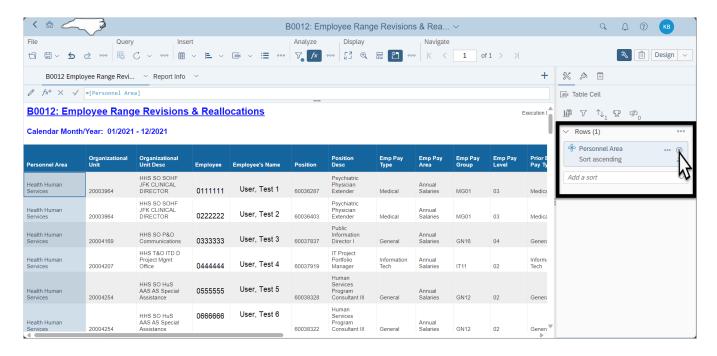
- Contractors are excluded.
- Report only pulls active employees.
- To change the sorting for the desired column

By default, data is sorted by Personnel Area. (This can be changed as needed).

- 1. Left click to select the desired column
- 2. Right click on the desired column
- 3. Select Data
- 4. Select Add Sort or Edit Sort

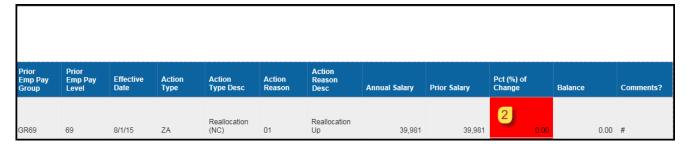


- 5. The Sort menu will display on the right-side panel
- 6. Hover the cursor in the top right corner of the desired category
- 7. Click the X to remove the sort.



- Conditional Formatting/Alerts
 - o Columns Employee (1) and Pct Chg (2) will be highlighted to Red if the below criteria is true.
 - Criteria for Conditional Formatting: Turn cell red if Pct Change = 0 AND Action is Not (ZA/06 or ZE/05)





CHANGE LOG

Effective 4/5/19

• NO changes have been made to the content of the report description. ONLY formatting changes to the Headers and Footers.

Effective 3/28/23

• Alt text added, TOC corrected, headers and footers updated. L. Williams

Effective 10/07/2024

• Update to Business Objects 4.3 K. Bridges

Effective 10/23/2024

• Added "RESTRICTED per N.C.G.S. § 126-22" to the footer. -L.Lee