POSITION/EMPLOYEE COMPETENCY LEVEL COMPARE (BANDED)
REPORT DESCRIPTION B0030 | WEB INTELLIGENCE

<div style="border:1px solid black">BOBJ</div>

The purpose of this report description is to explain how to generate and use the Position/Employee Competency Level Compare (Banded) report in the Integrated HR-Payroll System.

REPORT DESCRIPTION

This report shows the Competency (Pay Level) settings along with other relevant Pay attributes for Employee, Job, and Position for Banded Pay Types.

REPORT LOCATION
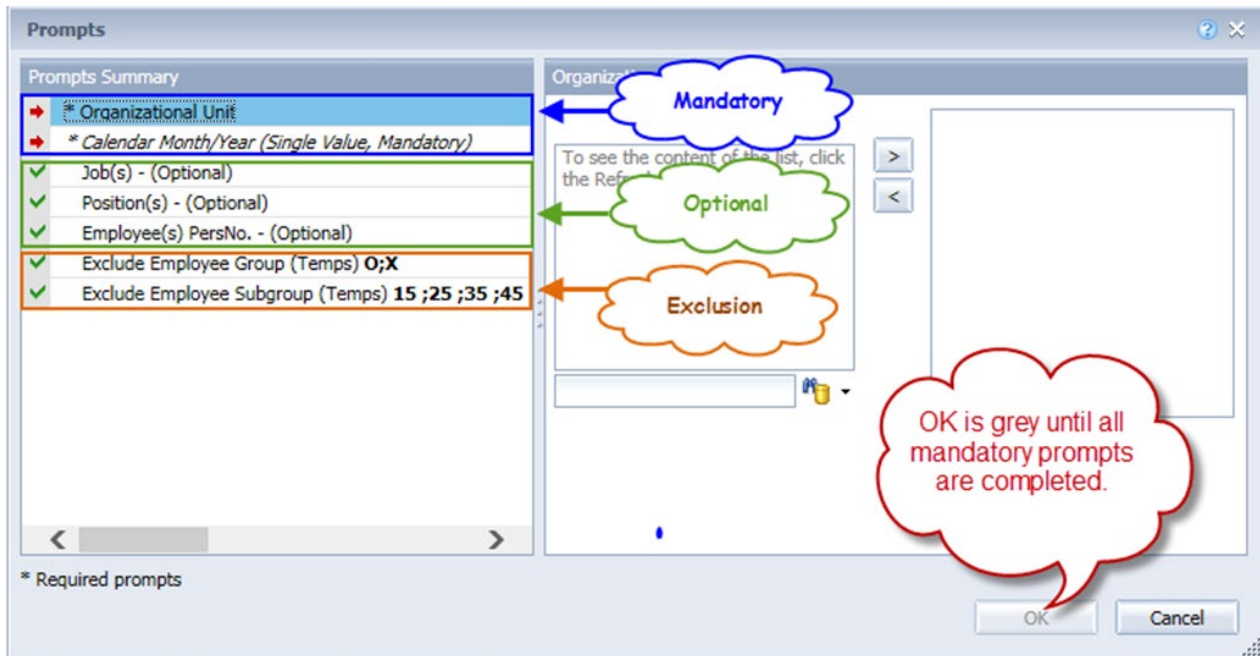
PA: Compensation

REPORT USES

This report is used to compare the Competency Level settings on Employee and Position for Banded pay types so that corrective action may be taken when discrepancies are found.

| Quick Links	

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 the "Refresh Values" icon to see the list of Org Units (2).
- Navigate down to the desired Org Unit (3).
- Click the right arrow to add it to the selection box (4).
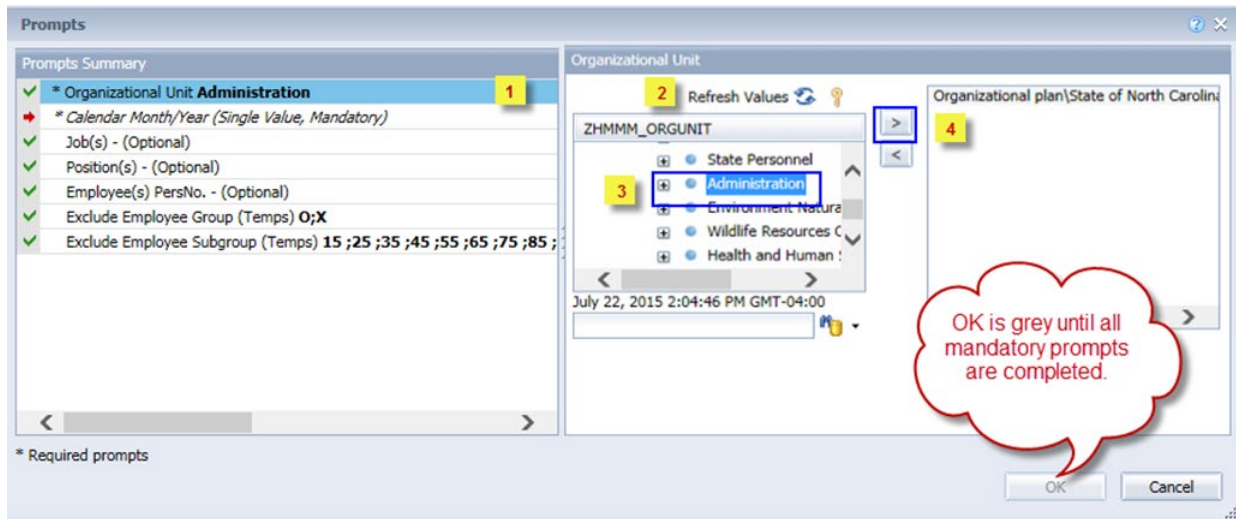
➔ ***Calendar Month/Year:** To select data for this prompt:
- Make sure the "Calendar Month/Year" prompt is selected (1).
- Type in a wildcard year (*yyyy) to search for available months in a specific year (2).
- Click the search icon (3).
- Navigate to the desired date (4).
- Click the right arrow to add it to the selection box (5).
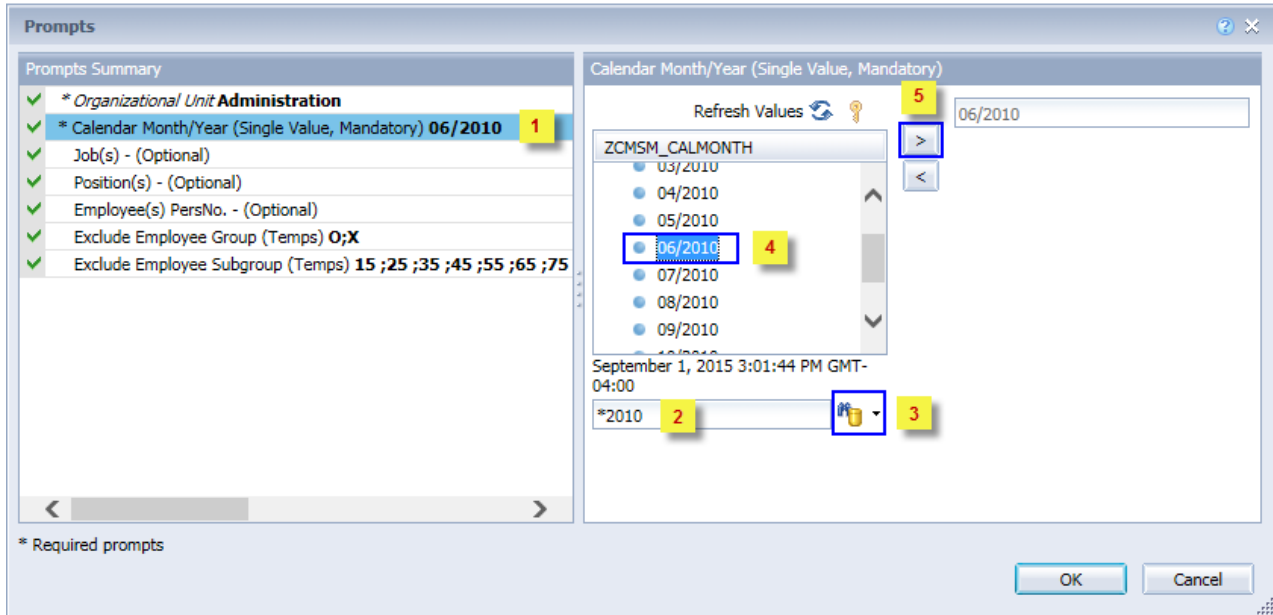

Optional Prompts

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.

✓ **Job(s) - (Optional):** To select data for this prompt:
- Make sure the "Personnel Area(s) - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Personnel Area (2).
- Click the search icon (3).
- To see the key value for each Personnel Area, click the key icon (4).
- Select the desired Personnel Area (5).
- **OR**, if the Personnel Area key or Personnel Area name are known, skip steps 2 through 5 and enter it directly in (6).
- Click the right arrow to add the Personnel Area to the selection box (7).
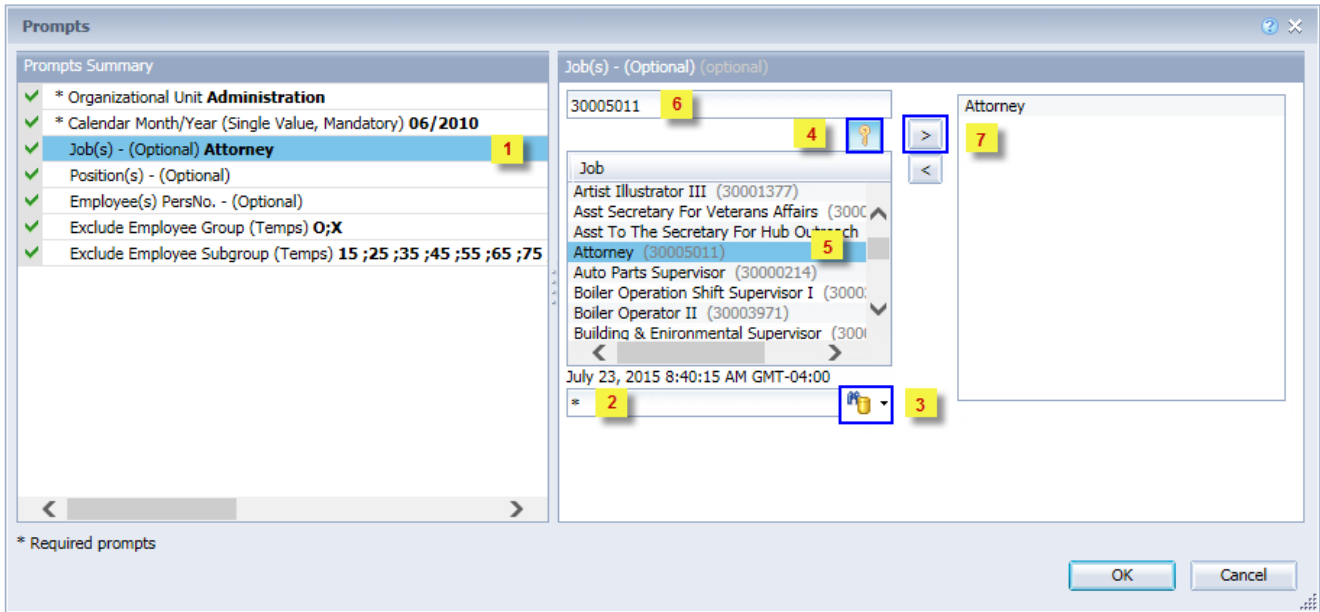
✓ **Position(s) - (Optional):** To select data for this prompt:
  - Make sure the "Position(s) - (Optional)" prompt is selected (1).
  - Enter a search text with an asterisk (*) in the search box to view the list of values for Position (2).
  - Click the search icon (3).
  - To see the key value for each Position, click the key icon (4).
  - Select the desired Position (5).
  - **OR**, if the Personnel Area key or Personnel Area name are known, skip steps 2 through 5 and enter it directly in (6).
 - Click the right arrow to add the Position to the selection box (7).
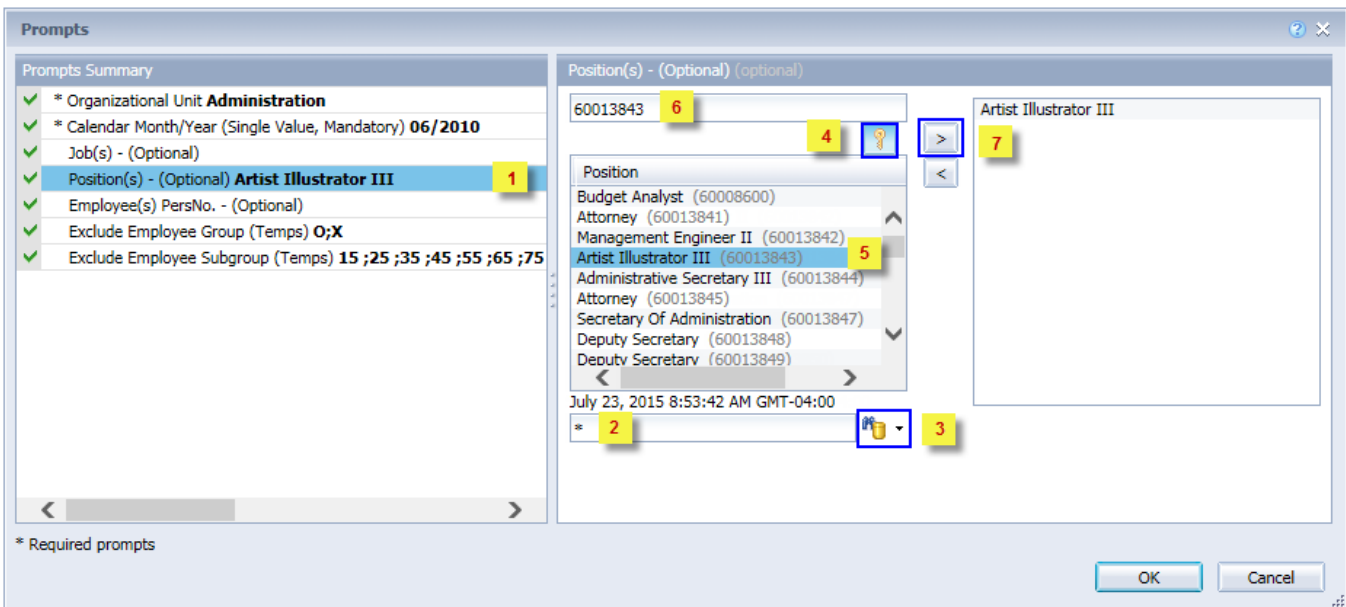
NOTE: Since the system contains a large number of positions, using only the single wildcard character (*) can be very slow and may result in an error if the search exceeds the system limit. If this happens, narrow down the search by using the wildcard with specific text strings such as:

- Deputy*
- *Analyst*
- Admin*

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

✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
  - Make sure the "Employee(s) PersNo. - (Optional)" prompt is selected (1).
  - Enter an employee number in the search box to verify the employee name (2).
  - Click the search icon drop down arrow and select "Search in key" (3).
  - Click the search icon (4).
  - To see the employee number, click the key icon (5).
  - Select the desired Employee (6).
  - **OR**, if the employee number is known, skip steps 2 through 6 and enter it directly in (7).
  - Click the right arrow to add the Employee to the selection box (8).
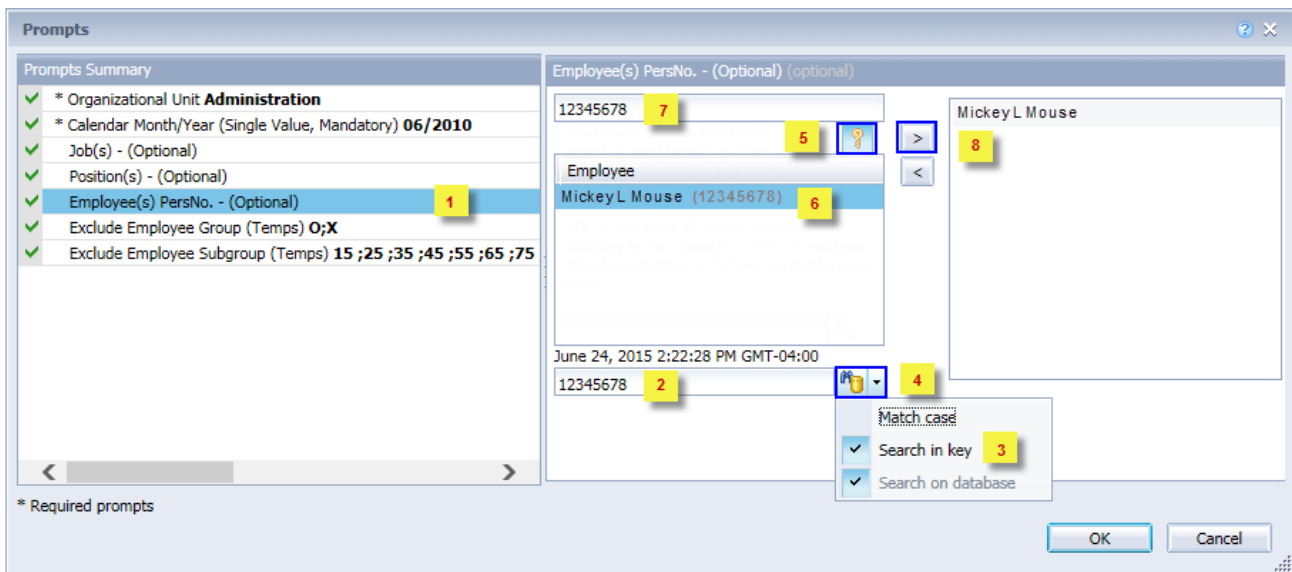
NOTE: Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down the search by using the wildcard with specific text strings when looking for an employee by name such as:

- Mickey*Mouse*
- *Mouse

If the employee number is known, it is best to use the manual entry field (in step 7) to enter the selection.

Exclusion Prompts

Exclusion prompts are indicated with a green check mark (✓) also 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 Group (Temps)**
    To remove this exclusion:

- Make sure the "Exclude Employee Group (Temps)" prompt is selected (1).
- Select one or more Employee Group(s) to remove from the box on the right (2).
- Click the left arrow icon to remove the desired Employee Group(s) (3).
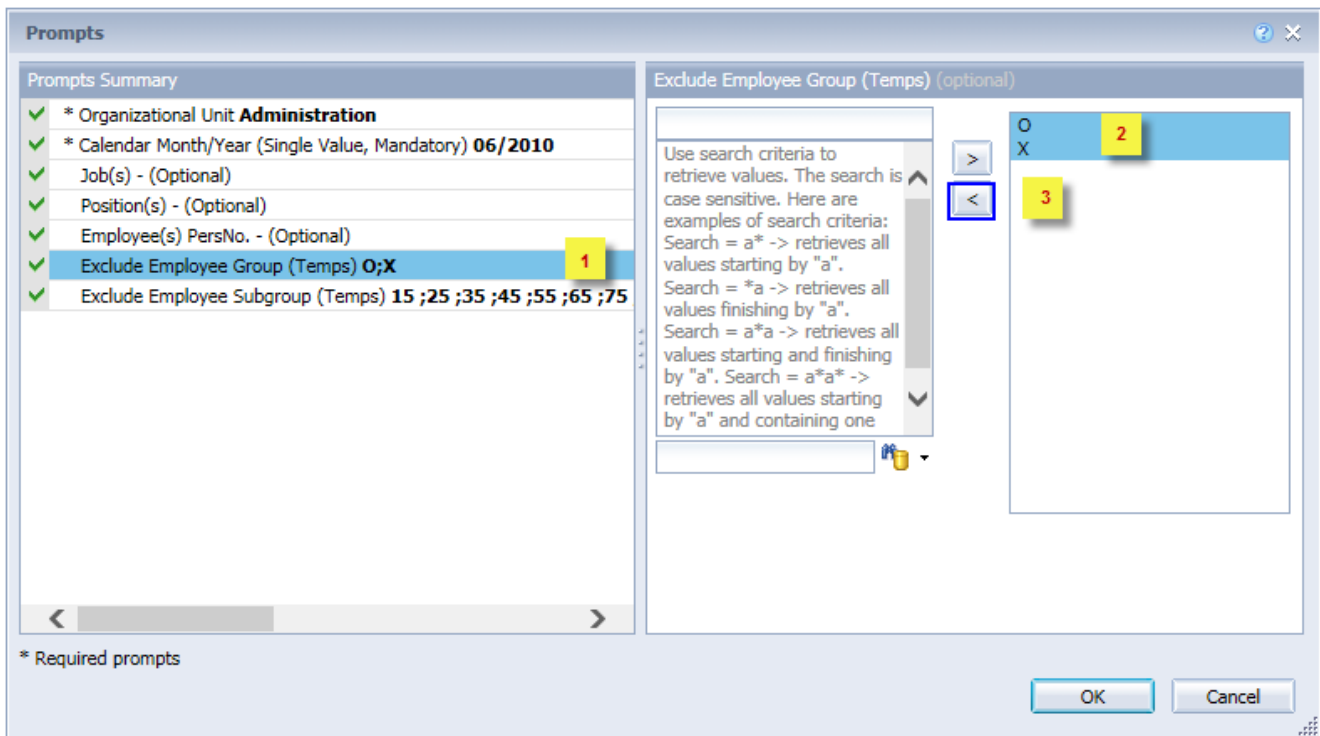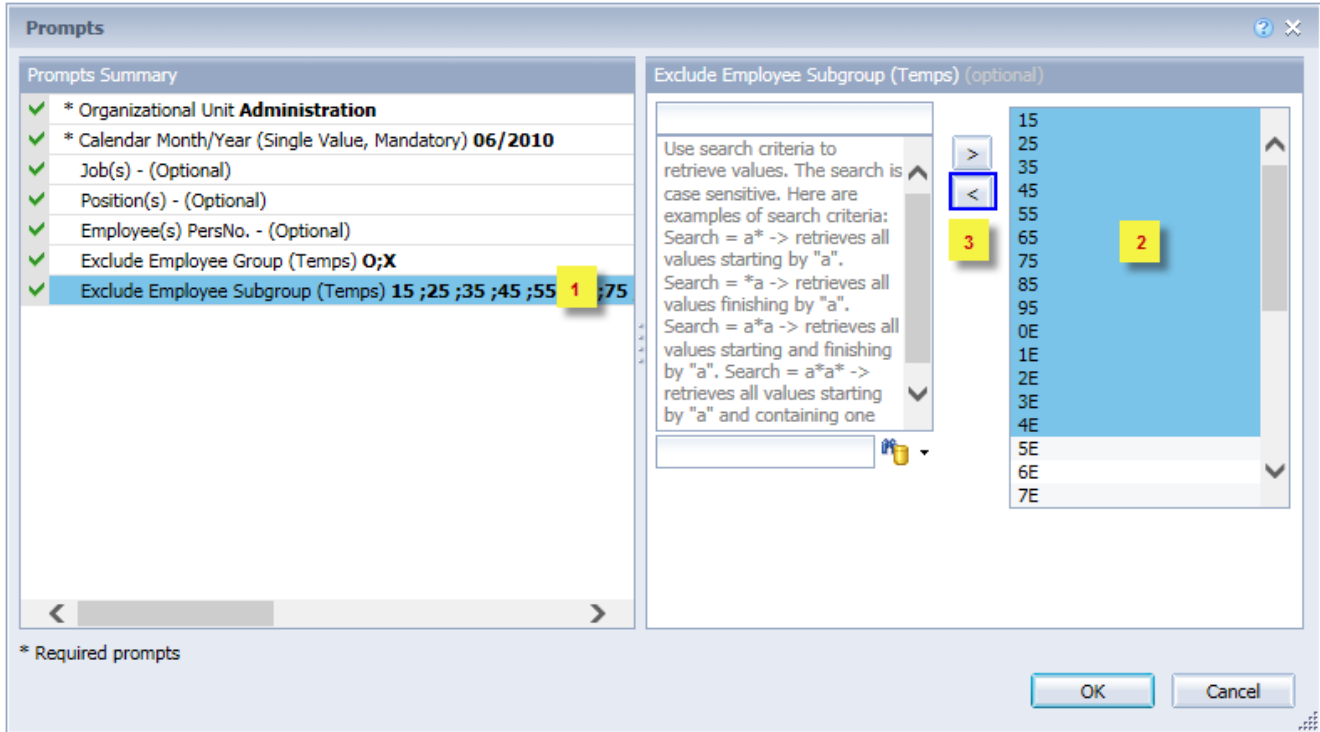

NOTE: The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. To clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.

✓ **Exclude Employee Subgroup (Temps)**
  To remove this exclusion:

- Make sure the "Exclude Employee Subgroup (Temps)" prompt is selected (1).
- Select one or more Employee Subgroup(s) to remove from the box on the right (2).
- Click the left arrow icon to remove the desired Employee Subgroup(s) (3).

NOTE: The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. If you want to clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.

Initial Layout

The report shows the Competency (Pay Level) settings along with other relevant Pay attributes. Below is a sample rendering.

B0030: Position/Employee Competency Level Compare (Banded) as of 09/2015

Personnel Area	Job	Job Desc	Job Pay Type	Job Pay Area	Job Pay Group	Job Pay Level	Position	Position Desc	Pos Pay Type	Pos Pay Area	Pos Pay Group
Administration	39999999	Business And Technology Applic Analyst	Banded	Career Banding	39999999	CB	69999999	Business And Technology Applic Analyst	Banded	Career Banding	39999999

Continued…

Pos Pay Level	Employee	Employee's Name	Emp Pay Type	Emp Pay Area	Emp Pay Group	Emp Pay Level	Annual Salary	Ref Rate	Emp Mkt Index	Job Min Pay	Job Max Pay
J	1234567	DOE, JANE	Banded	Career Banding	39999999	J	61,449	74,220	0.83	43,590	104,454

Available Objects

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

B0030: Position/Employee Competency Level Compare (Banded)
- Agency Hire Date
- ⊞ Age Range
- ⊞ Cal Mth/Yr
- ⊞ Education Level
- ⊞ Employee
- Employee's Name
- ⊞ Employee Group
- ⊞ Employee Subgroup
- ⊞ Emp Pay Area
- ⊞ Emp Pay Group
- ⊞ Emp Pay Level
- ⊞ Emp Pay Type
- ⊞ Ethnic Origin
- ⊞ Gender
- ⊞ Job
- ⊞ Job Branch
- ⊞ Job Family
- ⊞ Job Pay Area
- ⊞ Job Pay Group
- ⊞ Job Pay Level
- ⊞ Job Pay Type
- Length of Service
- ⊞ Organizational Unit
- Original Hire Date
- ⊞ Personnel Area
- ⊞ Personnel Subarea
- ⊞ Position
- ⊞ Pos Pay Area
- ⊞ Pos Pay Group
- ⊞ Pos Pay Level
- ⊞ Pos Pay Type
- Annual Salary
- Emp Reference Salary
- FTE Annual Salary
- Job Max Pay Level
- Job Min Pay Level
- Variables
  - Emp Mkt Index

Special Report Considerations/Features

- Temporary employees are excluded by default, but this can be changed.
- Report only pulls active employees with Banded Pay Type.

Change Log

Effective 5/25/23

- Updated grammar, accessibility, and alt text. L. Williams