

# DISCIPLINARY WARNINGS

**REPORT DESCRIPTION B0051 | WEB INTELLIGENCE** 

The purpose of this report description is to explain how to generate the Disciplinary Warnings report.

## **REPORT DESCRIPTION**

The report provides list of employees who have received a warning.

#### **REPORT LOCATION**

PA: Warnings (Disciplinary)

#### **REPORT USES**

This report is used to monitor and track the status of disciplinary warnings for active employees.

### QUICK LINKS

How to generate Report	2
Initial Layout	3
Available Objects	5
Special Report Considerations/Features	7

## How to generate 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 at <a href="https://www.osc.nc.gov/documents/files/web-intelligence-prompts">https://www.osc.nc.gov/documents/files/web-intelligence-prompts</a>.

The Mandatory prompts for this report are:

- Organizational Unit
- From Day (Single Value, Mandatory)
- To Day (Single Value, 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:

- Personnel Area(s) (Optional)
- Employee Group(s) (Optional)
- Employee Subgroup(S) (Optional)
- Employee(s) PersNo. (Optional)
- Reason(s) (Optional)

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Organizational Unit     Please select at least one value	Sea	arch						Q		
From Day (Single Value, Mandatory) Please select at least one value	To	Dependenc Day (Single	cies (0/1) e Value, M	andatory	)			>		
To Day (Single Value, Mandatory) Please select at least one value		G Fill the	denende	ncies abo	we to get the list of values					
Personnel Area(s) - (Optional) (All values)		• Hattie	depende							
Employee Group(s) - (Optional) (All values)										
Employee Subgroup(s) - (Optional) (All values)										
Employee(s) PersNo (Optional) (All values)										
Reason(s) - (Optional) (All values)	Q Image: Constraint of the second seco									
Mandatory (3) Reset All						Run	С	ancel		

# Initial Layout

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

<u>B0051: Dis</u>	ciplinary W	arnings					
From Day - To	Day: 1/1/2013	- 12/31/2015					
Personnel Area	Organizational Unit	Organizational Unit Desc	Employee's Name	Employee	Gender	Ethnic Origin	Subtype
Administration	22222222	ADMIN Public Relations	PIG, PETUNIA	23456789	Female	White (Non- Hispanic/Lat ino)	Disciplinary Action
	233333333	ADMIN Marketing	MOUSE, MICKEY	12345678	Male	White (Non- Hispanic/Lat ino)	Disciplinary Action

# Continued ...

	Date : 7/25/18						
Reason	Effective Date	Valid To	Status - Time From	Status - Resolved At	Status - Result	Comments?	Estimated Costs
DA- WritWarnPersCo nd	9/17/2013	3/17/2015	#	#	#	#	0.00
DA- WritWarnPersCo nd	11/12/2014	5/12/2016	#	#	#	X	0.00
				P	ersonnel Area	a - Administration	0.00
						Total	0.00

# 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

- Agency Hire Date
- Comments?
- Date Entered
- Date Settled
- Effective Date
- Emp Pay Area
- Emp Pay Group
- Emp Pay Level
- Emp Pay Type
- Employee
- Employee Group

- Employee Subgroup
- Employee's Name
- Employment Status
- Ethnic Origin
- Gender
- Grievance Number
- Job
- Military Status
- Organizational Unit
- Original Hire Date
- Personnel Area

- Personnel Subarea
- Position
- Reason
- Status Resolved At
- Status Result
- Status Time From
- Subtype
- Supervisor
- Valid To
- Veteran Status

# Measures

• Estimated Costs

# Variables

- Prompt Response Employee Group
- Prompt Response Employee PersNo
- Prompt Response Employee Subgroup
- Prompt Response From Day To Day
- Prompt Response Organizational Unit
- Prompt Response Personnel Area
- Prompt Response Reason



## **Special Report Considerations/Features**

- Temporary employees are excluded by default but this can be changed.
- 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

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B0051: Disc	<u>iplinary W</u>	K Cut								E	xecution Date :	9/19/24		í I
From Day - To D	ay: 1/1/2021	🗇 Сору												
Personnel Area	Organizational Unit	Hide	> Dol	Employee's Name	Employee	Gender	Ethnic Origin	Subtype	Reason	Effective Date	Valid To	Status - Time From	Status - Resolved At	Status - Result
		Comments					White (Non-	Dissistingen	DA-					
Transportation	20001693	Set as Section	V	7 Add Filter		Male	Latino)	Action	Cond	4/13/21	3/9/22	#	#	#
		Insert	>	Remove Filter			White (Non- Hispanic/	Disciplinary	DA-Writ					
	20001710	Unmerge		↓ Add Sort		Male	Latino)	Action	WarnJob Perf	6/29/21	6/30/22	#	#	#
		Add hyperlink to	>	Remove Sort			(Non-	Dissipliness	DA-					
	20001710	Element Link	> \$	2 Add Rank		Male	Latino)	Action	Cond	7/14/21	4/6/24	#	#	#
		Footer Calculation	>	Remove Rank			White (Non-							
	20001710	₀/□ Assign Reference	4	b Add Break		Male	Hispanic/ Latino)	Disciplinary Action	DA-Writ WarnJob Perf	10/29/21	4/29/23	#	#	#
			4	b Edit Break			White (Non-	Disciplinary	DA- DismissalPara					
	20001805	🛞 Data	>	Remove Break		Male	Latino)	Action	Cond	11/5/21	12/31/99	#	#	#
		Format Table Cell	>				Black or							

- 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.

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From Day - To Da	ay: 1/1/2021 -	12/31/2021									✓ Rows (1) ∞∞
Personnel Area	Organizational Unit	Organizational Unit Desc	Employee's Name	Employee	Gender	Ethnic Origin	Subtype	Reason	Effective Date	Valid	Personnel Area 🛞 Sort ascending
Transportation	20001693	DOT COO COMMUNICATIONS OFFICE	SCHOONMAKER, AARON	2202769	Male	White (Non- Hispanic/ Latino)	Disciplinary Action	DA- WritWarnPers Cond	4/13/21	3/9/22	Add a sort
	20001710	DOT COO HR OPS TM ENGINEER ASSOCIATES	NOLFO, MATTHEW	2226525	Male	White (Non- Hispanic/ Latino)	Disciplinary Action	DA-Writ WarnJob Perf	6/29/21	6/30/2	

- To View B0022 Comments Report (Hyperlink)
  - 1. Make sure the column "Comments?" is selected.
  - 2. Click the X to navigate to the B0022 Comments Report.
  - 3. The B0022 Comments Report populates.

Employee	Gender	Ethnic Origin	Subtype	Reason	Effective Date	Valid To	Status - Time From	Status - Resolved At	Status - Result	Comments?	Estimated Costs
0111111	Male	White (Non- Hispanic/ Latino)	Disciplinary Action	DA- WritWarnPers Cond	4/13/21	3/9/22	#	#	#	X	0.00
0111222	Male	White (Non- Hispanic/ Latino)	Disciplinary Action	DA-Writ WarnJob Perf	6/29/21	6/30/22	#	#	#	×	0.00
0333333	Male	White (Non- Hispanic/ Latino)	Disciplinary Action	DA- WritWarnPers Cond	7/14/21	4/6/24	#	#	#	X	0.00
		White									

### CHANGE LOG

Effective 11/5/2015

• Initial report creation to convert from BI to BOBJ.

### Effective 4/14/2016

• Added Job Minimum Salary, Job Maximum Salary and Job Reference Rate as part of Job attributes list. Corrected B0022 report jump after 4.1SP6P5 upgrade.

## Effective 8/9/2018

• Corrected sorting issue for date objects in report.

## Effective 10/07/2024

• Update to Business Objects 4.3 – K. Bridges