



## BOBJ REPORT DESCRIPTION

### B0051 Disciplinary Warnings

#### Report Description:

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.

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#### How to run this report

**Prompts**

**Prompts Summary**

- \* Organizational Unit
- \* From Day (Single Value, Mandatory)
- \* To Day (Single Value, Mandatory)
- Personnel Area(s) - (Optional)
- Employee Group(s) - (Optional)
- Employee Subgroup(s) - (Optional)
- Employee(s) PersNo. - (Optional)
- Reason(s) - (Optional)

**Organizational Unit**

Mandatory

Optional

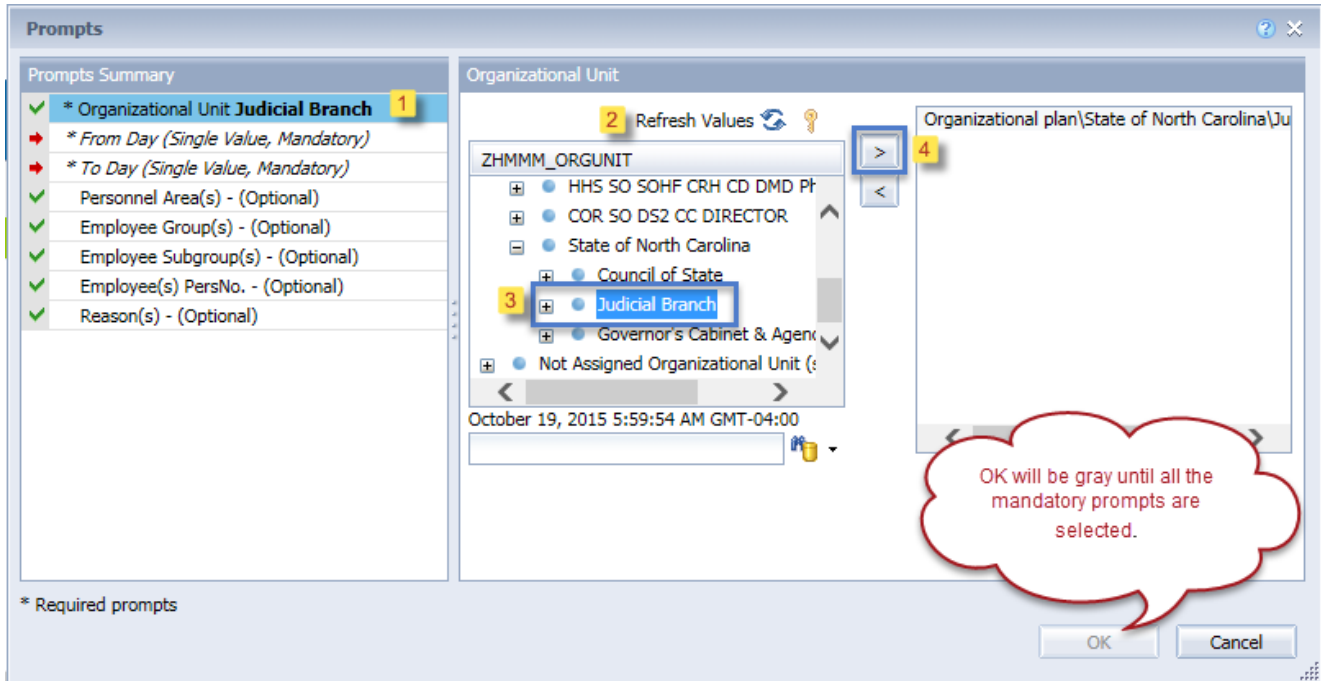
OK will be gray until all the mandatory prompts are selected.

OK Cancel

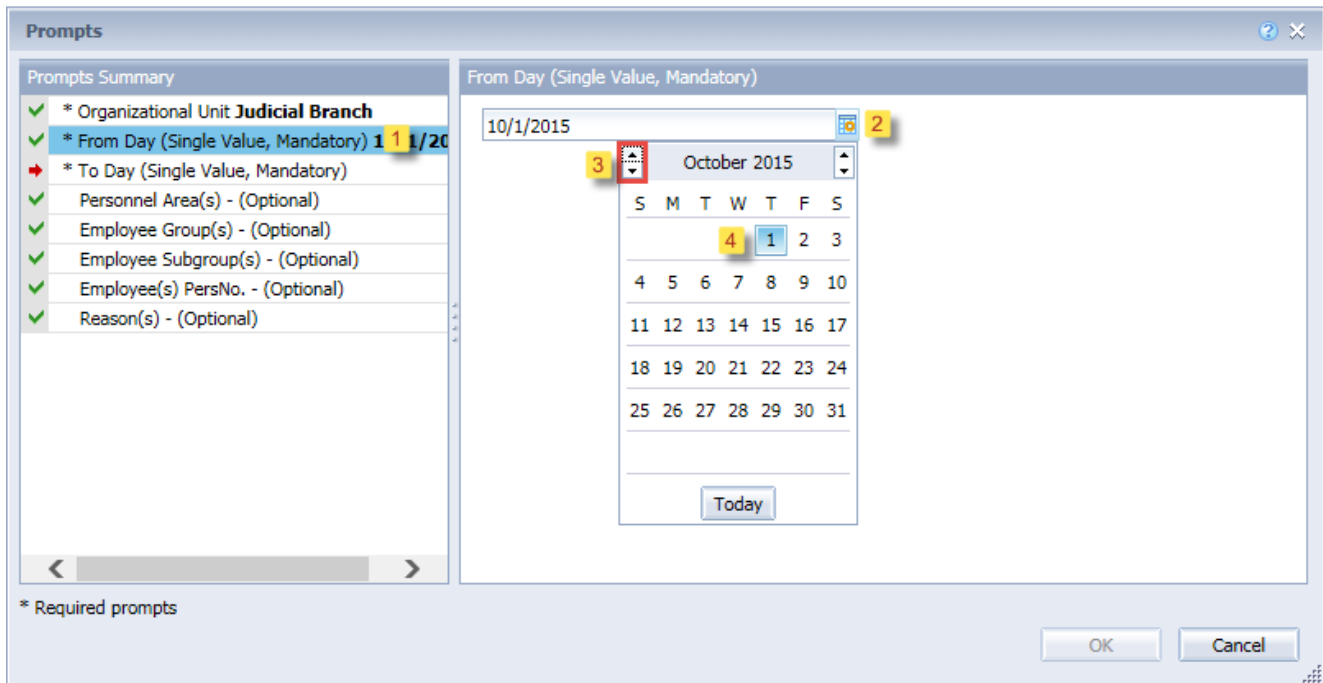
## Mandatory Prompts

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 select the desired Org Unit (3).
  - Click the right arrow to add it to the selection box (4).



- **\*From Day (Single Value, Mandatory):** To select data for this prompt:
- Make sure the “From Day (Single Value, Mandatory)” prompt is selected (1).
  - Enter a date using the ‘mm/dd/yyyy’ format in the direct entry field (2).
  - To choose a date from a calendar,
    - Click the calendar icon (2).
    - Click the up or down arrow to view the specific month/year calendar (3).
    - Select the desired date (4).



- **\*To Day (Single Value, Mandatory):** To select data for this prompt:
- Make sure the “To Day (Single Value, Mandatory)” prompt is selected (1).
  - Enter a date using the ‘mm/dd/yyyy’ format in the direct entry field (2).
  - To choose a date from a calendar,
    - Click the calendar icon (2).
    - Click the up or down arrow to view the specific month/year calendar (3).
    - Select the desired date (4).

**Prompts**

**Prompts Summary**

- ✓ \* Organizational Unit **Judicial Branch**
- ✓ \* From Day (Single Value, Mandatory) **10/1/2015**
- ✓ \* **To Day (Single Value, Mandatory) 10/11/2015**
- ✓ Personnel Area(s) - (Optional)
- ✓ Employee Group(s) - (Optional)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Reason(s) - (Optional)

**To Day (Single Value, Mandatory)**

10/19/2015 (2)

October 2015 (3)

S	M	T	W	T	F	S
					1	2
					3	
	4	5	6	7	8	9
	10					
11	12	13	14	15	16	17
18	19 (4)	20	21	22	23	24
25	26	27	28	29	30	31

Today

\* Required prompts

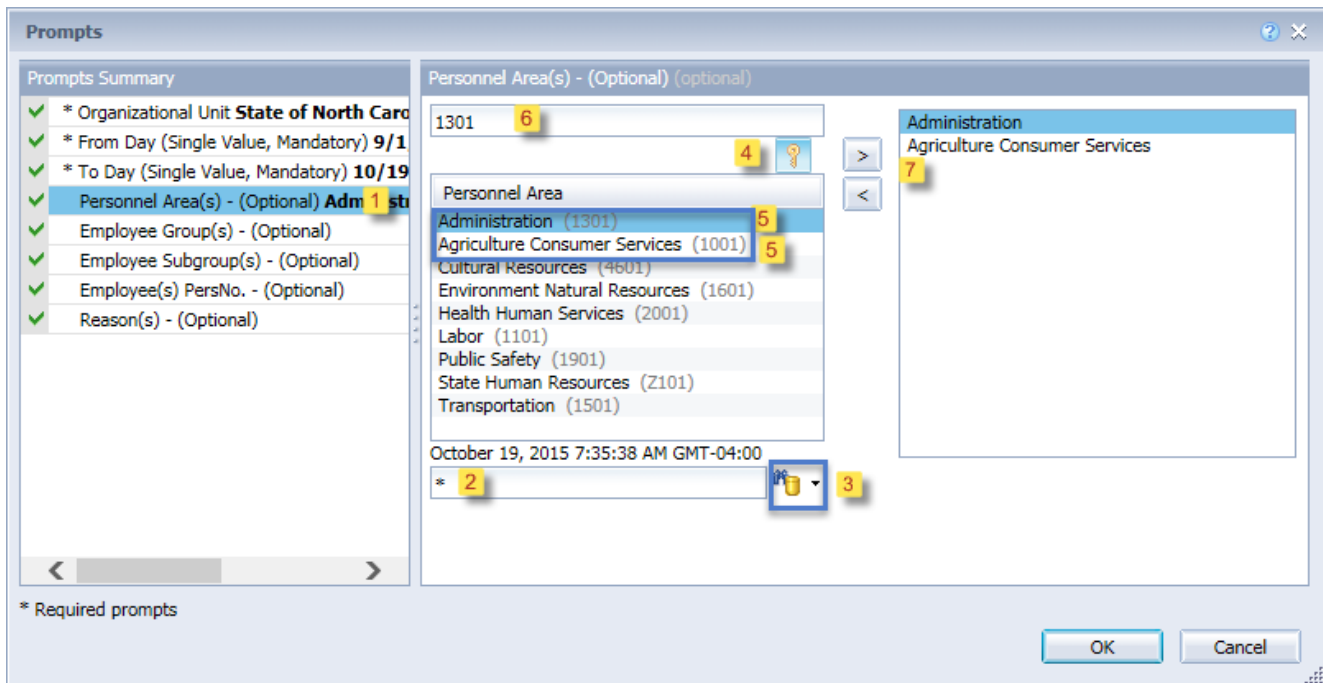
OK Cancel

**Note:** *To Day must be a later date than From Day.*

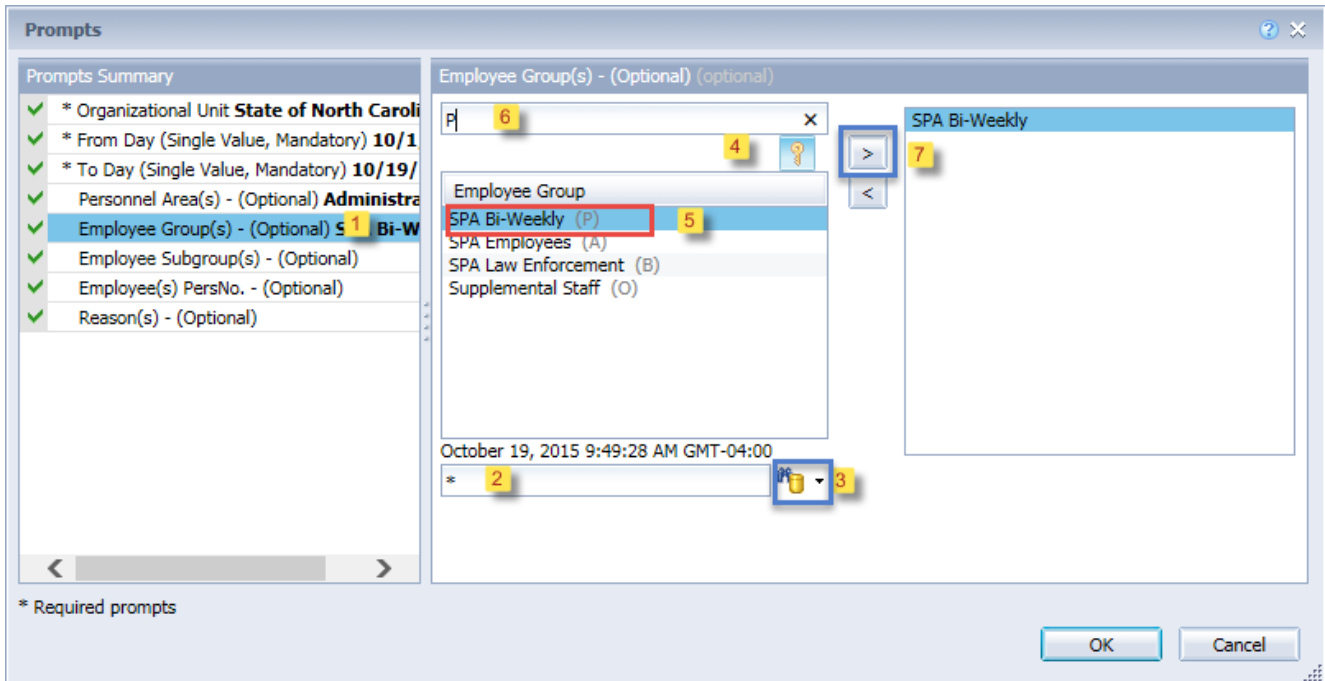
## Optional Prompts:

Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

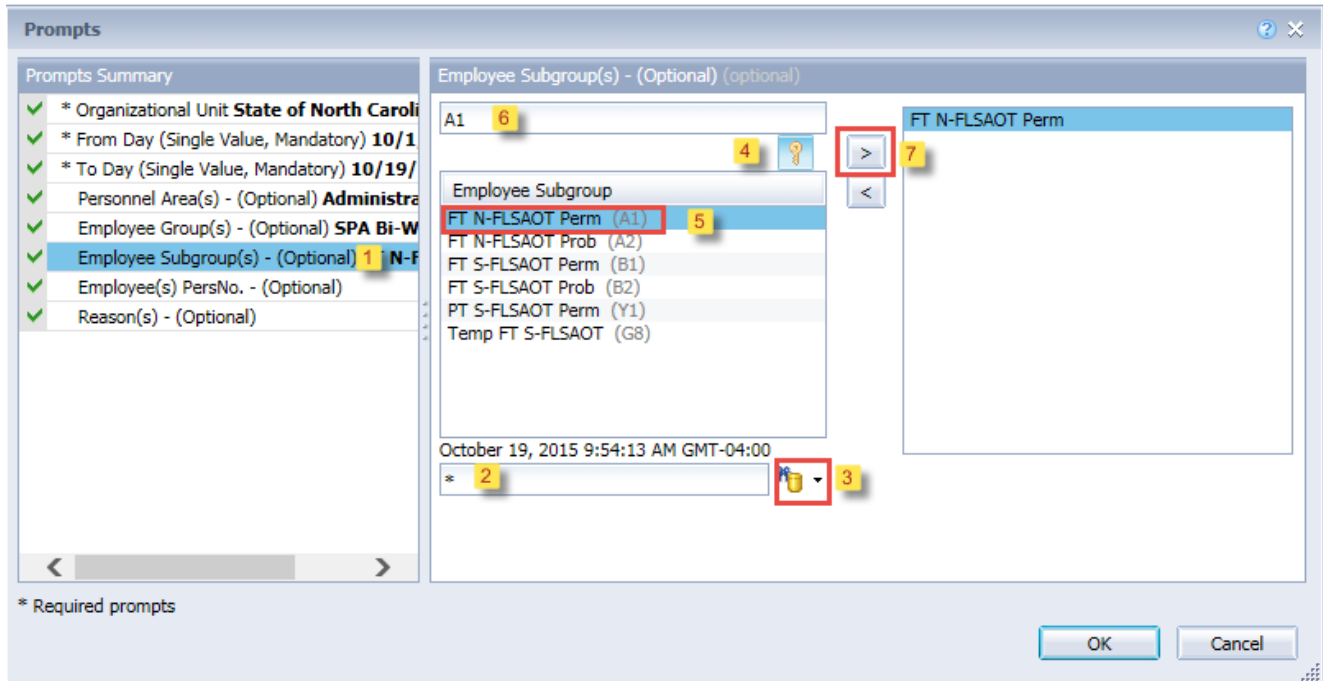
- ✓ **Personnel Area(s) - (Optional):** To select data for this prompt:
  - Make sure the “Personnel Area(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Personnel Area (2).
  - Click the search icon (3).
  - To see the key value for each Personnel Area, click the key icon (4).
  - Select the desired Personnel Area (5).
  - **OR**, if you know the Personnel Area key or Personnel Area name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click on the right arrow to add the Personnel Area to the selection box (7).



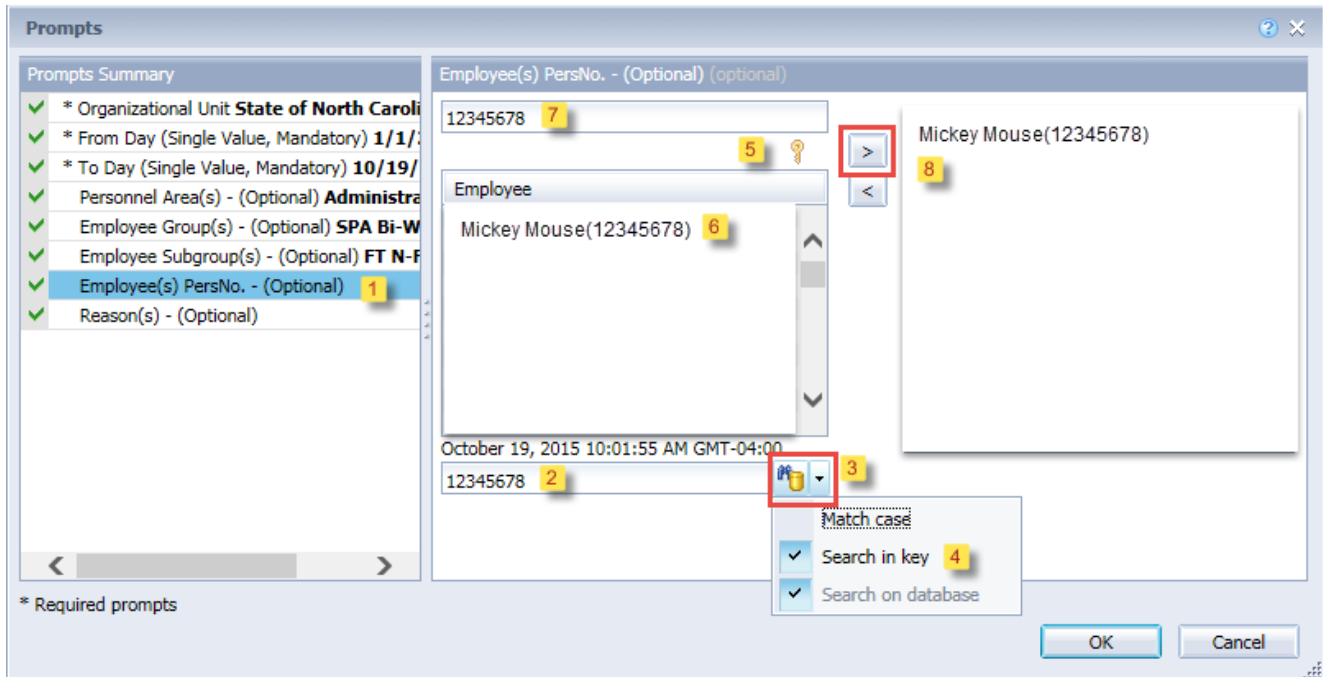
- ✓ **Employee Group(s) - (Optional):** To select data for this prompt:
  - Make sure the “Employee Group(s) - (Optional)” prompt is selected (1)
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Employee Group (2).
  - Click the search icon (3).
  - To see the key value for each Employee Group, click the key icon (4).
  - Navigate down to select the desired Employee Group (5).
  - **OR**, if you know the Employee Group key or Employee Group name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Employee Group to the selection box (7).



- ✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt:
  - Make sure the “Employee Subgroup(s) - (Optional)” prompt is selected (1)
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Employee Subgroup (2).
  - Click the search icon (3).
  - To see the key value for each Employee Subgroup, click the key icon (4).
  - Navigate down to select the desired Employee Subgroup (5).
  - **OR**, if you know the Employee Subgroup key or Employee Subgroup name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Employee Subgroup to the selection box (7).



- ✓ **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 you do not need to verify the employee number, then you can skip steps 2 through 6 and enter it directly in (7).
  - Click on the right arrow to add the Employee to the selection box (8).



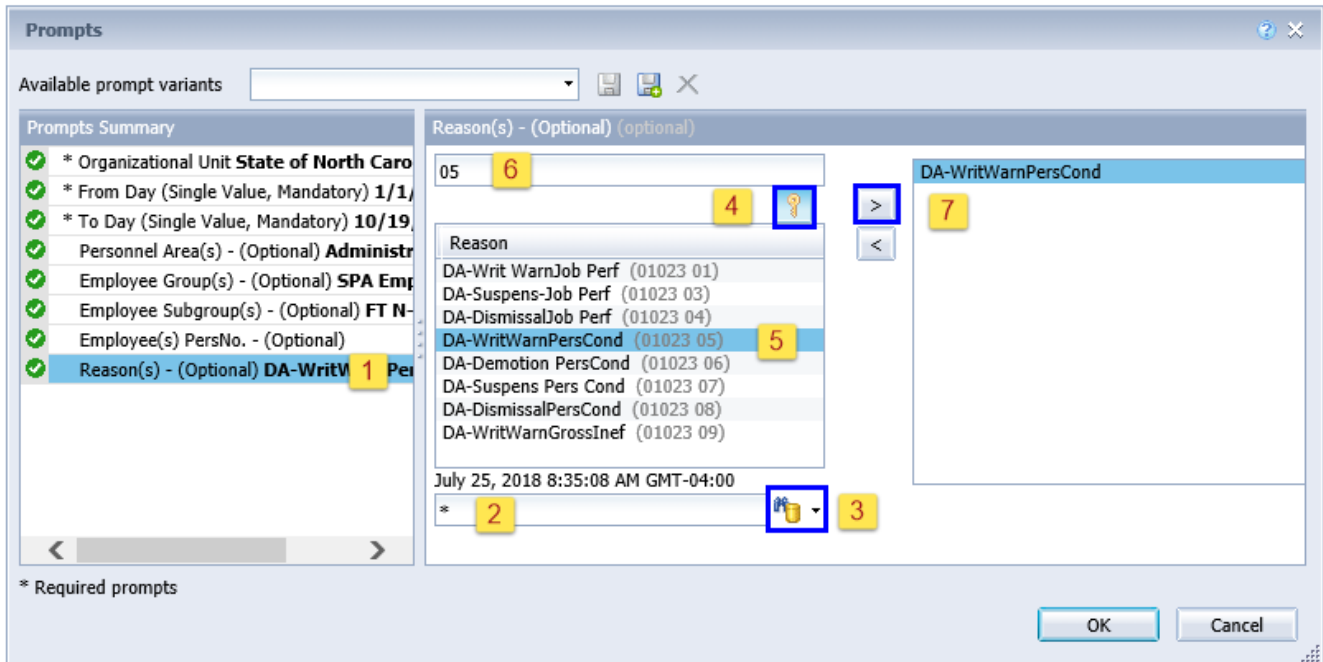
📁 **NOTE:** Since we have a large number of employees in the system, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If you do not know the employee number and must do a name search, you can narrow down your search by using the wildcard with specific text strings when looking for an employee by name such as:

- Mickey\*Mouse\*
- \*Mouse

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



- ✓ **Reason(s) - (Optional):** To select data for this prompt:
  - Make sure the “Reason(s) - (Optional)” prompt is selected (1)
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Reason(s) (2).
  - Click the search icon (3).
  - To see the key value for each Reason(s), click the key icon (4).
  - Navigate down to select to the desired Reason(s) (5).
  - **OR**, if you know the Reason(s) Key or Reason(s) Text, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Reason(s) to the selection box (7).



# BO051 DISCIPLINARY WARNINGS

## Initial Layout:

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

**BO051: Disciplinary Warnings**

**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/Latino)	Disciplinary Action
	23333333	ADMIN Marketing	MOUSE, MICKEY	12345678	Male	White (Non-Hispanic/Latino)	Disciplinary Action

*Continued ...*

Date : 7/25/18

Reason	Effective Date	Valid To	Status - Time From	Status - Resolved At	Status - Result	Comments?	Estimated Costs
DA-WritWarnPersCon	9/17/2013	3/17/2015	#	#	#	#	0.00
DA-WritWarnPersCon	11/12/2014	5/12/2016	#	#	#	X	0.00
<b>Personnel Area - Administration</b>							<b>0.00</b>
<b>Total</b>							<b>0.00</b>

## Available Objects:

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

**B0051: Disciplinary Warnings**

- Agency Hire Date
- Comments?
- Date Entered
- Date Settled
- Effective Date
- Employee
- Employee's Name
- Employee Group
- Employee Subgroup
- Employment Status
- Emp Pay Area
- Emp Pay Group
- Emp Pay Level
- Emp Pay Type
- 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
- 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).

- Make sure the “desired column” is selected (1).
- Click the “Analysis” Tab (2).
- By default, “Display” tab is selected (3).
- Click the drop-down icon as shown (4).
- Click “Remove all Sorts” (5).
- Select Ascending or Descending sort order as needed (6).

The screenshot shows the Microsoft Access interface for the 'B0051: Disciplinary Warnings' report. The 'Analysis' tab is selected, and the 'Sort' dropdown menu is open, showing options: None, Ascending (6), Descending (6), and Remove all Sorts (5). The data table below shows the following information:

Personnel Area	Organizational Unit	Organizational Unit Desc	Employee's Name	Employee	Gender	Ethnic Origin	Subtype	Reason	Effective Date	Valid To	Status - Time From
Administration (1)	20001565	ADMIN SO Veterans Affairs	Mickey Mouse	12345678	Female	Asian (Non-Hispanic/Latino)	Disciplinary Action	DA-WritWarnPersCond	03/30/2015	9/30/16	#

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

Employee's Name	Employee	Gender	Ethnic Origin	Subtype	Reason	Effective Date	Valid To	Status - Time From	Status - Resolved At	Status - Result	Comments?	Estimated Costs
PIG, PETUNIA	23456789	Female	White (Non-Hispanic/Latino)	Disciplinary Action	DA-WritWarnPersCond	9/17/2013	3/17/2015	#	#	#	#	0.00
MOUSE, MICKEY	12345678	Male	White (Non-Hispanic/Latino)	Disciplinary Action	DA-WritWarnPersCond	11/12/2014	5/12/2016	#	#	#	X (1)	0.00
Personnel Area - Administration											0.00	
Total											0.00	

**Change Log**

Effective Date	Change Description
11/5/2015	Initial report creation to convert from BI to BOBJ.
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.
8/9/2018	Corrected sorting issue for date objects in report.