



BOBJ REPORT DESCRIPTION

B0099 Employee Deadline Dates

Report Description:

The B0099: Employee Deadline Dates report lists employee deadline or end dates for various tasks and deadline types. Available objects include position and supervisor information.

Report Location:

PA: Employee Details

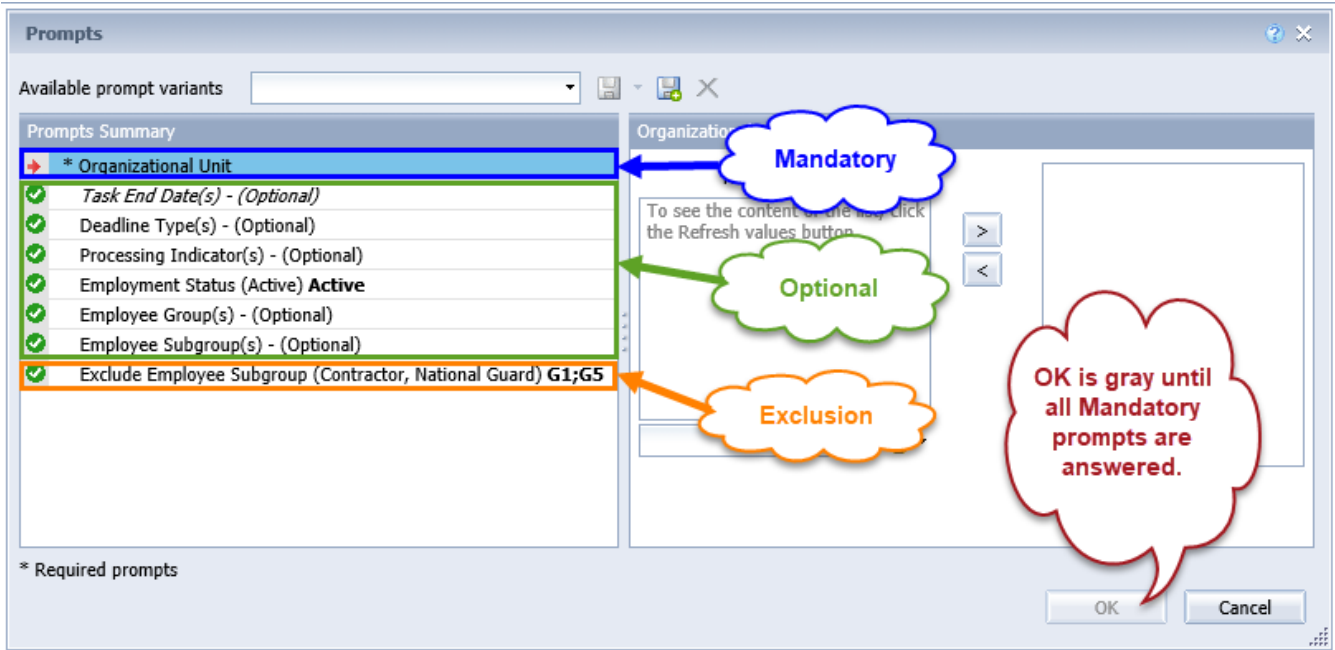
Report uses:

This report can be used to check or track the deadline or end dates for a variety of tasks for employees. Some task types included on the report are credential verification, probationary period end dates, temporary appointment or time-limited end dates, end of contract periods for employees with contracts, and license renewal dates.

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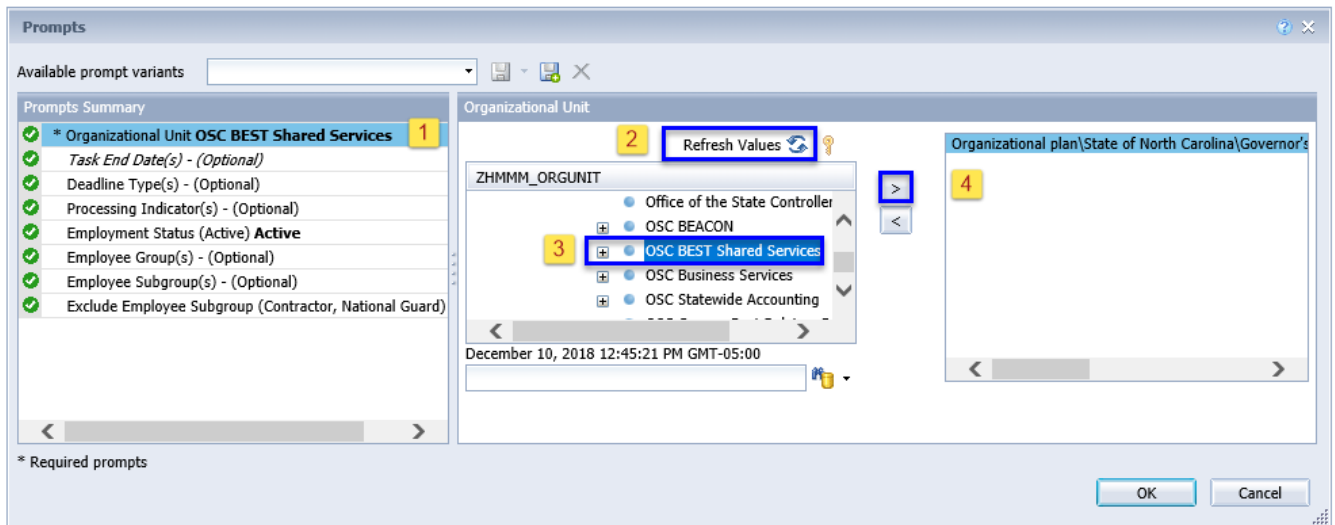
How to run this report



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 (✓).

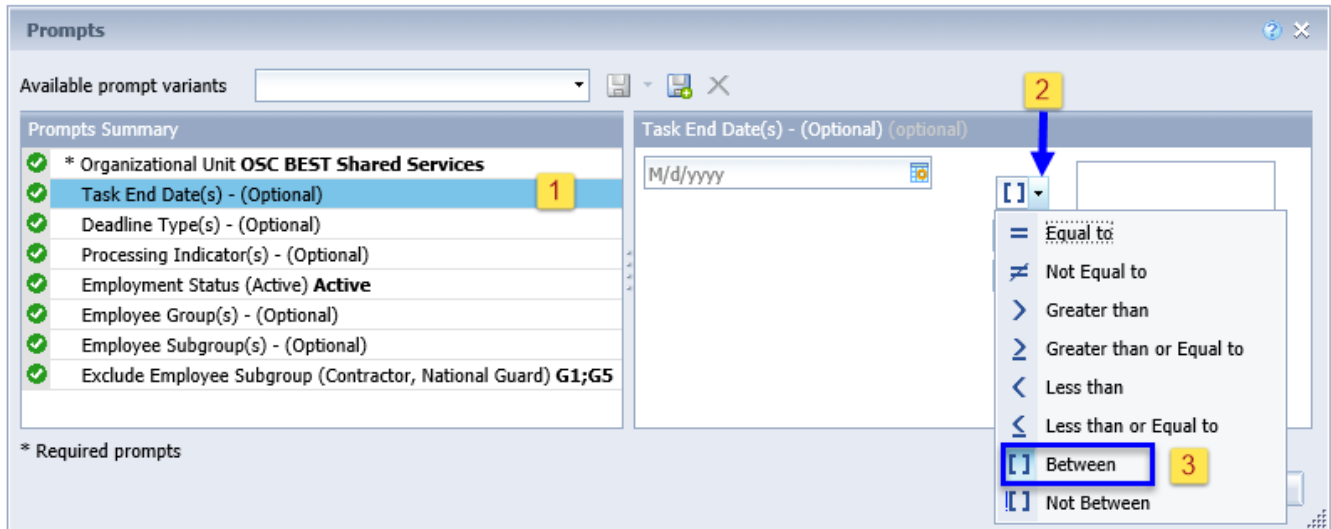
- ➔ ***Organizational Unit**: To select data for this prompt:
 - Make sure you have *Organizational Unit* prompt selected (1).
 - Click on the “Refresh Values” icon to see the list of Org Units (2).
 - Navigate down to the desired Org Unit (3).
 - Click on the right arrow to add it to the selection box (4).



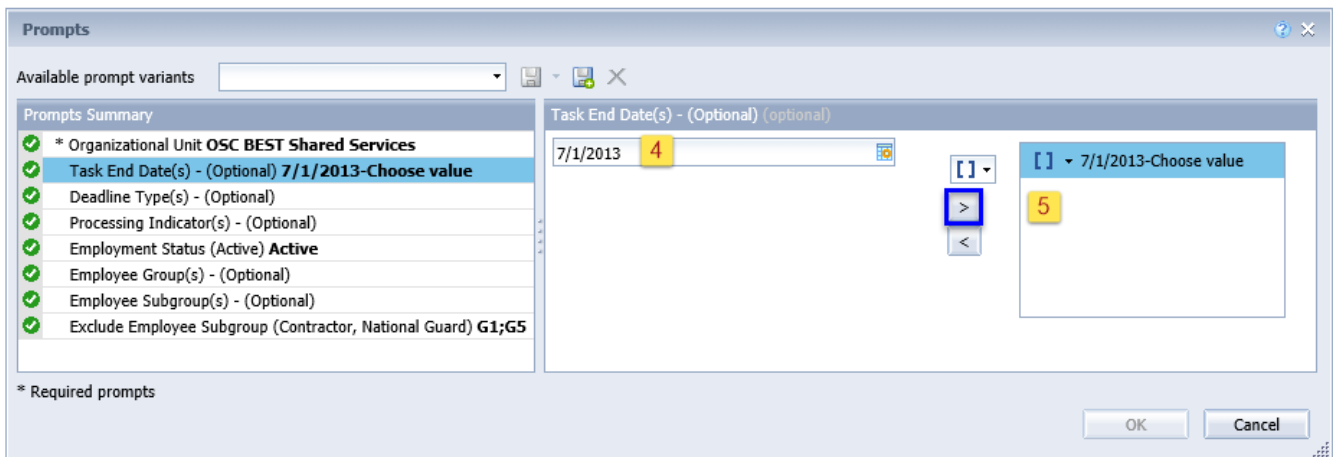
Optional Prompts:

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

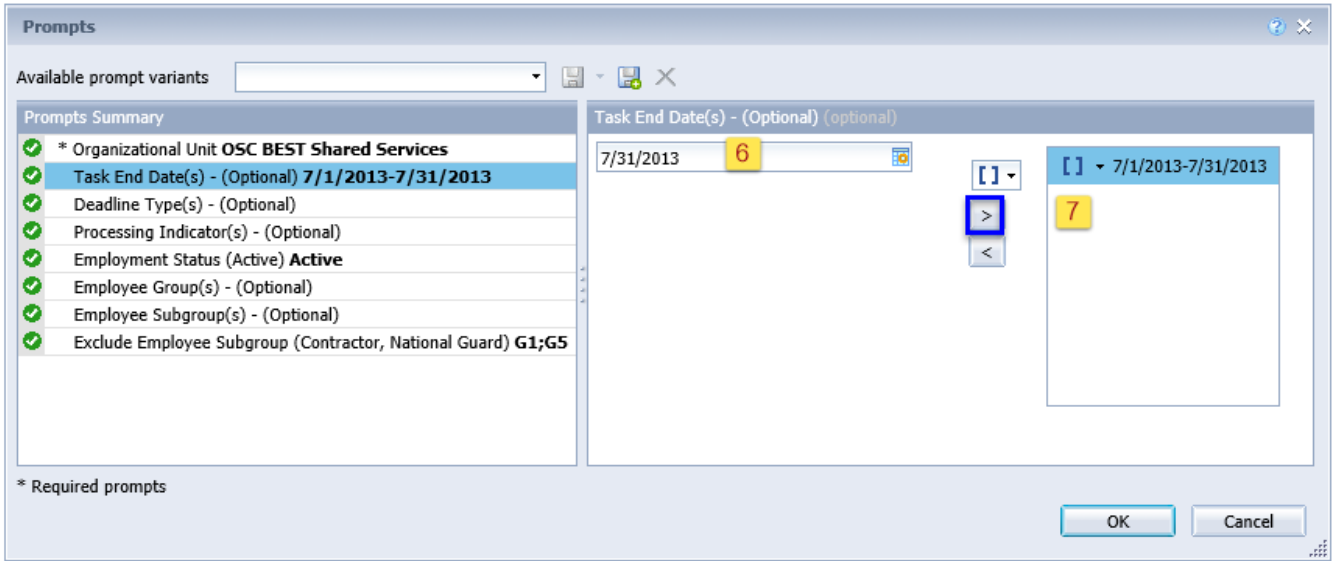
- ✓ **Task End Date(s) – (Optional)** To select dates for this prompt:
 - Make sure you have the *Task End Date(s)* prompt selected (1).
 - Click on the drop down box to display the available operators for the date prompt (2).
 - Highlight the desired operator from the drop-down list (3).



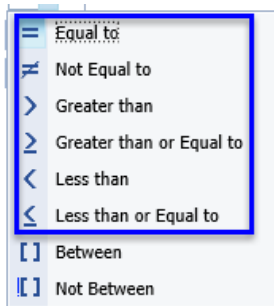
- If you are selecting the 'Between' ([]) or 'Not Between' (![]) operator, this represents a date range, so enter your beginning date in the input box (4).
- Then click on the right arrow to add it to your selection box (5).



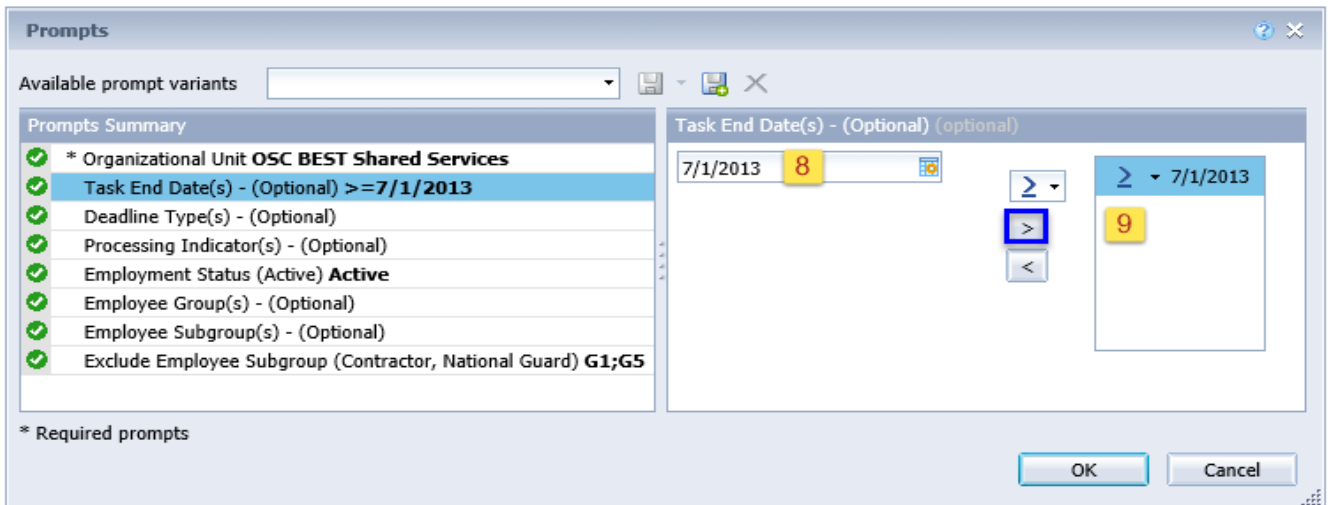
- Then go back to the input box to enter the ending date (6).
- Then click on the right arrow to add it to your selection box (7).



NOTE: If choosing any operator other than 'Between' or 'Not Between' you would only need to enter one date in the input box.



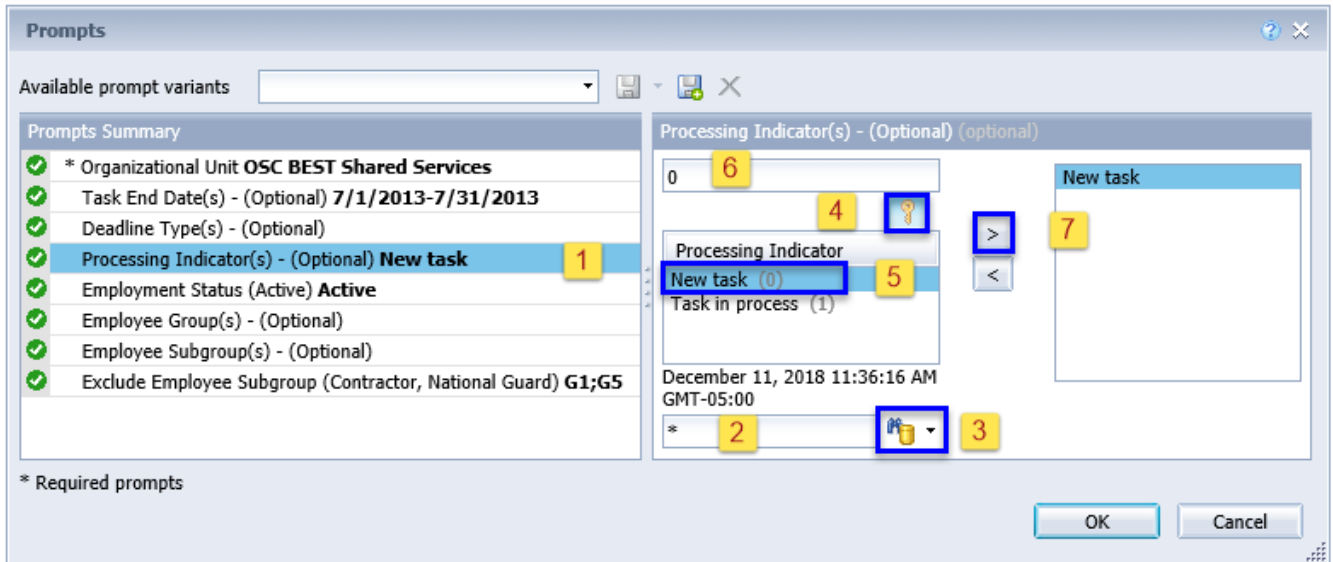
- For example, the 'Greater than or Equal to' operator would look like below after entering a single date in the input box (8) and transferring it to the selection box (9).



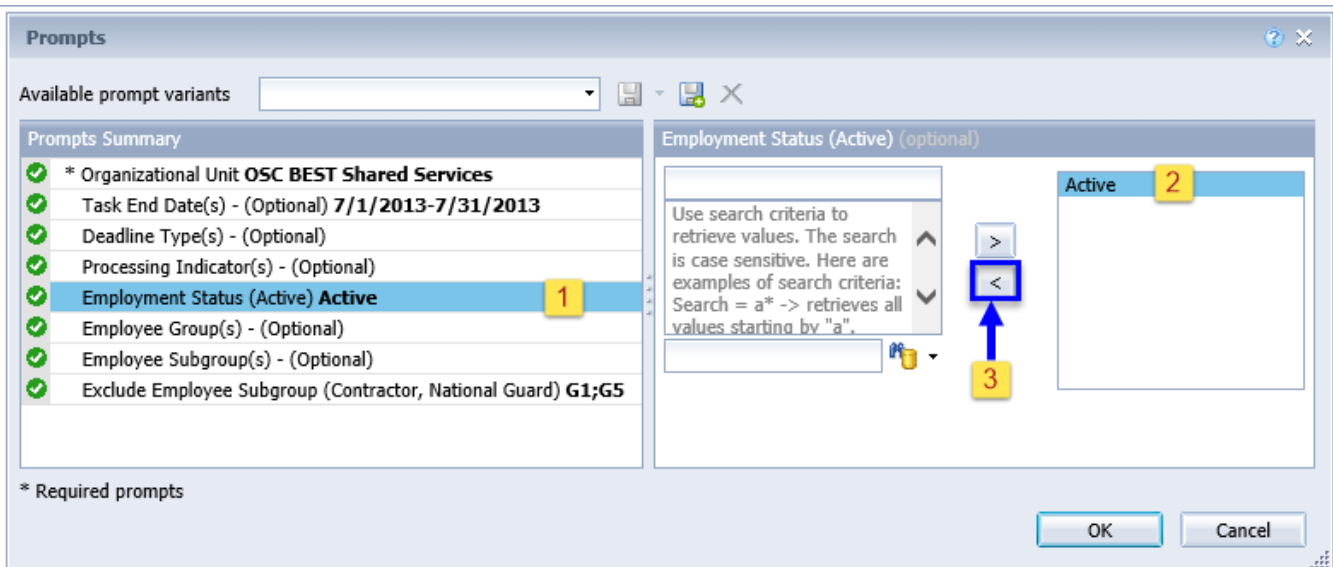
- ✓ **Deadline Type(s) – (Optional)** To select data for this prompt:
 - Make sure you have the *Deadline Type(s)* prompt selected (1).
 - Enter * in the search box (2) and click on the search icon to see a list of values (3).
 - Click on the key icon to see key values for *Deadline Types* (4).
 - Navigate to the desired *Deadline Type* (5).
 - **OR**, if you know the *Deadline Type* key or *Deadline Type* name, you can skip steps 2 through 5 and enter it directly in (6).
 - Click on the right arrow to add the selected *Deadline Type(s)* to the Selection box (7).

The screenshot shows a software interface titled "Prompts". On the left, a "Prompts Summary" list includes several prompts, with "Deadline Type(s) - (Optional) End of probation" highlighted and marked with a yellow "1". Below this list, a note states "* Required prompts". On the right, the configuration for the selected prompt is shown. A search box contains "01" and is marked with a yellow "6". A search icon is marked with a yellow "4". A search results list shows "End of probation (01)" selected, marked with a yellow "5". A right arrow button is marked with a yellow "7". A search box at the bottom contains "*" and is marked with a yellow "2". A search icon at the bottom is marked with a yellow "3". The "End of probation" selection box contains the text "End of probation". The interface also shows a timestamp "December 11, 2018 10:53:16 AM GMT-05:00" and "5 Days (10)". At the bottom right, there are "OK" and "Cancel" buttons.

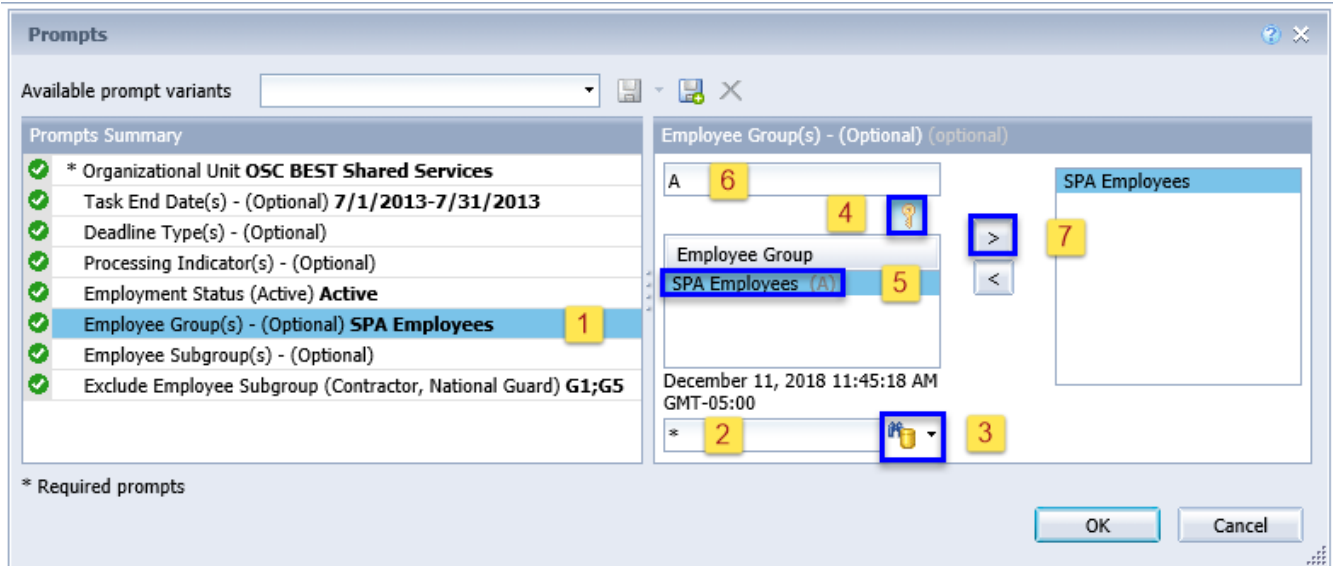
- ✓ **Processing Indicator(s) – (Optional)** To select data for this prompt:
 - Make sure you have the *Processing Indicator(s)* prompt selected (1).
 - Enter * in the search box (2) and click on the search icon to see a list of values (3).
 - Click on the key icon to see key values for *Processing Indicators* (4).
 - Navigate to the desired *Processing Indicator* (5).
 - **OR**, if you know the *Processing Indicator* key or *Processing Indicator* name, you can skip steps 2 through 5 and enter it directly in (6).
 - Click on the right arrow to add the selected *Processing Indicator(s)* to the Selection box (7).



- ✓ **Employment Status (Active) Active** – By default, the report is filtered for Active employees. To remove this default value:
 - Make sure the *Employment Status (Active)* prompt is selected (1).
 - Highlight the 'Active' value in the right-hand Selection box (2).
 - Click on the left arrow to remove the 'Active' status from the Selection box (3).



- ✓ **Employee Group(s) – (Optional)** To select data for this prompt:
 - Make sure you have the *Employee Group(s)* prompt selected (1).
 - Enter * in the search box (2) and click on the search icon to see a list of values (3).
 - Click on the key icon to see key values for *Employee Groups* (4).
 - Navigate to 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 on the right arrow to add the selected *Employee Groups(s)* to the Selection box (7).



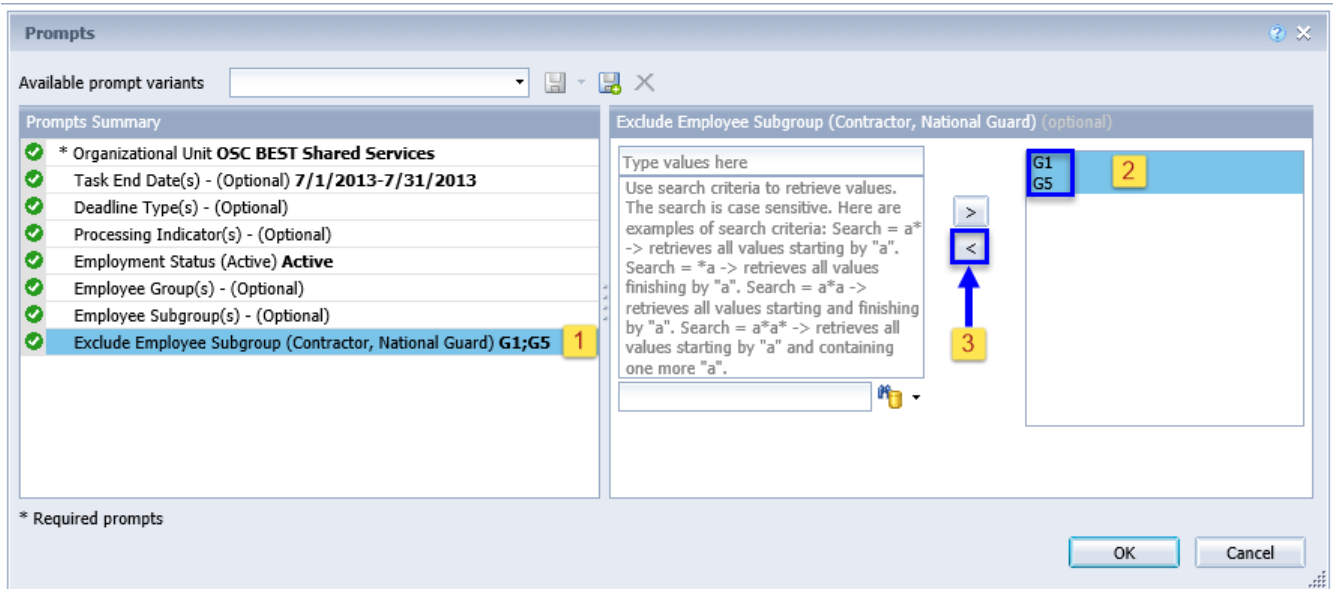
- ✓ **Employee Subgroup(s) – (Optional)** To select data for this prompt
 - Make sure you have the *Employee Subgroup(s)* prompt selected (1).
 - Enter * in the search box (2) and click on the search icon to see a list of values (3).
 - Click on the key icon to see key values for *Employee Subgroups* (4).
 - Navigate to 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 on the right arrow to add the selected *Employee Subgroup(s)* to the Selection box (7).

The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' list on the left and a configuration area for the 'Employee Subgroup(s) - (Optional)' prompt on the right. The summary list includes various prompts, with 'Employee Subgroup(s) - (Optional) FT S-FLSAOT Perm' highlighted and marked with a '1'. The configuration area shows a search box with 'B1' (6), a search icon (3), and a list of 'Employee Subgroup' values: 'FT S-FLSAOT Perm (B1)' (5) and 'FT S-FLSAOT Prob (B2)'. A key icon (4) is next to the search box. A right arrow (7) is used to move the selected value to the 'FT S-FLSAOT Perm' selection box. A search box with '*' (2) and a search icon (3) is also visible at the bottom of the configuration area. The dialog box has 'OK' and 'Cancel' buttons at the bottom right.

Exclusion Prompts:

Exclusion prompts are also indicated with a green check mark (✓), 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 Subgroup (Contractor, National Guard) G1, G5** – To remove this exclusion
 - Make sure the *Exclude Employee Subgroup (Contractor, National Guard)* prompt is selected (1).
 - Click on the subgroup you want to remove under the selected values box (2).
 - Click on the left arrow to remove from the selected values box (3).



B0099 EMPLOYEE DEADLINE DATES

Initial Layout:

The report is generated with a list of employees who have a deadline type with an end date for the organizational unit selected. If a date range is entered, the report will display the date range specified. Below is a sample of the initial layout.

B0099: Employee Deadline Dates										
Execution Date: 12/12/18										
Task End Dates: 7/1/2013 - 7/31/2013										
Personnel Area	Org Unit	Org Unit Desc	Employee	Employee's Name	Original Hire Date	Position	Position Desc	Processing Indicator	Deadline Type	End Date
State Controller	21111111	OSC BEST Shared Services CC	12345678	Mickey L Mouse	10/1/2012	61111111	Information Processing Technician	New task	End of probation	7/1/2013
State Controller	22222222	OSC BEST Shared Services CC	12345679	Porky P Pig	10/1/2012	62222222	Administrative Assistant II	New task	End of probation	7/1/2013
State Controller	23333333	CALL CTR TEAM 3	12345680	Bugs B Bunny	10/1/2012	63333333	Payroll Clerk IV	New task	End of probation	7/1/2013
State Controller	24444444	CALL CTR TEAM 3	12345681	Daffy D Duck	10/1/2012	64444444	Information Processing Technician	New task	End of probation	7/1/2013

Available Objects:

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

[-] B0099: Employee Deadline Dates
Deadline Type
Employee
Employee Group
Employee Subgroup
Employment Status
End Date
Job
Job Branch
Job Family
Org Unit
Original Hire Date
Personnel Area
Personnel Subarea
Position
Processing Indicator
Supv Employee
Supv Position
[-] Variables
Prompt Response Deadline Type
Prompt Response Employee Group
Prompt Response Employee Subgroup
Prompt Response Employment Status
Prompt Response Exclude Employee Subgroup
Prompt Response Organizational Unit
Prompt Response Processing Indicator
Prompt Response Task End Date

Special Report Considerations/Features:

- This report contains only active employees by default. See the Employment Status prompt description above for instructions on how to remove this default in order to see employees with all employment status types.

Change Log

Effective Date	Change Description
7/9/2015	Initial report creation to convert from BI to BOBJ.
12/13/2018	Updated report formatting to bring up to BOBJ development standards. Revised prompt description for <i>Task End Date(s)</i> due to change in prompt behavior after system upgrade to 4.2SP5.