



BOBJ REPORT DESCRIPTION

B0119 Employee Education Verification

Report Description:

This report lists active employees' credentials

Report Location:

PA: Certification and Qualifications

Report uses:

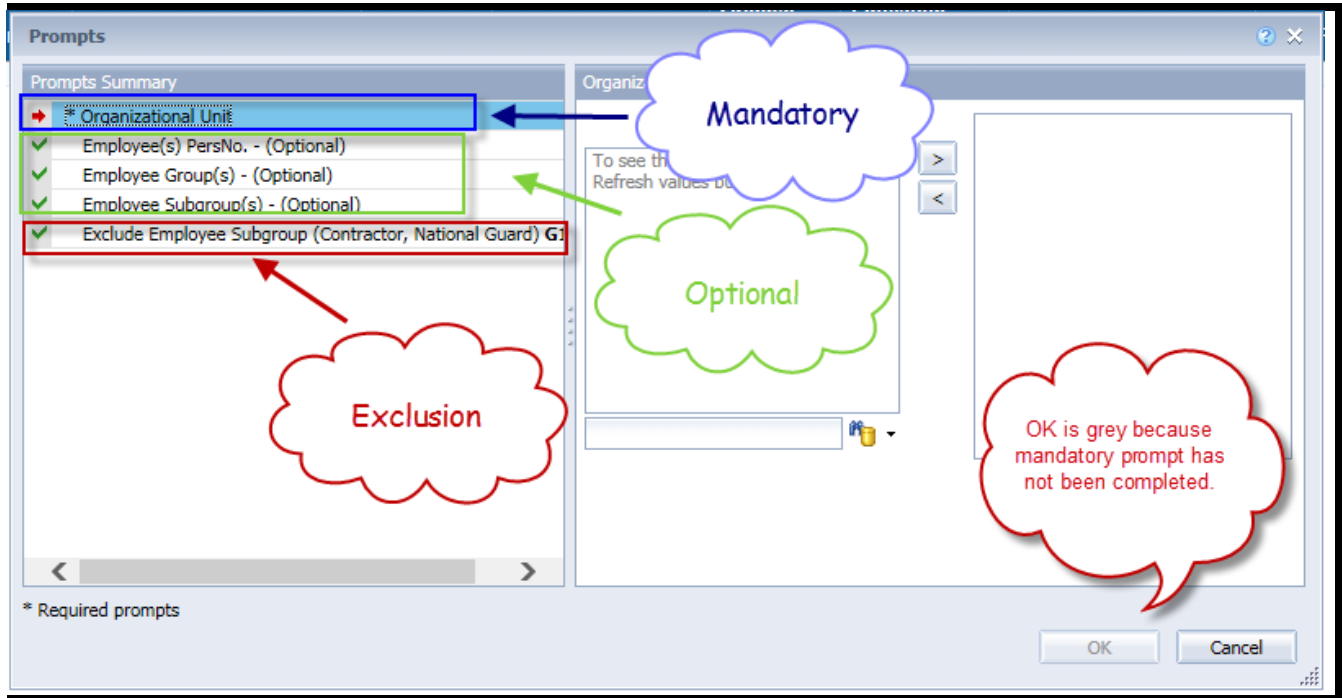
This report is used to monitor whether or not employee education qualifications have been verified. The report provides the verification status and if the verification has not been completed in time, the report displays how many days have elapsed since the hire date.

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How to run this report

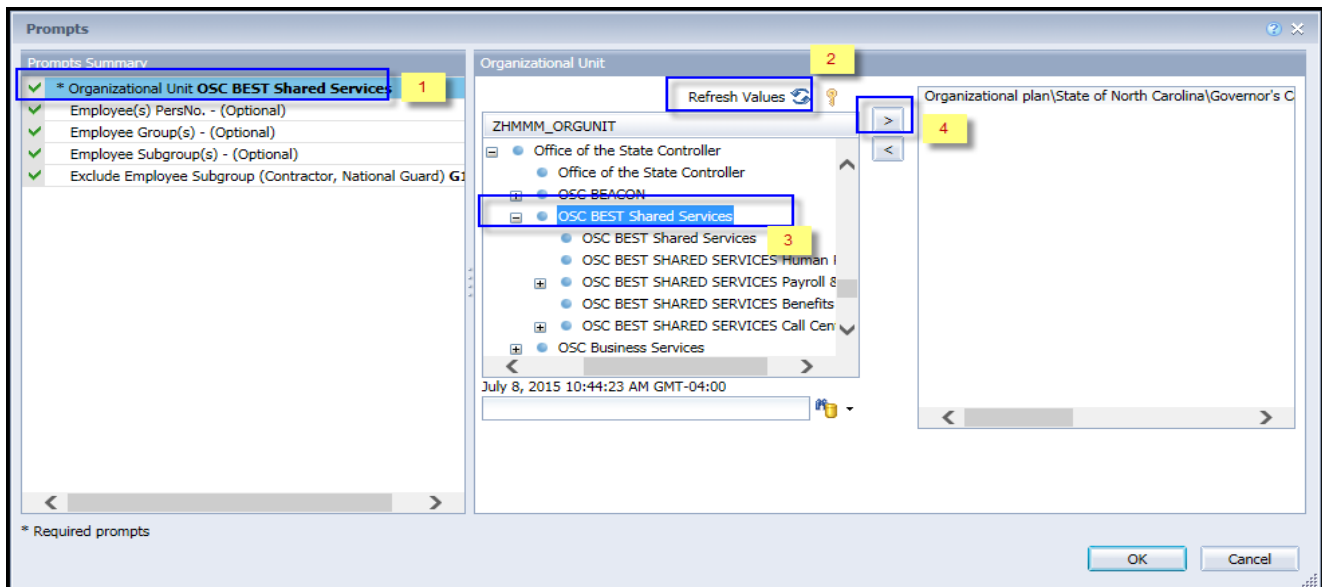
This report has one mandatory prompt, three optional prompts and one exclusion prompt.



Mandatory Prompts:

Mandatory prompts have a red asterisk indicator (*) 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” selected (1)
 - Click on the “Refresh Values” icon to see the list of Org Units to choose from (2).
 - Navigate down to the desired OrgUnit (3).
 - Click on the right arrow to add it to the selection box (4).



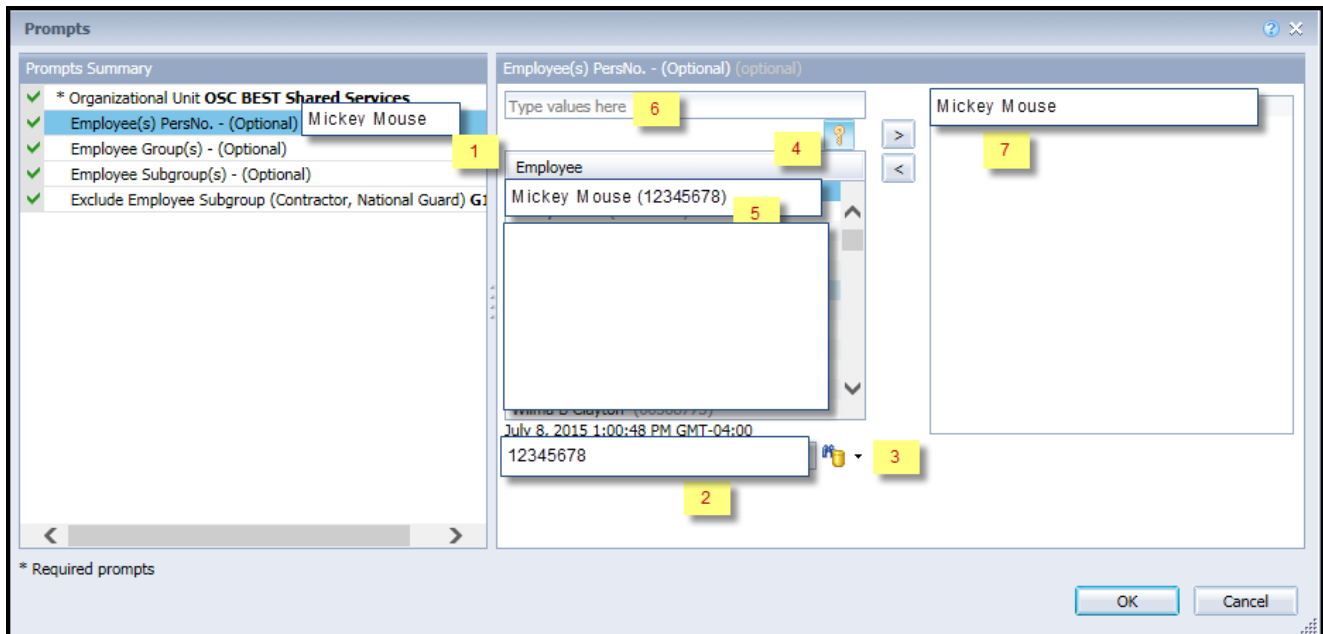
Optional Prompts:

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:

✓ Employee(s) PersNo. – (Optional)

To select data for this prompt,

- Make sure you have selected the prompt “Employee(s) PersNo. – (Optional)” (1).
- Enter the employee number in the search box (2).
- Click on the binoculars search icon (3).
- Click on the key symbol to display the employee number with the name (4).
- Select the employee entry (5).
- OR if you know the Employee PersNo already, you can skip steps 2 through 5 and enter it directly in (5).
- Click the right arrow to add the employee to the selection box (7).



Note: This prompt is in sync with the mandatory prompt *Organizational Unit* and will show only the *Employees* for the given *Organizational Unit* in the mandatory prompt.

Important! The search feature is supported on this prompt [(2) and (3)], however, when the search option is used, the report attempts to retrieve all employee numbers from the *OrgUnit* given.

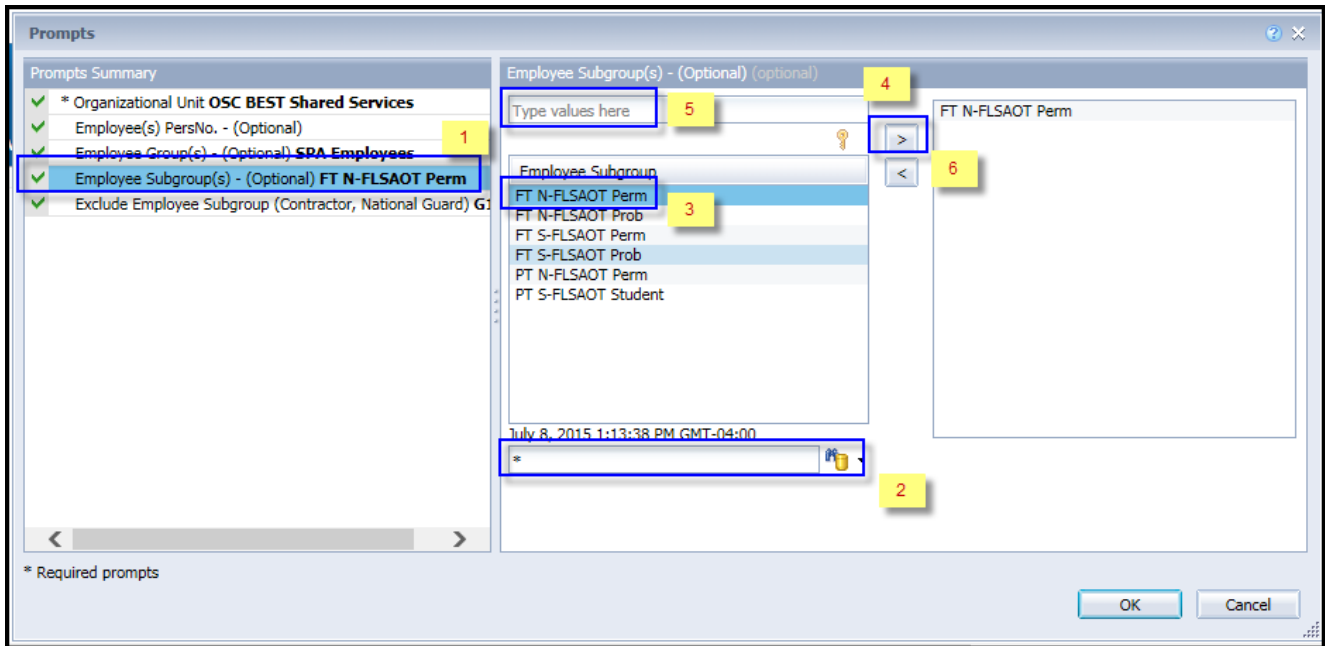
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- ✓ **Employee Group(s) - (Optional):** To select data for this prompt,
 - Make sure the “Employee Group(s) - (Optional)” prompt is selected (1).
 - In the search box narrow down the Employee Group selection by using the wildcard * format and press the enter key (2).
 - Navigate to the desired Employee Group (3).
 - Click on the right arrow button for “Employee Group” (4).
 - OR if you know the Employee Group key or Employee Group name, you can skip steps 2 through 4 and enter it directly in (5).
 - Click on the “>” icon (6) to select.

The screenshot shows a software interface titled "Prompts" with a "Prompts Summary" pane on the left and a main configuration area on the right. The "Prompts Summary" pane lists several prompts, with "Employee Group(s) - (Optional) SPA Employees" highlighted. The main configuration area is titled "Employee Group(s) - (Optional) (optional)" and contains a search box with the text "Type values here" and a search icon. Below the search box is a list of "Employee Group" options, including "SPA Employees" and "Supplemental Staff". To the right of this list are two arrow buttons, ">" and "<". Below the list is a date and time stamp: "July 8, 2015 1:08:30 PM GMT-04:00". At the bottom of the main configuration area is a search box containing an asterisk "*" and a search icon. The "SPA Employees" option is selected in the list, and the ">" button is highlighted. The "OK" and "Cancel" buttons are visible at the bottom right of the dialog box.

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- ✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt,
 - Make sure the “Employee Subgroup(s) - (Optional)” prompt is selected (1).
 - In the search box narrow down the Employee Subgroup selection by using the wildcard * format and press the enter key (2).
 - Navigate to the desired Employee Subgroup (3).
 - Click on the right arrow button for “Employee Subgroup” (4).
 - OR if you know the Employee Subgroup key or Employee Subgroup name, you can skip steps 2 through 4 and enter it directly in (5).
 - Click on the “>” icon (6) to select.

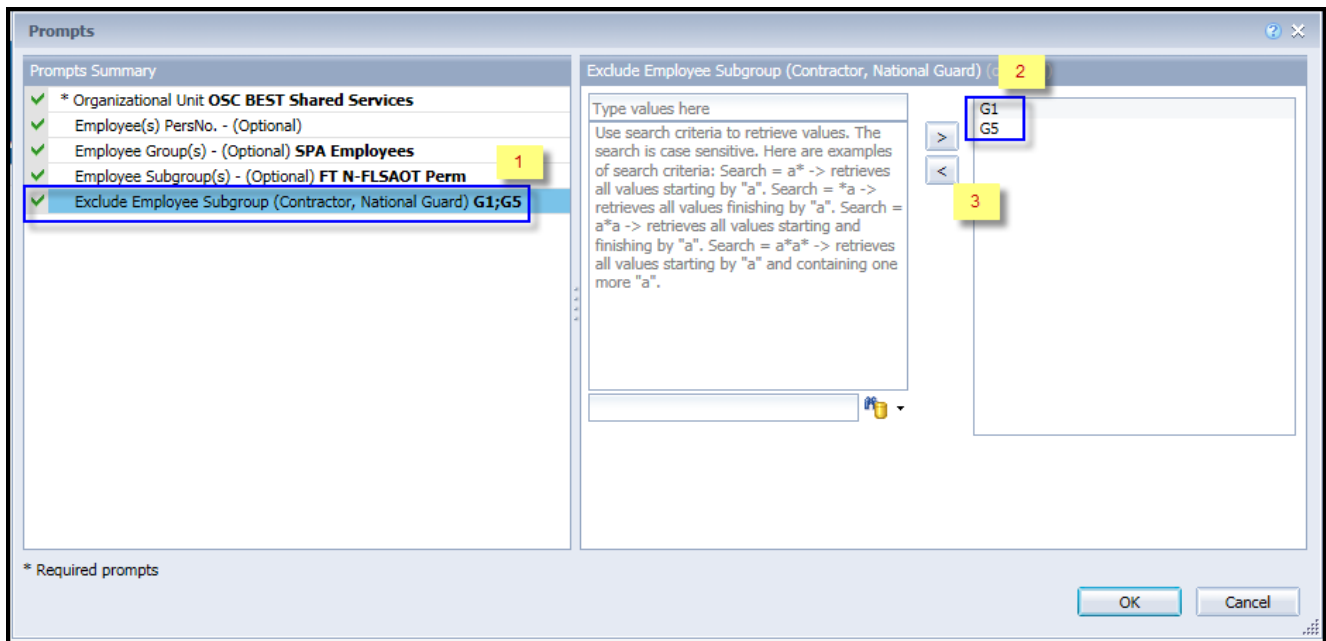


Note: Please select an Employee Subgroup relevant to the Employee Group selected. Otherwise report will show no result.

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 (Contractors, National Guard) G1; G5** – To remove this exclusion,
 - Make sure the Exclude Employee Subgroup prompt is selected (1).
 - Click on G1 and/or G5 in the selection box (2).
 - Click on the left arrow (3).



If you want Contractors to be included in the report, then click on the left arrow to clear G1 from the prompt and run.

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Initial Layout:

The report is generated with a list of Organizational No. of Employees by Personnel Area. This is a sample of the report:

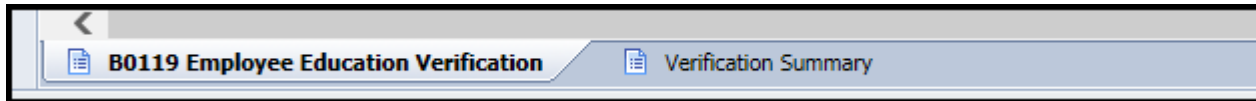
B0119: Employee Education Verification Execution Date: 7/8/15

Personnel Area	Org Unit	Org Unit Desc	Employee	Employee's Name	Original Hire Date	Education Level	Institute/Location	Valid From	Valid To	Verification	Verify By	Days in Service (Verification Pending >90 Days)
State Controller	20010652	OSC BEST SHARED SERVICES Human Res				BAC DEG		8/1/06	12/30/00	Pending Verification	9/29/03	4,390
State Controller	20010653	OSC BEST SHARED SERVICES Payroll & Time				BAC DEG		1/30/08	12/31/09	BAC DEG	2/29/08	
State Controller	20010653	OSC BEST SHARED SERVICES Payroll & Time				HS GRAD		9/1/73	6/1/77	HS GRAD	10/16/11	
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				BAC DEG		11/2/09	12/31/09	BAC DEG	1/12/10	
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				BAC DEG		8/1/02	5/1/06	Pending Verification	7/18/10	1,606
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				BAC DEG		6/1/10	12/31/09	BAC DEG	7/18/10	
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				BAC DEG		8/1/95	9/1/99	BAC DEG	12/19/04	
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				MASTERS		4/16/08	12/31/09	Pending Verification	12/19/04	3,643
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				ASSOC DEG		3/12/09	12/31/09	ASSOC DEG	4/6/06	
State Controller	20013608	OSC BEST SHARED SERVICES Call Center				BAC DEG		9/1/96	12/1/99	BAC DEG	1/23/11	
State Controller	20013608	OSC BEST SHARED SERVICES Call Center				HS GRAD		9/1/85	6/1/88	HS GRAD	3/31/08	
State Controller	20013610	OSC BEST SHARED SERVICES PY & T Process				BAC DEG		1/1/13	12/18/14	BAC DEG	8/8/06	

B0119 Employee Education Verification Verification Summary

Employee Education Verification Track changes: Off Page 1 of 1 84 12 minutes ago

This report has 2 tabs at the bottom of the screen and each one is a report of its own kind. First tab named B0119 Employee Education Verification provides a detailed report and the second tab is Verification summary info.



The following are the list of tabs available in B0119:

- B0119 Employee Education Verification
- Verification Summary

B0119 EMPLOYEE EDUCATION VERIFICATION

B0119 Employee Education Verification

This report lists active employees' credentials. Verify By date included for HR to verify all employees within 90 days of Entry Date.

Execution Date: 7/8/15

Personnel Area	Org Unit	Org Unit Desc	Employee	Employee's Name	Original Hire Date	Education Level	Institute/Location	Valid From	Valid To	Verification	Verify By	Days in Service (Verification Pending >90 Days)
State Controller	20010652	OSC BEST SHARED SERVICES Human Res				BAC DEG		8/1/06	12/30/00	Pending Verification	9/29/03	4,390
State Controller	20010653	OSC BEST SHARED SERVICES Payroll & Time				BAC DEG		1/30/08	12/31/09	BAC DEG	2/29/08	
State Controller	20010653	OSC BEST SHARED SERVICES Payroll & Time				HS GRAD		9/1/73	6/1/77	HS GRAD	10/16/11	
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				BAC DEG		11/2/09	12/31/09	BAC DEG	1/12/10	
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				BAC DEG		8/1/02	5/1/06	Pending Verification	7/18/10	1,908
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				BAC DEG		6/1/10	12/31/09	BAC DEG	7/18/10	
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				BAC DEG		8/1/05	9/1/09	BAC DEG	12/19/04	
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				MASTERS		4/16/08	12/31/09	Pending Verification	12/19/04	3,043
State Controller	20010655	OSC BEST SHARED SERVICES Benefits				ASSOC DEG		3/12/09	12/31/09	ASSOC DEG	4/9/06	
State Controller	20013608	OSC BEST SHARED SERVICES Call Center				BAC DEG		9/1/06	12/1/09	BAC DEG	1/23/11	
State Controller	20013608	OSC BEST SHARED SERVICES Call Center				HS GRAD		9/1/85	6/1/88	HS GRAD	3/31/08	
State Controller	20013609	OSC BEST SHARED SERVICES PY & T Process				BAC DEG		1/1/13	12/18/14	BAC DEG	8/8/06	

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Verification Summary

This report lists verification summary of active employees' credentials.

Execution Date: 7/8/15

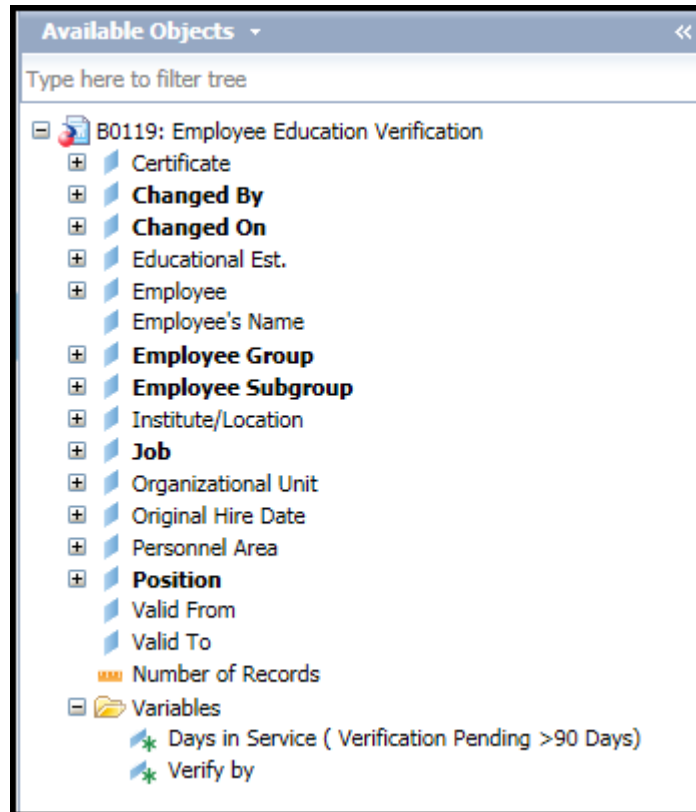
Personnel Area	Education Level	Verification	Number of Records
State Controller	ASSOC DEG	Pending Verification	1
State Controller	ASSOC DEG	ASSOC DEG	3
State Controller	BAC DEG	Pending Verification	9
State Controller	BAC DEG	BAC DEG	26
State Controller	HS +2	HS +2	1
State Controller	HS GRAD	Pending Verification	1
State Controller	HS GRAD	HS GRAD	5
State Controller	MASTERS	Pending Verification	2
State Controller		Sum:	48
		Sum:	48

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This report has a break total on Personnel Area and also has an ascending sort on Personnel Area and Education Level.

Available Objects:

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



Special Report Considerations/Features:

- Days in Service (Verification Pending >90 Days) is calculated for the Employees with 09 Pending Verification status. It is displayed for only those employees where the verification date expired over 90 days from the Original Hire date.
- Verify By column is 90 days from the original hire date.
- Employee Subgroup G1 – Contractors and G5 – National Guards are excluded from the report. Refer the Exclusion Prompt “**Exclude Employee SubGroup (Contractors, National Guard) G1; G5**” for details.
- Employment Status - Active. Report runs for Active Employees only.
- There is a default filter applied to the report to exclude the conversion Valid From dates of 12/01/2007 and 3/1/2008.

Change Log:

Effective Date	Change description
7/9/2015	Initial version.
12/14/2017	Modified initial report to bring it up to BI and BOBJ standards.
12/13/2018	Exclusion dates in query filter added to this document