



BP002 Employee History

Report Description BP002 | Web Intelligence

BOBJ

The purpose of this job aid is to explain how to generate the Employee History Report.

Report Description:

This report provides a consolidated historical view of converted PMIS action and Integrated HR-Payroll System action history for all the position and employee related actions of a specified employee excluding fund information. Data returned is based on the personnel number provided for prompt during report execution. If the personnel number is not known, the *BP004: Employee History Lookup* report (based on Last4 SSN and Last Name) can be used to obtain the personnel number and provides a hyperlink to jump to this report. BP002 also provides a hyperlink jump to the *B0021: Employees Eligible for RIF Priority* report which shows the RIF Notification and Priority End Dates.

Report Location:

Cross Agency Verification

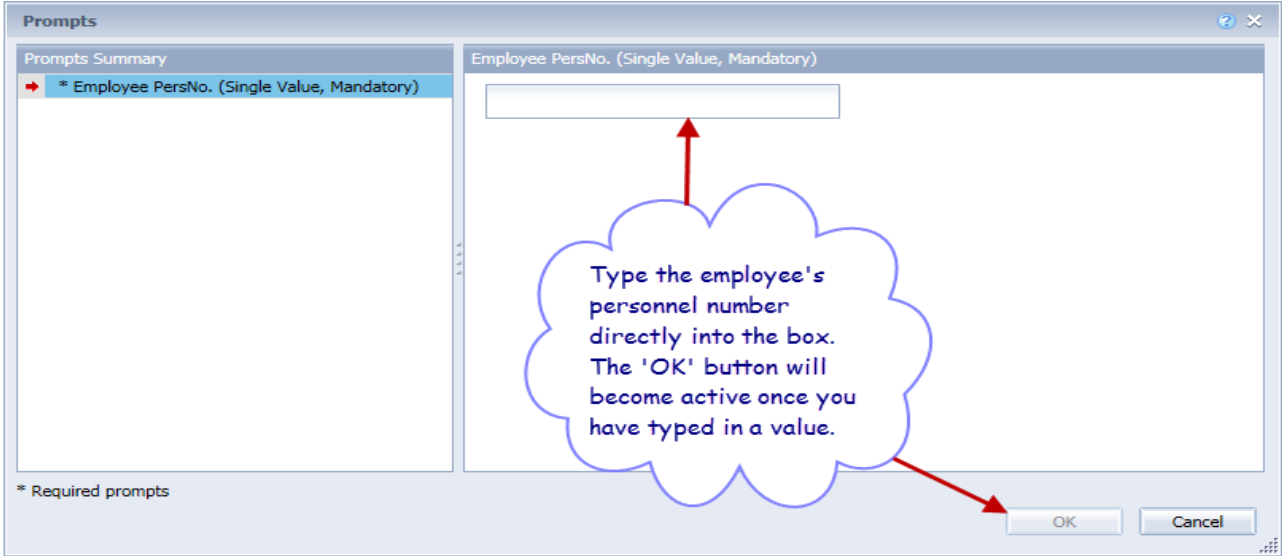
Report Uses:

You must know the employee's personnel number to run the report.

Quick Links

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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 (✓).

Initial Layout

The report generates the action history for the employee selected. Below is a sample of the initial layout rendered.

BP002: Employee History												Execution Date: 9/25/19
Jan L Doe (1234567)												
Valid From	Action Type/Reason	Action Desc	Job	Job Desc	Position	Position Text (Time Based)	Pos GR/LVL	Org Unit	Org Unit Desc	Employee Subgroup	Emp Pay Level	
07/09/2009	ZF02	RIF Severance and/or Health Ins	399999999	Education Consultant II	999999999	#	#	299999999	PI State Superintendent	FT N-FLSAOT Perm	GR	
10/09/2008	Z321	Short-Term Disability Extended	399999999	Education Consultant II	699999999	Homeless/Title I Consultant	GR77	299999999	PI SPR DS INN Student Support	FT N-FLSAOT Perm	GR	
04/01/2008	Z806	Within Agency - Lateral	399999999	Education Consultant II	699999999	Homeless/Title I Consultant	GR77	299999999	PI SPR DS INN Student Support	FT N-FLSAOT Perm	GR	

Click on the action type hyperlink to launch B0021 report

NOTE: The hyperlink from BP002 will be active only for RIF related actions (ZF02, ZG06, AND ZG28). RIF priority data will be available only for RIF actions entered in the Integrated HR-Payroll system (not the legacy PMIS system).

State of North Carolina				
B0021: Employees Eligible for RIF Priority				
				Execution Date: 5/21/15
Employee	Employee Name	Notification Date	Priority End Date	
1234567	Jane L Doe	6/1/13	6/1/14	

Available Objects

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

The screenshot displays a list of available objects for a report, organized into two columns. The objects are as follows:

- Left Column:**
 - BP002: Employee History
 - Action
 - Actn Src
 - Age in Years
 - Agency Hire Date
 - Age Range
 - Cal Mth/Yr
 - Changed By
 - Changed On
 - Country Grouping
 - EE GR/LVL
 - Emp Action Reason
 - Emp Action Type
 - Employee
 - Employee's Name
 - Employee Group
 - Employee Subgroup
 - Employment Status
 - Emp Pay Area
 - Emp Pay Group
 - Emp Pay Level
 - Emp Pay Type
 - ESGCAP
 - Ethnic Origin
 - Fiscal Period/Year
 - Gender
 - Job
 - Job Branch
 - Job Family
 - Judicial Annv Date
 - Last4 SSN
 - Last Name
 - Length of Service
 - Organizational Unit
 - Original Hire Date
 - Personnel Area
- Right Column:**
 - Personnel Subarea
 - PMIS Appt Type
 - PMIS From/To Position #
 - PMIS Position #
 - PMIS Remark 1
 - PMIS Remark 2
 - PMIS Remark 3
 - Pos Addr Street
 - Pos City
 - Pos Country
 - Pos County
 - Pos Employee Group
 - Pos Employee Subgroup
 - Pos GR/LVL
 - Position
 - Position Pay Area
 - Position Pay Group
 - Position Pay Level
 - Position Pay Type
 - Position Text (Time Based)
 - Pos State
 - Prior Position
 - SeqNr
 - SOC Code
 - Source System
 - Supv Employee
 - Supv Position
 - Supv Pos Text (Time Based)
 - Valid From
 - Valid To
 - Budget Amount
 - Employee Prior Salary
 - Employee Salary
 - Variables
 - Prompt Response Employee PersNo
 - Salary Change Amount

Formatting

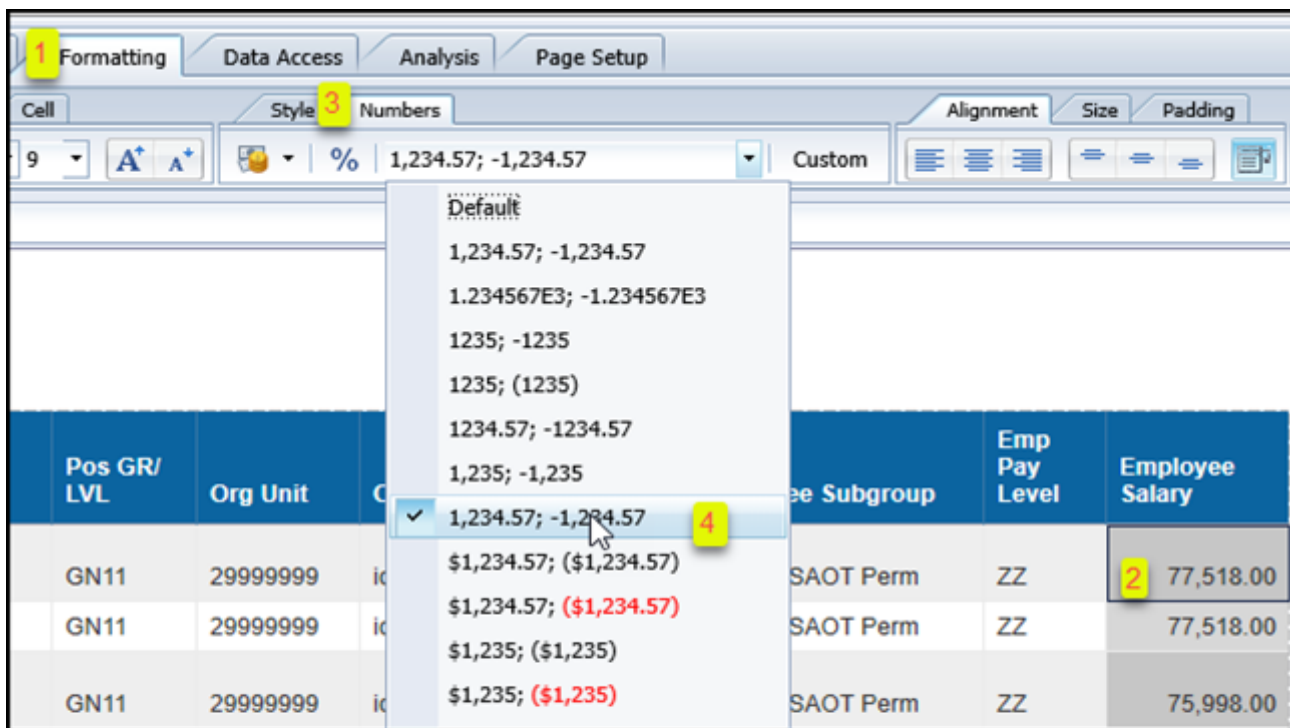
While in Design mode to fix a word wrapping issue, just expand the width of the column to fix the length of the word.



When dragging on Employee Salary or Budget Amt it comes on without being formatted with decimals.

Employee Subgroup	Emp Pay Level	Employee Salary
FT N-FLSAOT Perm	GR	65,387
FT N-FLSAOT Perm	GR	65,387
FT N-FLSAOT Perm	GR	65,387

In order to add decimal points to numerical values follow the steps below.

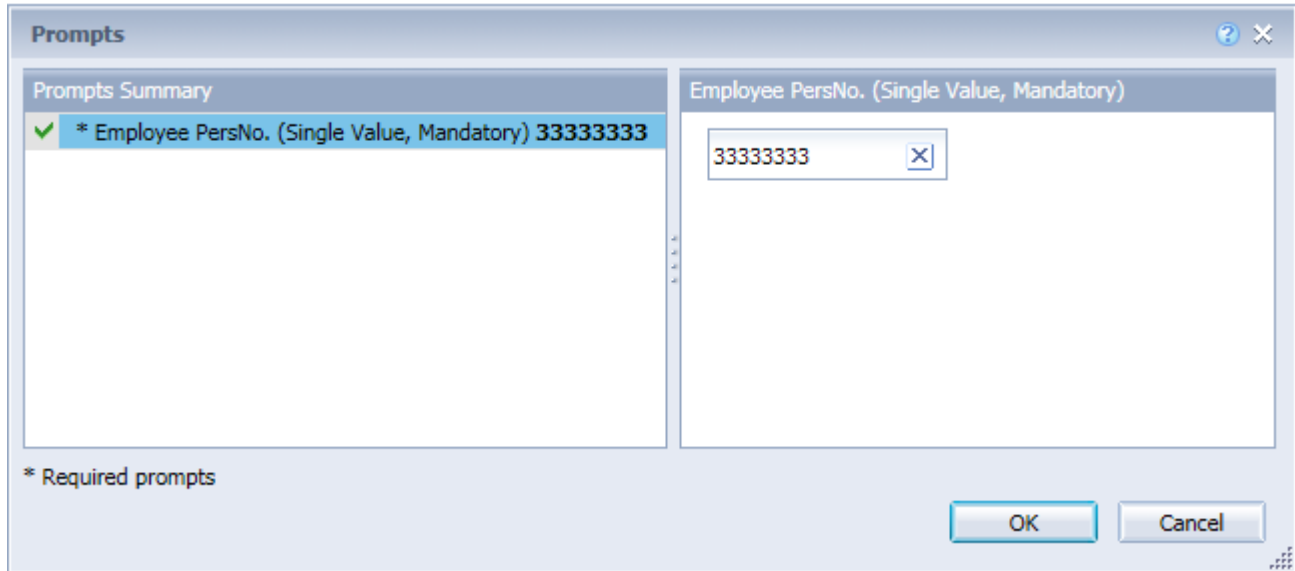


- 1 Click the Formatting button.
- 2 To Format the column highlight it by right clicking into the field.
- 3 Click the numbers tab.
- 4 In the Drop Down menu choose the highlighted option to get the decimal places.

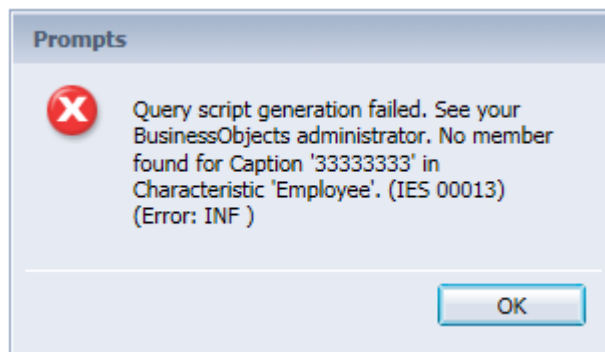
Special Report Considerations/Features

Action records in PMIS have been converted to the Integrated HR-Payroll System action code equivalent for both employee and position actions. Where no equivalent was available for an employee action, a Z# or X# employee action type was generated using the original PMIS action description. Where no equivalent was available for a position action, a 9## position action type was generated utilizing the original PMIS action description.

- For security reasons, this report does not support personnel number searches. If an incorrect personnel number is entered, the report may display an error. See additional details below.



- When an invalid personnel number is used on the prompt, the report may render the following error.



- If the personnel number is not known, the *BP004: Employee History Lookup* report (based on SSN Last4 and Last Name) can be used to obtain the personnel number and provides a hyperlink to jump to this report.
- Data elements from Master Data Attributes are shown based on the Key Date set for this report. Key Date for this report is set as Current Date so all master data elements will show current values. The following are data elements from Available Objects that contain master data.

Employee, Job, Organizational Unit, and Position are data elements that contain master data attributes. The master data elements are objects with the preceding /* symbol. Examples are shown below.

- [-] Employee
 - /* Employee - Agency Hire Date (Key)
 - /* Employee - Annual Salary (Key)
 - /* Employee - Business area (Key)
 - /* Employee - Business area (Text)
 - /* Employee - Contract Type (Key)
 - /* Employee - Contract Type (Text)
- [-] Job
 - /* Job - EEO Category (Key)
 - /* Job - EEO Category (Text)
 - /* Job - ES Grouping for CAP (Key)
 - /* Job - Exempt/Non Exempt (Key)
 - /* Job - Job Branch (Key)
 - /* Job - Job Branch (Text)
- [-] Organizational Unit
 - /* Organizational Unit - Agency (Key)
 - /* Organizational Unit - Agency (Text)
 - /* Organizational Unit - Branch (Key)
 - /* Organizational Unit - Branch (Text)
 - /* Organizational Unit - Business area (Key)
 - /* Organizational Unit - Business area (Text)
- [-] Position
 - /* Position - Address Line 1 (Key)
 - /* Position - Address Line 2 (Key)
 - /* Position - Business area (Key)
 - /* Position - Business area (Text)
 - /* Position - Call Back Immed Payout (Key)
 - /* Position - Call Back Payout Pd (Key)

- If one or more completed PCRs exist for an action, the “Processed Date” available object is populated with the “changed on” date from the most recent completed PCR. If no completed PCR exists for the action, then the Processed Date is populated with the “Changed on” date from the action. Also, the “Changed By” available object is populated with the user who made the change on the completed PCR. If no completed PCR exists for the action, then the Processed Date is populated with the “Changed on” date from the action, and the “Changed by” is populated with the user who made the change on the action.

Change Log

<p>Effective 3/30/2015</p> <ul style="list-style-type: none"> Initial version.
<p>Effective 12/15/2016</p> <ul style="list-style-type: none"> Added Pos GR/LVL, Employee Subgroup, Emp Pay Level to default layout. Added Judicial Annv Date to Available Objects.
<p>Effective 12/2017</p> <ul style="list-style-type: none"> The Processed Date available object was modified to be populated with the “changed on” date from the most recent completed PCR. If no completed PCR exists, then the Processed Date is populated with the “changed on” date of the action. The “changed by” available object was also modified to be populated with the user who made the change on the most recent completed PCR. If no completed PCR exists, the “Changed by” available object is populated with the user who made the change on the action.
<p>Effective 9/25/2019</p> <ul style="list-style-type: none"> Removed the Employee Salary and the Budget Amt from the defaulted report layout. Added formatting tips to get decimal places and word wrapping looking uniform based on default layout.
<p>Effective 9/27/2019</p> <ul style="list-style-type: none"> Formatting update