



EMPLOYEE PAY BY QUARTILE

REPORT DESCRIPTION B0026 | WEB INTELLIGENCE



The purpose of this report description is to describe and explain how to generate the Employee Pay by Quartile report.

REPORT DESCRIPTION

This report provides the employee's pay level within the quartile minimum and maximum of a designated quartile and employee salary average by quartile by Job.

REPORT LOCATION

PA: Compensation

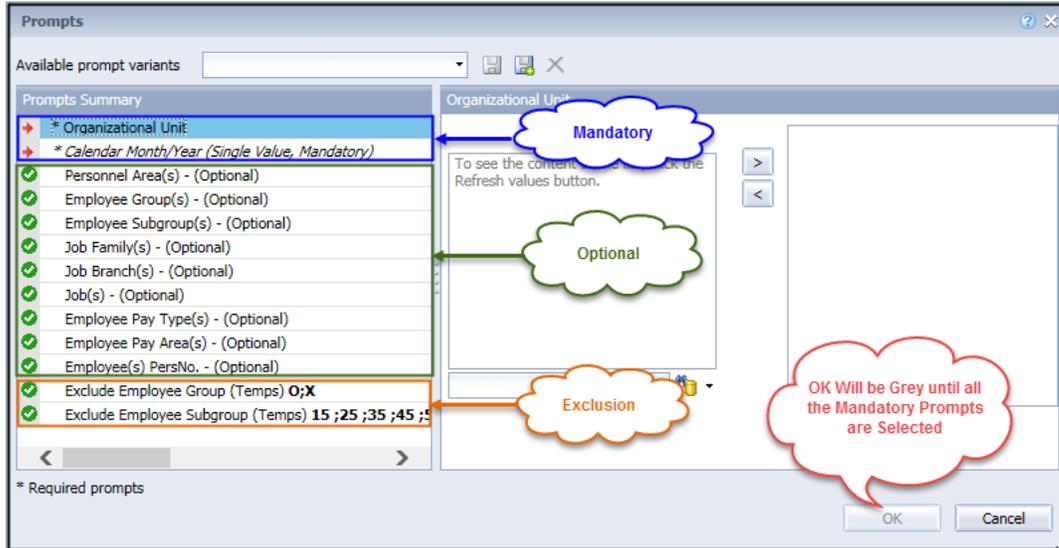
REPORT USES

- This report should be used to monitor employees by their job classification when comparing each by their salary within the quartiles. It can show potential areas of inequity.
- This report also provides a summary count and average salary of employees by quartile.
- Use Compa Ratio Rate to evaluate, either at a summary or detail level, how employee salaries compare to others within their specific job market.

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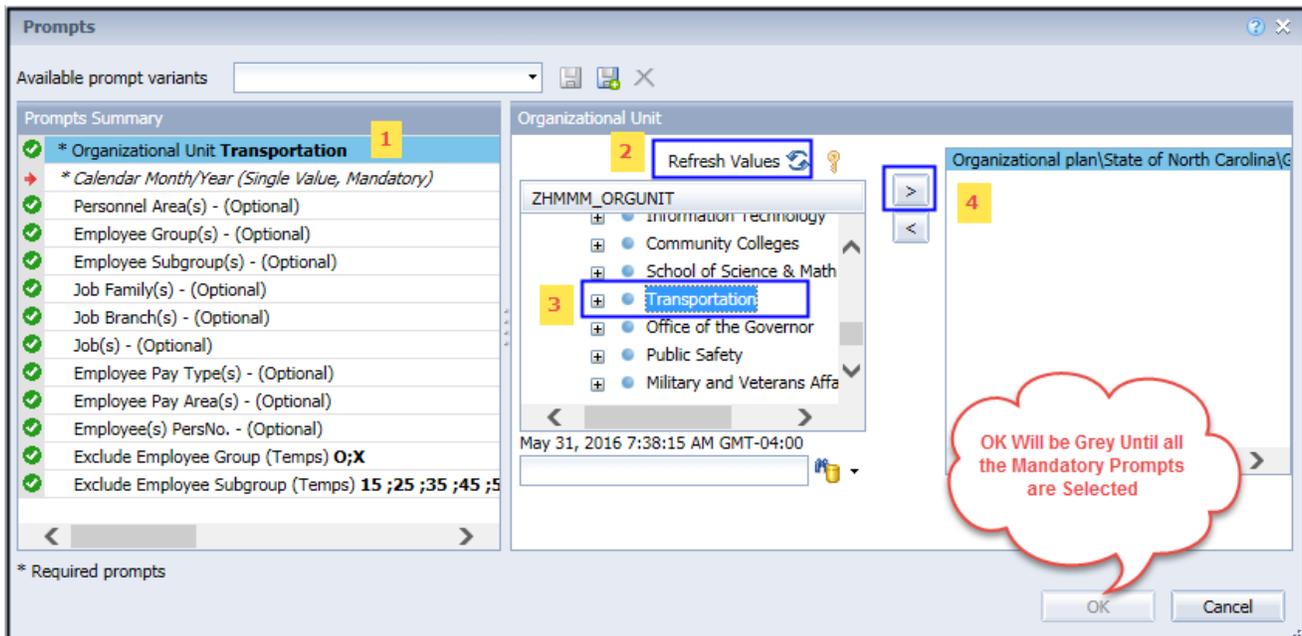
How to generate this report



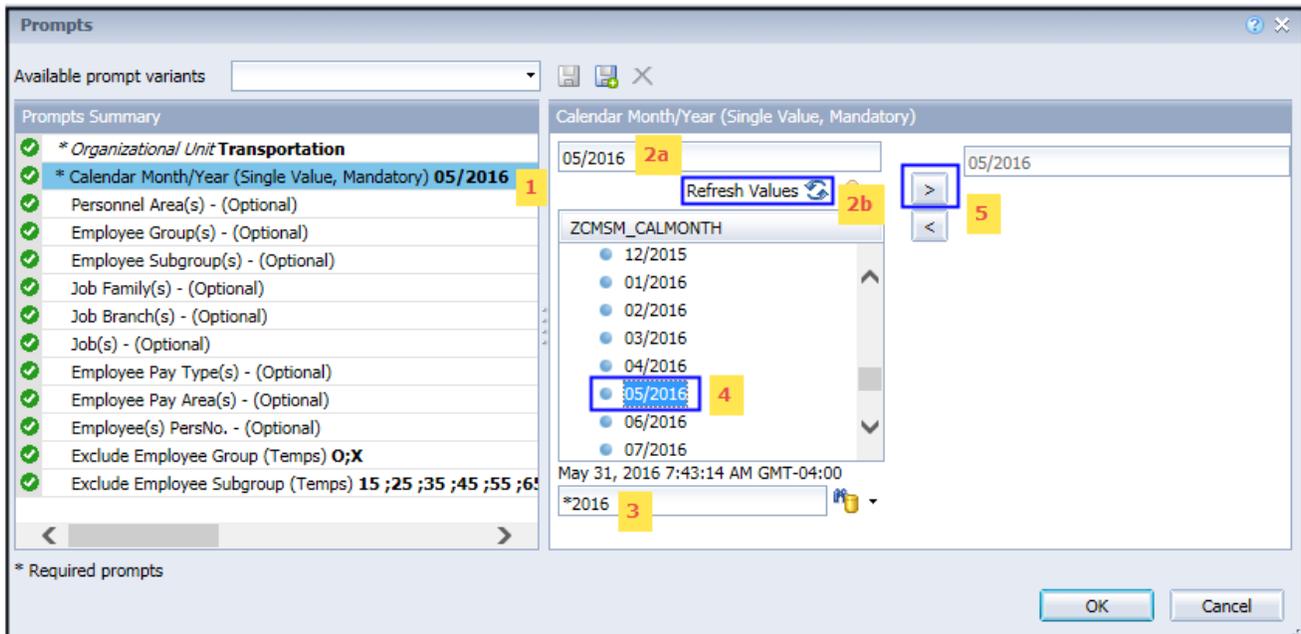
Mandatory Prompts

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 (✓).

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



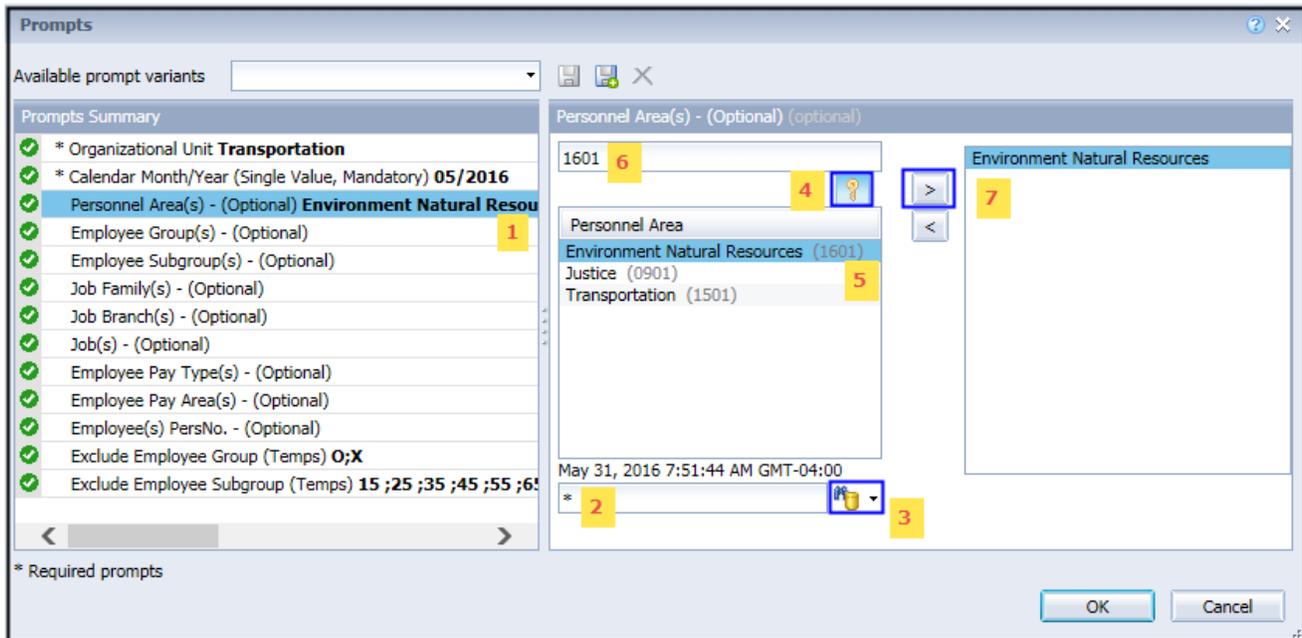
- ***Calendar Month/Year:** To select data for this prompt:
- Make sure the Calendar Month(s)/Years prompt is selected (1).
 - If the date is known, enter the date in the text box in MM/YYYY format (2a) and skip steps (2b) – (4); go straight to step 5.
 - **OR**, Click “Refresh Values” (2b).
 - In the search box narrow down the date selection by using the wildcard *YYYY format and press the enter key (3).
 - Select the date (4).
 - Click the right arrow button (5).
 - If no other prompts are required, click the “OK” button to run the report.



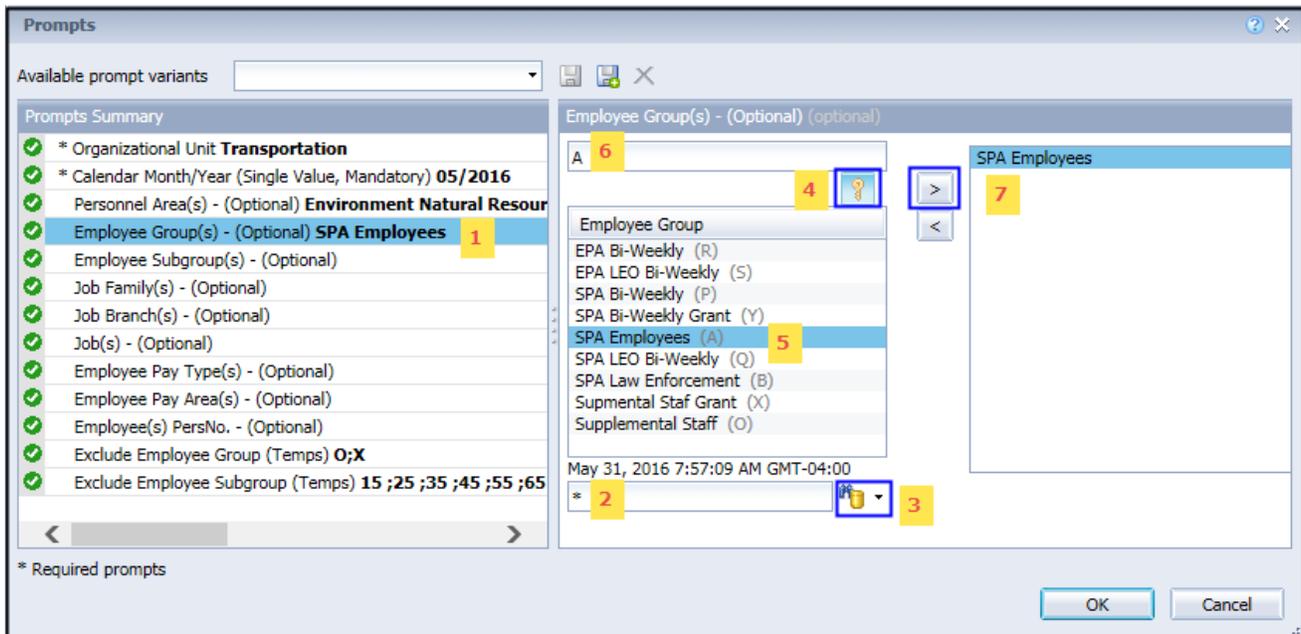
Optional Prompts

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

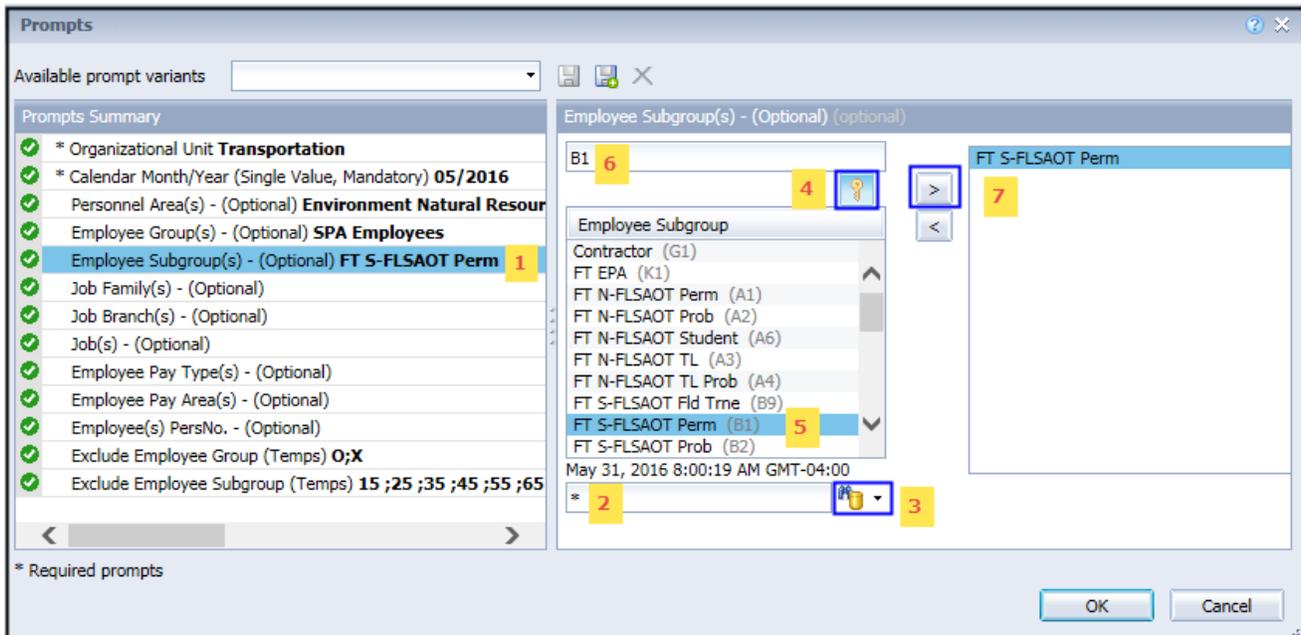
- ✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
 - Make sure the “Personnel Area(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Personnel Area (2).
 - Click the search icon (3).
 - To see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



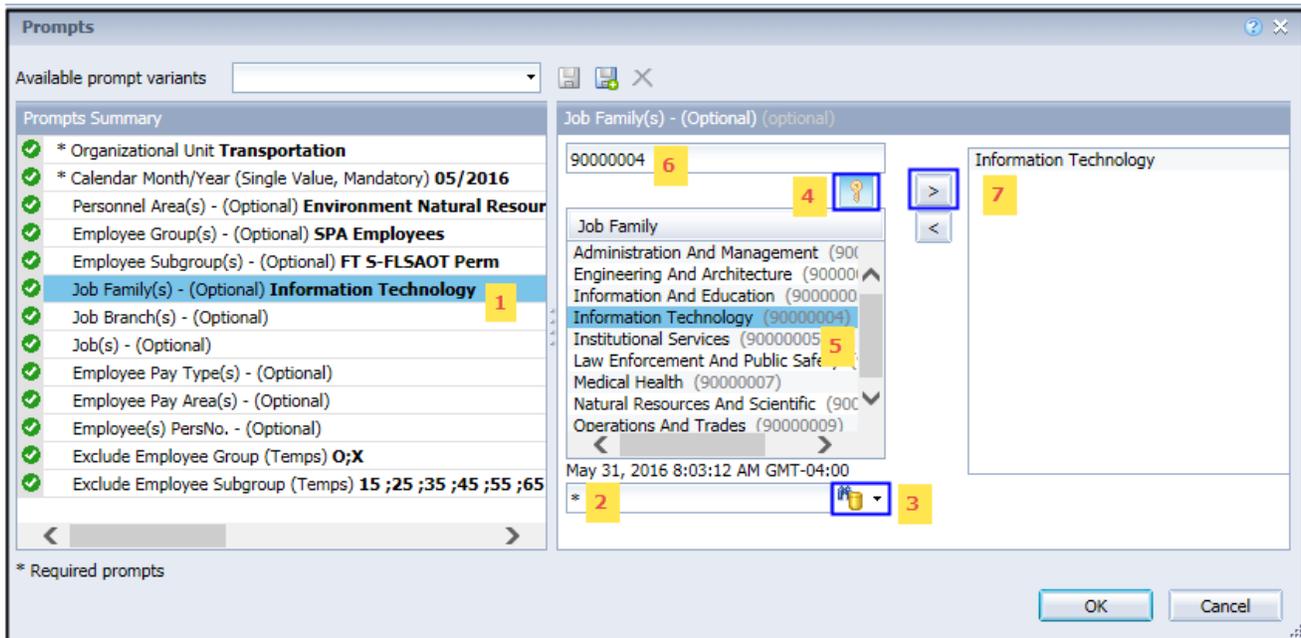
- ✓ **Employee Group(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Group(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Group (2).
 - Click the search icon (3).
 - To see the key value for each Employee Group, click the key icon (4).
 - Select the desired Employee Group (5).
 - **OR**, if the Employee Group key or Employee Group name is known, 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).



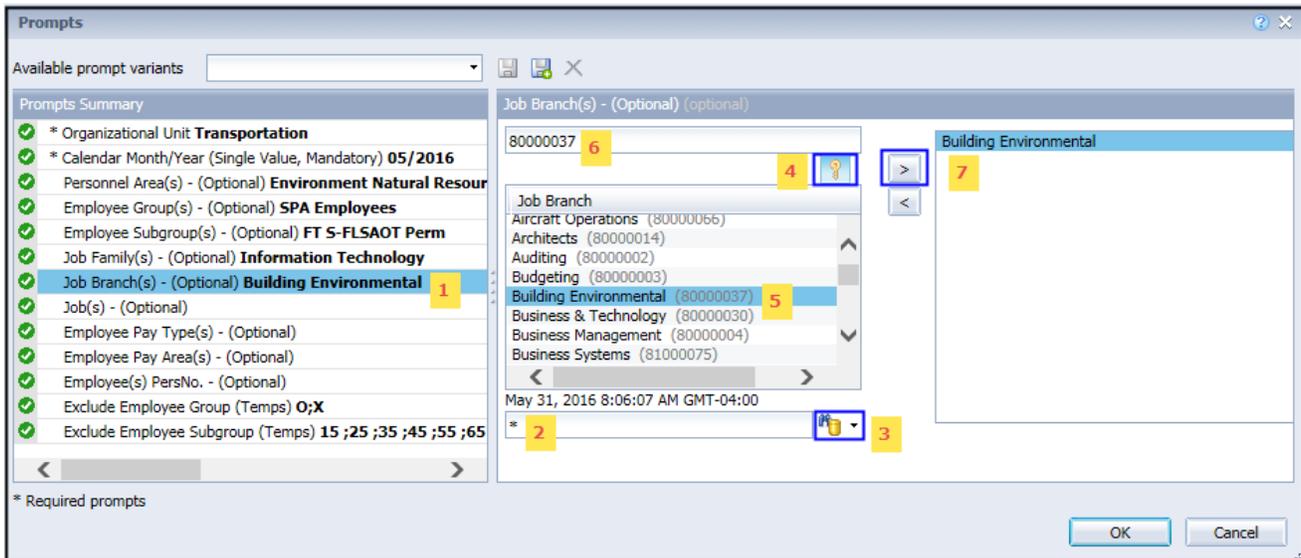
- ✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Subgroup(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Subgroup (2).
 - Click the search icon (3).
 - Select the desired Employee Subgroup (5).
 - **OR**, if the Employee Subgroup key or Employee Subgroup name is known, 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).



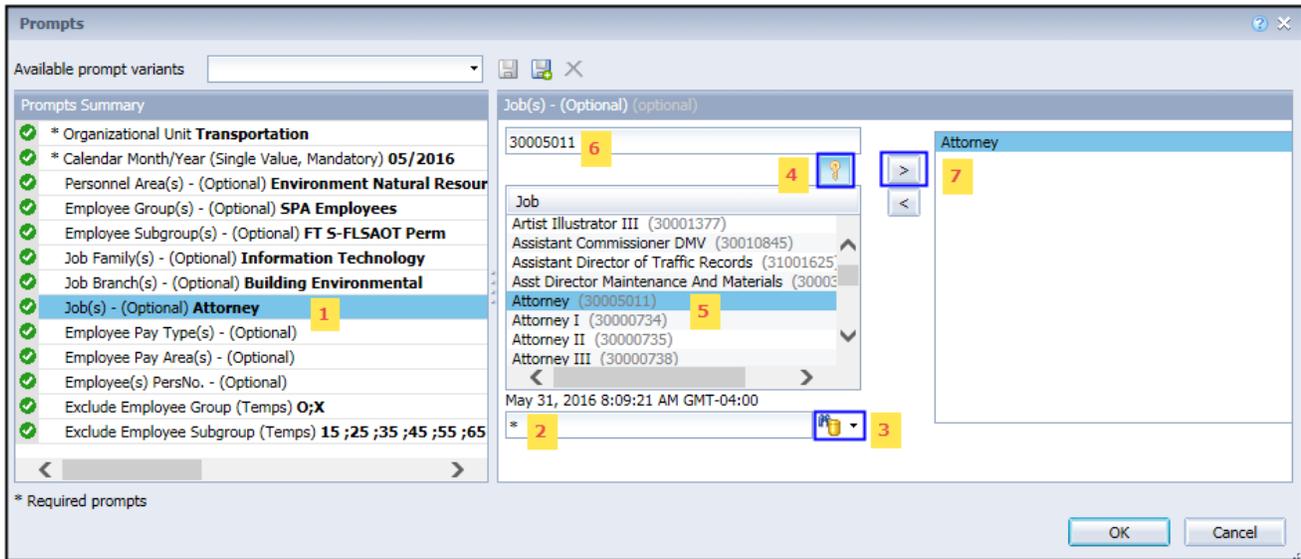
- ✓ **Job Family(s) - (Optional):** To select data for this prompt:
 - Make sure the “Job Family(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Job Family (2).
 - Click the search icon (3).
 - To see the key value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



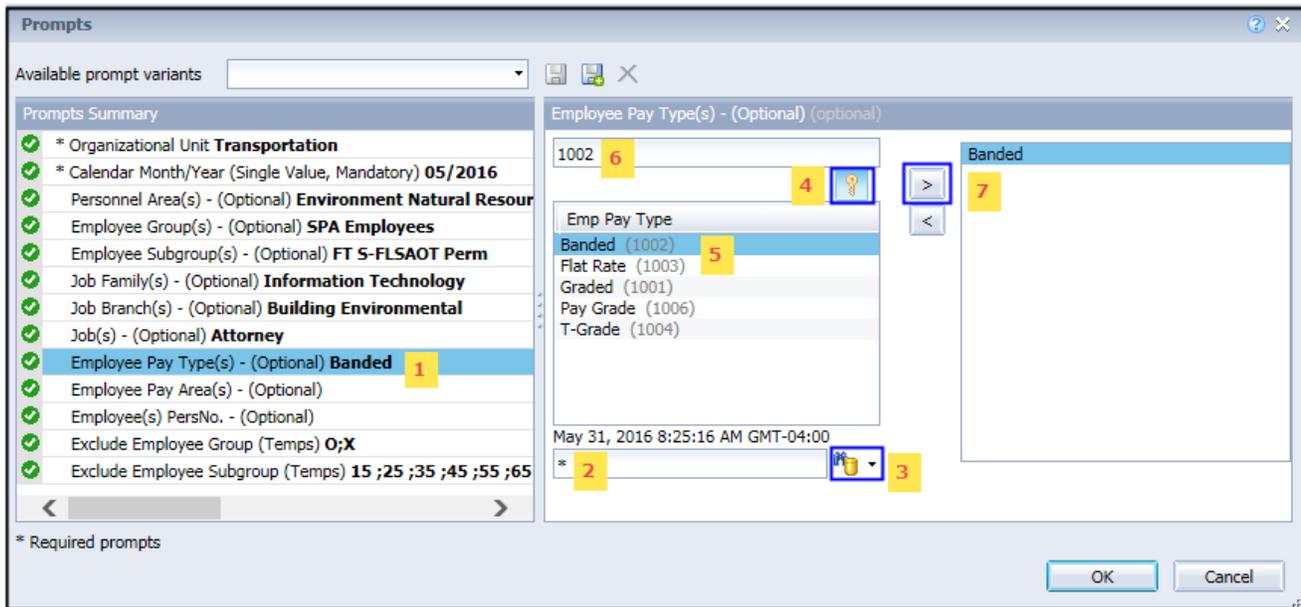
- ✓ **Job Branch(s) - (Optional):** To select data for this prompt:
 - Make sure the “Job Branch(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Job Branch (2).
 - Click the search icon (3).
 - To see the key value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



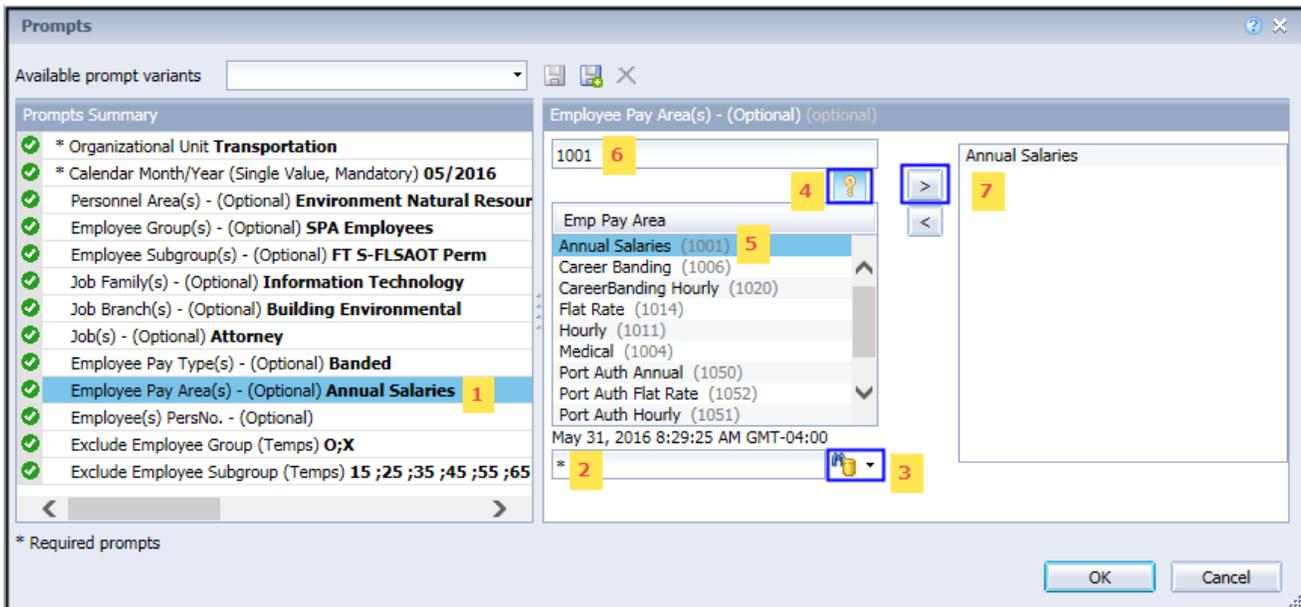
- ✓ **Job(s) - (Optional):** To select data for this prompt:
 - Make sure the “Job(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Job (2).
 - Click the search icon (3).
 - To see the key value for each Job, click the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



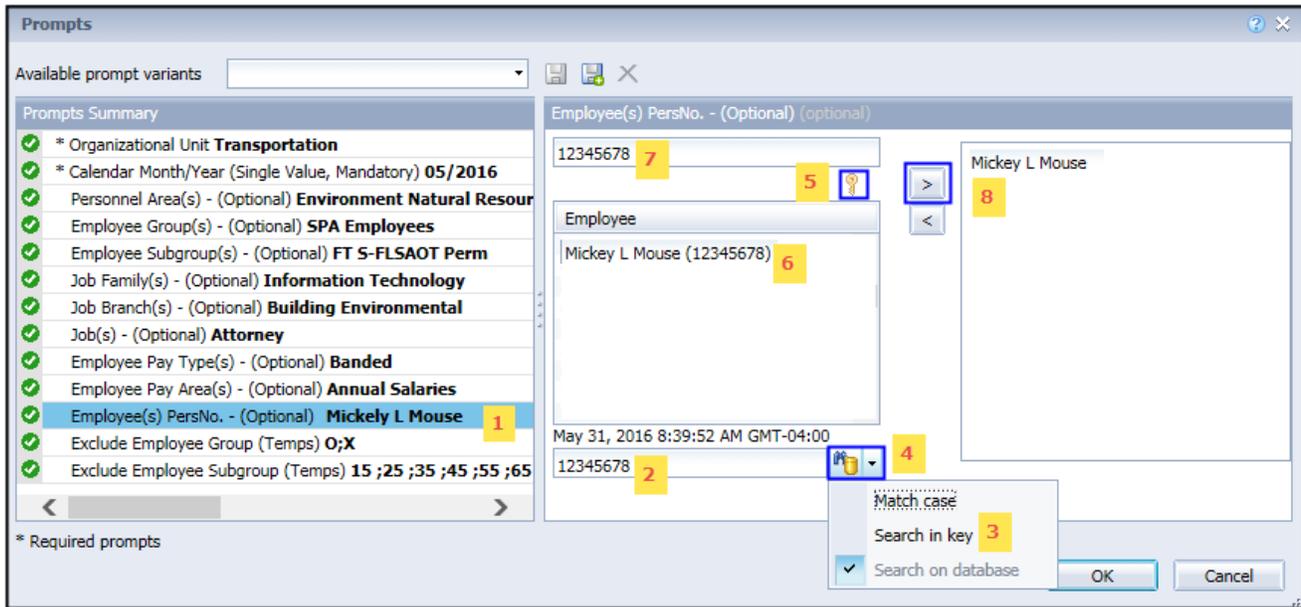
- ✓ **Employee Pay Type(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Pay Type(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Pay Types (2).
 - Click the search icon (3).
 -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



- ✓ **Employee Pay Area(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Pay 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 Employee Pay Areas (2).
 - Click the search icon (3).
 - To see the key value for each Employee Pay Area, click the key icon (4).
 - Select the desired Employee Pay Area (5).
 - **OR**, if the Employee Pay Area key or Employee Pay Area name is known, skip steps (2) through (5) and enter it directly in (6).
 - Click the right arrow to add the Employee Pay Area 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 on 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 the employee number is known, skip steps 2 through 6 and enter it directly in (7).
 - Click the right arrow to add the Employee to the selection box (8).



NOTE: Since the system has a large number of employees, 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 the employee number is known, it is best to use the manual entry field (in step 7) to enter your selection.

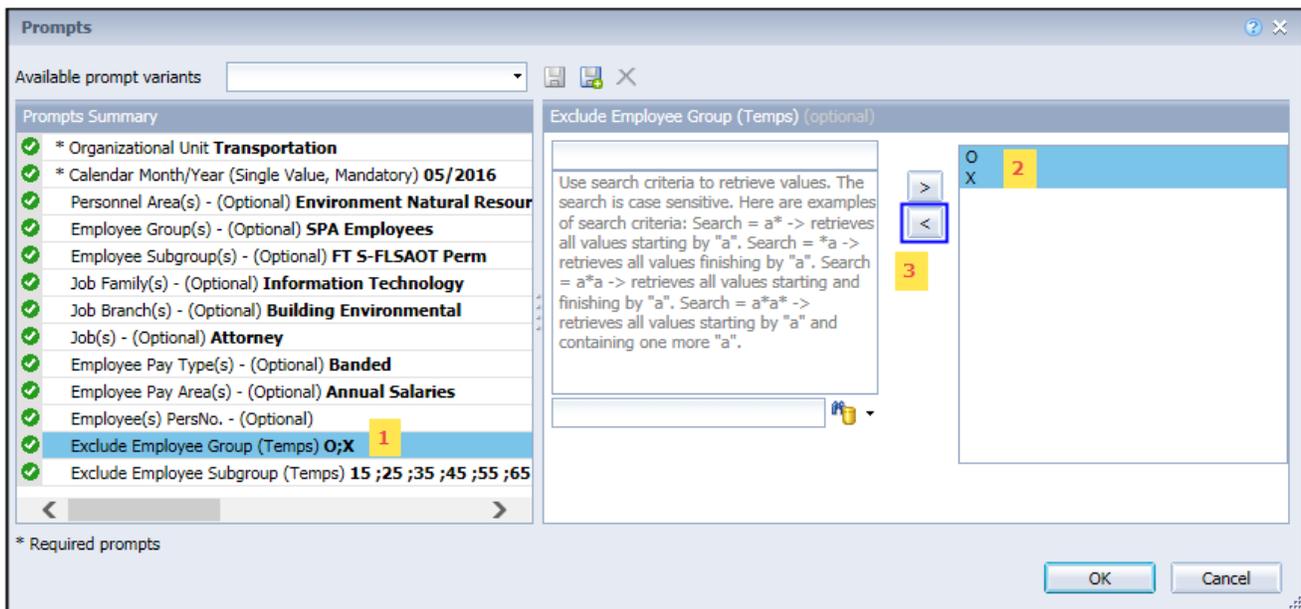
Exclusion Prompts

Exclusion prompts are indicated with a green check mark (✓) also 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 Group (Temps)**

To remove this exclusion:

- Make sure the “Exclude Employee Group (Temps)” prompt is selected (1).
- Select one or more Employee Group(s) to remove from the box on the right (2).
- Click the left arrow icon to remove the desired Employee Group(s) (3).

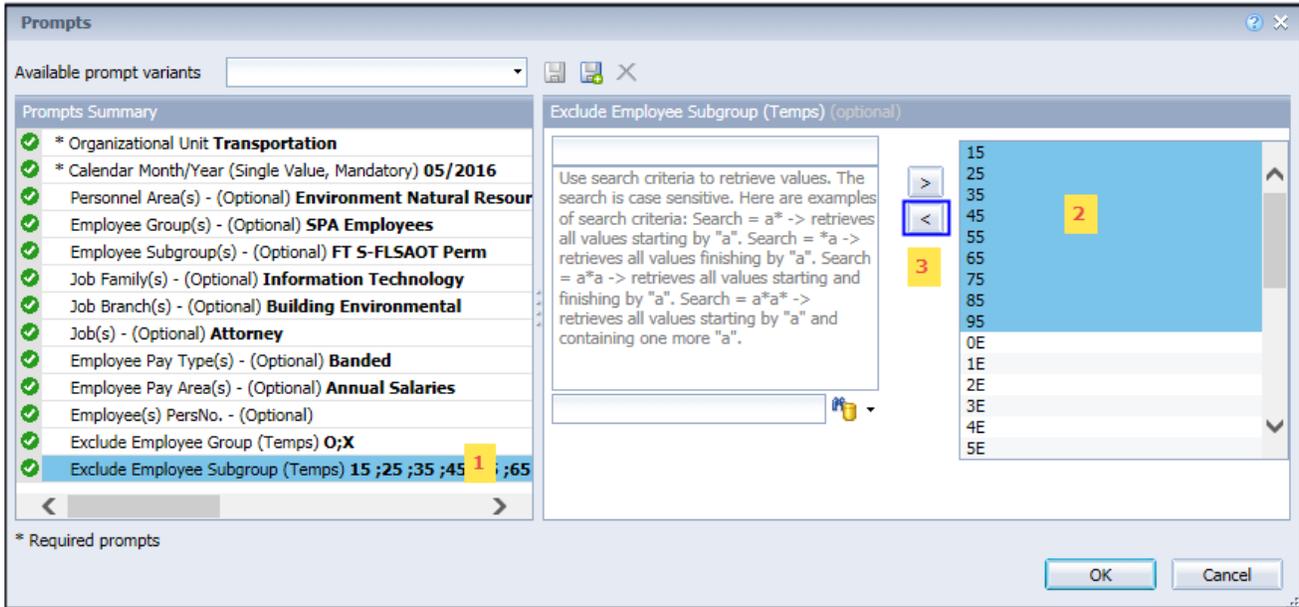


NOTE: The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. To clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.

✓ **Exclude Employee Subgroup (Temps)**

To remove this exclusion:

- Make sure the “Exclude Employee Subgroup (Temps)” prompt is selected (1).
- Select one or more Employee Subgroup(s) to remove from the box on the right (2).
- Click the left arrow icon to remove the desired Employee Subgroup(s) (3).



NOTE: The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. To clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.

Initial Layout

Below is the sample rendering of the report layout.

B0026: Employee Pay by Quartile as of 9/2016 Execution Date : 11/7/16

Personnel Area	Job Desc	Job	Employee Pay Level	Pay Level Quartile Min	Pay Level Quartile Max	Employee Average Salary by Quartile	Number of Employees
State Controller	Applications Developer Programer Special	31003201	#	0	0	80,000	1
Job - Applications Developer Programer Special							1
Personnel Area - State Controller							1
Transportation	31003831	31003831	ZZ	36,413	999,999	90,912	1
Job - 31003831							1
Personnel Area - Transportation							1
Total						2	

The Report Info tab displays the information about the prompts entered.

Report Info Execution Date : 11/7/16

Prompt Input

Organizational Unit	State Controller;Transportation
Calendar Month/Year	9/2016
Personnel Area(s)	
Employee Group(s)	
Employee Subgroup(s)	
Job Family(s)	
Job Branch(es)	
Job(s)	
Employee Pay Type(s)	
Empaloyee Pay Area(s)	
Employee(s) Persllo.	
Exclude Employee Group (Temps)	O;X
Exclude Employee Subgroup (Temps)	15;25;35;45;55;65;75;1E;2E;3E;4E;5E;6E;7E;0E;85;95;Q5;S5;S;SO;T5;U5;8E;9E;QE;SE;SL;SR;TE;UE;VE;V5

Available Objects

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

- [-] B0026: Employee Pay by Quartile
 - + Age
 - + Cal Mth/Yr
 - + Education Level
 - + Employee
 - + Employee Group
 - + Employee Subgroup
 - + Emp Pay Area
 - + Emp Pay Group
 - + Emp Pay Level
 - + Emp Pay Type
 - + Ethnic Origin
 - + Gender
 - + Job
 - + Job Branch
 - + Job Family
 - + Organizational Unit
 - + Personnel Area
 - + Personnel Subarea
 - + Position
 - + Age in Years
 - + American Indian or Alaskan Native (N-H/L)
 - + Annual Salary
 - + Asian (Non-Hispanic/Latino)
 - + Black or African American (N-H/L)
 - + Emp Pay Group Max
 - + Emp Pay Group Min
 - + Emp Reference Salary
 - + Ethnicity Unknown
 - + FTE Annual Salary
 - + Hispanic/Latino
 - + Length of Service
 - + Native Hawaiian or Other Pacific Islander (N-H/L)
 - + Number of Employees
 - + Number of Employees Female
 - + Number of Employees Male
 - + Related Education Month(s)
 - + Related Work Experience Month(s)
 - + Two or More Races (Non-Hispanic/Latino)
 - + White (Non-Hispanic/Latino)
- [-] Variables
 - + Employee Salary Max
 - + Employee Salary Min
 - + Prompt Response Calendar Month/Year
 - + Prompt Response Employee Group
 - + Prompt Response Employee Pay Area
 - + Prompt Response Employee Pay Type
 - + Prompt Response Employee PersNo
 - + Prompt Response Employee Subgroup
 - + Prompt Response Exclude Employee Group
 - + Prompt Response Exclude Employee Subgroup
 - + Prompt Response Job
 - + Prompt Response Job Branch
 - + Prompt Response Job Family
 - + Prompt Response Organizational Unit
 - + Prompt Response Personnel Area
 - + Prompt Response Position
 - + Average Age
 - + Average Length of Service
 - + Compa Ratio
 - + Emp / Job Ref Salary
 - + Employee Average Salary by Quartile

Special Report Considerations/Features

- Temporary employees are excluded by default, but this can be changed from the prompts.
- Report generates for active employees only.
- The ‘Emp/Job Ref Salary’ represents the Employee Reference Rate for Banded pay types; for all other pay types, it represents the Job Reference Rate.
- Data for Salary Range tab is available June 2015 and forward only. Salary range for historical months is not available.
- Report runs for the following Pay Scale Types only:
 - 06 - Executive (EX)
 - 07 - General (GN)
 - 08 - Information Tech (IT)
 - 09 - Attorney (AT)
 - 10 - Education (ED)
 - 11 - Medical (MG)
 - 12 - State Hwy Patrol (HP)
 - 16 - Correctional Officer (CO)
 - 17 – Probation Parole Officer (PPO)
- Infotype 9822 data (Related Experience) is only available beginning August 2018.

Change Log

Effective Date	Change Description
11/7/2016	Initial version
8/9/2018	Added infotype 9822 Related Work Experience Months and Related Education Months to Available Objects.
5/21/2019	NO changes have been made to the content of the report description. ONLY formatting changes to the Headers and Footers.
1/16/2020	Added new “16 - Correctional Officer (CO)” Pay Scale Type to report filter.
1/21/2020	Content Formatting Change
2/22/2022	Added new “17 – Probation Parole Officer (PPO)” Pay Scale Type to report filter.