The purpose of this report description is to explain the Disabled Employee Analysis Report and how to generate it in the system.

REPORT DESCRIPTION:

This report shows the number of employees by personnel area, with the number of disabled employees, and the percentage of disabled to the total number of employees for the organizational unit(s) specified.
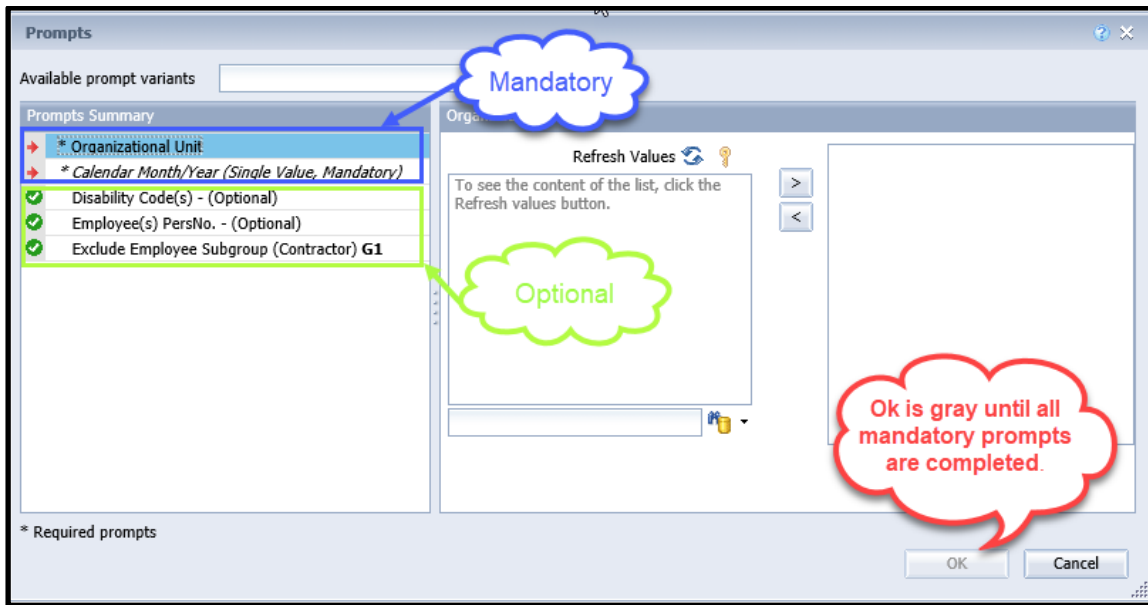
REPORT LOCATION:

PA: Disability

REPORT USES:

- This report can be used to show a summary of the number of employees, who have reported a disability, within each org unit by personnel area.

- The disability code is among many available objects that can be added to the report. It can be added to the report if a list of the number of specific disabilities that have been reported by employees within your organizational unit(s) is needed.

- The employee is also an available object that can be added to the report. It can be added to the report to identify the employee(s) with specific a disability, if certain accommodations or needs are required for an employee with a specific disability.

## Quick Links

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 to a green check mark (✓).

➜ ***Organizational Unit:*** To select data for this prompt:
- Make sure the "Organizational Unit" prompt is selected (1).
- Click on the "Refresh Values" icon to see the list of Org Units (2).
- Navigate to the desired Org Unit (3).
- Click on the right arrow to add it to the selection box (4).
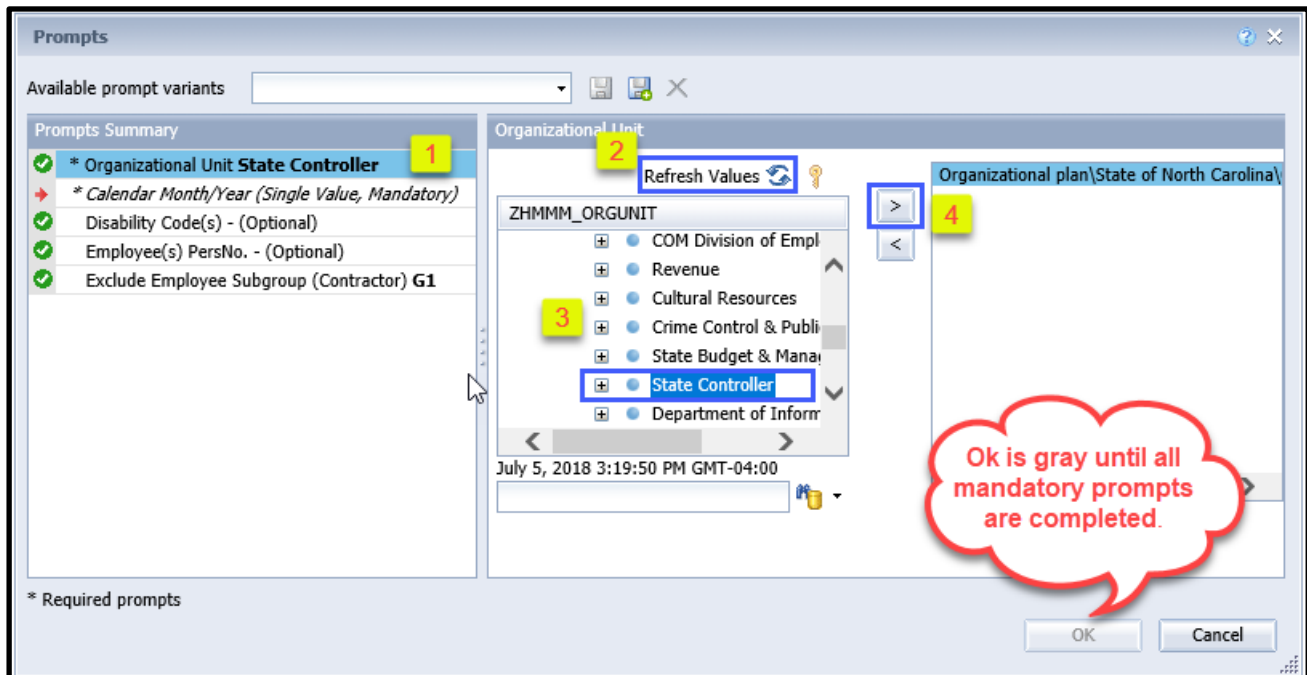
➔ ***Calendar Month/Year (Single Value, Mandatory**): To select data for this prompt:
- Make sure the "Calendar Month/Year (Single Value, Mandatory)" prompt is selected (1).
- Click the "Refresh Values" to see a list of values (2).
- OR, type a wildcard year (*YYYY*) to search for available months in a specific year (3).
- Click the search icon (4).
- Select the desired date (5)
- OR, type the month/year (MM/YYYY) in the direct entry field (6).
- Click the right arrow to add it to the selection box (7).
- Click OK (8).
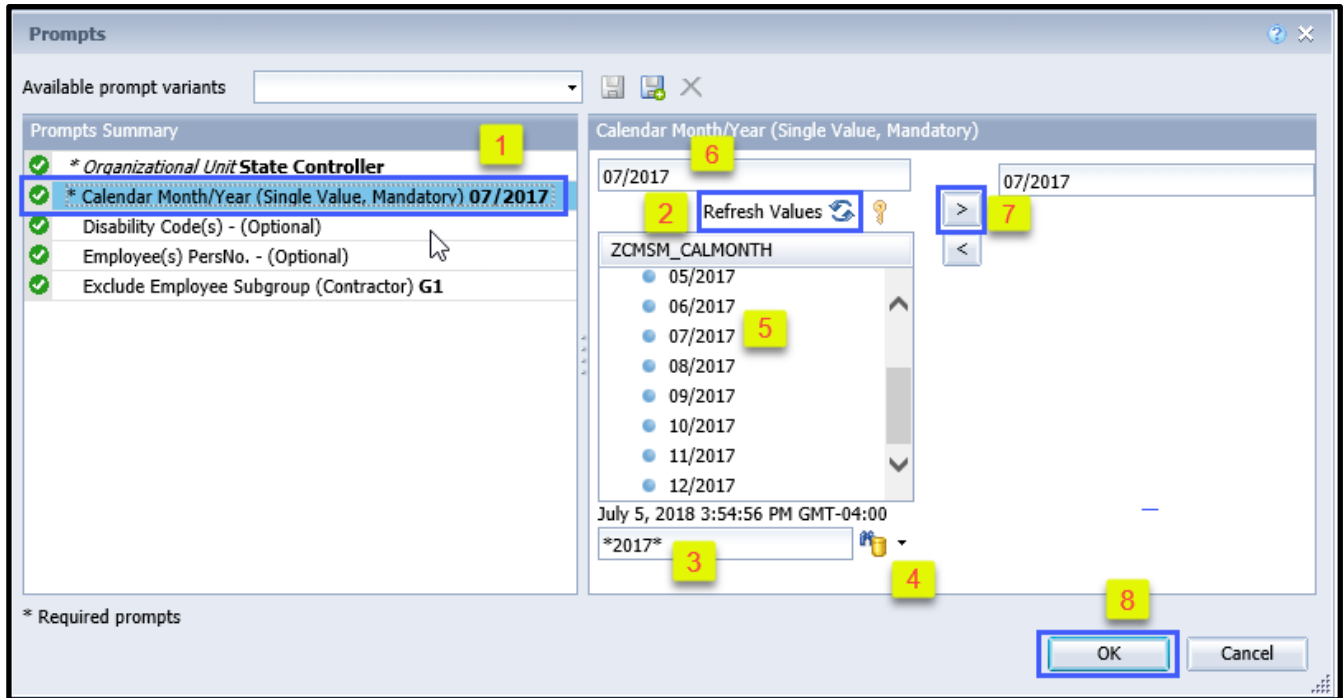
Optional Prompts

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.

- ✓ **Disability Code(s) – (Optional):** To select data for this prompt:
    - Make sure the "Disability Code(s) – (Optional)" prompt is selected (1).
    - Enter a search test with an asterisk (*) in the search box to view the list of values for Disability Codes (2).
    - Click on the search icon (3).
    - Select the desired Disability Code(s) (4).
    - Click the right arrow to add it to the selection box (5).
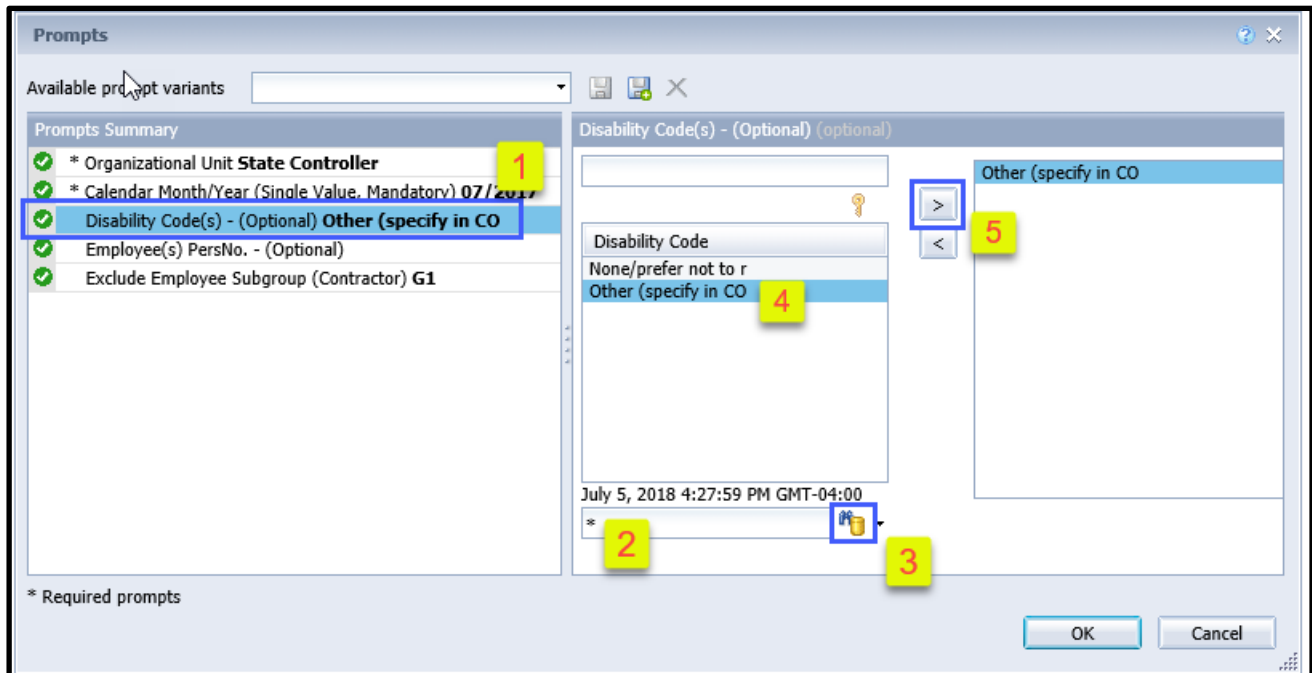
✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
  - Make sure the "Employee(s) PersNo. - (Optional)" prompt is selected (1).
  - Enter an employee number in the search box to verify the employee name (2).
  - Click on the search icon drop down arrow and select "Search in key" (3).
  - Click the search icon (4).
  - To see the employee number, click on the key icon (5).
  - Click on the desired Employee (6).
  - **OR**, if the employee number is known, skip steps 2 through 6 and enter it directly in the direct entry field (7).
  - Click on the right arrow to add the Employee to the selection box (8).
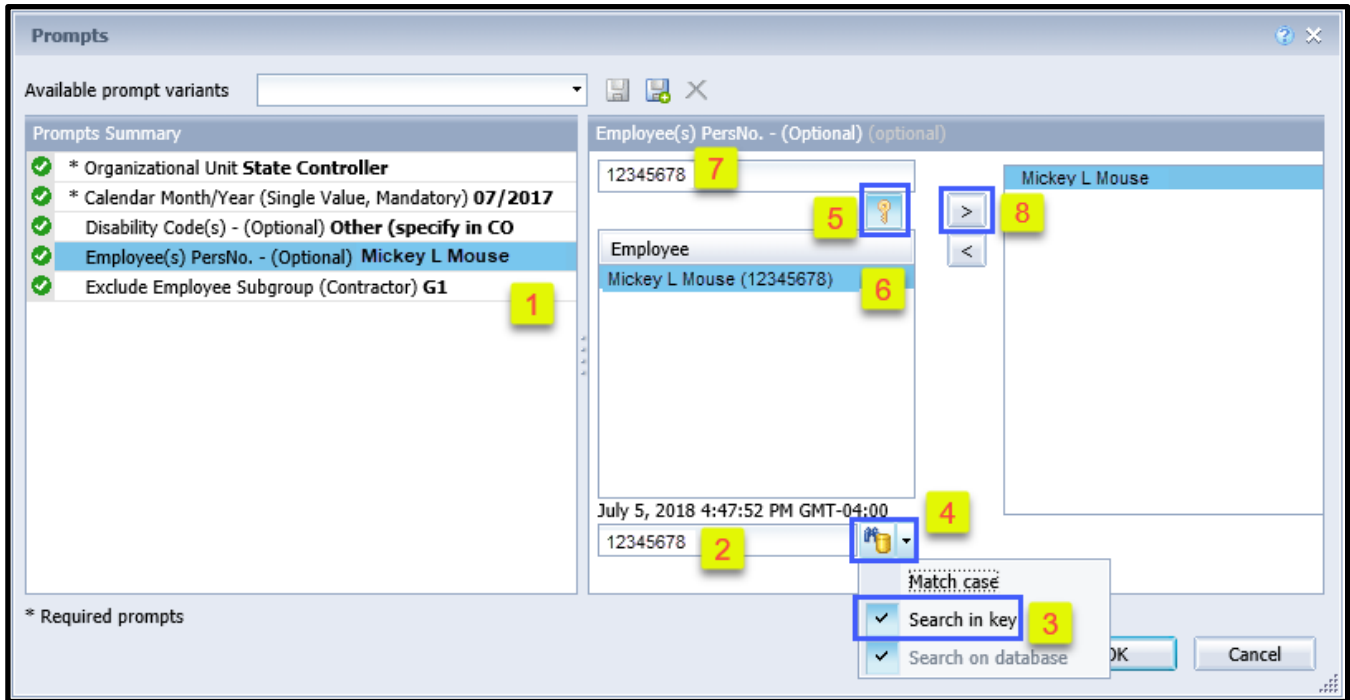
NOTE: Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down the search by using the wildcard with specific text 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 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 included in the report.

- ✓ Exclude Employee Subgroup (Temps): To remove this exclusion
  - Make sure the "Exclude Employee Subgroup (Contactor)" prompt is selected (1).
  - Select the Employee Subgroup to remove from the box on the right (2).
  - Click the left arrow icon to remove the desired Employee Subgroup (3).
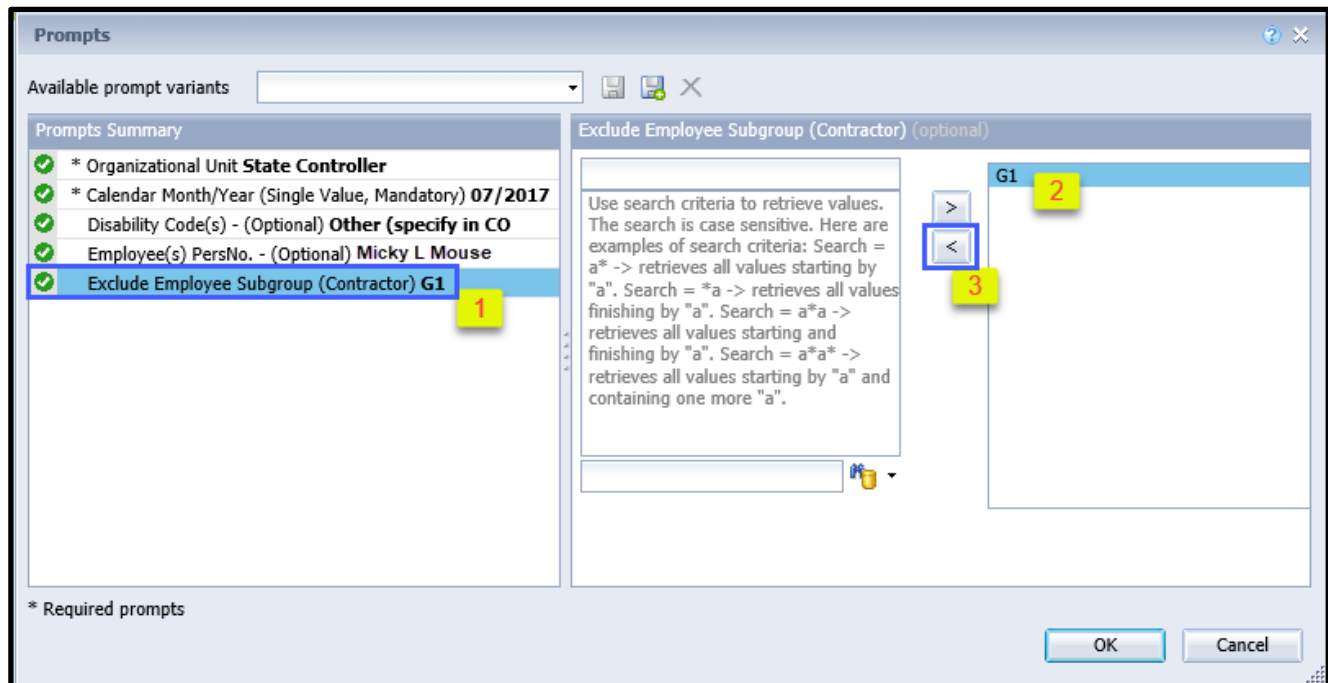
Initial Layout

This report contains one report tab and one Report Info tab. Below are sample renderings from each tab.

B0007 Disabled Employee Analysis: The B0007 Disabled Employee Analysis tab shows the number of employees by personnel area, with the number of disabled employees, and the percentage of disabled to the total number of employees for the organizational unit(s) specified.

B0007: Disabled Employee Analysis as of 10/2018

Personnel Area	Number of Employees	Number of Disabled Employees	% Disabled to Total
Agency ABC	320	4	1.25
Total	320	4	1.25

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

Report Info

Prompt Input

Organizational Unit	Agency ABC
Calendar Month/Year	10/2018
Disability Code(s)	
Employee(s) PersNo.	
Exclude Employee Subgroup	G1

Available Objects

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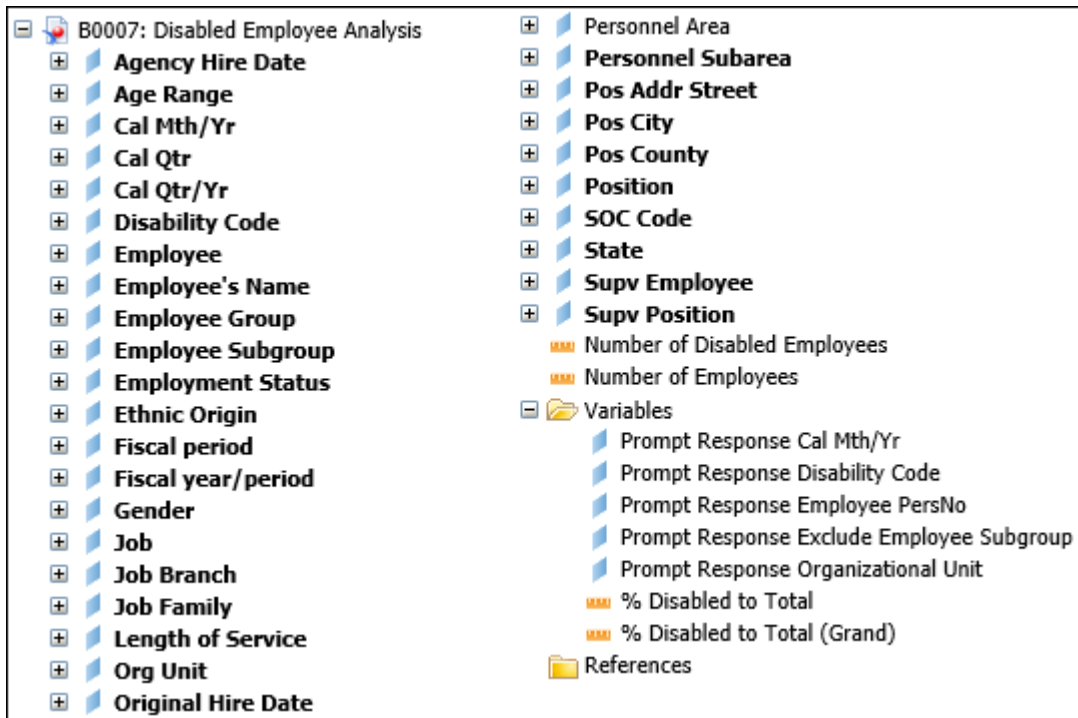
Special Report Considerations/Features

- This report shows the totals for only the active employees for the organizational unit(s) selected as of the calendar month/year selected.

- Beginning 6/25/2020, the system will show 3 values for Disability Code. Based on the dates selected for the report prompt, if June2020 or later is selected, only 3 values will be available.

Disability Code	Description
N	No, I don't have a disability
X	Yes, I have a disability (or previously had a disability)
Y	I don't wish to answer

- If May2020 or any earlier month is selected for the date prompt, the following Disability Codes may be shown.

Disability Code	Description
A	None/prefer not to report
B	Blind or severely visually impaired
C	Deaf or severely hearing impaired
D	Loss or limited use of arms and/or hands
E	Non-ambulatory (must use a wheelchair)
F	Other orthopedic impairment (e.g. amputation, arthritis, etc.)
G	Respiratory impairment
H	Nervous system/neurological disorder
I	Mental restored
J	Intellectual disability
K	Learning disability
L	Other (heart disease, diabetes, speech impairment)
M	Other (specify in COMMENTS section)

Note: The A-M codes above can only be seen in BOBJ reports because historical data is maintained in BI. These historical codes CANNOT be seen in ERP.

Change Log

Effective Date	Change description
6/2/2017	Initial creation of the report
2/21/2019	Report description created and published
3/26/2019	**NO** changes have been made to the content of the report description. ONLY formatting changes to the Headers and Footers.
6/25/2020	New Disability codes incorporated. See Special Considerations/Features section for more detail.
7/6/2020	Table of contents updated