



# LAST SALARY ACTION EXCLUDING LI

## REPORT DESCRIPTION B0017 | WEB INTELLIGENCE



The purpose of this report description is to explain how to generate the Last Salary Action Excluding LI report.

### REPORT DESCRIPTION

The purpose of this report is to display active employees with the last employee action that resulted in an increase or decrease in salary, excluding legislative increases.

The last salary action selected represents the most recent action based on the date range used when executing the report.

### REPORT LOCATION

PA: Employee Actions

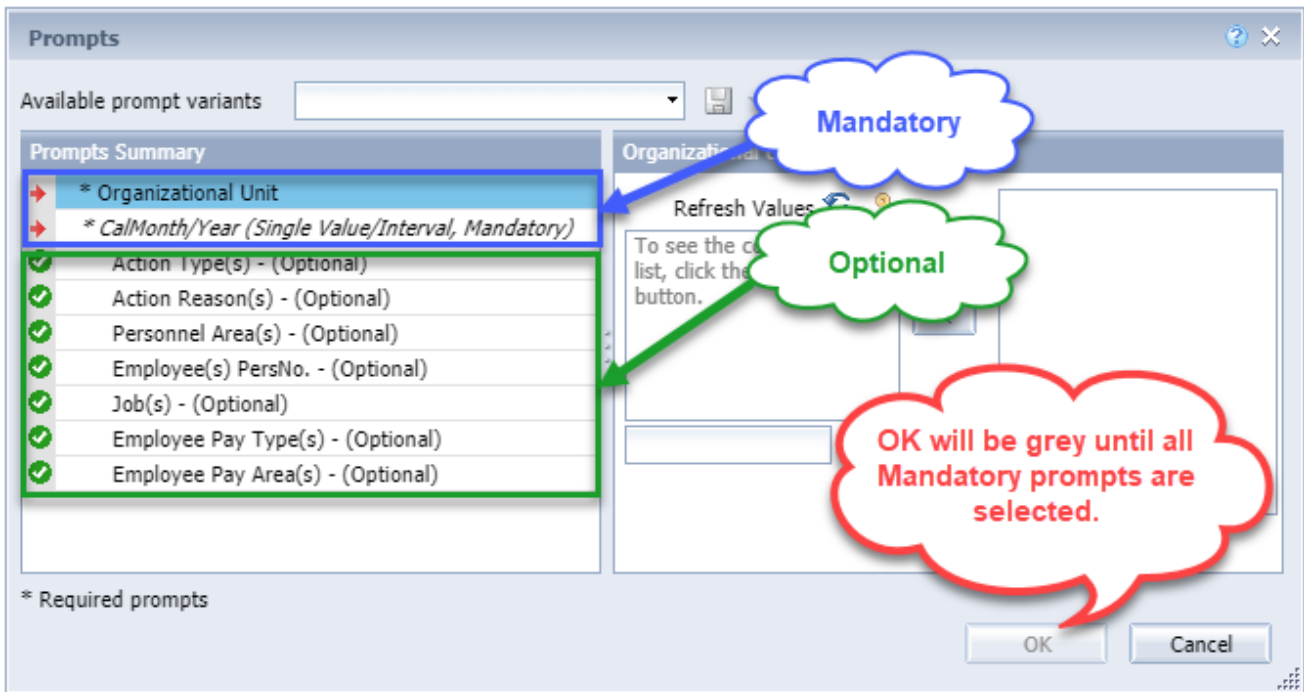
### REPORT USES

- Analyze employee actions that resulted on a salary change across organizational units to determine salary trends and statistics.
- Establish correlations between turnover and number of increases between different organizational units.

## QUICK LINKS

<b>How to generate this report</b>	<b>2</b>
<b>Optional Prompts</b>	<b>4</b>
<b>Initial Layout</b>	<b>11</b>
<b>Available Objects</b>	<b>12</b>
<b>Special Report Considerations/Features</b>	<b>13</b>

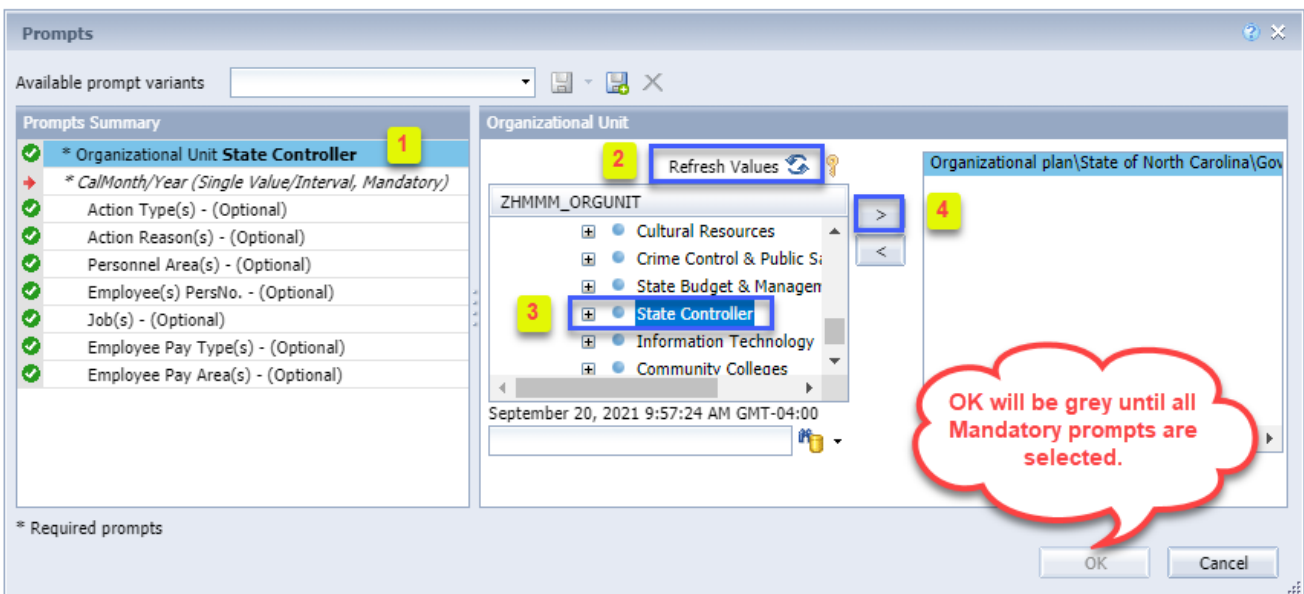
How to generate this report



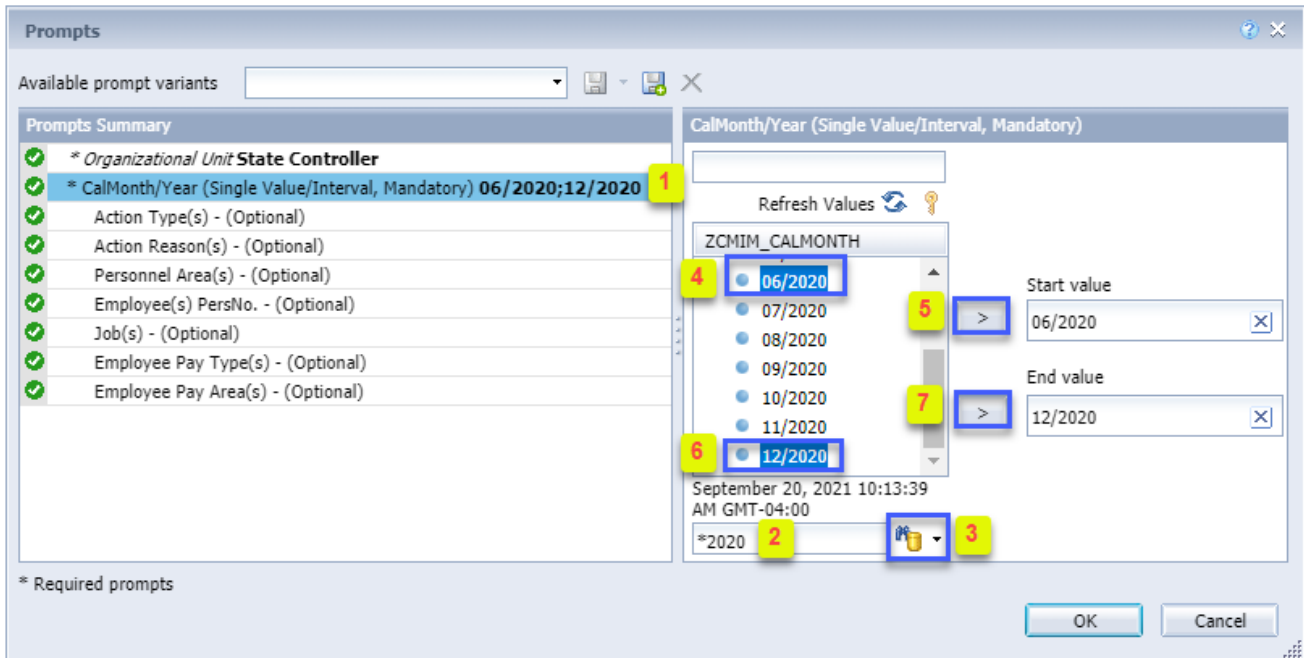
Mandatory Prompts

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 the “Organizational Unit” prompt is 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).



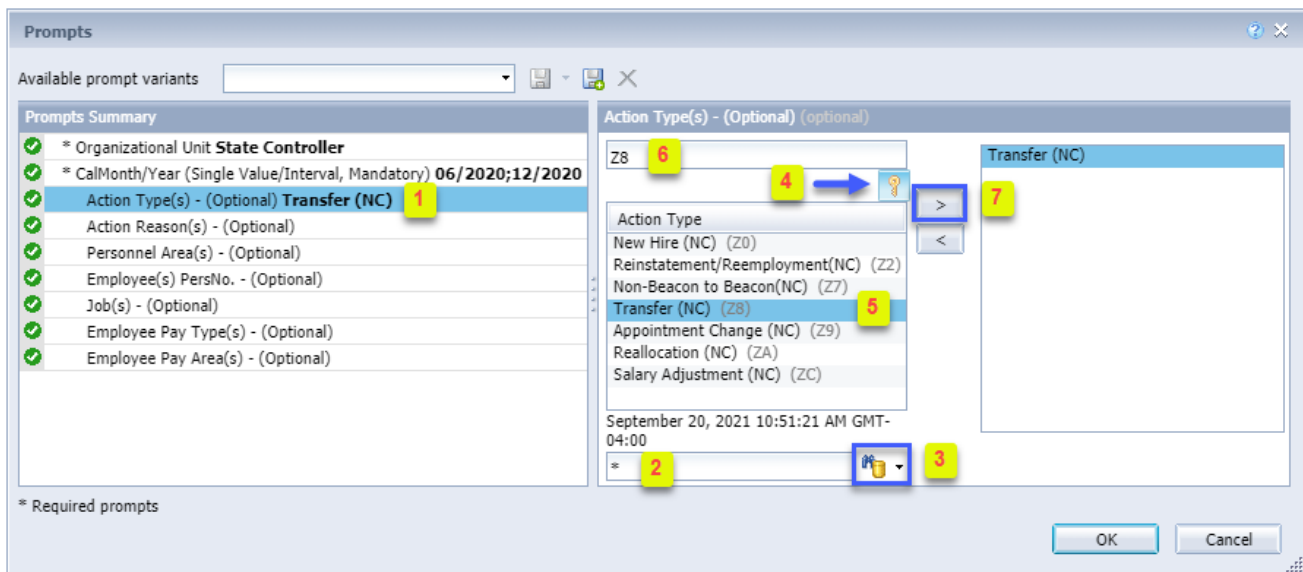
- **CalMonth/Year (Single Value/Interval, Mandatory):** To select data for this prompt:
- Make sure the “CalMonth/Year (Single Value/Interval, Mandatory)” prompt selected (1).
  - Type in a wildcard year (\*YYYY) to search for available months in a specific year (2).
  - Click the search icon (3).
  - Select the desired date for the low range (4).
  - Click the right arrow to add it to the “Start value” box (5).
  - Select the desired date for the high range (6).
  - Click the right arrow to add it to the “End value” box (7).



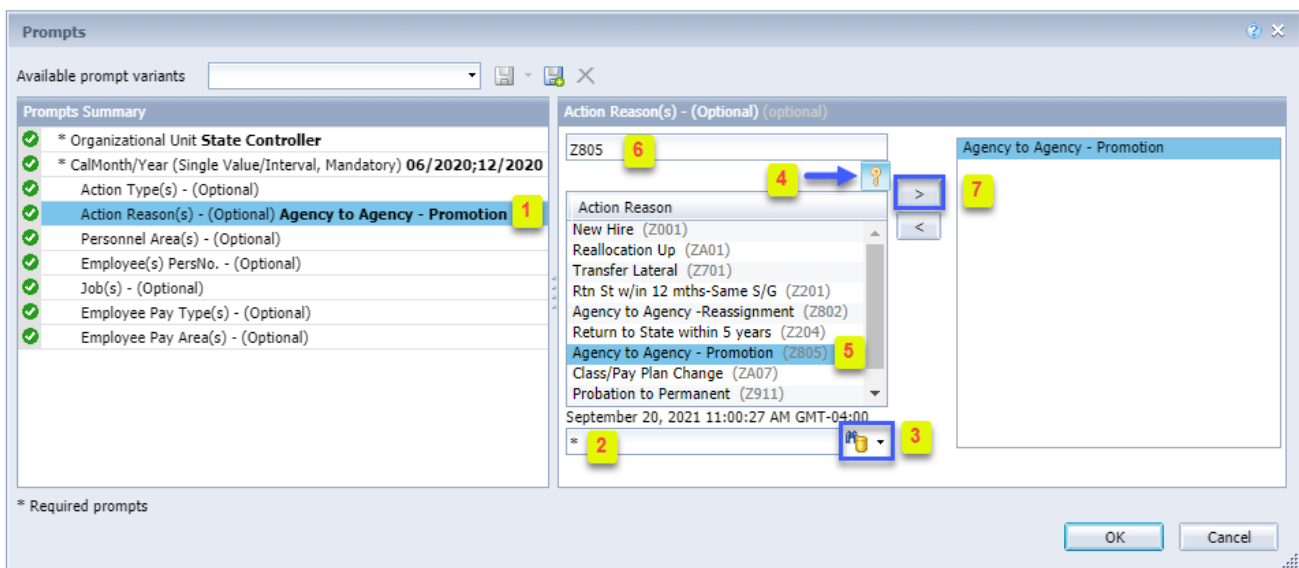
### Optional Prompts

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.

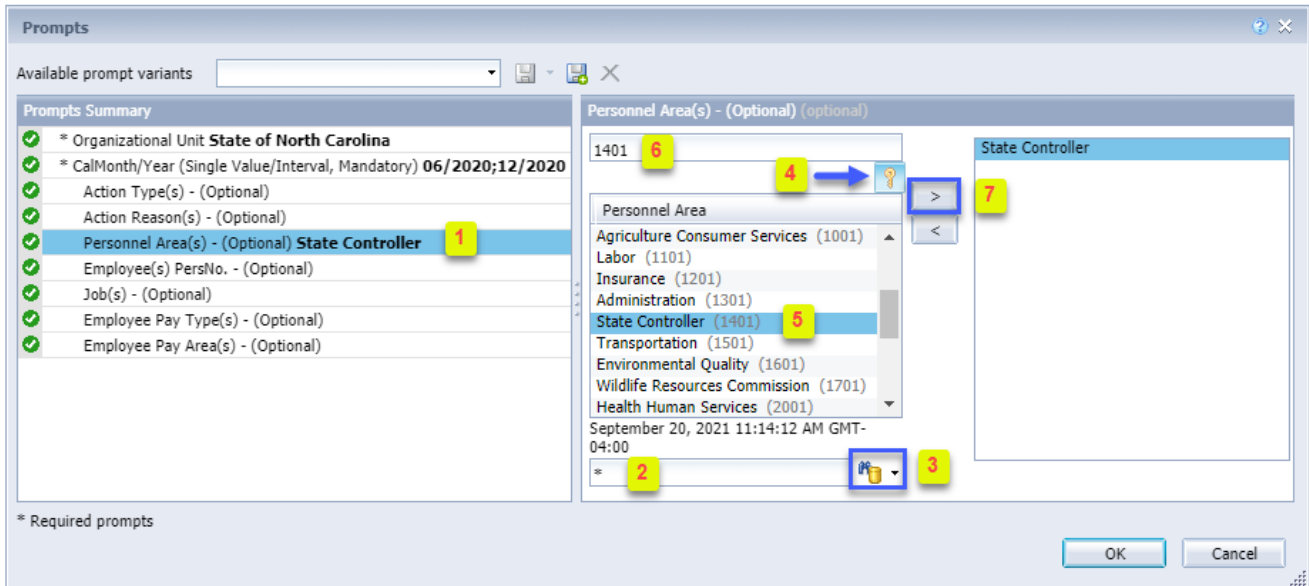
- ✓ **Action Type(s) - (Optional):** To select data for this prompt:
  - Make sure the “Action Type(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Action Type (2).
  - Click the search icon (3).
  - Click on the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



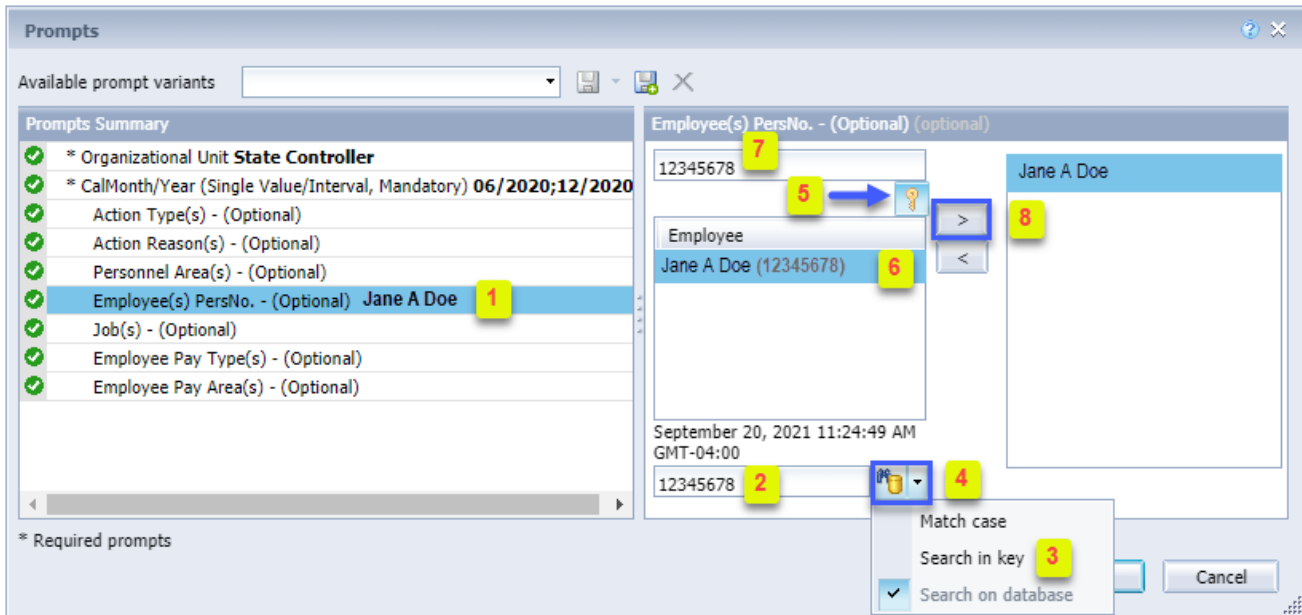
- ✓ **Action Reason(s) - (Optional):** To select data for this prompt:
  - Make sure the “Action Reason(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Action Type (2).
  - Click the search icon (3).
  - Click on the key icon (4) to see the key value for each Action Reason.
  - Select the desired Action Reason (5).
  - **OR**, if the Action Reason key or Action Reason name is known, skip steps 2 through 5 and enter it directly in (6).
  - **NOTE:** Action Reason is Compounded with Action Type. Therefore, when entering the Key for Action Reason directly in (6), we must enter the Action Type followed by the Action Reason. Example: Z805 (Z8 – Action Type and 05 – Action Reason). If entering Text, enter directly in (6).
  - Click the right arrow to add the Action Reason to the selection box (7).



- ✓ **Personnel Area(s) - (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).
  - Click the key icon (4) to see the key value for each Personnel Area.
  - Select the desired Personnel Area (5).
  - **OR**, if 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(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 the search icon drop down arrow and select “Search in key” (3).
  - Click the search icon (4).
  - Click the key icon (5) to see the employee number.
  - 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).

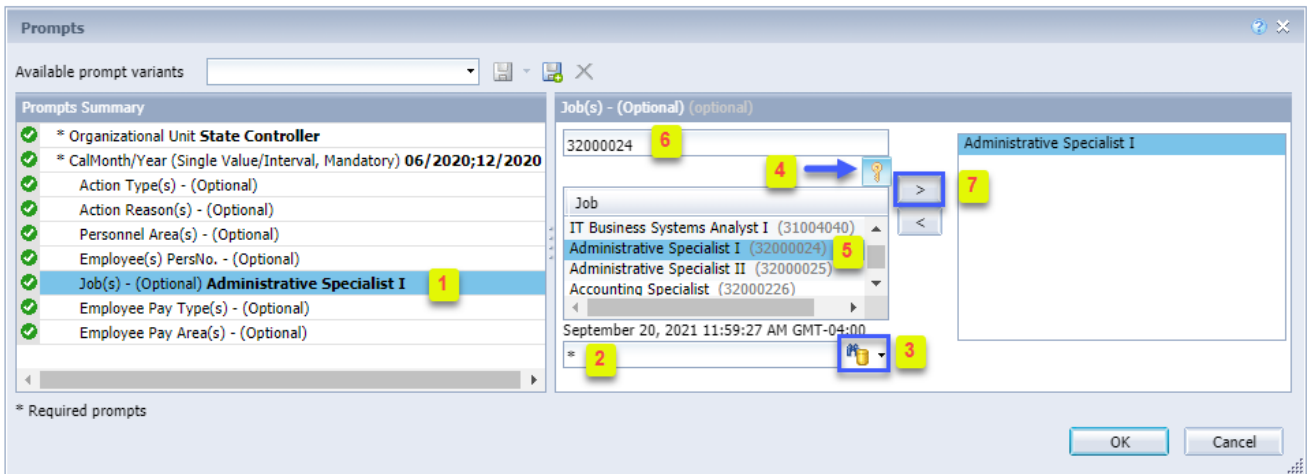


**NOTE:** Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and you must do a name search, narrow down the search by using the wildcard with specific text strings when looking for an employee by name such as:

Jane\*Doe\*  
\*Doe

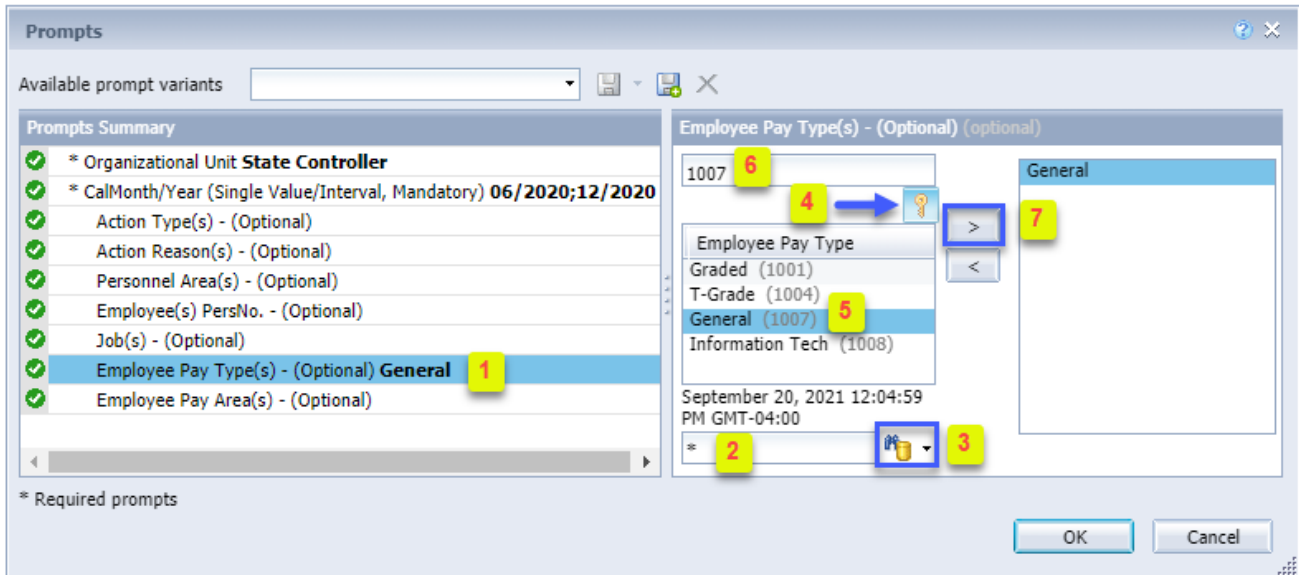
If the employee number is known, it is best to use the manual entry field (in step 7) to enter the selection.

- ✓ **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 Jobs (2).
  - Click the search icon (3).
  - Click the key icon (4) to see the key value for each Job.
  - Select the desired Job (5).
  - **OR**, if the Job number or Job title 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).

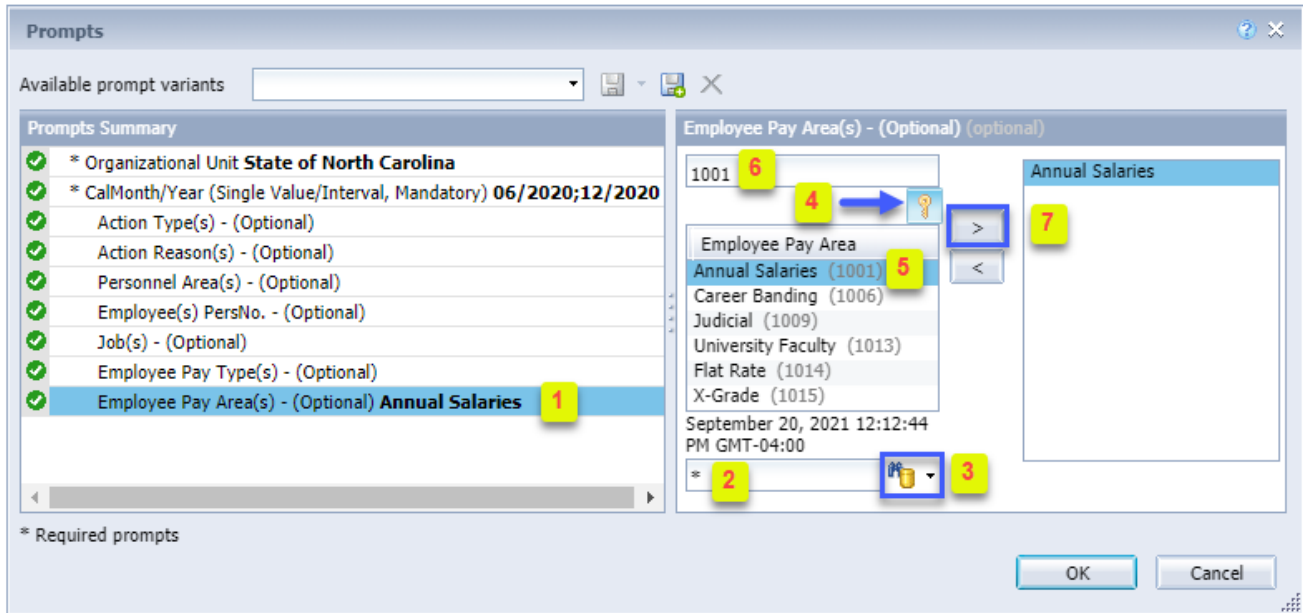




- ✓ **Employee Pay Type(s) - (Optional):** To select data for this prompt:
  - Make sure the “Employee Pay Type(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Employee Pay Types (2).
  - Click the search icon (3).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



**Initial Layout**

Below is a sample rendering of the initial report.

**B0017: Last Salary Action Excluding LI**

Calendar Month/Year: 06/2020 - 12/2020

Action Type	Action Type Desc	Action Reason	Action Reason Desc	Personnel Area	Effective Date	Employee	Employee's Name	Position	Position Desc
Z8	Transfer (NC)	05	Agency to Agency - Promotion	State Controller	8/1/2020	12345678	DOE, JANE	69999990	Textiles Buyer
Z8	Transfer (NC)	02	Agency to Agency - Reassignment	State Controller	11/4/2020	23456789	SMITH, JOHN	69999991	Advertising

Continued....

Job	Employee Exemption	Prior Employee Exemption	Employee Pay Type	Employee Pay Area	Employee Pay Group	Prior Employee Pay Group	Employee Pay Level	Prior Employee Pay Level
Acquisitions	Exempt Managerial	Not assigned	General	Annual Salaries	GN12	GN11	03	00
Marketing	Exempt Policy-Making	Not assigned	General	Annual Salaries	GN06	GN08	01	01

Continued...

Number of Actions	Annual Salary	Prior Salary	Salary Change	% Change	Compa Ratio	Prior Compa Ratio
1	65,860.00	35,254.00	30,606.00	0.87	1.04	0.60
1	35,000.00	40,347.00	-5,347.00	-0.13	0.75	0.86

Available Objects

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

<ul style="list-style-type: none"> <li>⊕ B0017: Last Salary Action Excluding LI</li> <li>⊕ Action Reason</li> <li>⊕ Action Type</li> <li>Agency Hire Date</li> <li>⊕ Age Range</li> <li>⊕ Cal Mth/Yr</li> <li>⊕ Cal Qtr</li> <li>⊕ Cal Yr</li> <li>Comments?</li> <li>⊕ Country</li> <li>Effective Date</li> <li>⊕ Employee</li> <li>Employee's Name</li> <li>⊕ Employee Exemption</li> <li>⊕ Employee Group</li> <li>⊕ Employee Pay Area</li> <li>⊕ Employee Pay Group</li> <li>⊕ Employee Pay Level</li> <li>⊕ Employee Pay Type</li> <li>⊕ Employee Subgroup</li> <li>⊕ Employment Status</li> <li>⊕ ESG CAP</li> <li>⊕ Ethnic Origin</li> <li>⊕ Fiscal period</li> <li>⊕ Fiscal year</li> <li>⊕ Flag</li> <li>⊕ Gender</li> <li>⊕ Hourly Pay Indicator</li> <li>⊕ Job</li> <li>⊕ Job Branch</li> <li>⊕ Job Family</li> <li>Length of Serv. as of Date of Action</li> <li>Next Increase Date</li> <li>⊕ Organizational Unit</li> <li>Original Hire Date</li> <li>⊕ Personnel Area</li> <li>⊕ Personnel Subarea</li> <li>⊕ Pos Addr Street</li> <li>⊕ Pos City</li> <li>⊕ Pos Country</li> <li>⊕ Pos County</li> <li>⊕ Position</li> <li>⊕ Position Chief</li> <li>⊕ Prior Employee Exemption</li> <li>⊕ Prior Employee Pay Area</li> <li>⊕ Prior Employee Pay Group</li> <li>⊕ Prior Employee Pay Level</li> <li>⊕ Prior Employee Pay Type</li> </ul>	<ul style="list-style-type: none"> <li>⊕ Prior Job</li> <li>⊕ Prior Position</li> <li>Processed Date</li> <li>⊕ SOC Code</li> <li>⊕ State</li> <li>⊕ Supv Employee</li> <li>⊕ Supv Position</li> <li>Valid To</li> <li>Annual Salary</li> <li>Emp Reference Salary</li> <li>FTE Annual Salary</li> <li>Job Reference Salary</li> <li>Number of Actions</li> <li>Prior Emp Ref Salary</li> <li>Prior FTE Annual Sal</li> <li>Prior Job Ref Salary</li> <li>Prior Salary</li> <li>Variables</li> <li>% Change</li> <li>AnnualSalary</li> <li>Emp RefSalary</li> <li>FTE AnnualSalary</li> <li>Job RefSalary</li> <li>Latest Qualified Action Date</li> <li>Latest Qualified Action Date Filter</li> <li>Prior Emp RefSalary</li> <li>Prior FTE AnnualSalary</li> <li>Prior Job RefSalary</li> <li>PriorSalary</li> <li>Prompt Response Action Reason</li> <li>Prompt Response Action Type</li> <li>Prompt Response Cal Mth/Yr</li> <li>Prompt Response Employee Pay Area</li> <li>Prompt Response Employee Pay Type</li> <li>Prompt Response Employee PersNo</li> <li>Prompt Response Job</li> <li>Prompt Response Organizational Unit</li> <li>Prompt Response Personnel Area</li> <li>Salary Change</li> <li>Salary Change Filter</li> <li>Separation Category</li> <li>Temp</li> <li>Compa Ratio</li> <li>Emp or Job Ref Salary</li> <li>Max Effective Date with Salary Filters</li> <li>Prior Compa Ratio</li> <li>Prior Emp or Job RefSalary</li> <li>Salary Change Check</li> </ul>
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**Special Report Considerations/Features**

- Report contains the following Action restrictions:
  - Only the following Action Types are selected

Action Type Code	Action Type Description
Z0	New Hire (NC)
Z1	Promotion (NC)
Z2	Reinstatement/Reemployment (NC)
Z7	Non-Beacon to Beacon (NC)
Z8	Transfer (NC)
Z9	Appointment Change (NC)
ZA	Reallocation (NC)
ZC	Salary Adjustment (NC)
ZE	Range Revision (NC)
ZH	Career Progression (NC)
ZM	Band Revision (NC)

- The following Action Type/Action Reasons are excluded

Action Type	Action Reason
Z2	06 - Rtn from Short Term Dis Tr-Reh
Z2	07 - Rtn from Short Term Dis Comple
Z2	08 - Rtn from Long Term Disability
Z2	09 - Rtn from Disciplinary Suspensi
Z2	10 - Rtn from Investig Placement Lv
Z2	11 - Return from Military
Z2	12 - Rtn from WC Phys Restrictions
Z2	13 - Rtn from WC with MMI Complete
Z2	14 - Return from Educational Leave
Z2	15 - Return from FMLA
Z2	16 - Return from Family Illness
Z2	17 - Return from Parental
Z2	18 - Return from LOA Other
Z2	19 - Return to Supplemental
Z2	20 - Rtn from STD with Restrictions
Z2	21 - Rtn fr Military Care Giver Lv
Z2	22 - Rtn from WC with MMIDisability
Z2	23 - Rtn from WC Restrictions<20hrs

- Only the most recent salary action resulting in an increase or decrease is selected.

**NOTE:** If there are multiple actions on the same date and this date qualifies as the most recent action date, then all actions pertaining to this one date will be reported.

- Only active employees are selected.
- Temporary employees are excluded.
- If one or more completed PCRs exist for an action, the “Processed Date” available object is populated with the date from the most recent processed PCR action. If no completed PCR exists for the action, the Processed Date is populated with the “Changed on” date from the action infotype.
- **Compa Ratio** is calculated Based on Employee Reference Salary, Job Reference Salary, and FTE Annual Salary.
- The Formula for **Compa Ratio** is **(FTE Annual Salary) divided by (Employee or Job Ref Salary)**. **Employee or Job Reference Salary** represents the Employee Reference Rate for Banded pay types; for all other pay types, it represents the Job Reference Rate.
- Position and Job descriptions represent the titles in effect based on the high end of the date range selected when executing the report. For example, if the date range selected is Jan2021-Jun2021, the Position and Job titles shown on the report will be the titles in effect as of 6/30/2021.
- When there are multiple salary changing actions with the same Effective Date, the Infotype 0008 change history table is reviewed to determine which salary change went with which action. However, if for some reason the number of actions does not equal the number of IT0008 change records for that same date, then we are unable to determine which action caused what salary change so the most recent IT0008 salary is shown for all actions on that day. When this scenario happens, the action records will be flagged, and the “Flag” data element (from Available Objects) will show an ‘X’ value to signify this.

#### CHANGE LOG

- Effective 11/3/2021
  - o Added alt-text and adjusted format L. Lee
- Effective 11/10/2021
  - o Initial Report Creation and placed in production T. Cooper
- Effective 12/7/2022
  - o Updated alt text for changes effective on 12/15/22. L.Lee
- Effective 12/15/2022
  - o Removed Disability from Employee Master Data available object and added National Guard Status.