

**EEO PLANNING BY ORG STRUCTURE** 

**REPORT DESCRIPTION B0029 | WEB INTELLIGENCE** 

BOBJ

The purpose of this report description is to describe the EEO Planning by Org Structure report and how to generate it in the system.

## **REPORT DESCRIPTION**

This report provides demographic information such as ethnic origin and gender along with EEO and State SOC Categories. The report displays organizational structure data by Personnel Area, State SOC Category, State SOC Subcategory and Job.

## **REPORT LOCATION**

PA: EEO

### **REPORT USES**

- The report is useful in analyzing various characteristics such as race/gender/age range as it relates to various factors.
- The report is used to make comparisons by Job, Ave. Salary, Ave. Age and Ave. Length of Service.
- The report is useful in analyzing decisions related to internal equity and any disparity in an agency's salary decisions, etc.

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Ethnic Category	Full Form
WM	White Male
WF	White Female
BM	Black Male
BF	Black Female
нм	Hispanic/Latino Male
HF	Hispanic/Latino Female
ASM	Asian Male
ASF	Asian Female
AIM	American Indian or Alaskan Native Male
AIF	American Indian or Alaskan Native Female
NHOPI Male	Native Hawaiian or Other Pacific Islander Male
NHOPI Fem	Native Hawaiian or Other Pacific Islander Female
Two+ Male	Two or More Races Male
Two+ Fem	Two or More Races Female
Eth Unk	Ethnicity Unknown
Disb	Disabled

List of ethnic categories displayed in the report

#### How to generate this report



## **Mandatory Prompts**

Mandatory prompts have a red arrow indicator ( $\rightarrow$ ) 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 ( $\checkmark$ ).

- → \*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)

Prompts		2 ×
Prompts         Available prompt variants         Prompts Summary         * Organizational Unit Transportation         * Calendar Month/Year (Single Value, Mandatory)         Personnel Area(s) - (Optional)         Employee Group (SPA) A;B;C;E;P;Q;Y         Employee Subgroup(s) - (Optional)         Exclude Employee Subgroup (Contractors) G1         Employee Pay Type(s) - (Optional)         Employee Pay Group(s) - (Optional)         Employee Pay Leval(s) - (Optional)         Employee Pay Group(s) - (Optional)		Organizational plan\State of North Carolina\( <
<ul> <li>Required prompts</li> </ul>	November 1, 2016 4:37:32 PM GMT-04:00	OK Will be Grey until all the Mandatory Prompts are Selected

**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)
- 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 (4)
- Click the right arrow to add it to the selected box (5)
- If no other prompts are required, click the "OK" button to generate the report

Prompts		3 ×
Available prompt variants	• 🖫 - 🔛 X	
Prompts Summary	Calendar Month/Year (Single Value, Mandatory)	
<ul> <li>* Organizational Unit Transportation</li> <li>* Calendar Month/Year (Single Value, Mand</li> <li>Personnel Area(s) - (Optional)</li> <li>Employee Group (SPA) A;B;C;E;P;Q;Y</li> <li>Employee Subgroup(s) - (Optional)</li> <li>Exclude Employee Subgroup (Contractors) G1</li> <li>Employee Pay Type(s) - (Optional)</li> <li>Employee Pay Area(s) - (Optional)</li> <li>Employee Pay Group(s) - (Optional)</li> <li>Employee Pay Level(s) - (Optional)</li> </ul>	Refresh Values        01/2019         ZCMSM_CALMONTH       5         01/2019       4         02/2019       5         03/2019       03/2019         04/2019       05/2019         05/2019       06/2019         06/2019       07/2019         07/2019       08/2019         07/2019       08/2019         08/2019       08/2019         08/2019       7/2019         08/2019       7/2019         08/2019       7/2019         08/2019       7/2019         08/2019       7/2019         08/2019       7/2019         08/2019       7/2019         7/2019       7/2019         7/2019       7/2019         7/2019       7/2019         7/2019       7/2019         7/2019       7/2019         7/2019       7/2019         7/2019       7/2019         7/2019       7/2019         7/2019       7/2019         7/2019       7/2019         7/2019       7/2019         7/2019       7/2019         7/2019       7/2019         7/2019       7/2019	
* Required prompts	OK Canc	el

## **Optional Prompts**

Optional prompts are indicated with a green check mark ( $\checkmark$ ) but are not pre-filled or required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

- ✓ **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)
  - 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 are 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)

Pr Ava	rompts silable prompt variants 🔹 🔛	×	8 ×
000000000000000000	Organizational Unit Organizational plan     Calendar Month/Year (Single Value, Mandatory) 01/2019     Personnel Area(s) - (Optional) Transportation     Employee Group (SPA) A;B;C;E;P;Q;Y     Employee Subgroup(s) - (Optional)     Exclude Employee Subgroup (Contractors) G1     Employee Pay Type(s) - (Optional)     Employee Pay Area(s) - (Optional)     Employee Pay Group(s) - (Optional)     Employee Pay Level(s) - (Optional)	1501       Transportation         4       7         Personnel Area       7         Agriculture Consumer Services (IC       7         Labor (1101)       7         Insurance (1201)       7         Administration (1301)       5         State Controller (1401)       5         Transportation (1501)       5         Environmental Quality (1601)       1         Wildlife Resources Commission (1°)       7         November 1, 2016 4:58:10 PM GMT-       3	
* R	tequired prompts	OK Cancel	

<b>Employee Group</b>	Description
Α	SPA Employees
В	SPA Law Enforcement
С	SPA Non Teacher 10M
E	SPA Non Teacher 11M
Р	SPA Bi-Weekly
Q	SPA LEO Bi-Weekly
Y	SPA Bi-Weekly Grant

✓ **Employee Group (SPA):** By default, the report is filtered for the Employee Groups below:

To remove the default values for Employee Group:

- Make sure the "Employee Group (SPA)" prompt is selected (1)
- Select the default Employee Groups listed in the right-hand side of the window (2)
- Click the left arrow to remove the default Employee Groups (3)
- If no other prompts are required and the report for all Employee Groups needs to be generated, click the "OK" button

Prompts		<b>3</b> X
Available prompt variants	• 🔛 🛃 🗙	
Prompts Summary	Employee Group (SPA) (optional)	
<ul> <li>* Organizational Unit Organizational plan</li> <li>* Calendar Month/Year (Single Value, Mandatory) 01/2019</li> <li>Personnel Area(s) - (Optional) Transportation</li> <li>Employee Group (SPA) A;B;C;E;P;Q;Y 1</li> <li>Employee Subgroup(s) - (Optional)</li> <li>Exclude Employee Subgroup (Contractors) G1</li> <li>Employee Pay Type(s) - (Optional)</li> <li>Employee Pay Area(s) - (Optional)</li> <li>Employee Pay Group(s) - (Optional)</li> <li>Employee Pay Level(s) - (Optional)</li> </ul>	Use search criteria to retrieve values. The search is case sensitive. Here are examples of search criteria: Search = a" -> retrieves all values starting by "a". Search = a"a -> retrieves all values finishing by "a". Search = a"a -> retrieves all values starting and finishing by "a". Search = a"a" -> retrieves all values starting by "a" and containing one more "a".	
* Required prompts	Mi T	cel

### ✓ **Employee Group (SPA):** *Continued...*

To generate the Report for any specific Employee Group or Employee Groups:

- Make sure the "Employee Group (SPA)" 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 are 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)

Prompts	0 ×
Available prompt variants	• 🔛 🛃 ×
Prompts Summary	6 loyee Group (SPA) (optional)
<ul> <li>* Organizational Unit Organizational plan</li> <li>* Calendar Month/Year (Single Value, Mandatory) 01/2019</li> <li>Personnel Area(s) - (Optional) Transportation</li> <li>Employee Group (SPA) 0         <ol> <li>Employee Group (SPA) 0             </li></ol> <li>Employee Subgroup(s) - (Optional)</li> <li>Exclude Employee Subgroup (Contractors) G1</li> <li>Employee Pay Type(s) - (Optional)</li> <li>Employee Pay Area(s) - (Optional)</li> <li>Employee Pay Group(s) - (Optional)</li> <li>Employee Pay Level(s) - (Optional)</li> </li> </ul>	O 4   Employee Group   EPA 115C 11M pd 12M (F)   Judicial Branch (J)   EPA Employees (K)   EPA Law Enforcement (L)   Supplemental Staff (O)   SPA Bi-Weekly (P)   SPA Bi-Weekly (Q)   EPA LEO Bi-Weekly (Q)   EPA LEO Bi-Weekly (S)   Supmental Staf Grant (X)   November 2, 2016 1:26:24 PM GMT-   O   *   2
* Required prompts	OK Cancel

## ✓ **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)
- To see the key value for each Employee Subgroup, click the key icon (4)
- Select the desired Employee Subgroup (5)
- **OR,** if the Employee Subgroup key or Employee Subgroup name are 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)

Prompts	2 ×
Available prompt variants	• 🖫 🛃 ×
Prompts Summary	6 loyee Subgroup(s) - (Optional) (optional)
<ul> <li>* Organizational Unit Organizational plan</li> <li>* Calendar Month/Year (Single Value, Mandatory) 01/2019</li> <li>Personnel Area(s) - (Optional) Transportation</li> <li>Employee Group (SPA) O</li> <li>Employee Subgroup(s) - (Optional) G8</li> <li>Exclude Employee Subgroup (Contractors) G1</li> <li>Employee Pay Type(s) - (Optional)</li> <li>Employee Pay Area(s) - (Optional)</li> <li>Employee Pay Group(s) - (Optional)</li> <li>Employee Pay Level(s) - (Optional)</li> <li>Employee Pay Level(s) - (Optional)</li> </ul>	G8 G8 G8 G8 G8 G8 G8 G8 G8 Fmployee Subgroup FT N-FLSA Perm 12C (C1) FT N-FLSA Perm 11C (D1) Contractor (G1) National Guard (G5) Federal (G6) Temp FT N-FLSAOT (G7) Temp FT N-FLSAOT (G8) Temp PT N-FLSAOT (G8) Temp PT N-FLSAOT (G6) Temp PT N-FLSAOT (G6) Temp Sol FT N-FLSAOT (GC) November 2, 2016 1:36:26 PM GMT- 04:00 C  2  3
* Required prompts	OK Cancel

## **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 number or Employee Pay Type name are known, skip steps (2) through (5) and enter it directly in (6)

Note the number 10 before the key value of Employee Pay Types. Employee Pay type is compounded with the Country ID. The Country ID - 10 represents USA.

• Click the right arrow to add the Employee Pay Type to the selection box (7)

Prompts	@ ×
Available prompt variants	• 🖫 🖳 ×
Prompts Summary	5 ployee Pay Type(s) - (Optional) (optional)
<ul> <li>* Organizational Unit Transportation</li> <li>* Calendar Month/Year (Single Value, Mandatory) 01/2019</li> <li>Personnel Area(s) - (Optional)</li> <li>Employee Group (SPA) A;B;C;E;P;Q;Y</li> <li>Employee Subgroup(S) - (Optional)</li> <li>Exclude Employee Subgroup (Contractors) G1</li> <li>Employee Pay Type(s) - (Optional) 01</li> <li>Employee Pay Area(s) - (Optional)</li> <li>Employee Pay Group(s) - (Optional)</li> <li>Employee Pay Level(s) - (Optional)</li> </ul>	01 4 ? 7 Employee Pay Type Graded (1001) 6 Banded (1002) Flat Rate (1003) T-Grade (1004)
< >	November 2, 2016 3:01:59 PM GMT- 04:00 2 1 3
* Required prompts	OK Cancel

### ✓ **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 number or Employee Pay Area name are known, skip steps (2) through (5) and enter it directly in (6)

**Note** the number 10 before the key value of Employee Pay Areas. Employee Pay Area is compounded with the Country ID. The Country ID - 10 represents USA.

• Click the right arrow to add the Employee Pay Area to the selection box (7)

Prompts	@ :
Available prompt variants	• 🖫 🔡 ×
Prompts Summary	6 oyee Pay Area(s) - (Optional) (optional)
<ul> <li>* Organizational Unit Transportation</li> <li>* Calendar Month/Year (Single Value, Mandatory) 01/2019</li> <li>Personnel Area(s) - (Optional)</li> <li>Employee Group (SPA) A;B;C;E;P;Q;Y</li> <li>Employee Subgroup(s) - (Optional)</li> <li>Exclude Employee Subgroup (Contractors) G1</li> <li>Employee Pay Type(s) - (Optional) 01</li> <li>Employee Pay Area(s) - (Optional) 01</li> <li>Employee Pay Level(s) - (Optional)</li> <li>Employee Pay Level(s) - (Optional)</li> </ul>	01 4 Employee Pay Area Annual Salaries (1001) 5 Medical (1004) Career Banding (1006) Skill Based Pay (1007) Hourly (1011) Flat Rate (1014) CareerBanding Hourly (1020) SkillBasedPay Hourly (1021) Port Auth Annual (1050) Port Auth Flat Rate (1052) November 2, 2016 3:07:59 PM GMT- 04:00 * 2 3 01 7 7 7 7 7 7 7 7 7
* Required prompts	OK Cancel

## Employee Pay Group(s) - (Optional): To select data for this prompt:

- Make sure the "Employee Pay 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 Pay Group (2)
- Click the search icon (3)
- The Employee Pay Group is compounded with Country ID, Employee Pay Type, Employee Pay Area, and Employee Subgroup Grouping for Collective Agreement Provisions. To see the Compound key value for each Employee Pay Group, click the key icon (4)
- If repeated values for any Employee Pay Group are shown, it is because of compounding with above elements. Select all the repeated Employee Pay Groups. In the example below, note the repeated values for GR60. Select all the repeated values (5)
- **OR,** if you do not want to select the repeated values for Employee Pay Group, check for repeated values of Employee Pay Group in (5) and enter the value directly in (6)
- Click the right arrow to add the Employee Pay Group to the selection box (7)

Prompts Summary	E 6 pyee Pay Group(s) - (Optional) (optional)
* Organizational Unit Transportation	GR60
Calendar Month/Year (Single Value, Mandatory) 01/2019	
Personnel Area(s) - (Optional)	* <u>7</u>
Employee Group (SPA) A;B;C;E;P;Q;Y	Employee Pay Group <
Employee Subgroup(s) - (Optional)	GR58 (1001113GR58)
Exclude Employee Subgroup (Contractors) G1	GR59 (1001013GR59)
Employee Pay Type(s) - (Optional) 01	GR69 (1001113GR69)
Employee Pay Area(c) - (Optional) 01	GR60 (1001113GR60) 5
Employee Pay Area(s) - (Optional) CP 50	GR61 (1001013GR61)
Employee Pay Group(s) - (Optional) GROU	GR61 (1001113GR61)
Employee Pay Level(s) - (Optional)	GR62 (1001013GR62)
	GR62 (1001013GR62)
	November 2, 2016 3:27:45 PM GMT-
	04:00
	* 2 Ma • 3

## **Employee Pay Level(s) - (Optional):** To select data for this prompt:

- Make sure the "Employee Pay Level(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 Levels (2)
- Click the search icon (3)
- Employee Pay Level is compounded with Country ID, Employee Pay Type, Employee Pay Area, Employee Subgroup Grouping for Collective Agreement Provisions, and Employee Pay Group. To see the Compound key value for each Employee Pay Level, click the key icon (4)
- If you see repeated values for any Employee Pay Level because of Compounding with above elements, make sure you select all the repeated Employee Pay Levels. In the example below, note the repeated values for GR. You are to select all the repeated values (5)
- **OR**, if you do not want to select the repeated values for Employee Pay Level, check for repeated values of Employee Pay Level in (5) and enter the value directly in (6)
- Click the right arrow to add the Employee Pay Level to the selection box (7)

Pro	mpts Summary	I	ovee Pay Level(s) - (Optional) (optional)	
000000000000000000000000000000000000000	* Organizational Unit Transportation * Calendar Month/Year (Single Value, Mandatory) 01/2019 Personnel Area(s) - (Optional) Employee Group (SPA) A;B;C;E;P;Q;Y Employee Subgroup(s) - (Optional) Exclude Employee Subgroup (Contractors) G1 Employee Pay Type(s) - (Optional) 01 Employee Pay Area(s) - (Optional) 01 Employee Pay Group(s) - (Optional) GR60 Employee Pay Level(s) - (Optional) GR 1		GR 4 ♀ Employee Pay Level 6 GR (1001503PORT 37 GR) GR (1001503PORT 36 GR) GR (1001503PORT 36 GR) GR (1001503PORT 36 GR) GR (1001503PORT 18 GR) GR (1001503PORT 16 GR)	
<	( )	1		

## **Exclusion Prompts**

Exclusion prompts are also indicated with a green check mark ( $\checkmark$ ) 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):** 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)

Prompts		<b>3</b> ×
Available prompt variants	- 🔚 🛃 ×	
Prompts Summary	Exclude Employee Subgroup (Contractors) (optional)	
<ul> <li>* Organizational Unit Organizational plan</li> <li>* Calendar Month/Year (Single Value, Mandatory) 01/2019</li> <li>Personnel Area(s) - (Optional)</li> <li>Employee Group (SPA) A;B;C;E;P;Q;Y</li> <li>Employee Subgroup(s) - (Optional)</li> <li>Exclude Employee Subgroup (Contractors) G1 1</li> <li>Employee Pay Type(s) - (Optional)</li> <li>Employee Pay Area(s) - (Optional)</li> <li>Employee Pay Level(s) - (Optional)</li> <li>Employee Pay Level(s) - (Optional)</li> </ul>	9 Type values here Use search criteria to retrieve values. The search is case sensitive. Here are examples of search criteria: Search 3 a* -> retrieves all values starting by "a". Search = a*-> retrieves all values starting and finishing by "a". Search = a*a -> retrieves all values starting by "a" and containing one more "a".	
* Required prompts	ОК	Cancel

# Initial Layout

**EEO Planning by Org Structure:** This report provides demographic Information such as ethnic origin and gender along with EEO and State SOC Categories. The report displays organizational structure data by Personnel Area, State SOC Category, State SOC Subcategory, and Job.

<b>B0029:</b>	EEO Planning	y by Org Struc	ture							Executi	ion Date : 1	/4/17
Calendar	Month/Year: 09/20	016										
Personnel Area	State SOC Category	wM	WM Pct	WM Avg Sal	WF	WF Pct	WF Avg Sal	вм	BM Pct	BM Avg Sal		
State Human Resources	OFFICIALS AND ADMINISTRATORS	OFFICIALS AND ADMINISTRATORS	Human Resources Manager	1	50.00	90,000				1	50.00	84,000
			Human Resources Managing Partner									
	State SOC Subcateg	ory - OFFICIALS AND A	DMINISTRATORS	1	33.33	90,000				1	33.33	84,000
	State SOC Categ	ory - OFFICIALS AND A	DMINISTRATORS	1	33.33	90,000				1	33.33	84,000
	MANAGEMENT RELATED				1	50.00	51,218					
State SC	DC Subcategory - HR, T	RAINING AND LABOR F	RELATIOINS SPEC				1	50.00	51,218			
	State 5				1	50.00	51,218					
	1	1	20.00	90,000	1	20.00	51,218	1	20.00	84,000		
			Total	1	20.00	90,000	1	20.00	51,218	1	20.00	84,000

**EEO Planning by Org Structure** Continued....

BF	BF Pct	BF Avg Sal	нм	HM Pct	HM Avg Sal	HF	HF Pct	HF Avg Sal	ASM	ASM Pct	ASM Avg Sal	ASF	ASF Pct	ASF Avg Sal	AIM	AIM Pct	AIM Avg Sal
1	100.00	100,000															
1	33.33	100,000															
1	33.33	100,000															
1	50.00	51,000															
1	50.00	51,000															
1	50.00	51,000															
2	40.00	75,500															
2	40.00	75.500															

**EEO Planning by Org Structure** *Continued....* 

AIF	AIF Pct	AIF Avg Sal	NHOPI Male	NHOPI Male Pct	NHOPI Male Avg Sal	NHOPI Fem	NHOPI Fem Pct	NHOPI Fem Avg Sal	Two+ Male	Two+ Male Pct	Two+ Male Avg Sal	Two+ Fem	Two+ Fem Pct	Two+ Fem Avg Sal	Eth Unk	Eth Unk Pct	Eth Unk Avg Sal	тот
			1	50.00	84.000													2
					.,													
						1	100.00	100,000										1
			1	33.33	84,000	1	33.33	100,000										3
			1	33.33	84,000	1	33.33	100,000										3
1	50.00	51,218				1	50.00	51,000										2
1	50.00	51,218				1	50.00	51,000										2
1	50.00	51,218				1	50.00	51,000										2
1	20.00	51,218	1	20.00	84,000	2	40.00	75,500										5
1	20.00	51,218	1	20.00	84,000	2	40.00	75,500										5

## **EEO Planning by Org Structure** *Continued....*

Tot Mnrt	Tot Mnrt Pct	Tot Mnrt Avg Sal	Tot Male	Tot Male Pct	Tot Male Avg Sal	Tot Fem	Tot Fem Pct	Tot Fem Avg Sal	Disb	Disb Pct	Disb Avg Sal	Avg Sal	Avg Age	Avg Len of Serv
1	50.00	84,000	2	100.00	87,000							87,000	59.5	10.00
1	100.00	100,000				1	100.00	100,000				100,000	49.0	10.00
2	66.67	92,000	2	66.67	87,000	1	33.33	100,000				91,333	56.0	10.00
2	66.67	92,000	2	66.67	87,000	1	33.33	100,000				91,333	56.0	10.00
1	50.00	51,000				2	100.00	51,109				51,109	33.5	63.50
1	50.00	51,000				2	100.00	51,109				51,109	33.5	63.50
1	50.00	51,000				2	100.00	51,109				51,109	33.5	63.50
3	60.00	78,333	2	40.00	87,000	3	60.00	67,406				75,244	47.0	31.40
3	60.00	78,333	2	40.00	87,000	3	60.00	67,406				75,244	47.0	31.40

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

Report Info	Execution Date : 1/4/17
Prompt Input	
Organizational Unit	Organizational plan
CalMonth/Year	09/2016
Personnel Area(s)	State Human Resources
Employee Group(s)	A
Employee Subgroup(s)	FT N-FLSAOT Prob
Exclude Employee Subgroup	G1
Employee Pay Type(s)	Banded
Employee Pay Area(s)	
Employee Pay Group(s)	
Employee Pay Level(s)	

# Available Objects

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

🖃 👰 B0029: EEO Planning by Org Structure	
🗄 🔰 Age Range	um Disb
🗄 🥖 Calendar Month/Year	Disb Avg Sal
🗄 🥖 Disability code	um Disb Pct
🗄 🧯 EEO Category	🚥 Eth Unk
🗄 🥤 FE Telework Eligible	🚥 Eth Unk Avg Sal
FE Telework Type	www Eth Unk Pct
	www HF
	www HF Avg Sal
	HF Pct
	HM Ave Sal
Employee Pay Level	HM Avg Sal
Employee Pay Type	NHOPI Fem
Employee Subgroup	NHOPI Fem Avg Sal
🗄 👂 ESG CAP	MHOPI Fem Pct
🗄 🔎 Ethnic Origin	NHOPI Male
🗄 🔰 Gender	www. NHOPI Male Avg Sal
표 🔰 Job	www NHOPI Male Pct
🗄 🔰 Organizational Unit	uu Total Employees
표 🥖 Personnel Area	Tot Fem
표 🥖 Personnel Subarea	www Tot Fem Avg Sal
🗉 🥖 SOC Code	Tot Fem Pct
State SOC Category	Tot Male
State SOC Subcategory	Tot Male Avg Sal
AIF	Tot Male Pcc
MALE Avg Sal	www.Tot.Mort.Avg.Sal
ATE Prt	Tot Mnrt Pct
	mm Two+ Fem
AIM Ava Sal	🚥 Two+ Fem Avg Sal
AIM Act	www Two+ Fem Pct
	www Two+ Male
ASF AND COL	mm Two+ Male Avg Sal
MASE AVG Sal	www.Two+ Male Pct
MASE PCC	WF WF
ASM ASM	WE AVG Sal
ASM Avg Sal	www.WM
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um BF	Prompt Response Employee Gloup
🚥 BF Avg Sal	Prompt Response Employee Pay Group
🚥 BF Pct	Prompt Response Employee Pay Level
ana BM	Prompt Response Employee Pay Type
🚥 BM Avg Sal	Prompt Response Employee Subgroup     Prompt Response Evolute Employee Subgroup
BM Pct	Prompt Response Organizational Unit
	Prompt Response Personnel Area

## Special Report Considerations/Features

Only active employees are included on this report.

- Average Age is displayed with One Decimal Place and Average Length of Service is displayed in two decimal places in this report.
- Please do not apply Report Filters on Compounded Pay Elements like Employee Pay Groups and Employee Pay Levels. Use the Prompt Selections if you want to filter on above Compounding Pay Elements.
- You will receive the #UNAVAILABLE error in Sub-totals and Grand totals when you apply Report Filters on above Compounding Pay Elements. See example below:

B0029:	B0029: EEO Planning by Org Structure Calendar Month/Year: 09/2016											
Personnel Area	SOC Category	SOC Subcategory	Employee Pay Level	Pay Group	Employee Pay Area	Employee Pay Type	Job	WM	WM Pct			
State Human Resources	MANAGEMENT RELATED	BUSINESS SPECIALISTS, INCL PURCHASING	GR	GR78	Annual Salaries	Graded	Legislative Affairs Program Manager					
			SOC	Subcategory	- BUSINESS	SPECIALISTS,	INCL PURCHASING	#UNAVAILABLE	#UNAVAILABLE			
					SOC Cat	egory - MANA	GEMENT RELATED	#UNAVAILABLE	#UNAVAILABLE			
	PROFESSIONALS	ARTS, DESIGN, ENTERTAIN AND MEDIA OCCUP	GR	GR73	Annual Salaries	Graded	Information & Communications Spec III					
			SOC S	ubcategory - /	ARTS, DESIGN	ENTERTAIN	AND MEDIA OCCUP	#UNAVAILABLE	#UNAVAILABLE			
					5	OC Category	PROFESSIONALS	#UNAVAILABLE	#UNAVAILABLE			
		e Human Resources	#UNAVAILABLE	#UNAVAILABLE								
							Total	#UNAVAILABLE	#UNAVAILABLE			

#### ✓ Applying Report Filters:

- Make sure that Design Mode is on.
- Hover the mouse outside the crosstab table (1)
- Right-mouse click to bring up the context menu
- Select Filter (2)
- Select Add Filter (3)

B0029:	EEO Planning	g by Org Strue	cture						1			
Calendar	Month/Year: 09/2	016		×	Cut		Ctrl+X	1				
					Сору		Ctrl+C					
Personnel Area	SOC Category	SOC Subcategory	Employee Pay Level	Ch.	Paste		Ctrl+V	Em Pav	ployee Type	Job	WM	WM Pct
					Insert		•	-				
State	OFFICIALS AND	OFFICIALS AND	70	3	Refresh		Ctrl+R		rada	Deputy State Human		
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			PB	-	Start Dri	Start Drill Banded Resources		Banded				
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						Career			Filter by a	New Input Control		
			CB	310	00061	Bandin	9	ban	060	Resources Manager	1	100.00

• When the Report Filter screen pops up, click Add Filter (4)

Report Filter		⊘ ×
Filter Map Pane K	Filter On Report B0029 EEO Planning by Org Structure	4 👎 Add Filter 🌱 豫 🔺 🔻 🕫
■ 30029: EEO Planning by Org Str ■ 100029 EEO Planning by Org 100029 EEO Planning by Org 100020 EE	Click Add Filter to add a new filter in this area.	
< >		
	0	OK Cancel Apply

- Select Employee Pay Level (5)
- Click OK (6)



- Select In List Operator for Employee Pay Level (7)
- Select GR (Graded Employee Pay Levels) on left-hand side of window selection (8)
- Click the right arrow to add the Employee Pay Levels to the selection box (9)

Report Filter		3 ×
Filter Map Pane       «         Image: State of the stat	Filter On Report B0029 EEO Planning by Org Structure	•
	Employee Pay Level In List   GR   GR   J   J   B   J   PB   PB	
	OK Cancel Ap	ply

• Note the #UNAVAILABLE error in Sub-totals and Grand totals of the Report (10)

B0029: EEO Planning by Org Structure												
Calendar Month/Year: 09/2016												
Personnel Area	SOC Category	SOC Subcategory	Employee Pay Level	Employee Pay Group	Employee Pay Area	Employee Pay Type	Job	WM	WM Pct			
State Human Resources	MANAGEMENT RELATED	BUSINESS SPECIALISTS, INCL PURCHASING	GR	GR78	Annual Salaries	Graded	Legislative Affairs Program Manager	10				
		#UNAVAILABLE	#UNAVAILABLE									
		#UNAVAILABLE	#UNAVAILABLE									
	PROFESSIONALS	ARTS, DESIGN, ENTERTAIN AND MEDIA OCCUP	GR	GR73	Annual Salaries	Graded	Information & Communications Spec III					
			SOC S	ubcategory - A	ARTS, DESIGN,	ENTERTAIN	AND MEDIA OCCUP	#UNAVAILABLE	#UNAVAILABLE			
		#UNAVAILABLE	#UNAVAILABLE									
		10 NAVAILABLE	#UNAVAILABLE									
		#UNAVAILABLE	#UNAVAILABLE									

## ✓ To change the breaks in the Report while exporting the data to Excel:

By default, breaks are applied in the report on Personnel Area, State SOC Category, and State SOC Subcategory to avoid repeated values in the column.

To see the repeated values for above columns in Excel, remove the break(s) in the report before exporting the data to Excel.

- Make sure that Design Mode is on
- Make sure the "desired column" is selected (1)
- Click the "Analysis" tab (2)
- By default, "Display" tab is selected (3)
- Click the "Drop-down icon" as shown (4)
- Click on "Remove all Breaks" (5)

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La						Manada Breaks		5								
- 0	Calendar	Month/Year: 09/20	016				menage preaks									
(?)																
	Personnel Area	State SOC Category	State SOC Subcategory	Job	WM	WM Pct	WM Avg Sal	WF	WF Pct	WF Avg Sal	вм	BM Pct	BM Avg Sal	BF		
	State Human Resources	OFFICIALS AND ADMINISTRATORS	OFFICIALS AND ADMINISTRATORS	Human Resources Manager	1	50.00	90,000				1	50.00	84,000			
	1			Human Resources Managing Partner										1		
		State SOC Subcateg	ory - OFFICIALS AND	ADMINISTRATORS	1	33.33	90,000				1	33.33	84,000	1		
		State SOC Categ	ory - OFFICIALS AND	ADMINISTRATORS	1	33.33	90,000				1	33.33	84,000	1		
		MANAGEMENT RELATED	HR, TRAINING AND LABOR RELATIOINS SPEC	Human Resources Partner				1	50.00	51,218				1		
	State S	OC Subcategory - HR, T	RAINING AND LABOR	RELATIOINS SPEC				1	50.00	51,218				1		
		State 5	SOC Category - MANA	GEMENT RELATED				1	50.00	51,218				1		
			Personnel Area - State	Human Resources	1	20.00	90,000	1	20.00	51,218	1	20.00	84,000	2		
				Total	- 1	20.00	90,000	- 1	20.00	51,218	- 1	20.00	84,000	2		

The repeated values in all columns will be visible and can be exported to Excel in the same format.

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	Area	SOC Category	SOC Subcategory	<b>J00</b>	ww	PCI	Sal	WF	PCI	Sai	ESIM	PCI	Sai	BF	
	State Human Resources	OFFICIALS AND ADMINISTRATORS	OFFICIALS AND ADMINISTRATORS	Human Resources Manager	1	50.00	90,000				1	50.00	84,000		
	State Human Resources	OFFICIALS AND ADMINISTRATORS	OFFICIALS AND ADMINISTRATORS	Human Resources Managing Partner										1	
	State Human Resources	MANAGEMENT RELATED	HR, TRAINING AND LABOR RELATIOINS SPEC	Human Resources Partner				1	50.00	51,218				1	
				Total	1	20.00	90,000	1	20.00	51,218	1	20.00	84,000	2	

### Change Log

Change Date 11/03/2016

Change Description: Initial report creation to convert from BI to BOBJ.

Change Date 12/29/206

Change Description: Changed the Descriptions of SOC Category and SOC Subcategory to State SOC Category and State SOC Subcategory as per OSHR.

Change Date 2/21/2019 Change Description:

- Changed the date prompt from a calendar month/year single value/interval that allowed start and end dates entered to a calendar month/year single value date entry. Modified the documentation to reflect the changed date prompt and date display changes on the report.
- Added a link to the B0029 report title to this report description. Click on the report header title in reading mode, and the report description document will open in a new report tab.

#### Change Date 6/17/2021

Change Description: Added EE Telework Eligible and EE Telework Type to Available Objects.