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.

Quick Links	

List of ethnic categories displayed in the report

| Ethnic Category	Full Form
WM	White Male
WF	White Female
BM	Black Male
BF	Black Female
HM	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

How to generate this report
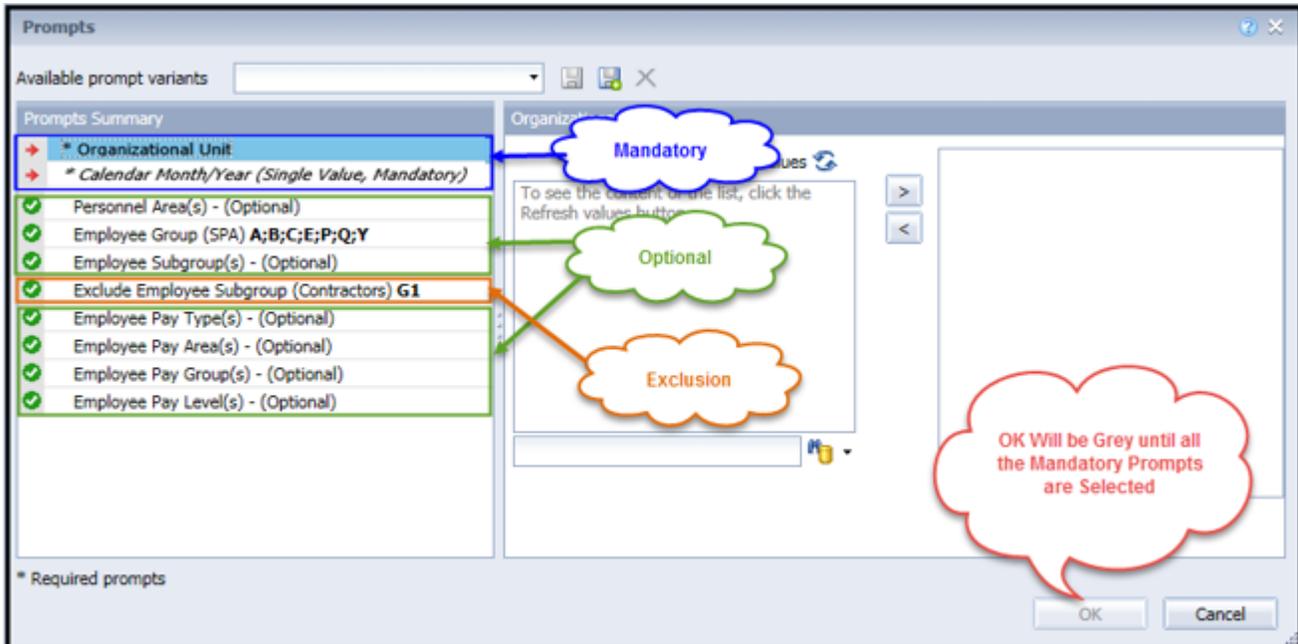
Mandatory Prompts

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)
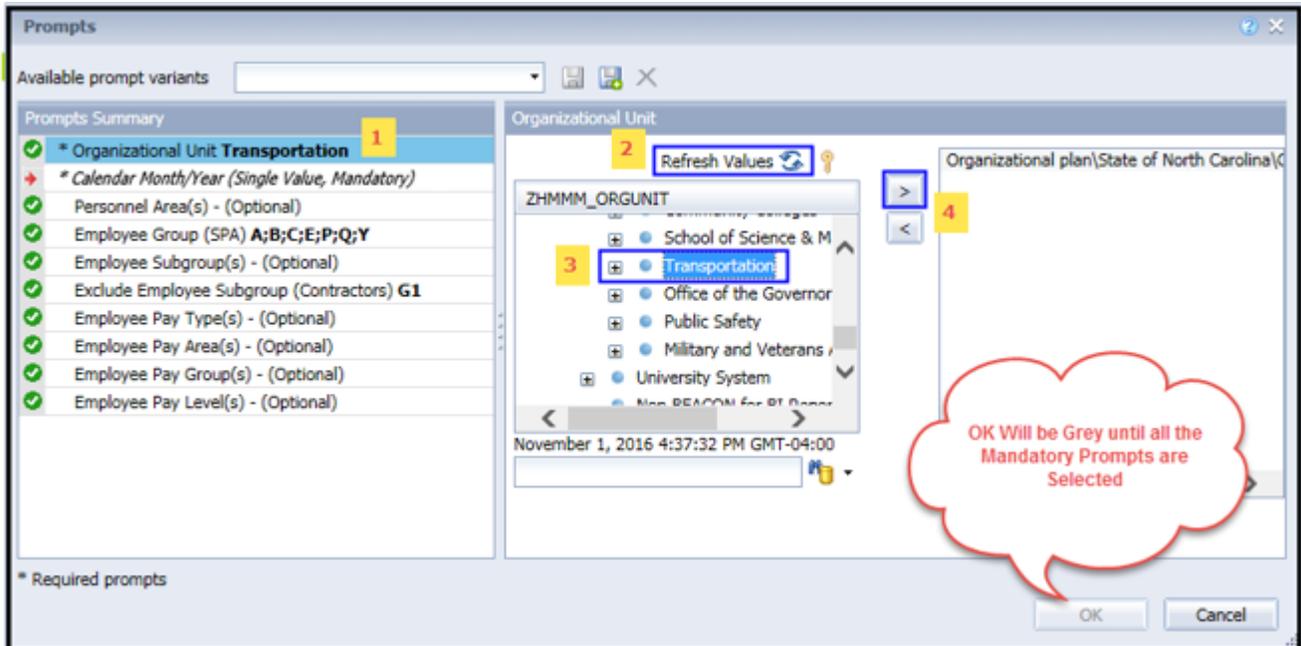
➔ **Calendar Month/Year (Single Value, Mandatory):** To select data for this prompt:
- Make sure the "Calendar Month/Year (Single Value, Mandatory)" prompt is selected (1)
- Type in a wildcard year (*YYYY) to search for available months in a specific year (2)
- Click the search icon (3)
- Select the 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
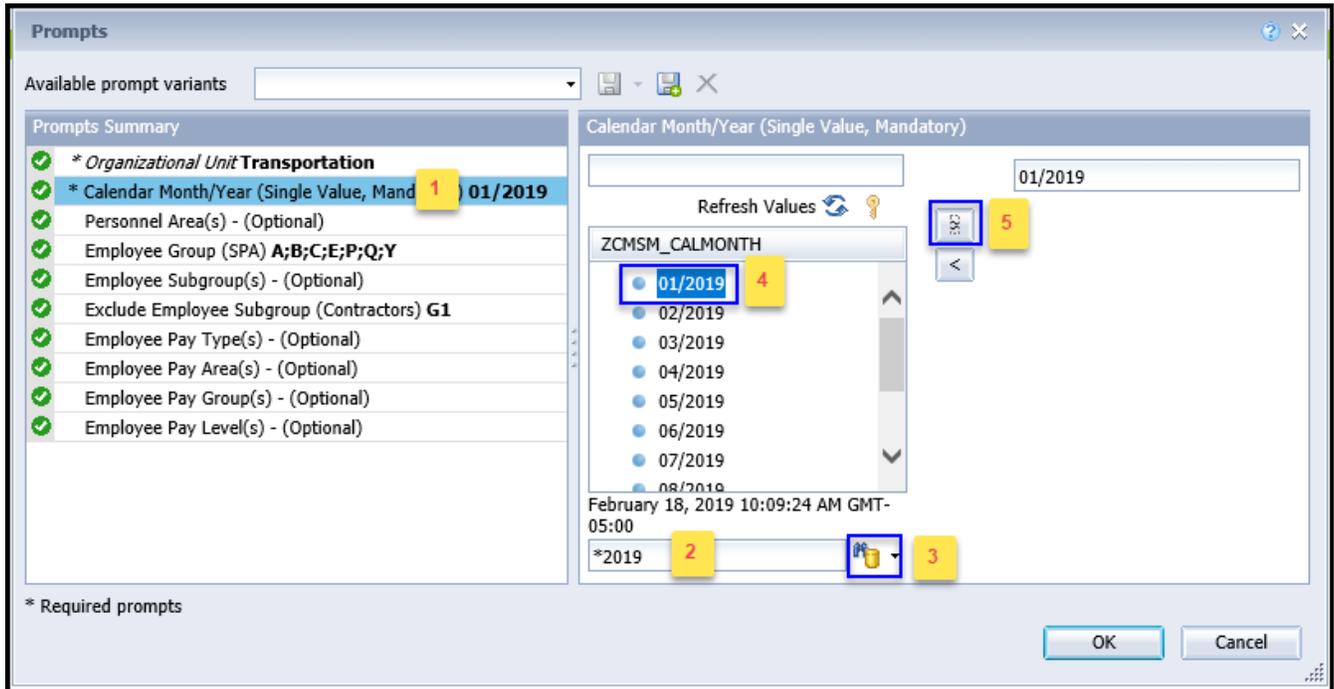
Optional Prompts

Optional prompts are indicated with a green check mark (✔) 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)
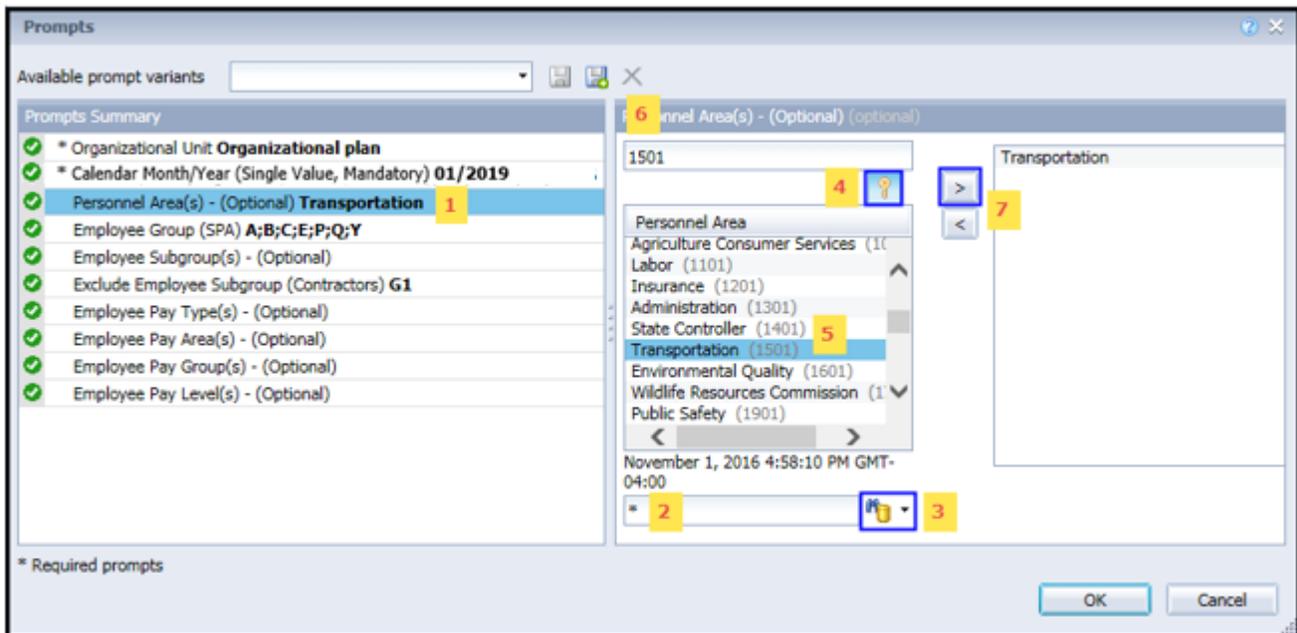
✓ **Employee Group (SPA):** By default, the report is filtered for the Employee Groups below:

Employee Group	Description
A	SPA Employees
B	SPA Law Enforcement
C	SPA Non Teacher 10M
E	SPA Non Teacher 11M
P	SPA Bi-Weekly
Q	SPA LEO Bi-Weekly
Y	SPA Bi-Weekly Grant

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
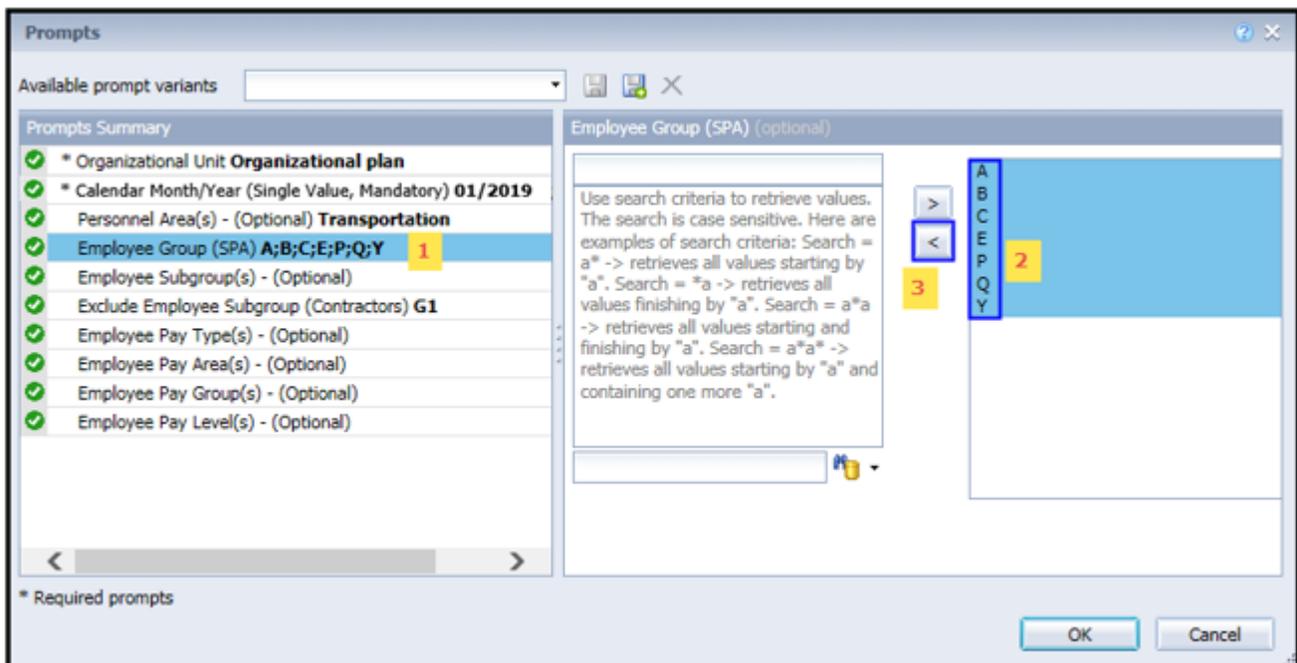
✓ **Employee Group (SPA):** *Continued…*

　　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)
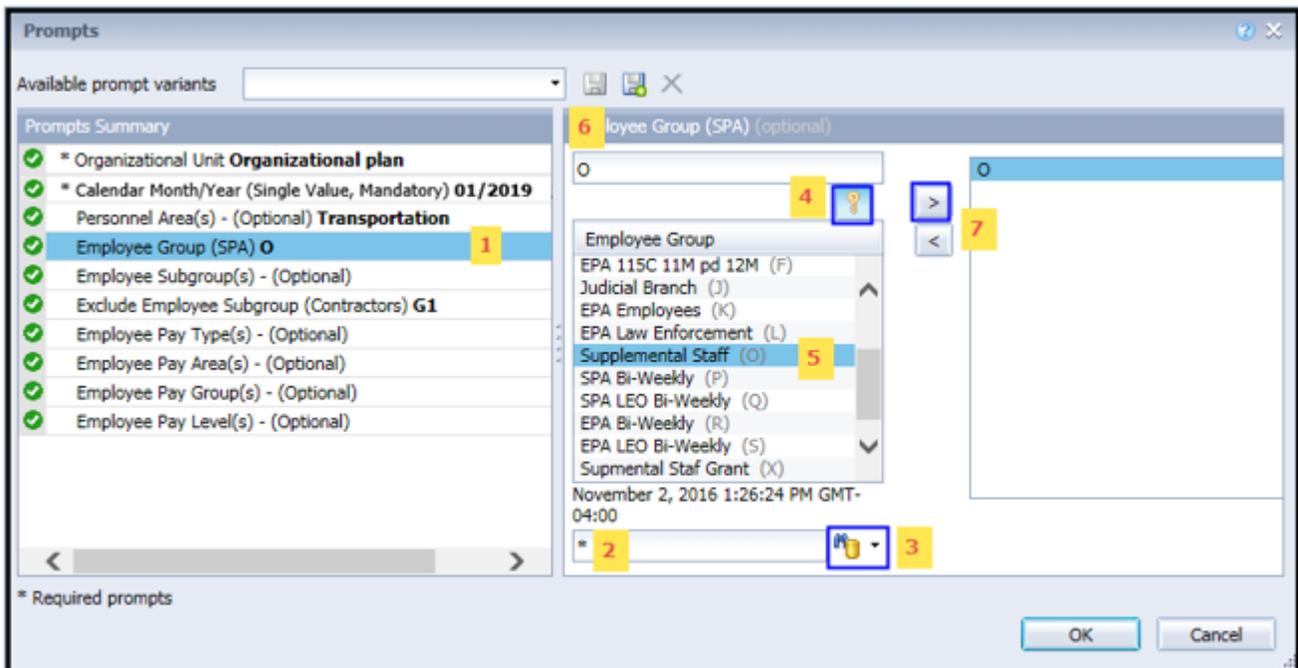
✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt:
- Make sure the "Employee Subgroup(s) - (Optional)" prompt is selected (1)
- Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Subgroup (2)
- Click the search icon (3)
- To see the 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)
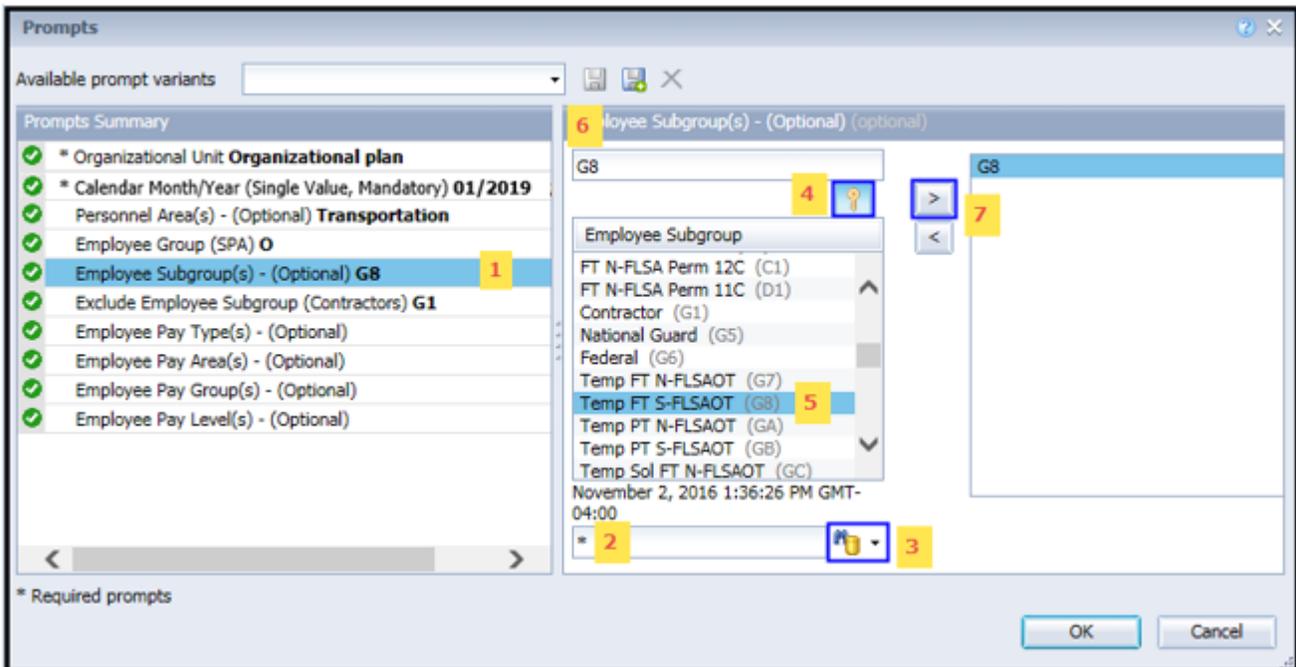
- ✓ **Employee Pay Type(s) - (Optional):** To select data for this prompt:
  - Make sure the "Employee Pay Type(s) - (Optional)" prompt is selected (1)
  - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Pay Types (2)
  - Click the search icon (3)
  - 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.
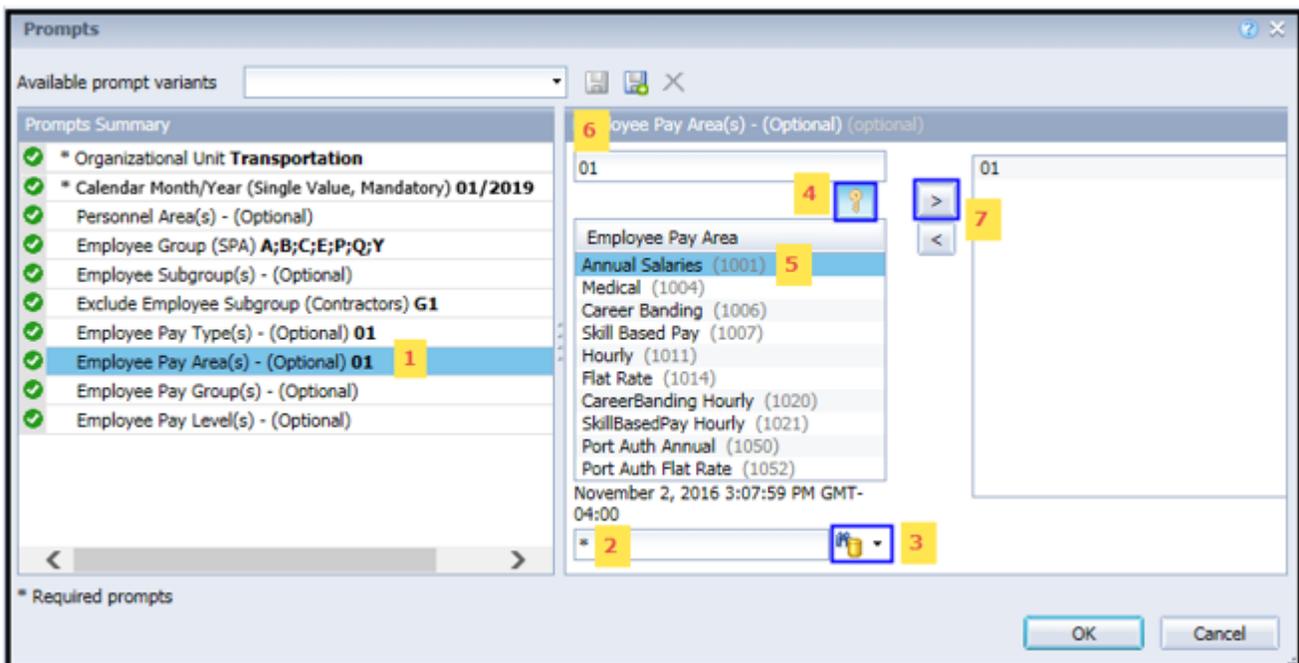
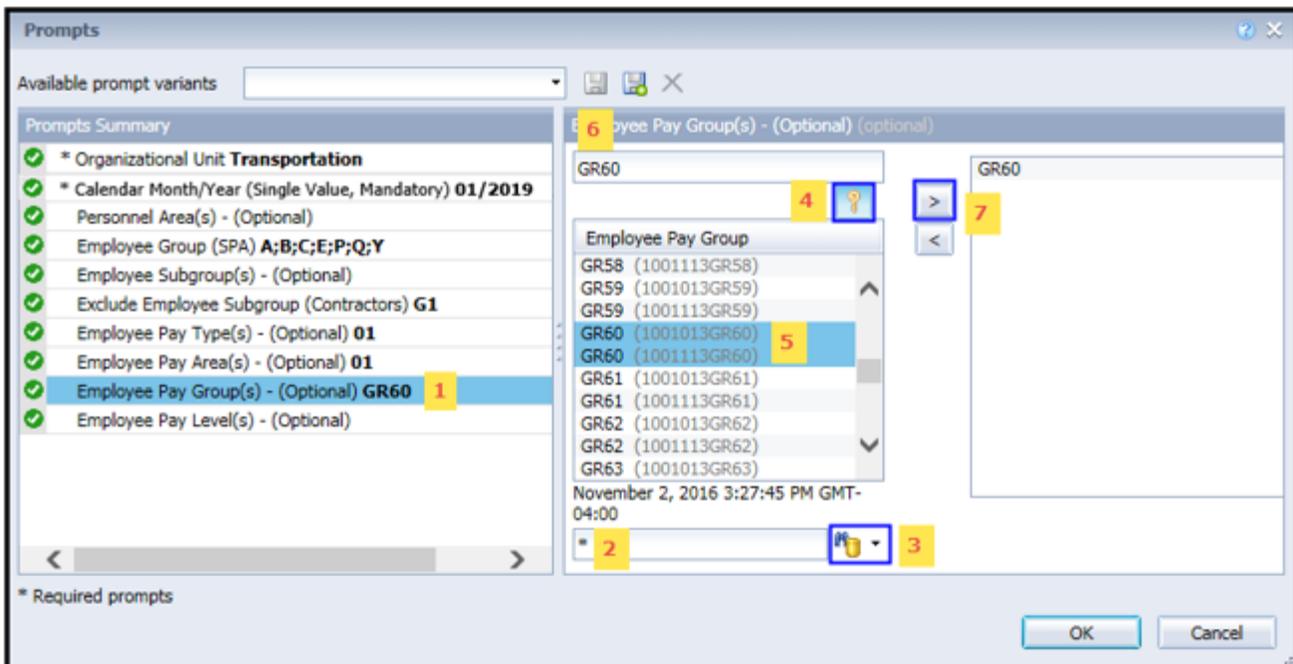 - Click the right arrow to add the Employee Pay Type to the selection box (7)
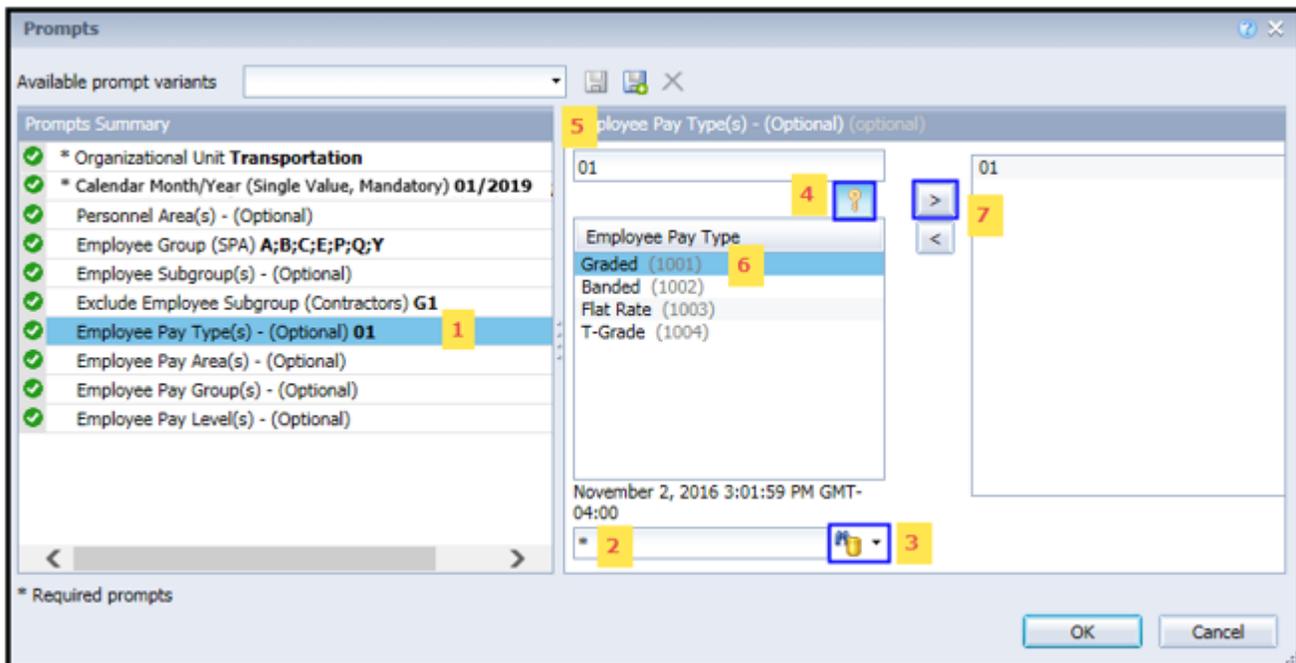
✓ **Employee Pay Area(s) - (Optional):** To select data for this prompt:
- Make sure the "Employee Pay Area(s) - (Optional)" prompt is selected (1)
- Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Pay Areas (2)
- Click the search icon (3)
- To see the 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)

✓ **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)

✓ **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)
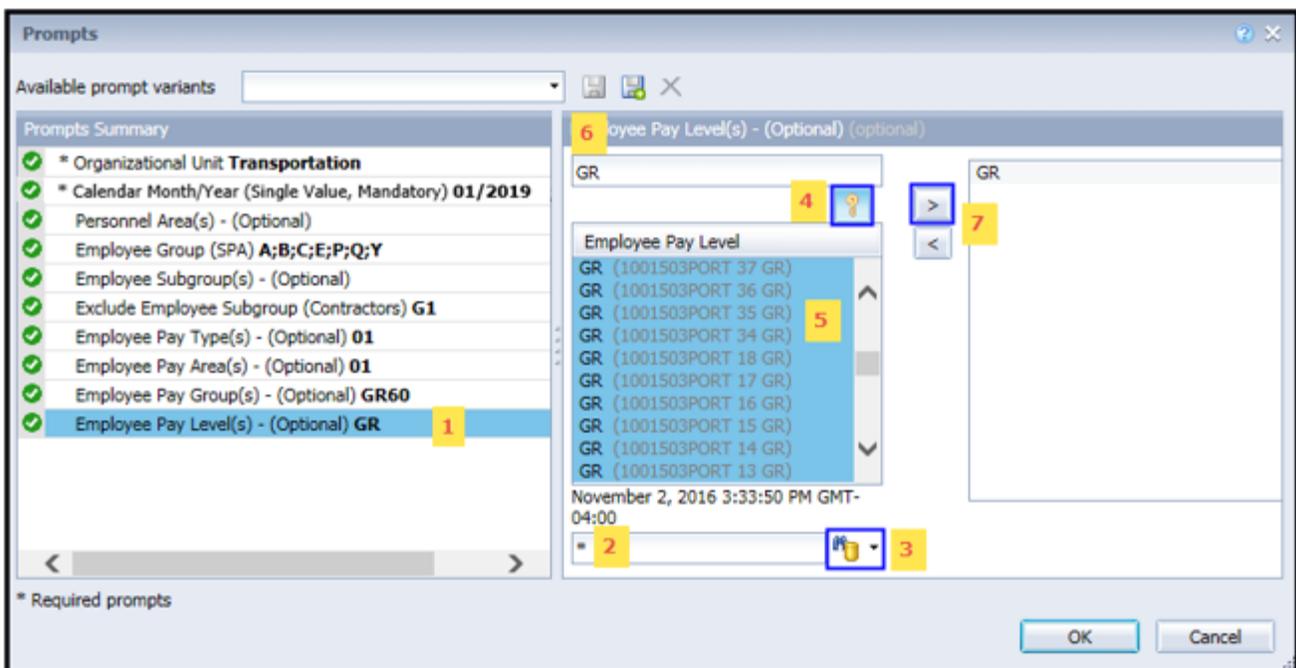
Exclusion Prompts

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 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)
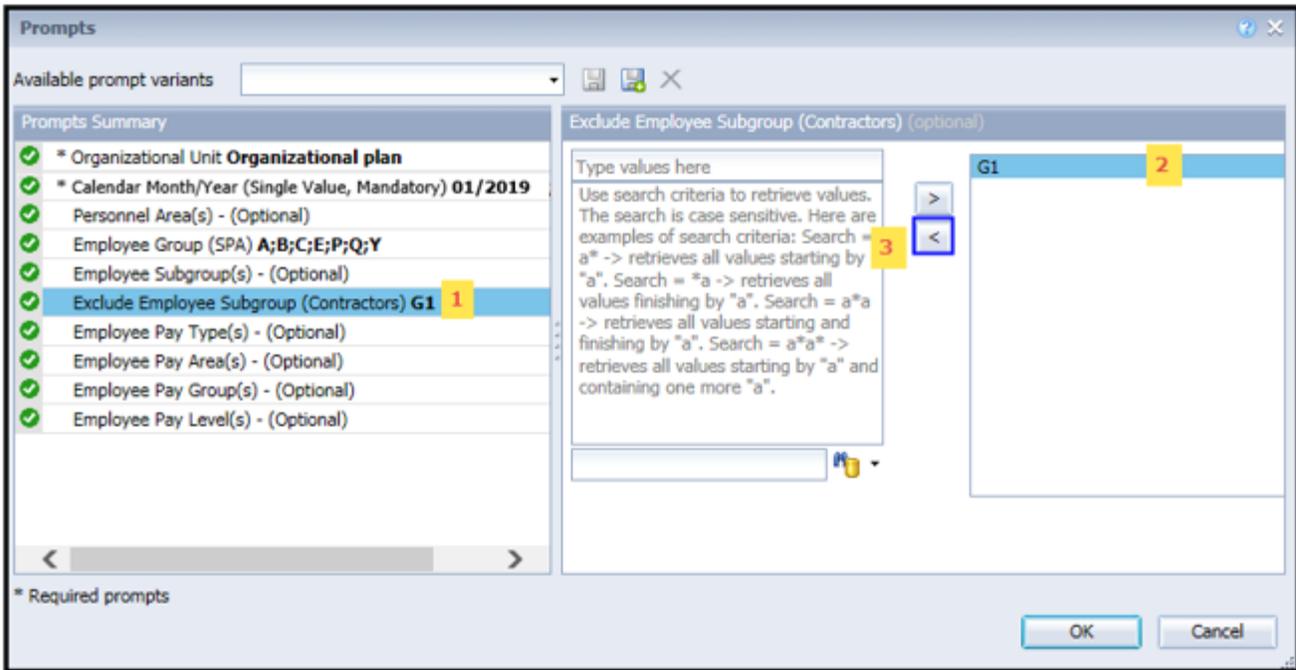
Initial Layout

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.

B0029: EEO Planning by Org Structure

Execution Date : 1/4/17

Calendar Month/Year: 09/2016

Personnel Area	State SOC Category	State SOC Subcategory	Job	WM	WM Pct	WM Avg Sal	WF	WF Pct	WF Avg Sal	BM	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 Subcategory - OFFICIALS AND ADMINISTRATORS		1	33.33	90,000				1	33.33	84,000
		State SOC Category - OFFICIALS AND ADMINISTRATORS		1	33.33	90,000				1	33.33	84,000
	MANAGEMENT RELATED	HR, TRAINING AND LABOR RELATIOINS SPEC	Human Resources Partner				1	50.00	51,218			
		State SOC Subcategory - HR, TRAINING AND LABOR RELATIOINS SPEC					1	50.00	51,218			
		State SOC Category - MANAGEMENT RELATED					1	50.00	51,218			
		Personnel Area - State Human Resources		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	HM	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	TOT
			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                        ▦ Disb
   ⊞ 📏 Calendar Month/Year              ▦ Disb Avg Sal
   ⊞ 📏 Disability code                  ▦ Disb Pct
   ⊞ 📏 EEO Category                     ▦ Eth Unk
   ⊞ 📏 EE Telework Eligible             ▦ Eth Unk Avg Sal
   ⊞ 📏 EE Telework Type                 ▦ Eth Unk Pct
   ⊞ 📏 Employee Group                   ▦ HF
   ⊞ 📏 Employee Pay Area                ▦ HF Avg Sal
   ⊞ 📏 Employee Pay Group               ▦ HF Pct
   ⊞ 📏 Employee Pay Level               ▦ HM
   ⊞ 📏 Employee Pay Type                ▦ HM Avg Sal
   ⊞ 📏 Employee Subgroup                ▦ HM Pct
   ⊞ 📏 ESG CAP                          ▦ NHOPI Fem
   ⊞ 📏 Ethnic Origin                    ▦ NHOPI Fem Avg Sal
   ⊞ 📏 Gender                           ▦ NHOPI Fem Pct
   ⊞ 📏 Job                              ▦ NHOPI Male
   ⊞ 📏 Organizational Unit              ▦ NHOPI Male Avg Sal
   ⊞ 📏 Personnel Area                   ▦ NHOPI Male Pct
   ⊞ 📏 Personnel Subarea                ▦ Total Employees
   ⊞ 📏 SOC Code                         ▦ Tot Fem
   ⊞ 📏 State SOC Category               ▦ Tot Fem Avg Sal
   ⊞ 📏 State SOC Subcategory            ▦ Tot Fem Pct
      ▦ AIF                              ▦ Tot Male
      ▦ AIF Avg Sal                      ▦ Tot Male Avg Sal
      ▦ AIF Pct                          ▦ Tot Male Pct
      ▦ AIM                              ▦ Tot Mnrt
      ▦ AIM Avg Sal                      ▦ Tot Mnrt Avg Sal
      ▦ AIM Pct                          ▦ Tot Mnrt Pct
      ▦ ASF                              ▦ Two+ Fem
      ▦ ASF Avg Sal                      ▦ Two+ Fem Avg Sal
      ▦ ASF Pct                          ▦ Two+ Fem Pct
      ▦ ASM                              ▦ Two+ Male
      ▦ ASM Avg Sal                      ▦ Two+ Male Avg Sal
      ▦ ASM Pct                          ▦ Two+ Male Pct
      ▦ AvgAge                           ▦ WF
      ▦ AvgLenofServ                     ▦ WF Avg Sal
      ▦ Avg Sal                          ▦ WF Pct
      ▦ BF                               ▦ WM
      ▦ BF Avg Sal                       ▦ WM Avg Sal
      ▦ BF Pct                           ▦ WM Pct
      ▦ BM                            ☐ 📂 Variables
      ▦ BM Avg Sal                       📏 Prompt Response Cal Mth/Yr
      ▦ BM Pct                           📏 Prompt Response Employee Group
                                         📏 Prompt Response Employee Pay Area
                                         📏 Prompt Response Employee Pay Group
                                         📏 Prompt Response Employee Pay Level
                                         📏 Prompt Response Employee Pay Type
                                         📏 Prompt Response Employee Subgroup
                                         📏 Prompt Response Exclude Employee Subgroup
                                         📏 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:

✓ **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)

- When the Report Filter screen pops up, click Add Filter (4)
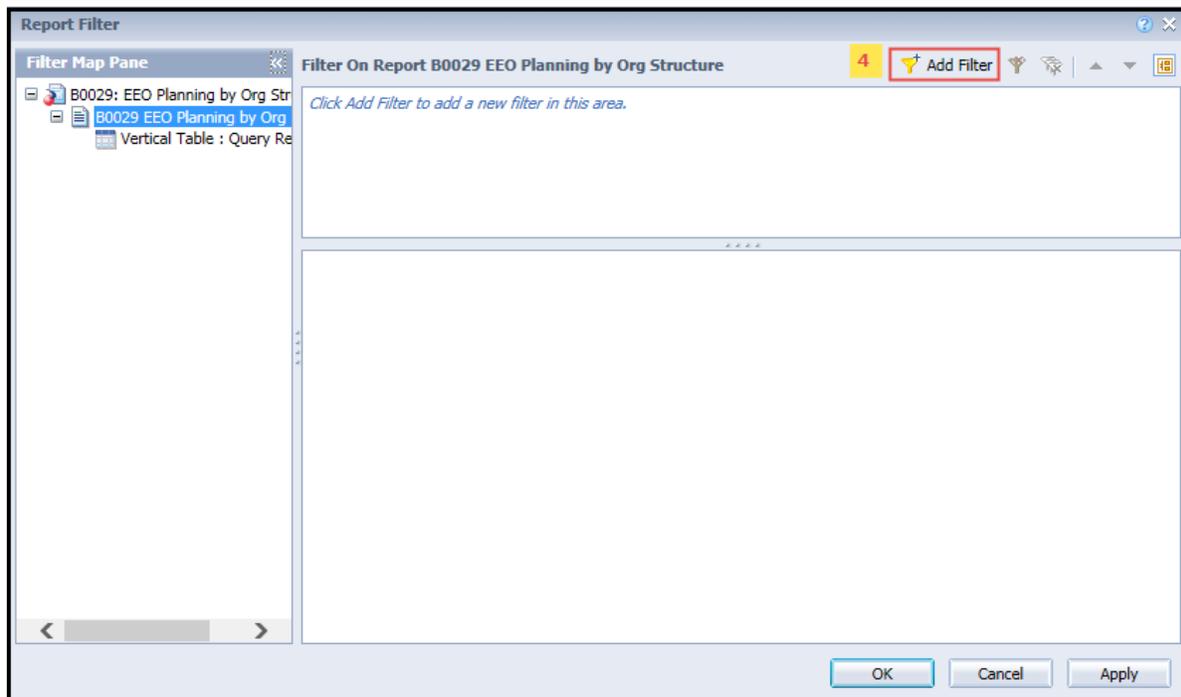
- Select Employee Pay Level (5)
- Click OK (6)
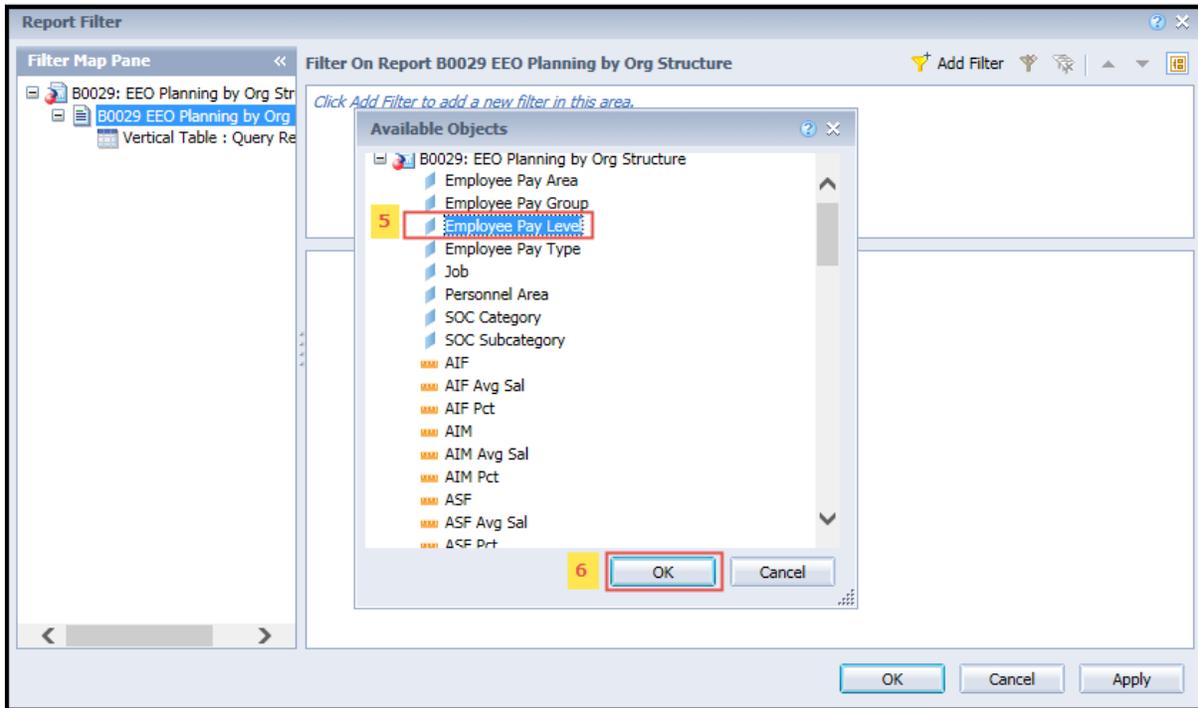
- Select **In List** Operator for Employee Pay Level (7)
- Select GR (Graded Employee Pay Levels) on left-hand side of window selection (8)
- Click the right arrow to add the Employee Pay Levels to the selection box (9)
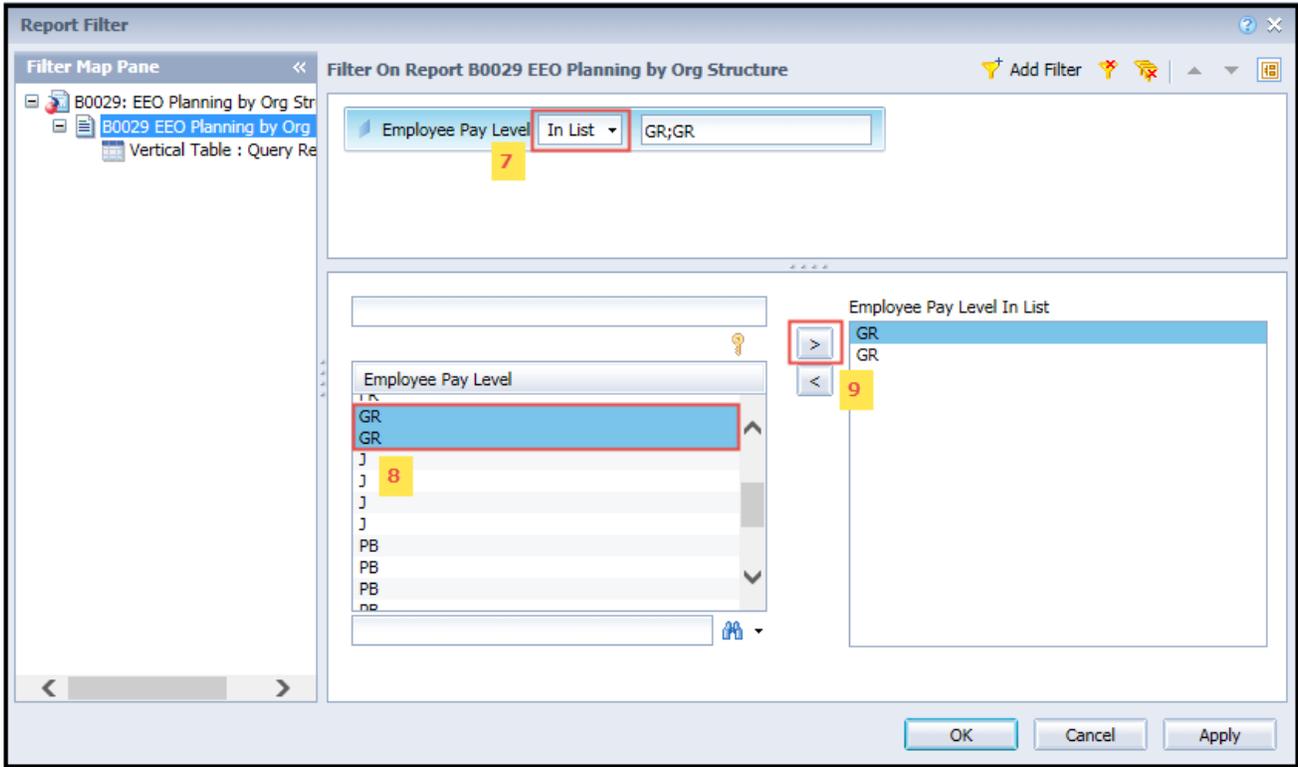
- **Note the #UNAVAILABLE error in Sub-totals and Grand totals of the Report (10)**

✓ **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)

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

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.