

# Employee Headcount by Org Structure



**REPORT DESCRIPTION B0038 | WEB INTELLIGENCE** 

The purpose of this Report Description is to explain the Employee Headcount by Org Structure report from BOBJ in the Integrated HR-Payroll System.

## **REPORT DESCRIPTION**

The B0038: Employee Headcount by Org Structure shows employee headcounts over a single month period. Free characteristics include demographics and employee pay information besides Employee veteran status and military status.

## **REPORT LOCATION**

PA: Employee Headcount

## **REPORT USES**

- This report shows employee headcounts over a single month time period.
- This report counts the total number of active employees with a break down by SPA/EPA, Supplemental/Judicial as of the end of the calendar year/month specified.
- This report extracts employees from IT0001 in SAP ERP data. It lists the number of employees for the organizational unit selected as of the end of the calendar month/year specified.
- This report provides information on veteran status, military status, different veteran types, and a veteran summary.
- This report provides information on National Guard status and military spouse status.
- This report provides employee headcount by ethnicity and salary range.
- Review Available Objects if additional fields are required. Available Objects include demographics and employee pay information.

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## How to generate this report

This report has two mandatory prompts, two optional prompts and one exclusion prompt.



# **Mandatory Prompts**

Mandatory prompts have a red asterisk indicator (\*) 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 you have "Organizational Unit" selected (1).
  - Click on the "Refresh Values" icon to see the list of Org Units to choose from (2).
  - Navigate down to the desired OrgUnit (3).
  - Click on the right arrow to add it to the selection box (4).

Prompts	2 ×
Prompts Summary       Organizational Unit OSC BEST Shared Servic <ul> <li>* CalMonth/Year (Single Value/Interval, Mandato)</li> <li>Employee Group(s) - (Optional)</li> <li>Employee Subgroup(s) - (Optional)</li> <li>Exclude Employee Subgroup (Contractors, National)</li> </ul> ZHMM	Attached Service MMM_ORGUNIT
* Required prompts	OK Cancel

→ \*Calendar Month/year (Single Value, Mandatory) – To select data for this prompt:

- Make sure you have the Calendar Month(s)/Years prompt selected (1).
- Click on "Refresh Values" (2).
- In the search box narrow down the date selection by using the wildcard \*YYYY format and press the enter key (3).
- Click on the date in your range (4).
- Click on the right arrow button (5).
- If no other prompts are required, click the "OK" button to run the report.

Prompts	2 X
Prompts Summary	Calendar Month/Year (Single Value, Mandato 2
Corganizational Unit OSC BEST Shared Servic     Calendar Month/Year (Single Value, Mandatory     Employee Group(s) - (Optional)     Employee Subgroup(s) - (Optional)     Exclude Employee Subgroup (Contractors, Nati	1       Refresh Values ? ?       05/2015         2CMSM_CALMONTH       >         • 01/2015        5         • 02/2015        5         • 03/2015        5         • 04/2015       4          • 06/2015       4          • 06/2015           • 07/2015           • 08/2015           • 08/2015           • 08/2015           • 08/2015           • 08/2015           • 08/2015           • 08/2015           • 08/2015           • 08/2015           • 08/2015           • 08/2015           • 09/2015           • 09/2015           • 09/2015           • 09/2015           • 09/2015           • 09/2015           • 09/2015 </th
< >	ОК
* Required prompts	Ок Сапсеі

# **Optional Prompts**

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

- **Employee Group(s) (Optional):** To select data for this prompt:
  - Make sure the "Employee Group(s) (Optional)" prompt is selected (1).
  - In the search box (2) narrow down the Employee Group selection by using the wildcard \* format and press the enter key.
  - Navigate down to the desired Employee Group (3).
  - Click on the right arrow ">" icon (4) for "Employee Group".
  - OR if the Employee Group key or Employee Group name are known, skip steps 2 through 4 and enter it directly in (5).

Prompts	e x
Prompts Summary	Employee Group(s) - (Optional)
* Organizational Unit OSC BEST Shared Servic     * CalMonth/Year (Single Value/Interval, Mandato     Employee Group(s) - (Optional) SPA Employee	Type values here
<ul> <li>Employee Subgroup(s) - (Optional) 1</li> <li>Exclude Employee Subgroup (Contractors, National)</li> </ul>	SPA Employees 3 Supplemental stan
	If no additional prompts are required click OK
* Required prompts	
	OK Cancel

• Click on the right arrow ">" icon (6) to select.

- ✓ **Employee Subgroup(s) (Optional):** To select data for this prompt:
  - Make sure the "Employee Subgroup(s) (Optional)" prompt is selected (1).
  - In the search box narrow down the Employee Subgroup selection by using the wildcard \* format and press the enter key (2).
  - Navigate down to the desired Employee Subgroup (3).
  - Click on the right arrow ">" icon for "Employee Subgroup" (4).
  - OR if the Employee Subgroup key or Employee Subgroup name are known, skip steps 2 through 4 and enter it directly in (5).
  - Click on the right arrow ">" icon (6) to select.

Prompts	2 X (2)
Prompts Summary <ul> <li>* Organizational Unit OSC BEST Shared Servic</li> <li>* CalMonth/Year (Single Value/Interval, Mandato</li> <li>Employee Group(s) - (Optional) SPA Employee</li> </ul> <ul> <li>Employee Group(s) - (Optional) SPA Employee</li> <li>Employee Subgroup(s) - (Optional) 1</li> <li>Exclude Employee Subgroup (Contractors, National)</li> </ul>	Employee Subgroup(s) - (Option 5 Type values here Employee Subgroup Contractor FT N-FLSAOT Perm FT N-FLSAOT Perm FT S-FLSAOT Prob PT N-FLSAOT Perm PT S-FLSAOT Prob PT N-FLSAOT Perm PT S-FLSAOT Student If no additional prompts are required click OK
* Required prompts	OK Cancel

**Note**: Please select an Employee Subgroup relevant to the Employee Group selected. Otherwise, report will show no result.

# **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 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, National Guard) G1; G5** To remove this exclusion:
  - Make sure the Exclude Employee Subgroup prompt is selected (1).
  - Click on G1 and/or G5 in the selection box (2).
  - Click on the left arrow "<" to deselect the value (3).

Prompts	@ ×
Prompts Summary	Exclude Employee Subgroup (Contractors, National Guard) (optional)
<ul> <li>* Organizational Unit OSC BEST Shared Services</li> <li>* CalMonth/Year (Single Value/Interval, Mandatory) 01/2015;0</li> <li>Employee Group(s) - (Optional) SPA Employees</li> <li>Employee Subgroup(s) - (Optional)</li> <li>* Exclude Employee Subgroup (Contractors, National Guard) G1</li> </ul>	H4/20         Type values here         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 -> 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". Search =         a*a -> retrieves all values         starting by "a". Search =         a*a -> retrieves all values         starting by "a". Search =         a*a* -> retrieves all values         starting by "a" and containing one more "a".         Image: the search of the search is case         avail of the search of the search is case         avail of the search of t
<	> OK
* Required prompts	OK Cancel

**Note:** If Contractors need to be included in the report, then click on the left arrow to clear G1 from the prompt and run.

# **Initial Layout**

The report is generated with a list of Organizational No. of Employees by Employee Subgroup for each month. This is a sample of the report:

<u>B0038: Emp</u>	loyee He	adcount by Org Str	ucture as of	<u>11/2022</u>					Execution D	)ate:11/16/2
Personnel Area	Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees	Number of Employees	
State Controller	20013608	OSC BEACON BEST SHARED SVCS Call Center	SPA Employees	FT N-FLSAOT Perm	4				4	
	20013608	OSC BEACON BEST SHARED SVCS Call Center	SPA Employees	FT S-FLSAOT Perm	10				10	
	20013608	OSC BEACON BEST SHARED SVCS Call Center	SPA Employees	FT S-FLSAOT Prob	3				3	
	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT N-FLSAOT Perm	1				1	
	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT S-FLSAOT Perm	7				7	
	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT S-FLSAOT Prob	6				6	
	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Perm	5				5	
	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Prob	4				4	
			Personne	el Area - State Controller	40				40	
				Total	40				40	

This report has 5 tabs at the bottom of the screen and each one is a report of its own kind and provides a detailed and summary info of EE Head Count, Military and Veteran status, Ethnic Origin, and Salary Range, etc.

🗎 B0038 Employee Headcount 📄 EE Headcount Military & Veteran | 📄 Veteran Summary | 📄 Ethnic Origin | 📄 Salary Range by Gender

The following are the list of tabs available in B0038:

- B0038 Employee Head Count
- EE Headcount Military & Veteran
- Veteran Summary
- Ethnic Origin
- Salary Range by Gender

#### **B0038 Employee Headcount**

This report tab counts the total number of active employees with a break down by SPA, EPA, Supplemental, and Judicial as of the end of the calendar year/month specified.

<u>B0038: Em</u>	10038: Employee Headcount by Org Structure as of 11/2022									
Personnel Area	Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees	Number of Employees	
State Controller	20013608	OSC BEACON BEST SHARED SVCS Call Center	SPA Employees	FT N-FLSAOT Perm	4				4	
	20013608	OSC BEACON BEST SHARED SVCS Call Center	SPA Employees	FT S-FLSAOT Perm	10				10	
	20013608	OSC BEACON BEST SHARED SVCS Call Center	SPA Employees	FT S-FLSAOT Prob	3				3	
	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT N-FLSAOT Perm	1				1	
	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT S-FLSAOT Perm	7				7	
	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT S-FLSAOT Prob	6				6	
	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Perm	5				5	
	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Prob	4				4	
			Personne	el Area - State Controller	40				40	
				Total	40				40	

This report has a break total on Personnel Area, and it also has an ascending sort on Personnel Area.

## EE Headcount Military & Veteran

This report provides information on veteran status, military status, and different veteran types.

EE Headcount Military & Veteran as of 11/2022										
Personnel Area	Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	Military Status	Veteran Status	Protected Veteran	Special Disabled Veteran	Vietnam Era Veteran	Other Protected Veteran
State Controller	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Perm	10/Not assigned	x	x	x	x	#
	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Prob	Active	#	#	#	#	#

#### ... report continues

Execution Date:11	1/16/22							
Recently Separated Veteran	Armed Forces Service Medal Veteran	Disabled Veteran	Not a Protected Veteran	Separated Veteran	Retired Veteran	Spouse of Disabled Veteran	Spouse or Surviving Dependent of Deceased Veteran	Number of Employees
				4				
#	#	#	#	#	Ħ	#	#	1
#	#	#	#	#	#	#	#	1
					P	ersonnel Area -	State Controller	2
							Total	2

This report has filter to include in the report only the employee records that have one or more of the following flags marked: Veteran Status, Military Status, Retired Veteran, Separated Veteran, Spouse of Disabled Veteran, or Spouse or Surviving Dependent of Deceased Veteran. The flag Veteran Status is used for all other Veteran Types.

### **Veteran Summary**

This report provides summary information on veteran status including a pie chart and summary table count on different veteran types.



#### ... report continues

Veterans b	y Emp	oloyee G	roup										
Veteran Status		SPA Employ	/ees	EPA Emp	loyees	Judio Empl	ial oyees	Supple Emplo	emental yees	Numb Emplo	er of byees		
x			1									1	
	Total		1									1	
Veterans T	ype												
Veteran Status	Prot Vete	ected ran	Speci Disab Vetera	al led an	Vietnam ERA Veteran	O Pi Ve	ther rotected eteran	Rece Sepa Veter	ently Irated ran	Armed Forces Service Medal Veteran	Di Ve	sabled teran	Not a Protected Veteran
х		1		1		1							
Note : Emp	loyees	may hav	/e more	than c	one Vetera	ns Typ	е						
Additional	Vetera	an Status	5										
Separated Veteran	R	etired eteran											
State Statu	ıte												
Spouse of Disabled Veteran	Spo Sur Dep of Dec Vet	ouse or rviving pendent ceased eran											

# **Ethnic Origin**

This report provides ethnicity information by Employee Group and Gender. This report includes a pie chart and summary table count on Employee Group and Gender.



#### ... report continues

Ethnic Origin	SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees	Number of Employees	Ethnic Origin	Male	Female	Total
White (Non- Hispanic/Latino)	14				14	White (Non- Hispanic/Latino)	2	12	1
Black or African American (N-H/L)	22				22	Black or African American (N-H/L)	6	16	2
Asian (Non- Hispanic/Latino)	1				1	Asian (Non- Hispanic/Latino)		1	
Two or More Races (Non- Hispanic/Latino)	1				1	Two or More Races (Non- Hispanic/Latino)		1	
Hispanic/Latino	1				1	Hispanic/Latino		1	
10/Not assigned	1				1	10/Not assigned	1		
Total	40				40	Total	9	31	

# Salary Range

This report provides employee salary range by Employee Group and Gender. This report includes a pie chart and summary table count on Employee Group and Gender.

Salary Range by Gender as of 11/2022 Execution D											
	Gender	Male					Female				
Salary Range	Number of Employees	SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees	Number of Employees	SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees	Number of Employees
\$25,000 - \$29,999	1						1				1
\$30,000 - \$34,999	10						10				10
\$35,000 - \$39,999	11	4				4	7				7
\$40,000 - \$44,999	7	1				1	6				6
\$45,000 - \$49,999	5	2				2	3				3
\$50,000 - \$54,999	3	1				1	2				2
\$60,000 - \$64,999	1						1				1
\$80,000 - \$84,999	1	1				1					
\$100,000 - \$104,999	1						1				1
Total	40	9				9	31				31

## **Available Objects**

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

- 🖃 🚽 B0038: Employee Headcount by Org Structure
  - 🗄 🥖 Action Type
  - 🗉 🥖 Agency Hire Date
  - 🗄 🥖 Age Range
  - 🗄 🥖 Calendar Day
  - 🗄 🥖 Cal Mth/Yr
  - 🗉 🧯 Challenge Indicator
  - 🗄 🥖 Country
  - 🗉 🥖 Employee
  - 🔰 Employee's Name
  - 🗉 🥖 Employee Group
  - 🗉 🥖 Employee Subgroup
  - 🗉 🥖 Employment Status
  - 표 🔰 Emp Pay Area
  - 🗉 🥖 Emp Pay Group
  - 🗄 🔰 Emp Pay Level
  - 🗄 🔰 Emp Pay Type
  - 🗄 🔰 ESG CAP
  - 🗉 🥖 Ethnic Origin
  - 🗄 🔰 Fiscal period
  - 🗉 🥖 Fiscal year
  - 🗄 🔰 Fiscal year/period
  - 🗉 🥖 Fiscal Year Variant
  - 🗉 🥖 Gender
  - 🗄 🔰 Job
  - 🗄 🔰 Job Branch
  - 🗉 🔰 Job Family
  - Length of Service
  - Military Spouse
  - 🗉 🔰 Military Status
  - Mational Guard Status
     MG: Current Member
  - MG: Current Member
  - Ørganizational Unit
  - Original Hire Date
  - Personnel Area
  - Personnel Subarea
  - Personner Subarea
    Der Sonner Subarea
    Der Sonner Subarea
  - Pos Addr Street
  - Pos City
  - 🗄 🔰 Pos Country
  - 🗄 🔰 Pos County
  - 🗄 🔰 Position
  - 🗄 🥖 Prior Position
  - 🗉 🥖 Retired Veteran
  - 표 🥖 Salary Range
  - 표 🥖 Separated Veteran
  - 🗄 🥖 SOC Code
  - 🗉 🥖 Spouse of Disabled Veteran
  - 🗉 🥖 Spouse or Surviving Dependent of Deceased Veteran
  - 🗄 🥖 State

12/15/22

- 🗄 🧯 Supv Employee
- 🗄 🥖 Supv Position
- 🗄 🥖 Surviving Spouse or Dependent of Deceased NC Nat Guard Mbr
  - Vet: Armed Forces
  - 🥖 Vet: Disabled Veteran
  - 🔰 Vet: Discharge date

- 🔰 Vet: Non Veteran
- 🔰 Vet: Not Protected
- Vet: Other Protected
- Vet: Protected
- Vet: Recently Separated
- Vet: Special Disabled
- 🥖 Vet: Vietnam Era
- 표 🥖 Veteran Status
  - 🚥 EPA Employees
  - 🚥 Judicial Employees
  - un Number of Armed Forces Veterans
  - Number of Current National Guard Members
  - 🚥 Number of Disabled Veterans
  - 🚥 Number of Employees
  - Number of Employees with Military Status
  - Number of Employees with National Guard Status
- Number of Former National Guard Members
- Number of Military Spouses
- Number of Non Veteran Employees
- www. Number of Other Protected Veterans
- www.Number of Protected Veterans
- www. Number of Recently Separated Veterans
- Number of Retired Veterans
- www.Number of Separated Veterans
- www.Number of Special Disabled Veterans
- Number of Surviving Spouse/Dep of Deceased NC Nat Guard Mbr
- Number of Unprotected Veterans
- Number of Veteran Employees
- www. Number of Vietnam ERA Veterans
- SPA Employees
- Spouse of Disabled Veterans Headcount
- 🚥 Supplemental Employees
- 🖃 🥟 Variables
  - Prompt Response Calendar Month/Year
  - Prompt Response Employee Group
  - Prompt Response Employee Subgroup
  - Prompt Response Exclude Employee Subgroup

A Spouse or Surviving Dependent of Deceased Veterans

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- 🔰 Prompt Response Organizational Unit
- <sub>\*</sub> Armed Forces Service Medal Veteran
- 水 Disabled Veteran

🔸 Not a Protected Veteran

🔺 Other Protected Veteran

🔺 Recently Separated Veteran

褖 Military Status

Protected Veteran

ሉ Retired Veterans

ሉ Veteran.Status

References

NORTH CAROLINA OFFICE OF THE STATE CONTROLLER

🔺 Vietnam ERA Veteran

ሉ Separated Veterans

🔺 Special Disabled Veteran

🔺 Spouse of Disabled Veterans

📣 Non-Veteran

# Special Report Considerations/Features

- Employee Subgroup G1 Contractors and G5 National Guards are excluded from the report. Refer the Exclusion Prompt "Exclude Employee SubGroup (Contractors, National Guard) G1; G5" for details.
- Employment Status Active. Report runs for Active Employees only.
- PMIS Headcount data is no longer available in this report as of 12/15/2022.

# CHANGE LOG

- Effective 3/3/16
  - Initial version completed in pilot
- Effective 2/22/18
  - Modified initial report to bring it up to BI and BOBJ standards,
- Effective 7/6/22
  - Updated format and assigned reference number C. Ennis
- Effective 7/7/22
  - Added Alt Text L.Lee
- Effective 7/7/22
  - Added the following data elements to Available Objects:
    - Military Spouse
    - National Guard Status
    - NG: Current Member
    - NG: Former Member
    - Surviving Spouse or Dependent of Deceased NC Nat Guard Mbr
    - Number of Military Spouses
    - Number of Employees with National Guard Status
    - Number of Current National Guard Members
    - Number of Former National Guard Members
    - Number of Surviving Spouse/Dep of Deceased NC Nat Guard Mbr
- Effective 12/7/22
  - Name change effective 12/15 from BP038 to B0038, updated alt text for report tab initial layout reports, and available objects. LLee
- Effective 12/15/22
  - Disability code removed from available objects. No PMIS headcount data for reporting in this report.