

BOBJ REPORT DESCRIPTION

B0042-1 Employee Separations & Transfers

Report Description:

This report shows employee action detail and action counts for Separations and Outbound Transfers

Report Location:

PA: Turnover

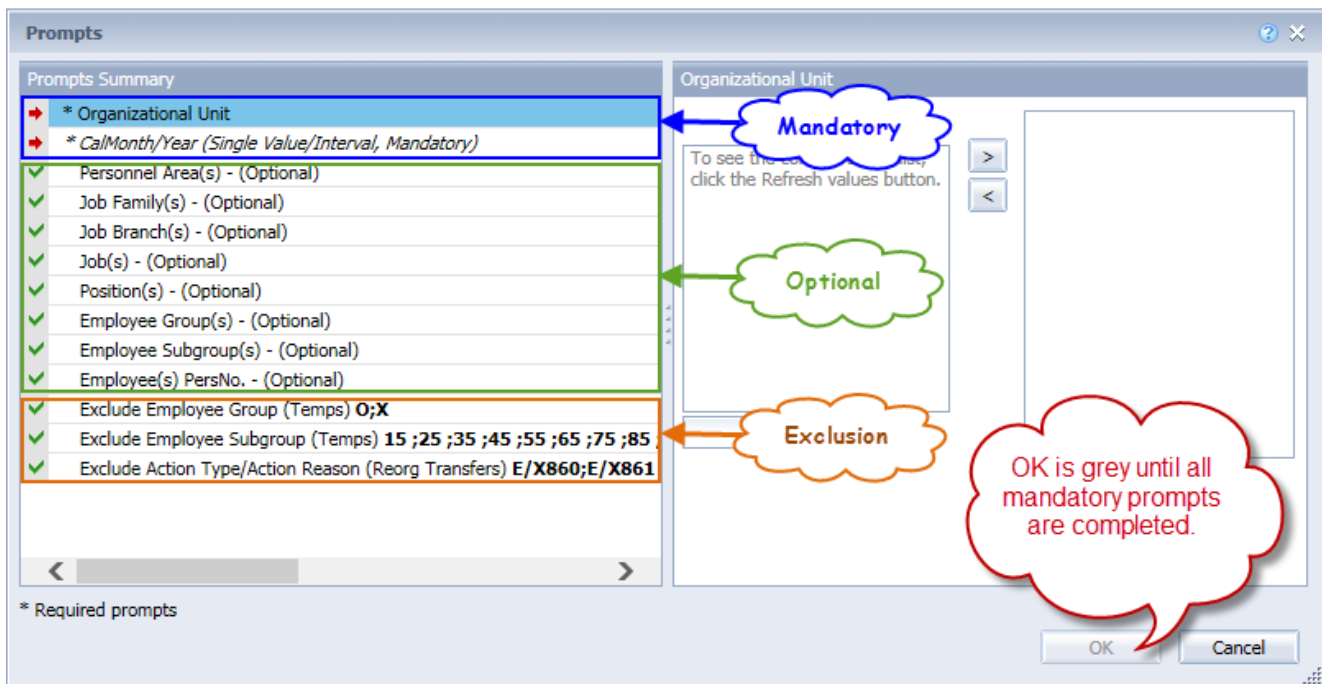
Report uses:

This report can be used to examine action detail of Separations and Outbound Agency Transfers for validation of metrics on the 'B0042: Employee Turnover' report.

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How to run this report



Prompts

Prompts Summary

- * **Organizational Unit** (Mandatory)
- * *CalMonth/Year (Single Value/Interval, Mandatory)*
- Personnel Area(s) - (Optional)
- Job Family(s) - (Optional)
- Job Branch(s) - (Optional)
- Job(s) - (Optional)
- Position(s) - (Optional)
- Employee Group(s) - (Optional)
- Employee Subgroup(s) - (Optional)
- Employee(s) PersNo. - (Optional)
- Exclude Employee Group (Temps) **O;X**
- Exclude Employee Subgroup (Temps) **15 ;25 ;35 ;45 ;55 ;65 ;75 ;85**
- Exclude Action Type/Action Reason (Reorg Transfers) **E/X860;E/X861**

Organizational Unit:

To see the values, click the Refresh values button.

Mandatory

Optional

Exclusion

OK is grey until all mandatory prompts are completed.

OK Cancel

* Required prompts

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).

The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' list includes several prompts, with '* Organizational Unit Administration' highlighted and marked with a red arrow and asterisk (1). The right pane, titled 'Organizational Unit', shows a list of units under 'ZHMMM_ORGUNIT'. The 'Administration' unit is selected (3). Above this list is a 'Refresh Values' icon (2). To the right of the list is a selection box containing 'Organizational plan\State of North Carolina' (4). A red speech bubble with the text 'OK is grey until all mandatory prompts are completed.' points to the 'OK' button at the bottom right. The 'Cancel' button is also visible.

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

Prompts

Prompts Summary

- ✓ * **Organizational Unit Administration**
- ✓ * **CalMonth/Year (Single Value/Interval, Mandatory) 01/2010;06/2010** 1
- ✓ Personnel Area(s) - (Optional)
- ✓ Job Family(s) - (Optional)
- ✓ Job Branch(s) - (Optional)
- ✓ Job(s) - (Optional)
- ✓ Position(s) - (Optional)
- ✓ Employee Group(s) - (Optional)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Exclude Employee Group (Temps) **O;X**
- ✓ Exclude Employee Subgroup (Temps) **15 ;25 ;35 ;45 ;55 ;65 ;75 ;85 ;95 ;0**
- ✓ Exclude Action Type/Action Reason (Reorg Transfers) **E/X860;E/X861**

CalMonth/Year (Single Value/Interval, Mandatory)

Refresh Values

ZCMIM_CALMONTH

- 01/2010 4
- 02/2010
- 03/2010
- 04/2010
- 05/2010
- 06/2010 6
- 07/2010

Start value: 01/2010

End value: 06/2010

July 22, 2015 2:21:15 PM GMT-04:00

*2010 2

3

OK Cancel

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 you know the Personnel Area key or Personnel Area name, you can 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).

The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' list on the left and a detailed view of the 'Personnel Area(s) - (Optional)' prompt on the right. The summary list includes prompts for Organizational Unit, CalMonth/Year, Personnel Area(s), Job Family(s), Job Branch(s), Job(s), Position(s), Employee Group(s), Employee Subgroup(s), Employee(s) PersNo., Exclude Employee Group (Temps), Exclude Employee Subgroup (Temps), and Exclude Action Type/Action Reason. The 'Personnel Area(s) - (Optional)' prompt is highlighted with a green checkmark and a yellow '1'. The detailed view on the right shows a search box with '4301' and a yellow '6', a search icon with a yellow '3', a list of Personnel Areas with 'Commerce (4301)' and 'Correction (4201)' selected (yellow '5'), a key icon with a yellow '4', a right arrow with a yellow '7', and a date/time field with a yellow '2'. The 'Commerce' and 'Correction' values are shown in the selection box on the right. The dialog has 'OK' and 'Cancel' buttons at the bottom right.

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

The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' list on the left and a configuration area for the 'Job Family(s) - (Optional)' prompt on the right. The summary list includes various prompts, with 'Job Family(s) - (Optional)' highlighted. The configuration area shows a search box with '90000004' entered, a list of job families with 'Information Technology' selected, and a selection box on the right containing 'Information Technology'. Numbered callouts 1 through 7 correspond to the steps in the instructions.

Prompts

Prompts Summary

- ✓ * Organizational Unit **Administration**
- ✓ * CalMonth/Year (Single Value/Interval, Mandatory) **01/2010;06/2010**
- ✓ Personnel Area(s) - (Optional)
- ✓ **Job Family(s) - (Optional) Information Technology** 1
- ✓ Job Branch(s) - (Optional)
- ✓ Job(s) - (Optional)
- ✓ Position(s) - (Optional)
- ✓ Employee Group(s) - (Optional)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Exclude Employee Group (Temps) **O;X**
- ✓ Exclude Employee Subgroup (Temps) **15 ;25 ;35 ;45 ;55 ;65 ;75 ;85 ;**
- ✓ Exclude Action Type/Action Reason (Reorg Transfers) **E/X860;E/X861**

Job Family(s) - (Optional) (optional)

90000004 6

4

Information Technology 7

Job Family

- Administration And Management (90000000)
- Engineering And Architecture (90000001)
- Human Services (90000002)
- Information And Education (90000003)
- Information Technology (90000004) 5**
- Institutional Services (90000005)
- Law Enforcement And Public Safety (90000006)
- Natural Resources And Scientific (90000008)
- Operations And Trades (90000009)

July 22, 2015 3:38:26 PM GMT-04:00

* 2

3

OK Cancel

* Required prompts

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

The screenshot shows the 'Prompts' dialog box with the 'Prompts Summary' list on the left and the 'Job Branch(s) - (Optional)' configuration area on the right. The 'Prompts Summary' list includes various prompts, with 'Job Branch(s) - (Optional) Building Environmental' highlighted and marked with a yellow '1'. The 'Job Branch(s) - (Optional)' configuration area has a search box containing '80000037' (marked with a yellow '6') and a search icon (marked with a yellow '3'). A list of job branches is displayed, with 'Building Environmental (80000037)' selected (marked with a yellow '5'). A key icon (marked with a yellow '4') is visible next to the search box. A right arrow button (marked with a yellow '7') is used to add the selected job branch to the selection box on the right, which currently contains 'Building Environmental'. A date and time stamp 'July 23, 2015 8:29:37 AM GMT-04:00' is visible at the bottom of the configuration area. The 'OK' and 'Cancel' buttons are at the bottom right.

- ✓ **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 Job (2).
 - Click the search icon (3).
 - To see the key value for each Job, click the key icon (4).
 - Select the desired Job (5).
 - **OR**, if you know the Job key or Job name, you can skip steps 2 through 5 and enter it directly in (6).
 - Click the right arrow to add the Job to the selection box (7).

Prompts

Prompts Summary

- ✓ * Organizational Unit **Administration**
- ✓ * CalMonth/Year (Single Value/Interval, Mandatory) **01/2010;06/2010**
- ✓ Personnel Area(s) - (Optional)
- ✓ Job Family(s) - (Optional)
- ✓ Job Branch(s) - (Optional)
- ✓ **Job(s) - (Optional) Attorney** 1
- ✓ Position(s) - (Optional)
- ✓ Employee Group(s) - (Optional)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Exclude Employee Group (Temps) **O;X**
- ✓ Exclude Employee Subgroup (Temps) **15 ;25 ;35 ;45 ;55 ;65 ;75 ;85**
- ✓ Exclude Action Type/Action Reason (Reorg Transfers) **E/X860;E/X861**

Job(s) - (Optional) (optional)

30005011 6

4 3

Job

- Artist Illustrator III (30001377)
- Asst Secretary For Veterans Affairs (30001377)
- Asst To The Secretary For Hub Outreach (30001377)
- Attorney (30005011)** 5
- Auto Parts Supervisor (30000214)
- Boiler Operation Shift Supervisor I (30000214)
- Boiler Operator II (30003971)
- Building & Environmental Supervisor (30003971)

July 23, 2015 8:40:15 AM GMT-04:00

2 7

OK Cancel

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

The screenshot shows the 'Prompts' window. On the left, the 'Prompts Summary' list includes various prompts, with 'Position(s) - (Optional) Artist Illustrator III' highlighted and marked with a yellow '1'. The main window area is titled 'Position(s) - (Optional) (optional)'. It features a search box at the top containing '60013843' (marked with a yellow '6'). Below the search box is a list of positions, with 'Artist Illustrator III (60013843)' selected (marked with a yellow '5'). To the right of the list is a selection box containing 'Artist Illustrator III' (marked with a yellow '7'). A yellow '4' points to the key icon next to the search box. A yellow '3' points to the search icon. A yellow '2' points to the search text box. The bottom right of the window has 'OK' and 'Cancel' buttons.

📁 **NOTE:** Since we have a large number of positions in the system, using only the single wildcard character (*) can be very slow and may result in an error if the search exceeds the system limit. If this happens, you can narrow down your search by using the wildcard with specific text strings such as

- Deputy*
- *Analyst*
- Admin*

If you know the position number, it is best to use the manual entry field (in step 6) to enter your selection.

- ✓ **Employee Group(s) - (Optional):** To select data for this prompt:
- Make sure the “Employee 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 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 you know the Employee Group key or Employee Group name, you can 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).

The screenshot shows the 'Prompts' dialog box with the 'Prompts Summary' list on the left and the 'Employee Group(s) - (Optional) (optional)' configuration panel on the right. The 'Prompts Summary' list includes various prompts, with 'Employee Group(s) - (Optional) SPA Employees' highlighted and marked with a green checkmark and a yellow '1'. The configuration panel on the right has a search box with 'A' and a yellow '6', a search icon with a yellow '4', and a right arrow with a yellow '7'. Below the search box is a list of 'Employee Group' options: 'EPA Employees (K)', 'EPA Law Enforcement (L)', 'SPA Employees (A)' (highlighted with a yellow '5'), 'SPA Law Enforcement (B)', and 'Supplemental Staff (O)'. At the bottom of the panel, there is a date/time field showing 'July 23, 2015 9:06:57 AM GMT-04:00', a search box with an asterisk and a yellow '2', a search icon with a yellow '3', and 'OK' and 'Cancel' buttons.

- ✓ **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 you know the Employee Subgroup key or Employee Subgroup name, you can 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

Prompts Summary

- ✓ * Organizational Unit **Administration**
- ✓ * CalMonth/Year (Single Value/Interval, Mandatory) **01/2010;06/2010**
- ✓ Personnel Area(s) - (Optional)
- ✓ Job Family(s) - (Optional)
- ✓ Job Branch(s) - (Optional)
- ✓ Job(s) - (Optional)
- ✓ Position(s) - (Optional)
- ✓ Employee Group(s) - (Optional)
- ✓ **Employee Subgroup(s) - (Optional) FT S-FLSAOT Perm (1)**
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Exclude Employee Group (Temps) **O;X**
- ✓ Exclude Employee Subgroup (Temps) **15 ;25 ;35 ;45 ;55 ;65 ;75 ;85**
- ✓ Exclude Action Type/Action Reason (Reorg Transfers) **E/X860;E/X861**

Employee Subgroup(s) - (Optional) (optional)

B1 (6)

Employee Subgroup

- FT EPA (K1)
- FT N-FLSAOT Perm (A1)
- FT N-FLSAOT Prob (A2)
- FT S-FLSAOT Perm (B1) (5)**
- FT S-FLSAOT Prob (B2)
- FT S-FLSAOT Student (B6)
- FT S-FLSAOT Trne (B8)
- N/A EPA Chief Deputy (ED)
- N/A EPA ExManagerial (EH)
- N/A EPA PM Conf Asst (EB)

July 23, 2015 9:16:40 AM GMT-04:00

* (2)

FT S-FLSAOT Perm (7)

OK Cancel

- ✓ **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).
 - To see the employee number, click the key icon (5).
 - Select the desired Employee (6).
 - **OR**, if you do not need to verify the employee number, you can skip steps 2 through 6 and enter it directly in (7).
 - Click the right arrow to add the Employee to the selection box (8).

The screenshot shows a 'Prompts' dialog box. On the left, a 'Prompts Summary' list includes various organizational and personnel prompts, with 'Employee(s) PersNo. - (Optional)' highlighted. The main area is titled 'Employee(s) PersNo. - (Optional) (optional)'. It contains a search box with '12345678' entered. Below the search box is a list of employees, with 'MickeyL Mouse (12345678)' selected. To the right of the list is a larger box containing 'MickeyL Mouse'. A right arrow button is located between the list and the larger box. A dropdown menu is open below the search box, showing 'Match case', 'Search in key', and 'Search on database' options. The 'Search in key' option is selected. The dialog box has 'OK' and 'Cancel' buttons at the bottom right.

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

- Mickey*Mouse*
- *Mouse

If you know the employee number, 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 fetched into the report.

✓ Exclude Employee Group (Temps)

To remove this exclusion:

- Make sure the “Exclude Employee Group (Temps)” prompt is selected (1).
- Select one or more Employee Group(s) to remove from the box on the right (2).
- Click the left arrow icon to remove the desired Employee Group(s) (3).

The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' list on the left and a detailed view of the 'Exclude Employee Group (Temps) (optional)' prompt on the right. In the summary list, 'Exclude Employee Group (Temps) O;X' is highlighted with a yellow box labeled '1'. The detailed view on the right shows a text box with search criteria instructions, a list of employee groups 'O' and 'X' with a yellow box labeled '2' over 'X', and a left arrow button with a yellow box labeled '3' over it. The dialog also includes 'OK' and 'Cancel' buttons at the bottom right.

NOTE: The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. If you want to clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.

✓ Exclude Employee Subgroup (Temps)

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).

The screenshot shows the 'Prompts' dialog box. On the left, under 'Prompts Summary', the 'Exclude Employee Subgroup (Temps)' prompt is selected and highlighted in blue, with a yellow '1' next to it. On the right, under 'Exclude Employee Subgroup (Temps) (optional)', there is a list of employee subgroups: 15, 25, 35, 45, 55, 65, 75, 85, 95, 0E, 1E, 2E, 3E, 4E, 5E. A yellow '2' is next to the list. Between the two boxes, there are three arrow icons: a right arrow, a left arrow (highlighted with a yellow '3'), and a double left arrow.

NOTE: The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. If you want to clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.

✓ Exclude Action Type/Action Reason (Reorg Transfers)

To remove this exclusion:

- Make sure the “Exclude Action Type/Action Reason (Reorg Transfers)” prompt is selected (1).
- Select one or more Action(s) to remove from the box on the right side (2).
- Click the left arrow icon to remove the desired Action(s) (3).

The screenshot shows the 'Prompts' dialog box. On the left, under 'Prompts Summary', the 'Exclude Action Type/Action Reason (Reorg Transfers)' prompt is selected and highlighted in blue, with a yellow '1' next to it. On the right, under 'Exclude Action Type/Action Reason (Reorg Transfers) (optional)', there is a list of action types/reasons: E/X860, E/X861. A yellow '2' is next to the list. Between the two boxes, there are three arrow icons: a right arrow, a left arrow (highlighted with a yellow '3'), and a double left arrow.

BOO41-1 EMPLOYEE SEPARATIONS & TRANSFERS

Initial Layout:

The report shows employee action detail and action counts. This is a sample rendering:

B0042-1: Employee Separations & Transfers

Calendar Month/Year: 01/2016 - 06/2016

Org Unit	Org Unit Desc	Action Type	Action Type Desc	Action Reason	Action Reason Desc	Separation Category	Employee	Employee's Name	Compa Ratio
20009999	Communication & Training	X8	Transfer Out (BI)	01	Agency to Agency - Lateral	Transfers	12345678	DOE, JANE	1.03

Continued...

Execution Date : 11/10/16

Original Hire Date	Effective Date	Processed Date	0 to 2 Yr EEs As of Action EffDt	2+ to 3 Yr EEs As of Actn EffDt	0 to 3 Yr EEs As of Actn EffDt	Number of Actions
7/27/92	5/15/16	5/18/16	0	0	0	1

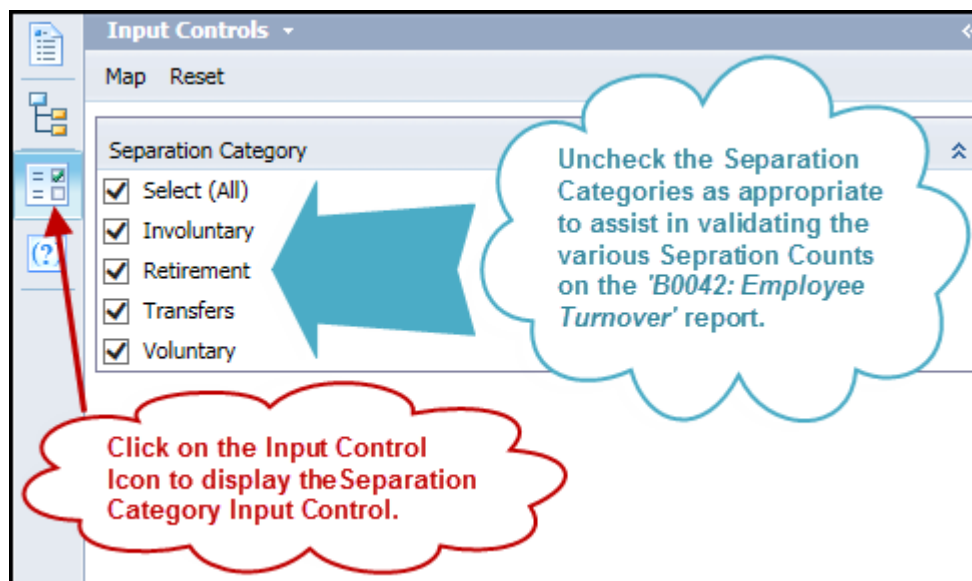
Available Objects:

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

B0042-1: Employee Separations & Transfers	Position
Action Reason	Processed Date
Action Type	Supv Employee
Agency Hire Date	Supv Position
Age Range	0 to 2 Yr EEs
Cal Mth	0 to 3 Yr EEs
Cal Mth/Yr	2+ to 3 Yr EEs
Cal Qtr/Yr	Emp Reference Salary
Cal Yr	FTE Annual Salary
Effective Date	Job Reference Salary
Employee	Number of Actions
Employee's Name	Variables
Employee Group	Prompt Response Cal Month/Yr
Employee Subgroup	Prompt Response Employee Group
Employment Status	Prompt Response Employee PersNo
Emp Pay Area	Prompt Response Employee Subgroup
Emp Pay Group	Prompt Response Exclude Action Type/Action Reason (reorg Transfers)
Emp Pay Level	Prompt Response Exclude Employee Group (Temps)
Emp Pay Type	Prompt Response Exclude Employee Subgroup (Temps)
Ethnic Origin	Prompt Response Job
Gender	Prompt Response Job Branch
Job	Prompt Response Job Family
Job Branch	Prompt Response Organizational Unit
Job Family	Prompt Response Personnel Area
Organizational Unit	Prompt Response Position
Original Hire Date	Separation Category
	Compa Ratio
	Emp / Job Ref Salary

Special Report Considerations/Features:

- The Compa Ratio is calculated based on the job of the employee's organizational assignment as of the effective date of the separation, except for ZF Action type separations. For ZF action types, the job of the employee's organizational assignment as of one day prior to the separation effective date is used for the Compa Ratio calculation.
- The Compa ratio is calculated by dividing the FTE annual salary as of the separation date by the employee or job reference salary. The job reference salary is used in the calculation for banded jobs, and the employee reference salary is used for non-banded jobs. The Compa Ratio will not be calculated for an employee if the employee reference salary or the job reference salary does not exist.
- ZG/04 (Separation/Did Not Report) and ZG/26 (Separation/Cancel Sep Pay Continuation) actions are excluded.
- Temporary employees are excluded by default, but this can be changed.
- Reorg Transfer actions are excluded by default, but this can be changed.
- Since the BEACON system only captures incoming Agency Transfer actions (Z8), the X8 - Transfer Out (BI) action was created (only in BI) to assist in Turnover reporting. This X8 action is a copy of the original Z8 action but is instead assigned to the Agency that lost the employee from the transfer action.
- There is an Input Control available to assist in filtering by Separation Category. This may be needed to validate the various Separation counts on the 'B0042: Employee Turnover' report. Interaction with this Input Control will alter the report detail to reflect only the categories you have selected. The yellow Total line will also reflect the totaling appropriate to your selection.



B0041-1 EMPLOYEE SEPARATIONS & TRANSFERS

- The following table identifies how specific Action Type/Action Reason codes are slotted to count the various Separation Categories on the 'B0042: Employee Turnover' report. The values for Separation Category used in the Input Control above are also defined based on this action table.

Action Type	Action Type Desc	Action Reason	Action Reason Desc	Separation Categories
ZF	SeparationPayContinuation(NC)	1	Retirement LEO Supplement	Retirement - Voluntary
ZF	SeparationPayContinuation(NC)	2	RIFSeverance and/or Health Ins	Involuntary
ZF	SeparationPayContinuation(NC)	4	Separation ShortTermDisability	Involuntary
ZF	SeparationPayContinuation(NC)	5	RTR-RIF	Voluntary
ZG	Separation (NC)	1	Better Employment	Voluntary
ZG	Separation (NC)	2	Personal Reasons	Voluntary
ZG	Separation (NC)	3	Involuntary Separation	Involuntary
ZG	Separation (NC)	4	Did Not Report	Exclude
ZG	Separation (NC)	5	Voluntary Resigned W/O Notice	Voluntary
ZG	Separation (NC)	6	RIF w/no Severance/Health Ins	Involuntary
ZG	Separation (NC)	7	No Reason Given	Voluntary
ZG	Separation (NC)	8	Long Term Disability	Involuntary
ZG	Separation (NC)	9	Retirement	Retirement - Voluntary
ZG	Separation (NC)	10	Retirement Disability	Retirement - Voluntary
ZG	Separation (NC)	11	Contract Ended	Involuntary
ZG	Separation (NC)	12	Time-Limited Appt Term	Involuntary
ZG	Separation (NC)	13	Supplemental Appt Term	Involuntary
ZG	Separation (NC)	14	Appointment Ended	Involuntary
ZG	Separation (NC)	15	Not Re-Elected	Involuntary
ZG	Separation (NC)	16	Dismissed-Gross Inefficiency	Involuntary
ZG	Separation (NC)	17	Dismissed-Conduct	Involuntary
ZG	Separation (NC)	18	Dismissed-Unsat Performance	Involuntary
ZG	Separation (NC)	20	Prior to achieving Perm status	Involuntary
ZG	Separation (NC)	21	Pay in lieu of notice	Involuntary
ZG	Separation (NC)	22	Death	Voluntary
ZG	Separation (NC)	23	Other	Voluntary
ZG	Separation (NC)	24	Terminate while on FMLA	Voluntary
ZG	Separation (NC)	25	Beacon to Non-Beacon Agency	Voluntary
ZG	Separation (NC)	26	Cancel Sep Pay Continuation	Exclude
ZG	Separation (NC)	27	Removal From Office - AOC Only	Involuntary
ZG	Separation(NC)	28	RIF Discontinue Service Retire	Retirement - Voluntary
ZG	Separation(NC)	29	Unavailable to Work	Involuntary

BOO41-1 EMPLOYEE SEPARATIONS & TRANSFERS

Action Type	Action Type Desc	Action Reason	Action Reason Desc	Separation Categories
ZG	Separation(NC)	40	115C Dismissal	Involuntary
ZG	Separation(NC)	50	RTR	Voluntary
ZG	Separation(NC)	52	RTR-Retire	Retirement - Voluntary
X8	Transfer Out (BI)	1	Agency to Agency - Lateral	Transfer
X8	Transfer Out (BI)	2	Agency to Agency -Reassignment	Transfer
X8	Transfer Out (BI)	5	Agency to Agency - Promotion	Transfer
X8	Transfer Out (BI)	6	Within Agency - Lateral	Transfer
X8	Transfer Out (BI)	7	Within Agency - Reassignment	Transfer
X8	Transfer Out (BI)	8	Grade-Band Transfer	Transfer
X8	Transfer Out (BI)	9	Class/Pay Plan Change	Transfer
X8	Transfer Out (BI)	10	EPA-SPA	Transfer
X8	Transfer Out (BI)	12	Temp to Perm	Transfer
X8	Transfer Out (BI)	13	Perm to Temp	Transfer
X8	Transfer Out (BI)	14	Temp to Temp	Transfer
X8	Transfer Out (BI)	60	Within Agency Reorganization	Transfer
X8	Transfer Out (BI)	61	AgencytoAgency Reorganization	Transfer