



# WORK COMMUNICATION DATA

## REPORT DESCRIPTION B0044 | WEB INTELLIGENCE

BOBJ

The purpose of this report is to display Work Communication Data in the Integrated HR-Payroll System.

### Report Description:

The B0044: Work Communication Data Report provides a list of work mailing addresses for positions within the organizational unit selected. This report also provides employee information with some personal details about an employee such as name, date of birth, ethnic origin, and gender.

### Report Location:

PA: Employee Details

### Report Uses:

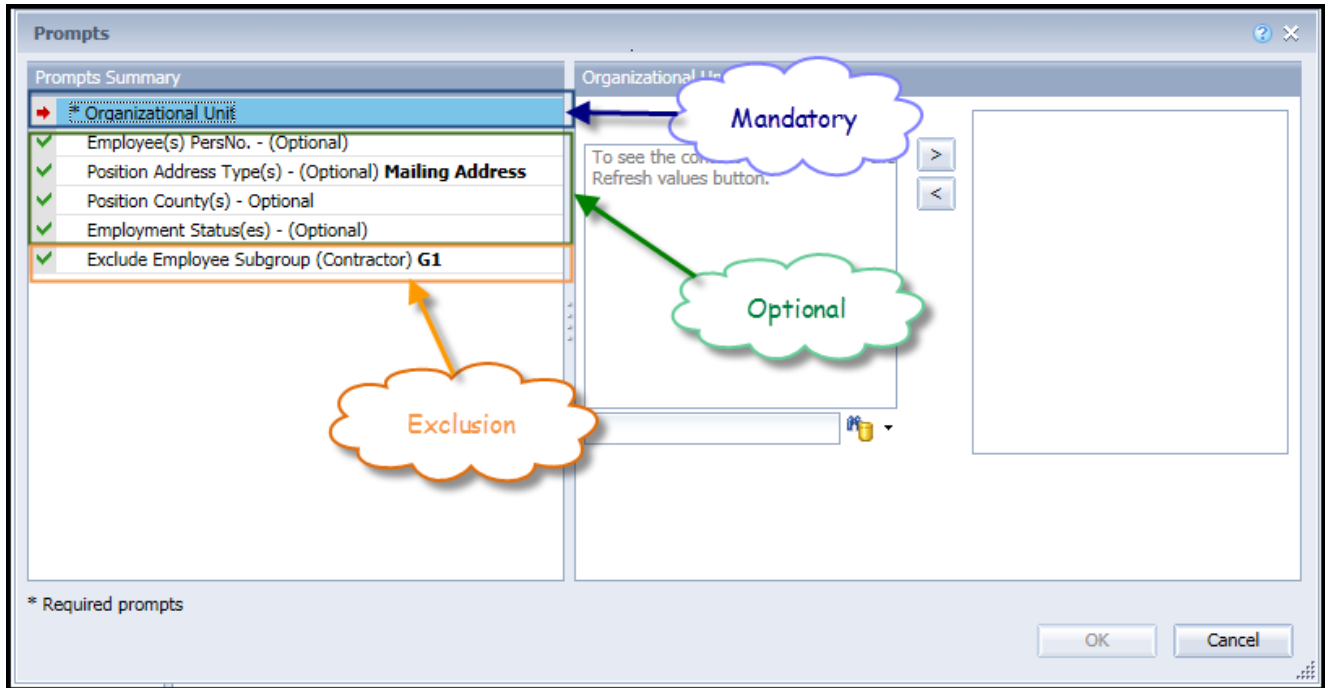
- This report can be used to verify employee addresses and telephone numbers listed in the employee directory.
- This report can be used to obtain the position mailing addresses for employees if there is a need to mail information to employees' work addresses.
- This report contains date of birth, so it can be used in circumstances where there is a business need to gather this information for a group of employees.

### Quick Links

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### How to generate this report

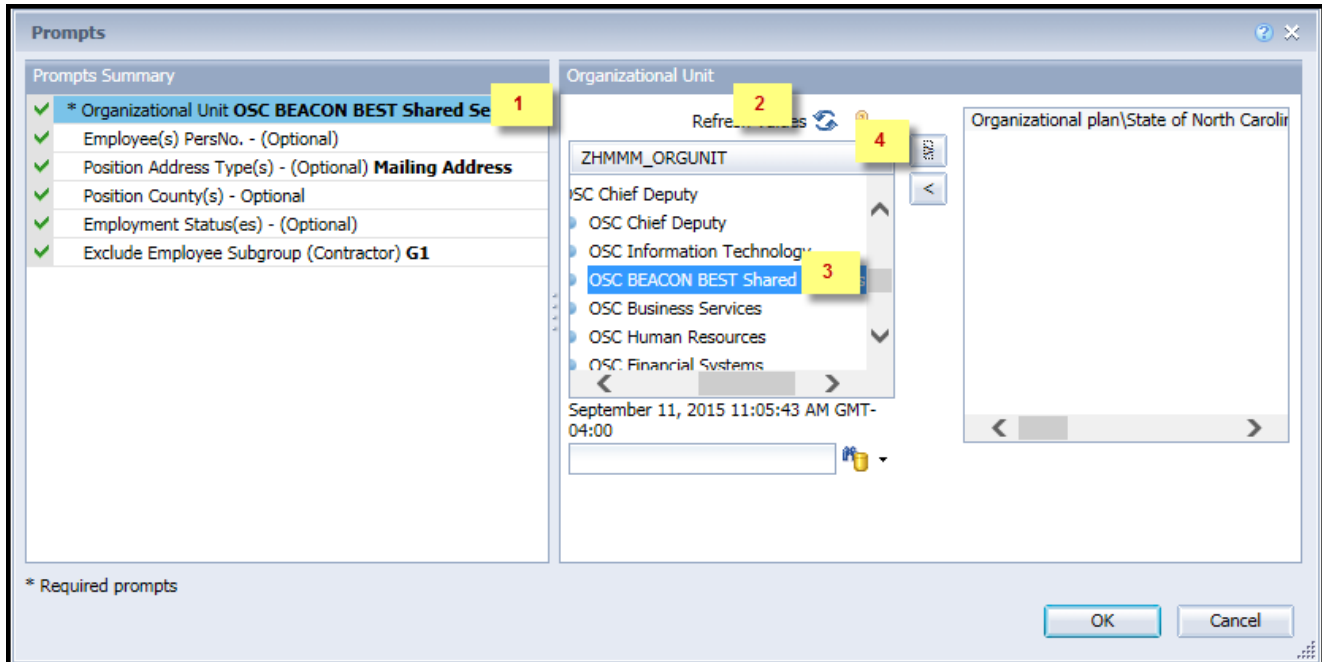
This report has one mandatory prompt, four optional prompts, and one exclusion prompt



### 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 (✓).

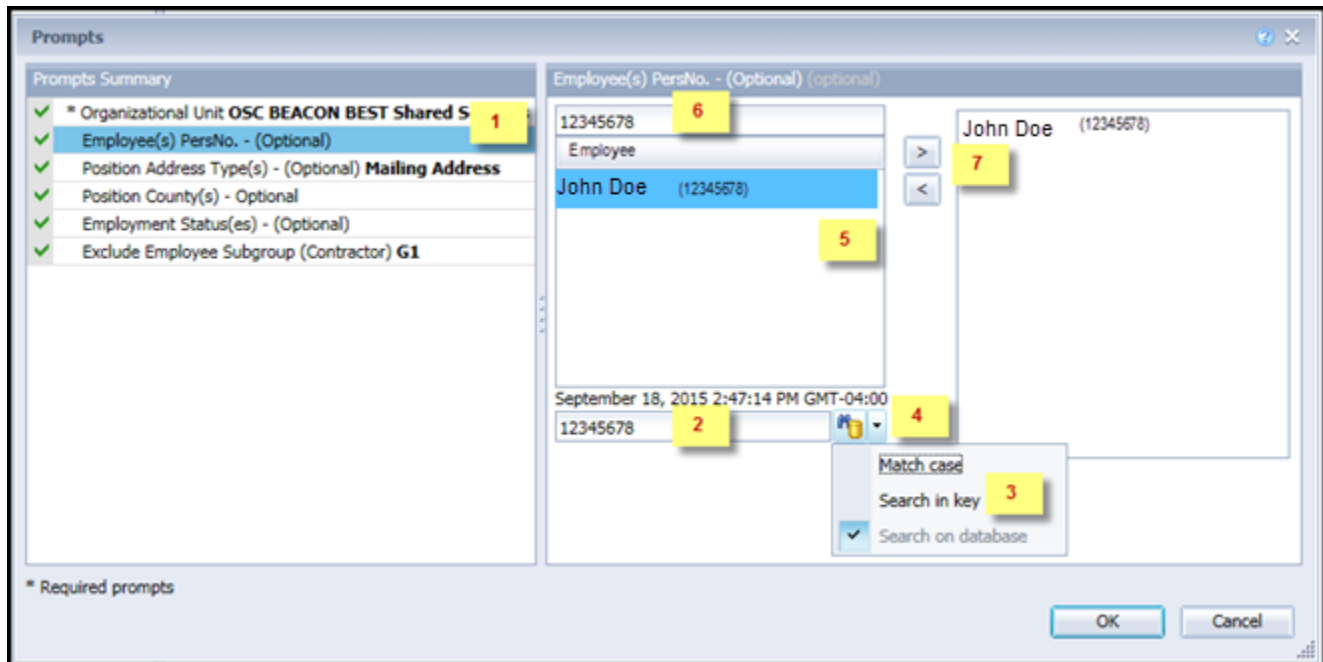
- ➔ **\*Organizational Unit:** To select data for this prompt:
  - Make sure the “Organizational Unit” prompt is selected (1).
  - Click the “Refresh Values” icon to see the list of Org Units (2).
  - Navigate down to the desired Org Unit (3).
  - Click the right arrow to add it to the selection box (4).



### Optional Prompts

Optional prompts are indicated with a green check mark (✓), 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(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).
  - Select the desired Employee (5).
  - **OR**, if you do not need to verify the employee number, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Employee to the selection box (7).



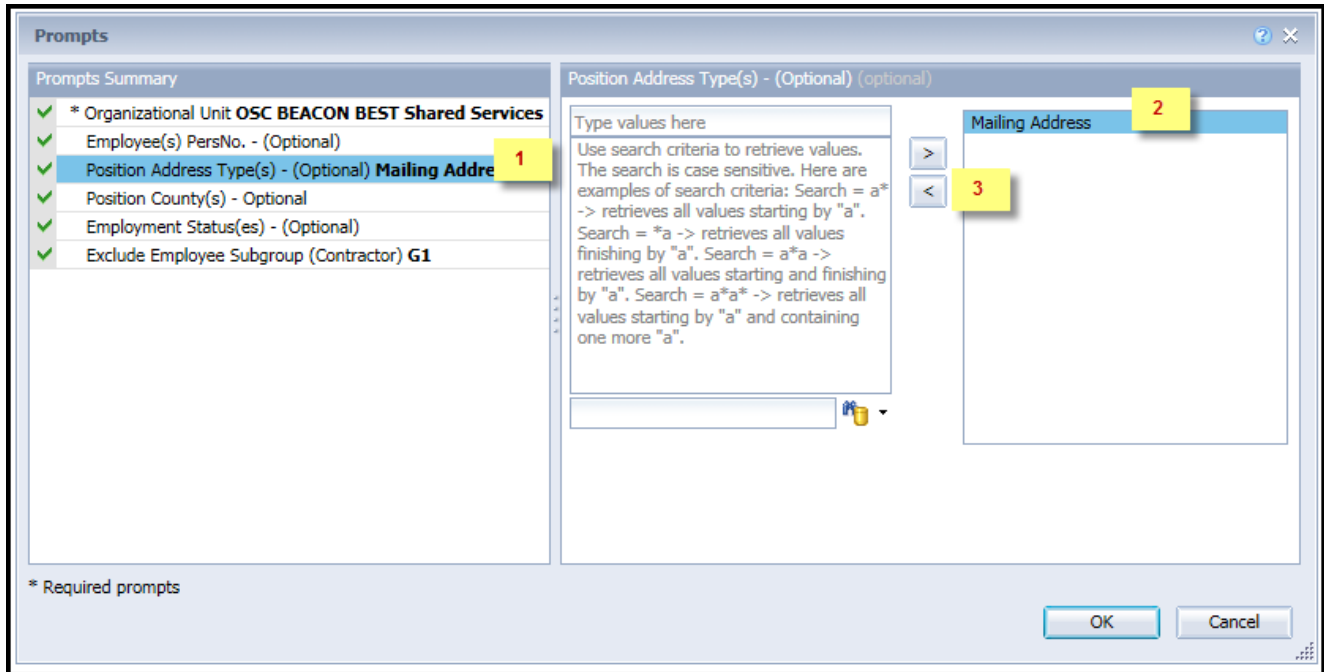
**NOTE:** There are a large number of employees in the system, so using broad wildcard searches can be very slow. This may result in an error if the search exceeds the system limit. If you do not know the employee number and must do a name search, narrow down the search by using the wildcard with specific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

John \*Doe\*

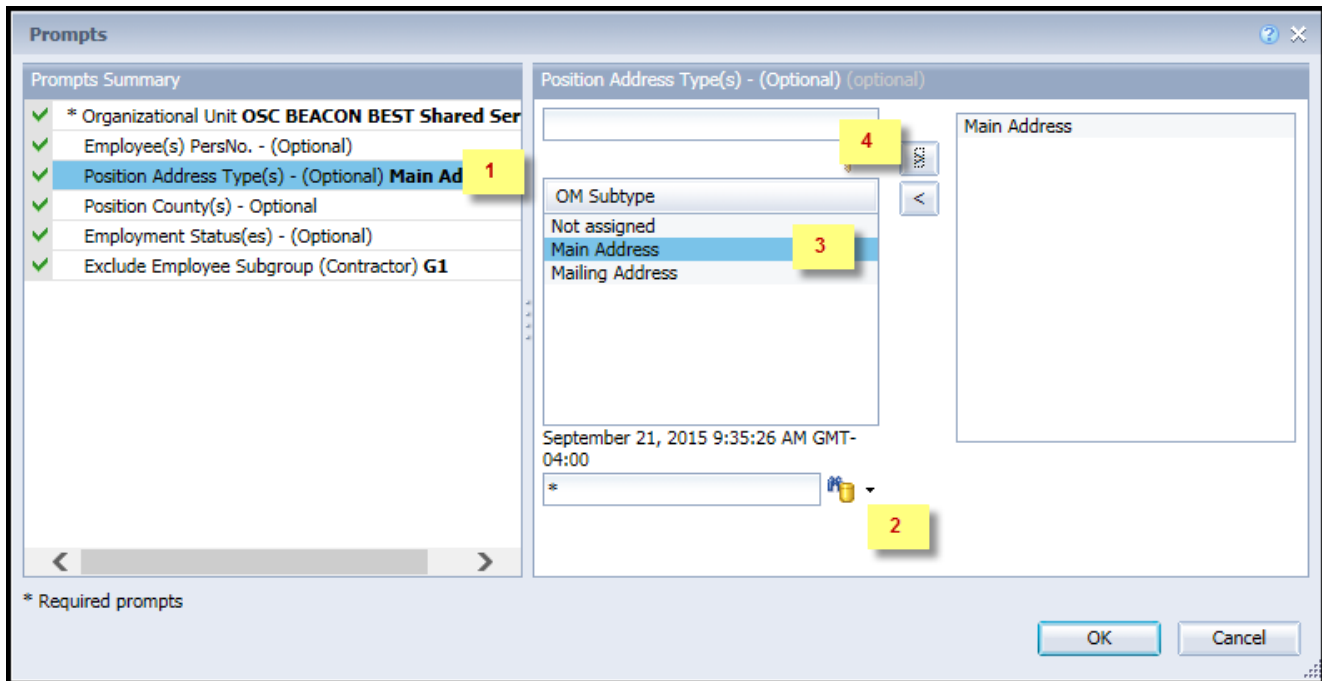
\*Doe

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

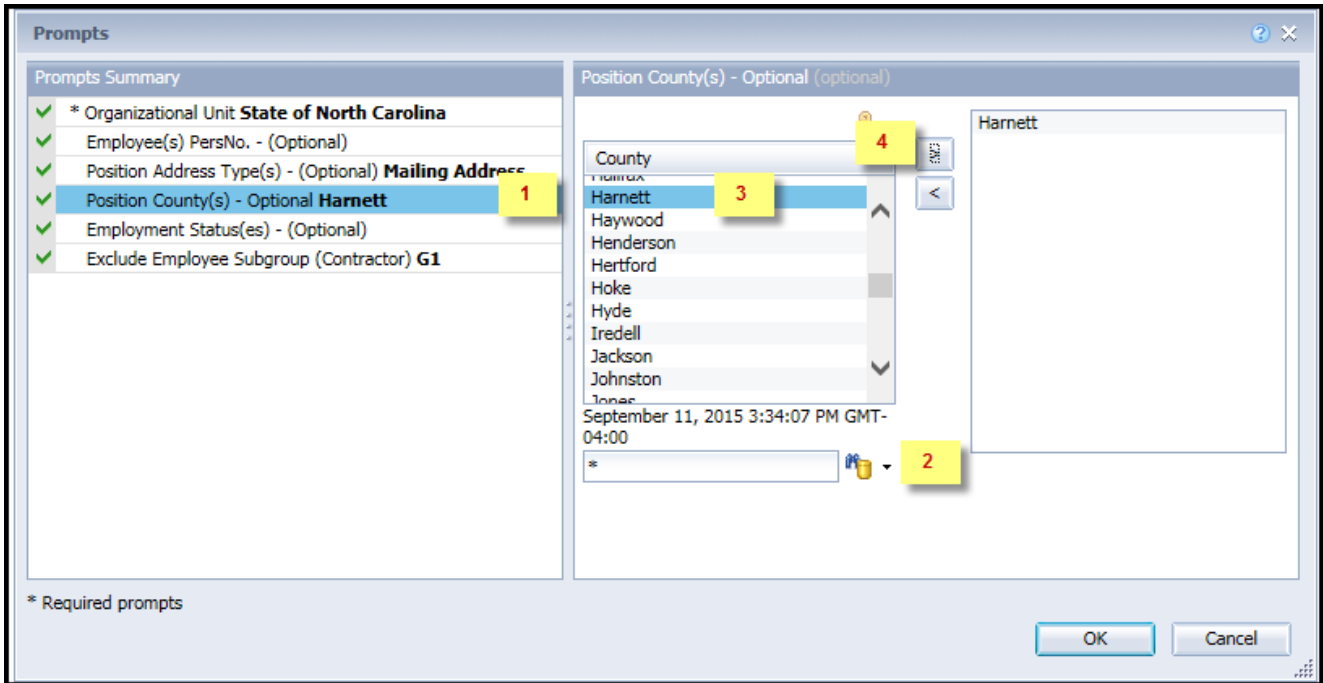
- ✓ **Position Address Type(s) - (Optional):** This prompt defaults to Mailing Address. To remove it:
  - Make sure the Position Address Type(s) prompt is selected (1).
  - Select the Mailing Address under the selected values box (2).
  - Click the left arrow to remove the mailing Address from the selected value box (3).



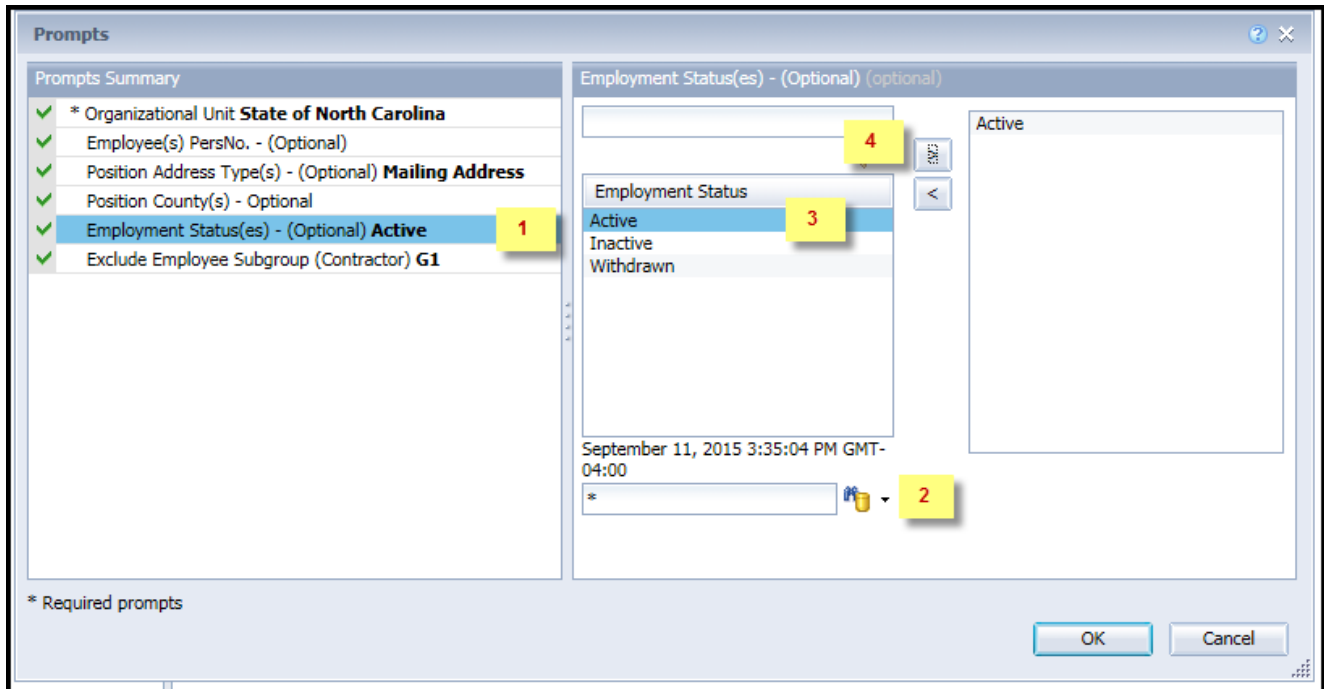
- ✓ **Position Address Type(s) - (Optional):** To select a new position address type after removing the default Mailing Address:
  - Make sure the Position Address Type(s) - (Optional) prompt is selected (1).
  - Enter \* in the search field and press “enter” key or the binocular icon (2).
  - Select the desired Position Address Type(s) (3).
  - Click the right arrow to add the position address type(s) to the selection box (4).



- ✓ **Position County(s) – (Optional):** To select data for this prompt:
  - Make sure the the ‘Position County(s) -(Optional)’ prompt is selected (1).
  - Enter \* in the search field and press “enter” key or the binocular icon (2).
  - Select the desired County(s) (3).
  - Click the right arrow to add the County(s) to the selection box (4).



- ✓ **Employment Status(es) – (Optional):** To select data for this prompt:
  - Make sure the ‘Employee Status(es) -(Optional)’ prompt is selected (1).
  - Enter \* in the search field and press “enter” key or the binocular icon (2).
  - Select the desired Employment Status(es) (3).
  - Click the right arrow to add the Employment Status(es) to the selection box (4).

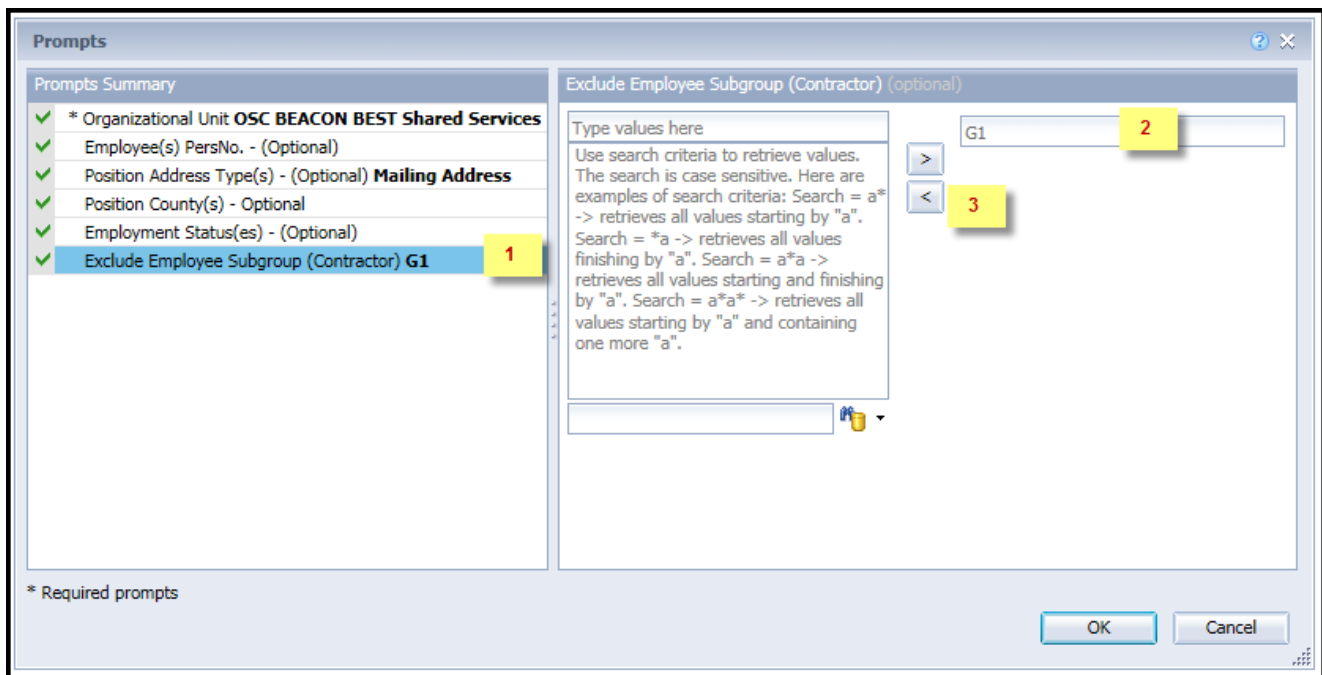




### Exclusion Prompts

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) G1:** To remove this exclusion:
  - Make sure the “Exclude Employee Subgroup” prompt is selected (1).
  - Select G1 in the selection box (2).
  - Click the left arrow to remove the value from the selection box (3).



**Initial Layout**

The report has two report tab.

**B0044 Work Communication Data Tab:** The report tab is generated with a list of positions with a valid current position mailing address in the system for the organizational unit selected.

[B0044: Work Communication Data](#)

| Employee's Name | Employee | Position | Position Desc         | House no/street          | City    |
|-----------------|----------|----------|-----------------------|--------------------------|---------|
| DOE, JANE       | 12345678 | 65432198 | Processing Technician | 9999 Mail Service Center | Raleigh |

continued:

| State | Postal Code | Address Change Date | Position County | Work E-Mail     | Work Telephone |
|-------|-------------|---------------------|-----------------|-----------------|----------------|
| NC    | 27699-9999  | 12/14/07            | Wake            | JANE.DOE@NC.GOV | 919-555-1234   |

**Report Info Tab:** This report tab displays the values of the prompt selections for the executed report.

[Report Info](#)

Prompt Input

|                           |                                 |
|---------------------------|---------------------------------|
| Organizational Unit       | OSC BEACON BEST Shared Services |
| Employee(s) PersNo.       |                                 |
| Position Address Type(s)  | Mailing Address                 |
| Position County(s)        |                                 |
| Employment Status(es)     |                                 |
| Exclude Employee Subgroup | G1                              |

< B0044 Work Communication Data Report Info

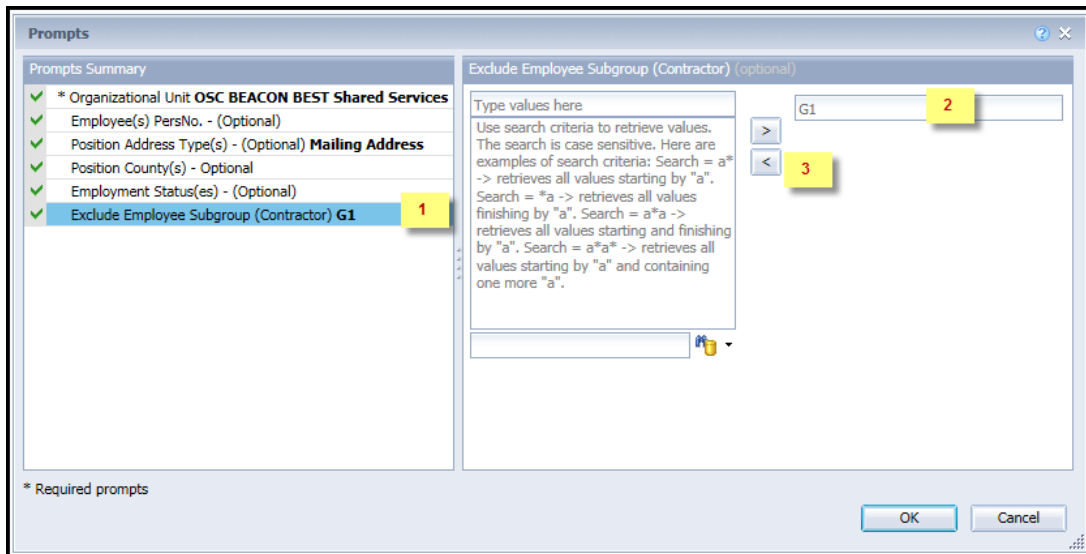
**Available Objects**

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

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>[-] B0044: Work Communication Data             <ul style="list-style-type: none"> <li>[-] Addr Change Date</li> <li>[+] Address Line 1</li> <li>[+] <b>Address Suppl</b></li> <li>[+] City</li> <li>[+] County</li> <li>[-] <b>Date of Birth</b></li> <li>[+] <b>DOB (MM/DD)</b></li> <li>[+] Employee</li> <li>[+] Employee's Name</li> <li>[+] <b>Employee County</b></li> <li>[+] <b>Employee Group</b></li> <li>[+] <b>Employee Subgroup</b></li> <li>[+] Emp Work Phone</li> <li>[+] <b>Ethnic Origin</b></li> <li>[+] <b>Gender</b></li> <li>[+] <b>Org Unit</b></li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>[+] <b>Personnel Area</b></li> <li>[+] <b>Personnel Subarea</b></li> <li>[+] <b>Pos Fax Number</b></li> <li>[+] Position</li> <li>[+] <b>Position Address Type</b></li> <li>[+] Postal Code</li> <li>[+] State</li> <li>[+] <b>Telephone #</b></li> <li>[+] <b>Valid To</b></li> <li>[-] Variables             <ul style="list-style-type: none"> <li>[-] Prompt Response Employee PersNo</li> <li>[-] Prompt Response Employment Status</li> <li>[-] Prompt Response Exclude Employee Subgroup</li> <li>[-] Prompt Response Organizational Unit</li> <li>[-] Prompt Response Position Address Type</li> <li>[-] Prompt Response Position County</li> </ul> </li> </ul> |
|--|--|

Special Report Considerations/Features

- The report defaults to generating list of all employees who have a current position mailing address with a valid to high date of 12/31/9999. The position mailing address information report should match the employee information in the employee directory.
- **Please Note!** *If a position mailing address does not exist for an employee, the employee will not be included on this report.*
- The position main address can also be added to this report.
- ‘EE Telework Eligible’ and ‘EE Telework Type’ can be added to report by expanding the Employee attributes (expanded list) in Available Objects.
- The data is refreshed daily and is current as of the close of business from the previous business day.
- Employee Subgroup G1 – Contractors are excluded from the report. To include Contractors in the report, select G1 (2) and click the left arrow (3) to remove from the prompt.



**NOTE:** There are no other exclusions in the report.

- This report includes position addresses for positions and employees within all other employee groups and subgroups who have valid current position mailing addresses in the system.
- ‘Emp Work Phone’ column on the report layout is the employee work phone information from Infotype IT0105 Subtype 20 captured in the Integrated HR/Payroll System. ‘Telephone #’ is the number keyed on Infotype IT1028 of the employee in the Integrated HR/Payroll System.

### Change Log

- 2/25/2016 – Initial creation of the report.
- 10/5/2017 – Emp Work Phone from IT0105 Subtype 20 added
- 3/31/2021 – Added EE Telework Eligible and EE Telework Type to Employee attributes (expanded list) in Available Objects
- 4/1/2021 – Updated format and added alt text L.Lee
- 7/1/2021 – Added **Address Suppl** data element to Available Objects.