

POSITION ELIGIBILITY SETTINGS

REPORT DESCRIPTION B0083 | WEB INTELLIGENCE

BOB

The purpose of this Report Description is to explain how to display position eligibility settings in the Integrated HR-Payroll System.

Report Description

This report displays Position Eligibility Settings such as Time Settings, EEO Designations, and Job Information.

Report Location

OM: Position/Time Eligibility

Report Uses

- This report is used to evaluate position settings to ensure they are set correctly and are consistent across similar positions within an organizational structure. Some positions settings impact pay.
- This Report can be used to answer questions such as which positions are eligible for Overtime Comp Pay.
- If you are researching Retroactive changes to position time settings, refer to B0152 Retroactive Position Time Settings Metrics.

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How to generate this report

Prompts		2 ×
Prompts Available prompt variants Prompts Summary * Organizational Unit * Calendar Month/Year (Single Value, Mandatory) Job Family(s) - (Optional) Job Branch(s) - (Optional) Job(s) - (Optional) Dob(s) - (Optional) Employee(s) PersNo (Optional) Position(s) - (Optional)	Organizational lint Mandatory P Selected Value(s) Optional Optional OfK Will be gray until all the mandatory Prompts are Selected	
* Required prompts	Enter search pattern R Cance	

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 on the "Refresh Values" icon to see the list of Org Units (2).
- Navigate down to the desired Org Unit (3).
- Click on the right arrow to add it to the selection box (4).

Prompts	2) X	
Available prompt variants	Crganizational Unit Crganizational Unit Refresh Values Crganizational plan\State of North Carolina\Governor Administration Administration Administration Administration Administration Administration Creamber 8, 2016 8:52:56 AM GMT-05:00	
* Required prompts	OK Cancel	

Optional Prompts

Optional prompts are indicated with a green check mark (\checkmark) but are not required. Sometimes they are prefilled with a default value. They are used to assist with limiting the amount of data that is retrieved into the body of the report.

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

Prompts	() >
Available prompt variants	• 🔜 🛃 ×
Prompts Summary	Ĵ Job Family(s) - (Optional)
 * Organizational Unit Transportation * Calendar Month/Year (Single Value, Mandatory) 09/2015 Job Family(s) - (Optional) Information Technology 1 Job Branch(s) - (Optional) Job(s) - (Optional) Employee(s) PersNo (Optional) Position(s) - (Optional) 	Type a value: 90000004 6 4 9 Job Family Administration And Management (9000000) Engineering And Architecture (9000000) Information And Education (90000003) Information Technology (9000004) 5 Institutional Services (90000005) Law Enforcement And Public Safety (9000006) March 22, 2016 9:47:06 AM GMT-04:00
* Required prompts	OK

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

anch(s) - (Optional) lue: 80000004 6 Selected Value(s)
anch(s) - (Optional) lue: 80000004 6 Selected Value(s)
lue: 80000004 6 Selected Value(s)
4 4 Ing (80000000) Image: Support (80000001) ative Support (80000004) 5 Development (80000005) Analysis (8000006) rssources (8000007) 000008) 80000009)
2,

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

Available prompt variants] 🔳 🛃 ×
Prompts Summary	🗐 Job(s) - (Optional)
 * Organizational Unit Transportation * Calendar Month/Year (Single Value, Mandatory) 09/2015 Job Family(s) - (Optional) Information Technology Job Branch(s) - (Optional) Business Management Job(s) - (Optional) Business Manager 1 Employee(s) PersNo (Optional) Position(s) - (Optional) 	Type a value: 30000829 6 Selected Value(s) Business Manager Job Administrative Officer I (30000803) Administrative Officer II (30000801) Inventory Systems Analyst (30000811) Business Manager (30000829) 5 Highway Equipment Office Manager (30000892) Transportation Aviation Director (30000892) Transportation Aviation Director (30000894 March 22, 2016 10:19:46 AM GMT-04:00 * 2

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 on the search icon drop down arrow and select "Search in key" (3).
- Click the search icon (4).
- To see the employee number, click on the key icon (5).
- Click on the desired Employee (6).
- OR if the employee number is known, skip steps (2) through (6) and enter it directly in (7).
- Click on the right arrow to add the Employee to the selection box (8).

Prompts	0	\times
Available prompt variants	🛃 🗙	
Prompts Summary	Q Employee(s) PersNo (Optional)	
Organizational Unit Transportation	Tune a value: 12345878 7 Selected Value(s)	1
* Calendar Month/Year (Single Value, Mandatory) 09/2015		
Job Family(s) - (Optional) Information Technology	5 1 John Doe (12345678) 8	
Job Branch(s) - (Optional) Business Management		
Job(s) - (Optional) Business Manager	John Doe (12345678) 6	
Employee(s) PersNo (Optional) 1 John Doe		
Position(s) - (Optional)	12345678 2 3 7 4	
* Required prompts	Match Case OK Cancel Cancel	j
	Search on Database	

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

Jane*Doe* *Doe

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

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

Available prompt variants	N N N N N N N N N N N N N N N N N N N		
Prompts Summary	😏 Postion(s) - (Optional)		
* Organizational Unit Transportation	Type a value: 68888888 6	Selected Value(s)	
Calendar Month/Year (Single Value, Mandatory) 09/2015			
Job Family(s) - (Optional) Information Technology	4	T Executive	
Job Branch(s) - (Optional) Business Management	Position		
Job(s) - (Optional) Business Manager	Administrative Officer I (6111111)		
Employee(s) PersNo (Optional)	t Executive (68888888) 5		
Position(s) - (Optional) It Executive	Special Assistant To Secretary (63333 Administrative Otficer (16444444) Office Assistant IV (66555555) Transportation Staff Engineer III (67777	7777) +	
	·		
	March 22, 2016 10:41:52 AM GMT-04:00		
	• 2 0	Ph -	

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Jane*Doe* *Doe

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

Initial Layout

This report displays Position Eligibility Settings such as Time Settings, EEO Designations and Job Information:

<u>B0083: P</u>	B0083: Position Eligibility Settings as of SEP 2015									
Business Area	Organizational Unit	Organizational Unit Desc	Position	Position Desc	Employee	Employee's Name				
Dept of Transportation	21111111	DOT CD SH TS PDEA HE Public Involve	12121212	Business Manager	11111111	Doe, Jane				
Dept of Transportation	21111111	DOT CD SH TS PDEA HE Public Involve	13131313	Business Manager	22222222	Smith, John				

Continued....

Execution Date : 8/15/19							
Supv Position	Supv Position Desc	Supv Employee	Supv Name	Employee Subgroup	Work Schedule Rule	Working Week	Working Week Desc
17171717	Business Director	87654321	Hancock, John	FT N-FLSAOT Perm	124W24FX	06	Wk - Sat (mdnt) - Fri
18181818	Business Director	12345678	Alice, Bob	FT S-FLSAOT Perm	124W24FX	06	Wk - Sat (mdnt) - Fri

Continued....

EE Time Management Status	EE Hours Per Week	Pos Hours Per Week	Pos Pers SubArea	Pos Pers SubArea Desc	Cust Lvl - Sngl Elig	Cust Lvi - Sngi Prem Rate	Cust Lvl - Dbl Elig	Cust Lvi - Dbi Prem Rate
1 - Positive Time Recording	40.00	40.00	NC08	7day Interface	#	_0.00	#	0.00
1 - Positive Time Recording	40.00	40.00	NC08	7day Interface	#	0.00	#	0.00

Continued....

OT Elig	OT Immed Payout	OT Payout Paid	Hol Elig	Hol Immed Payout	Hol Payout Paid	Hol Prem Elig	Hol Prem Rate	NS Prem Elig	NS Prem Rate	E Shift Prem Elig	E Shift Prem Rate	Wknd Shift Prem Elig	Wknd Shift Prem Rate
x	#	365	x	#	365	x	0.50	#	0.00	#	0.00	#	0.00
х	×	#	x	#	365	x	0.50	#	0.00	#	0.00	#	0.00

Continued....

On Call Elig	On Call Comp Accr	On Call Rate	Call Back Elig	Call Back Immed Payout	Call Back Payout Paid	Extended Duty Elig	Extended Duty Rate	Gap Hours Elig	Gap Hours Payout Paid	Wknd Nurse Elig	Number of Positions
#	#	0.00	x	х	#	#	0.00	#	#	#	1
#	#	0.00	x	x	#	#	0.00	#	#	#	1
										Total	2

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

Report Info		Execution Date : 5/5/16
Prompt Input		
Organizational Unit	Transportation	
CalMonth/Year	MAR 2016	
Job Family(s)	Information Technology	
Job Branch(s)		
Job(s)		
Employee(s) PersNo.		
Position(s)		

Available Objects

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

D Dooog, Desition Elisibility Cattions			
Addl. Contex Def.	÷	P	On Call Elig
	±	ø	On Call Rate
E dall Back Flig	±	ø	Organizational Unit
Call Back Immed Payout	±	1	OT Elia
Call Back Payout Paid	+	1	OT Immed Payout
E Country	•	1	OT Dayout Daid
🗉 🥖 Cust Lvl - Dbl Elig		1	Des City
🗉 🟓 Cust Lvl - Dbl Prem Rate		2	Pos City
🗉 📁 Cust Lvl - Sngl Elig		2	Pos Country
🗉 🥖 Cust Lvl - Sngl Prem Rate	±		Pos County
🗉 🥖 EE Hours Per Week	±	2	Pos ESG CAP
🗄 🔰 EE Telework Eligible	±		Pos Hours Per Week
🗄 🔰 EE Telework Type	+	ø	Position
🗉 📁 EE Time Management Status	±	ø	Position Chief
Emergency Position	+	1	Position Pay Area
🗄 📁 Employee	±		Position Pay Group
Employee's Name	+	1	Position Pay Level
Employee Group Employee Ders SubArea	II.	1	Docition Pay Type
	E	7	Postion Pay Type
Employee Subgroup		2	Pos Personnel Area
E Shift Prem Rate		2	Pos Personnel Subarea
Essential Position	±		SOC Code
Extended Duty Elig	+	2	State
🗉 🥖 Extended Duty Rate	+		Supv Employee
🗉 🥖 Funding Source	±	ø	Supv Position
🗉 📁 Gap Hours Elig	+	ø	Vacancy Status
표 🥖 Gap Hours Payout Paid		1	Valid From
표 🟓 Hol Elig			Valid To
🗉 📁 Hol Immed Payout	±	1	Wknd Nurse Elia
Hol Payout Paid	+	1	Wknd Shift Prem Flig
🗄 👂 Hol Prem Elig	Ē	7	Wind Shift From Date
Hoi Prem Kate		2	Wind Shit Preminate
🗈 🗾 JOD 🖃 🚽 Job Branch		2	Working Week
Job Country	±		Work Schedule Rule
			Number of Positions
I Job Family		2	Variables
Job Pay Area			Prompt Response Cal Mth/Yr
Job Pay Group			Prompt Response Employee PersNo
🗉 🔰 Job Pay Level			🥖 Prompt Response Job
🗉 🥖 Job Pay Type			Prompt Response Job Branch
🗉 🥖 Key Position			Promot Response Job Family
🗉 🥖 Mandatory Onsite			Promot Response Organizational Unit
🗉 🟓 NS Prem Elig			Prompt Response Organization
🗷 🟓 NS Prem Rate	e	_	
🗄 🔰 On Call Comp Accr	L		References

Special Report Considerations/Features

- There is a default filter applied to the report to exclude the Vacant Positions. Vacant positions are indicated by Employee equal to #. Filter is defined as Employee not equal to # to exclude vacancies. This filter can be changed if desired.
 - ✓ To change the default filter to check for Vacant Positions:
 - Hover the mouse outside the crosstab table (1).
 - Right-Mouse click to bring up the context menu; select Filter (2), then Edit Filter (3).

<u>B(</u>	008	3: Position	Eligib	ility S		s as of M	AR 2016
Bu Are	*	Cut Copy	Ctrl+X Ctrl+C	janizati t Desc	ional	Position	Position Desc
6.5		Paste Special	Ctrl+Alt+V		1000		Secular V Tangetales
2	8 	Refresh All Show Structure	Ctrl+R Ctrl+3	1 100			
2	 ✓ ✓ 	Show Results Start Drill	Ctrl+2	1 100			
	7	Filter 2	٠	7	Add Filter	454424437	Conservation (
		Format Report		>	Edit Filter	3	
1				*	Remove Filte	er	And the second second
-					Filter by a N	ew Input Control	Para angel 1
12						Aug 1 ()	Processing Avenues

• (or) Go to Edit Filter screen through Analysis > Filter > Edit Filter.

	File Properties		Rep	oort Element Format	Dat	a Acce	Analysis	Page Setup			
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×	🗈 🖺 - I 🔊 (× × æ	🍸 Filte	r 🔻 🐴 Ranking 👻	📲 Inp	out Con	trols - Group - 3	Break 🔻	Ê↓ Sort 👻 🏹 Fi	ter Bar €⊟ Outline	•
	± ² × ✓		7	Add Filter							
6	<u>B0083: Po</u>	osition Eli	₩ *	Edit Filter Remove Filter	as o	f M/	AR 2016				
= 6				Filter by a New Input Co	ontrol						
S	Business Area	Organizational Unit	Or Un	ganizational it Desc	Positio	n	Position Desc	Employee	Employee's Name	Supv Position	Supv Position Desc

When the Edit screen pops up, you can see the default filters applied. To change this filter to Equal to Blank (#) to check for Vacant Positions

- Click on "Employee Key" (1).
- Click on Drop-down icon of Operator (2), then Select Equal to (3) Operator.
- Click on Apply (4) and OK (5)

Report Filter		3 ×
Filter Map Pane 🛛 🔍	B0083 Position Eligibility Settings	👎 Add filter 🏾 🍄 👼
■ B0083 Position Eligibility Settings Uertical Table: Query Results	Image: Second	
	Type a value: Image: Content of the list, click Refresh Values.	Selected Value(s)
		OK Cancel Apply

B0083: P	B0083: Position Eligibility Settings as of MAR 2016 Execution Date : 5/5/16										
Business Area	Organizational Unit	Organizational Unit Desc	Position	Position Desc	Employee	Employee's Name	Supv Position	Supv Position Desc			
Dept of Transportation	21111111	DOT COUNSEL FOR ENVIR & TRANS ISSUES	61111111	Attorney II	#		#	Not assigned			
Dept of Transportation	22222222	DOT SUPPORT	62222222	Student Co-op				Not assigned			
Dept of Transportation	23333333	DOT SUPP COS LEG AFFAIRS & POLICY	63333333	Legislative Affairs Program Mgr				Not assigned			
Dept of Transportation	27777777	DOT SUPP COS LEG AFFAIRS & POLICY	6444444	Business Systems Analyst				Not assigned			
Dept of Transportation	2444444	DOT SUPP SP STRATEGIC INITIATIVES	65555555	Administrative Assistant II				Not assigned			
Dept of Transportation	25555555	DOT SUPP SP STRATEGIC INITIATIVES	67777777	Special Assistant for Policy			#	Not assigned			
Dept of Transportation	26666666	DOT COMMUNICATIONS OFFICE	68888888	Information and Communication Specl. II	8		8	Not assigned			

Now you can see the Vacant Positions in the Report where Employee is equal to Blank (#).

Note: To change the Report Filter back to excluding vacant positions, follow the same process above and change the Operator to **"Not Equal to."**

- By default, data is sorted by Business Area. This can be changed as desired.
 - ✓ To change the sorting to another column
 - Make sure the "desired column" is selected (1).
 - Click on "Analysis" Tab (2).
 - By default, "Display" tab is selected (3).
 - Click on the "Drop down icon" as shown (4).
 - Click on "Remove all sorts" (5).
 - Select ascending or descending sort order as needed (6).

File Propertie	8	Report Element	Format D	ata Access	nalysis Page S	etup				Rea	iding Desig
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0 16-10	∘ x 🕫 🕸	7 Filter • db	Ranking • 🎇)	nput Controls •	Group • 3 Bre	ak . *	2. Sort •	🛊 Drill 🔹 🎀	Filter Bar 相 Out	line	
≸* 👱 × 🖌	=[Organizational Unit]	[Organizational Unit - K	ey]				V None				
B0083- 1	Position Elic	nibility Setting	is as of M	AR 2016			2. Ascer	iding 0			
	Control Ling	pointy octains	0 00 01 11				Ž↓ Desce	nding			
							Remov	re All Sorts	20		
Business Area	Organizational Unit	Organizational Unit Desc	Position	Position Desc	Employee	Emplo Name	Advar	red <mark>5</mark> Position	Supv Position Desc	Supv Employee	Supv Name
Dept of Transportation	1 21111111	DOT SECRETARY'S OFFICE	61111111	Secretary Of Transportation	11111111	BOE	, ALICE	60088654	Transportati on	,	Not assign
Dept of Transportation	21111111	DOT SECRETARY'S OFFICE	61111111	Secretary Of Transportation	12222222	DOE	, JOHN	60088654	Transportati on		Not assign
Dept of Transportation	21111111	DOT SECRETARYS OFFICE	62222222	Secretary of Transportation K1	13333333	DOE	, JANE		Not assigned		Not assigr
Dept of Transportation	21111111	DOT SECRETARY'S OFFICE	63333333	Secretary of Transportation K2	14444444	HAN	соск, N	, I	Not assigned		Not assign
Dept of Transportation	21111111	DOT SECRETARY'S OFFICE/EXEC ASST/BOT	6444444	Administrative Assistant II	12222222	SMI1 JAM	ΓH, ES	60014922	Executive Asst To The Secretary Dot	585452	Hanna Daniel Jernig

• Position Personnel area was added to this report on August 17, 2017 and began being populated at that time. If the report is run for a date prior to August 2017, the position personnel area will not be populated and will display as "#" or as "not assigned."

Change Log

- 6/2/2016 Initial version
- 8/17/2017 Added Position Personnel Area
- 1/25/2018 Updated document with Position Personnel Area information from 8/17/2017 change
- 9/16/2020 Updated format, assigned reference number, and made accessible C. Ennis and L. Lee
- 10/28/2020 Added alt text. L.Lee
- 2/4/2021 Updated the list of Available Objects with three new elements EE Telework Eligible, EE Telework Type and Mandatory Onsite.
- 7/1/2021 Added Address Suppl to Position attributes (expanded list) in Available Objects.