

EMPLOYEE HEADCOUNT OVER TIME

REPORT DESCRIPTION B0161 | WEB INTELLIGENCE



The purpose of this Report Description is to explain how the Employee Headcount Over Time will show employee headcounts over one or more time periods.

REPORT DESCRIPTION

The B0161 Employee Headcount Over Time Report will show how the employee headcounts will show over one or more time periods. It will also include free characteristics such as demographics and employee pay information.

REPORT LOCATION

PA: Employee Headcount

REPORT USES

- This crosstab report shows employee headcounts over one or more time periods.
- Available Objects include demographics and employee information.
- The report can be used to compare employee counts over different months to measure employment fluctuations and trends.

Quick Links			
How to generate this report	2		
Mandatory Prompts	3		
Optional Prompts	5		
Exclusion Prompts	77		
Initial Layout	9		
Available Objects	100		
Special Report Considerations/Features	101		

How to generate this report



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

Prompts Summary Organizational Unit	
Organizational Unit OSC BEST Shared Servic CalMontfy/Year (Single Value/Interval, Mandatt Employee Group(s) - (Optional) Employee Subgroup (Contractors, Nat Description (Contractors, Nat Office of the State Controller Office Office Controller Office Office Contro	Crganizational plan\State of North Carolina\Governor's Cab
* Required prompts	~

- **Calendar Month/year** To select data for this prompt:
 - Make sure the Calendar Month(s)/Years prompt is selected (1).
 - Click "Refresh Values" (2).
 - Narrow down the date selection by using the wildcard *YYYY format in the search field and press the enter (3).
 - Select the first date in your range (4).
 - Click the right arrow button for "Start value" (5).
 - Click the last date in your range (6).
 - Click on the right arrow button for "End value" (7).
 - If no other prompts are required, click the "OK" button to run the report.

 * Organizational Unit OSC BEST Shared Servic * CalMonth/Year (Single Value/Interval, Mandatc) * Employee Group(s) - (Optional) * Employee Subgroup (Contractors, National program of the state of the st	and a second	CalMonth/Year (Single Value/Interval, Mandatory)	
	* Organizational Unit OSC BEST Shared Servic * CalMonth/Year (Single Value/Interval, Mandatc Employee Group(s) - (Optional) Employee Subgroup(s) - (Optional) Exclude Employee Subgroup (Contractors, Nati	Refresh Values ? 2 ZCMIM_CALMONTH 4 5 Start value 0 01/2015 6 01/2015 0 03/2015 6 7 End value 0 05/2015 04/2015 04/2015 0 06/2015 04/2015 04/2015 Dune 1, 2015 2:56:17 PM GMT-04:00 ************************************	If no additional prompts are required click ok.
	< >		~

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).
 - Narrow down the Employee Group selection by using the wildcard * format in the search field and press the enter (2).
 - Navigate down to select the desired Employee Group (3).
 - Click the right arrow button for "Employee Group" (4).
 - **OR** if you know the Employee Group key or Employee Group name, you can skip steps 2 through 4 and enter it directly in (5) and click the down arrow button icon (6) to select.

Prompts	@ ×
Prompts Summary	Employee Group(s) - (Optional)
 * Organizational Unit OSC BEST Shared Serv * CalMonth/Year (Single Value/Interval, Mandat Employee Group(s) - (Optional) SPA Employ Employee Subgroup(s) - (Optional) 1 Exclude Employee Subgroup (Contractors, National Service) 	Type values here 3 Employee Group 3 SPA Employees supplemental staff
	Sume 1, 2015 5.10:12 51: GMT-04.00 * If no additional prompts are required click ok.
Required prompts	OK Cancel

- ✓ **Employee Subgroup(s)** (Optional): To select data for this prompt:
 - Make sure the "Employee Subgroup(s) (Optional)" prompt is selected (1).
 - Narrow down the Employee Subgroup selection by using the wildcard * format in the search field and press enter (2).
 - Navigate down to select the desired Employee Subgroup (3).
 - Click the right arrow button for "Employee Subgroup" (4).
 - **OR** if you know the Employee Subgroup key or Employee Subgroup name, you can skip steps 2 through 4 and enter it directly in (5) and click on the right arrow button (6) to select.

Prompts	۲ ۵	×
Prompts Summary	Employee Subgroup(s) - (Option 1)	
	5 4 Type values here > Employee Subgroup < Contractor FT N-FLSAOT Perm FT S-FLSAOT Prob 3 FT S-FLSAOT Prob 3 PT N-FLSAOT Perm 3 FT S-FLSAOT Prob 3 PT N-FLSAOT Perm 9 Vorie 1, 2015 3:27 GMT-04:00 If no additional 1	
* Required prompts	x x	
Alt Text: Graphical user interface, ap	olication OK Cancel]

Description 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 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 Position EE Subgroup (Optional) G1

To remove this exclusion:

- Make sure the "Exclude Position EE Subgroup (Optional) G1" prompt is selected (1).
- Select one or more Position EE Subgroup(s) to remove from the 'Selected Value(s) box (2).
- Click the left arrow icon to remove the desired Position EE Subgroup(s) (3).

To add the exclusions:

- Enter * wildcard in the search box (4).
- Click the search icon (5).
- Click the Key icon to display the Position EE Subgroup(s) with name and key (6).
- Select the desired Position EE Subgroup(s) (7).
- **OR**, if the Position EE Subgroup(s) is known, skip steps (4) through (7) and enter it directly in (8).
- Click the right arrow to add the Position EE Subgroup(s) to the selection box (9).

Prompts	2 × 2
Prompts Summary	Exclude Employee Subgroup (Contractors, National Guard) (optional)
 * Organizational Unit OSC BEST Shared Services * CalMonth/Year (Single Value/Interval, Mandatory) 01/2015;04/20: Employee Group(s) - (Optional) SPA Employees Employee Subgroup(s) - (Optional) * Exclude Employee Subgroup (Contractors, National Guard) G1;G5 	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 a*a -> retrieves all values starting by "a". Search = a*a -> retrieves all values starting by "a" and containing one more "a". If no additional prompts are required click ok.
< >>	
* Required prompts	OK Cancel

✓ Exclude Employee EE Subgroup (Optional) G1

To remove this exclusion:

- Make sure the "Exclude Employee EE Subgroup (Optional) G1" prompt is selected (1).
- Select one or more Employee EE Subgroup(s) to remove from the 'Selected Value(s) box (2).
- Click the left arrow icon to remove the desired Employee EE Subgroup(s) (3).

To add the exclusions:

- Enter * wildcard in the search box (4).
- Click the search icon (5).
- Click the Key icon to display the Employee EE Subgroup(s) with name and key (6).
- Select the desired Employee EE Subgroup(s) (7).
- **OR**, if the Employee EE Subgroup(s) is known, skip steps (4) through (7) and enter it directly in (8).
- Click the right arrow to add the Employee EE Subgroup(s) to the selection box (9).

ron	pts Summary	Exclude Employee EE Subgroup (Optional) (optional)	
	Organizational Unit State of North Carolina UI Effective Year 2016 UI Version (O-Original U-Updated) (Mandatory) Orig Cost Center(s) - (Optional) Personnel Fund(s) - Optional PERSONNEL Application of Fund(s) - (Optional) INFORMATION Position(s) - (Optional) Budget Analyst Employee(s) PersNo (Optional) Jane Doe Exclude Position EE Subgroup (Optional) G1 Exclude Employee EE Subgroup (Optional) G1	G2 8 6 9 G1 2 Employee EE SubGroup > > 3 PT S-FLSA Trob 11C (F6) PT S-FLSA TLProb 11C (F8) 3 Contractor (G1) 7 3 Prederal (Gb) 7 3 Temp FT N-FLSAOT (G7) 7 Temp FT N-FLSAOT (G8) 7 Temp PT S-FLSAOT (G8) 7 April 11, 2017 1:18:35 PM GMT-04:00 * 5 5	
<			

If you want Contractors to be included in the report, click 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.

B0161: Employee Headcount Over Time

Execution Date:1/24/18

Calendar Month/Year: 10/;

			Cal Year/Month	2017/10	2017/12	2018/01
Personnel Area	Org Unit	Org Unit Desc	Employee Group	Number of Employees	Number of Employees	Number of Employees
State Controller	20000087	OSC BEST Shared Services	SPA Employees	3	3	3
State Controller	20010652	OSC BEST SHARED SERVICES Human Res	SPA Employees	3	4	3
State Controller	20010653	OSC BEST SHARED SERVICES Payroll & Time	SPA Employees	11	11	11
State Controller	20010655	OSC BEST SHARED SERVICES Benefits	SPA Employees	12	9	11
State Controller	20013608	OSC BEST SHARED SERVICES Call Center	SPA Employees	21	22	22
State Controller	20013609	OSC BEST SHARED SERVICES PY & T Process	SPA Employees	7	7	7
State Controller	20013610	OSC BEST SHARED SERVICES PY & T Accting	SPA Employees	4	4	4
State Controller	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	9	9	9
State Controller	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	2	2	2
State Controller	21004600	OSC BEST SHARED SVCS PY & T Garnishments	SPA Employees	4	4	4
		Personnel Are	ea - State Controlle	r 76	75	76
			Tota	1 76	75	76

Available Objects

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

Length of Service	🗄 🥖 Veteran Status
🗉 📁 Military Status	🚥 EPA Employees
🗉 🔰 Organizational Unit	🚥 Judicial Employees
💋 Original Hire Date	un Number of Armed Forces Veterans
🗉 🥖 Personnel Area	un Number of Disabled Veterans
🗄 🕖 Personnel Subarea	un Number of Employees
Pos Addr Street	umber of Employees with Military Status
🗄 📁 Pos City	with Number of Non Veteran Employees
Pos Country	Number of Other Protected Veterans
🗉 📁 Pos County	Number of Protected Veterans
Position	Number of Recently Separated Veterans
Retired Veteran	Number of Retired Veterans
🗄 🔰 Salary Range	Number of Separated Veterans
💋 Separated Veteran	Number of Special Disabled Veterans
🗄 🥖 SOC Code	Number of Unprotected Veterans
Spouse of Disabled Veteran	Number of Veteran Employees
Spouse or Surviving Dependent of Deceased Veter	ran 🛛 📟 Number of Vietnam ERA Veterans
🗉 🧯 State	🚥 SPA Employees
🗉 🧯 Supv Employee	Spouse of Disabled Veterans Headcount
🗄 🔰 Supv Position	Spouse or Surviving Dependent of Deceased Veteran Headcount
Vet: Armed Forces	🚥 Supplemental Employees
💋 Vet: Disabled Veteran	🗄 🗁 Variables
Vet: Discharge date	🎪 Armed Forces Service Medal Veteran
🕖 Vet: Non Veteran	🐴 Cal Year/Month
Vet: Not Protected	🎪 Disabled Veteran
Vet: Other Protected	🎪 Military Status
Vet: Protected	👍 Non-Veteran
Vet: Recently Separated	🎪 Not a Protected Veteran
Vet: Special Disabled	A Other Protected Veteran
Vet: Vietnam Era	🍂 Protected Veteran
🗄 🥖 Veteran Status	🍂 Recently Separated Veteran
	👍 Special Disabled Veteran
	Length of Service Military Status Organizational Unit Organizational Unit Personnel Area Pos Addr Street Pos Addr Street Pos Country Pos Country Pos Country Pos Country Pos Country Pos Country Separated Veteran Source of Disabled Veteran Spouse of Disabled Veteran State State Supv Employee State Vet: Disabled Veteran Vet: Non Veteran Vet: Non Veteran Vet: Non Veteran Vet: Nor Veteran Vet: Vet. Protected Vet: Vet. Vet. Protected Vet: Vet. Vet. Protected Vet: Vet. Vet. Protected Vet: Vet. Vet. Protected Vet. Vet. Prot

- 🍂 Veteran Status
- ሉ Vietnam ERA Veteran

Special Report Considerations/Features:

- This report is in Cross Tab format with Personnel Area, Org Unit and Employee Group in Rows and Cal Year/Month in columns.
- Report has a break and subtotal on Personnel Area.
- Employee Subgroup G1 Contractors and G5 National Guards are excluded from the report. Reference the Exclusion Prompt "Exclude Employee SubGroup (Contractors, National Guard) G1; G5" for details.
- Employment Status Active. Report runs for Active Employees only.

Change Log

- Effective 9/3/2014
 - Initial creation of the report.
- Effective 1/25/2018
 - Report converted to new BI format.
- Effective 12/14/2022
 - Removed Disability Code from Employee attributes (expanded list) in Available Objects.
- Effective 1/23/2023
 - Updated format, added alt text. L. Williams