

EMPLOYEE ACTION DETAIL

BOBJ

REPORT DESCRIPTION BP179 | WEB INTELLIGENCE

The purpose of this Report Description is to explain how to display the Employee Action Detail report in the Integrated HR-Payroll System.

REPORT DESCRIPTION:

This report shows employee action detail & action count for a specified Effective Date range or Processed Date range and includes Integrated HR-Payroll actions and PMIS converted actions. Provides jump to *B0022: Comments* report.

REPORT LOCATION:

PA: Employee Actions

REPORT USES:

Action Monitoring

- Approved PCR matches information in system
- View to see if comments are attached
- Provide specific action information as needed
- Who is completing the actions

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How to generate this report

Prompts	9 ×
Available prompt variants	- 🗒 ×
Prompts Summary	Organizational Unit
Croanizational Unit Processed Date (Choose this or Effective Date)	Value
Effective Date (Choose this or Processed Date)	button.
Action Type(s) - (Optional)	Optional
Action Reason(s) - (Optional)	
Personnel Area(s) - (Optional)	
Employee(s) PersNo (Optional)	Optional
Job(s) - (Optional)	
Employee Pay Type(s) - (Optional)	
Employee Pay Area(s) - (Optional)	
Exclude Employee Subgroup (Contractor, National Guard) 61;65	Exclusion OK will be gray until all the Mandatory Prompts are selected
* Required prompts	OK Cancel

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 you have "Organizational Unit" prompt 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	© ×
Available prompt variants	🛃 🗙
Prompts Summary 1 Processed Date (Choose this or Effective Date) 1 Effective Date (Choose this or Processed Date) 2 Action Type(s) - (Optional) 2 Action Reason(s) - (Optional) 2 Personnel Area(s) - (Optional) 2 Job(s) - (Optional) 2 Employee Pay Type(s) - (Optional) 2 Employee Pay Area(s) - (Optional) 3 Employee Subgroup (Contractor, National Guard) G1;G5	Organizational Unit 2 Refresh Values ?? 2 Refresh Values ?? 2 Refresh Values ?? 2 Image: Comparization of the control of the con
* Required prompts	OK Cancel

IMPORTANT!

Special Optional Prompts

Special Optional prompts are indicated with a green check mark (\checkmark) but are not pre-filled. These prompts are designed as a group. You can use either prompt but ONE prompt from this group must be answered.

- Processed Date (Choose this or Effective Date)
 - OR
- Effective Date (Choose this or Processed Date)

One of these two prompts must be selected:

- Select the prompt field first (1).
- Type in the Start date (2).
- OR click or click on the calendar icon to select the Start date (3).
- Type in the End date (4).
- OR click or click on the calendar icon to select the End date (5).

Prompts	@ ×
Available prompt variants	\blacksquare ×
Prompts Summary	Effective Date (Choose this or Processed Date) (optional)
Organizational Unit Transportation	Start value
Processed Date (Choose this or Effective Date)	M/d/www 2
Effective Date (Choose this or Processed Date) 1	
Action Type(s) - (Optional)	End value
Action Reason(s) - (Optional)	M/d/vvvv 4 0 5
Personnel Area(s) - (Optional)	
Employee(s) PersNo (Optional)	
Job(s) - (Optional)	
Employee Pay Type(s) - (Optional)	
Employee Pay Area(s) - (Optional)	
Exclude Employee Subgroup (Contractor, National Guard) G1;G5	
* Required prompts	
reduine hierike	
	OK Cancel

Note: Must enter OrgUnit AND Processed or Effective Date before proceeding to other prompts.

Prompts	@ ×
Available prompt variants	X
Prompts Summary	Effective Date (Choose this or Processed Date) (optional)
* Organizational Unit Transportation	Start value
Processed Date (Choose this or Effective Date)	5/1/2016
Effective Date (Choose this or Processed Date) 5/1/2016;5/26/2016	
Action Type(s) - (Optional)	End value
Action Reason(s) - (Optional)	5/26/2016
Personnel Area(s) - (Optional)	
Employee(s) PersNo (Optional)	
Job(s) - (Optional)	
 Employee Pay Type(s) - (Optional) 	Enter Organizational Unit AND
Employee Pay Area(s) - (Optional)	Processed Date or Effective Date
Exclude Employee Subgroup (Contractor, National Guard) G1;G5	before Proceeding to Other Prompts
* Required prompts	
	OK Cancel
	· · · · · · · · · · · · · · · · · · ·

Optional Prompts

Optional prompts are indicated with a green check mark (\checkmark) and are not required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

NOTE:

If you search for any values in the Optional Prompts without first entering Prompt Values for **Organizational Unit** AND **Processing Date or Effective Date**, the search will not return any values.

- ✓ Action Type(s) (Optional): To select data for this prompt:
 - Make sure the "Action Type(s) (Optional)" prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Action Type

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

Prompts	2 ×
Available prompt variants	X
Prompts Summary	Action Type(s) - (Optional) (optional)
* Organizational Unit Transportation	NC Separation (NC)
Processed Date (Choose this or Effective Date)	
Effective Date (Choose this or Processed Date) 5/1/2016;5/26/2016	
Action Type(s) - (Optional) Separation (NC) 1	Action Type <
Action Reason(s) - (Optional)	Separation (NC) 5
Personnel Area(s) - (Optional)	
Employee(s) PersNo (Optional)	
Job(s) - (Optional)	
Employee Pay Type(s) - (Optional)	
Employee Pay Area(s) - (Optional)	May 26, 2016 3:19:27 PM GMT-04:00
Exclude Employee Subgroup (Contractor, National Guard) G1;G5	* <mark></mark>
	2 <u>3</u>
* Required prompts	
	OK Cancel

- ✓ Action Reason(s) (Optional): To select data for this prompt:
 - Make sure the "Action Reason(s) (Optional)" prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Action Type

 (2).
 - Click on the search icon (3).
 - To see the key value for each Action Reason, click on the key icon (4).
 - Click on the desired Action Reason (5).
 - OR if the Action Reason key or Action Reason name are known, skip steps 2 through 5 and enter it directly in (6).

NOTE: Since Action Reason is Compounded with Action Type, when entering key values for Action Reason, the Action Type key & Action Reason key need to be entered together as one concatenated value. Example: ZG26 (Action Type ZG and Action Reason 26). If you are entering Text, then you can enter directly.

• Click on the right arrow to add the Action Reason to the selection box (7).

Prompts	2 X
Available prompt variants	X
Prompts Summary	Action Reason(s) - (Optional) (optional)
* Organizational Unit Transportation	ZG26 Cancel Sep Pay Continuation
Processed Date (Choose this or Effective Date)	
Effective Date (Choose this or Processed Date) 5/1/2016;5/26/2016	4 4 7
Action Type(s) - (Optional) Separation (NC)	Action Reason
Action Reason(s) - (Optional) Cancel Sep Pay Continuation 1	Cancel Sep Pay Continuation (2026)
Personnel Area(s) - (Optional)	
Employee(s) PersNo (Optional)	*
Job(s) - (Optional)	
Employee Pay Type(s) - (Optional)	
Employee Pay Area(s) - (Optional)	May 26, 2016 3:24:32 PM GMT-04:00
Exclude Employee Subgroup (Contractor, National Guard) G1;G5	* 2 ¹ ·
	3
* Dequired exempts	
· required prompts	OK Cancel

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

Prompts	@ ×
Available prompt variants	×
Prompts Summary	Personnel Area(s) - (Optional) (optional)
* Organizational Unit Transportation	1501 6
Processed Date (Choose this or Effective Date)	4 0 2 -
Effective Date (Choose this or Processed Date) 5/1/2016;6/26/2016	
Action Type(s) - (Optional) Separation (NC)	Personnel Area
Action Reason(s) - (Optional) ZG26	Transportation (1501) 5
Personnel Area(s) - (Optional) Transportation 1	
Employee(s) PersNo (Optional)	4
Job(s) - (Optional)	
Employee Pay Type(s) - (Optional)	
Employee Pay Area(s) - (Optional)	
Exclude Employee Subgroup (Contractor, National Guard) G1;G5	
	June 7, 2016 2:57:46 PM GMT-04:00
* Required prompts	
	OK Concol
	OK Calicel

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's name (2).
- Click on the search icon drop down arrow and select "Search in key" (3).
- Then 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).
- Then click on the right arrow to add the Employee to the selection box (8).

Prompts	2 ×
Available prompt variants	X
Prompts Summary	Employee(s) PersNo (Optional) (optional)
 * Organizational Unit Transportation Processed Date (Choose this or Effective Date) Effective Date (Choose this or Processed Date) 5/1/2016;5/26/2016 Action Type(s) - (Optional) Separation (NC) Action Reason(s) - (Optional) Cancel Sep Pay Continuation Personnel Area(s) - (Optional) Transportation Employee(s) PersNo (Optional) 1 	12345678 5 > 8 Employee < 8 Mickey L Mouse (12345678) 6
 Job(s) - (Optional) Employee Pay Type(s) - (Optional) Employee Pay Area(s) - (Optional) Exclude Employee Subgroup (Contractor, National Guard) G1;G5 	May 26, 2016 4:26:18 PM GMT-04:00
* Required prompts	Search in key 3 Search on database OK Cancel

NOTE: Since the system has many 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:

- John*John*
- *Doe

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

- ✓ **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 Jobs (2).
 - Click on the search icon (3).
 - To see the key value for each Jobs, click on the key icon (4).
 - Click on the desired Job (5).
 - OR if the Job number or Job title already are 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).

Prompts	2 X
Available prompt variants	X
Prompts Summary	Job(s) - (Optional) (optional)
* Organizational Unit Organizational plan	30003224 Correctional Officer
Processed Date (Choose this or Effective Date)	4 9 5 7
Effective Date (Choose this or Processed Date) 5/1/2016;5/26/2016	
Action Type(s) - (Optional) Separation (NC)	
Action Reason(s) - (Optional) Cancel Sep Pay Continuation	Residential Life Trainer (30011892) 5
Personnel Area(s) - (Optional) Transportation	Not assigned (00000000)
Employee(s) PersNo (Optional)	
Job(s) - (Optional) Correctional Officer 1	
Employee Pay Type(s) - (Optional)	
Employee Pay Area(s) - (Optional)	
Exclude Employee Subgroup (Contractor, National Guard) G1;G5	May 26, 2016 4:22:55 DM CMT 04:00
	May 20, 2010 4:55:55 PM GM1-04:00
	-
* Pequired prompts	
Required prompts	OK Cancel

- **Employee Pay Type(s) (Optional):** To select data for this prompt:
 - Make sure the "Employee Pay Type(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 Pay Types (2).
 - Click on the search icon (3).
 - To see the key value for each Employee Pay Type, click on the key icon (4).
 - Click on the desired Employee Pay Type (5).
 - OR if the Employee Pay Type key or Employee Pay Type name are known, skip steps (2) through (5) and enter it directly in (6).
 - Click on the right arrow to add the Employee Pay Type to the selection box (7).

Prompts	2 × 9
Available prompt variants	X
Prompts Summary	Employ Pay Type(s) - (Optional) (optional)
* Organizational Unit Organizational plan	1002 Banded
Processed Date (Choose this or Effective Date)	4 9 > 7
Effective Date (Choose this or Processed Date) 5/1/2016;5/26/2016	Employee Pay Type
Action Type(s) - (Optional) Separation (NC)	Banded (1002)
Action Reason(s) - (Optional) Cancer Sep Fay Continuation	Graded (1001) 5
Employee(s) PersNo, - (Optional)	I-Grade (1004)
Job(s) - (Optional) Correctional Officer	
Employee Pay Type(s) - (Optional) Banded 1	
Employee Pay Area(s) - (Optional)	
Exclude Employee Subgroup (Contractor, National Guard) G1;G5	
	May 26, 2016 4:46:56 PM GM1-04:00
* Required prompts	
	OK Cancel

✓ **Employee Pay Area(s) - (Optional):** To select data for this prompt:

- Make sure the "Employee Pay 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 Employee Pay Areas (2).
- Click on the search icon (3).
- To see the key value for each Employee Pay Area, click on the key icon (4).
- Click on the desired Employee Pay Area (5).
- OR if the Employee Pay Area key or Employee Pay Area name are known, skip steps (2) through (5) and enter it directly in (6).
- Click on the right arrow to add the Employee Pay Area to the selection box (7).

Prompts 2 X	
Available prompt variants 🔹 🔛 🔛 🗶	
Prompts Summary	Employee Pay Area(s) - (Optional) (optional)
* Organizational Unit Organizational plan	Annual Salaries
Processed Date (Choose this or Effective Date)	4 0 7
Effective Date (Choose this or Processed Date) 5/1/2016;5/26/2016	
Action Type(s) - (Optional) Separation (NC)	Employee Pay Area
Action Reason(s) - (Optional) Cancel Sep Pay Continuation	Annual Salaries (1001) 5 Career Banding (1006)
Personnel Area(s) - (Optional) Transportation	
Employee(s) PersNo (Optional)	
Job(s) - (Optional) Correctional Officer	
Employee Pay Type(s) - (Optional) Banded 1	
Employee Pay Area(s) - (Optional) Annual Salaries	
Exclude Employee Subgroup (Contractor, National Guard) G1;G5	
	May 26, 2016 4:52:24 PM GMT-04:00
	١
* Required prompts	
	OK Cancel

Exclusion Prompts

Exclusion prompts are 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) G1:** To remove this exclusion:
 - Make sure the "Exclude Employee Subgroup" prompt is selected (1).
 - Click on one or more Employee Subgroup(s) to remove from the 'Selected Value(s) box (2).
 - Click on the left arrow icon to remove the desired Employee Subgroup(s) (3).

Prompts	3	×
Available prompt variants	X	
Prompts Summary	Exclude Employee Subgroup (Contractor, National Guard) (optional)	
 * Organizational Unit Organizational plan Processed Date (Choose this or Effective Date) 5/1/2016;5/27/2016 Effective Date (Choose this or Processed Date) Action Type(s) - (Optional) Transfer (NC) Action Reason(s) - (Optional) Personnel Area(s) - (Optional) Employee(s) PersNo (Optional) Employee(s) PersNo (Optional) Employee Pay Type(s) - (Optional) Employee Pay Area(s) - (Optional) Exclude Employee Subgroup (Contractor, National Guard) G1;G5 1 	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*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" and containing one more "a".	
* Required prompts	OK Cancel	

Initial Layout

The report lists all actions based on the prompt selections. Below is a sample of the initial layout rendered.

BP179: Em	ployee Ac	tion De	<u>ətail</u>						
Effective Date: 5	5/1/2016 - 6/6/2	2016							
Personnel Area	Org Unit	Org Unit Desc	Employee	Employee's Name	Original Hire Date	Effective Date	Processed Date	PCR ID	Changed By
Transportation	11111111	DOT Office of the General Counsel	12345678	MOUSE, MICKEY	2/27/2013	5/2/2016	5/20/2016	1000600703	Pamela Mitchell Mckelvy
	22222222	DOT Chief Deputy	98765432	DUCK, DONALD	9/3/1994	5/7/2016	5/2/2016	1000598446	John Alexander

Continued....

	Execution Da	te : 6/6/16						
Action Type	Action Type Desc	Action Reason	Action Reason Desc	Job	Job Desc	Position	Position Desc	Employee Pay Type
Z2	Reinstatement/Reemplo yment(NC)	04	Return to State within 5 years	30011226	Agency General Counsel II	55555555	General Counsel Sr. Advisor	T-Grade
Z8	Transfer (NC)	60	Within Agency Reorganization	31000043	Business Systems Analyst	66666666	Business Systems Analyst	Banded

Continued...

Employee Pay Area	Employee Pay Group	Employee Pay Level	Annual Salary	Prior Salary	Salary Change	% Change	Compa Ratio	Comments?	Number of Actions
Annual									
Salaries	TG85	#	125,000.00	71,480.00	53,520.00	74.87	1.25	#	1
Career Banding	31000043	A	100,000.00	100,000.00	0.00	0.00	1.12	x	1
Р	ersonnel Area	- Transportation					1		2
		Total							2
				Ś	Click on "X" to "B00	* hyperlink 22: Comme	to Jump nts"	3	

Employee 98765432 - Donald Duck Organizational Unit 22222222 - DOT Chief Deputy Position 66666666 - Business Systems Analyst Infotype 0000 - Actions Subtype # - Not assigned Valid From - Valid To 5/7/16 - 12/31/99 Transfer# Bugs R. Bunny, 04/28/2016# Position f66666666, Business Systems Analyst Advanced and Employee Donald Duck 98765432 is being transferred to org unit 22222222 and will be reporting directly to Chief Deputy Minnie Mouse (61111111).	B0022: Comments					
Employee 98765432 - Donald Duck Organizational Unit 2222222 - DOT Chief Deputy Position 66666666 - Business Systems Analyst Infotype 0000 - Actions Subtype # - Not assigned Valid From - Valid To 5/7/16 - 12/31/99 Transfer# Bugs R. Bunny, 04/28/2016# Position 66666666, Business Systems Analyst Advanced and Employee Donald Duck 98765432 is being transferred to org unit 22222222 and will be reporting directly to Chief Deputy Minnie Mouse (6111111).						
Organizational Unit 2222222 - DOT Chief Deputy Position 66666666 - Business Systems Analyst Infotype 0000 - Actions Subtype # - Not assigned Valid From - Valid To 5/7/16 - 12/31/99 Transfer# Bugs R. Bunny, 04/28/2016# Position Transfer, Effective 05/07/2016# Position 666666666, Business Systems Analyst Advanced and Employee Donald Duck 98765432 is being transferred to org unit 2222222 and will be reporting directly to Chief Deputy Minnie Mouse (6111111).	Employee	98765432 - Donald Duck				
Position 66666666 - Business Systems Analyst Infotype 0000 - Actions Subtype # - Not assigned Valid From - Valid To 5/7/16 - 12/31/99 Transfer# Bugs R. Bunny, 04/28/2016# Position Transfer, Effective 05/07/2016# Position 666666666, Business Systems Analyst Advanced and Employee Donald Duck 98765432 is being transferred to org unit 2222222 and will be reporting directly to Chief Deputy Minnie Mouse (6111111).	Organizational Unit	2222222 - DOT Chief Deputy				
Infotype 0000 - Actions Subtype # - Not assigned Valid From - Valid To 5/7/16 - 12/31/99 Transfer# Bugs R. Bunny, 04/28/2016# Position Transfer, Effective 05/07/2016# Position 66666666, Business Systems Analyst Advanced and Employee Donald Duck 98765432 is being transferred to org unit 2222222 and will be reporting directly to Chief Deputy Minnie Mouse (6111111).	Position	66666666 - Business Systems Analyst				
Subtype # - Not assigned Valid From - Valid To 5/7/16 - 12/31/99 Transfer# Bugs R. Bunny, 04/28/2016# Position Transfer, Effective 05/07/2016# Position 666666666, Business Systems Analyst Advanced and Employee Donald Duck 98765432 is being transferred to org unit 22222222 and will be reporting directly to Chief Deputy Minnie Mouse (6111111).	Infotype	000 - Actions				
Valid From - Valid To 5/7/16 - 12/31/99 Transfer# Bugs R. Bunny, 04/28/2016# Position Transfer, Effective 05/07/2016# Position 66666666, Business Systems Analyst Advanced and Employee Donald Duck 98765432 is being transferred to org unit 22222222 and will be reporting directly to Chief Deputy Minnie Mouse (61111111).	Subtype	# - Not assigned				
Transfer# Bugs R. Bunny, 04/28/2016# Position Transfer, Effective 05/07/2016# Position 66666666, Business Systems Analyst Advanced and Employee Donald Duck 98765432 is being transferred to org unit 22222222 and will be reporting directly to Chief Deputy Minnie Mouse (6111111).	Valid From - Valid To 5/7/16 - 12/31/99					
Bugs R. Bunny, 04/28/2016# Position Transfer, Effective 05/07/2016# Position 66666666, Business Systems Analyst Advanced and Employee Donald Duck 98765432 is being transferred to org unit 22222222 and will be reporting directly to Chief Deputy Minnie Mouse (61111111).	Transfer#					
Position Transfer, Effective 05/07/2016# Position 666666666, Business Systems Analyst Advanced and Employee Donald Duck 98765432 is being transferred to org unit 22222222 and will be reporting directly to Chief Deputy Minnie Mouse (61111111).	Bugs R. Bunny, 04/28/2016#					
Position 66666666, Business Systems Analyst Advanced and Employee Donald Duck 98765432 is being transferred to org unit 22222222 and will be reporting directly to Chief Deputy Minnie Mouse (61111111).	Position Transfer, Effective 05/07/2016#					
Donald Duck 98765432 is being transferred to org unit 22222222 and will be reporting directly to Chief Deputy Minnie Mouse (61111111).	Position 66666666, Business Systems Analyst Advanced and Employee					
will be reporting directly to Chief Deputy Minnie Mouse (61111111).	Donald Duck 98765432 is being transferred to org unit 22222222 and					
There will be no change in colony, budgeted colony, or contempter	will be reporting directly to Chief Deputy Minnie Mouse (61111111).					
There will be no change in salary, budgeted salary, or costcenter.						

Available Objects

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

- 🖃 🚽 BP179: Employee Action Detail
 - 🗄 🔰 Action Reason
 - 표 🥖 Action Type
 - Agency Hire Date
 - 표 🥖 Age Range
 - Changed By Comments?
 - E Country
 - EEO Category
 - Effective Cal Mth/Yr
 - Effective Cal Yr
 - Effective Date
 - 🗄 🥖 Effective Fiscal Period
 - 표 🥖 Effective Fiscal Year
 - Employee
 - Employee's Name
 - 🗄 🔰 Employee Group
 - 🗄 🔰 Employee Pay Area
 - 🗄 🔰 Employee Pay Group
 - Employee Pay Level
 - Employee Pay Type
 - Employee Subgroup
 Employment Status
 - Employment ESG CAP
 - 🗉 🥖 Ethnic Origin
 - 🗄 🥖 Flag
 - 🗄 🥖 Gender
 - 🗄 🥖 Job
 - 표 🥖 Job Branch
 - 표 🥖 Job Family
 - Judicial Anny Date
 - Length of Serv. as of Date of Action
 - 🔰 Next Increase Date
 - Organizational Unit
 Original Hire Date
 - Payroll Area
 PCR ID
 - PCK ID
 - 🗄 🔰 Personnel Area
 - 🗄 🥖 Personnel Subarea
 - 🔰 Pos Addr Street
 - 🔰 Pos City

- 🗄 🔰 Pos County
- 🗄 🥖 Position
 - Position Chief
- 표 🥖 Prior Position
 - Processed Date
- 🗄 🥖 SOC Code
- 🗄 🥖 SOC State Subcat
- 🗉 🥖 State
- 🗉 🥖 Supplemental Staff 11 Month Limit Required
- 🗄 🥖 Supv Employee
- 🗄 🧯 Supv Position
 - 🥖 Valid To
 - Annual Salary
 - Change in Salary
 - Emp Reference Salary
 - FTE Annual Salary
 - Job Reference Salary
 - Number of Actions
 - 🚥 Pct Chg in Salary
 - Prior Salary
 - Related Education Month(s)
 - Related Work Experience Month(s)
- 🖃 🥟 Variables
 - Processed in Cal Mth/Yr
 - Processed in Cal Yr
 - Prompt Response Action Reason
 - Prompt Response Action Type
 - Prompt Response Effective Date
 - Prompt Response Employee Pay Area
 - Prompt Response Employee Pay Type
 - Prompt Response Employee PersNo
 - Prompt Response Exclude Employee Subgroup
 - Prompt Response Job
 - Prompt Response Organizational Unit
 - Prompt Response Personnel Area
 - Prompt Response Processed Date
 - 🚥 Compa Ratio
 - Emp / Job Ref Salary
 - References

Special Report Considerations/Features

- Action records in PMIS have been converted to the Integrated HR-Payroll System action code equivalent for employee actions. Where no equivalent was available for an employee action, a Z# or X# employee action type was generated using the original PMIS action description.
- Annual Salary is displayed in two decimal places in this report as the repot will have Hourly Salary for Temps.
- The 'Emp/Job Ref Salary' represents the Employee Reference Rate for Banded pay types; for all other pay types, it represents the Job Reference Rate.
- If you search for any values in the Optional Prompts without first entering Prompt Values for **Organizational Unit** AND **Processing Date or Effective Date**, then the search will not return any values.
- If one or more completed PCRs exist for an action, the "Processed Date" available object is populated with the "changed on" date from the most recent completed PCR. Also, the "Changed By" available object is populated with the user who made the change on the completed PCR. If no completed PCR exists for the action, then the Processed Date is populated with the "Changed on" date from the action, and the "Changed by" is populated with the user who made the change on the change on the action.
- When there are multiple salary changing actions with the same Effective Date, the Infotype 0008 change history table is reviewed to determine which salary change went with which action. However, if for some reason the number of actions does not equal the number of IT0008 change records for that same date, then we are unable to determine which action caused what salary change. So, the most recent IT0008 salary is shown for all actions on that day. When this scenario happens, the action records will be flagged, and the "Flag" data element (from Available Objects) will show an 'X' value to signify this.
- When you enter values for both Processing Date and Effective Date prompts, then you will get the following notification message at the top of the report.

BP179: Employee Action Detail

Processed Date: 5/1/2016 - 5/27/2016 AND Effective Date: 4/1/2016 - 4/30/2016

Both Process Date and Effective Date used for input. Results filtered for both dates. 🗲

CHANGE RECORD

- Effective 5/26/16
 - Added Optional Prompts Personnel Area(s), Job (s), Employee Pay Type(s) and Employee Pay Area(s).
 - Added Employee Pay Type, Employee Pay Level, Employee Pay Area, Employee Pay Group and Compa Ratio to Default Layout of the Report.
 - **Compa Ratio** is calculated Based on Employee Reference Salary, Job Reference Salary and FTE Annual Salary.
 - The Formula for Compa Ratio is "(FTE Annual Salary) divided by (Emp / Job Ref Salary)".
 'Emp /Job Ref Salary' represents the Employee Reference Rate for Banded pay types; for all other pay types, it represents the Job Reference Rate.
- Effective 12/15/16
 - BI Transfers out (X8) actions are now included on the report
 - \circ $\;$ Judicial Anniversary Date has been added as an available object
- Effective 12/2017
 - The Processed Date available object was modified to be populated with the "changed on" date from the most recent completed PCR. If no completed PCR exists, then the Processed Date is populated with the "changed on" date of the action.
 - The "changed by" available object was also modified to be populated with the user who made the change on the most recent completed PCR. If no completed PCR exists, the "Changed by" available object is populated with the user who made the change on the action.
- Effective 6/17/21
 - Added Related Work Experience Month(s) and Related Education Month(s) to Available Objects.
- Effective 6/17/21
 - Updated format and assigned reference number C. Ennis
- Effective 6/17/21
 - o Added Alt Text updated Quick Links. L. Lee
- Effective 7/7/22
 - Added National Guard Status to Employee Attributes (expanded list) in Available Objects. Also, added Field/Home Based, Short Text, and Address Suppl to Position Attributes (expanded list) in Available Objects. S. Rich
- Effective 10/17/2022
 - o Supplemental Staff 11-month Limit Required column added to the report layout. Swami
- Effective 11/9/2022
 - Flag added to the available objects and disability code removed from Employee master data. Swami.
- Effective 12/15/2022
 - Updated alt text and grammatical errors. L.Lee