



CREATE A SELECTION VARIANT

BUSINESS PROCESS PROCEDURE - GN-3

GN

The purpose of this business process procedure is to explain how to create and use variants in the Integrated HR-Payroll System.

Trigger: There is a need to create and use selection variants.

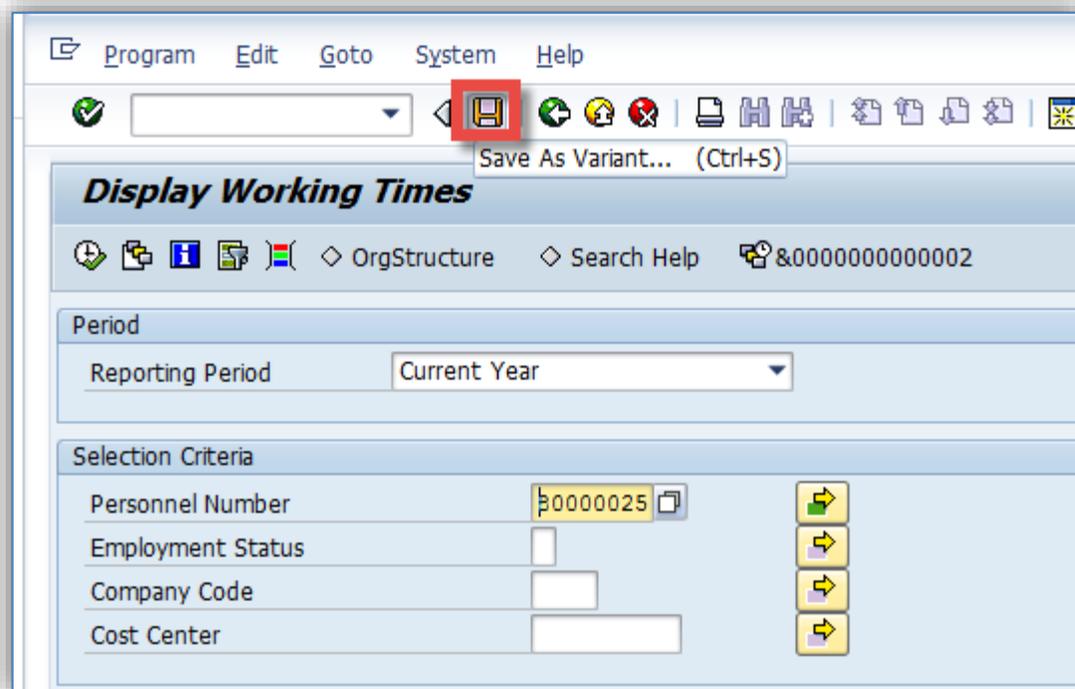
Business Process Procedure Overview:

The filter criteria entered for many reports can be saved as a selection variant for future use.

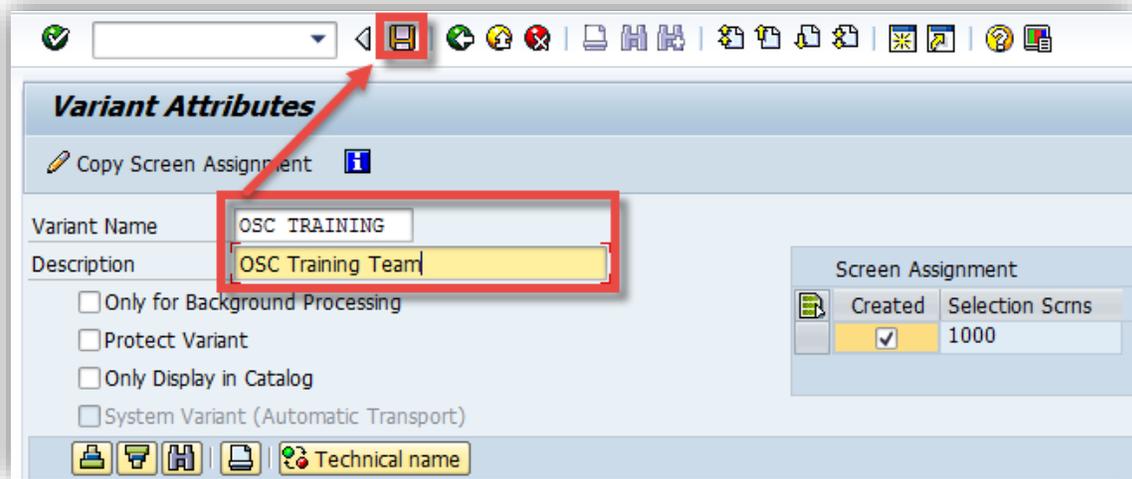
For example, if you need to enter time for 15 employees and have entered their Personnel Numbers using multiple selection, you can save your entries as a variant. The next time you enter time for these 15 people can use the variant instead of re-entering the numbers manually.

- p. 1 **Create a Selection Variant** – Create a variant from report criteria
- p. 3 **Use a Selection Variant** – Retrieve and use a previously saved selection variant.
- p. 4 **Find an Existing Variant** – Search the system-wide list of existing variants.

Create a Selection Variant



1. Once you have entered the report criteria you want to save, click **Save as Variant** .

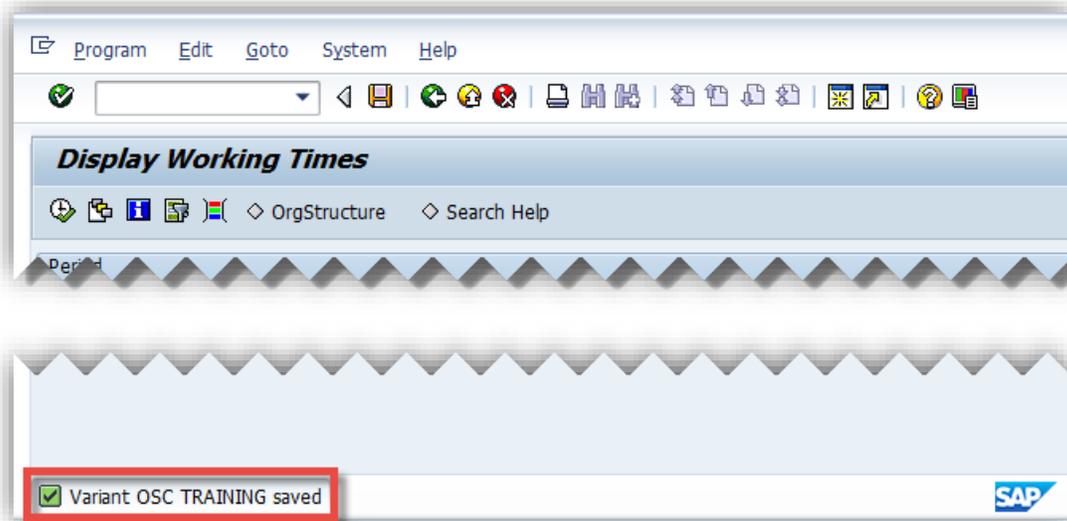


NOTE: Checking the “Protect Variant” box will prevent other users from modifying the variant.

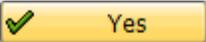
- Update the following fields:

| Field Name | Description | Values |
|---------------------|---|------------------------------|
| Variant Name | The desired title of the variant | Example: “OSC TRAINING’ |
| Description | A more detailed description of the Variant. | Example: “OSC Training Team” |

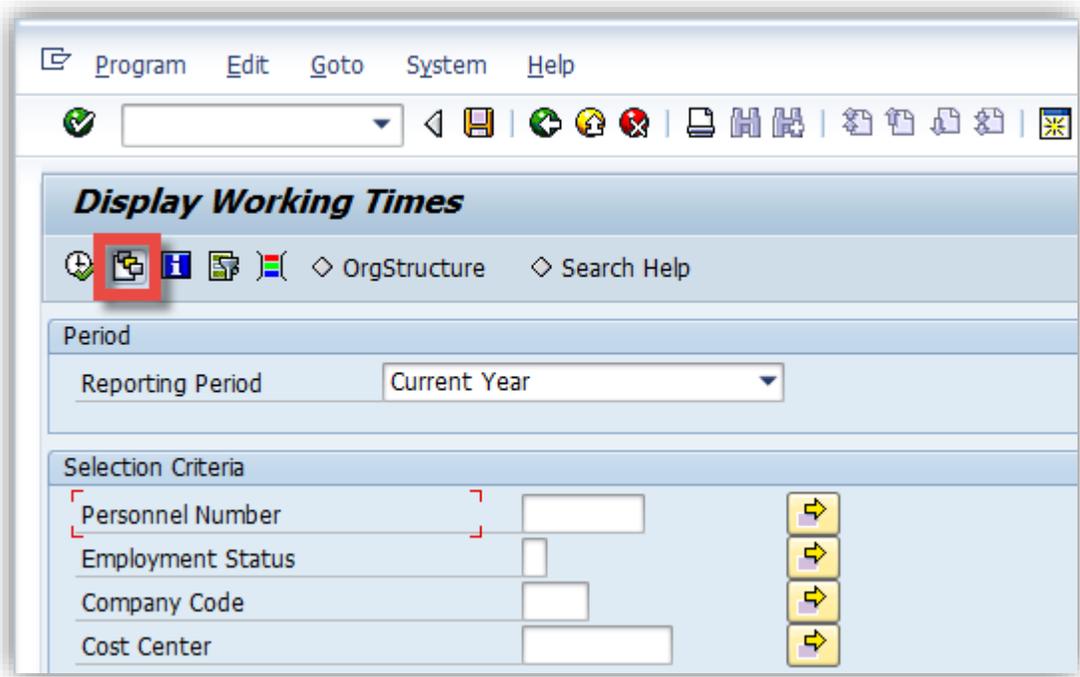
- Click **Save** .



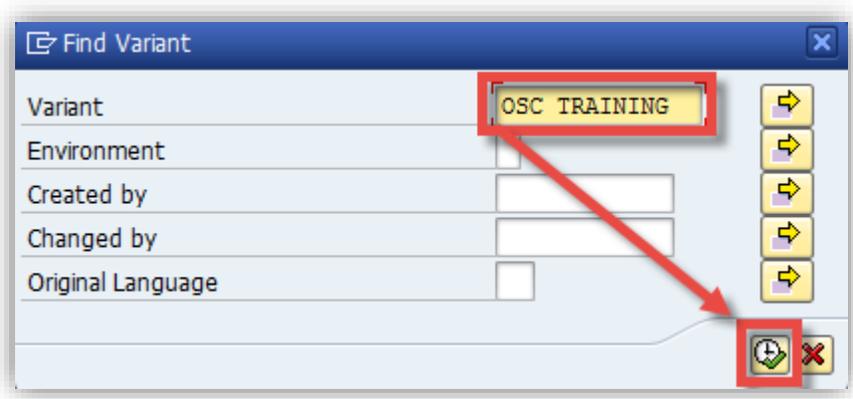
You should receive a message that your variant was saved.

Information To modify an existing variant, save the new criteria with the same name. When asked if you would like to overwrite the existing Variant, click .

Use a Selection Variant



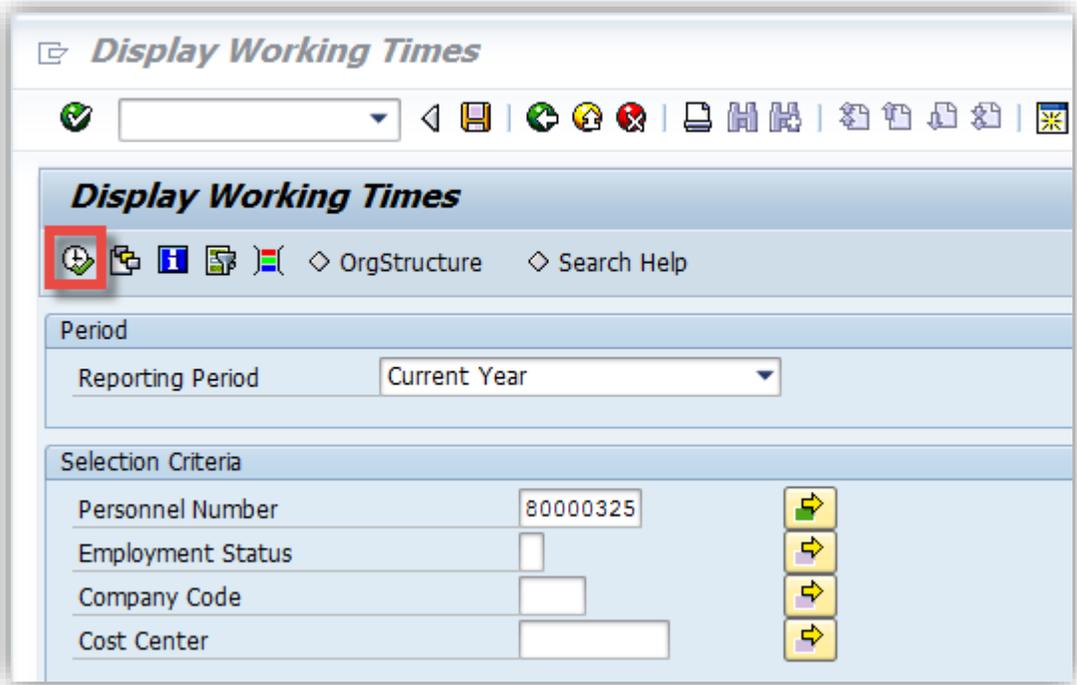
1. On the initial report screen, click **Get Variant** .



2. Enter the title of the variant you want to select.

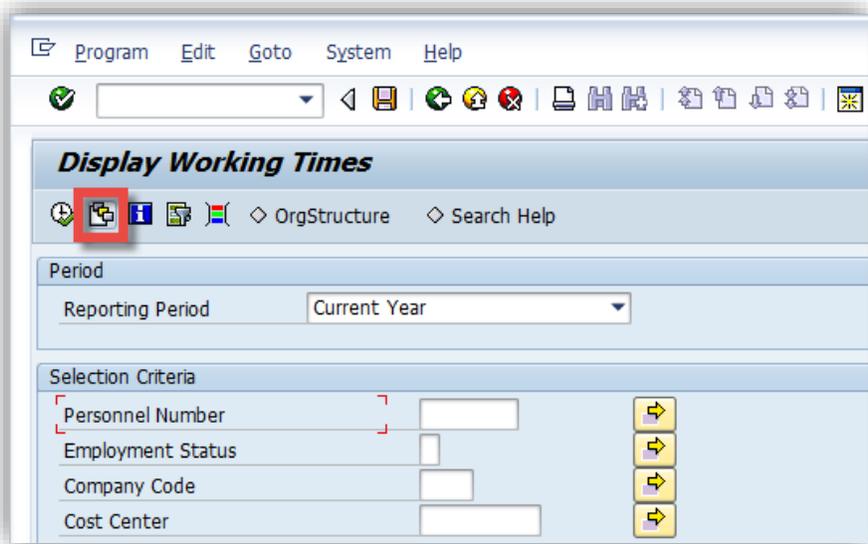
Information Also, you can search for variants created by yourself or another user by typing a Personnel Number in the “Created by” field.

3. Click **Execute** .

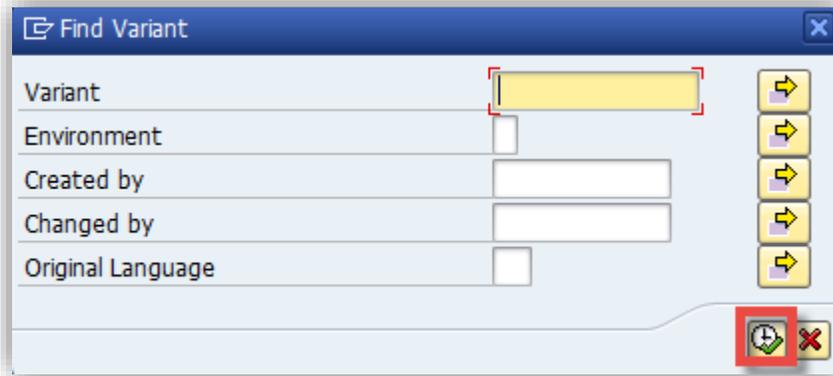


The variant will populate, and the report can now be run.

Find an Existing Variant



1. On the initial report screen, click **Get Variant** .



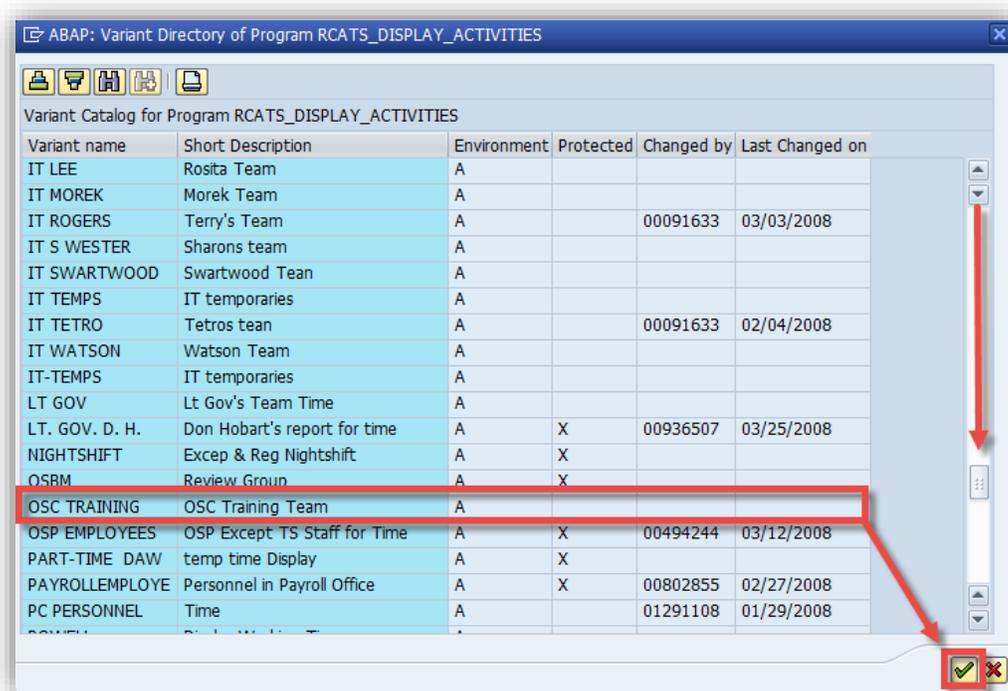
The 'Find Variant' dialog box contains the following fields and controls:

- Variant:** A text input field with a yellow highlight and a red box around it.
- Environment:** A dropdown menu.
- Created by:** A text input field.
- Changed by:** A text input field.
- Original Language:** A dropdown menu.
- On the right side, there are four yellow arrow buttons pointing right, one for each field.
- At the bottom right, there are two buttons: a green checkmark button (labeled 'Execute') and a red 'X' button (labeled 'Cancel'). The 'Execute' button is highlighted with a red box.

The Find Variant screen will be displayed.

2. To display a list of all available variants, leave the search fields blank and click **Execute** .

NOTE: To display all variants created by you (or someone else) enter a personnel number in the "Created by" field.



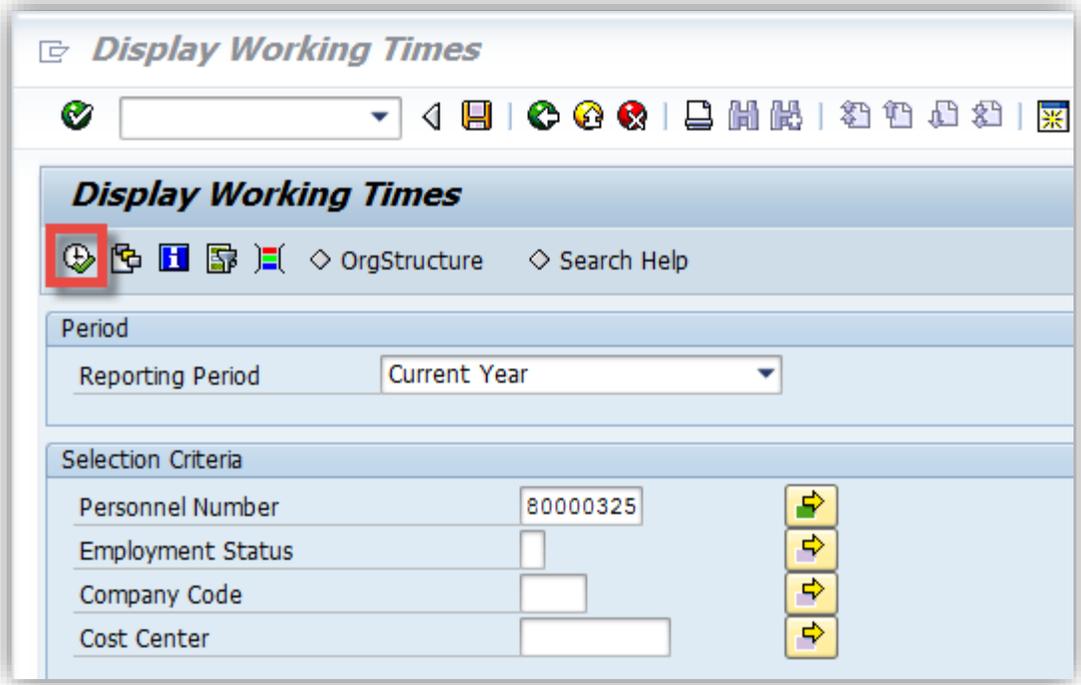
Variant Catalog for Program RCATS_DISPLAY_ACTIVITIES

| Variant name | Short Description | Environment | Protected | Changed by | Last Changed on |
|----------------|------------------------------|-------------|-----------|------------|-----------------|
| IT LEE | Rosita Team | A | | | |
| IT MOREK | Morek Team | A | | | |
| IT ROGERS | Terry's Team | A | | 00091633 | 03/03/2008 |
| IT S WESTER | Sharons team | A | | | |
| IT SWARTWOOD | Swartwood Team | A | | | |
| IT TEMPS | IT temporaries | A | | | |
| IT TETRO | Tetros team | A | | 00091633 | 02/04/2008 |
| IT WATSON | Watson Team | A | | | |
| IT-TEMPS | IT temporaries | A | | | |
| LT GOV | Lt Gov's Team Time | A | | | |
| LT. GOV. D. H. | Don Hobart's report for time | A | X | 00936507 | 03/25/2008 |
| NIGHTSHIFT | Excep & Reg Nightshift | A | X | | |
| OSBM | Review Group | A | X | | |
| OSC TRAINING | OSC Training Team | A | | | |
| OSP EMPLOYEES | OSP Except TS Staff for Time | A | X | 00494244 | 03/12/2008 |
| PART-TIME DAW | temp time Display | A | X | | |
| PAYROLLEMPLOYE | Personnel in Payroll Office | A | X | 00802855 | 02/27/2008 |
| PC PERSONNEL | Time | A | | 01291108 | 01/29/2008 |

The 'OSC TRAINING' row is highlighted with a red box. A red arrow points from the 'Execute' button in the previous screenshot to this row. At the bottom right of the table, there is a green checkmark button (labeled 'Choose') and a red 'X' button (labeled 'Cancel'). The 'Choose' button is highlighted with a red box.

The list of variants based on your search criteria will be displayed.

3. Scroll down until you find the variant you wish to select.
4. Click the line of the variant you wish to view (i.e. **OSC TRAINING**)
5. Click **Choose** .



The variant will populate, and the report can now be run.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 8/17/2020 – Changed by C. Ennis
Changes: Updated format, assigned reference number, and made accessible