



EMPLOYEE RANGE REVISIONS AND REALLOCATIONS

REPORT DESCRIPTION B0012 | WEB INTELLIGENCE

BOBJ

The purpose of this report description is to explain the Employee Range Revisions and Reallocations report and how to generate it in the system.

REPORT DESCRIPTION

This report lists employees who have received a Range Revision or Reallocation and shows if there is a balance. Provides jump to 'B0022: Comments' report.

REPORT LOCATION

PA: Compensation

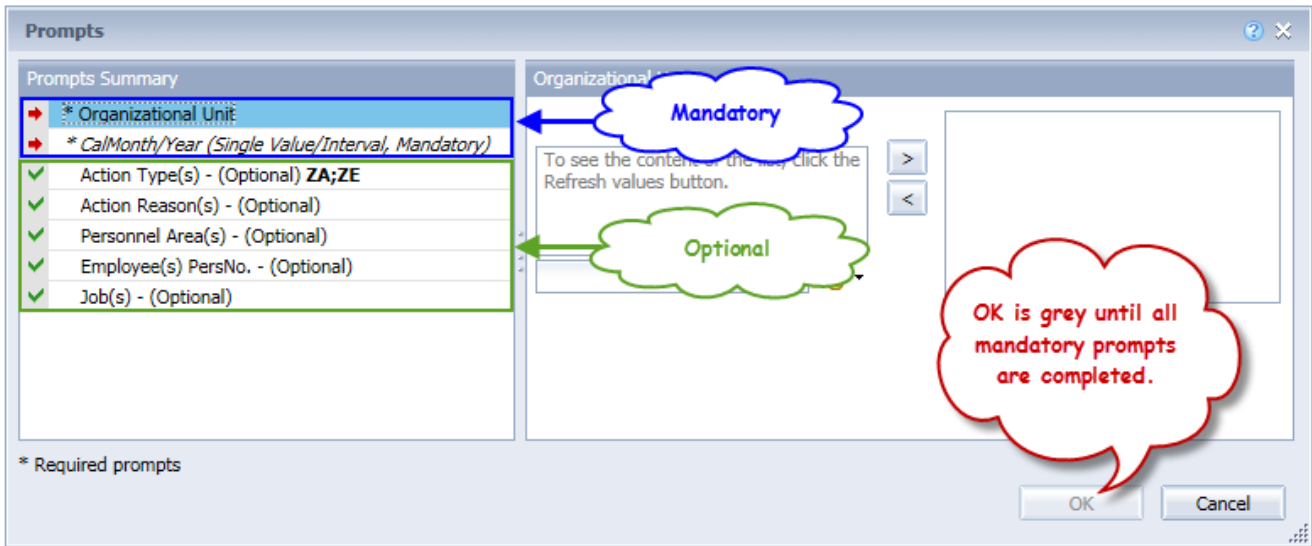
REPORT USES

- Report shows if an increase was given to the employees.
- Report shows if a partial increase was given and the remaining balance.
- Agencies should generate this report to identify/validate which employees have received a Reallocation or Range Revision.

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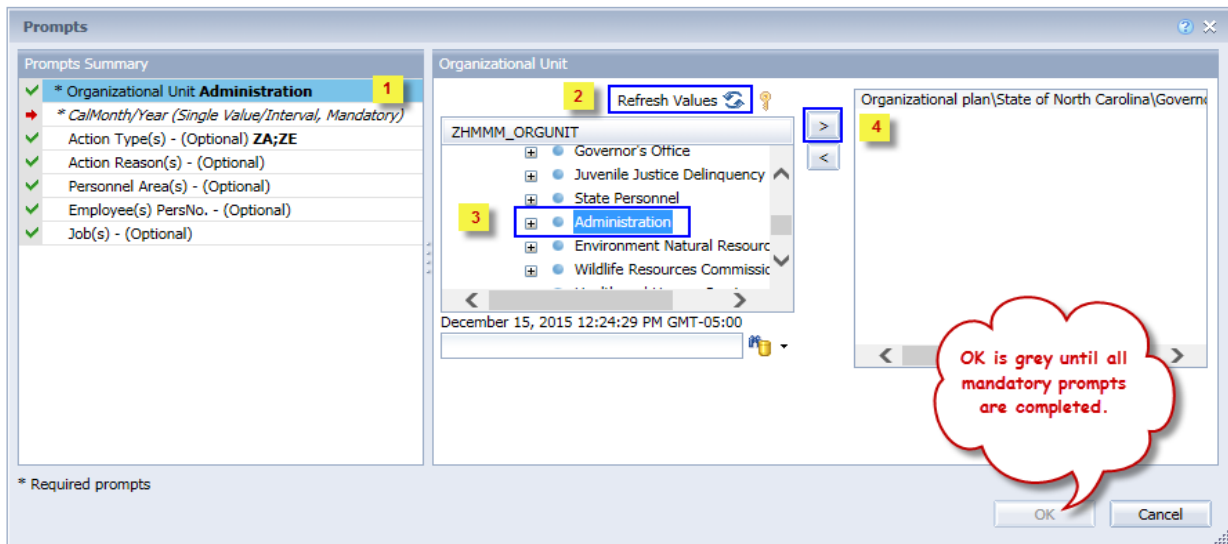
How to generate this report



Mandatory Prompts

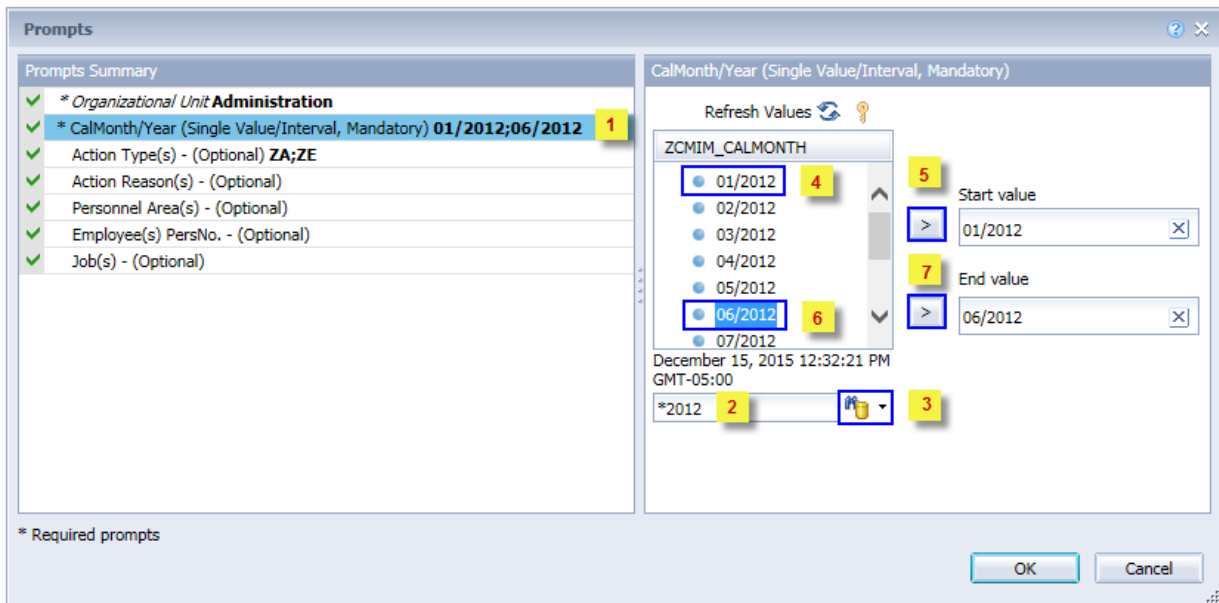
Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ➔ ***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).



→ **CalMonth/Year:** To select data for this prompt:

- Make sure the *CalMonth/Year* prompt is selected (1).
- Type in a wildcard year (*yyyy) to search for available months in a particular year (2).
- Click the search icon (3).
- Select the desired month for the low range (4).
- Click the Start Value right arrow (5).
- Select the desired month for the high range (6).
- Click the End Value right arrow (7).



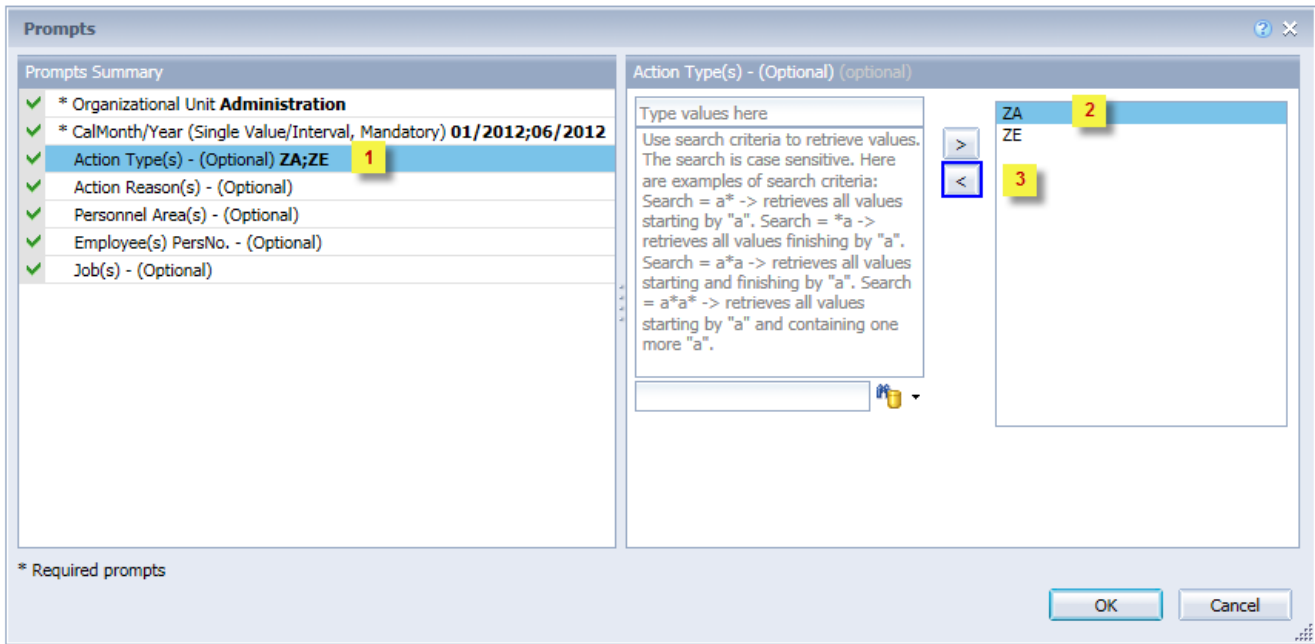
Optional Prompts

Optional prompts are indicated with a green check mark (✓) 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.

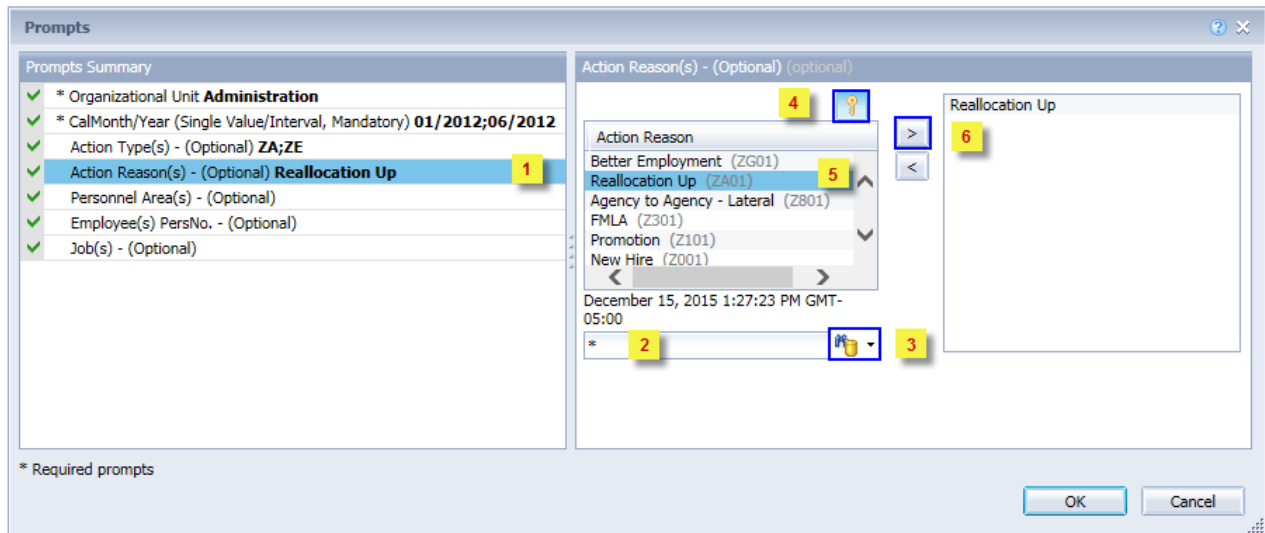
- ✓ **Action Type(s) - (Optional):** This prompt is pre-filled with ZA (Reallocation) and ZE (Range Revision) action codes.

To select only Reallocations or only Range Revision actions:

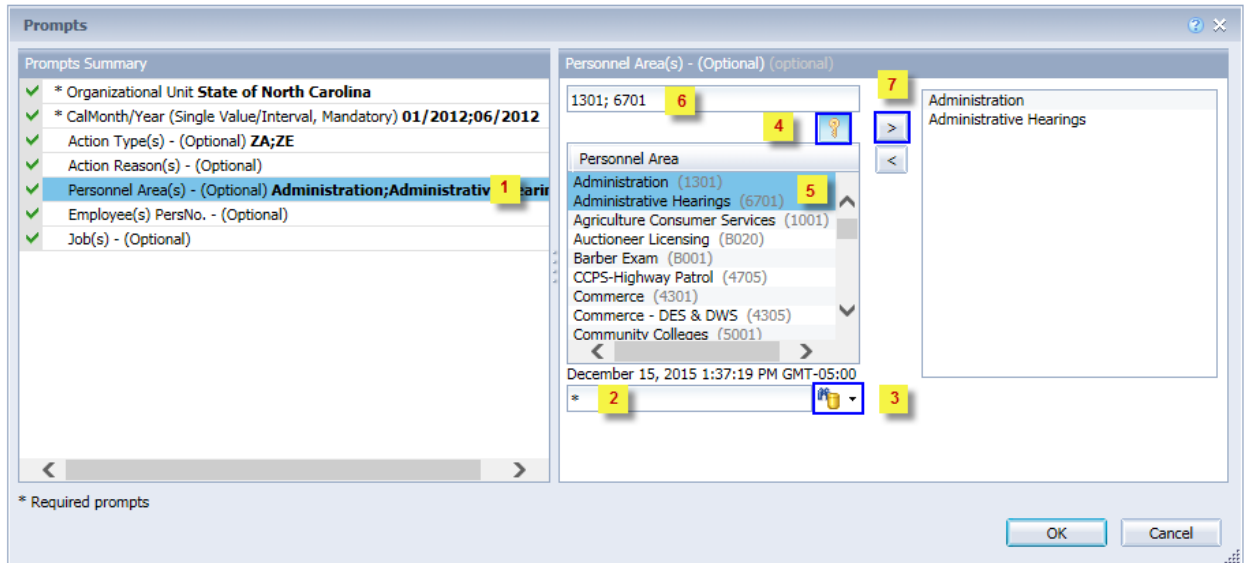
- Make sure the *Action Type(s) - Optional* prompt is selected (1).
- Select the desired Action Type to remove from the box on the right (2).
- Click the left arrow icon to remove the desired Action Type (3).



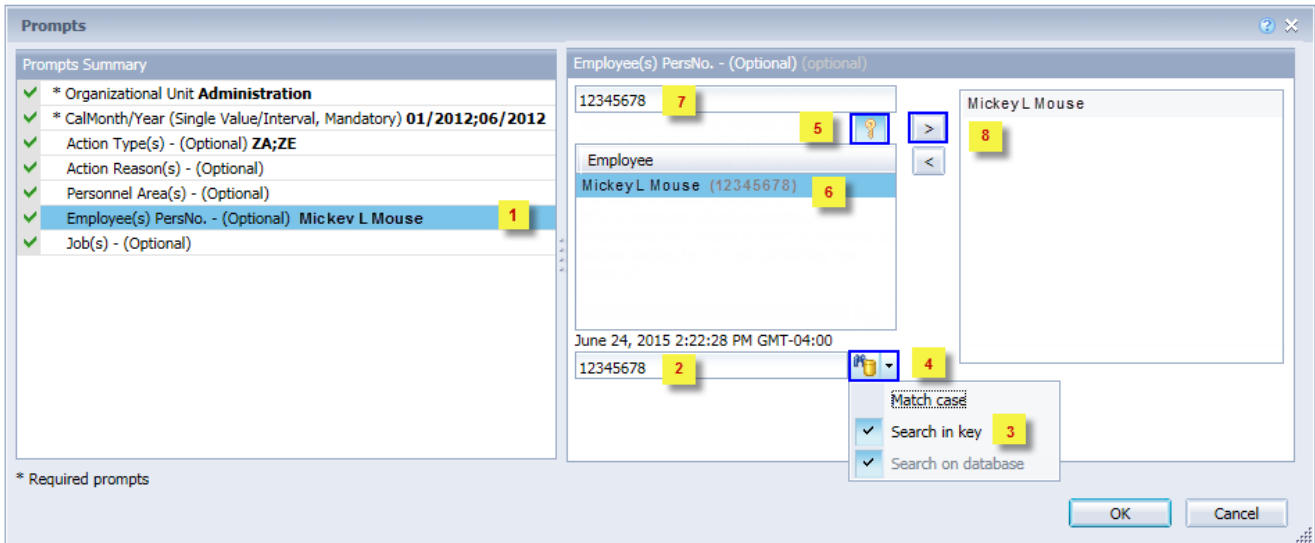
- ✓ **Action Reason(s) - (Optional):** To select data for this prompt
 - Make sure the *Action Reason(s) - (Optional)* prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Action Reason (2).
 - Click the search icon (3).
 - To see the key value for each Action Reason, click the key icon (4).
 - Click the desired Action Reason (5).
 - Click the right arrow to add the Action Reason to the selection box (6).



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



- ✓ **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).
 - To see the employee number, click the key icon (5).
 - Select the desired Employee (6).
 - **OR**, if the employee number is known, skip steps 2 through 6 and enter it directly in (7).
 - Click the right arrow to add the Employee to the selection box (8).

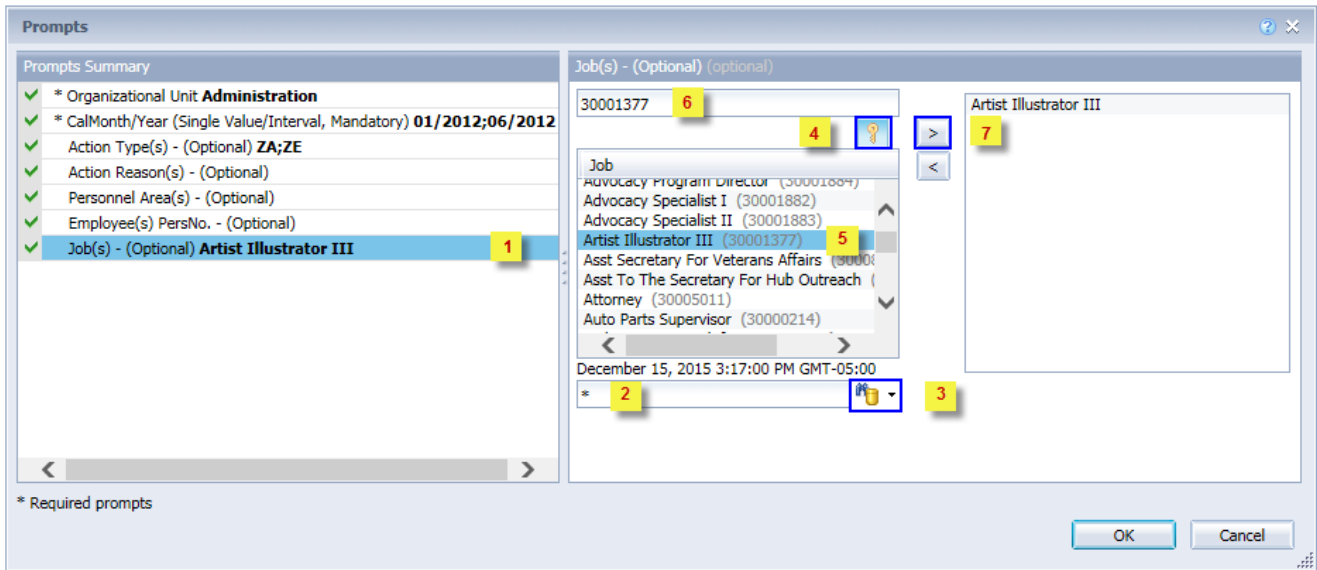


NOTE: Since there are a large number of employees in the system, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down the search by using the wildcard with specific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

- Mickey*Mouse*
- *Mouse

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



Report Description B0012 – Employee Range Revisions and Reallocations

Initial Layout

The report lists employees who have received a Reallocation or Range Revision during the time frame selected. Below is a sample rendering.

B0012: Employee Range Revisions & Reallocations										
Calendar Month/Year: 01/2012 - 12/2012										
Personnel Area	Organizational Unit	Organizational Unit Desc	Employee	Employee's Name	Position	Position Desc	Emp Pay Type	Emp Pay Area	Emp Pay Group	Emp Pay Level
Public Relations	2111111	Communications	12345678	MOUSE, MICKEY	61111111	Audio/Visual Specialist	Banded	Career Banding	30005026	J
Public Relations	2111111	Communications	12345679	PIG, PETUNIA	62222222	Press Secretary	Banded	Career Banding	30005020	A

Continued...

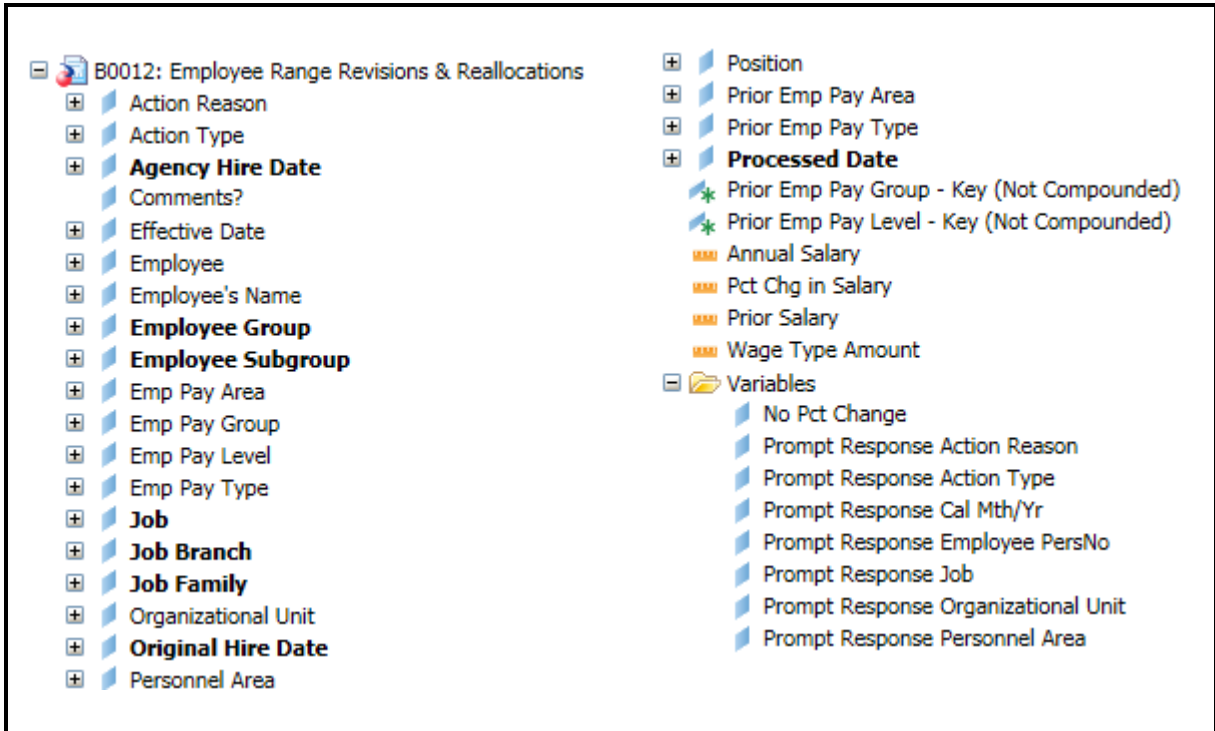
Prior Emp Pay Type	Prior Emp Pay Area	Prior Emp Pay Group	Prior Emp Pay Level	Effective Date	Action Type	Action Type Desc	Action Reason	Action Reason Desc	Annual Salary	Prior Salary	Pct (%) of Change	Balance	Comments?
Banded	Career Banding	31000275	J	12/1/2012	ZA	Reallocation (NC)	01	Reallocation Up	115,298	108,342	6.42	0.00	X
Banded	Career Banding	30005026	J	12/1/2012	ZA	Reallocation (NC)	05	Reallocation Down	96,140	96,140	0.00	0.00	X



B0022: Comments		Execution Date: 12/15/15
Employee	12345679 - Petunia A Pig	
Organizational Unit	21111111 - Communications	
Position	62222222 - Press Secretary	
Infotype	0000 - Actions	
Subtype	# - Not assigned	
Valid From - Valid To	12/1/12 - 5/14/14	
HD: 12-11-12# As approved by Bugs Bunny, this reallocation is being granted to reflect acquired duties and responsibilities# as a result of additional projects assigned by the General Assembly.		

Available Objects:

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

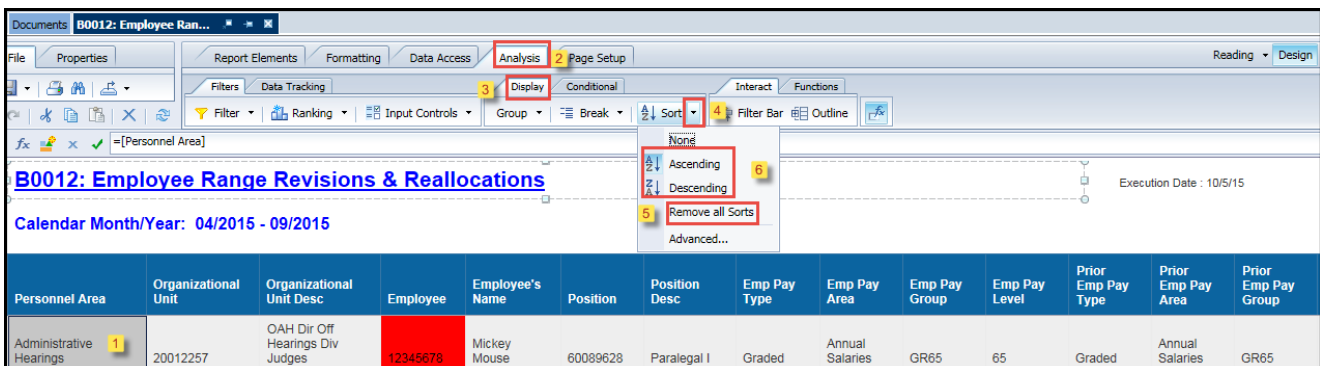


Special Report Considerations/Features:

- Contractors are excluded.
- Report only pulls active employees.
- To change the sorting for the desired column

By default, data is sorted by Personnel Area. (This can be changed as needed).

- Make sure the “desired column” is selected (1).
- Click on “Analysis” Tab (2).
- By default, the “Display” tab is selected (3).
- Click on the “Drop down icon” as shown (4).
- Click on “Remove all sorts” (5).
- Make the desired selected as “Ascending or Descending” as needed (6).



Report Description B0012 – Employee Range Revisions and Reallocations

- Conditional Formatting/Alerts

Columns *Employee* (1) and *Pct Chg* (2) will be highlighted to Red if the below criteria is true.

- Criteria for Conditional Formatting: Turn cell red if Pct Change = 0 AND Action is Not (ZA/06 or ZE/05)

B0012: Employee Range Revisions & Reallocations												Execution Date : 10/12/15	
Calendar Month/Year: 04/2015 - 09/2015													
Personnel Area	Organizational Unit	Organizational Unit Desc	Employee	Employee's Name	Position	Position Desc	Emp Pay Type	Emp Pay Area	Emp Pay Group	Emp Pay Level	Prior Emp Pay Type	Prior Emp Pay Area	
Administration	20001574	ADMIN DS VETERANS AFFAIRS RO I Hickory	1 12345678	Mickey Mouse	60014247	Administrative Officer II	Graded	Annual Salaries	GR70	70	Graded	Annual Salaries	

Prior Emp Pay Group	Prior Emp Pay Level	Effective Date	Action Type	Action Type Desc	Action Reason	Action Reason Desc	Annual Salary	Prior Salary	Pct (%) of Change	Balance	Comments?
GR69	69	8/1/15	ZA	Reallocation (NC)	01	Reallocation Up	39,981	39,981	2 0.00	0.00	#

CHANGE LOG

EFFECTIVE 4/5/19

- NO changes have been made to the content of the report description. ONLY formatting changes to the Headers and Footers.

Effective 3/28/23

- Alt text added, TOC corrected, headers and footers updated. L. Williams