



























**Available Objects**

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

- [-] B0019: Employee Action Duration
  - + Agency Hire Date
    - + Employee
    - + Employee's Name
  - + Employee Group
  - + Employee Pay Area
  - + Employee Pay Group
  - + Employee Pay Level
  - + Employee Pay Type
  - + Employee Subgroup
  - + Employment Status
  - + End Action Comments?
    - + End Action Reason
    - + End Action Type
  - + Ethnic Origin
    - + Event End
    - + Event Start
  - + Gender
    - + Job
  - + Job Branch
  - + Job Family
  - + Organizational Unit
  - + Original Hire Date
    - + Personnel Area
  - + Personnel Subarea
  - + Position
    - + Start Action Comments?
      - + Start Action Reason
      - + Start Action Type
  - + Status Flag
    - + Supv Employee
    - + Supv Position
      - + Annual Salary
      - + Number of Actions
  - + Variables
    - + Event End Dt
    - + 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 Start Action Reason
    - + Prompt Response Start Action Type
    - + Prompt Response Start Date
    - + Status Flg
      - + Event Duration Days
  - + References

**Special Report Considerations/Features**

- Contractors and National Guard are excluded by default, but this can be changed from the prompt screen.
- The types of actions selected for this report are based on valid action pairs defined by the Functional Team and the entries are stored in table 'ZPA\_VALID\_PAIRS'. The table identifies seven specific (LOA and salary affecting) actions that when used, should always have a corresponding 'ending' action at some point.

Action Type	Action Description
Z1	Promotion (NC)
Z3	Leave of Absence (NC)
Z5	Investigatory W/Pay (NC)
Z6	Suspension (NC)
ZC	Salary Adjustment (NC)
ZF	Separation Pay Continuation (NC)
ZH	Career Progression (NC)

- The table contains 400+ combinations of these seven actions paired with the different types of 'ending' actions that are normally expected. The complete table can be viewed in the spreadsheet 'B0019 Action Pairs' located under sub-folder '\_Help/Reference Documents' of the primary 'BEACON HR/Payroll' public folder.
- Records that have an 'R' Status Flag indicate that there were other actions introduced between the start and end actions and may need to be reviewed.
- Two other reports can be accessed via hyperlinks within the data cells.

**NOTE:** Blue text in data fields indicates available links.

- Click the Employee number link to launch the 'BP002: Employee History' report.

<b>B0019: Employee Action Duration</b>									
Start Date: 6/1/2017 End Date: 7/26/2017									Execution Date : 9/5/17
Personnel Area	Org Unit	Org Unit Desc	Employee	Employee's Name	Event Start	Event End	Event Duration Days	Start Action Type	Start Action Type Desc
Administration	21111111	ADMIN SO DPSVCS P&C Strategic Sourcing	<a href="#">12345678</a>	MOUSE, MICKEY	5/18/2016	#	475	Z3	Leave of Absence (NC)
	23333333	ADMIN SO DSLEG INDIAN AFFAIRS Ed Talnt	<a href="#">12345679</a>	MOUSE, MINNIE	3/15/2016	#	539	Z3	Leave of Absence (NC)

Click on employee number link to launch BP002 report.

➤ Click the 'X' link under Action Comments to launch the 'B0022: Comments' report.

Start Action Reason	Start Action Reason Desc	End Action Type	End Action Desc	End Action Reason	End Action Reason Desc	Annual Salary	Start Action Comments?	End Action Comments?	Number of Actions
01	FMLA	#	#	#	##	66,000.00	<a href="#">X</a>	#	1
01	FMLA	#	#	#	##	50,115.00	<a href="#">X</a>	#	1
Personnel Area - Administration									2
Total									2

Click on the 'X' to launch B0022 report.

**CHANGE LOG**

- **Effective 8/24/2017**
  - Initial creation of the report.
- **Effective 2/22/2018**
  - The date selection was changed to a single prompt that still accommodates a date range input. The prompt functionality was modified to select only actions where the 'Event Start' date occurred within the user input date range.
 

**NOTE:** Previously, the prompt functionality was evaluating both the Event Start and Event End to select all actions that were 'active' at any time within the user input date range. Older data did not always have correct ending actions, and these incorrectly show as 'active' when using the old prompt functionality.
- **Effective 4/9/19**
  - NO changes have been made to the content of the report description. ONLY formatting changes to the Headers and Footers.
- **Effective 12/15/2022**
  - Removed Disability Code from Employee attributes (expanded list) in Available Objects.
- **Effective 1/11/2023**
  - Corrected grammatical errors, updated table of contents, and added alt text. L. Lee