

B0012 Employee Range Revisions and Reallocations

Purpose

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.

How to Generate This Report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found on the [Web Intelligence Prompt List](#) on the [OSC website](#).

The Mandatory prompts for this report are:

- Organizational Unit
- CalMonth/Year (Single Value/Interval, Mandatory)

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as option in parentheses beside the prompt.

The Optional prompts are:

- Action Type(s) - (Optional)
- Action Reason(s) - (Optional)
- Personnel Area(s) - (Optional)
- Employee(s) PersNo. - (Optional)
- Job(s) - (Optional)

Image

Prompts

Search

Organizational Unit

Please select at least one value

CalMonth/Year (Single Value/Interval, Mandatory)

Please select at least one value

✓ Action Type(s) - (Optional) (2)

ZA; ZE

Action Reason(s) - (Optional)

(All values)

Personnel Area(s) - (Optional)

(All values)

Employee(s) PersNo. - (Optional)

(All values)

Job(s) - (Optional)

(All values)

✓ 0

Organizational Unit

Search

✓ Dependencies (0/1)

CalMonth/Year (Single Value/Interval, Mandatory)

Fill the dependencies above to get the list of values

Mandatory (2)

Reset All

Run

Cancel

Initial Layout

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

Image

<u>B0012: Employee Range Revisions & Reallocations</u>										
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...

Image

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

Click on Comments
hyperlink to launch
B0022 report.

Image

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, from the Document Dictionary once in the Design mode:

Dimensions

- Action Reason
- Action Type
- Agency Hire Date
- Comments?
- Effective Date

- Emp Pay Area
- Emp Pay Group
- Emp Pay Level
- Emp Pay Type
- Employee
- Employee Group
- Employee Subgroup
- Employee's Name
- Job
- Job Branch
- Job Family
- Organizational Unit
- Original Hire Date
- Personnel Area
- Position
- Prior Emp Pay Area
- Prior Emp Pay Type
- Processed Date
- Prior Emp Pay Group - Key (Not Compounded)
- Prior Emp Pay Level - Key (Not Compounded)

Measures

- Annual Salary
- Pct Chg in Salary
- Prior Salary
- Wage Type Amount

Variables

- No Pct Change
- Prompt Response Action Reason
- Prompt Response Action Type
- Prompt Response Cal Mth/Yr
- Prompt Response Employee PersNo
- Prompt Response Job
- Prompt Response Organizational Unit
- Prompt Response Personnel Area

Image

▼ Dimensions

- > ✿ Action Reason
- > ✿ Action Type
- > ✿ **Agency Hire Date**
 - ✿ Comments?
- > ✿ Effective Date
- > ✿ Emp Pay Area
- > ✿ Emp Pay Group
- > ✿ Emp Pay Level
- > ✿ Emp Pay Type
- > ✿ Employee
- > ✿ **Employee Group**
- > ✿ **Employee Subgroup**
- > ✿ Employee's Name
- > ✿ **Job**
- > ✿ **Job Branch**
- > ✿ **Job Family**
- > ✿ Organizational Unit
- > ✿ **Original Hire Date**
- > ✿ Personnel Area
- > ✿ Position
- > ✿ Prior Emp Pay Area

▼ Measures

- ✿ Annual Salary
- ✿ Pct Chg in Salary
- ✿ Prior Salary
- ✿ Wage Type Amount

▼ Variables

- ✿ No Pct Change
- ✿ Prompt Response Action Reason
- ✿ Prompt Response Action Type
- ✿ Prompt Response Cal Mth/Yr
- ✿ Prompt Response Employee PersNo
- ✿ Prompt Response Job
- ✿ Prompt Response Organizational Unit
- ✿ Prompt Response Personnel Area

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).

There are 7 steps to complete this process.

Step 1. **Left click** to select the desired column.

Step 2. **Right click** on the desired column.

Step 3. Select **Data**.

Step 4. Select **Add Sort** or **Edit Sort**.

Image

B0012: Employee Range Revisions & Reallocations

Execution Date : 9/26/24

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	Prior Emp Pay Group	Prior Emp Pay Level	Eff Date
HS SO SOHF FK CLINICAL DIRECTOR		Test 1	60036287	Psychiatric Physician Extender	Medical	Annual Salaries	MG01	03	Medical	Annual Salaries	MG00	02	5/1
		Test 2	60036403	Psychiatric Physician Extender	Medical	Annual Salaries	MG01	03	Medical	Annual Salaries	MG00	02	5/1
		Test 3	60037837	Public Information Director I	General	Annual Salaries	GN16	04	General	Annual Salaries	GN14	03	4/1
		Test 4	60037919	IT Project Portfolio Manager	Information Tech	Annual Salaries	IT11	02	Information Tech	Annual Salaries	IT10	02	1/1
		Test 5	60038328	Human Services Program Consultant III	General	Annual Salaries	GN12	02	General	Annual Salaries	GN11	03	6/1
		Test 6	60038322	Human Services Program Consultant III	General	Annual Salaries	GN12	02	General	Annual Salaries	GN11	02	6/1

Step 5. The Sort menu will display on the right-side panel.

Step 6. Hover the cursor in the **top right corner** of the desired category.

Step 7. Click the **X** to remove the sort.

Image

B0012: Employee Range Revisions & Rea...

File Query Insert Analyze Display Navigate

B0012 Employee Range Revi... Report Info

=[Personnel Area]

B0012: Employee Range Revisions & Reallocations

Calendar Month/Year: 01/2021 - 12/2021

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 E Pay Ty
Health Human Services	20003964	HHS SO SOHF JFK CLINICAL DIRECTOR	0111111	User, Test 1	60036287	Psychiatric Physician Extender	Medical	Annual Salaries	MG01	03	Medica
Health Human Services	20003964	HHS SO SOHF JFK CLINICAL DIRECTOR	0222222	User, Test 2	60036403	Psychiatric Physician Extender	Medical	Annual Salaries	MG01	03	Medica
Health Human Services	20004169	HHS SO P&O Communications	0333333	User, Test 3	60037837	Public Information Director I	General	Annual Salaries	GN16	04	Genera
Health Human Services	20004207	HHS T&O ITD D Project Mgmt Office	0444444	User, Test 4	60037919	IT Project Portfolio Manager	Information Tech	Annual Salaries	IT11	02	Informa Tech
Health Human Services	20004254	HHS SO HuS AAS AS Special Assistance	0555555	User, Test 5	60038328	Human Services Program Consultant III	General	Annual Salaries	GN12	02	Genera
Health Human Services	20004254	HHS SO HuS AAS AS Special Assistance	0666666	User, Test 6	60038322	Human Services Program Consultant III	General	Annual Salaries	GN12	02	Genera

Execution I

Table Cell

Rows (1)

Personnel Area

Sort ascending

Add a sort

- 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).

Image

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

Image

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	#

First Published

Wed, 12/16/2015

Last Updated

Thu, 12/18/2025

[View PDF](#)