

B0029 EEO Planning by Org Structure

Purpose

The purpose of this Report Description is to describe the EEO Planning by Org Structure report and how to generate it in the system.

Report Description

This report provides demographic information such as ethnic origin and gender along with EEO and State SOC Categories. The report displays organizational structure data by Personnel Area, State SOC Category, State SOC Subcategory and Job.

Report Location

PA: EEO

Report Uses

- The report is useful in analyzing various characteristics such as race/gender/age range as it relates to various factors.
- The report is used to make comparisons by Job, Ave. Salary, Ave. Age and Ave. Length of Service.
- The report is useful in analyzing decisions related to internal equity and any disparity in an agency's salary decisions, etc.

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
- Calendar Month/Year (Single Value, 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 optional in parentheses beside the prompt.

The Optional prompts are:

- Personnel Area(s) - (Optional)
- Employee Group (SPA)
- Employee Subgroup(s) - (Optional)
- Employee Pay Type(s) - (Optional)
- Employee Pay Area(s) - (Optional)
- Employee Pay Group(s) - (Optional)
- Employee Pay Level(s) - (Optional)

Exclusion prompts exclude specified data by default while allowing customers the flexibility of changing them when necessary. Exclusion prompts are identified by the term Exclude followed by the prompt.

The Exclusion prompts are:

- Exclude Employee Subgroup (Contractors)

Image

Prompts

Search

Organizational Unit

Please select at least one value

Calendar Month/Year (Single Value, Mandatory)

Please select at least one value

Personnel Area(s) - (Optional)

(All values)

✓ Employee Group (SPA) (7)

A; B; C; E; P; Q; Y

Employee Subgroup(s) - (Optional)

(All values)

✓ Exclude Employee Subgroup (Contractors) (1)

G1

Employee Pay Type(s) - (Optional)

(All values)

Employee Pay Area(s) - (Optional)

(All values)

Employee Pay Group(s) - (Optional)

(All values)

Employee Pay Level(s) - (Optional)

(All values)

✓ 0

Organizational Unit

Search

Dependencies (0/1)

Calendar Month/Year (Single Value, Mandatory)

Fill the dependencies above to get the list of values

Mandatory (2) Reset All

Run Cancel

Initial Layout

EEO Planning by Org Structure: This report provides demographic Information such as ethnic origin and gender along with EEO and State SOC Categories. The report displays organizational structure data by Personnel Area, State SOC Category, State SOC Subcategory, and Job.

Image

B0029: EEO Planning by Org Structure

Execution Date : 1/4/17

Calendar Month/Year: 09/2016

Personnel Area	State SOC Category	State SOC Subcategory	Job	WM	WM Pct	WM Avg Sal	WF	WF Pct	WF Avg Sal	BM	BM Pct	BM Avg Sal	
State Human Resources	OFFICIALS AND ADMINISTRATORS	OFFICIALS AND ADMINISTRATORS	Human Resources Manager	1	50.00	90,000				1	50.00	84,000	
			Human Resources Managing Partner										
State SOC Subcategory - OFFICIALS AND ADMINISTRATORS				1	33.33	90,000				1	33.33	84,000	
State SOC Category - OFFICIALS AND ADMINISTRATORS				1	33.33	90,000				1	33.33	84,000	
MANAGEMENT RELATED	HR, TRAINING AND LABOR RELATIOINS SPEC	Human Resources Partner					1	50.00	51,218				
State SOC Subcategory - HR, TRAINING AND LABOR RELATIOINS SPEC						1	50.00	51,218					
State SOC Category - MANAGEMENT RELATED						1	50.00	51,218					
Personnel Area - State Human Resources			1	20.00	90,000	1	20.00	51,218	1	20.00	84,000		
Total				1	20.00	90,000	1	20.00	51,218	1	20.00	84,000	

Continued...

Image

BF	BF Pct	BF Avg Sal	HM	HM Pct	HM Avg Sal	HF	HF Pct	HF Avg Sal	ASM	ASM Pct	ASM Avg Sal	ASF	ASF Pct	ASF Avg Sal	AIM	AIM Pct	AIM Avg Sal
1	100.00	100,000															
1	33.33	100,000															
1	33.33	100,000															
1	50.00	51,000															
1	50.00	51,000															
1	50.00	51,000															
2	40.00	75,500															
2	40.00	75,500															

Continued...

Image

AIF	AIF Pct	AIF Avg Sal	NHOPI Male	NHOPI Male Pct	NHOPI Male Avg Sal	NHOPI Fem	NHOPI Fem Pct	NHOPI Fem Avg Sal	Two+ Male	Two+ Male Pct	Two+ Male Avg Sal	Two+ Fem	Two+ Fem Pct	Two+ Fem Avg Sal	Eth Unk	Eth Unk Pct	Eth Unk Avg Sal	TOT
				1	50.00	84,000												2
							1	100.00	100,000									1
			1	33.33	84,000	1	33.33	100,000										3
			1	33.33	84,000	1	33.33	100,000										3
1	50.00	51,218					1	50.00	51,000									2
1	50.00	51,218					1	50.00	51,000									2
1	50.00	51,218					1	50.00	51,000									2
1	20.00	51,218	1	20.00	84,000	2	40.00	75,500										5
1	20.00	51,218	1	20.00	84,000	2	40.00	75,500										5

Continued...

Image

Tot Mnrt	Tot Mnrt Pct	Tot Mnrt Avg Sal	Tot Male	Tot Male Pct	Tot Male Avg Sal	Tot Fem	Tot Fem Pct	Tot Fem Avg Sal	Disb	Disb Pct	Disb Avg Sal	Avg Sal	Avg Age	Avg Len of Serv
1	50.00	84,000	2	100.00	87,000							87,000	59.5	10.00
1	100.00	100,000				1	100.00	100,000				100,000	49.0	10.00
2	66.67	92,000	2	66.67	87,000	1	33.33	100,000				91,333	56.0	10.00
2	66.67	92,000	2	66.67	87,000	1	33.33	100,000				91,333	56.0	10.00
1	50.00	51,000				2	100.00	51,109				51,109	33.5	63.50
1	50.00	51,000				2	100.00	51,109				51,109	33.5	63.50
1	50.00	51,000				2	100.00	51,109				51,109	33.5	63.50
3	60.00	78,333	2	40.00	87,000	3	60.00	67,406				75,244	47.0	31.40
3	60.00	78,333	2	40.00	87,000	3	60.00	67,406				75,244	47.0	31.40

The Report Info tab displays information about the prompts entered.

Image

<u>Report Info</u>		Execution Date : 1/4/17
Prompt Input		
Organizational Unit	Organizational plan	
CalMonth/Year	09/2016	
Personnel Area(s)	State Human Resources	
Employee Group(s)	A	
Employee Subgroup(s)	FT N-FLSAOT Prob	
Exclude Employee Subgroup	G1	
Employee Pay Type(s)	Banded	
Employee Pay Area(s)		
Employee Pay Group(s)		
Employee Pay Level(s)		

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

- Age Range
- Calendar Month/Year
- Disability code
- EE Telework Eligible
- EE Telework Type
- EEO Category
- Employee Group
- Employee Pay Area
- Employee Pay Group

- Employee Pay Level
- Employee Pay Type
- Employee Subgroup
- ESG CAP
- Ethnic Origin
- Gender
- Job
- Organizational Unit
- Personnel Area
- Personnel Subarea
- SOC Code
- State SOC Category
- State SOC Subcategory

Measures

- AIF
- AIF Avg Sal
- AIF Pct
- AIM
- AIM Avg Sal
- AIM Pct
- ASF
- ASF Avg Sal
- ASF Pct
- ASM
- ASM Avg Sal
- ASM Pct

- Avg Sal
- AvgAge
- AvgLenofServ
- BF
- BF Avg Sal
- BF Pct
- BM
- BM Avg Sal
- BM Pct
- Disb
- Disb Avg Sal
- Disb Pct
- Eth Unk
- Eth Unk Avg Sal
- Eth Unk Pct
- HF
- HF Avg Sal
- HF Pct
- HM
- HM Avg Sal
- HM Pct
- NHOPI Fem
- NHOPI Fem Avg Sal
- NHOPI Fem Pct
- NHOPI Male
- NHOPI Male Avg Sal
- NHOPI Male Pct
- Tot Fem

- Tot Fem Avg Sal
- Tot Fem Pct
- Tot Male
- Tot Male Avg Sal
- Tot Male Pct
- Tot Mnrt
- Tot Mnrt Avg Sal
- Tot Mnrt Pct
- Total Employees
- Two+ Fem
- Two+ Fem Avg Sal
- Two+ Fem Pct
- Two+ Male
- Two+ Male Avg Sal
- Two+ Male Pct
- WF
- WF Avg Sal
- WF Pct
- WM
- WM Avg Sal
- WM Pct

Variables

- Prompt Response Cal Mth/Yr
- Prompt Response Employee Group
- Prompt Response Employee Pay Area
- Prompt Response Employee Pay Group

- Prompt Response Employee Pay Level
- Prompt Response Employee Pay Type
- Prompt Response Employee Subgroup
- Prompt Response Exclude Employee Subgroup
- Prompt Response Organizational Unit
- Prompt Response Personnel Area

Image

▼ Dimensions

- > ✿ Age Range
- > ✿ Calendar Month/Year
- > ✿ Disability code
- > ✿ EE Telework Eligible
- > ✿ EE Telework Type
- > ✿ EEO Category
- > ✿ Employee Group
- > ✿ Employee Pay Area
- > ✿ Employee Pay Group
- > ✿ Employee Pay Level
- > ✿ Employee Pay Type
- > ✿ Employee Subgroup
- > ✿ ESG CAP
- > ✿ Ethnic Origin
- > ✿ Gender
- > ✿ Job
- > ✿ Organizational Unit
- > ✿ Personnel Area
- > ✿ Personnel Subarea
- > ✿ SOC Code
- > ✿ State SOC Category
- > ✿ State SOC Subcategory

▼ Measures

- 📊 Avg Sal
- 📊 AvgAge
- 📊 AvgLenofServ
- 📊 BF
- 📊 BF Avg Sal
- 📊 BF Pct
- 📊 BM
- 📊 BM Avg Sal
- 📊 BM Pct
- 📊 Disb
- 📊 Disb Avg Sal
- 📊 Disb Pct
- 📊 Eth Unk
- 📊 Eth Unk Avg Sal
- 📊 Eth Unk Pct
- 📊 HF
- 📊 HF Avg Sal
- 📊 HF Pct
- 📊 HM
- 📊 HM Avg Sal
- 📊 HM Pct
- 📊 NHOPI Fem
- 📊 NHOPI Fem Avg Sal
- 📊 NHOPI Fem Pct

📊 Total Employees

- 📊 Two+ Fem
- 📊 Two+ Fem Avg Sal
- 📊 Two+ Fem Pct
- 📊 Two+ Male
- 📊 Two+ Male Avg Sal
- 📊 Two+ Male Pct
- 📊 WF
- 📊 WF Avg Sal
- 📊 WF Pct
- 📊 WM
- 📊 WM Avg Sal
- 📊 WM Pct

▼ Variables

- ✿ Prompt Response Cal Mth/Yr
- ✿ Prompt Response Employee Group
- ✿ Prompt Response Employee Pay Area
- ✿ Prompt Response Employee Pay Group
- ✿ Prompt Response Employee Pay Level
- ✿ Prompt Response Employee Pay Type
- ✿ Prompt Response Employee Subgroup
- ✿ Prompt Response Exclude Employee Subgroup
- ✿ Prompt Response Organizational Unit
- ✿ Prompt Response Personnel Area

List of Ethnic Categories Displayed in the Report

Ethnic Categories	Full Form
WM	White Male
WF	White Female
BM	Black Male
BF	Black Female
HM	Hispanic/Latino Male
HF	Hispanic/Latino Female
ASM	Asian Male
ASF	Asian Female
AIM	American Indian or Alaskan Native Male
AIF	American Indian or Alaskan Native Female
NHOPI Male	Native Hawaiian or Other Pacific Islander Male
NHOPI Female	Native Hawaiian or Other Pacific Islander Female
Two+ Male	Two or More Races Male
Two+ Female	Two or More Races Female
Eth Unk	Ethnic Unknown
Disb	Disabled

Special Report Considerations/Features

Only active employees are included on this report.

- Average Age is displayed with One Decimal Place and Average Length of Service is displayed in two decimal places in this report.
- Please do not apply Report Filters on Compounded Pay Elements like Employee Pay Groups and Employee Pay Levels. Use the Prompt Selections if you want to filter on the above Compounding Pay Elements.
- You will receive the #UNAVAILABLE error in Sub-totals and Grand totals when you apply Report Filters on the above Compounding Pay Elements. See example below:

Image

B0029: EEO Planning by Org Structure									
Calendar Month/Year: 09/2016									
Personnel Area	SOC Category	SOC Subcategory	Employee Pay Level	Employee Pay Group	Employee Pay Area	Employee Pay Type	Job	WM	WM Pct
State Human Resources	MANAGEMENT RELATED	BUSINESS SPECIALISTS, INCL PURCHASING	GR	GR78	Annual Salaries	Graded	Legislative Affairs Program Manager		
SOC Subcategory - BUSINESS SPECIALISTS, INCL PURCHASING								#UNAVAILABLE	#UNAVAILABLE
SOC Category - MANAGEMENT RELATED								#UNAVAILABLE	#UNAVAILABLE
	PROFESSIONALS	ARTS, DESIGN, ENTERTAIN AND MEDIA OCCUP	GR	GR73	Annual Salaries	Graded	Information & Communications Spec III		
SOC Subcategory - ARTS, DESIGN, ENTERTAIN AND MEDIA OCCUP								#UNAVAILABLE	#UNAVAILABLE
SOC Category - PROFESSIONALS								#UNAVAILABLE	#UNAVAILABLE
Personnel Area - State Human Resources								#UNAVAILABLE	#UNAVAILABLE
Total								#UNAVAILABLE	#UNAVAILABLE

- Applying Report Filters:

Step 1 - Make sure that Design Mode is on

Step 2 - Drag the available object “Employee Pay Level” from the document dictionary into the report

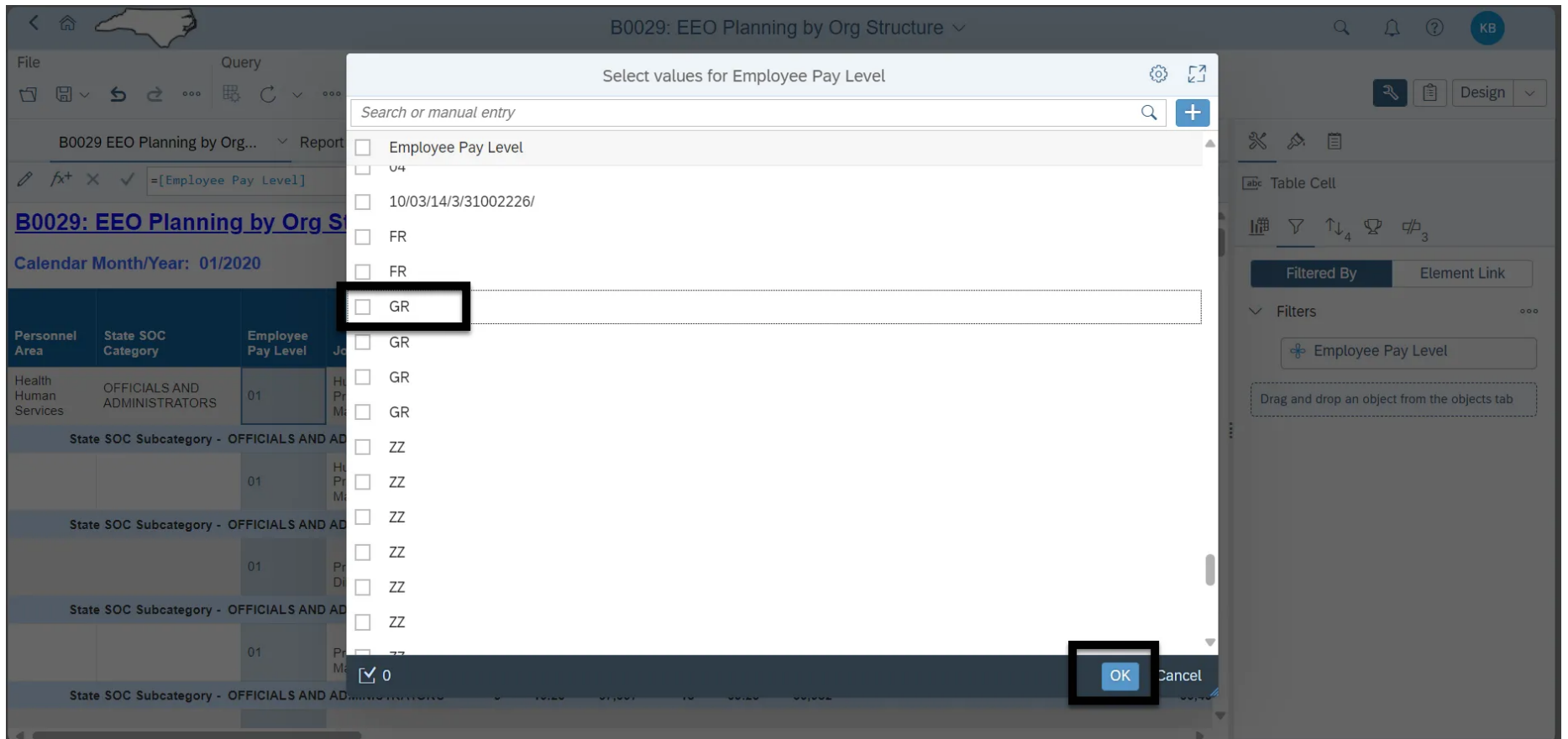
Step 3 - Click the refresh icon and click run when the prompt summary appears

The screenshot displays the SAP SuccessFactors reporting interface for the report titled "B0029: EEO Planning by Org Structure". The report is filtered by "Employee Pay Level". The main table shows data for the "OFFICIALS AND ADMINISTRATORS" group, with columns for "Paranoid Area", "State SOC Category", "Employee Pay Level", "Job", "HOM", "Wkly Pay", "Wkly Avg Sal", "WY", "WY Pay", "WY Avg Sal", and "EM". The "Employee Pay Level" column is highlighted with a red box. The right sidebar shows the "Dimensions" list, with "Employee Pay Level" also highlighted with a red box.

Paranoid Area	State SOC Category	Employee Pay Level	Job	HOM	Wkly Pay	Wkly Avg Sal	WY	WY Pay	WY Avg Sal	EM
Health Human Services	OFFICIALS AND ADMINISTRATORS	ADMINISTRATOR	Accounting Director II	2	88.87	115,746	1	33.33	125,842	
			Accounting Director II							
			Agency Director II				1	100.88	136,483	
			Agency HR Director II							
			Agency HR Director II	1	90.88	114,875				
			Agency HR Manager I	4	88.87	115,746				

Step 5 - Select Data

Step 7 - Select the desired pay levels and click OK



Step 8 -Refresh the Query and select run when the prompt summary menu opens.

Image

B0029: EEO Planning by Org Structure

Step 9 - Note the #MULTIVALUE error in Sub-totals and Grand totals of the Report

Image

B0029: EEO Planning by Org Structure

Calendar Month/Year: 09/2016

Personnel Area	SOC Category	SOC Subcategory	Employee Pay Level	Employee Pay Group	Employee Pay Area	Employee Pay Type	Job	WM	WM Pct
State Human Resources	MANAGEMENT RELATED	BUSINESS SPECIALISTS, INCL PURCHASING	GR	GR78	Annual Salaries	Graded	Legislative Affairs Program Manager	10	
SOC Subcategory - BUSINESS SPECIALISTS, INCL PURCHASING								#UNAVAILABLE	#UNAVAILABLE
SOC Category - MANAGEMENT RELATED								#UNAVAILABLE	#UNAVAILABLE
	PROFESSIONALS	ARTS, DESIGN, ENTERTAIN AND MEDIA OCCUP	GR	GR73	Annual Salaries	Graded	Information & Communications Spec III		
SOC Subcategory - ARTS, DESIGN, ENTERTAIN AND MEDIA OCCUP								#UNAVAILABLE	#UNAVAILABLE
SOC Category - PROFESSIONALS								#UNAVAILABLE	#UNAVAILABLE
Personnel Area - State Human Resources								10	#UNAVAILABLE
Total								#UNAVAILABLE	#UNAVAILABLE

- To change the breaks in the Report while exporting the data to Excel:
 - By default, breaks are applied in the report on Personnel Area, State SOC Category, and State SOC Subcategory to avoid repeated values in the column.
 - To see the repeated values for above columns in Excel, remove the break(s) in the report before exporting the data to Excel.

Step 1 - Make sure that Design Mode is on

Step 2 - Left click to select the desired column

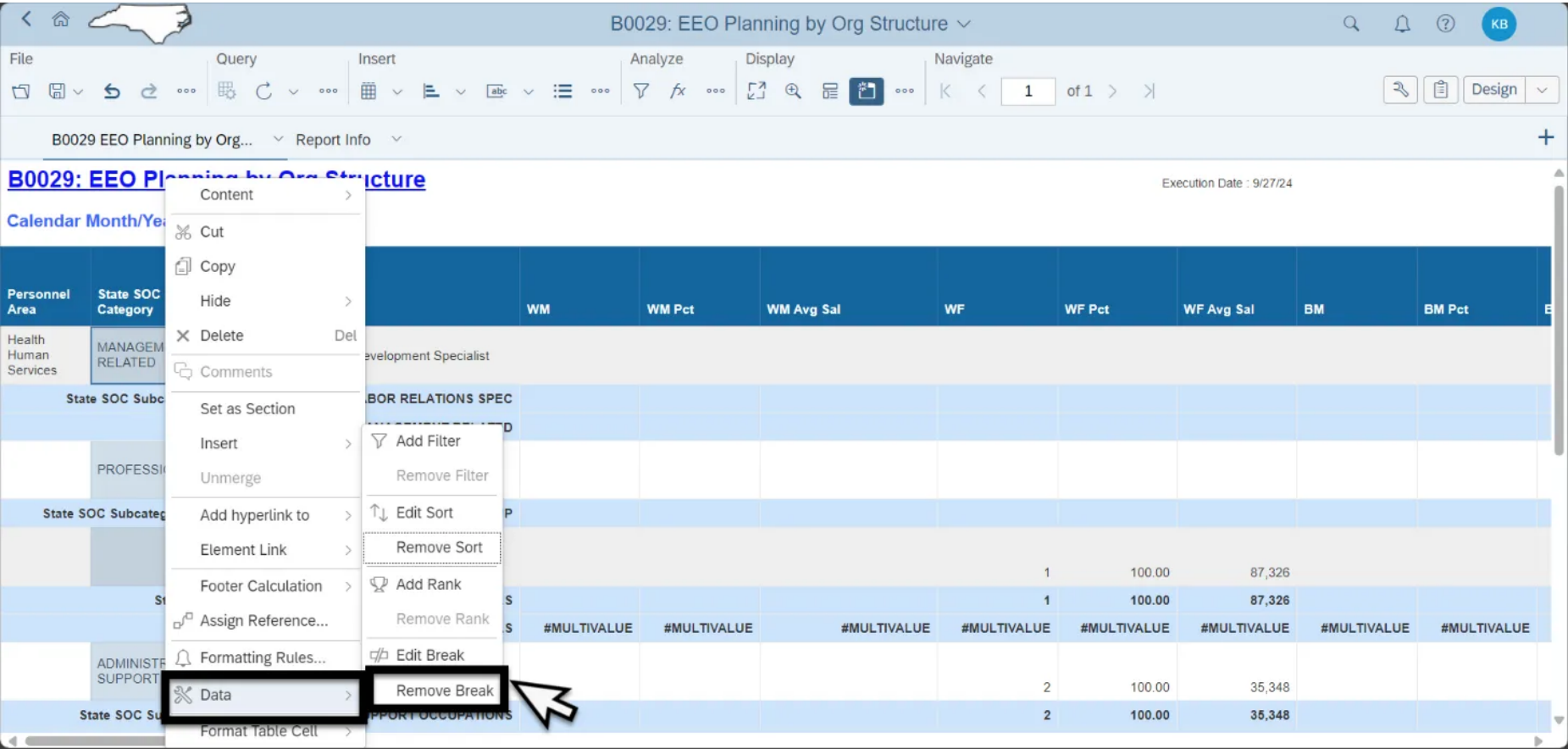
Step 3 - Right click in the desired column

Step 4 - Select Data from the right click menu

Step 5 - Select Remove Break from the right click menu

Step 6 - Click on "Remove Break"

Image



Step 7 - The repeated values in all columns will be visible and can be exported to Excel in the same format.

Image

B0029: EEO Planning by Org Structure

Execution Date : 9/27/24

Calendar Month/Year: 01/2020

Personnel Area	State SOC Category	Employee Pay Level	Job	WM	WM Pct	WM Avg Sal	WF	WF Pct	WF Avg Sal	BM	BM Pct	B
Health Human Services	MANAGEMENT RELATED	GR	Staff Development Specialist II									
	State SOC Subcategory -	GR, TRAINING AND LABOR RELATIONS SPEC										
	PROFESSIONALS	GR	Rehabilitation Counselor									
	State SOC Subcategory -	COMMUNITY, SOC SERV AND RELIGIOUS OCCUP										
	PROFESSIONALS	GR	Veterinarian				1	100.00	87,326			
	State SOC Subcategory -	HEALTHCARE PRACTITIONERS					1	100.00	87,326			
	ADMINISTRATIVE SUPPORT	GR	Administrative Specialist I				2	100.00	35,348			
	State SOC Subcategory -	ADMINISTRATIVE SUPPORT OCCUPATIONS					2	100.00	35,348			
	Personnel Area - Health Human Services			#MULTIVALUE	#MULTIVALUE	#MULTIVALUE	#MULTIVALUE	#MULTIVALUE	#MULTIVALUE	#MULTIVALUE	#MULTIVALUE	
	Total			#MULTIVALUE	#MULTIVALUE	#MULTIVALUE	#MULTIVALUE	#MULTIVALUE	#MULTIVALUE	#MULTIVALUE	#MULTIVALUE	

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