

B0032 Employee Appointed Exempt Designation

Purpose

The purpose of this report description is to explain how to generate and use the Employee Appointed Exempt Designation report.

Report Description

This report shows the appointed employee designations to Exempt Policy-Making and Exempt Managerial. It also provides necessary information for determining employment rights when the employee is removed from the exempt appointment.

Report Location

PA: Employee Details

Report Uses

This report can be used to verify the number of exempt appointments for these two categories and to assist with employment rights as needed.

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
- From Day (Single Value, Mandatory)
- To Day (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)
- EE Exempt Status(s) – (Optional)
- Employee(s) PersNo. – (Optional)

Image

Prompts

Search

Organizational Unit

Please select at least one value

From Day (Single Value, Mandatory)

Please select at least one value

To Day (Single Value, Mandatory)

Please select at least one value

Personnel Area(s) - (Optional)

(All values)

EE Exempt Status(s) - (Optional)

(All values)

Employee(s) PersNo. - (Optional)

(All values)

0

Organizational Unit

Search

Dependencies (0/1)

To Day (Single Value, Mandatory)

Fill the dependencies above to get the list of values

Mandatory (3)

Reset All

Run

Cancel

Initial Layout

The report shows the employee appointed designations to Exempt Policy-Making and Exempt Managerial. Below is a sample of the report:

Image

B0032: Employee Appointed Exempt Designation

From Day - To Day : 4/1/2014 - 4/30/2014

Organizational Unit	Organizational Unit Desc	Personnel Area	Position	Position Desc	Job	Job Desc	Statutory Exemption Type	Employee's Name
22222222	HHS Office	Health Human Services	99999999	Technician II	31111111	Marketing Technician	Exempt Managerial	ALICE, BOB
22222222	HHS Office	Health Human Services	99999999	99999999	31002876	Media Technician	Not assigned	DOE, JANE
22222222	HHS Office	Health Human Services	99999999	99999999	33333333	Communications Specialist	Not assigned	SMITH, JOHN

Continued ...

Image

Employee	EE Exempt Status	Exempt Designation Date	Hire/Rehire Date	Career Status	Cumulative SPA Service Years	Priority Reemployment	Most Recent SPA Grade	Comments?	Most Recent SPA Salary
11111111	Exempt Managerial	7/31/13	5/28/79	Yes	10 or more years	Mandatory	63	X	40,000.00
12222222	NON Exempt	9/30/13	1/24/11	Yes	Less than 10 years	One-time	60	#	35,000.00
13333333	NON Exempt	8/31/13	3/1/07	Yes	10 or more years	One-time	62	#	37,000.00

The Report Info tab displays information about the prompts entered.

Image

Report Info

Prompt Input

Organizational Unit	Organizational plan
From Day - To Day	9/1/2013 - 9/30/2013
Personnel Area(s)	
EE Exempt Status(s)	
Employee(s) PersNo.	

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
- Agency Hire Date
- Career Status
- Comments?
- Cumulative SPA Service Years
- Designation End Date
- EE Exempt Status
- Emp Pay Area
- Emp Pay Group
- Emp Pay Level
- Emp Pay Type
- Employee
- Employee Group
- Employee Subgroup
- Employee's Name
- Employment Status
- Ethnic Origin
- Exempt Designation Date
- Gender
- Hire/Rehire Date
- Job

- Military Status
- Most Recent SPA Grade
- Organizational Unit
- Original Hire Date
- Personnel Area
- Personnel Subarea
- Position
- Priority Reemployment
- State SOC Category
- Statutory Exemption Type
- Veteran Status

Measures:

- Most Recent SPA Salary

Variables:

- Prompt Response EE Exempt Status
- Prompt Response Employee PersNo
- Prompt Response From Day – To Day
- Prompt Response Organizational Unit
- Prompt Response Personnel Area

Image

▼ Dimensions

- >  **Age**
- >  **Agency Hire Date**
- >  Career Status
- >  Comments?
- >  Cumulative SPA Service Years
- >  **Designation End Date**
- >  EE Exempt Status
- >  **Emp Pay Area**
- >  **Emp Pay Group**
- >  **Emp Pay Level**
- >  **Emp Pay Type**
- >  Employee
- >  **Employee Group**
- >  **Employee Subgroup**
- >  Employee's Name
- >  **Employment Status**
- >  **Ethnic Origin**
- >  Exempt Designation Date
- >  **Gender**
- >  Hire/Rehire Date
- >  Job
- >  **Military Status**
- >  Most Recent SPA Grade
- >  Organizational Unit
- >  **Original Hire Date**
- >  Personnel Area

> **Personnel Subarea**

- >  Position
- >  Priority Reemployment
- >  **State SOC Category**
- >  Statutory Exemption Type
- >  **Veteran Status**

▼ Measures

-  Most Recent SPA Salary

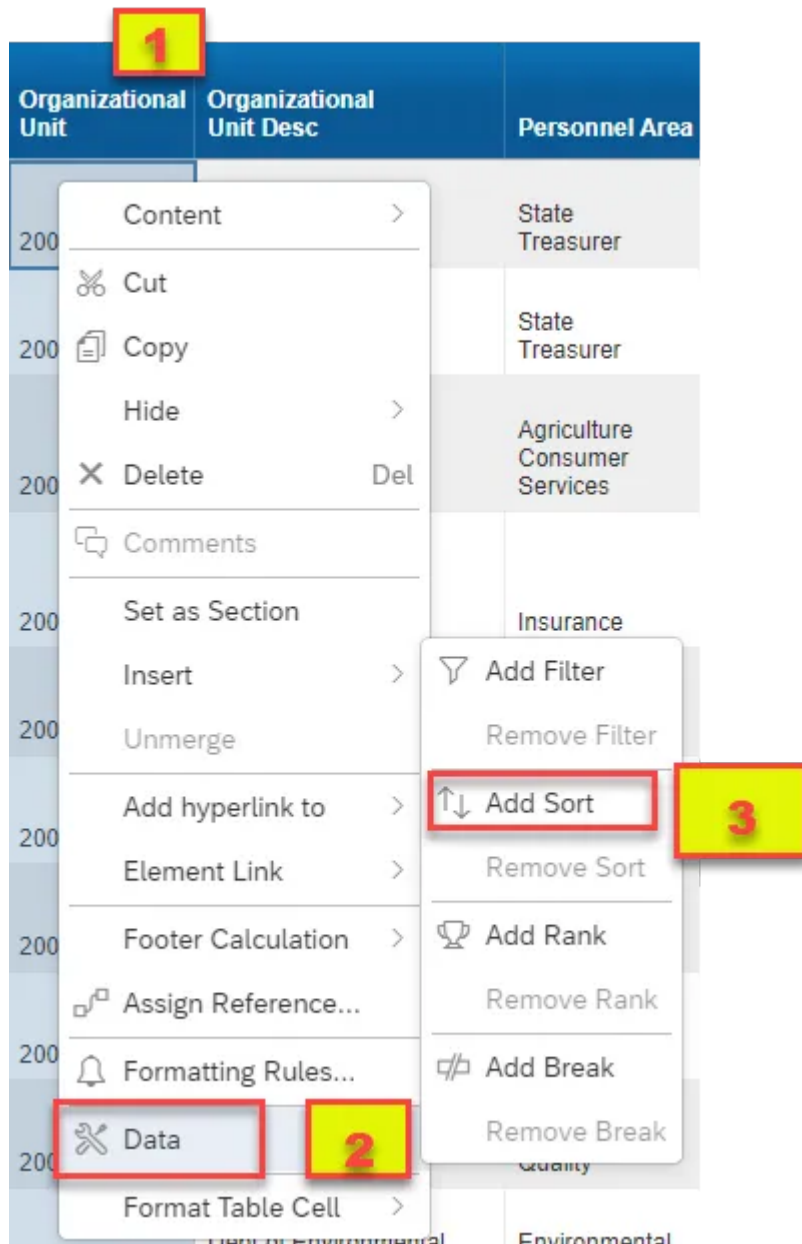
▼ Variables

-  Prompt Response EE Exempt Status
-  Prompt Response Employee PersNo
-  Prompt Response From Day - To Day
-  Prompt Response Organizational Unit
-  Prompt Response Personnel Area

Special Report Considerations/Features

- To change the sorting for the desired column:
 - By default, data is sorted by Personnel Area. (This can be changed as needed).
- 1. Make sure the “desired column” is selected.
- 2. Right Click and choose “Data”.
- 3. Choose “Add Sort”.

Image



4. On the right-hand menu determine sorting, filtering, or type of sort.

Image

Table Cell

4

Rows (1)

Organizational Unit - Key
Sort ascending

Add a sort

Organizational Unit

Personnel Area

Position - Key

Position

Job - Key

Job

Statutory Exemption Type

Employee's Name

Employee - Key

EE Exempt Status

Exempt Designation Date

Hire/Rehire Date

Career Status

Cumulative SPA Service Years

Priority Reemployment

Most Recent SPA Grade

- To View B0022: Comments Report (Hyperlink)
 1. Make sure the desired column 'Comments?' is selected.
 2. Click the 'X' as highlighted (1) to navigate to B0022: Comments.
 3. The B0022: Comments report opens in a new tab.

Image

Position Desc	Job	Job Desc	Statutory Exemption Type	Employee's Name	Employee	EE Exempt Status	Exempt Designation Date	Hire/Rehire Date	Career Status	Cumulative SPA Service Years	Priority Reemployment	Most Recent SPA Grade	Comments?	Most Recent SPA Salary
Program Manager	31111111	Program Manager	Exempt Managerial	SMITH, JANE	12345678	Exempt Managerial	7/31/13	5/28/79	Yes	10 or more years	Mandatory	64	 X	40,000.00

First Published

Thu, 02/04/2016

Last Updated

Tue, 12/23/2025

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