

B0038 Employee Head Count By Org Structure

Purpose

The purpose of this Report Description is to explain the Employee Headcount by Org Structure report from BOBJ in the Integrated HR-Payroll System.

Report Description

The B0038: Employee Headcount by Org Structure shows employee headcounts over a single month period. Free characteristics include demographics and employee pay information besides Employee veteran status and military status.

Report Location

PA: Employee Headcount

Report Uses

- This report shows employee headcounts over a single month time period.
- This report counts the total number of active employees with a break down by SPA/EPA, Supplemental/Judicial as of the end of the calendar year/month specified.

- This report extracts employees from IT0001 in SAP ERP data. It lists the number of employees for the organizational unit selected as of the end of the calendar month/year specified.
- This report provides information on veteran status, military status, different veteran types, and a veteran summary.
- This report provides information on National Guard status and military spouse status.
- This report provides employee headcount by ethnicity and salary range.
- Review Available Objects if additional fields are required. Available Objects include demographics and employee pay information.

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
 - This prompt must be completed prior to any other prompt.

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:

- Employee Group(s)
- Employee Subgroup(s)

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, National Guard)

Image

Prompts

Search

Organizational Unit

Please select at least one value

Calendar Month/Year (Single Value, Mandatory)

Please select at least one value

Employee Group(s) - (Optional)

(All values)

Employee Subgroup(s) - (Optional)

(All values)

✓

Exclude Employee Subgroup (Contractors, National Guard)

(2)

G1; G5

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

The report is generated with a list of Organizational No. of Employees by Employee Subgroup for each month. This is a sample of the report:

Image

B0038: Employee Headcount by Org Structure as of 11/2022									Execution Date: 11/16/22
Personnel Area	Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees	Number of Employees
State Controller	20013608	OSC BEACON BEST SHARED SVCS Call Center	SPA Employees	FT N-FLSAOT Perm	4				4
	20013608	OSC BEACON BEST SHARED SVCS Call Center	SPA Employees	FT S-FLSAOT Perm	10				10
	20013608	OSC BEACON BEST SHARED SVCS Call Center	SPA Employees	FT S-FLSAOT Prob	3				3
	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT N-FLSAOT Perm	1				1
	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT S-FLSAOT Perm	7				7
	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT S-FLSAOT Prob	6				6
	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Perm	5				5
	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Prob	4				4
Personnel Area - State Controller					40				40
Total					40				40

This report has 5 tabs at the bottom of the screen and each one is a report of its own kind and provides a detailed and summary info of EE Head Count, Military and Veteran status, Ethnic Origin, and Salary Range, etc.

Image

The following are the list of tabs available in B0038:

- B0038 Employee Head Count
- EE Headcount Military & Veteran
- Veteran Summary
- Ethnic Origin
- Salary Range by Gender

B0038 Employee Headcount

This report tab counts the total number of active employees with a break down by SPA, EPA, Supplemental, and Judicial as of the end of the calendar year/month specified.

Image

B0038: Employee Headcount by Org Structure as of 11/2022

Execution Date: 11/16/22

Personnel Area	Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees	Number of Employees
State Controller	20013608	OSC BEACON BEST SHARED SVCS Call Center	SPA Employees	FT N-FLSAOT Perm	4				4
	20013608	OSC BEACON BEST SHARED SVCS Call Center	SPA Employees	FT S-FLSAOT Perm	10				10
	20013608	OSC BEACON BEST SHARED SVCS Call Center	SPA Employees	FT S-FLSAOT Prob	3				3
	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT N-FLSAOT Perm	1				1
	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT S-FLSAOT Perm	7				7
	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	FT S-FLSAOT Prob	6				6
	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Perm	5				5
	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Prob	4				4
Personnel Area - State Controller					40				40
Total					40				40

This report has a break total on Personnel Area, and it also has an ascending sort on Personnel Area.

EE Headcount Military & Veteran

This report provides information on veteran status, military status, and different veteran types.

Image

EE Headcount Military & Veteran as of 11/2022

Personnel Area	Org Unit	Org Unit Desc	Employee Group	Employee Subgroup	Military Status	Veteran Status	Protected Veteran	Special Disabled Veteran	Vietnam Era Veteran	Other Protected Veteran
State Controller	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Perm	10/Not assigned	X	X	X	X	#
	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	FT S-FLSAOT Prob	Active	#	#	#	#	#

... report continues

Image

Execution Date:11/16/22

Recently Separated Veteran	Armed Forces Service Medal Veteran	Disabled Veteran	Not a Protected Veteran	Separated Veteran	Retired Veteran	Spouse of Disabled Veteran	Spouse or Surviving Dependent of Deceased Veteran	Number of Employees
#	#	#	#	#	#	#	#	1
#	#	#	#	#	#	#	#	1
Personnel Area - State Controller								2
Total								2

This report has filter to include in the report only the employee records that have one or more of the following flags marked: Veteran Status, Military Status, Retired Veteran, Separated Veteran, Spouse of Disabled Veteran, or Spouse or Surviving Dependent of Deceased Veteran. The flag Veteran Status is used for all other Veteran Types.

Veteran Summary

This report provides summary information on veteran status including a pie chart and summary table count on different veteran types.

Image

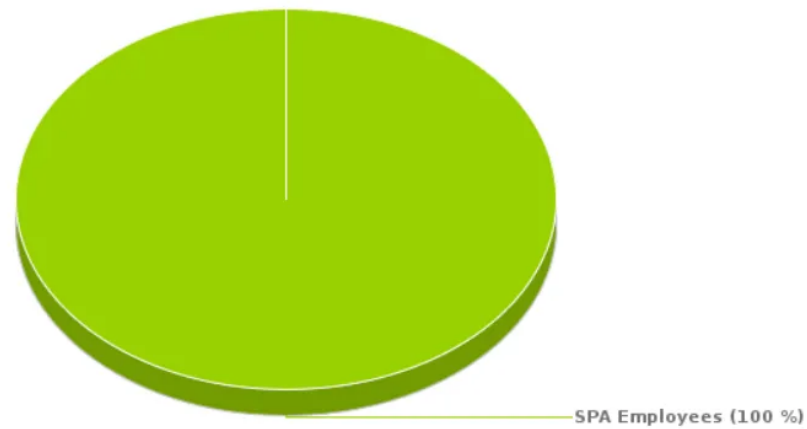
Veteran Summary as of 11/2022

Execution Date: 11/16/22

Veterans by Employee Group

Employee Group

■ SPA Employees



... report continues

Image

Veterans by Employee Group

Veteran Status	SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees	Number of Employees
X	1				1
Total	1				1

Veterans Type

Veteran Status	Protected Veteran	Special Disabled Veteran	Vietnam ERA Veteran	Other Protected Veteran	Recently Separated Veteran	Armed Forces Service Medal Veteran	Disabled Veteran	Not a Protected Veteran
X	1	1	1					

Note : Employees may have more than one Veterans Type

Additional Veteran Status

Separated Veteran	Retired Veteran

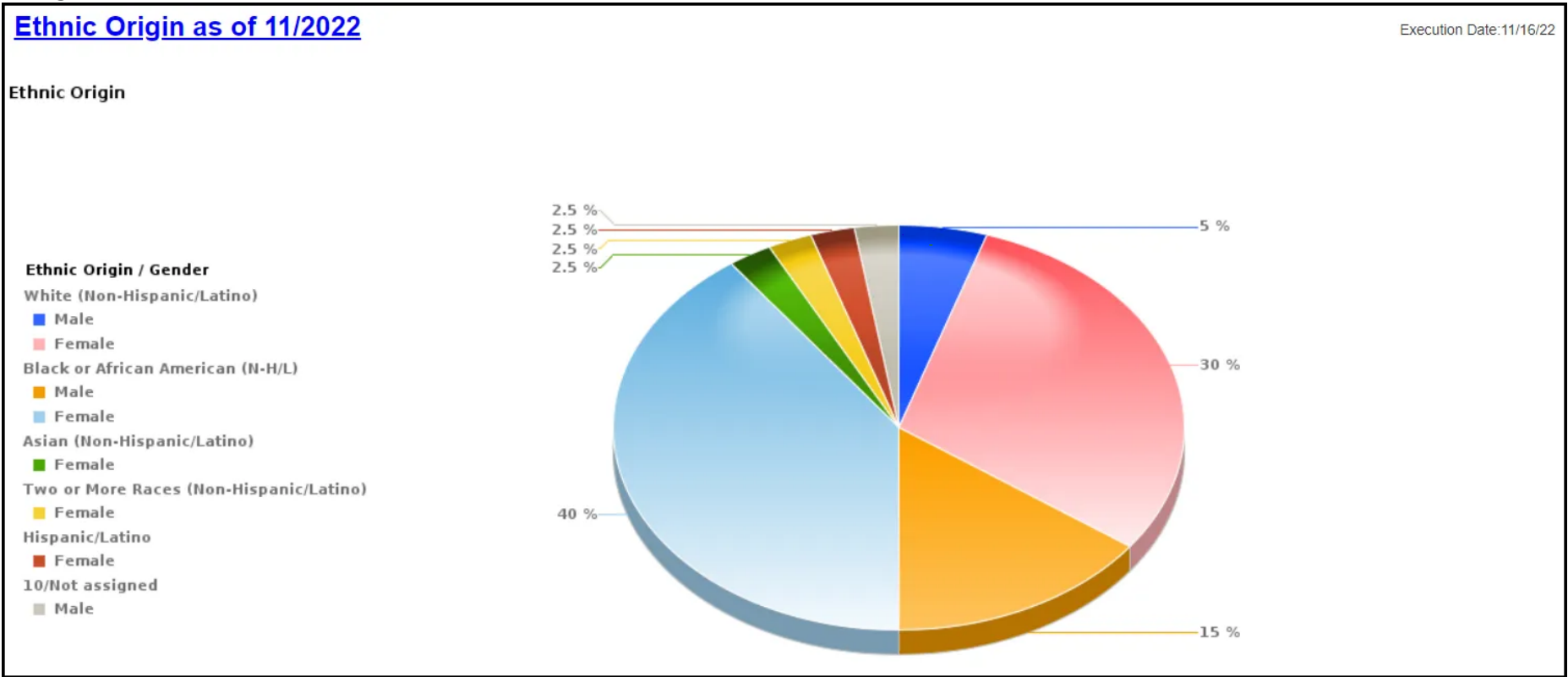
State Statute

Spouse of Disabled Veteran	Spouse or Surviving Dependent of Deceased Veteran

Ethnic Origin

This report provides ethnicity information by Employee Group and Gender. This report includes a pie chart and summary table count on Employee Group and Gender.

Image



... report continues

Image

Ethnic Origin	SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees	Number of Employees	Ethnic Origin	Male	Female	Total
White (Non-Hispanic/Latino)	14				14	White (Non-Hispanic/Latino)	2	12	14
Black or African American (N-H/L)	22				22	Black or African American (N-H/L)	6	16	22
Asian (Non-Hispanic/Latino)	1				1	Asian (Non-Hispanic/Latino)		1	1
Two or More Races (Non-Hispanic/Latino)	1				1	Two or More Races (Non-Hispanic/Latino)		1	1
Hispanic/Latino	1				1	Hispanic/Latino		1	1
10/Not assigned	1				1	10/Not assigned	1		1
Total	40				40	Total	9	31	40

Salary Range

This report provides employee salary range by Employee Group and Gender. This report includes a pie chart and summary table count on Employee Group and Gender.

Image

Salary Range by Gender as of 11/2022

Execution Date:11/16/22

Salary Range	Gender	Male				Number of Employees	Female				Number of Employees
		SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees		SPA Employees	EPA Employees	Judicial Employees	Supplemental Employees	
\$25,000 - \$29,999	1						1				1
\$30,000 - \$34,999	10						10				10
\$35,000 - \$39,999	11	4				4	7				7
\$40,000 - \$44,999	7	1				1	6				6
\$45,000 - \$49,999	5	2				2	3				3
\$50,000 - \$54,999	3	1				1	2				2
\$60,000 - \$64,999	1						1				1
\$80,000 - \$84,999	1	1				1					
\$100,000 - \$104,999	1						1				1
Total	40	9				9	31				31

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 Type
- Age Range
- Agency Hire date
- Cal Mth/Yr
- Calendar Day
- Challenge Indicator
- Country
- Emp Pay Area

- Emp Pay Group
- Emp Pay Level
- Emp Pay Type
- Employee
- Employee Group
- Employee Subgroup
- Employee's Name
- Employment Status
- ESG CAP
- Ethnic Origin
- Fiscal period
- Fiscal year
- Fiscal Year Variant
- Fiscal year/period
- Gender
- Job
- Job Branch
- Job Family
- Length of Service
- Military Spouse
- Military Status
- National Guard Status
- NG: Current Member
- NG: Former Member
- Organizational Unit
- Original Hire Date
- Personnel Area

- Personnel Subarea
- Pos Addr Street
- Pos City
- Pos Country
- Pos County
- Position
- Prior Position
- Retired Veteran
- Salary Range
- Separated Veteran
- SOC Code
- Spouse of Disabled Veteran
- Spouse of Surviving Dependent of Deceased Veteran
- State
- Supv Employee
- Supv Position
- Surviving Spouse or Dependent of Deceased NC Nat Guard Mbr
- Vet: Armed Forces
- Vet: Disabled Veteran
- Vet: Discharge date
- Vet: Non Veteran
- Vet: Not Protected
- Vet: Other Protected
- Vet: Protected
- Vet: Recently Separated
- Vet: Special Disabled
- Vet: Vietnam Era

- Veteran Status

Measures:

- EPA Employees
- Judicial Employees
- Number of Armed Forces Veterans
- Number of Current National Guard Members
- Number of Disabled Veterans
- Number of Employees
- Number of Employees with Military Status
- Number of Employees with National Guard Status
- Number of Former National Guard Members
- Number of Military Spouses
- Number of Non-Veteran Employees
- Number of Other Protected Veterans
- Number of Protected Veterans
- Number of Recently Separated Veterans
- Number of Retired Veterans
- Number of Separated Veterans
- Number of Special Disabled Veterans
- Number of Surviving Spouse/Dep of Deceased NC Nat Guard Mbr
- Number of Unprotected Veterans
- Number of Veteran Employees
- Number of Vietnam ERA Veterans
- SPA Employees
- Spouse of Disabled Veterans Headcount
- Spouse of Surviving Dependent of Deceased Veteran Headcount

- Supplemental Employees

Variables:

- Prompt Response Calendar Month/Year
- Prompt Response Employee Group
- Prompt Response Employee Subgroup
- Prompt Response Exclude Employee Subgroup
- Prompt Response Organizational Unit
- Armed Forces Service Medal Veteran
- Disabled Veteran
- Military Status
- Non-Veteran
- Not A Protected Veteran
- Other Protected Veteran
- Protected Veteran
- Recently Separated Veteran
- Retired Veterans
- Separated Veterans
- Special Disabled Veteran
- Spouse of Disabled Veterans
- Spouse of Surviving Dependent of Deceased Veterans
- Veteran.Status
- Vietnam ERA Veteran

Image

▼ Dimensions

- >  Action Type
- >  Age Range
 -  Agency Hire Date
- >  Cal Mth/Yr
 -  Calendar Day
- >  Challenge Indicator
- >  Country
- >  Emp Pay Area
- >  Emp Pay Group
- >  Emp Pay Level
- >  Emp Pay Type
- >  Employee
 -  Employee Group
 -  Employee Subgroup
 -  Employee's Name
- >  Employment Status
- >  ESG CAP
- >  Ethnic Origin
- >  Fiscal period
- >  Fiscal year
- >  Fiscal Year Variant
- >  Fiscal year/period
- >  Gender
- >  Job
 -  Job Branch
 -  Job Family
- >  Length of Service
- >  Military Spouse
 -  Military Status
- >  National Guard Status
- >  NG: Current Member
- >  NG: Former Member
- >  Organizational Unit
- >  Original Hire Date
- > Personnel Area
 - Personnel Subarea

- >  **Pos City**
- >  **Pos Country**
- >  **Pos County**
- >  **Position**
- >  **Prior Position**
- >  **Retired Veteran**
- >  **Salary Range**
- >  **Separated Veteran**
- >  **SOC Code**
- >  **Spouse of Disabled Veteran**
- >  **Spouse or Surviving Dependent of Deceased Veteran**
- >  **State**
- >  **Supv Employee**
- >  **Supv Position**
- >  **Surviving Spouse or Dependent of Deceased NC Nat Guard Mbr**
 -  **Vet: Armed Forces**
 -  **Vet: Disabled Veteran**
 -  **Vet: Discharge date**
 -  **Vet: Non Veteran**
 -  **Vet: Not Protected**
 -  **Vet: Other Protected**
 -  **Vet: Protected**
 -  **Vet: Recently Separated**
 -  **Vet: Special Disabled**
 -  **Vet: Vietnam Era**
- >  **Veteran Status**

- Measures

- EPA Employees
- Judicial Employees
- Number of Armed Forces Veterans
- Number of Current National Guard Members**
- Number of Disabled Veterans
- Number of Employees
- Number of Employees with Military Status**
- Number of Employees with National Guard Status**
- Number of Former National Guard Members**
- Number of Military Spouses

- Number of Other Protected Veterans
- Number of Protected Veterans
- Number of Recently Separated Veterans
- Number of Retired Veterans
- Number of Separated Veterans
- Number of Special Disabled Veterans
- Number of Surviving Spouse/Dep of Deceased NC Nat Guard Mbr**
- Number of Unprotected Veterans
- Number of Veteran Employees**
- Number of Vietnam ERA Veterans
- SPA Employees
- Spouse of Disabled Veterans Headcount
- Spouse or Surviving Dependent of Deceased Veteran Headcount
- Supplemental Employees

Variables

- ✚ Prompt Response Calendar Month/Year
- ✚ Prompt Response Employee Group
- ✚ Prompt Response Employee Subgroup
- ✚ Prompt Response Exclude Employee Subgroup
- ✚ Prompt Response Organizational Unit
- ✚ Armed Forces Service Medal Veteran
- ✚ Disabled Veteran
- ✚ **Military Status**
- ✚ **Non-Veteran**
- ✚ Not a Protected Veteran
- ✚ Other Protected Veteran
- ✚ Protected Veteran
- ✚ Recently Separated Veteran
- ✚ Retired Veterans
- ✚ Separated Veterans
- ✚ Special Disabled Veteran
- ✚ Spouse of Disabled Veterans
- ✚ Spouse or Surviving Dependent of Deceased Veterans
- ✚ **Veteran.Status**
- ✚ Vietnam ERA Veteran

Special Report Considerations/Features

- Employee Subgroup G1 – Contractors and G5 – National Guards are excluded from the report. Refer the Exclusion Prompt “Exclude Employee SubGroup (Contractors, National Guard) G1; G5” for details.
- Employment Status - Active. Report runs for Active Employees only.
- PMIS Headcount data is no longer available in this report as of 12/15/2022.

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