

B0083 Position Eligibility Settings

Purpose

The purpose of this Report Description is to explain how to display position eligibility settings in the Integrated HR-Payroll System.

Report Description

This report displays Position Eligibility Settings such as Time Settings, EEO Designations, and Job Information.

Report Location

OM: Position/Time Eligibility

Report Uses

- This report is used to evaluate position settings to ensure they are set correctly and are consistent across similar positions within an organizational structure. Some positions settings impact pay.
- This Report can be used to answer questions such as which positions are eligible for Overtime Comp Pay.
- If you are researching Retroactive changes to position time settings, refer to B0152 – Retroactive Position Time Settings – Metrics.

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:

- Job Family(s) – (Optional)
- Job Branch(s) – (Optional)
- Job(s) – (Optional)
- Employee(s) PersNo. – (Optional)
- Position(s) – (Optional)

Image

Prompts

Search

Organizational Unit

Please select at least one value

Calendar Month/Year (Single Value, Mandatory)

Please select at least one value

Job Family(s) - (Optional)

(All values)

Job Branch(s) - (Optional)

(All values)

Job(s) - (Optional)

(All values)

Employee(s) PersNo. - (Optional)

(All values)

Position(s) - (Optional)

(All values)

0

Organizational Unit

Search

To see the content of the list, click the refresh values button.

Mandatory (2)Reset All

RunCancel

Initial Layout

This report displays Position Eligibility Settings such as Time Settings, EEO Designations and Job Information:

Image

<u>B0083: Position Eligibility Settings as of SEP 2015</u>						
Business Area	Organizational Unit	Organizational Unit Desc	Position	Position Desc	Employee	Employee's Name
Dept of Transportation	21111111	DOT CD SH TS PDEA HE Public Involve	12121212	Business Manager	11111111	Doe, Jane
Dept of Transportation	21111111	DOT CD SH TS PDEA HE Public Involve	13131313	Business Manager	22222222	Smith, John

Continued...

Image

Execution Date : 8/15/19

Supv Position	Supv Position Desc	Supv Employee	Supv Name	Employee Subgroup	Work Schedule Rule	Working Week	Working Week Desc
17171717	Business Director	87654321	Hancock, John	FT N-FLSAOT Perm	I24W24FX	06	Wk - Sat (mdnt) - Fri
18181818	Business Director	12345678	Alice, Bob	FT S-FLSAOT Perm	I24W24FX	06	Wk - Sat (mdnt) - Fri

Continued...

Image

EE Time Management Status	EE Hours Per Week	Pos Hours Per Week	Pos Pers SubArea	Pos Pers SubArea Desc	Cust Lvl - Sngl Elig	Cust Lvl - Sngl Prem Rate	Cust Lvl - Dbl Elig	Cust Lvl - Dbl Prem Rate
1 - Positive Time Recording	40.00	40.00	NC08	7day Interface	#	0.00	#	0.00
1 - Positive Time Recording	40.00	40.00	NC08	7day Interface	#	0.00	#	0.00

Continued...

Image

OT Elig	OT Immed Payout	OT Payout Paid	Hol Elig	Hol Immed Payout	Hol Payout Paid	Hol Prem Elig	Hol Prem Rate	NS Prem Elig	NS Prem Rate	E Shift Prem Elig	E Shift Prem Rate	Wknd Shift Prem Elig	Wknd Shift Prem Rate
X	#	365	X	#	365	X	0.50	#	0.00	#	0.00	#	0.00
X	X	#	X	#	365	X	0.50	#	0.00	#	0.00	#	0.00

Continued...

Image

On Call Elig	On Call Comp Accr	On Call Rate	Call Back Elig	Call Back Immed Payout	Call Back Payout Paid	Extended Duty Elig	Extended Duty Rate	Gap Hours Elig	Gap Hours Payout Paid	Wknd Nurse Elig	Number of Positions
#	#	0.00	X	X	#	#	0.00	#	#	#	1
#	#	0.00	X	X	#	#	0.00	#	#	#	1
Total											2

The Report Info tab displays information about the prompts entered.

Image

Report Info

Execution Date : 5/5/16

Prompt Input

Organizational Unit	Transportation
CalMonth/Year	MAR 2016
Job Family(s)	Information Technology
Job Branch(s)	
Job(s)	
Employee(s) PersNo.	
Position(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

- Addl. Center Ref.
- Business area
- Call Back Elig
- Call Back Immed Payout
- Call Back Payout Paid
- Country
- Cust Lvl - Dbl Elig
- Cust Lvl - Dbl Prem Rate
- Cust Lvl - Sngl Elig

- Cust Lvl – Sngl Prem Rate
- E Shift Prem Elig
- E Shift Prem Rate
- EE Hours Per Week
- EE Telework Eligible
- EE Telework Type
- EE Time Management Status
- Emergency Position
- Employee
- Employee Group
- Employee Pers SubArea
- Employee Subgroup
- Employee's Name
- Essential Position
- Extended Duty Elig
- Extended Duty Rate
- Funding Source
- Gap Hours Elig
- Gap Hours Payout Paid
- Hol Elig
- Hol Immed Payout
- Hol Payout Paid
- Hol Prem Elig
- Hol Prem Rate
- Job
- Job Branch
- Job Country

- Job ESG CAP
- Job Family
- Job Pay Area
- Job Pay Group
- Job Pay Level
- Job Pay Type
- Key Position
- Mandatory Onsite
- NS Prem Elig
- NS Prem Rate
- On Call Comp Accr
- On Call Elig
- On Call Rate
- Organizational Unit
- OT Elig
- OT Immed Payout
- OT Payout Paid
- Pos City
- Pos Country
- Pos County
- Pos ESG CAP
- Pos Hours Per Week
- Pos Personnel Area
- Pos Personnel Subarea
- Position
- Position Chief
- Position Pay Area

- Position Pay Group
- Position Pay Level
- Position Pay Type
- SOC Code
- State
- Supv Employee
- Supv Position
- Vacancy Status
- Valid From
- Valid To
- Wknd Nurse Elig
- Wknd Shift Prem Elig
- Wknd Shift Prem Rate
- Work Schedule Rule
- Working Week

Measures

- Number of Positions

Variables

- Prompt Response Cal Mth/Yr
- Prompt Response Employee PersNo
- Prompt Response Job
- Prompt Response Job Branch
- Prompt Response Job Family
- Prompt Response Organizational Unit

- Prompt Response Position

Image

▼ Dimensions

- > **Addl. Center Ref.**
- > Business area
- > Call Back Elig
- > Call Back Immed Payout
- > Call Back Payout Paid
- > **Country**
- > Cust Lvl - Dbl Elig
- > Cust Lvl - Dbl Prem Rate
- > Cust Lvl - Sngl Elig
- > Cust Lvl - Sngl Prem Rate
- > E Shift Prem Elig
- > E Shift Prem Rate
- > EE Hours Per Week
- > **EE Telework Eligible**
- > **EE Telework Type**
- > EE Time Management Status
- > **Emergency Position**
- > Employee
- > **Employee Group**
- > **Employee Pers SubArea**
- > Employee Subgroup
- > Employee's Name
- > **Essential Position**
- > Extended Duty Elig
- > Extended Duty Rate
- > **Funding Source**

- > Gap Hours Elig
- > Gap Hours Payout Paid
- > Hol Elig
- > Hol Immed Payout
- > Hol Payout Paid
- > Hol Prem Elig
- > Hol Prem Rate
- > **Job**
- > **Job Branch**
- > **Job Country**
- > **Job ESG CAP**
- > **Job Family**
- > **Job Pay Area**
- > **Job Pay Group**
- > **Job Pay Level**
- > **Job Pay Type**
- > **Key Position**
- > **Mandatory Onsite**
- > NS Prem Elig
- > NS Prem Rate
- > On Call Comp Accr
- > On Call Elig
- > On Call Rate
- > Organizational Unit
- > OT Elig
- > OT Immed Payout
- > OT Payout Paid

- > **Pos City**
- > **Pos Country**
- > **Pos County**
- > **Pos ESG CAP**
- > Pos Hours Per Week
- > **Pos Personnel Area**
- > Pos Personnel Subarea
- > Position
- > **Position Chief**
- > **Position Pay Area**
- > **Position Pay Group**
- > **Position Pay Level**
- > **Position Pay Type**
- > **SOC Code**
- > **State**
- > Supv Employee
- > Supv Position
- > **Vacancy Status**
- > **Valid From**
- > **Valid To**
- > Wknd Nurse Elig
- > Wknd Shift Prem Elig
- > Wknd Shift Prem Rate
- > Work Schedule Rule
- > Working Week

▼ Measures

- Number of Positions

▼ Variables

- Prompt Response Cal Mth/Yr
- Prompt Response Employee P...
- Prompt Response Job
- Prompt Response Job Branch
- Prompt Response Job Family
- Prompt Response Organizatio...
- Prompt Response Position

Special Report Considerations/Features

- There is a default filter applied to the report to exclude the Vacant Positions. Vacant positions are indicated by Employee equal to #. Filter is defined as Employee not equal to # to exclude vacancies. This filter can be changed if desired.
- To change the default filter to check for Vacant Positions:
 1. Highlight the Employee Key column (1).
 2. Right-Mouse click to bring up the context menu.
 3. Select Data (2).
 4. Select Add Filter (3).

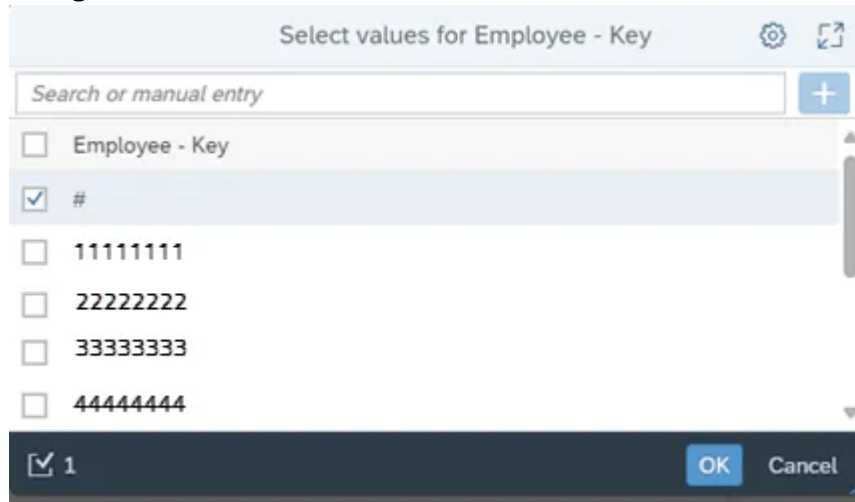
Image

Position Eligibility Settings as of DEC 2022

Organizational Unit	Organizational Unit Desc	Position	Position Desc	Employee	Employee's Content	Supv on	Supv Position Desc	Sup Em
20000004	JB SUPREME COURT		Chief Justice Supreme Court				Supreme Court	#
20010830	JB AOC GAL EASTERN 1		GAL District Administrator				GAL Regional Administrator	
20010830	JB AOC GAL EASTERN 1		GAL Program Assistant				GAL District Administrator	
20010830	JB AOC GAL EASTERN 1		GAL Supervisor					
20010830	JB AOC GAL EASTERN 1		GAL Supervisor					
20010832	JB AOC GAL EASTERN 4		GAL District Administrator					
20010832	JB AOC GAL EASTERN 4		GAL Supervisor					

5. When the Edit screen pops up, you can see the default filters applied. To change this filter to Equal to Blank (#) to check for Vacant Positions.

Image



6. Now you can see the Vacant Positions in the Report where Employee is equal to the Blank (#).

Image

B0083: Position Eligibility Settings as of MAR 2016

Execution Date : 5/5/16

Business Area	Organizational Unit	Organizational Unit Desc	Position	Position Desc	Employee	Employee's Name	Supv Position	Supv Position Desc
Dept of Transportation	21111111	DOT COUNSEL FOR ENVIR & TRANS ISSUES	61111111	Attorney II	#	#	#	Not assigned
Dept of Transportation	22222222	DOT SUPPORT	62222222	Student Co-op	#	#	#	Not assigned
Dept of Transportation	23333333	DOT SUPP COS LEG AFFAIRS & POLICY	63333333	Legislative Affairs Program Mgr	#	#	#	Not assigned
Dept of Transportation	27777777	DOT SUPP COS LEG AFFAIRS & POLICY	64444444	Business Systems Analyst	#	#	#	Not assigned
Dept of Transportation	24444444	DOT SUPP SP STRATEGIC INITIATIVES	65555555	Administrative Assistant II	#	#	#	Not assigned
Dept of Transportation	25555555	DOT SUPP SP STRATEGIC INITIATIVES	67777777	Special Assistant for Policy	#	#	#	Not assigned
Dept of Transportation	26666666	DOT COMMUNICATIONS OFFICE	68888888	Information and Communication Spect. II	#	#	#	Not assigned

Note: To change the Report Filter back to excluding vacant positions, follow the same process above and change the Check mark to the "Employee - Key".

- By default, data is sorted by Business Area. This can be changed as desired.
- To change the sorting to another column:
 1. Make sure the "desired column" is selected (1).
 2. Right -click, select Data (2).
 3. Click on Edit Sort, select ascending or descending sort as needed (3).
 4. Click on "Remove all sorts" (4).

Image

B0083: Position Eligibility Settings as of MAR 2016

Business Area	Organization Unit	Position Desc	Employee
Dept of Transportation		Office Assistant II	

Business Area	Organization Unit	Position Desc	Employee
Dept of Transportation		Office Assistant II	

Context Menu:

- Content >
- Cut
- Copy
- Hide >
- Delete
- Comments
- Set as Section
- Insert >
- Unmerge
- Add hyperlink to >
- Element Link >
- Footer Calculation >
- Assign Reference...
- Formatting Rules...
- Data
- Format Table Cell >

Sub-menu for 'Data':

- Add Filter
- Remove Filter
- Edit Sort
- Remove Sort
- Add Rank
- Remove Rank
- Add Break
- Remove Break

Annotations:

- 1: Yellow box highlighting the 'Organization Unit' header.
- 2: Yellow box highlighting the 'Data' menu item.
- 3: Yellow box highlighting the 'Edit Sort' menu item.
- 4: Yellow box highlighting the 'Remove Sort' menu item.

- Position Personnel area was added to this report on August 17, 2017, and began being populated at that time. If the report is run for a date prior to August 2017, the position personnel area will not be populated and will display as “#” or as “not assigned.”

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