

B0089 General Turnover Metrics

Purpose

The purpose of this report description is to explain how to generate the General Turnover Metric report.

Report Description

This report identifies the turnover percentage rate and separation percentage rate by agency. The report contains the following rate calculations:

- Transfer Rate %
- Separation Rate %
- Total Turnover Rate % (the previous 2 combined)
- Separation Rate % for 0 to 2 Yr EEs
- Separation Rate % for 2+ to 3 Yr EEs
- Separation Rate % for 0 to 3 Yr EEs (previous 2 combined)

Report Location

Agency Performance Metrics

Report Uses

This report is useful in identifying high turnover rates which can negatively impact the operational efficiency of an agency and can result in increased costs for recruitment and training.

Turnover information in this report can be used to help agencies develop more targeted retention efforts and conduct more effective succession planning.

Information on new employee turnover in this report can help the state agencies identify more targeted retention efforts or determine if broader solutions are needed to ensure the state remains competitive with the private sector for attracting new talent.

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 Qtr/Year (Single Value/Interval, Mandatory)

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 Group (Temps)

- Exclude Employee Subgroup (Temps)

Image

The screenshot displays a report configuration window with a light blue header and a dark blue footer. The main area is divided into two panels. The left panel, titled 'Prompts', contains a search bar and a list of prompts. The right panel, titled 'Organizational Unit', contains a search bar, a 'Dependencies (0/1)' section, and a message box. The footer contains a 'Mandatory (2)' label, a 'Reset All' button, and 'Run' and 'Cancel' buttons.

Prompts Panel:

- Organizational Unit**
Please select at least one value
- Calendar Qtr/Year (Single Value/Interval, Mandatory)**
Please select at least one value
- Exclude Employee Group (Temps) (2)**
O; X
- Exclude Employee Subgroup (Temps) (33)**
15; 25; 35; 45; 55; 65; 75; 85; 95; 0E; 1E; 2E; 3E; 4E; 5E; 6E; 7E; 8E; 9E; Q5; S5; SI; SO; T5; U5; QE; SE;...

Organizational Unit Panel:

- Search**
- Dependencies (0/1)**
Calendar Qtr/Year (Single Value/Interval, Mandatory) >
- Fill the dependencies above to get the list of values**

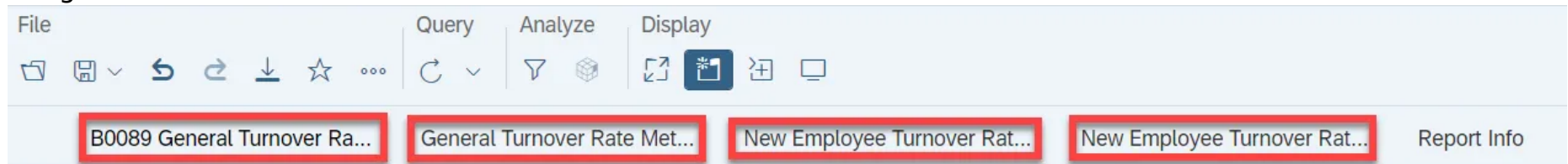
Footer:

- Mandatory (2)
- Reset All
- Run
- Cancel

Initial Layout

This report contains four report tabs.

Image



Each report tab contains a bar chart, and a detailed crosstab report. These are sample renderings of the reports:

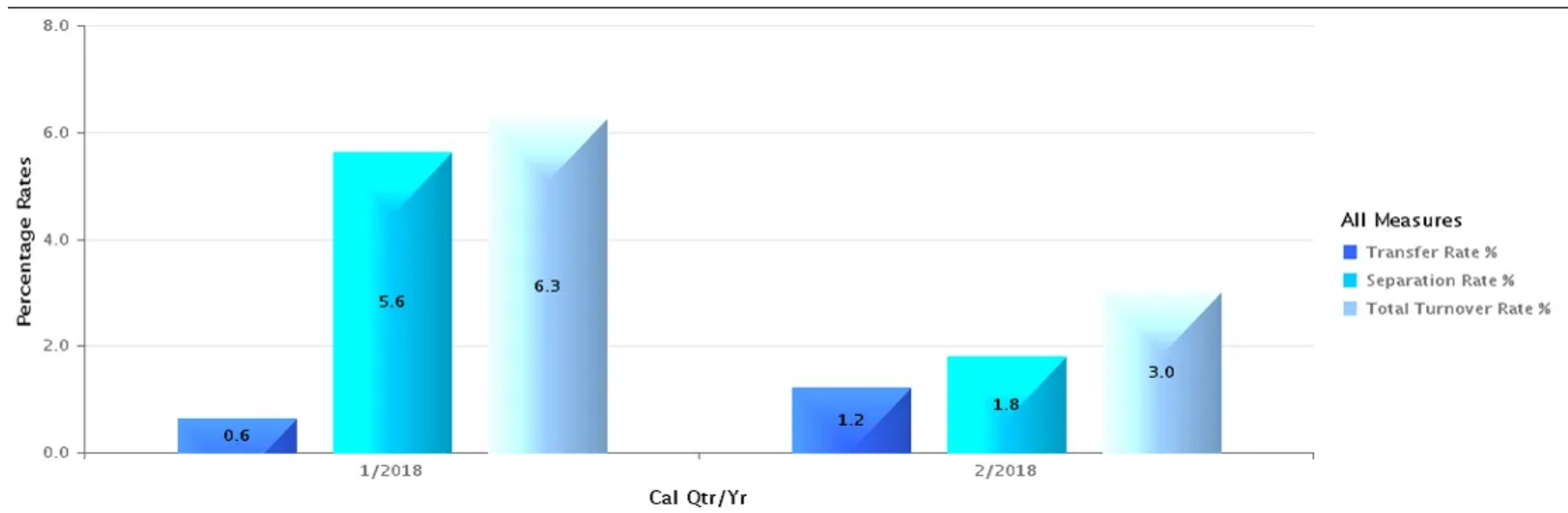
- B0089 General Turnover Rate Metrics Quarterly tab

Image

B0089: General Turnover Rate Metrics

Execution Date : 10/11/18

Calendar Qtr/Year: 1/2018 - 2/2018



Image

Cal Qtr/Yr		1/2018			2/2018		
Org Unit	Org Unit Desc	Transfer Rate %	Separation Rate %	Total Turnover Rate %	Transfer Rate %	Separation Rate %	Total Turnover Rate %
22222221	OSC Division 1	0.6	5.6	6.3	1.2	1.8	3.0
22222222	OSC Division 2	0.6	5.6	6.3	1.2	1.8	3.0
22222223	OSC Division 3	0.6	5.7	6.3	1.2	1.8	3.0
22222224	OSC Division 4		100.0	100.0			
22222225	OSC Division 5		4.2	4.2		4.1	4.1
22222226	OSC Division 6		10.0	10.0			
22222227	OSC Division 7					20.0	20.0
22222228	OSC Division 8		12.5	12.5			
22222229	OSC Division 9		12.5	12.5			
22222230	OSC Division 10	1.8	7.1	8.9	1.6	1.6	3.3
22222231	OSC Division 11	4.8	14.3	19.0			
22222232	OSC Division 12		40.0	40.0			
22222233	OSC Division 13	12.5	12.5	25.0			
22222234	OSC Division 14		6.7	6.7	6.3	6.3	12.5
22222235	OSC Division 15		16.7	16.7	14.3	14.3	28.6
22222236	OSC Division 16		6.1	6.1	2.9		2.9
22222237	OSC Division 17		8.3	8.3	7.7		7.7
22222238	OSC Division 18		9.1	9.1			

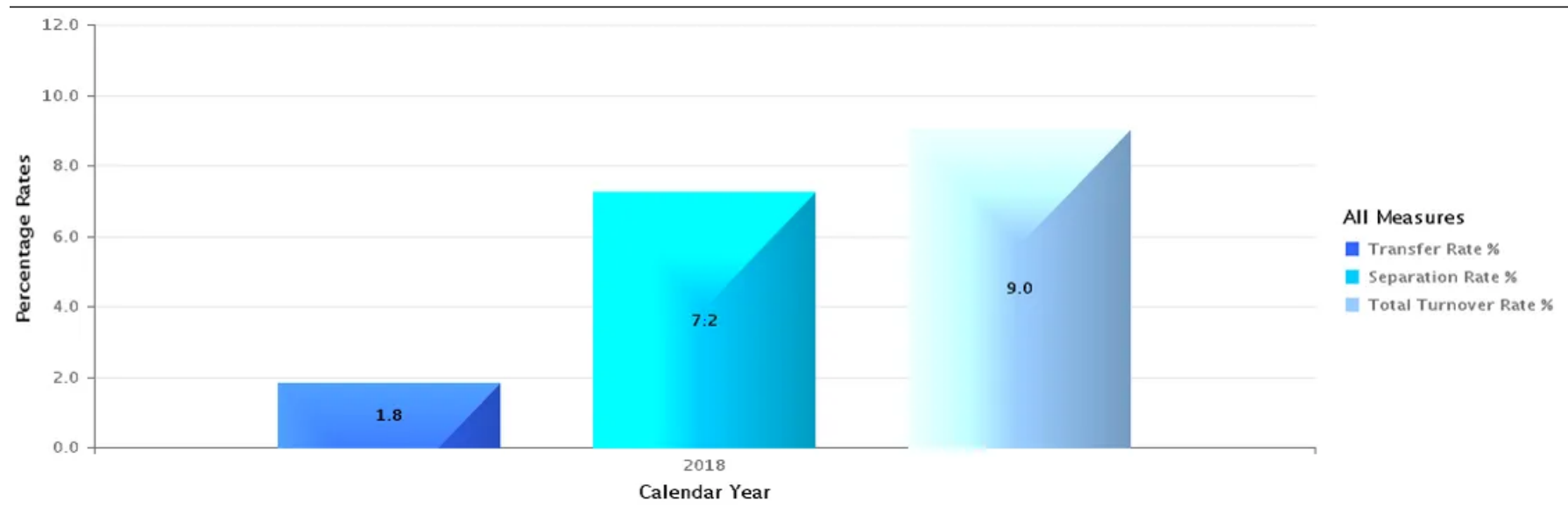
- General Turnover Rate Metrics Yearly tab

Image

General Turnover Rate Metrics Yearly

Execution Date : 10/11/18

Calendar Year: 1/2018 - 2/2018



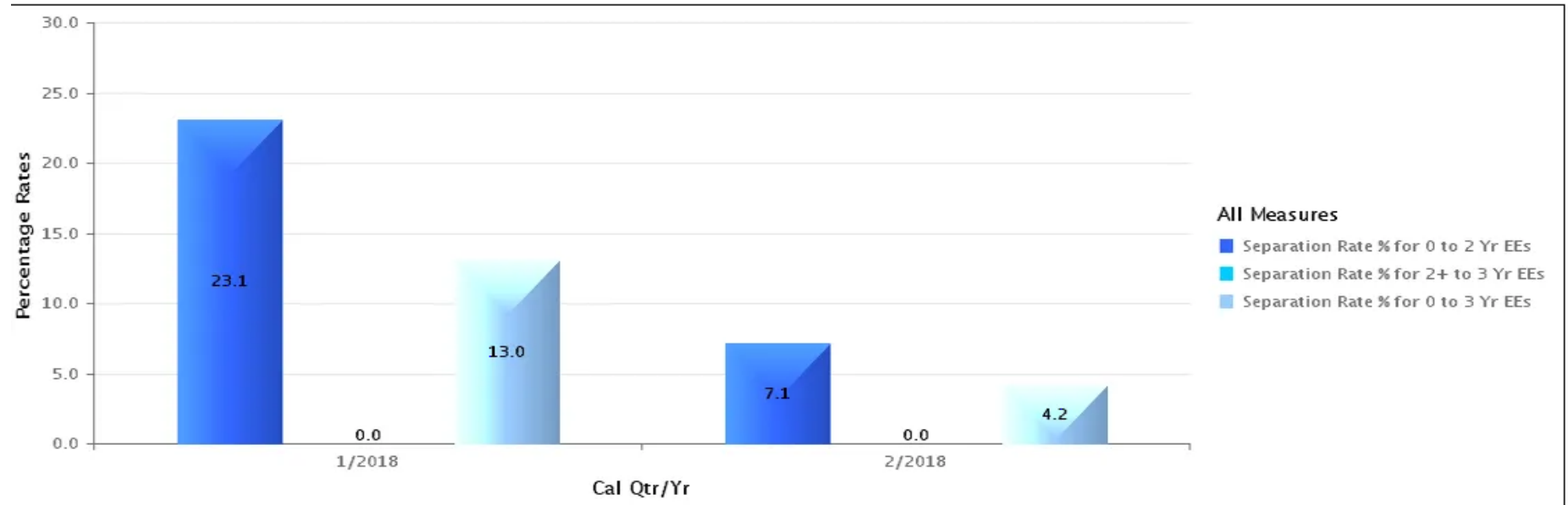
- New Employee Turnover Rate Metrics Quarterly tab

Image

New Employee Turnover Rate Metrics Quarterly

Execution Date : 10/11/18

Calendar Qtr/Year: 1/2018 - 2/2018



Image

Cal Qtr/Yr		1/2018				2/2018		
Org Unit	Org Unit Desc	Separation Rate % for 0 to 2 Yr EEs	Separation Rate % for 2+ to 3 Yr EEs	Separation Rate % for 0 to 3 Yr EEs	Separation Rate % for 0 to 2 Yr EEs	Separation Rate % for 2+ to 3 Yr EEs	Separation Rate % for 0 to 3 Yr EEs	
22222221	OSC Division 1	23.1	0.0	13.0	7.1	0.0	4.2	
22222222	OSC Division 2	23.1	0.0	13.0	7.1	0.0	4.2	
22222223	OSC Division 3	23.1	0.0	13.0	7.1	0.0	4.2	
22222224	OSC Division 4	37.5	0.0	21.4	9.1	0.0	6.3	
22222225	OSC Division 5	50.0	0.0	40.0				
22222226	OSC Division 6	50.0	0.0	50.0				
22222227	OSC Division 7	100.0	0.0	50.0				
22222228	OSC Division 8	25.0	0.0	16.7	20.0	0.0	16.7	
22222229	OSC Division 9	50.0	0.0	33.3	33.3	0.0	25.0	

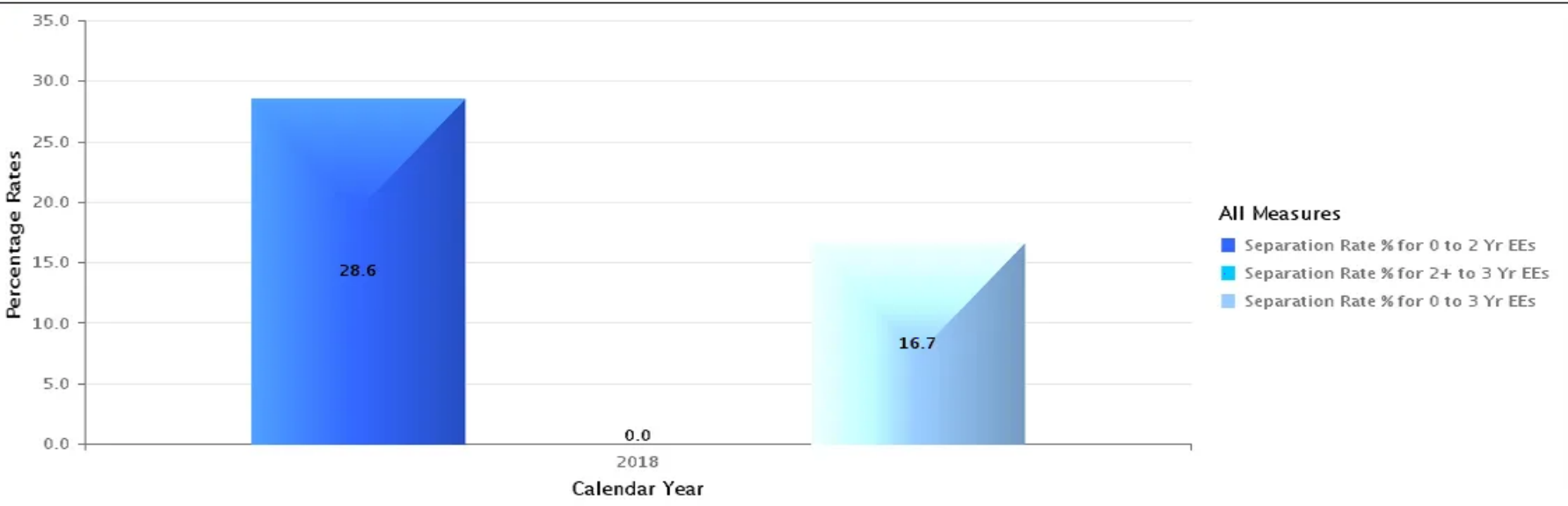
- New Employee Turnover Rate Metrics Yearly tab

Image

New Employee Turnover Rate Metrics Yearly

Execution Date : 10/11/18

Calendar Year: 1/2018 - 2/2018



Image

Calendar Year		2018		
Org Unit	Org Unit Desc	Separation Rate % for 0 to 2 Yr EEs	Separation Rate % for 2+ to 3 Yr EEs	Separation Rate % for 0 to 3 Yr EEs
22222221	OSC Division 1	28.6	0.0	16.7
22222222	OSC Division 2	28.6	0.0	16.7
22222223	OSC Division 3	28.6	0.0	16.7
22222224	OSC Division 4	36.4	0.0	25.0
22222225	OSC Division 5	33.3	0.0	25.0
22222226	OSC Division 6	33.3	0.0	33.3
22222227	OSC Division 7	100.0	0.0	33.3
22222228	OSC Division 8	40.0	0.0	33.3
22222229	OSC Division 9	66.7	0.0	50.0

- Report Info tab displays information about the prompts entered

Image

Report Info

Prompt Input

Organizational Unit	Administration
Cal Qtr/Year	1/2018 - 4/2018
Exclude Employee Group	O;X
Exclude Employee Subgroup	15;25;35;45;55;65;75;85;95;0E;1E;2E;3E;4E;5E;6E;7E;8E;9E;Q5;S5;SI;SO;T5;U5;QE;SE;SL;SR;TE;UE;VE;V5

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

- Organizational Unit
- Cal Mth/Yr
- Cal Qtr/Yr
- Calendar Year
- Employee Group
- Employee Subgroup
- Hourly Pay Indicator
- Personnel Area
- Organizational Unit – Agency (Key)
- Organizational Unit – Agency (Text)
- Organizational Unit – Branch (Key)
- Organizational Unit – Branch (Text)
- Organizational Unit – Business area (Key)
- Organizational Unit – Business area (Text)
- Organizational Unit – Company code (Key)
- Organizational Unit – Company code (Text)
- Organizational Unit – Division (Key)
- Organizational Unit – Division (Text)
- Organizational Unit – Key
- Organizational Unit – Personnel Area (Key)

- Organizational Unit – Personnel Area (Text)
- Organizational Unit – Personnel Subarea (Key)
- Organizational Unit – Personnel Subarea (Text)
- Organizational Unit – Section – no branch (Key)
- Organizational Unit – Section – no branch (Text)
- Organizational Unit – Section – with Branch (Key)
- Organizational Unit – Section – with Branch (Text)

Measures

- Separation Rate %
- Separation Rate % for 0 to 2 Yr EEs
- Separation Rate % for 0 to 3 Yr EEs
- Separation Rate % for 2+ to 3 Yr EEs
- Total Separations for 0 to 3 Yr EEs
- Total Turnover
- Total Turnover Rate %
- Transfer Rate %

Variables

- Prompt Response Cal Qtr/Year
- Prompt Response Exclude Employee Group
- Prompt Response Exclude Employee Subgroup
- Prompt Response Organizational Unit

Image

▼ Dimensions

- > 🏢 Organizational Unit
- > 🌸 Cal Mth/Yr
- > 🌸 Cal Qtr/Yr
- > 🌸 Calendar Year
- > 🌸 Employee Group
- > 🌸 Employee Subgroup
- > 🌸 Hourly Pay Indicator
- > 🌸 Personnel Area
 - 🌸 Organizational Unit - Agency (Key)
 - 🌸 Organizational Unit - Agency (Text)
 - 🌸 Organizational Unit - Branch (Key)
 - 🌸 Organizational Unit - Branch (Text)
 - 🌸 Organizational Unit - Business area (Key)
 - 🌸 Organizational Unit - Business area (Text)
 - 🌸 Organizational Unit - Company code (Key)
 - 🌸 Organizational Unit - Company code (Text)
 - 🌸 Organizational Unit - Division (Key)
 - 🌸 Organizational Unit - Division (Text)
 - 🌸 Organizational Unit - Key
 - 🌸 Organizational Unit - Personnel Area (Key)
 - 🌸 Organizational Unit - Personnel Area (Text)

- 🌸 Organizational Unit - Personnel Subarea (Key)
- 🌸 Organizational Unit - Personnel Subarea (Text)
- 🌸 Organizational Unit - Section - no branch (Key)
- 🌸 Organizational Unit - Section - no branch (Text)
- 🌸 Organizational Unit - Section with Branch (Key)
- 🌸 Organizational Unit - Section with Branch (Text)

▼ Measures

- 📊 Separation Rate %
- 📊 Separation Rate % for 0 to 2 Yr EEs
- 📊 Separation Rate % for 0 to 3 Yr EEs
- 📊 Separation Rate % for 2+ to 3 Yr EEs
- 📊 Total Separations for 0 to 3 Yr EEs
- 📊 Total Turnover
- 📊 Total Turnover Rate %
- 📊 Transfer Rate %

▼ Variables

- 🌸 Prompt Response Cal Qtr/Year
- 🌸 Prompt Response Cal Year
- 🌸 Prompt Response Exclude Employee Group
- 🌸 Prompt Response Exclude Employee Subgroup
- 🌸 Prompt Response Organizational Unit

Special Report Considerations/Features

- There is a known issue with the Calendar Qtr/Year prompt. If you refresh values for Calendar Qtr/Year and select start and end values from the list of values, you will get an error. The report will not run. Work around this issue by entering the dates directly as described in the instructions above.
- This report excludes hourly employees.
- This report excludes supplemental employees in the following list:
 - **Employee Groups:**
 - O – Supplemental Staff
 - X – Supplemental Staff Grant
 - **Employee Subgroups:**
 - 0E;15;1E;25;2E;35;3E;45;4E;55;5E;65;6E;75;7E;85;8E;95;9E;Q5;QE;S5;SE;SI;SL;SO;SR;T5;TE;U5;UE;V5;VE

0E	PT S-FLSAOT Temp MAG
15	FT N-FLSAOT Temp Dir
1E	PT N-FLSAOT Temp Dir
25	FT N-FLSAOT Temp JB1
2E	PT N-FLSAOT Temp JB1
35	FT N-FLSAOT Temp JB2
3E	PT N-FLSAOT Temp JB2
45	FT N-FLSAOT Temp JB3
4E	PT N-FLSAOT Temp JB3
55	FT N-FLSAOT Temp DA
5E	PT N-FLSAOT Temp DA
65	FT N-FLSAOT Temp ADA
6E	PT N-FLSAOT Temp ADA
75	FT N-FLSAOT Temp MAG
7E	PT N-FLSAOT Temp MAG
85	FT S-FLSAOT Temp CR
8E	PT S-FLSAOT Temp CR
95	FT N-FLSAOT Temp CSC
9E	PT N-FLSAOT Temp CSC
Q5	FT N-FLSAOT Temp SC
QE	PT N-FLSAOT Temp SC
S5	FT N-FLSAOT Temp CJP
SE	PT N-FLSAOT Temp CJP
SI	FT N-FLSAOT Temp ACJP
SL	PT N-FLSAOT Temp ACJP
SO	FT S-FLSAOT Temp ACJP
SR	PT S-FLSAOT Temp ACJP
T5	FT N-FLSAOT Temp AD
TE	PT N-FLSAOT Temp AD
U5	FT N-FLSAOT Temp JBS
UE	PT N-FLSAOT Temp JBS

- This report excludes actions reasons: Cancel Separation Pay Continuation and Did Not Report.
- Scorecard colors are applied only to the Separation Rate % column using the following criteria:
 - $\leq 7\%$: No color (Implied Green)
 - 7.1 - 15%: Yellow
 - $> 15\%$: Red
 - 0 to 3 Yr EE Separations $\leq 25\%$ No color (Implied Green)
 - 0 - 3 Yr EE Separations 25.1 - 50%: Yellow
 - 0 to 3 Yr EE Separations $> 50\%$: Red

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