

B0095 Employee by Personnel Area

Purpose

The purpose of this report is to display a list of active employees by personnel area in the Integrated HR-Payroll System.

Report Description

This report lists active employees by personnel area/contract type. Additional data elements include demographics and position detail.

Report Location

PA: Employee Details

Report Uses

This report is used to provide a list of employees with a listing of their relevant employment details. It is meant to be a general all-purpose employee list and with the use of filtering and navigation. This report can have a number of specific uses depending on department needs. Below are a few common examples:

- List of employees by Org unit, Division, or Section
- List of employees by employee group (i.e., list of all EPA employees)

- List of employees within a specific job
- Birthday list

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:

- Organization Unit
- Calendar Month/Year
 - This prompt must be completed before any other prompt will populate.

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:

- Personnel Area(s)
- Employee Group(s)
- Employee Subgroup(s)
- Employee(s) PersNo.
- Work Contract Type(s)
- Job(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:

- Employee Group (Temps)
- Employee Subgroup (Temps)

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(s) - (Optional)

(All values)

Employee Subgroup(s) - (Optional)

(All values)

Employee(s) PersNo. - (Optional)

(All values)

Work Contract Type(s) - (Optional)

(All values)

Job(s) - (Optional)

(All values)

✓

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 ; Q5 ; S5 ; SI ; SO ; T5 ; U5 ; 8...

0

Organizational Unit

Search

Dependencies (0/1)

Calendar Month/Year (Single Value, Mandatory)

i

Fill the dependencies above to get the list of values

Mandatory (2)

Reset All

Run

Cancel

Initial Layout

The report shows Employee details by Personnel Area. Below is a sample data.

Image

<u>B0095: Employees by Personnel Area as of 04/2015</u>								
Execution Date : 9/9/15								
Personnel Area	Employee's Name	Employee	Position	Position Desc	Agency Hire Date	Original Hire Date	Length of Service	Work Contract Type
Administrative Hearings	ALICE, BOB	12345675	60088584	Rules Division Director	1/1/1986	12/12/1979	339	
Administrative Hearings	DOE, JANE	12345676	60088595	Civil Rights Investigator	1/1/1986	12/1/1978	353	
Administrative Hearings	DOE, JOHN	12345677	60088599	Administrative Law Judge	3/1/1986	3/1/1986	266	
Administrative Hearings	SMITH, JOHN	12345678	60088601	Sr Administrative Law Judge	3/1/1986	3/1/1986	504	

Continued in second tab...

Image

<u>Work Contract Type</u>		
Execution Date : 9/2/15		
Personnel Area	Work Contract Type	Number of Employees
Judicial Branch	Ret Sub to Lmt	27
Judicial Branch	MedCare EE Elig	2
Judicial Branch	MedCare SP Elig	2
Judicial Branch	SHP Full EECost	2
Administrative Hearings	Ret Sub to Lmt	1

Continued in third tab...

Image

Report Info

Execution Date : 9/2/15

Prompt Input

Organizational Unit	Judicial Branch
CalMonth/Year	03/2015
Personnel Area(s)	
Employee Group(s)	
Employee Subgroup(s)	
Employee(s) PersNo.	
Work Contract Type(s)	
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 ;Q5 ;S5 ;SI ;SO ;T5 ;U5 ;8E ; 9E ;QE ;SE ;SL ;SR ;TE ;UE ;VE ;V5

Available Objects

The following are available objects that can be added to the report, once in Design mode.

Dimensions

- Age Range
- Agency Hire Date
- Date of Birth
- Employee
- Employee Group
- Employee Subgroup
- Employee's Name
- Employment Status
- Ethnic Origin
- Gender

- Job
- Job Branch
- Job Family
- Judicial Annv Date
- Organizational Unit
- Original Hire Date
- Personnel Area
- Personnel Subarea
- Position
- SOC Code
- Supv Employee
- Supv Position
- Work Contract T

Measures

- Length of Service
- Number of Employees

Variables

- Prompt Response CalMonth
- Prompt Response Employee Group
- Prompt Response Employee PersNo
- Prompt Response Employee Subgroup
- Prompt Response Exclude Employee Group
- Prompt Response Exclude Employee Subgroup
- Prompt Response Job
- Prompt Response Organizational Unit

- Prompt Response Personnel Area
- Prompt Response Work Contract Type
- Wrk Contract Type

Image

▼ Dimensions

> ✿ **Age Range**

✿ Agency Hire Date

✿ **Date of Birth**

> ✿ Employee

> ✿ **Employee Group**

> ✿ **Employee Subgroup**

✿ Employee's Name

> ✿ **Employment Status**

> ✿ **Ethnic Origin**

> ✿ **Gender**

> ✿ **Job**

> ✿ **Job Branch**

> ✿ **Job Family**

✿ **Judicial Annv Date**

> ✿ **Organizational Unit**

✿ Original Hire Date

> ✿ Personnel Area

> ✿ **Personnel Subarea**

> ✿ **Personnel Subarea**

> ✿ Position

> ✿ **SOC Code**

> ✿ **Supv Employee**

> ✿ **Supv Position**

> ✿ Work Contract Type

▼ Measures

📊 Length of Service

📊 Number of Employees

▼ Variables

✿ Prompt Response CalMonth

✿ Prompt Response Employee Group

✿ Prompt Response Employee PersNo

✿ Prompt Response Employee Subgroup

✿ Prompt Response Exclude Employee Group

✿ Prompt Response Exclude Employee Subgroup

✿ Prompt Response Job

✿ Prompt Response Organizational Unit

✿ Prompt Response Personnel Area

✿ Prompt Response Work Contract Type

✿ Wrk Contract Type

Special Report Considerations/Features

- Temporary employees are excluded by default but this can be changed.
- 'EE Telework Eligible' and 'EE Telework Type' can be added to report by expanding the Employee attributes (expanded list) in Available Objects.
- Report only pulls active employees.
- To change the sorting for the desired column. By default, data is sorted by Personnel Area. (This can be changed as needed).
 - Make sure the "desired column" is selected.
 - Right-click and select Data
 - Select Edit Sort or Remove Sort

Image

11/24

Position Desc	Length of Service	Work Contract Type
Executive Director	552	
Administrative Officer	158	
Office Assistant	334	
Senior Psychologist	540	
Staff Psychologist		
Administrative Officer		
Administrative Officer		
Executive Director		
Staff Psychologist		
Administrative Officer		
999999999		
Business And Techno Applic Analyst	371	

Content >

Cut

Copy

Hide >

Delete Del

Comments

Set as Section

Insert >

Unmerge

Add hyperlink to >

Element Link >

Footer Calculation >

Assign Reference...

Formatting Rules...

Data >

Format Table Cell >

Add Filter

Remove Filter

Edit Sort

Remove Sort

Add Rank

Remove Rank

Add Break

Remove Break

First Published

Thu, 12/17/2015

Last Updated

Fri, 01/09/2026

[View PDF](#)