

BP001 Position History

Purpose

The purpose of this report description is to explain the purpose of and how to generate the Position History report.

Report Description

This report provides a consolidated historical view of converted PMIS action and Integrated HR-Payroll System action history for all the position, employee, and fund related actions of a single specified position.

Report Location

OM: Position Data

Report Uses

Agencies will use this report for monitoring purposes to report the position actions historically processed for a single position.

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
- Position Number (Single Value) - (Mandatory)

Initial Layout

Below is a sample of the initial layout rendered.

Image

BP001: Position History									
File Query Analyze Display									
BP001 Position History Report Info									
BP001: Position History Execution Date									
60091139 - State HRIS HR Ops Analyst									
Valid From	Action Src	Action Type/ Reason	Action Desc	Employee	Employee Full Name	Org Unit	Org Unit Desc	Employee Salary	Budget Amount
7/23/24	Emp	Z217	Return from Parental	1111111	Test User 1	20010655	OSC BEACON BEST SHARED SVCS HR/Benefits	56,586.00	56,586.00
7/1/24	Emp	Z301	FMLA	1111111	Test User 1	20010655	OSC BEACON BEST SHARED SVCS HR/Benefits	56,586.00	56,586.00
7/1/24	Emp	ZC22	Legislative Increase	1111111	Test User 1	20010655	OSC BEACON BEST SHARED SVCS HR/Benefits	56,586.00	56,586.00
7/1/24	Fund	112	Legislative Increase for Position	1111111	Test User 1	20010655	OSC BEACON BEST SHARED SVCS HR/Benefits	56,586.00	56,586.00
7/1/24	Pos	112	Legislative Increase for Position	1111111	Test User 1	20010655	OSC BEACON BEST SHARED SVCS HR/Benefits	56,586.00	56,586.00
5/28/24	Emp	Z301	FMLA	1111111	Test User 1	20010655	OSC BEACON BEST SHARED SVCS HR/Benefits	54,938.00	54,938.00

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
- Action Src

- Changed By
- Changed On
- EE Employee Group
- EE Employee Subgroup
- EE GR/LVL
- Employee
- Employee Group
- Employee Subgroup
- Job
- NCAS Account
- Organizational Unit
- Personnel Area
- Personnel Subarea
- PMIS Appt Type
- PMIS From/To Position #
- PMIS Position #
- PMIS Remark 1
- PMIS Remark 2
- PMIS Remark 3
- Pos Country
- Pos County
- Pos GR/LVL
- Pos State
- Position
- SAP GL Account
- Sequence Number
- SOC Code

- Source System
- Supervisor Name
- Supervisor Position
- Valid From
- Valid To

Measures

- Budget Amt Per Fund
- Emp Salary
- Emp Salary/Hrly Rate Per Fund
- Total Committed Amt

Variables

- Prompt Response Organizational Unit
- Prompt Response Position Number
- Budget Amount
- Employee Salary

Image

▼ Dimensions

> ✿ Action

> ✿ Action Src

> ✿ **Changed By**

✿ **Changed On**

> ✿ **EE Employee Group**

> ✿ **EE Employee Subgroup**

> ✿ **EE GR/LVL**

> ✿ Employee

> ✿ **Employee Group**

> ✿ **Employee Subgroup**

> ✿ **Job**

> ✿ **NCAS Account**

> ✿ Organizational Unit

> ✿ **Personnel Area**

> ✿ **Personnel Subarea**

> ✿ **PMIS Appt Type**

> ✿ Position

> ✿ **SAP GL Account**

> ✿ **Sequence Number**

> ✿ **SOC Code**

> ✿ **Source System**

> ✿ **Supervisor Name**

> ✿ **Supervisor Position**

✿ Valid From

✿ **Valid To**

▼ Measures

📊 Budget Amt Per Fund

📊 Emp Salary

📊 Emp Salary/Hrly Rate Per Fund

📊 Total Committed Amt

▼ Variables

✿ Prompt Response Organizational Unit

✿ Prompt Response Position Number

📊 Budget Amount

Special Report Considerations/Features

- SAP Employee Conversion Actions (ZZ01) are excluded. SAP Position Assignment Actions (ZY01) are excluded.
- Entering a position number that does not exist will result in the following error.

Image

The screenshot shows a SAP prompt window titled 'Prompts'. On the left, a search bar is labeled 'Search'. Below it, two prompts are listed: 'Organizational Unit (2)' with the value 'Administration; ADMIN Secretary's Office', and 'Position Number (Single Value) - (Mandatory)' with the value '699999999'. The second prompt is selected. On the right, the prompt 'Position Number (Single Value) - (Mandatory)' is shown with a text input field containing 'Enter a value manually'. Below this, a table shows the 'Selected value(s)' as '699999999'. At the bottom, there are buttons for 'Reset All', 'Run', and 'Cancel'.

Search	Position Number (Single Value) - (Mandatory)		
☒ Organizational Unit (2) Administration; ADMIN Secretary's Office	Enter a value manually		
☒ Position Number (Single Value) - (Mandatory) (1) 699999999	<table border="1"><thead><tr><th>Selected value(s)</th></tr></thead><tbody><tr><td>699999999</td></tr></tbody></table>	Selected value(s)	699999999
Selected value(s)			
699999999			

Image



- Data for this report is reloaded daily.
- **Employee Salary** in report layout represents hourly rate for temporary employees and annual salary for all others.
- **Budget Amount** in report layout represents the position's full budget amount. If there are multiple employees in the position, the Budget Amount would still reflect the position's full budget and is not split based on the number of employees in the position.
- **Field/Home Based** indicator is available from Position attributes (expanded list) in Available Objects.
- The report has a break defined to help spot cases where there are multiple employees in a position. The break is designed to suppress duplicate row values. When exporting data to Excel, follow the instructions below to repeat the values in each row of the report. Once the report is set up to repeat the values, you can then export the report to Excel and the values will be repeated on the spreadsheet as well. There are 10 steps to complete this process.

Step 1: Run the BP001 report for the desired position.

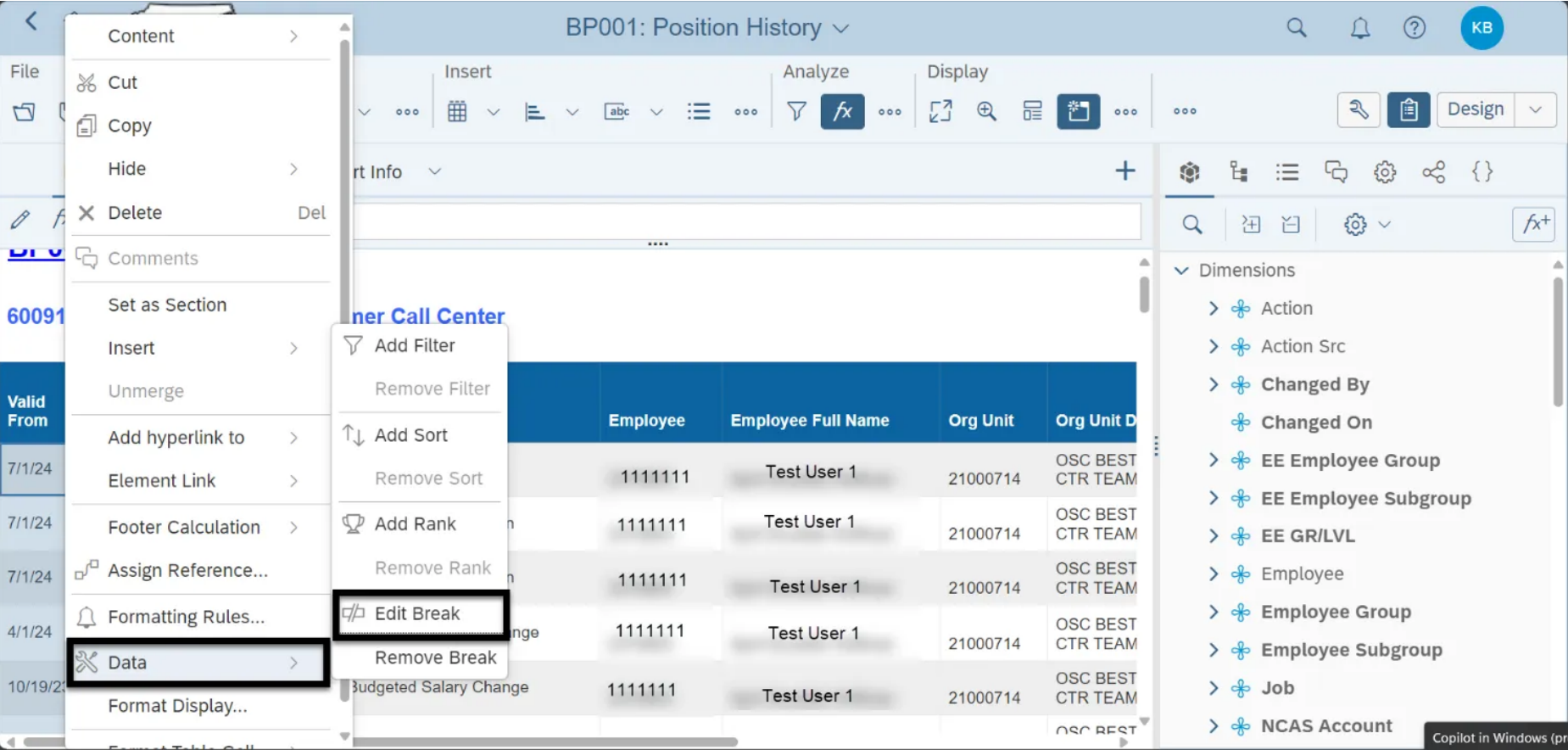
Step 2: Once in the report, select Design from the display drop down menu.

Step 3: Right click on the desired row.

Step 4: Select Data.

Step 5: Select Edit Break.

Image



Step 6: Click on “Display the break panel” icon.

Step 7: Click on the Settings icon next to “Valid From” in the Breaks on Lines panel.

Image

BP001: Position History

File Query Insert Analyze Display

BP001 Position History Report Info

Table Cell

Breaks on Lines (1)

- Valid From
- Action Src
- Action - Key (Not Compounded)
- Action

Add a break

Table Layout

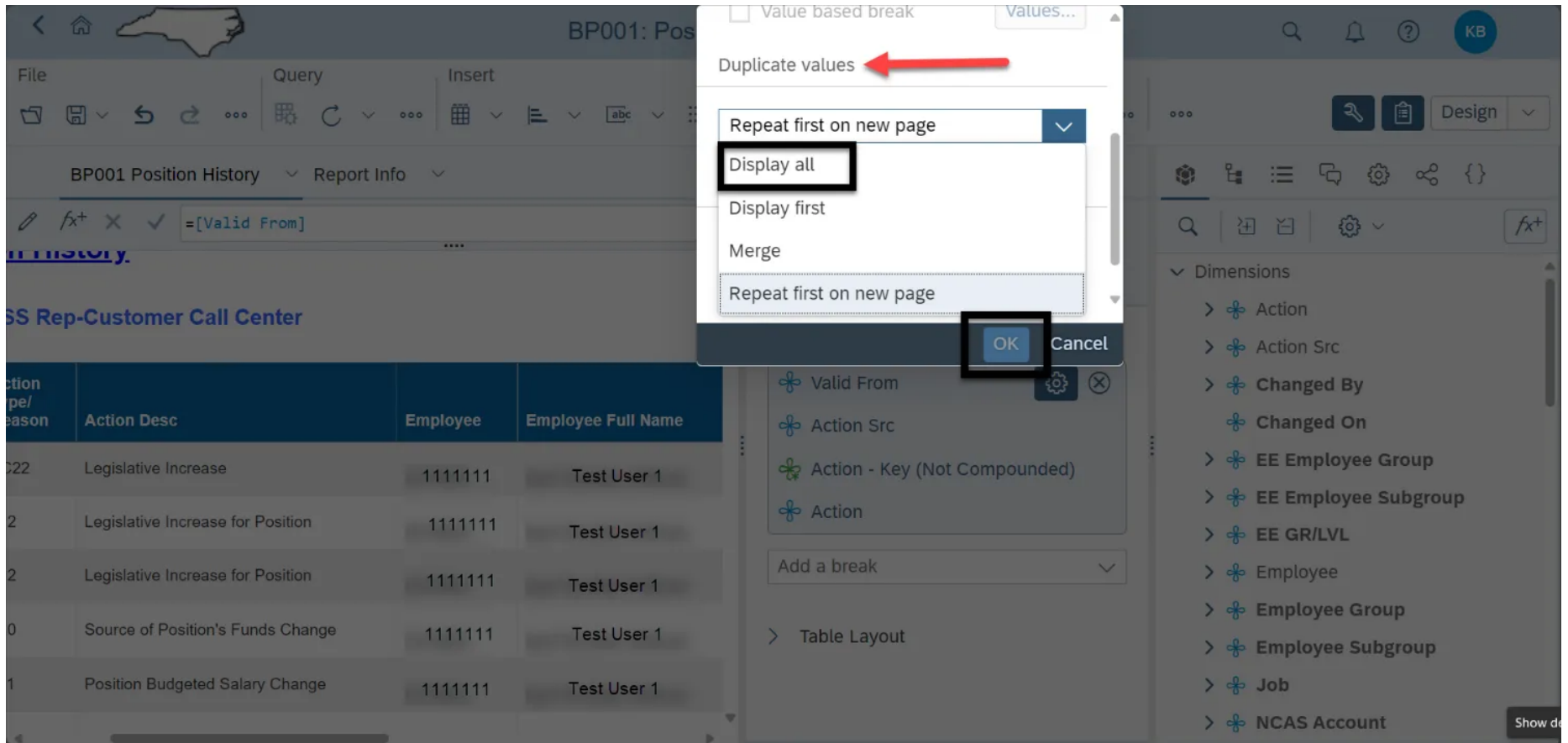
Dimensions

- Action
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- Changed On
- EE Employee Group
- EE Employee Subgroup
- EE GR/LVL
- Employee
- Employee Group
- Employee Subgroup
- Job
- NCAS Account

Action Type/Reason	Action Desc	Employee	Employee Full Name
022	Legislative Increase	1111111	Test User 1
2	Legislative Increase for Position	1111111	Test User 1
2	Legislative Increase for Position	1111111	Test User 1
0	Source of Position's Funds Change	1111111	Test User 1
1	Position Budgeted Salary Change	1111111	Test User 1

Step 8: Scroll down to Duplicate values and change drop down option from “Repeat first on new page” to “Display All” and click OK.

Image



Step 9: Repeat steps (7) and (8) for each of the objects listed under Breaks on Lines panel, so all values will repeat.

Step 10: All values will be displayed in the report. When the report is exported to Excel, the duplicate values are displayed.

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