

BP113 Position Actions

Purpose

The purpose of this Report Description is to display Position Actions in the Integrated HR Payroll System.

Report Description

This report displays all SAP and converted PMIS position actions that occurred during a specified time period.

Report Location

OM: Position Data

Report Uses

Agencies will use this for monitoring purposes to report number and types of position actions being processed. PCR numbers are provided as a cross reference to identify particular action 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
- Effective Date (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:

- Position Action Type(s) – (Optional)
- Position(s) – (Optional)

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)

Image

Prompts

Search

Organizational Unit

Please select at least one value

Last Name UPPERCASE

Please select at least one value

First Name UPPERCASE - (Optional)

(All values)

Employee(s) PersNo. - (Optional)

(All values)

Personnel Area(s) - (Optional)

(All values)

0

Organizational Unit

Search

i

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

Mandatory (2)

Reset All

Run

Cancel

Initial Layout

The report lists all actions based on the prompt selections. Below is a sample of the initial layout rendered.

Image

BP150 Employee Lookup for... Report Info									
<u>BP150: Employee Lookup for Public Information</u>									Execution Date :
Last Name: DOE									
First Name	Employee Full Name	Personnel Area	Org Unit	Org Unit Desc	Original Hire Date	Agency Hire Date	Current Position Desc	Current Job Desc	Current/ Last Salary
Test1	Test1_Doe	Health Human Services	2222222	HHS SO SOS JFK NURSING 1ST SHIFT	9/1/04	8/21/06	Nurse (RN) Lead	Professional Nurse	52,211.00
Test2	Test2_Doe	Correction	2111111	COR SO CHIEF OPERATING OFFICER	6/25/79	6/25/79	Correctional Officer	Correctional Officer	10,380.00

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 Type
- Changed By
- Changed On
- Country
- Effective Date
- Employee Group
- Employee Subgroup
- Job

- Organizational Unit
- PCR ID
- Pos City
- Pos Country
- Pos Personnel Area
- Position
- Sequence number
- State
- Valid to

Measures

- Number of Actions
- Prior Budget Amount
- Total Budget Amount

Variables

- Prompt Response Effective Date
- Prompt Response Exclude Employee Subgroup
- Prompt Response Organizational Unit
- Prompt Response Position
- Prompt Response Position Action Type

Image

▼ Dimensions

- ✿ Agency Hire Date
- > ✿ Employee
 - ✿ First Name
- > ✿ Job
 - ✿ Last Name
- > ✿ Organizational Unit
 - ✿ Original Hire Date
- > ✿ Personnel Area
- > ✿ Position

▼ Measures

-  Annual Salary

▼ Variables

- ✿ Prompt Response Employee PersNo
- ✿ Prompt Response Employment Status
- ✿ Prompt Response First Name UPPERCASE
- ✿ Prompt Response Last Name UPPERCASE
- ✿ Prompt Response Organizational Unit
- ✿ Prompt Response Personnel Area

Special Report Considerations/Features

- Action records in PMIS have been converted to the SAP BEACON action code equivalent to position actions. Where no equivalent was available for a position action, a 9## action type was generated using the original PMIS action description.
- Positions in the range 62000000 - 64999999 (Temporary Solutions Work Orders) are excluded.
- Contractors are excluded by default, but this can be changed.
- Position Personnel area was added to this report on August 17, 2017, and began being populated at that time. If the report is generated for a date prior to August 2017, then the position personnel area will not be populated and will display as “#” or as “not assigned.”
- Position and Job abbreviated titles (Short Text) are available from the Position or Job attributes (expanded list) in Available objects.
- Field/Home Based indicator is available from Position attributes (expanded list) in Available Objects.

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