



DISABLED EMPLOYEE ANALYSIS

REPORT DESCRIPTION B0007 | WEB INTELLIGENCE



The purpose of this report description is to explain the Disabled Employee Analysis Report and how to generate it in the system.

REPORT DESCRIPTION:

This report shows the number of employees by personnel area, with the number of disabled employees, and the percentage of disabled to the total number of employees for the organizational unit(s) specified.

REPORT LOCATION:

PA: Disability

REPORT USES:

- This report can be used to show a summary of the number of employees, who have reported a disability, within each org unit by personnel area.
- The disability code is among many available objects that can be added to the report. It can be added to the report if a list of the number of specific disabilities that have been reported by employees within your organizational unit(s) is needed.
- The employee is also an available object that can be added to the report. It can be added to the report to identify the employee(s) with specific a disability, if certain accommodations or needs are required for an employee with a specific disability.

QUICK LINKS

How to generate this report	2
Initial Layout	4
Available Objects	5
Special Report Considerations/Features	7

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 OSC website at <https://www.osc.nc.gov/documents/files/web-intelligence-prompts>.

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 option in parentheses beside the prompt.

The Optional prompts are:

- Disability Code(s) - (Optional)
- Employee(s) PersNo. - (Optional)
 - ❖ **NOTE:** Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down the search by using the wildcard with specific text strings when looking for an employee by name such as:
 - Mickey*Mouse*
 - *Mouse
 - If the employee number is known, it is best to use the manual entry field in the Employee(s) PersNo. - (Optional) to enter your selection

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 (Contractor)

Prompts

Search

0

Organizational Unit

Search

Dependencies (0/1)
Calendar Month/Year (Single Value, Mandatory)

Fill the dependencies above to get the list of values

Mandatory (2) Reset All Run Cancel

Initial Layout

This report contains one report tab and one Report Info tab. Below are sample renderings from each tab.

B0007 Disabled Employee Analysis: The B0007 Disabled Employee Analysis tab shows the number of employees by personnel area, with the number of disabled employees, and the percentage of disabled to the total number of employees for the organizational unit(s) specified.

<u>B0007: Disabled Employee Analysis as of 10/2018</u>				
Personnel Area	Number of Employees	Number of Disabled Employees	% Disabled to Total	
Agency ABC	320	4	1.25	
Total	320	4	1.25	

The Report Info tab displays the information about the prompts entered.

<u>Report Info</u>	
Prompt Input	
Organizational Unit	Agency ABC
Calendar Month/Year	10/2018
Disability Code(s)	
Employee(s) PersNo.	
Exclude Employee Subgroup	G1

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

- Age Range
- Agency Hire Date
- Cal Mth/Yr
- Cal Qtr
- Cal Qtr/Yr
- Disability Code
- Employee
- Employee Group
- Employee Subgroup
- Employee's Name
- Employment Status
- Ethnic Origin
- Fiscal period
- Fiscal year/period
- Gender
- Job
- Job Branch
- Job Family
- Length of Service
- Org Unit
- Original Hire Date
- Personnel Area
- Personnel Subarea
- Pos Addr Street
- Pos City
- Pos County
- Position
- SOC Code
- State
- Supv Employee
- Supv Position

Measures

- Number of Disabled Employees
- Number of Employees

Variables

- Prompt Response Cal Mth/Yr
- Prompt Response Disability Code
- Prompt Response Employee PersNo
- Prompt Response Exclude Employee Subgroup
- Prompt Response Organizational Unit
- % Disabled to Total
- % Disabled to Total (Grand)

- > Personnel Area
 - > Personnel Subarea
 - > Pos Addr Street
 - > Pos City
 - > Pos County
 - > Position
 - > SOC Code
 - > State
 - > Supv Employee
 - > Supv Position
- > Age Range
 - > Agency Hire Date
 - > Cal Mth/Yr
 - > Cal Qtr
 - > Cal Qtr/Yr
 - > Disability Code
 - > Employee
 - > Employee Group
 - > Employee Subgroup
 - > Employee's Name
 - > Employment Status
 - > Ethnic Origin
 - > Fiscal period
 - > Fiscal year/period
 - > Gender
 - > Job
 - > Job Branch
 - > Job Family
 - > Length of Service
 - > Org Unit
 - > Original Hire Date
- > Measures
 -  Number of Disabled Employees
 -  Number of Employees
 - > Variables
 -  Prompt Response Cal Mth/Yr
 -  Prompt Response Disability Code
 -  Prompt Response Employee PersNo
 -  Prompt Response Exclude Employee Subgroup
 -  Prompt Response Organizational Unit
 -  % Disabled to Total
 -  % Disabled to Total (Grand)

Special Report Considerations/Features

- This report shows the totals for only the active employees for the organizational unit(s) selected as of the calendar month/year selected.
- Beginning 6/25/2020, the system will show 3 values for Disability Code. Based on the dates selected for the report prompt, if June2020 or later is selected, only 3 values will be available.

Disability Code	Description
N	No, I don't have a disability
X	Yes, I have a disability (or previously had a disability)
Y	I don't wish to answer

- If May2020 or any earlier month is selected for the date prompt, the following Disability Codes may be shown.

Disability Code	Description
A	None/prefer not to report
B	Blind or severely visually impaired
C	Deaf or severely hearing impaired
D	Loss or limited use of arms and/or hands
E	Non-ambulatory (must use a wheelchair)
F	Other orthopedic impairment (e.g. amputation, arthritis, etc.)
G	Respiratory impairment
H	Nervous system/neurological disorder
I	Mental restored
J	Intellectual disability
K	Learning disability
L	Other (heart disease, diabetes, speech impairment)
M	Other (specify in COMMENTS section)

Note: The A-M codes above can only be seen in BOBJ reports because historical data is maintained in BI. These historical codes CANNOT be seen in ERP.

CHANGE LOG

- Effective Date 6/2/2017
 - Change
 - Initial creation of the report
- Effective Date 2/21/2019
 - Change
 - Report description created and published
- Effective Date 3/26/2019
 - Change
 - **NO** changes have been made to the content of the report description. ONLY formatting changes to the Headers and Footers.
- Effective Date 6/25/2020
 - Change
 - New Disability codes incorporated. See the Special Considerations/Features section for more detail.
- Effective Date 7/6/2020
 - Change
 - Table of contents updated
- Effective Date 10/7/2024
 - Change
 - Update to Business Objects 4.3 -K.Cox