



EMPLOYEE RANGE REVISIONS AND REALLOCATIONS

BOBJ

REPORT DESCRIPTION B0012 | WEB INTELLIGENCE

The purpose of this report description is to explain the Employee Range Revisions and Reallocations report and how to generate it in the system.

REPORT DESCRIPTION

This report lists employees who have received a Range Revision or Reallocation and shows if there is a balance. Provides jump to 'B0022: Comments' report.

REPORT LOCATION

PA: Compensation

REPORT USES

- Report shows if an increase was given to the employees.
- Report shows if a partial increase was given and the remaining balance.
- Agencies should generate this report to identify/validate which employees have received a Reallocation or Range Revision.

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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
- CalMonth/Year (Single Value/Interval, 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:

- Action Type(s) - (Optional)
- Action Reason(s) - (Optional)
- Personnel Area(s) - (Optional)
- Employee(s) PersNo. - (Optional)
- Job(s) - (Optional)

The screenshot displays a web-based interface for configuring report prompts. On the left, a list of prompts is shown with a search bar at the top. The 'Organizational Unit' prompt is highlighted in blue and marked as mandatory with a yellow triangle containing an exclamation mark. Below it, 'CalMonth/Year (Single Value/Interval, Mandatory)' is also marked as mandatory. Other prompts like 'Action Type(s) - (Optional)' are marked with a checkmark. At the bottom of this list, there are buttons for 'Mandatory (2)', 'Reset All', 'Run', and 'Cancel'. On the right, a detailed view of the 'Organizational Unit' prompt is shown, including a search bar, a 'Dependencies (0/1)' section with 'CalMonth/Year (Single Value/Interval, Mandatory)', and an information box that says 'Fill the dependencies above to get the list of values'.

Initial Layout

The report lists employees who have received a Reallocation or Range Revision during the time frame selected. Below is a sample rendering.

B0012: Employee Range Revisions & Reallocations
Calendar Month/Year: 01/2012 - 12/2012

Personnel Area	Organizational Unit	Organizational Unit Desc	Employee	Employee's Name	Position	Position Desc	Emp Pay Type	Emp Pay Area	Emp Pay Group	Emp Pay Level
Public Relations	2111111	Communications	12345678	MOUSE, MICKEY	61111111	Audio/Visual Specialist	Banded	Career Banding	30005026	J
Public Relations	2111111	Communications	12345679	PIG, PETUNIA	62222222	Press Secretary	Banded	Career Banding	30005020	A

Continued...

Prior Emp Pay Type	Prior Emp Pay Area	Prior Emp Pay Group	Prior Emp Pay Level	Effective Date	Action Type	Action Type Desc	Action Reason	Action Reason Desc	Annual Salary	Prior Salary	Pct (%) of Change	Balance	Comments?
Banded	Career Banding	31000275	J	12/1/2012	ZA	Reallocation (NC)	01	Reallocation Up	115,298	108,342	6.42	0.00	X
Banded	Career Banding	30005026	J	12/1/2012	ZA	Reallocation (NC)	05	Reallocation Down	96,140	96,140	0.00	0.00	X



B0022: Comments Execution Date: 12/15/15

Employee	12345679 - Petunia A Pig
Organizational Unit	21111111 - Communications
Position	62222222 - Press Secretary
Infotype	0000 - Actions
Subtype	# - Not assigned
Valid From - Valid To	12/1/12 - 5/14/14
HD: 12-11-12# As approved by Bugs Bunny, this reallocation is being granted to reflect acquired duties and responsibilities# as a result of additional projects assigned by the General Assembly.	

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 Reason
- Action Type
- Agency Hire Date
- Comments?
- Effective Date
- Emp Pay Area
- Emp Pay Group
- Emp Pay Level
- Emp Pay Type
- Employee
- Employee Group
- Employee Subgroup
- Employee's Name
- Job
- Job Branch
- Job Family
- Organizational Unit
- Original Hire Date
- Personnel Area
- Position
- Prior Emp Pay Area
- Prior Emp Pay Type
- Processed Date
- Prior Emp Pay Group - Key (Not Compounded)
- Prior Emp Pay Level - Key (Not Compounded)

Measures

- Annual Salary
- Pct Chg in Salary
- Prior Salary
- Wage Type Amount

Variables

- No Pct Change
- Prompt Response Action Reason
- Prompt Response Action Type
- Prompt Response Cal Mth/Yr
- Prompt Response Employee PersNo
- Prompt Response Job
- Prompt Response Organizational Unit
- Prompt Response Personnel Area

Dimensions	Measures
<ul style="list-style-type: none"> >  Action Reason 	<ul style="list-style-type: none">  Annual Salary
<ul style="list-style-type: none"> >  Action Type 	<ul style="list-style-type: none">  Pct Chg in Salary
<ul style="list-style-type: none"> >  Agency Hire Date 	<ul style="list-style-type: none">  Prior Salary
<ul style="list-style-type: none">  Comments? 	<ul style="list-style-type: none">  Wage Type Amount
<ul style="list-style-type: none"> >  Effective Date 	<ul style="list-style-type: none"> Variables
<ul style="list-style-type: none"> >  Emp Pay Area 	<ul style="list-style-type: none">  No Pct Change
<ul style="list-style-type: none"> >  Emp Pay Group 	<ul style="list-style-type: none">  Prompt Response Action Reason
<ul style="list-style-type: none"> >  Emp Pay Level 	<ul style="list-style-type: none">  Prompt Response Action Type
<ul style="list-style-type: none"> >  Emp Pay Type 	<ul style="list-style-type: none">  Prompt Response Cal Mth/Yr
<ul style="list-style-type: none"> >  Employee 	<ul style="list-style-type: none">  Prompt Response Employee PersNo
<ul style="list-style-type: none"> >  Employee Group 	<ul style="list-style-type: none">  Prompt Response Job
<ul style="list-style-type: none"> >  Employee Subgroup 	<ul style="list-style-type: none">  Prompt Response Organizational Unit
<ul style="list-style-type: none"> >  Employee's Name 	<ul style="list-style-type: none">  Prompt Response Personnel Area
<ul style="list-style-type: none"> >  Job 	
<ul style="list-style-type: none"> >  Job Branch 	
<ul style="list-style-type: none"> >  Job Family 	
<ul style="list-style-type: none"> >  Organizational Unit 	
<ul style="list-style-type: none"> >  Original Hire Date 	
<ul style="list-style-type: none"> >  Personnel Area 	
<ul style="list-style-type: none"> >  Position 	
<ul style="list-style-type: none"> >  Prior Emp Pay Area 	
<ul style="list-style-type: none"> >  Prior Emp Pay Type 	
<ul style="list-style-type: none"> >  Processed Date 	
<ul style="list-style-type: none">  Prior Emp Pay Group - Key (Not Compounded) 	
<ul style="list-style-type: none">  Prior Emp Pay Level - Key (Not Compounded) 	

Special Report Considerations/Features

- Contractors are excluded.
- 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).

1. Left click to select the desired column
2. Right click on the desired column
3. Select Data
4. Select Add Sort or Edit Sort

The screenshot shows a software interface with a data table. A context menu is open over the 'Employee's Name' column. The menu options are: Content, Cut, Copy, Hide, Delete, Comments, Set as Section, Insert, Unmerge, Add hyperlink to, Element Link, Footer Calculation, Assign Reference..., Formatting Rules..., Data, and Format Table Cell. The 'Data' option is highlighted with a red box. The table contains the following data:

Personnel Area	Organizational Unit Desc	Employee	Employee's Name	Position	Position Desc	Emp Pay Type	Emp Pay Area	Emp Pay Group	Emp Pay Level	Prior Emp Pay Type	Prior Emp Pay Area	Prior Emp Pay Group	Prior Emp Pay Level	Eff Date
Health Human Services	HS SO SOHF PSYCHIATRIC CLINICAL DIRECTOR		Test 1	60036287	Psychiatric Physician Extender	Medical	Annual Salaries	MG01	03	Medical	Annual Salaries	MG00	02	5/1
Health Human Services			Test 2	60036403	Psychiatric Physician Extender	Medical	Annual Salaries	MG01	03	Medical	Annual Salaries	MG00	02	5/1
Health Human Services			Test 3	60037837	Public Information Director I	General	Annual Salaries	GN16	04	General	Annual Salaries	GN14	03	4/1
Health Human Services			Test 4	60037919	IT Project Portfolio Manager	Information Tech	Annual Salaries	IT11	02	Information Tech	Annual Salaries	IT10	02	1/1
Health Human Services			Test 5	60038328	Human Services Program Consultant III	General	Annual Salaries	GN12	02	General	Annual Salaries	GN11	03	6/1
Health Human Services			Test 6	60038322	Human Services Program Consultant III	General	Annual Salaries	GN12	02	General	Annual Salaries	GN11	02	6/1

5. The Sort menu will display on the right-side panel
6. Hover the cursor in the top right corner of the desired category
7. Click the X to remove the sort.

B0012: Employee Range Revisions & Reallocations
 Calendar Month/Year: 01/2021 - 12/2021

Personnel Area	Organizational Unit	Organizational Unit Desc	Employee	Employee's Name	Position	Position Desc	Emp Pay Type	Emp Pay Area	Emp Pay Group	Emp Pay Level	Prior Emp Pay Type
Health Human Services	20003964	HHS SO SOHF JFK CLINICAL DIRECTOR	0111111	User, Test 1	60036287	Psychiatric Physician Extender	Medical	Annual Salaries	MG01	03	Medica
Health Human Services	20003964	HHS SO SOHF JFK CLINICAL DIRECTOR	0222222	User, Test 2	60036403	Psychiatric Physician Extender	Medical	Annual Salaries	MG01	03	Medica
Health Human Services	20004169	HHS SO P&O Communications	0333333	User, Test 3	60037837	Public Information Director I	General	Annual Salaries	GN16	04	Gener
Health Human Services	20004207	HHS T&O ITD D Project Mgmt Office	0444444	User, Test 4	60037919	IT Project Portfolio Manager	Information Tech	Annual Salaries	IT11	02	Inform. Tech
Health Human Services	20004254	HHS SO HuS AAS AS Special Assistance	0555555	User, Test 5	60038328	Human Services Program Consultant III	General	Annual Salaries	GN12	02	Gener
Health Human Services	20004254	HHS SO HuS AAS AS Special Assistance	0666666	User, Test 6	60038322	Human Services Program Consultant III	General	Annual Salaries	GN12	02	Gener

- Conditional Formatting/Alerts
 - Columns *Employee* (1) and *Pct Chg* (2) will be highlighted to Red if the below criteria is true.
 - Criteria for Conditional Formatting: Turn cell red if Pct Change = 0 AND Action is Not (ZA/06 or ZE/05)

B0012: Employee Range Revisions & Reallocations Execution Date : 10/12/15

Calendar Month/Year: 04/2015 - 09/2015

Personnel Area	Organizational Unit	Organizational Unit Desc	Employee	Employee's Name	Position	Position Desc	Emp Pay Type	Emp Pay Area	Emp Pay Group	Emp Pay Level	Prior Emp Pay Type	Prior Emp Pay Area
Administration	20001574	ADMIN DS VETERANS AFFAIRS RO I Hickory	1 12345678	Mickey Mouse	60014247	Administrative Officer II	Graded	Annual Salaries	GR70	70	Graded	Annual Salaries

Prior Emp Pay Group	Prior Emp Pay Level	Effective Date	Action Type	Action Type Desc	Action Reason	Action Reason Desc	Annual Salary	Prior Salary	Pct (%) of Change	Balance	Comments?
GR69	69	8/1/15	ZA	Reallocation (NC)	01	Reallocation Up	39,981	39,981	2 0.00	0.00	#

CHANGE LOG

Effective 4/5/19

- NO changes have been made to the content of the report description. ONLY formatting changes to the Headers and Footers.

Effective 3/28/23

- Alt text added, TOC corrected, headers and footers updated. L. Williams

Effective 10/07/2024

- Update to Business Objects 4.3 K. Bridges

Effective 10/23/2024

- Added "RESTRICTED per N.C.G.S. § 126-22" to the footer. -L.Lee