EMPLOYEE LICENSES, CERTIFICATIONS & REGISTRATIONS

REPORT DESCRIPTION B0039 | WEB INTELLIGENCE

REPORT DESCRIPTION

B0039: Employee Licenses, Certifications & Registrations report counts the total number of employees holding specific licenses and the total number of expired licenses by org unit.

REPORT LOCATION

PA: Certification and Qualifications

REPORT USES

This report counts the total number of employees holding specific licenses and the total number of expired licenses by org unit.

This report is used to monitor the validity of required licenses, certifications and registrations that employees need for their job functions.

QUICK LINKS	

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 at https://www.osc.nc.gov/documents/files/web-intelligence-prompts.

The Mandatory prompts for this report are:

- Organizational Unit

- Certificate From Day (Single Value, Mandatory)

- Certificate To Day (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 optional in parentheses beside the prompt.

The Optional prompts are:

- Certificate Type(s) – (Optional)

- Employee(s) PersNo. – (Optional)

- Employee Group(s) – (Optional)

- Employee Subgroup(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 (Contractor, National Guard) G1; G5

Initial Layout

The report is generated with a list of Organizational No. of Employees by Employee Subgroup for each month. This is a sample of the report:

B0039: Employee Licenses, Certifications & Registrations										Execution Date:7/7/15

From 7/1/2015 To 7/31/2015

Personnel Area	Org Unit	Org Unit Desc	Employee	Employee's Name	Cert Type	Cert ID	Cert. Effective From	Cert. Effective To	Issuing Authority	Number of Records	License Expired
Transportation	20001845	DOT PAM/PD SH D1 M 2 NORTHHAMPTON CME			CommericalDriver Lic		10/5/07	7/17/15	NC DMV	1	
Transportation	20002081	DOT PAM/PD SH D7 M 1 ALAMANCE CME			CommericalDriver Lic		7/13/07	7/13/15	NC DMV	1	
Transportation	20002092	DOT PAM/PD SH D7 M 3 ROCKINGHAM CME			CommericalDriver Lic		7/17/07	7/26/15	NC DMV	1	
Transportation	20002133	DOT PAM/PD SH D8 M 3 SCME SCOTLAND			CommericalDriver Lic		7/31/07	7/31/15	NC DMV	1	
Transportation	20002136	DOT PAM/PD SH D8 OPS TRAFFIC			CommericalDriver Lic		5/4/07	7/8/15	NC DMV	1	
Transportation	20002141	DOT PAM/PD SH D8 CONSTRUCTION			NC Driver License		7/8/10	7/18/15	NC DMV	1	
Transportation	20002151	DOT PAM/PD SH D9 M DAVIDSON CME			CommericalDriver Lic		6/26/07	7/28/15	NC DMV	1	
Transportation	20002313	DOT PAM/PD SH D13 M 2 BCME BUNCOMBE			CommericalDriver Lic		5/4/07	7/3/15	NC DMV	1	Y
Transportation	20002433	DOT PAM/PD SH D5 D OPS EQ WARRENTON			CommericalDriver Lic		7/11/07	7/28/15	NC DMV	1	
Transportation	20002440	DOT PAM/PD SH D6 M EQ LUMBERTON			CommericalDriver Lic		2/26/07	7/3/15	NC DMV	1	Y

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:

- Cert. Effective From
- Cert. Effective To
- Cert. Id.
- Cert. Type
- Certificate Category
- Changed By
- Changed On
- Employee
- Employee Group
- Employee Subgroup
- Employee's Name
- Issuing Auth.
- Job
- Organizational Unit
- Original Hire Date
- Personnel Area
- Position

Measures:

- Number of Records

Variables:

- Prompt Response Certificate From Day
- Prompt Response Certificate To Day
- Prompt Response Certificate Type
- Prompt Response Employee Group
- Prompt Response Employee PersNo
- Prompt Response Employee Subgroup
- Prompt Response Exclude Employee Subgroup
- Prompt Response Organizational Unit
- License Expired

Dimensions
- Cert. Effective From
- Cert. Effective To
- Cert. Id.
- Cert. Type
- **Certificate Category**
- **Changed By**
- **Changed On**
- Employee
- **Employee Group**
- **Employee Subgroup**
- Employee's Name
- Issuing Auth.
- **Job**
- Organizational Unit
- **Original Hire Date**
- Personnel Area
- **Position**

- Prompt Response Exclude Employee Subgroup
- Prompt Response Organizational Unit
- License Expired

Measures
- Number of Records

Variables
- Prompt Response Certificate From Day
- Prompt Response Certificate To Day
- Prompt Response Certificate Type
- Prompt Response Employee Group
- Prompt Response Employee PersNo
- Prompt Response Employee Subgroup

Special Report Considerations/Features

- License Expired is determined based on the condition that if the 'Certificate Effective To' date is prior to system current date.

- Employee Subgroup G1 – Contractors and G5 – National Guards are excluded from the report. Refer the Exclusion Prompt "Exclude Employee SubGroup (Contractors, National Guard) G1; G5" for details.

- Employment Status - Active. Report runs for Active Employees only.

- Report displays a record only for Certificate Types assigned to an Employee License, Certification or Registration. Records with no Certificate Types assigned are not displayed.

CHANGE LOG

Effective 10/7/2024

- Updated for Business Objects 4.3 - LAS