



# DISCIPLINARY WARNINGS

## REPORT DESCRIPTION B0051 | WEB INTELLIGENCE



The purpose of this report description is to explain how to generate the Disciplinary Warnings report.

### REPORT DESCRIPTION

The report provides list of employees who have received a warning.

### REPORT LOCATION

PA: Warnings (Disciplinary)

### REPORT USES

This report is used to monitor and track the status of disciplinary warnings for active employees.

### QUICK LINKS

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## How to generate 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
- From Day (Single Value, Mandatory)
- 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:

- Personnel Area(s) - (Optional)
- Employee Group(s) - (Optional)
- Employee Subgroup(S) – (Optional)
- Employee(s) PersNo. - (Optional)
- Reason(s) – (Optional)

Prompts
✕

0

Organizational Unit

⚠ Organizational Unit  
Please select at least one value

⚠ From Day (Single Value, Mandatory)  
Please select at least one value

⚠ To Day (Single Value, Mandatory)  
Please select at least one value

Personnel Area(s) - (Optional)  
(All values)

Employee Group(s) - (Optional)  
(All values)

Employee Subgroup(s) - (Optional)  
(All values)

Employee(s) PersNo. - (Optional)  
(All values)

Reason(s) - (Optional)  
(All values)

∨ Dependencies (0/1)
 

To Day (Single Value, Mandatory) ➤

ℹ Fill the dependencies above to get the list of values

Mandatory (3)    Reset All
Run
Cancel

### Initial Layout

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

B0051: Disciplinary Warnings							
From Day - To Day : 1/1/2013 - 12/31/2015							
Personnel Area	Organizational Unit	Organizational Unit Desc	Employee's Name	Employee	Gender	Ethnic Origin	Subtype
Administration	22222222	ADMIN Public Relations	PIG, PETUNIA	23456789	Female	White (Non-Hispanic/Latino)	Disciplinary Action
	23333333	ADMIN Marketing	MOUSE, MICKEY	12345678	Male	White (Non-Hispanic/Latino)	Disciplinary Action

Continued ...

Date : 7/25/18

Reason	Effective Date	Valid To	Status - Time From	Status - Resolved At	Status - Result	Comments?	Estimated Costs
DA-WritWarnPersCond	9/17/2013	3/17/2015	#	#	#	#	0.00
DA-WritWarnPersCond	11/12/2014	5/12/2016	#	#	#	X	0.00
<b>Personnel Area - Administration</b>							<b>0.00</b>
<b>Total</b>							<b>0.00</b>

## 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

- Agency Hire Date
- Comments?
- Date Entered
- Date Settled
- Effective Date
- Emp Pay Area
- Emp Pay Group
- Emp Pay Level
- Emp Pay Type
- Employee
- Employee Group
- Employee Subgroup
- Employee's Name
- Employment Status
- Ethnic Origin
- Gender
- Grievance Number
- Job
- Military Status
- Organizational Unit
- Original Hire Date
- Personnel Area
- Personnel Subarea
- Position
- Reason
- Status - Resolved At
- Status - Result
- Status - Time From
- Subtype
- Supervisor
- Valid To
- Veteran Status

### Measures

- Estimated Costs

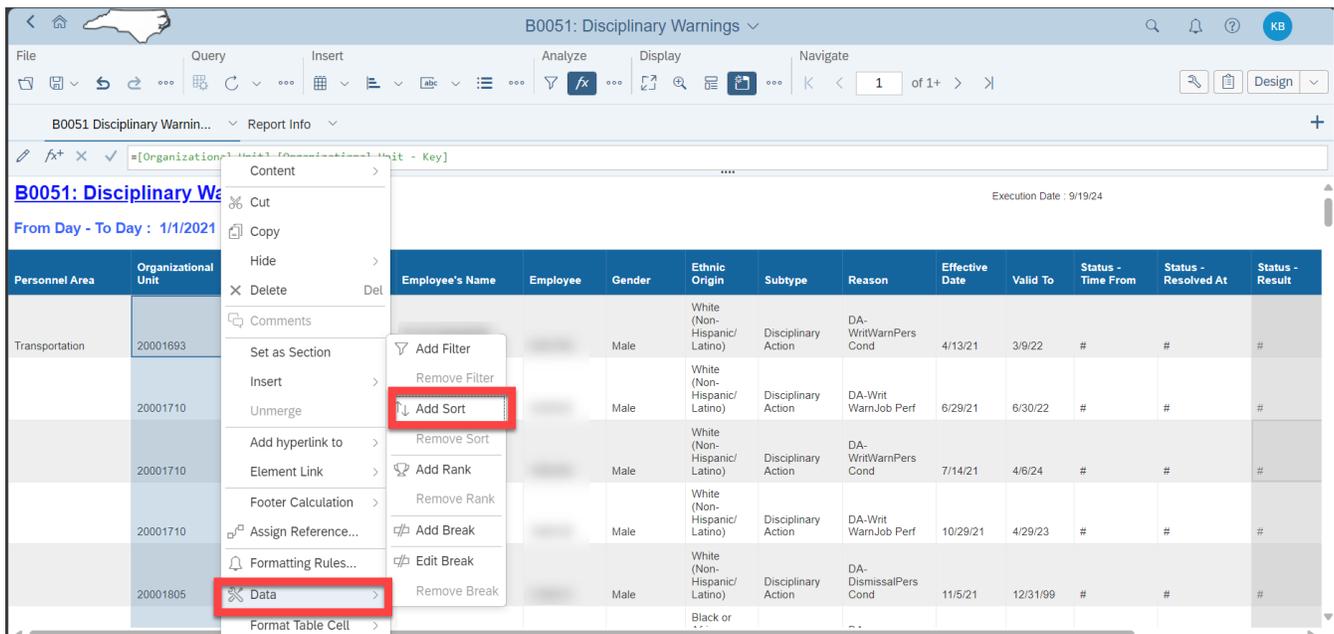
### Variables

- Prompt Response Employee Group
- Prompt Response Employee PersNo
- Prompt Response Employee Subgroup
- Prompt Response From Day - To Day
- Prompt Response Organizational Unit
- Prompt Response Personnel Area
- Prompt Response Reason

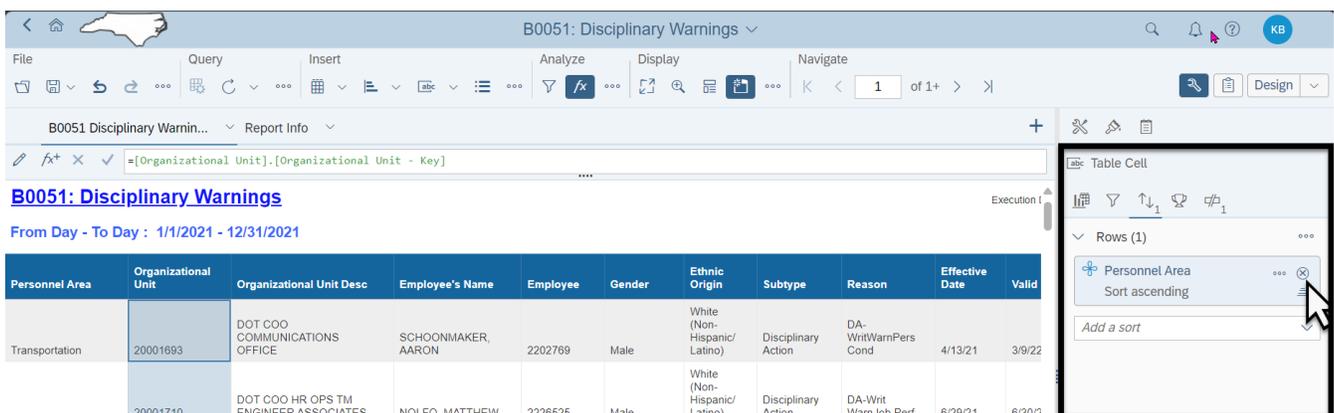
<ul style="list-style-type: none"> <li>▼ Dimensions</li> <li>✦ Agency Hire Date</li> <li>✦ Comments?</li> <li>✦ Date Entered</li> <li>✦ Date Settled</li> <li>✦ Effective Date</li> <li>&gt; ✦ Emp Pay Area</li> <li>&gt; ✦ Emp Pay Group</li> <li>&gt; ✦ Emp Pay Level</li> <li>&gt; ✦ Emp Pay Type</li> <li>&gt; ✦ Employee</li> <li>&gt; ✦ Employee Group</li> <li>&gt; ✦ Employee Subgroup</li> <li>&gt; ✦ Employee's Name</li> <li>&gt; ✦ Employment Status</li> <li>&gt; ✦ Ethnic Origin</li> <li>&gt; ✦ Gender</li> <li>&gt; ✦ Grievance Number</li> <li>&gt; ✦ Job</li> <li>&gt; ✦ Military Status</li> <li>&gt; ✦ Organizational Unit</li> <li>✦ Original Hire Date</li> <li>&gt; ✦ Personnel Area</li> <li>&gt; ✦ Personnel Subarea</li> <li>&gt; ✦ Position</li> <li>&gt; ✦ Reason</li> <li>&gt; ✦ Status - Resolved At</li> <li>&gt; ✦ Status - Result</li> <li>&gt; ✦ Status - Time From</li> <li>&gt; ✦ Subtype</li> <li>&gt; ✦ Supervisor</li> <li>✦ Valid To</li> <li>&gt; ✦ Veteran Status</li> </ul>	<ul style="list-style-type: none"> <li>▼ Measures</li> <li>📊 Estimated Costs</li> <li>▼ Variables</li> <li>✦ Prompt Response Employee Group</li> <li>✦ Prompt Response Employee PersNo</li> <li>✦ Prompt Response Employee Subgroup</li> <li>✦ Prompt Response From Day - To Day</li> <li>✦ Prompt Response Organizational Unit</li> <li>✦ Prompt Response Personnel Area</li> <li>✦ Prompt Response Reason</li> </ul>
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### Special Report Considerations/Features

- Temporary employees are excluded by default but this can be changed.
- 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



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.



- To View B0022 Comments Report (Hyperlink)
  1. Make sure the column “Comments?” is selected.
  2. Click the X to navigate to the B0022 Comments Report.
  3. The B0022 Comments Report populates.

Employee	Gender	Ethnic Origin	Subtype	Reason	Effective Date	Valid To	Status - Time From	Status - Resolved At	Status - Result	Comments?	Estimated Costs
0111111	Male	White (Non-Hispanic/Latino)	Disciplinary Action	DA-WritWarnPers Cond	4/13/21	3/9/22	#	#	#	X	0.00
0111222	Male	White (Non-Hispanic/Latino)	Disciplinary Action	DA-WritWarnJob Perf	6/29/21	6/30/22	#	#	#	X	0.00
0333333	Male	White (Non-Hispanic/Latino)	Disciplinary Action	DA-WritWarnPers Cond	7/14/21	4/6/24	#	#	#	X	0.00
		White									

**CHANGE LOG**

Effective 11/5/2015

- Initial report creation to convert from BI to BOBJ.

Effective 4/14/2016

- Added Job Minimum Salary, Job Maximum Salary and Job Reference Rate as part of Job attributes list. Corrected B0022 report jump after 4.1SP6P5 upgrade.

Effective 8/9/2018

- Corrected sorting issue for date objects in report.

Effective 10/07/2024

- Update to Business Objects 4.3 – K. Bridges