



# POSITION ACTIONS

## REPORT DESCRIPTION BP113 | WEB INTELLIGENCE



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.

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

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)

Prompts
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0
↻
Organizational Unit
⌵

**Organizational Unit**  
Please select at least one value

**Effective Date (Mandatory)**  
Please select at least one value

Position Action Type(s) - (Optional)  
(All values)

Position(s) - (Optional)  
(All values)

Exclude Employee Subgroup (Contractors) (1)  
G1

**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.

BP113: Position Actions									
Execution Date : 11/30/15									
Effective Date: 8/1/2012 - 9/30/2012									
Org Unit	Org Unit Desc	Position	Position Desc	Effective Date	Action Type	Action Type Desc	PCR ID	Number of Actions	
21111111	Public Relations	61111111	Press Secretary	8/14/2012	111	Position Budgeted Salary Change	9999999999	1	
		62222222	Promotional Events Coordinator	9/1/2012	124	Change Supervisor of Position	5000074660	1	
<b>Org Unit - 21111111 Public Relations</b>								<b>2</b>	
23333333	Communications	63333333	Audio/Visual Specialist	8/1/2012	113	Position Transfer	5000073168	1	
<b>Org Unit - 23333333 Communications</b>								<b>1</b>	
<b>Total</b>								<b>3</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:

- 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

<p>▼ Dimensions</p> <ul style="list-style-type: none"> <li>&gt; ✿ Action Type</li> <li>&gt; ✿ <b>Changed By</b></li> <li>    ✿ Changed On</li> <li>&gt; ✿ <b>Country</b></li> <li>    ✿ Effective Date</li> <li>&gt; ✿ <b>Employee Group</b></li> <li>&gt; ✿ <b>Employee Subgroup</b></li> <li>&gt; ✿ <b>Job</b></li> <li>&gt; ✿ Organizational Unit</li> <li>&gt; ✿ PCR ID</li> <li>&gt; ✿ <b>Pos City</b></li> <li>&gt; ✿ <b>Pos County</b></li> <li>&gt; ✿ <b>Pos Personnel Area</b></li> <li>&gt; ✿ Position</li> <li>&gt; ✿ <b>Sequence number</b></li> <li>&gt; ✿ <b>State</b></li> <li>    ✿ Valid To</li> </ul>	<p>▼ Measures</p> <ul style="list-style-type: none"> <li>☞ Number of Actions</li> <li>☞ <b>Prior Budget Amount</b></li> <li>☞ <b>Total Budget Amount</b></li> </ul> <p>▼ Variables</p> <ul style="list-style-type: none"> <li>✿ Prompt Response Effective Date</li> <li>✿ Prompt Response Exclude Employee Subgroup</li> <li>✿ Prompt Response Organizational Unit</li> <li>✿ Prompt Response Position</li> <li>✿ Prompt Response Position Action Type</li> </ul>
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**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.

**CHANGE RECORD**

Effective 12/3/15

- Initial version

Effective 8/17/17

- Added Position Personnel Area

Effective 1/25/18

- Updated document with Position personnel area information from 8/17/17 change.

Effective 8/10/21

- Updated format. Assigned reference number. – C. Ennis

Effective 8/11/21

- Added Alt Text L.Lee

Effective 8/12/21

- Added Position and Job abbreviated titles (Short Text) to Position and Job attributes (expanded list) in Available Objects. -T.Cooper

Effective 9/2/2021

- Added **Field/Home Based** indicator to Position attributes (expanded list) in Available Objects.

Effective 10/7/2024

- Update to Business Objects 4.3 – LAS

Effective 10/29/2024

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