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# User Group Meeting

## Friday, February 24, 2012

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# Internal Orders

## John Taylor

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# The Recovery Audit Process

## Ron Conner, Norma Hall, CG's Office

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South Carolina Enterprise Information System

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# Top SCEIS Tickets: FI & MM

## SCEIS Team

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# Top SCEIS Tickets: Finance

Team	Issue	Resolution
<b>Finance</b>	The user has an Interdepartmental Transfer (IDT) that was entered incorrectly, and it keeps regenerating itself even though the user has deleted the parked document. How can this be corrected?	The billing agency must reverse the 40XXX document number first. The 39XXX document will automatically delete through the interface run that night.

# Top SCEIS Tickets: Finance

Team	Issue	Resolution
<b>Finance</b>	A user tried to reverse document 5700440542 with the MR8M transaction, and received the following message: "Invoice Document 5700440542 cannot be processed further." How can this be fixed?	<p>The document cannot be reversed because the line item on the purchase order was locked.</p> <p>Purchasing will need to unlock the line item and then the user will be able to reverse the document.</p>

# Top SCEIS Service Desk Tickets

Team	Issue	Resolution
<b>Materials Management – Changing a PO</b>	I need to add a contract reference to a Purchase Order.	<p>If a Shopping Cart was created without a reference to a contract when a contract exists for the item, the following can be done to update the PO with the contract information:</p> <ol style="list-style-type: none"> <li>1. Copy(CTRL Y) <i>OR</i> Write down the Account Assignment Information.</li> <li>2. Enter the Contract Number and item Number in the outline agreement Column.</li> <li>3. Change the Account Assignment to Cost Center (K).</li> <li>4. Paste (CTRL V) <i>OR</i> Retype the Account Assignment Information.</li> </ol>

# Top SCEIS Service Desk Tickets

Team	Issue	Resolution
<b>Materials Management – Shopping Cart Check Status</b>	When I Check the Status of my Shopping Cart, it shows “Release Rejected” or “In Your Inbox”	<p>A Shopping Cart will workflow back to the Creator if an Approver <i>Rejects</i> or <i>Changes the Value</i> of the Shopping Cart and is shown as a status of “In Your Inbox”. The Creator has 2 options for reordering the Shopping Cart:</p> <ol style="list-style-type: none"> <li>1. Accept Changes-Should only be used if none of the items in the SC have been rejected and only the value of the cart has been changed. This option will not cause workflow to be restarted.</li> <li>2. Change-Should be used when items of the cart have been rejected. This option will cause workflow to restart.</li> </ol> <p>If a Creator chooses Accept Changes of a rejected cart, the cart will be deleted and the status will say “Release Rejected”</p>





# Break

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# SCEIS Updates

## Cassandra Alston

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## ZMRBR Update:

- Implementation has been postponed to April 2.
- Agencies will have the option to assign a workflow role that will allow agency approval after an invoice has been posted.
- This optional process will be reviewed annually to determine whether it is having an adverse impact on agency, and statewide, accounting or financial reporting activities.



South Carolina Enterprise Information System

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# Upcoming Training Opportunities

## Lorraine Caprio

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## ZMRBR Training:

- Training will be held during the weeks of March 12 & 19.
- Agencies will be grouped into training sessions based on size to allow the instructors to target the unique needs of agencies that are sized similarly.
- SCEIS will send training dates and details to Agency Training Coordinators, Finance and Procurement Directors via email.

## 🌀 Live Meeting & Conference Call on new RH039 reports:

- Tuesday, March 6 at 10:00 a.m.
- Tuesday, March 6 at 2:00 p.m.
- Thursday, March, 8 at 2:00 p.m.

## 🌀 For registration link and details:

- View the full story on the [SCEIS Weekly Updates](#) page, under February 21, 2012:
  - [http://sceis.sc.gov/documents/Register\\_Now\\_for\\_Training\\_on\\_New\\_RH039\\_HR-PY\\_BW\\_Reports.pdf](http://sceis.sc.gov/documents/Register_Now_for_Training_on_New_RH039_HR-PY_BW_Reports.pdf)



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# SCEIS Change Advisory Board Elections

## John Taylor

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## Nominations

### 🔄 HR/Payroll:

#### – **Mary Bannister**

- Assistant HR Director, Dept. of Health & Environmental Control

#### – **Robin Owens**

- Director of HRS-SCEIS Operations, Dept. of Mental Health

### 🔄 Materials Management:

#### – **Stephen Pullie**

- Procurement Director, Dept. of Juvenile Justice

(The SCEIS Team did not receive any nominations for Finance representatives.)





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# Seeking Presenters: SCEIS Best Practices

## John Taylor

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# Break

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# Top SCEIS Tickets: HR & Payroll

## SCEIS Team

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# Top SCEIS Tickets: HR/Payroll

Team	Issue	Resolution
<b>HR/Payroll – ESS &amp; MSS</b>	<p>Employee or Manager receives a message that reads: “Personal earliest retroactive accounting not reached.”</p> <p>This message is triggered when an employee tries to enter a leave request or a manager tries to approve a leave request.</p>	<p>This issue occurs when there is leave pending approval from 2011 or there is a leave request from 2011 that is stuck in approved status and has never posted in the system.</p> <p><b>Corrections:</b></p> <ol style="list-style-type: none"> <li>1. Use transaction ZHRUAL to find leave from 2011.</li> <li>2. Submit help desk ticket for gate to be opened and leave either processed or deleted.</li> </ol>

# Top SCEIS Tickets: HR/Payroll

Team	Issue	Resolution
<b>HR/Payroll – ESS</b>	A user finds navigating the Record Working Time screen difficult as it is set up by default. Is it possible to adjust the view of the Record Working Time page so it is customized to the needs of a user?	<p>Yes, employees who use Time Entry in ESS can customize the Record Working Time page to make it more user friendly, based on their unique needs.</p> <p>Just follow the steps shown here:  <a href="http://sceis.sc.gov/documents/How_to_Personalize_Your_Record_Working_Time_Screen_In_ESS.pdf">http://sceis.sc.gov/documents/How_to_Personalize_Your_Record_Working_Time_Screen_In_ESS.pdf</a>.</p>



South Carolina Enterprise Information System

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# **SCEIS Census Reports for Legislative Requests**

**Paige Stephens & Lane Small**

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# Sample Request: South Carolina Legislative Caucus

**ROBERT FORD**  
SENATOR, CHARLESTON COUNTY  
SENATORIAL DISTRICT NO. 42

HOME ADDRESS: P.O. BOX 25302  
CHARLESTON, SC 29413  
TELEPHONE: (843) 852-0777  
EMAIL: RFFORD@SENATE.GOV

OFFICE ADDRESS:  
P.O. BOX 147  
COLUMBIA, SOUTH CAROLINA 29202  
TELEPHONE: (803) 212-5124 FAX: (803) 212-4259  
EMAIL: RFFORD@SENATE.GOV HOME FAX: (843)  
571-5925 HOME EMAIL:  
SENATORRFFORD@BELLSSOUTH.NET



COMMITTEES:  
BANKING AND INSURANCE  
CORRECTIONS AND PENOLOGY  
GENERAL  
INVESTIGATIONS  
JUDICIARY  
LABOR, COMMERCE AND INDUSTRY  
MEDICAL AFFAIRS  
S.C. LEGISLATIVE BLACK CAUCUS  
CHARITABLE, CIVIL RIGHTS AND  
AFFIRMATIVE ACTION

February 2012

Dear State of South Carolina Agency Head:

Enclosed please find an article from the Charleston Post and Courier that references comments from two prominent national Civil Rights figures Rev. Jesse Jackson, Rainbow Push and Benjamin Todd Jealous, President, NAACP made during the Martin Luther King Day Rally in Columbia at the S. C. Statehouse.

Once again, South Carolina was portrayed in another negative posture on an age old problem of discrimination in government which should not exist in 2012. What makes this even more egregious on one hand, we give the impression of equality and equity, yet we fail to give working people the opportunity to advance their stations in life through equitable employment opportunities. With specific reference to opportunity, South Carolina recently elected our first-ever female Governor, who is of color. Recognizing our newly acquired progressiveness this is the same outlook we should embrace towards the working people of the State of South Carolina.

As chairman of the S. C. Legislative Black Caucus, Affirmative Action and Civil Rights Committee, I have been assigned to address employment disparities in State Government and the private sector. The SCLBC Caucus in operation since 1973, but formerly organized in 1975, adopted equitable representation of the working mass as a top priority from day one. In my role as committee chairman and with the consensus of the 2012 SCLBC membership, we are determined to end this practice now.

In conjunction with Joint Resolution S1120, which I introduced to establish a State Employee Compensation Study Commission we open this process by initially engaging the primary stakeholders the employers. We are asking for a response to the enclosed questionnaire within the next 14 days. The questions give us preliminary information needed to begin our meetings with each agency head as soon as possible. We plan to hold the meetings in Room 507 of the Gressette Building. Upon compilation of the information a meeting schedule will be developed and your agency will be notified to schedule a meeting date and time.

- 🕒 In February the SCLBC sent a letter to selected agency heads requesting census data on their employees.
- 🕒 There are 7 questions on the request.
- 🕒 The SCEIS Reporting Team has available reports that will assist with 5 of the questions.



# SCLBC Request

South Carolina Legislative Black Caucus  
Affirmative Action & Civil Rights Committee  
Agency Questionnaire

Agency \_\_\_\_\_

Director/Designee \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

1. Number of employees (FTE's), State and Federal
2. Number of employees by gender and ethnicity employed by your agency.
3. Number of employees whose salary is above \$50k by race and gender.
4. Number of employees whose salary is less than \$50k by race and gender
5. Does your agency have a Succession Plan? Please describe the key elements briefly.
6. Did your agency have a RIF in FY2010, FY2011? If so, how many employees were affected by race and gender for each year.
7. Number of managers and supervisors by department by race and gender depicting longevity and current salary.

This questionnaire is only an outline of the information sought. Spreadsheet format is preferred however; any other format that contains the desired information is accepted and appreciated.

# SCLBC Request

1. Number of employees (FTE's), State and Federal.
2. Number of employees by gender and ethnicity employed by your agency.
3. Number of employees who salary is above \$50k by race and gender.
4. Number of employees whose salary is less than \$50k by race and gender.
5. Does your agency have a Succession Plan? Please describe the key elements briefly.
6. Did your agency have a RIF in FY2010, FY2011? If so, how many employees were affected by race and gender for each year.
7. Number of managers and supervisors by department by race and gender depicting longevity and current salary.

# Reports Available

- ☉ The reporting team has developed a workbook for agencies to extract census information on their employees. The workbooks are located in both BEX and Business Objects.
- ☉ This week in the SCEIS Weekly Update email, a link was provided for detail instructions on how to refresh the report in BEX and Business Objects.
  - <http://www.sceis.sc.gov/page.aspx?id=230>
- ☉ The next several slides will show how to refresh the report and the finished report.

# Report for Question 1- BEX Report

Question 1: Number of employees (FTE's), State and Federal.

Below is the screen shot of how you will refresh the report.

The screenshot displays the SAP BEX report interface. The main window shows a report titled "Question 1: Number of employees (FTE's). State and Federal". A dialog box titled "RH010.1A - FTE Totals by State, Federal, Other" is open, allowing users to refresh the report. The dialog box contains the following fields and controls:

- Personnel Area:** A dropdown menu set to "F030".
- Calendar Month/Year (\*):** A date field set to "02/2012".
- Organizational Unit (Auth):** An empty text field.
- To:** A date field set to "02/2012".
- Empty Demarcation:** A checkbox that is currently unchecked.
- Buttons:** "Execute", "Check", and "Cancel (F12)".

A red speech bubble points to the "Execute" button with the text: "Choose this tab for Question 1, refresh and choose execute."

The background shows a table with columns A through J. The first row (row 1) is labeled "Question 1: Number of employees (FTE's). State and Federal". The second row (row 2) is labeled "RH010.1A - FTE Totals by State, Federal, Other". The third row (row 3) is labeled "Key Figures". The fourth row (row 4) is labeled "Personnel Area". The fifth row (row 5) is labeled "Calendar Year/Month". The sixth row (row 6) is labeled "Employee Group". The seventh row (row 7) is labeled "Employee". The eighth row (row 8) is labeled "Employee Subgroup". The ninth row (row 9) is labeled "No Applicable Data Found."

The status bar at the bottom indicates: "SAP BEX: Running query at cell 'Q1-EE Count (FTE)'!\$A\$14".

# Report for Question 1- BEX Report

Below is a screen shot of the results of the BEX report.\*

	A	B	C	D	E	F
1	<b>Question 1: Number of employees (FTE's), State and Federal</b>					
2						
3	<b>RH010.1A - FTE Totals by State, Federal, Other</b>					
4						
5	Key Figures	Filled <input type="checkbox"/> FTE, State <input type="checkbox"/> Filled, Federal <input type="checkbox"/> Filled, Other <input type="checkbox"/> Filled				
6	Personnel Area					
7						
8	Calendar Year/M	Q2/2012				
9	Employee Group	CLASSIFIED FTE, CLASSIFIED FTE IExam, CLASS FTE-DEF PAY, UNCL				
10	Employee	Not assigned				
11	Employee Subg	CIR PUB DEFENDER, SENATORS, REPRESENTATIVE, 1..1Z, 2..2Z, CHIE				
12						
13						
14	Personnel Area		▽ Filled FTE	State Filled	Federal Filled	Other Filled
15	F030	BUDGET AND CONTROL BOARD	949.626	150.038	15.363	784.225
16	Overall Result		949.626	150.038	15.363	784.225
17						
25						
26						
27						
28						
34						
<div> <span>◀ ▶ 🔍</span> <span>Information</span> <span>Q1-EE Count (FTE)</span> <span>Q2-EE Count by Gender&amp;Ethnic</span> <span>Q3-EE Count&gt;\$5</span> </div>						
Ready						

Results after  
refreshed

\* The data provided has been scrambled.

# Report for Question 2- BEX Report

- Question 2 - Number of employees by gender and ethnicity employed by your agency.
- Below is the screen shot of how you will refresh the report.

**Question 2: Number of employees by gender and ethnicity employed by your agency.**

**Use Variant: Classified and Unclassified**

**RH039A Workforce Planning Data**

Filter	Value	Operator	Value	Filter	Value
Personnel Area		=		To	
Employee Group Range		=	1	To	
Employee Subgroup		=	1	To	1Z
Calendar Month/Year (*)	02/2012			To	02/2012
Employment Status (*)	3			Active	
Organizational Unit (Auth)				Empty Demarcation	
Personnel Number (Selection Options, Optional)		=		To	

**Execute** **Check** **Cancel (F12)**

**Choose this tab for Question 2, refresh, load variant and choose execute.**

**Information** / **Q1-EE Count (FTE)** / **Q2-EE Count by Gender&Ethnic** / **Q3-EE Count > \$50K** / **Q4-EE Count < \$50K** / **Q7-Supervisor Count, Yrs, Salary**

SAP BEX: Running query at cell 'Q2-EE Count by Gender&Ethnic'!\$A\$39

# Report for Question 2- BEX Report

Below is a screen shot of the results of the BEX report.\*

	A	B	C	D	E
1	<b>Question 2: Number of employees by gender and ethnicity employed by your agency.</b>				
2	<b>Use Variant: Classified and Unclassified FTEs (HR_CLASS_UNCLASS_FTE)</b>				
3	<b>RH039A Workforce Planning Data</b>				
38					
39	Personnel Area	Gender	Ethnic Origin	Number of Employees	
40	BUDGET AND CONTROL BOARD	Female	American Indian/Alaska Native	5	
41	BUDGET AND CONTROL BOARD	Female	Asian	10	
42	BUDGET AND CONTROL BOARD	Female	Black/African American	54	
43	BUDGET AND CONTROL BOARD	Female	Hispanic/Latino	42	
44	BUDGET AND CONTROL BOARD	Female	Native Hawaiian/Other Pacific Islander	7	
45	BUDGET AND CONTROL BOARD	Female	Two or More Races	4	
46	BUDGET AND CONTROL BOARD	Female	White	52	
47	BUDGET AND CONTROL BOARD	Female	Result	174	
48	BUDGET AND CONTROL BOARD	Male	American Indian/Alaska Native	12	
49	BUDGET AND CONTROL BOARD	Male	Black/African American	42	
50	BUDGET AND CONTROL BOARD	Male	Hispanic/Latino	25	
51	BUDGET AND CONTROL BOARD	Male	Two or More Races	2	
52	BUDGET AND CONTROL BOARD	Male	White	61	
53	BUDGET AND CONTROL BOARD	Male	Result	142	
54	BUDGET AND CONTROL BOARD	Result		316	
55	Overall Result			316	
56					
57					
58					
59					
70					
Information / Q1-EE Count (FTE) / <b>Q2-EE Count by Gender&amp;Ethnic</b> / Q3-EE Count > \$50K / Q4-EE Count < \$50K / Q7-Supervis					
Ready					

Results after  
refreshed

\* The data provided has been scrambled.

# Report for Question 3- BEX Report

- Question 3 - Number of employees who salary is above \$50k by race and gender.
- Below is the screen shot of how you will refresh the report.

The screenshot displays the SAP BEX report interface for Question 3. The left pane lists selection criteria, and the right pane shows the input form. A callout bubble points to the 'Execute' button.

Selection Criteria	Input Field	Value
Pay Grade Level		
Organizational Unit (Auth)		
Calendar Month/Year		02/2012
Personnel Area	=	
Employee Group Range	=	1
Employee Subgroup	0	1
Job Class Code		
Employment Status (*)		3
Personnel Number (Selection Options, Optional)	=	
Salary Amount		50,000
Salary Text		50K

**Callout Bubble:** Choose this tab for Question 3, refresh, load variant and choose execute.

**Bottom Bar:** Information / Q1-EE Count (FTE) / Q2-EE Count by Gender&Ethnic / **Q3-EE Count>\$50K** / Q4-EE Count<\$50K / Q7-Supervisor Count,Yrs,Salary /

SAP BEx: Running query at cell 'Q3-EE Count>\$50K'!\$A\$33



# Report for Question 3- BEX Report

Below is a screen shot of the results of the BEX report.\*

	A	B	C	D	E
1	Question 3: Number of employees whose salary is above \$50k by race and gender.				
2	Use Variant: Classified and Unclassified FTEs (HR_CLASS_UNCLASS_FTE)				
3	RH022.2 Class and Comp Report - Salary by Agency (SPECIAL)				
32					
33	Personnel Area	Ethnic Origin	Gender	Salary GT \$50K	
34	BUDGET AND CONTROL BOARD	American Indian/Alaska Native	Female	3	
35	BUDGET AND CONTROL BOARD	American Indian/Alaska Native	Male	2	
36	BUDGET AND CONTROL BOARD	American Indian/Alaska Native	Result	5	
37	BUDGET AND CONTROL BOARD	Asian	Female	2	
38	BUDGET AND CONTROL BOARD	Asian	Result	2	
39	BUDGET AND CONTROL BOARD	Black/African American	Female	12	
40	BUDGET AND CONTROL BOARD	Black/African American	Male	11	
41	BUDGET AND CONTROL BOARD	Black/African American	Result	23	
42	BUDGET AND CONTROL BOARD	Hispanic/Latino	Female	9	
43	BUDGET AND CONTROL BOARD	Hispanic/Latino	Male	4	
44	BUDGET AND CONTROL BOARD	Hispanic/Latino	Result	13	
45	BUDGET AND CONTROL BOARD	Native Hawaiian/Other Pacific Islander	Female	3	
46	BUDGET AND CONTROL BOARD	Native Hawaiian/Other Pacific Islander	Result	3	
47	BUDGET AND CONTROL BOARD	Two or More Races	Female	1	
48	BUDGET AND CONTROL BOARD	Two or More Races	Male	2	
49	BUDGET AND CONTROL BOARD	Two or More Races	Result	3	
50	BUDGET AND CONTROL BOARD	White	Female	20	
51	BUDGET AND CONTROL BOARD	White	Male	9	
52	BUDGET AND CONTROL BOARD	White	Result	29	
53	Overall Result			78	
54					
55					
56					
57					
64					
<div>Results after refreshed</div>					
Information / Q1-EE Count (FTE) / Q2-EE Count by Gender&Ethnic / Q3-EE Count > \$50K / Q4-EE Count < \$50K / Q7-Su					
Ready					

\* The data provided has been scrambled.

# Report for Question 4- BEX Report

- Question 4 - Number of employees whose salary is less than \$50k by race and gender.
- Below is the screen shot of how you will refresh the report.

**Question 4: N** **Use Variant: Classified**

**RH022.2 Class**

1	Question 4: N	RH022.2 Class and Comp Report - Salary by Agency (SPECIAL)
2	Use Variant: Classified	
3	RH022.2 Class	
4	Organizational Unit	Organizational Unit (Auth)
5	Personnel Area	Calendar Month/Year
6	Department	Personnel Area
7	Job Class Code	Employee Group Range
8	Employee	Employee Subgroup
9	Employee Group	Job Class Code
10	Employee Subgroup	Employment Status (*)
11	Employment Status	Personnel Number (Selection Options, Optional)
12	Calendar Month/Year	Salary Amount
13	Pay Grade Level	Salary Text
14	Pay Grade Type	
15	Pay Grade Area	
16	Pay Grade	
17	Country Grouping	
18	Full/Part Time Ind.	
19	Key Figures	
20	Personnel Subarea	
21		
31		
32		
33	No Applicable Data Found.	
36		

Execute Check Save Print Refresh Cancel (F12)

Choose this tab for Question 4, refresh, load variant and choose execute.

Information / Q1-EE Count (FTE) / Q2-EE Count by Gender&Ethnic / Q3-EE Count>\$50K / **Q4-EE Count<\$50K** / Q7-Supervisor Count,Yrs,Salary

SAP BEx: Running query at cell 'Q4-EE Count<\$50K'!A\$33

# Report for Question 4- BEX Report

Below is a screen shot of the results of the BEX report.\*

	A	B	C	D	E
1	Question 4: Number of employees whose salary is less than \$50k by race and gender.				
2	Use Variant: Classified and Unclassified FTEs (HR_CLASS_UNCLASS_FTE)				
3	RH022.2 Class and Comp Report - Salary by Agency (SPECIAL)				
32					
33	Personnel Area	Ethnic Origin	Gender	Salary LT \$50K	
34	BUDGET AND CONTROL BOARD	American Indian/Alaska Native	Female	2	
35	BUDGET AND CONTROL BOARD	American Indian/Alaska Native	Male	10	
36	BUDGET AND CONTROL BOARD	American Indian/Alaska Native	Result	12	
37	BUDGET AND CONTROL BOARD	Asian	Female	8	
38	BUDGET AND CONTROL BOARD	Asian	Result	8	
39	BUDGET AND CONTROL BOARD	Black/African American	Female	42	
40	BUDGET AND CONTROL BOARD	Black/African American	Male	31	
41	BUDGET AND CONTROL BOARD	Black/African American	Result	73	
42	BUDGET AND CONTROL BOARD	Hispanic/Latino	Female	33	
43	BUDGET AND CONTROL BOARD	Hispanic/Latino	Male	21	
44	BUDGET AND CONTROL BOARD	Hispanic/Latino	Result	54	
45	BUDGET AND CONTROL BOARD	Native Hawaiian/Other Pacific Islander	Female	4	
46	BUDGET AND CONTROL BOARD	Native Hawaiian/Other Pacific Islander	Result	4	
47	BUDGET AND CONTROL BOARD	Two or More Races	Female	3	
48	BUDGET AND CONTROL BOARD	Two or More Races	Male	0	
49	BUDGET AND CONTROL BOARD	Two or More Races	Result	3	
50	BUDGET AND CONTROL BOARD	White	Female	32	
51	BUDGET AND CONTROL BOARD	White	Male	52	
52	BUDGET AND CONTROL BOARD	White	Result	84	
53	Overall Result			238	
54					
55					
56					
57					
61					
<div>Results after refreshed</div>					
Information / Q1-EE Count (FTE) / Q2-EE Count by Gender&Ethnic / Q3-EE Count>\$50K / Q4-EE Count<\$50K / Q7-Superv					

Ready

\* The data provided has been scrambled.

# Report for Question 7a- BEX Report

- Question 7a - Number of managers and supervisors by department by race and gender depicting longevity and current salary.
- Below is the screen shot of how you will refresh the report.

	A	B	C	D	E	F	G
1	<b>Question 7: M</b>	RH022.3 Class and Comp Report - Supervisors by Agency (SPECI					
2	<b>Use Variant: Classified</b>						
3	<b>RH022.3 Class</b>						
4		Pay Grade Level	<input type="text"/>		Empty Demarcation	<input type="text"/>	<input type="text"/>
5	Organizational Unit	Organizational Unit (Auth)	<input type="text"/>		Empty Demarcation	<input type="text"/>	<input type="text"/>
6	Personnel Area	Calendar Month/Year	<input type="text" value="02/2012"/>		To <input type="text" value="02/2012"/>	<input type="text"/>	<input type="text"/>
7	Department	Personnel Area	<input type="text" value="="/>		To <input type="text"/>	<input type="text"/>	<input type="text"/>
8	Job Class Code	Employee Group Range	<input type="text" value="="/>		To <input type="text"/>	<input type="text"/>	<input type="text"/>
9	Employee	Employee Subgroup	<input type="text" value="1"/>		To <input type="text" value="1Z"/>	<input type="text"/>	<input type="text"/>
10	Employee Group	Job Class Code	<input type="text"/>		Empty Demarcation	<input type="text"/>	<input type="text"/>
11	Employee Subgroup	Employment Status (*)	<input type="text" value="3"/>		Active	<input type="text"/>	<input type="text"/>
12	Employment Status	End Date	<input type="text" value="12/31/9999"/>		To <input type="text"/>	<input type="text"/>	<input type="text"/>
13	Calendar Month/Year	<input type="button" value="Execute"/> <input type="button" value="Check"/> <input type="button" value="Print"/> <input type="button" value="Refresh"/> <input type="button" value="Cancel (F12)"/>					
14	Pay Grade Level						
15	Pay Grade Type						
16	Pay Grade Area						
17	Pay Grade						
18	Country Grouping						
26	Calendar Month/Year						
32							
33							
34	No Applicable Data Found.						
35							
36							

Information / Q1-EE Count (FTE) / Q2-EE Count by Gender&Ethnic / Q3-EE Count>\$50K / Q4-EE Count<\$50K / Q7-Supervisor Count,Yrs,Salary /

SAP BEx: Running query at cell 'Q7-Supervisor Count,Yrs,Salary'!\$A\$34

**Choose this tab for Question 7, refresh, load variant and choose execute.**

# Report for Question 7a- BEX Report

Below is a screen shot of the results of the BEX report.\*

Microsoft Excel - Employee Demographic Questionnaire 02/2012 (xSAPtemp2305.xls)

File Edit View Insert Format Tools Data Window Business Explorer Help

Type a question for

B43 AD-AD/PROG MGR

	A	B	C	D	E	F	G	H
1	<b>Question 7: Number of managers and supervisors by department by race and gender depicting longevity and current salary.</b>							
2	<b>Use Variant: Classified and Unclassified FTEs (HR_CLASS_UNCLASS_FTE)</b>							
3	<b>RH022.3 Class and Comp Report - Supervisors by Agency (SPECI</b>							
33								
34	Personnel Area	Personnel Subarea	Ethnic Origin	Gender	Number of Employees	Avg Annual Sal	Avg Yrs in State Svc	Avg Mos in State Svc
38	BUDGET AND CONTROL BOARD	AD-AD/PROG MGR	Black/African American	Female	14	\$ 69,785.00	18	225
39	BUDGET AND CONTROL BOARD	AD-AD/PROG MGR	Black/African American	Male	6	\$ 60,915.83	13	166
40	BUDGET AND CONTROL BOARD	AD-AD/PROG MGR	Black/African American	Result	20	\$ 67,124.25	17	208
41	BUDGET AND CONTROL BOARD	AD-AD/PROG MGR	White	Female	44	\$ 65,676.34	19	230
42	BUDGET AND CONTROL BOARD	AD-AD/PROG MGR	White	Male	40	\$ 71,974.65	16	199
43	BUDGET AND CONTROL BOARD	AD-AD/PROG MGR	White	Result	84	\$ 68,675.54	17	215
44	BUDGET AND CONTROL BOARD	AD-AD/PROG MGR	Result		104	\$ 68,377.21	17	214
45	BUDGET AND CONTROL BOARD	AD-FISCAL SERVI	Black/African American	Female	4	\$ 53,423.25	12	154
46	BUDGET AND CONTROL BOARD	AD-FISCAL SERVI	Black/African American	Male	2	\$ 53,258.50	11	144
47	BUDGET AND CONTROL BOARD	AD-FISCAL SERVI	Black/African American	Result	6	\$ 53,368.33	12	150
48	BUDGET AND CONTROL BOARD	AD-FISCAL SERVI	Hispanic/Latino	Male	1	\$ 43,915.00	5	67
49	BUDGET AND CONTROL BOARD	AD-FISCAL SERVI	Hispanic/Latino	Result	1	\$ 43,915.00	5	67
50	BUDGET AND CONTROL BOARD	AD-FISCAL SERVI	White	Female	12	\$ 60,879.17	19	238
51	BUDGET AND CONTROL BOARD	AD-FISCAL SERVI	White	Male	5	\$ 73,079.00	11	142
52	BUDGET AND CONTROL BOARD	AD-FISCAL SERVI	White	Result	17	\$ 64,467.35	17	210
53	BUDGET AND CONTROL BOARD	AD-FISCAL SERVI	Result		24	\$ 60,836.25	15	189
117	Overall Result				255	\$ 69,141.61	17	205
118								
119								
120								
121								
122								
131								

Results after refreshed

Information / Q1-EE Count (FTE) / Q2-EE Count by Gender&Ethnic / Q3-EE Count>\$50K / Q4-EE Count<\$50K / Q7-Supervisor Count,Yrs,Salary /

Ready

\* The data provided has been scrambled.

# Report for Question 7b- BEX Report

- Question 7b - Number of managers and supervisors by department by race and gender depicting longevity and current salary.
- Below is the screen shot of how you will refresh the report.

	A	B	C	D	E	F	
1	<b>Question 7: Number of managers and supervisors by organizational unit by race and gender depicting longevity</b>						
2	Use Variant: Classified and Unclassified FTEs (HR_CLASS_UNCLASS_FTE)						
3	RH022.3 Class and Comp Report - Supervisors by Agency (SPECI						
4							
5	Organizational Unit						
6	Personnel Area						
7	Department						
8	Job Class Code						
9	Employee						
10	Employee Group						
11	Employee Subgroup						
12	Employment Status						
13	Calendar Month/Year						
14	Pay Grade Level						
15	Pay Grade Type						
16	Pay Grade Area						
17	Pay Grade						
18	Country Grouping						
19	Full/Part Time Ind.						
20	State Hire Date						
21	Key Figures						Nu
22	Personnel Subarea						
30	Personnel Area						XX
47							
◀ ▶ 🔍 / Q1-EE Count (FTE) / Q2-EE Count by Gender&Ethnic / Q3-EE Count>\$50K / Q4-EE Count<\$50K / Q7-Supervisor Count,Yrs,Salary / Q7-Supervisor Count by Org Unit							
SAP BEx: Running query at cell 'Q7-Supervisor Count by Org Unit'!\$A\$32							



# Report for Question 7b- BEX Report

Below is a screen shot of the results of the BEX report.\*

	A	B	C	D	E	F
1	<b>Question 7: Number of managers and supervisors by organizational unit by race and gender depicting longevity</b>					
2	Use Variant: Classified and Unclassified FTEs (HR_CLASS_UNCLASS_FTE)					
3	RH022.3 Class and Comp Report - Supervisors by Agency (SPECI					
4						
5	Organizational Unit					
6	Personnel Area					
7	Department					
8	Job Class Code					
9	Employee					
10	Employee Group					
11	Employee Subgroup					
12	Employment Status					
13	Calendar Month/Year					
14	Pay Grade Level					
15	Pay Grade Type					
16	Pay Grade Area					
17	Pay Grade					
18	Country Grouping					
19	Full/Part Time Ind.					
20	State Hire Date					
21	Key Figures	Nu				
22	Personnel Subarea					
30	Personnel Area	XX				
47						

  

RH022.3 Class and Comp Report - Supervisors by Agency (SPECI

Pay Grade Level				Empty Demarcation		
Organizational Unit (Auth)				Empty Demarcation		
Calendar Month/Year		02/2012		To 02/2012		
Personnel Area		=	R400	To		
Employee Group Range		=		To		
Employee Subgroup		=		To		
Job Class Code				Empty Demarcation		
Employment Status (*)			3	Active		
End Date		=	12/31/9999	To		

Execute Check Cancel (F12)

**Choose this tab for  
Question 7 by Org Unit,  
refresh, load variant  
and choose execute**

SAP BEx: Running query at cell 'Q7-Supervisor Count by Org Unit'!\$A\$32

\* The data provided has been scrambled.

# Report for all Questions- Business Objects Report

- Business Objects will have one refresh screen and each tab will update and have the final report on the appropriate tab.
- Below is the screen shot of how you will refresh the report.

Prompts

Select or type the prompt values for each prompt below.

✓ Calendar Month/Year FEB 2012

Organizational Unit (Auth) (optional) If no value is selected, the filter will be removed.

Personnel Area From (optional) If no value is selected, the filter will be removed.

Personnel Area To (optional) If no value is selected, the filter will be removed.

Refresh values

Calendar Month/Year

Refresh values

Enter your search pattern

Refresh Data Cancel



# Report for all Questions- Business Objects Report

Below is a screen shot of the results of the Business Objects report.\*



\* The data provided has been scrambled.

# Friday, March 23

MTC Northeast Auditorium