Reports Available via SCEIS Business Warehouse (BEX Analyzer)

A description of each report follows on subsequent pages

Transaction	Report Name	Roles with Access
RH010.2 (ZHR_ZPAOS_C01_Q002)	Flexible Position Totals by Employee Group	HR Director HR Master Data Maintainer
RH022.3 (Workbook)	Class & Comp Report – Statewide Positions & Funds	HR Director HR Master Data Maintainer
RH022.1 (Workbook)	Class & Comp Report – Positions & Funds by Agency	HR Director
RH024 (ZHR_0PY_DS051_Q0024)	Workers' Comp Report	Agency Payroll Administrator
RH026 (ZHR_ZPAOS_C01_RH026_Q001)	Telecommuting	HR Director HR Master Data Maintainer
RH032 (ZHR_ZSAL_AUD00_Q0001)	Salary Audit Report	HR Director HR Master Data Maintainer
RH035 (ZHR_ZPA_C01A_Q004)	T/O by Reason	HR Director HR Master Data Maintainer
RH035 (ZHR_ZPA_C01A_Q004B)	T/O by Data	HR Director HR Master Data Maintainer
RH035 (ZHR_ZPA_C01A_Q004C)	T/O Summary Level	HR Director HR Master Data Maintainer
RH035 (ZHR_ZPA_C01A_Q010A)	Separation from State Government	HR Director HR Master Data Maintainer
RH035 (ZHR_ZPA_C01A_Q010)	T/O Data Report	HR Director HR Master Data Maintainer
RH036 (ZHR_ZPA_C01A_Q0036)	EPMS Report	HR Director HR Master Data Maintainer
RH037 (ZHR_ZPA_C01A_Q011)	Average Age of New Hires	HR Director HR Master Data Maintainer
RH039A (ZHR_ZPA_C01A_Q039A)	Workforce Planning Data	HR Director HR Master Data Maintainer
RH039B (ZHR_ZPA_C01A_Q039B)	Employment Report by Gender and Race within Agency and Band	HR Director HR Master Data Maintainer
RH039C (ZHR_ZPA_C01A_Q039C)	Employee Counts and % by Gender & Race within Agency	HR Director HR Master Data Maintainer
RH039D (ZHR_ZPA_C01A_Q039D)	Length of Service by Gender	HR Director HR Master Data Maintainer
RH039E (ZHR_ZPA_C01A_Q039E)	Employee Count by % by Gender and Race with Average State Service	HR Director HR Master Data Maintainer
RH039F (ZHR_ZPA_C01A_Q039F)	Employee Demographics and Position Number	HR Director HR Master Data Maintainer
RH039G (ZHR_ZPA_C01A_Q039G)	Employees with Selected Years of Service	HR Director HR Master Data Maintainer

Transaction	Report Name	Roles with Access
RH039H (ZHR_ZPA_C01A_Q039H)	Employees in Trial or Probationary Status	HR Director HR Master Data Maintainer
RH040.6 (ZHR_ZPA_C01A_Q006)	TERI by Band	HR Director HR Master Data Maintainer
RH040.3 (ZHR_ZPA_C01A_Q003)	TERI & Retiree Employee Listing	HR Director HR Master Data Maintainer
RH040.5 (ZHR_ZPA_C01A_Q005)	Rehired Retirees	HR Director HR Master Data Maintainer
RH041 (ZHR_ZPAOS_C01_Q007)	Vacant Position	HR Director HR Master Data Maintainer
RH042 (ZHR_ZPA_0185_Q0042)	Salary Supplement	HR Director HR Master Data Maintainer
RH046 (ZHR_ZPA_C01A_Q008)	Census Data	HR Director HR Master Data Maintainer
RH047 (ZHR_ZPA_0185_Q0047)	Fair Market Housing	HR Director HR Master Data Maintainer

Descriptions of Reports Available via SCEIS Business Warehouse (BEX Analyzer)

RH010.2, Flexible Position Totals by Employee Group (ZHR_ZPAOS_C01_Q002)
Run by calendar month and year, this report provides position totals by employee group in a flexible format.   Employee group is broken down into classified FTE, unclassified FTEs, non-regulatory, temporary, temporary grant, time limited, time limited defined pay and agency heads.   The numbers of authorized, actual, filled and vacant positions are broken down into State, Federal and Other positions as well as the total; total salary is also provided in the default format. Additional fields can be pulled into the report including county, region and pay grade.

RH022.3, Statewide Total Funds by Agency (Workbook)
By calendar month and year, this report provides the total number of positions on a statewide basis. The number is further broken down by vacant or filled status and the amount of position funding provided by State, Federal Other, and Total Funds. Job Class Code, Employee Group and employee subgroup can be included in the report layout.

RH022.1, Total Funds by Agency (Workbook)
By calendar month and year, this report provides the number of positions for a specified agency (as provided by security/access settings). The number of positions is broken down by vacant or filled status, and the amount of position funding provided by State, Federal, Other and Total Funds. Job Class Code, employee group and employee subgroup may also be included in the agency report layout.

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RH024 Workers' Compensation Report (ZHR_0PY_DS051_Q0024)
The Workers' Comp report is provided to generate payroll and employee data as needed for the annual workers' compensation audit. It includes the workers' compensation codes, employee groups, total payroll results, overtime pay, one third of overtime pay, etc. The user has the flexibility to create the report with various data as needed.

RH026 Telecommuting (ZHR_ZPAOS_C01_RH026_Q001)
This report was designed to provide OHR the annual "Telecommuting Report" as required each year. One key factor is that this report is based on employee data entered by agencies on IT0185 Personal IDs. The report may be useful to all agencies, regulatory and non regulatory, as a quality review tool to monitor employee records for accuracy.

RH032 Salary Audit Report (ZHR_ZSAL_AUD00_Q0001)
This report was designed for OHR to monitor certain pay adjustments granted by agencies and to insure that both the IT0185 Personal IDs record and the IT0008 Basic Pay record are completed appropriately. These adjustments include Temporary Salary Adjustment, Administrative Salary Adjustment, Grant Salary Adjustment, Special Assignment Pay, etc. The report may be useful to all agencies, regulatory and non regulatory, as a quality review tool to monitor employee records for accuracy.

RH035 T/O by Reason (ZHR_ZPA_C01A_Q004)
This report is designed to provide both Agencies and OHR data on employee turnover from a high level. With many demographic fields which can be included from employee to work schedule rules, this report provides flexibility for research.

RH035 T/O by Data (ZHR_ZPA_C01A_Q004B)
This report provides turnover information in percentages based on a comparison of employee headcount to separation actions. The users may generate data based on specific periods of time as desired with demographic data; types of employees - FTE, temporary, etc. This report may be helpful to agencies and central government for a variety of reasons, including workforce planning.

RH035 T/O Summary Level (ZHR_ZPA_C01A_Q004C)
This report is intended to provide information on employment movement within the agency, movement to other agencies, and separation from state government as an employer. It allows the user to generate data for a variety of "separation reason codes" entered by agency users. The report provides separation reason and number of employee movements based on specific reasons, employee demographic information, and other data. This report may be helpful to agencies and central government for a variety of reasons, including workforce planning.

RH035 Separation from State Government (ZHR_ZPA_C01A_Q010A)
This report is intended to provide information on employees who leave state government as the employer. It does not necessarily reflect employees who leave one agency to accept a position at

another agency and is based on the applicable "separation reason codes" entered by agency users. The report provides headcount, separation reason, employee demographic information, percentages, and other data. This report may be helpful to agencies and central government for a variety of reasons, including workforce planning.

RH035 T/O Data Report (ZHR_ZPA_C01A_Q010)

This report is designed to provide both Agencies and OHR data on employee turnover by Action and Reason Code along with Action Percentages. This report may be helpful to agencies and central government for a variety of reasons, including workforce planning.

RH036, EPMS Report (ZHR_ZPA_C01A_Q0036)

The EPMS report is designed to provide both Agencies and OHR information on the Employee Evaluations completed by each agency. Included is information on working hours, work schedule rules, employee grievance status, position information and the performance review date, status and last rating.

RH037, Average Age of New Hires (ZHR_ZPA_C01A_Q011)

Designed for OHR this report provides by personnel area, job class code and pay grade the average age of newly hired employees as defined by a selected date range. Ages are also broken down by sex of the employee.

RH039A, Workforce Planning Data (ZHR_ZPA_C01A_Q039A)

A report developed for OHR, this query provides summary level data of the number of employees, annual salary and average annual salary by pay grade area and type as well as pay grade. Other information can be added into the report including employee, Personnel Area, County Code and age ranges.

RH039B, Employee Report by Sex & Race within Agency & Band (ZHR_ZPA_C01A_Q039B)

A report designed for OHR, this summary level report provides race and sex information by Pay Grade and PayGrade Type.

RH039C, Employee Counts and % by Sex, Race within Agency (ZHR_ZPA_C01A_Q039C)

A report designed for OHR, this summary level report provides summary level data by Pay Grade Area and Type of the employees by race and as a percentage. Gender information can be added into the report.

RH039D, Length of State Service by Gender (Pin) (ZHR_ZPA_C01A_Q039D)

This report provides detailed level information by agency, job and employee on the Years of State Service by that employee. Job information as well as county can be added into the report. If an agency runs this report, only those employees currently employed by the specific agency will be returned.

RH039E, Employee Counts and % by Sex, Race with Average State Service (ZHR_ZPA_C01A_Q039E)

This report, designed for OHR, provides details by Job Class Code and Title, PayGrade , ethnic origin and sex on the number of employees, their average state service and average age. It also provides and overall result summary level of information.

RH039F, Employee Demographics and Position Information (ZHR_ZPA_C01A_Q039F)

Designed for OHR, this report provides detailed information by employee of the hours per week, name, gender, DOB, ethnicity, marital Status, Job, job class and job class title, position information, employee group and subgroup, state hire date, agency hire date, annual leave accrual date, performance review date, continuous State Service Date, Pay Grade, and salary information including annual salary and previous salary.

RH039G, Employees with Selected Years State Service (ZHR_ZPA_C01A_Q039G)

Designed for OHR, this report provides summary level information by gender of the years of sate Service. Years of State Service is broken down into the following ranges: 0 to 4, 5 to 10, 10 to 20, 20 to 30, 30 to 40, 40 to 50 and over 50.

RH039H, Employees in Trial or Probationary Status (ZHR_ZPA_C01A_Q039H)

Designed for OHR, this report provides a listing of all employees in the EPMS Status of trial or probationary. It also provides their job class code and title as well as their performance review date.

RH040.3, TERI and Retiree Employee Listing (ZHR_ZPA_C01A_Q003)

Developed for OHR and Agencies, this report provides a listing of employees who have elected to participate in the TERI program. IT provides employee names, job and position information, TERI begin and End dates and the employee's annual salary. Listing is provided in employee number order.

RH040.5, Rehired Retirees Summary (ZHR_ZPA_C01A_Q005)

Developed for OHR and Agencies, this report provides a listing by Personnel area of the number of TERI and 'regular' retirees who have been rehired and their occupational categories. Employee and job information can be pulled into the report to provide specific details.

RH040.6, TERI by Pay Band (ZHR_ZPA_C01A_Q006)

Developed for OHR, this report provides a summary level overview of the number of TERI employees currently working in specified personnel areas (agencies) by pay band. This is by default a summary level report, but employee can be added to the report to provide details by Personnel Area and Pay Grade.

RH041, Vacancy Position Report (ZHR_ZPAOS_C01_Q007)

This report is designed to provide data by calendar month and year on vacant positions (indicator Y) including job class code, title, employee group and subgroup, pay grade, vacancy start date and the number of vacancies. Other data may be pulled into the report including, but not limited to salary, the months vacant and the job classification date.

RH042, Salary Supplement Report (ZHR_ZPA_0185_Q0042)

Developed for OHR's annual reporting requirements, this report provides the total amount of salary supplement by Personnel Area and Employee. Data displayed in the default includes salary supplement, the Approver of the supplement, the conditions of the supplement, the effective date and reported date or date entered into the system. Other data that is available and can be pulled into the report to include: Valid from date, organizational unit, employee group, employee sub group, the supplemental salary ID and personnel sub area. This report is generated on a fiscal year basis. The report may be useful to regulatory and non regulatory agencies as a quality review tool to monitor employee records for accuracy.

RH046, State Census Data Report (ZHR_ZPA_C01A_Q008)

This report is designed for OHR to release specified information to the National Census Bureau on an annual basis. Data included in the two reports is:

RH046.1, Census Data Wages (ZHR_0PY_DS51_Q0046)

A summary report run by payroll period, it provides by personnel area, all personnel with a status of Active, the key figures of number of full time employees, full time employees gross payroll, number of part time employees, part time employees gross payroll, part time employees, gross payroll, total paid for part time hours, Number of Fulltime employees, number of part time employees and STD?

RH047, Fair Market Housing Value (ZHR_ZPA_0185_Q0047)

Run by Fiscal Year, this report provides by Personnel Area, the amount paid to a State Employee of a salary supplement for living expenses that is received not as cash but as the value of the housing that is provided.