

## **SAP Business Warehouse/Business Intelligence Reporting**

# **Running BW/BI Reports From HRMS Portal**

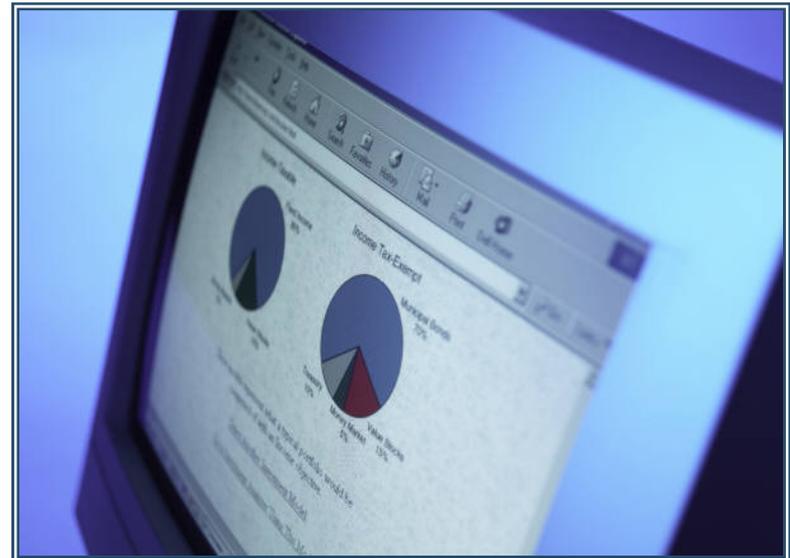
**Washington State HRMS Business  
Warehouse/Business Intelligence (BW/BI)  
Self-Paced Learning Materials  
General Topics - BW/BI End Users/Power Users**

# Running BW/BI Custom Reports - Overview

The Running BW/BI Custom Reports section provides an overview for running BW/BI Custom Reports from the HRMS Portal.

Topics covered in this section include:

- Running BW/BI Custom Reports
  - Accessing Reports from the HRMS Portal
  - Selecting a Report
  - Report Variables
  - Selecting Multiple Variables
  - Deleting Variables
  - Running a Report
  
- Defining BW/BI Custom Report Variables
  - Position-Personnel Master Listing
  - Position Statistics Report-Month Ending
  - Position Roster
  - Employee History
  - Class Distribution-Pay Class
  - Classification Turnover
  - Supervisor to Employee
  - Employee Summary
  - Employee File Statistics
  - Appointment Status Changes
  - Affirmative Action
  - HRM Performance Measurement reports

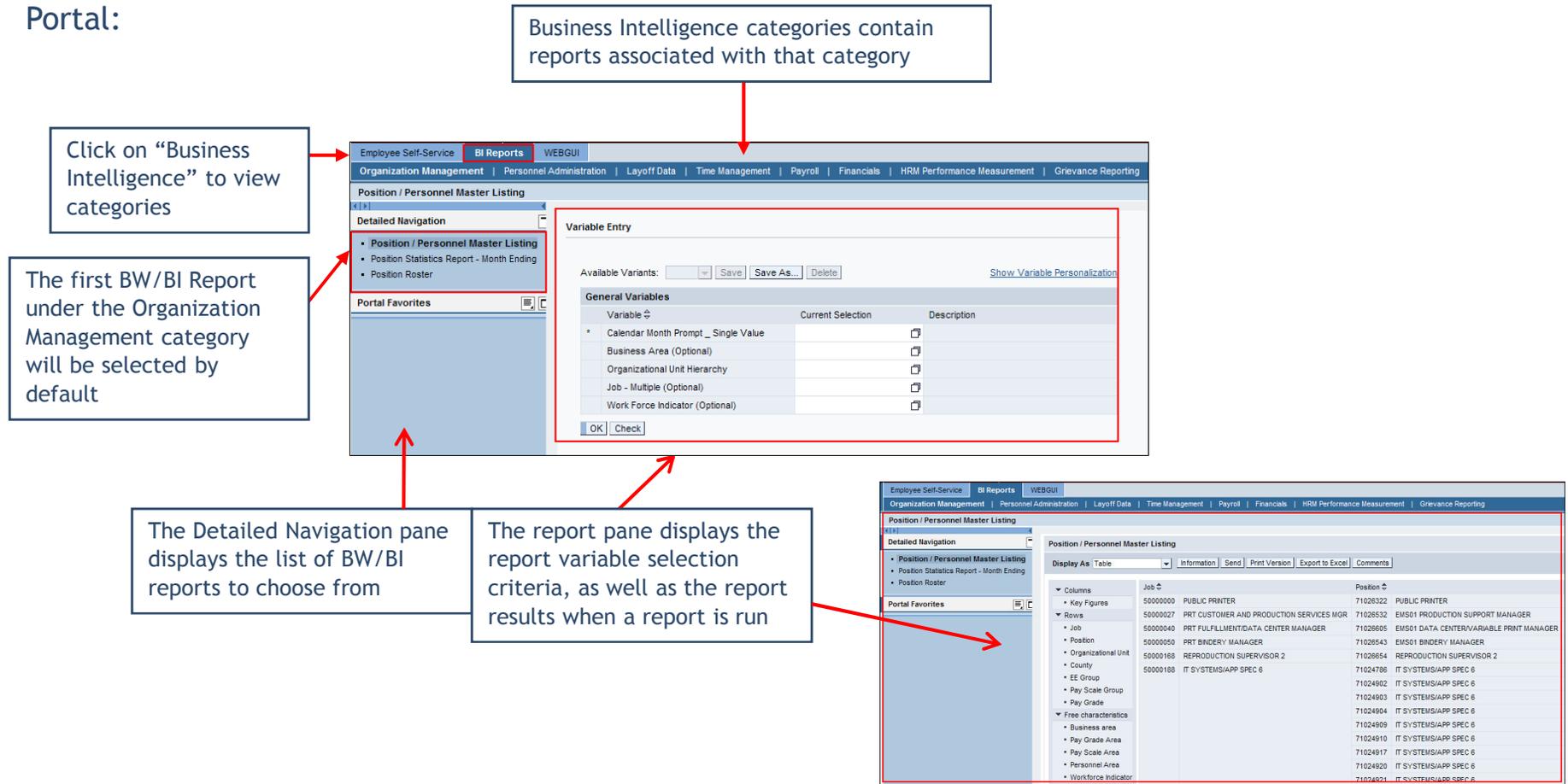


# Accessing Reports from the HRMS Portal

## Accessing Reports from the HRMS Portal

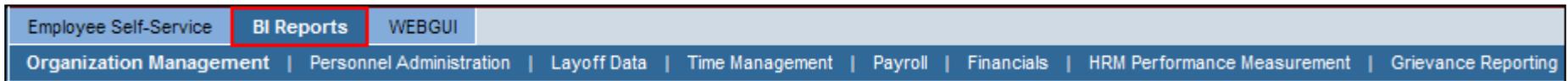
The HRMS Portal is used to access Business Intelligence reports. Instructions for logging on to the HRMS Portal are in *Section 5: Logging on to HRMS Portal*.

The diagram below provides a sample of the screen displayed once the user has logged on to the HRMS Portal:



# Accessing Reports from the HRMS Portal

BW/BI Custom Reports are located in the following categories under the BI Reports tab:



## Organization Management:

- Position-Personnel Master Listing
- Position Statistics Report-Month Ending
- Position Roster

## Personnel Administration:

- Affirmative Action
- Employee File Statistics
- Employee/Position Status
- Class Distribution - (Pay Class)
- Classification Turnover
- Employee History
- Employee Summary
- Employees with Projected 5+ Service Years
- Flexible Employee Report
- Hiring Freeze Tracking
- Supervisor to Employee

## Layoff Data:

- Baseline for Layoff Seniority Calculations Report
- Layoff Activity
- LWOP Reduction in Force Activity

## Financials:

- Distribution of Payroll and Related Costs
- Position Cost
- Who Charged

## Grievance:

- Grievance Details Report
- Grievance Master Agreement Report
- Grievance Totals by Agency Report
- Grievance Articles Trend Report
- Grievance Detail Agency Report
- Grievance History Report
- Grievance Status Totals Report

## HRM Performance Measurement:

- Plan and Align Workforce
- Hire Workforce
- Deploy Workforce
- Develop Workforce
- Reinforce Performance
- Ultimate Outcomes



The HRM Performance Measurement tab contains multiple reports within each category.

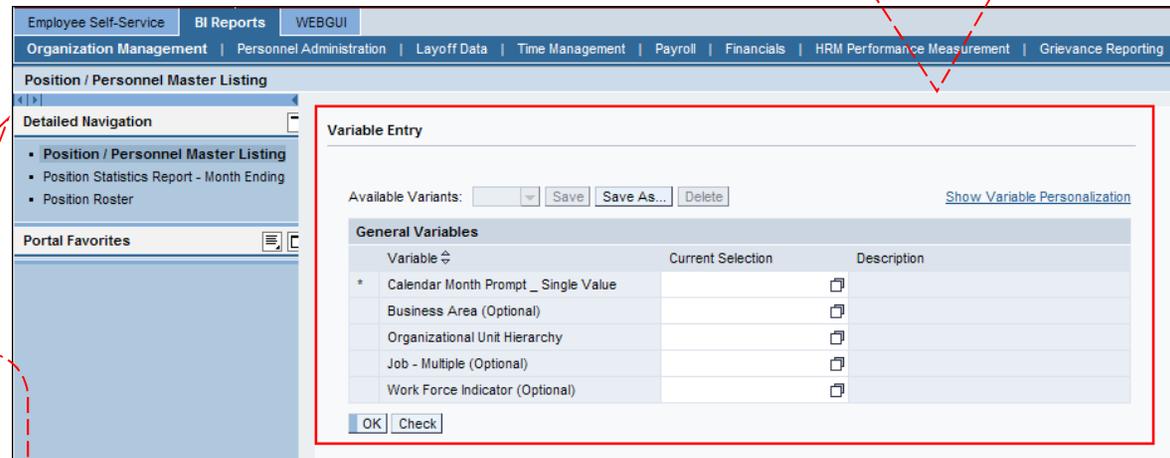
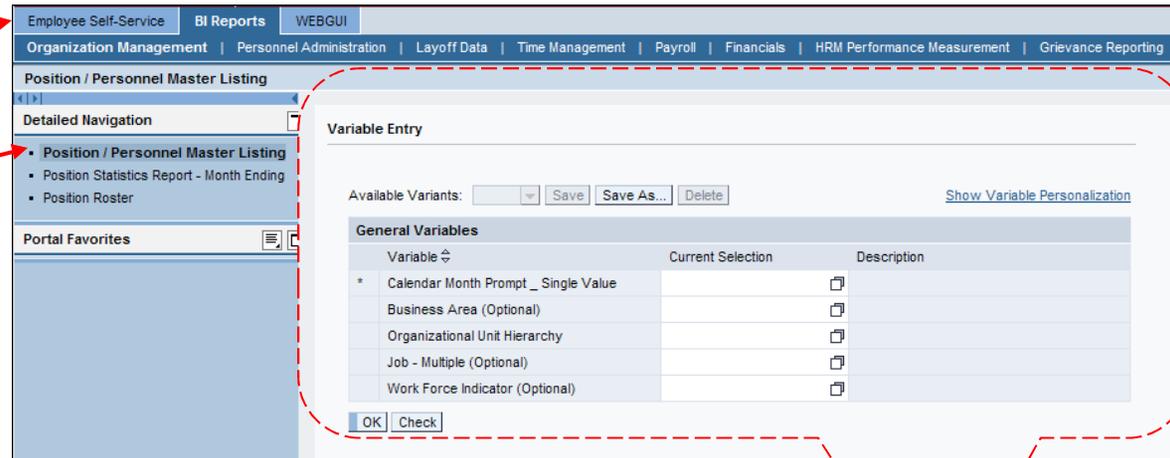
**Note:** there are no BI reports under the Time Management or Payroll categories.

# Selecting a Report

## Selecting a Report

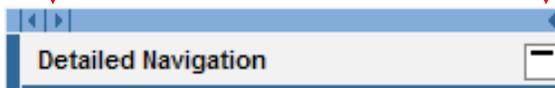
To select a report:

1. Click the BI Reports category tab.
2. Click the report name link from the Detailed Navigation pane.
3. A variables selection box will appear to allow the user to enter variables (selection criteria) for the report they wish to run:



Click here to expand left/right in the Detailed Navigation pane

Click here to show / hide the Detailed Navigation pane



# Selecting a Report

For reports with multiple queries, a report folder will contain all queries of the report. For example, BW/BI Custom Reports with multiple queries include:

- Affirmative Action
- Employee File Statistics
- Employee/Position Status

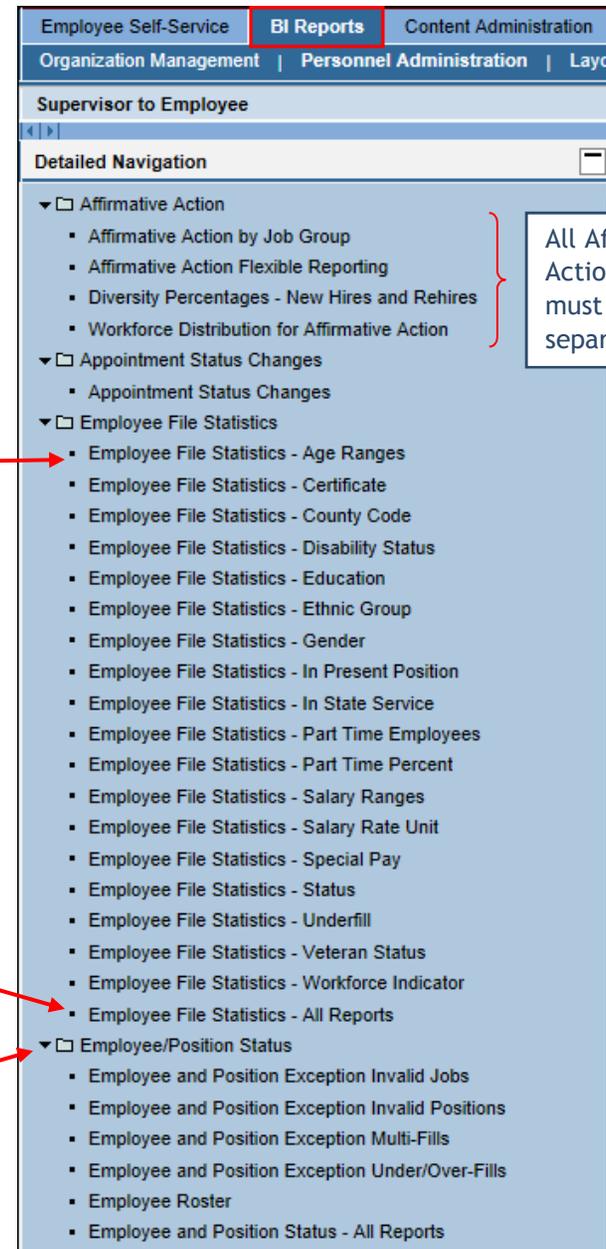
To run a report query alone:

1. Click the report query link.  
For example, click the Employee File Statistic - Age Ranges link rather than Employee file Statistics - All Reports link

To run a report with all report queries at once:

2. Click the report with the “All Reports” link.

Click the Expand  and Collapse  buttons to expand and collapse report folders.

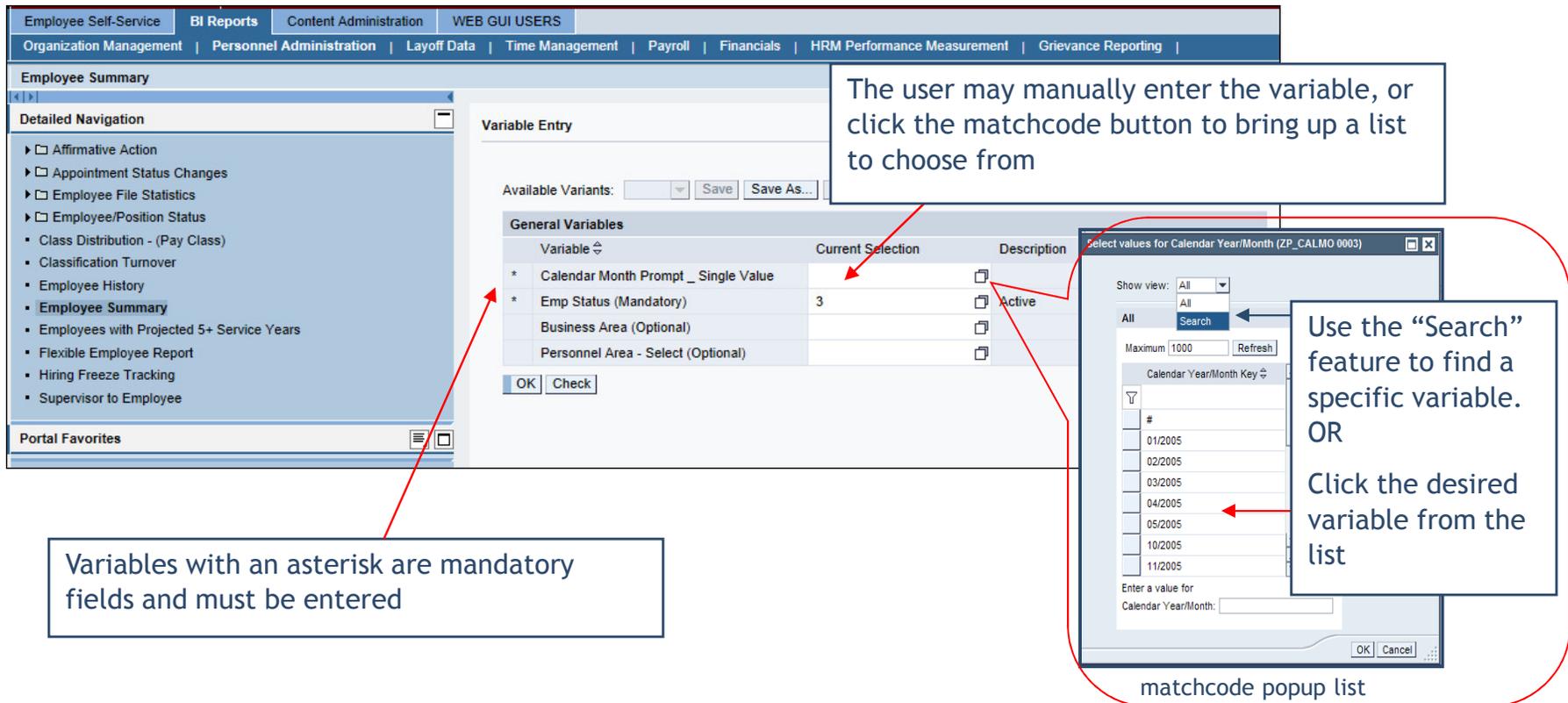


The screenshot shows the HRMS Portal interface with the 'BI Reports' tab selected. The main content area displays a tree view of report folders and queries. The folders are: 'Affirmative Action', 'Appointment Status Changes', 'Employee File Statistics', and 'Employee/Position Status'. Each folder is expanded to show its sub-queries. A red box highlights the 'All Reports' link at the end of the 'Employee File Statistics' folder. A red arrow points from the text 'Click the report query link...' to this link. Another red arrow points from the text 'Click the report with the “All Reports” link...' to the 'All Reports' link. A third red arrow points from the text 'Click the Expand and Collapse buttons...' to the expand/collapse icons for the 'Employee File Statistics' folder. A callout box on the right side of the 'Affirmative Action' folder contains the text: 'All Affirmative Action queries must be run separately'.

# Report Variables

## Report Variables

Variables are report selection criteria and must be entered prior to running a report. Variables identified with an asterisk are required fields. The user may enter variables manually or click on the matchcode button  to select a variable from a list.



The user may manually enter the variable, or click the matchcode button to bring up a list to choose from

Variables with an asterisk are mandatory fields and must be entered

Use the "Search" feature to find a specific variable. OR Click the desired variable from the list

matchcode popup list

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
* Emp Status (Mandatory)	3	Active
Business Area (Optional)		
Personnel Area - Select (Optional)		

matchcode popup list: Select values for Calendar Year/Month (ZP\_CALMO 0003)

Show view: All

All Search

Maximum 1000 Refresh

Calendar Year/Month Key

- #
- 01/2005
- 02/2005
- 03/2005
- 04/2005
- 05/2005
- 10/2005
- 11/2005

Enter a value for Calendar Year/Month:

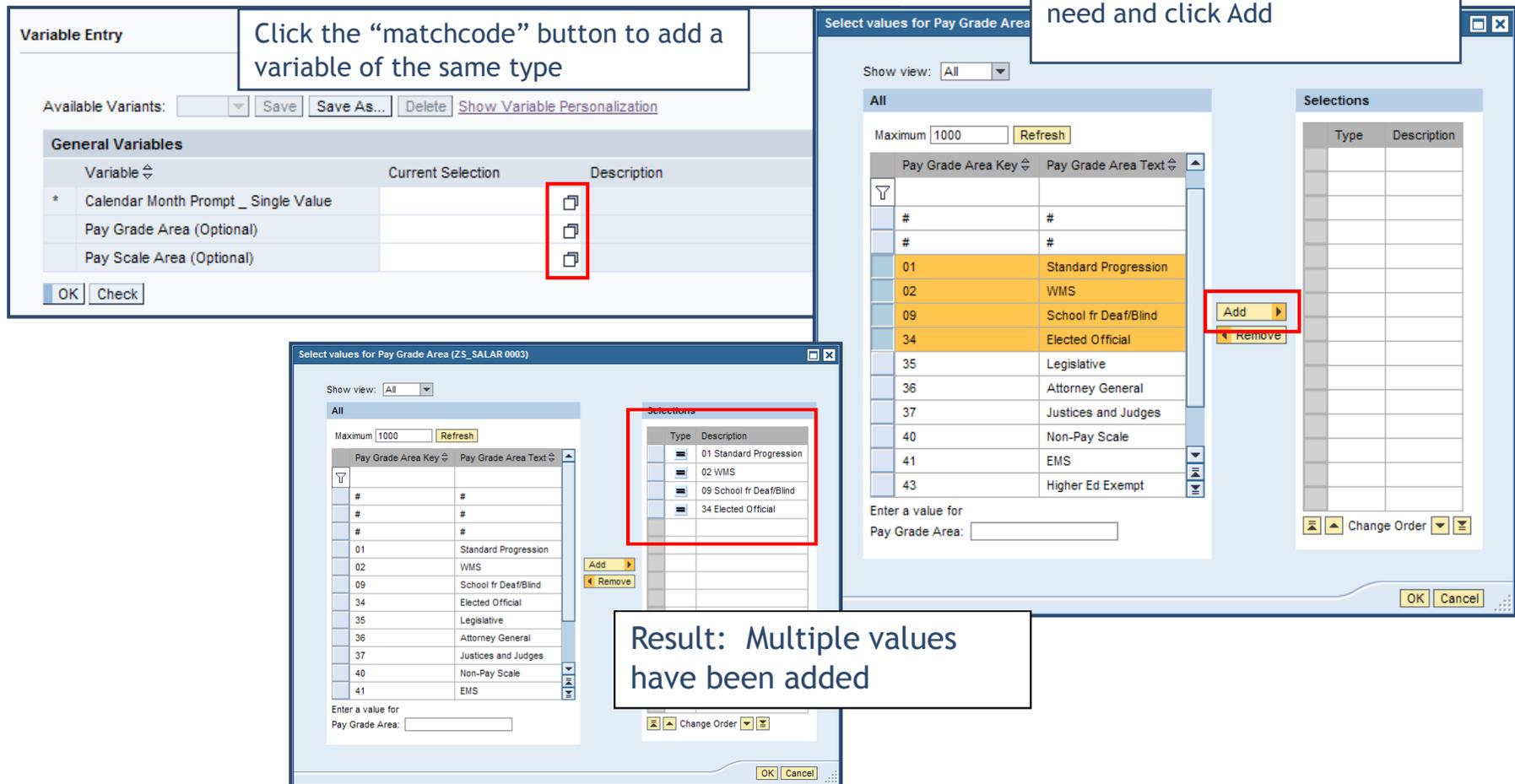
OK Cancel

# Selecting Multiple Variables

## Selecting Multiple Variables

To select multiple variables, click the “matchcode”  button to add multiple variables of the same type.

Select the multiple values you need and click Add



The image shows two screenshots of the HRMS Portal interface. The top-left screenshot is the 'Variable Entry' dialog, and the top-right is the 'Select values for Pay Grade Area' dialog. The bottom-left screenshot shows the 'Select values for Pay Grade Area' dialog with multiple values selected in the 'All' list and added to the 'Selections' list.

**Variable Entry Dialog:**

Click the “matchcode” button to add a variable of the same type

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Pay Grade Area (Optional)		
Pay Scale Area (Optional)		

**Select values for Pay Grade Area Dialog (Top Right):**

Show view: All

Maximum: 1000 Refresh

Pay Grade Area Key	Pay Grade Area Text
#	#
#	#
01	Standard Progression
02	WMS
09	School fr Deaf/Blind
34	Elected Official
35	Legislative
36	Attorney General
37	Justices and Judges
40	Non-Pay Scale
41	EMS
43	Higher Ed Exempt

**Select values for Pay Grade Area Dialog (Bottom Left):**

Show view: All

Maximum: 1000 Refresh

Pay Grade Area Key	Pay Grade Area Text
#	#
#	#
#	#
01	Standard Progression
02	WMS
09	School fr Deaf/Blind
34	Elected Official
35	Legislative
36	Attorney General
37	Justices and Judges
40	Non-Pay Scale
41	EMS

**Selections Dialog (Bottom Left):**

Type	Description
01	Standard Progression
02	WMS
09	School fr Deaf/Blind
34	Elected Official

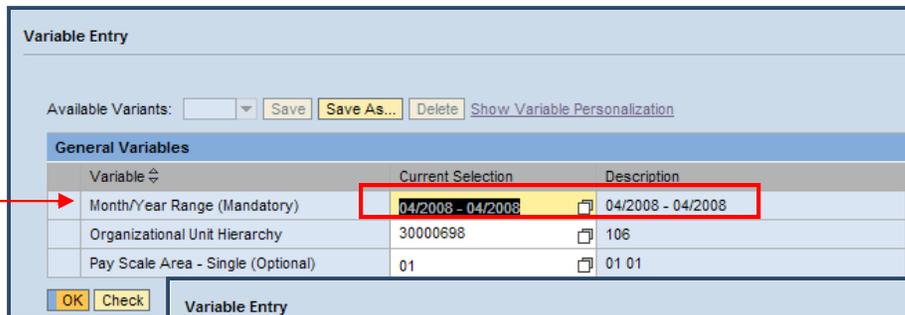
Result: Multiple values have been added

# Deleting Variables

## Deleting Variables

To remove a variable that was entered in error or replace the current variable, the variable can be removed two ways:

1. Highlight the variable, select the delete or backspace key to delete that variable.
2. Select the matchcode  button. Select the variables that need to be deleted and click the “Remove” button.

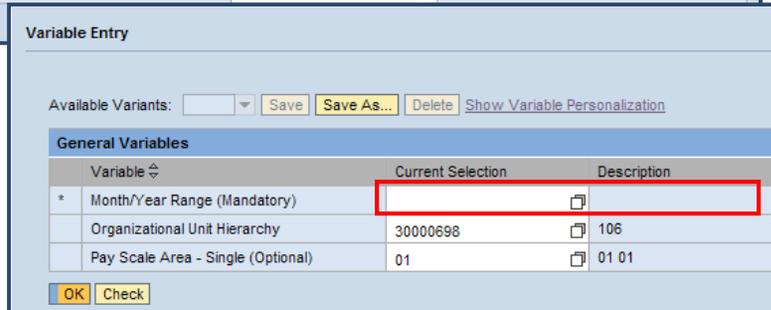


Variable Entry

Available Variables:  Save Save As... Delete Show Variable Personalization

Variable ↕	Current Selection	Description
Month/Year Range (Mandatory)	04/2008 - 04/2008	04/2008 - 04/2008
Organizational Unit Hierarchy	30000698	106
Pay Scale Area - Single (Optional)	01	01 01

OK Check

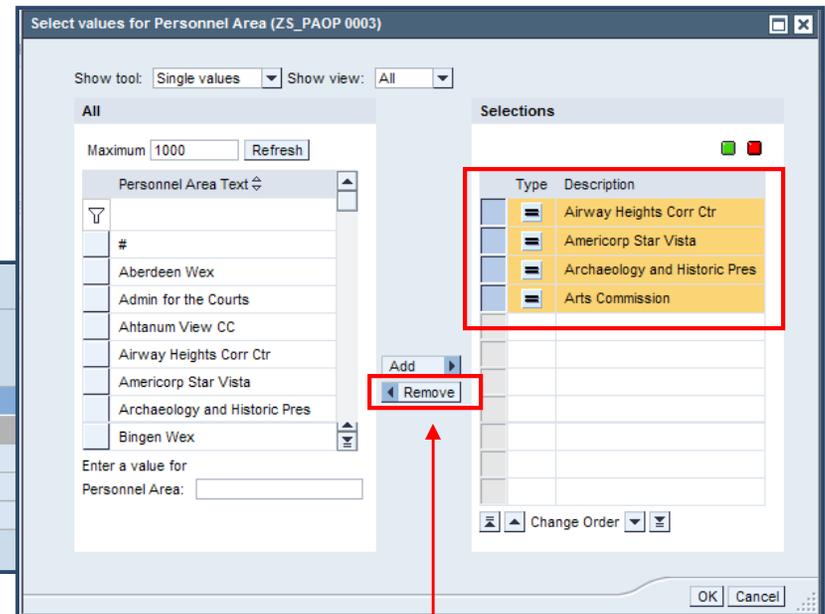


Variable Entry

Available Variables:  Save Save As... Delete Show Variable Personalization

Variable ↕	Current Selection	Description
* Month/Year Range (Mandatory)		
Organizational Unit Hierarchy	30000698	106
Pay Scale Area - Single (Optional)	01	01 01

OK Check



Select values for Personnel Area (ZS\_PAOP 0003)

Show tool: Single values Show view: All

Maximum 1000 Refresh

Personnel Area Text ↕

- #
- Aberdeen Wex
- Admin for the Courts
- Ahtanum View CC
- Airway Heights Corr Ctr
- Americorp Star Vista
- Archaeology and Historic Pres
- Bingen Wex

Enter a value for Personnel Area:

Add Remove

Type	Description
<input checked="" type="checkbox"/>	Airway Heights Corr Ctr
<input checked="" type="checkbox"/>	Americorp Star Vista
<input checked="" type="checkbox"/>	Archaeology and Historic Pres
<input checked="" type="checkbox"/>	Arts Commission

Change Order

OK Cancel

Variable values can be highlighted and deleted by pressing Delete or Backspace on the keyboard

Result: Variables have been deleted

Select the variables to be removed, click the “Remove” button and click OK.

# Personalizing Variables

## Personalizing Variables

Users have the ability to personalize variables from the HRMS Portal. Personalizing variables allows the user to save the variable setting they have entered.



Personalizing a variable for one report will personalize the same variable for all other reports if that variable is used. For example, in the illustration below the user is personalizing the Personnel Area (Optional) variable. Once the Personnel Area (Optional) variable has been personalized, the same values will be used for the Personnel Area (Optional) variable when any other reports that use it are run.

Once a variable is personalized, it is no longer displayed on the variables screen. See Removing Personalized Variables for information on removing a personalized variable.

**Variable Entry**

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable	Current Selection		Description
* Calendar Month Prompt _ Single Value	08/2012	<input type="checkbox"/>	08/2012
Business Area (Optional)		<input type="checkbox"/>	
Personnel Area - Select (Optional)	1790	<input type="checkbox"/>	1790 Dept of Enterprise Services
Personnel SubArea (Optional)		<input type="checkbox"/>	
Job (Optional)		<input type="checkbox"/>	
Job Class Code Old (Optional)		<input type="checkbox"/>	
Employment Status (Optional)	3; 1	<input type="checkbox"/>	Active; Inactive

OK Check

Click the “Show Variable Personalization” link to personalize a variable

# Personalizing Variables

The example below uses the Employees with Projected 5+ Service Years report to show how to Personalize the Personnel Area variable:

1. Enter the Personnel Area Variable(s).
2. Click the “Select” button for the variable
3. Select the “Add selected variables to personalized variable list”

Available Variants:  Save Save As... Delete [Hide Variable Personalization](#)

General Variables			
Variable	Current Selection	Description	
* Calendar Month Prompt _ Single Value	08/2012	08/2012	<input type="checkbox"/>
Business Area (Optional)			<input type="checkbox"/>
<b>Personnel Area - Select (Optional)</b>	<b>1790</b>	<b>1790 Dept of Enterprise Services</b>	<input checked="" type="checkbox"/>
Personnel SubArea (Optional)			<input type="checkbox"/>
Job (Optional)			<input type="checkbox"/>
Job Class Code Old (Optional)			<input type="checkbox"/>
Employment Status (Optional)	3; 1	Active; Inactive	<input type="checkbox"/>

**Personalized Variables**

Variable	Current Selection	Description
----------	-------------------	-------------

Show Personalized Variables

Result: Personnel Area is no longer available in the “General Variables” selection but has been added to the “Personalized Variable” section.

Available Variants:  Save Save As... Delete [Hide Variable Personalization](#)

General Variables			
Variable	Current Selection	Description	
* Calendar Month Prompt _ Single Value	08/2012	08/2012	<input type="checkbox"/>
Business Area (Optional)			<input type="checkbox"/>
Personnel SubArea (Optional)			<input type="checkbox"/>
Job (Optional)			<input type="checkbox"/>
Job Class Code Old (Optional)			<input type="checkbox"/>
Employment Status (Optional)	3; 1	Active; Inactive	<input type="checkbox"/>

**Personalized Variables**

Variable	Current Selection	Description
<b>Personnel Area - Select (Optional)</b>	<b>1790</b>	<b>1790 Dept of Enterprise Services</b>

Show Personalized Variables

# Removing Personalized Variables

## Removing Personalized Variables

To remove a Personalized Variable:

1. Select a report that contains the personalized variable that needs to be removed.
2. Click “Show Variable Personalization” link.

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Business Area (Optional)		
Personnel SubArea (Optional)		
Job (Optional)		
Job Class Code Old (Optional)		
Employment Status (Optional)	3; 1	Active; Inactive

Result: The Personnel Area variable selection will appear.

3. Select the personalized variable to be removed
4. Click “Remove selected variables from personalized variables list”.

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Business Area (Optional)		
Personnel SubArea (Optional)		
Job (Optional)		
Job Class Code Old (Optional)		
Employment Status (Optional)	3; 1	Active; Inactive

Variable	Current Selection	Description
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services

# Removing Personalized Variables

Available Variants:  Save Save As... Delete [Hide Variable Personalization](#)

General Variables			
	Variable ⇅	Current Selection	Description
<input type="checkbox"/>	* Calendar Month Prompt _ Single Value		
<input type="checkbox"/>	Business Area (Optional)		
<input type="checkbox"/>	Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
<input type="checkbox"/>	Personnel SubArea (Optional)		
<input type="checkbox"/>	Job (Optional)		
<input type="checkbox"/>	Job Class Code Old (Optional)		
<input type="checkbox"/>	Employment Status (Optional)	3; 1	Active; Inactive

Personalized Variables			
	Variable ⇅	Current Selection	Description
<input type="checkbox"/>			

Show Personalized Variables

Result: The Personnel Area personalized variable has been removed. The Personnel Area values will no longer be saved and the Personnel Area variable selection will appear on all variable screens that use the Personnel Area variable.

# Adding a Variant

The example below uses the Employees with Projected 5+ Service Years report to show how to add a variable Variant (Variants are report specific):

1. Enter the Variable(s) you would like to run your report with.
2. Click the “Save As...” button.
3. Enter a name for your Variant and click OK.
4. To access your saved Variant, click the dropdown arrow and select from the list.

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value	08/2012	08/2012
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
Personnel SubArea (Optional)		
Job (Optional)		
Job Class Code Old (Optional)		
Employment Status (Optional)		

Save Variant

Save As User Variant

Description: RR Training

OK Cancel

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value		
Business Area (Optional)		
Personnel Area - Select (Optional)		
Personnel SubArea (Optional)		
Job (Optional)		
Job Class Code Old (Optional)		
Employment Status (Optional)	3; 1	Active; Inactive

Result: Your variable screen is displayed with your saved Variant (you can delete your saved Variant by accessing it and selecting the Delete button).

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value	08/2012	08/2012
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
Personnel SubArea (Optional)		
Job (Optional)		
Job Class Code Old (Optional)		
Employment Status (Optional)	3; 1	Active; Inactive

# Running a Report

## Running a Report

To run a BW/BI Custom Report:

1. Enter variables.

**i** Note: To ensure variables are valid, click the “Check” button prior to running the report.

2. Click the “OK” button to run the report.

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable	Current Selection		Description
* Calendar Month Prompt_ Single Value	08/2012	<input type="checkbox"/>	08/2012
Business Area (Optional)		<input type="checkbox"/>	
Personnel Area - Select (Optional)	1790	<input type="checkbox"/>	1790 Dept of Enterprise Services
Personnel SubArea (Optional)		<input type="checkbox"/>	
Job (Optional)		<input type="checkbox"/>	
Job Class Code Old (Optional)		<input type="checkbox"/>	
Employment Status (Optional)	3; 1	<input type="checkbox"/>	Active; Inactive

Employees with Projected 5+ Service Years

Display As: Table | Information | Send | Print Version | Export to Excel | Comments

This report is for informational purposes only.  
**It is not a retirement eligibility indicator!**  
Please work with the Department of Retirement Systems to determine an employee's eligibility date.

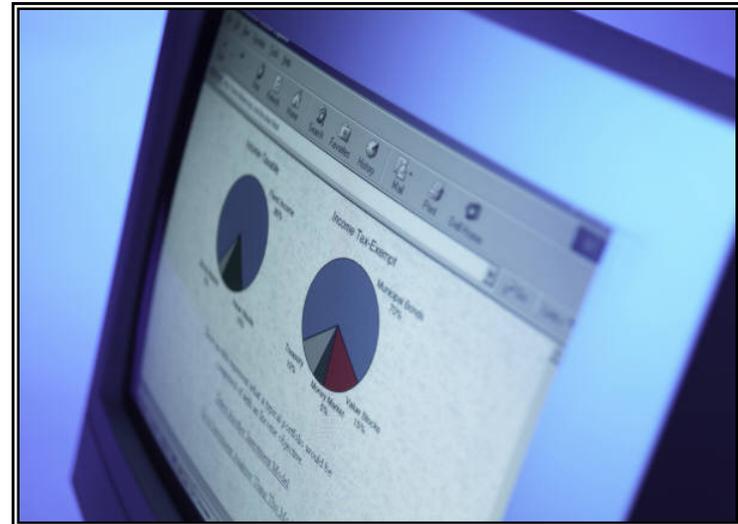
Calendar Year/Month	Business area	Personnel Area	Personnel Subarea	Employee	Age in Years
08/2012	1790 Dept of Enterprise Services	1790 Dept of Enterprise Services	0001 Non Represented		63
					57
					53
					63
					44
					42
					48
					37
					53
					52

Result: Report results with selected variables.

# Defining BW/BI Custom Report Variables

All BW/BI Custom Reports require variable entry (selection criteria) prior to running the reports.

The following section provides the basic steps to enter variables for BW/BI Custom Reports.

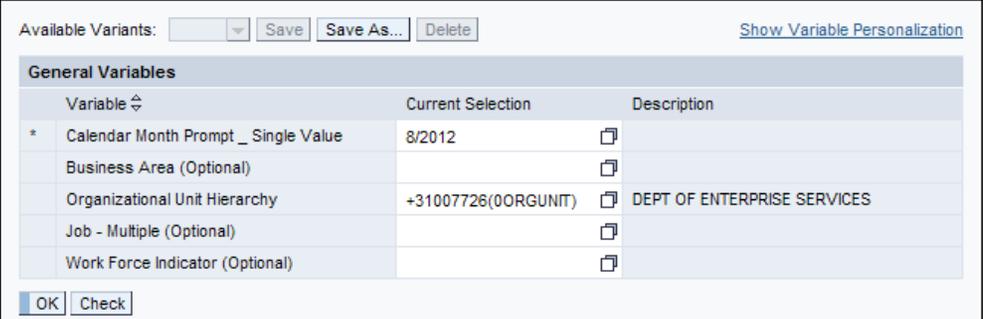


# Defining Variables: Position-Personnel Master Listing Report

## Position-Personnel Master Listing Report

To define the Position-Personnel Master Listing variables:

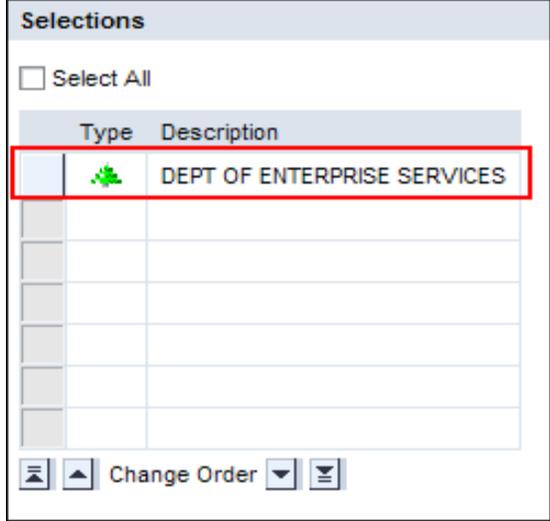
1. Enter any variables you may to run your report.
2. Enter a Calendar Month/Year in MM/YYYY format or select a date using the matchcode  button for Month/Year.  
\*This is a required field.



Variable	Current Selection	Description
* Calendar Month Prompt_ Single Value	8/2012	
Business Area (Optional)		
Organizational Unit Hierarchy	+31007726(OORGUNIT)	DEPT OF ENTERPRISE SERVICES
Job - Multiple (Optional)		
Work Force Indicator (Optional)		

3. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Enterprise Services hierarchy, the user is also selecting all organizational units that are a part of the Department of Enterprise Services hierarchy.



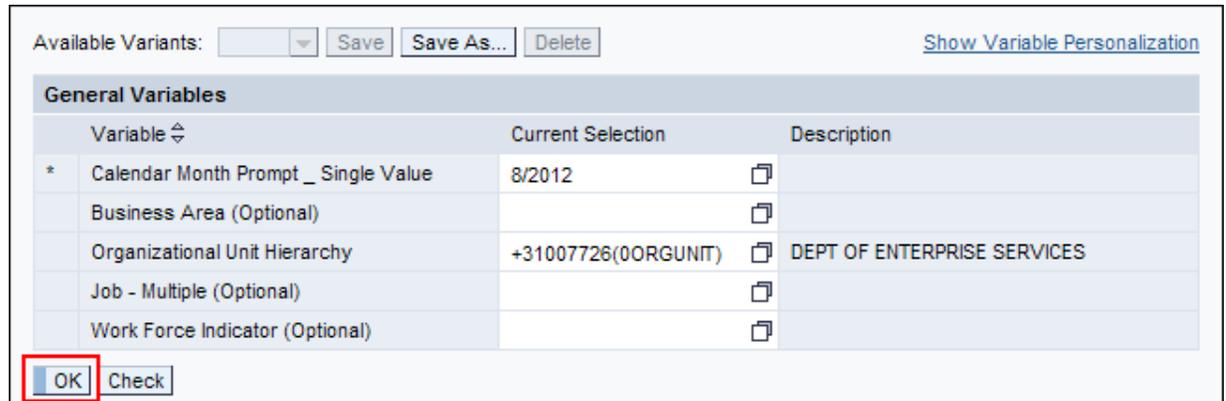


Type	Description
	DEPT OF ENTERPRISE SERVICES

# Defining Variables: Position-Personnel Master Listing Report

4. Click the OK button.

Result: The Position-Personnel Master Listing report results are displayed.



Additional Information (reports that have a sub-report, the context menu will display a "Goto" option):

To view a list of employees in a filled Position from the report results:

1. Right click on a Position in the report results to pull up the Context Menu.
2. Select Goto - Employees in Position.



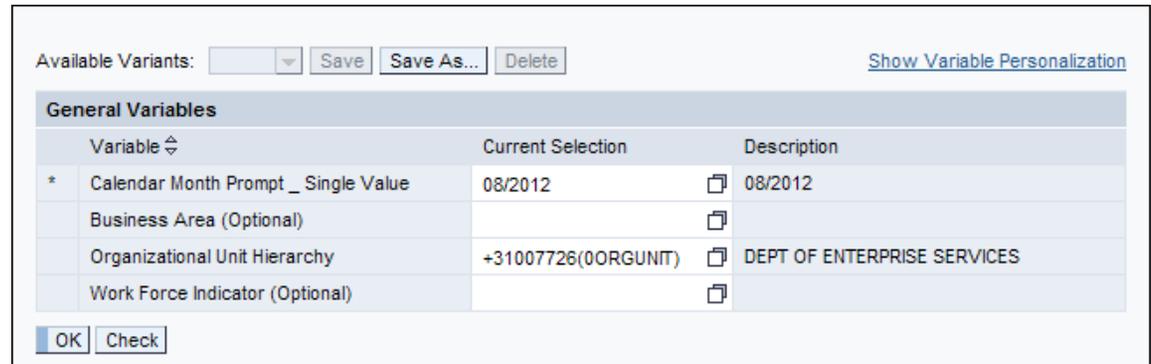
Result: Employees in the selected Position are displayed.

# Defining Variables: Position Statistics Report

## Position Statistics Report

To define the Position Statistics Report variables:

1. Enter any variables you want to run your report.
2. Enter a Calendar Month/Year in MM/YYYY format or select a date using the matchcode  button for Month/Year. **\*This is a required field.**
3. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department of Enterprise Services hierarchy, the user is also selecting all organizational units that are a part of the Department of Enterprise Services hierarchy.

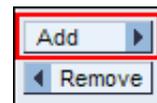


Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value	08/2012	08/2012
Business Area (Optional)		
Organizational Unit Hierarchy	+31007726(00RGUNIT)	DEPT OF ENTERPRISE SERVICES
Work Force Indicator (Optional)		

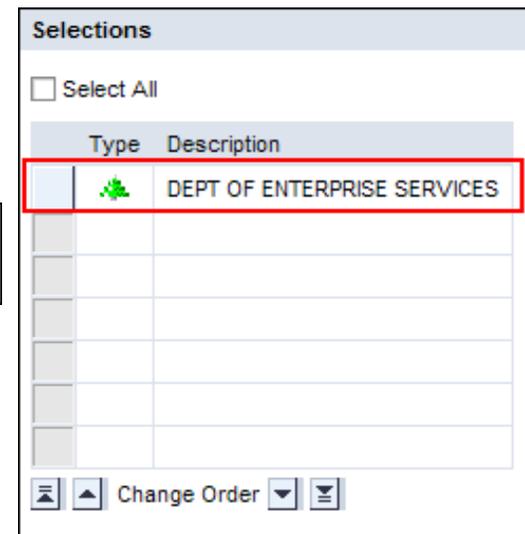


Select values for Organizational Unit Hierarchy (ZN\_ORGHI)

- ▶ Archaeology and Historic Preservation
- ▶ ARTS COMMISSION
- ▶ PUGET SOUND PARTNERSHIP
- ▶ REDISTRICTING COMMISSION
- ▼ DEPT OF ENTERPRISE SERVICES
- ▶ DIRECTOR'S OFFICE
- ▶ Consolidated Technology Svcs
- ▶ STUDENT ACHIEVEMENT COUNCIL
- ▶ OFFICE OF LEGISLATIVE SUPPORT SERVICES



Add Remove



Selections

Select All

Type	Description
	DEPT OF ENTERPRISE SERVICES

Change Order

# Defining Variables: Position Statistics Report

3. Click the OK button.

Result: The Position Statistics report results are displayed.

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable ⇅	Current Selection		Description
* Calendar Month Prompt _ Single Value	08/2012	<input type="checkbox"/>	08/2012
Business Area (Optional)		<input type="checkbox"/>	
Organizational Unit Hierarchy	+31007726(0ORGUNIT)	<input type="checkbox"/>	DEPT OF ENTERPRISE SERVICES
Work Force Indicator (Optional)		<input type="checkbox"/>	

**OK** Check

Additional Information:

To view the Position Fill Counts:

1. Click on a line item in the report results to pull up the Context Menu.
2. Select Goto - Position Statistics - Position Fill Counts.

Result: Position Fill counts are displayed.

Position Statistics Report - Month Ending

Display As: Table Information Send Print Version Export to Excel Comments

Columns	Organizational Unit	Full Time / Positions ⇅	Part Time / Positions ⇅	Total / Positions ⇅
Key Figures	Overall Result	79,547	2,678	80,635
Rows	Organizational plan(	79,418	2,656	80,506
Organizational Unit	SOW	79,418	2,656	80,506
Free characteristics		268		268
Assignment Pay (POS)				17
Dual Lang. Pay (POS)		29		29
Duty Station County		29		29
Employee Group		61	1	61
Employee Subgroup		60		60
Position		76		76
Position Shift Desig		28		28
		161		161

Context Menu:

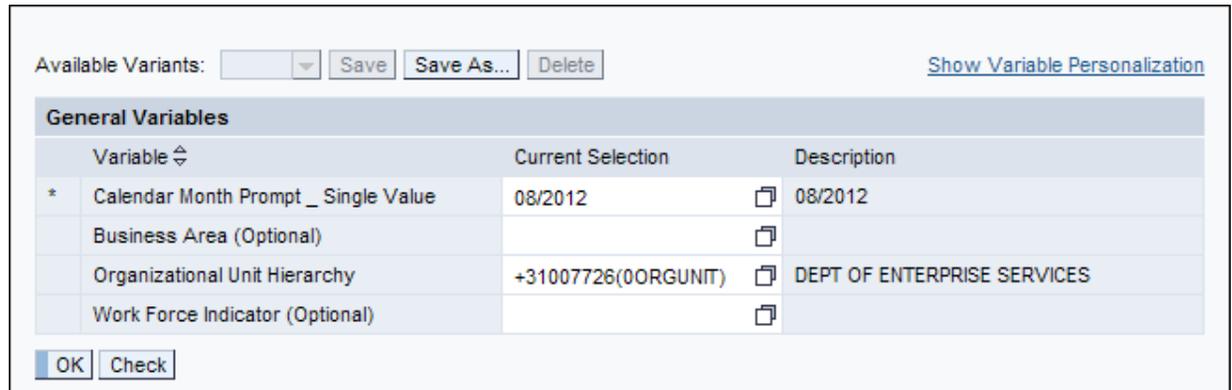
- Back
- Goto - Position Statistics - Position Fill Counts**
- Filter
- Change Drilldown
- Hierarchy
- Broadcast and Export
- Save View
- Properties
- Documents
- Sort Organizational Unit

# Defining Variables: Position Roster Report

## Position Roster Report

To define the Position Roster Report variables:

1. Enter any variables you want to run your report.
2. Enter a Calendar Month/Year in MM/YYYY format or select a date using the matchcode  button for Month/Year. **\*This is a required field.**
3. Enter an Organizational Unit hierarchy or select a hierarchy using the matchcode button. By selecting the Department Enterprise Services hierarchy, the user is also selecting all organizational units that are a part of the Department of Enterprise Services hierarchy.

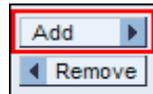


General Variables			
Variable	Current Selection		Description
* Calendar Month Prompt _ Single Value	08/2012		08/2012
Business Area (Optional)			
Organizational Unit Hierarchy	+31007726(0ORGUNIT)		DEPT OF ENTERPRISE SERVICES
Work Force Indicator (Optional)			

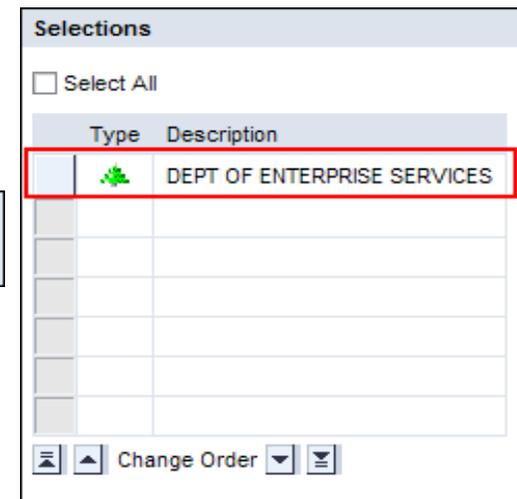


Select values for Organizational Unit Hierarchy (ZN\_ORGHI)

- ▶ Archaeology and Historic Preservation
- ▶ ARTS COMMISSION
- ▶ PUGET SOUND PARTNERSHIP
- ▶ REDISTRICTING COMMISSION
- ▼ **DEPT OF ENTERPRISE SERVICES**
  - ▶ DIRECTOR'S OFFICE
- ▶ Consolidated Technology Svcs
- ▶ STUDENT ACHIEVEMENT COUNCIL
- ▶ OFFICE OF LEGISLATIVE SUPPORT SERVICES



Add Remove



Selections

Select All

Type	Description
	DEPT OF ENTERPRISE SERVICES

Change Order

# Defining Variables: Position Roster Report

3. Click the OK button.

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable	Current Selection		Description
* Calendar Month Prompt _ Single Value	08/2012	<input type="checkbox"/>	08/2012
Business Area (Optional)		<input type="checkbox"/>	
Organizational Unit Hierarchy	+31007726(0ORGUNIT)	<input type="checkbox"/>	DEPT OF ENTERPRISE SERVICES
Work Force Indicator (Optional)		<input type="checkbox"/>	

Result: The Position Roster report results are displayed.

**Position Roster**

Display As:  Information Send Print Version Export to Excel Comments

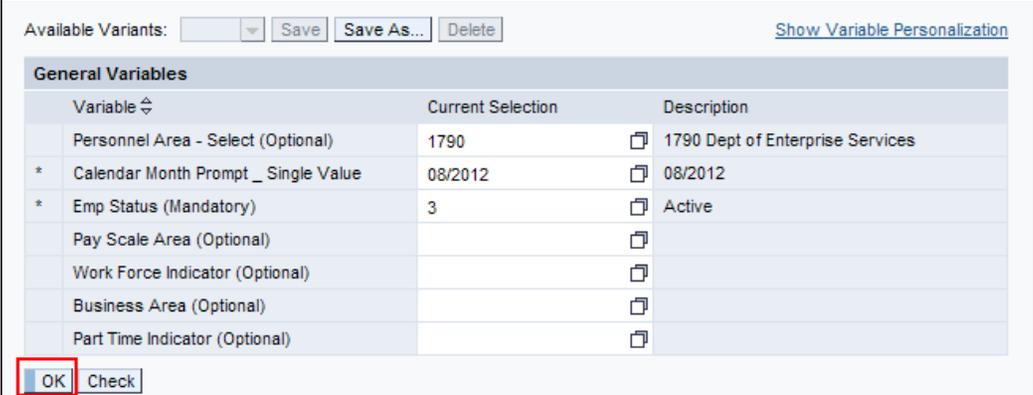
Columns	Organizational Unit	Position	Job
<ul style="list-style-type: none"> <li>Rows</li> <li>Organizational Unit</li> <li>Position</li> <li>Job</li> <li>Vacated Date</li> <li>Duty Station County</li> <li>Position Shift Desig</li> <li>Employee Group</li> <li>Pay Scale Area</li> <li>Pay Grade Area</li> <li>Pay Scale Level</li> <li>Pay Grade Level</li> <li>ES Grouping for CAP</li> <li>Work Order</li> </ul>	<ul style="list-style-type: none"> <li>31007726 DEPT OF ENTERPRISE SERVICES</li> </ul>	<ul style="list-style-type: none"> <li>71024708 WMS02 EMPLOYEE ASSISTANCE PROGRAM MNGR</li> <li>71024709 EMPLOYEE ASSISTANCE PROFESSIONAL EXP/SUP</li> <li>71024710 EMPLOYEE ASSISTANCE PROFESSIONAL EXP/SUP</li> <li>71024711 WMS02 CONSOLIDATED MAIL SERVICES MNGR</li> <li>71024712 WMS01 MAIL DISTRIBUTION MANAGER</li> <li>71024713 WMS01 MAIL SORTATION MANAGER</li> <li>71024714 WMS 2 - OPERATIONS MANAGER</li> <li>71024715 CUSTOMER SERVICE SPECIALIST 2</li> <li>71024716 CUSTOMER SERVICE SPECIALIST 2</li> <li>71024730 EMS04 AD, PERSONNEL SERVICES DES</li> <li>71024731 WMS02 RECRUITMENT SERVICES MANAGER</li> <li>71024732 HUMAN RESOURCE CONSULTANT 4</li> <li>71024733 HUMAN RESOURCE CONSULTANT 4</li> </ul>	<ul style="list-style-type: none"> <li>50003922 WMS BAND 2</li> <li>50001075 EMPLOYEE ASSISTANCE PROFESSIONAL EXP/SUP</li> <li>50001075 EMPLOYEE ASSISTANCE PROFESSIONAL EXP/SUP</li> <li>50003922 WMS BAND 2</li> <li>50003921 WMS BAND 1</li> <li>50003921 WMS BAND 1</li> <li>50003922 WMS BAND 2</li> <li>50000292 CUSTOMER SERVICE SPECIALIST 2</li> <li>50000292 CUSTOMER SERVICE SPECIALIST 2</li> <li>51002980 ASSISTANT DIR, PERSONNEL SERVICES - DES</li> <li>50003922 WMS BAND 2</li> <li>50000658 HUMAN RESOURCE CONSULTANT 4</li> <li>50000658 HUMAN RESOURCE CONSULTANT 4</li> </ul>

# Defining Variables: Class Distribution – Pay Class Report

## Class Distribution-Pay Class Report

To define the Class Distribution - Pay Class report variables:

1. Enter a Calendar Month/Year in MM/YYYY format or select a date using the matchcode  button for Month/Year. **\*This is a required field.**
2. Enter the Employment Status (defaults to 3 - Active) or select an Employment Status using the matchcode button if you want something other than Active. **\*This is a required field.**
3. Enter a Personnel Area number or select a Personnel Area number using the matchcode button.
4. Click the OK button.



Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ↕	Current Selection	Description
Personnel Area - Select (Optional)	1790	 1790 Dept of Enterprise Services
* Calendar Month Prompt _ Single Value	08/2012	 08/2012
* Emp Status (Mandatory)	3	 Active
Pay Scale Area (Optional)		
Work Force Indicator (Optional)		
Business Area (Optional)		
Part Time Indicator (Optional)		

Result: The Class Distribution - Pay Class report results are displayed.

# Defining Variables: Classification Turnover

## Classification Turnover Report

To define the Classification Turnover report variables:

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Business Area (Optional)		<input type="checkbox"/>
Personnel Area - Select (Optional)	1790	<input type="checkbox"/> 1790 Dept of Enterprise Services
Organizational Unit (Optional)		<input type="checkbox"/>
Job - Multiple (Optional)		<input type="checkbox"/>
Job Class Code Old (Optional)		<input type="checkbox"/>
Calendar Month (Optional)	08/2012	<input type="checkbox"/> 08/2012
Cal Quarter (Optional)		<input type="checkbox"/>
Calendar Year (Optional)		<input type="checkbox"/>
Work Force Indicator (Optional)		<input type="checkbox"/>
Part Time Indicator (Optional)		<input type="checkbox"/>

1. Enter your variable selections or select a variable using the matchcode  button.
2. Click the OK button.

Result: The Class Turnover report results are displayed.

# Defining Variables: Employee and Position Status

## Employee and Position Status Report

To define the Employee and Position Status report variables:

1. Enter a Calendar Month/Year in MM/YYYY format or select a date using the matchcode  button for Month/Year. **\*This is a required field.**
2. Enter your other variable selections or select a variable using the matchcode button.
3. Click the OK button.

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	
* Calendar Month Prompt_ Single Value	8/2012	
Personnel SubArea (Optional)		
Organizational Unit (Optional)		
Employee Group (Optional)		
Employee SubGroup (Optional)		
Emp Status (Optional)	3	 Active
Control Area MCC (Optional)		
Master Cost Ctr (Optional)		
Time Admin (Optional)		
Work Force Indicator (Optional)		
Part Time Indicator (Optional)		

Result: The Employee and Position Status report results are displayed.

# Defining Variables: Employee History Report

## Employee History Report

To define the Employee History Report variables:

1. Enter your variable selections or select a variable using the matchcode  button.
2. Click the OK button.

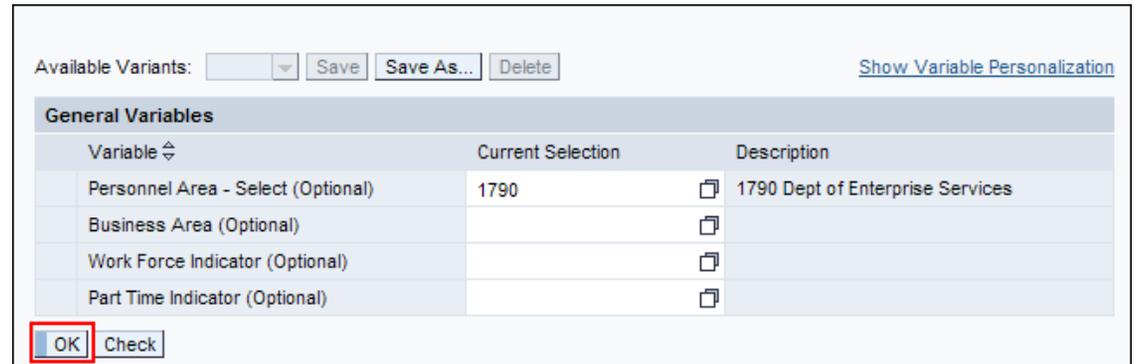
Result: The Employee History report results are displayed.

Additional Information:

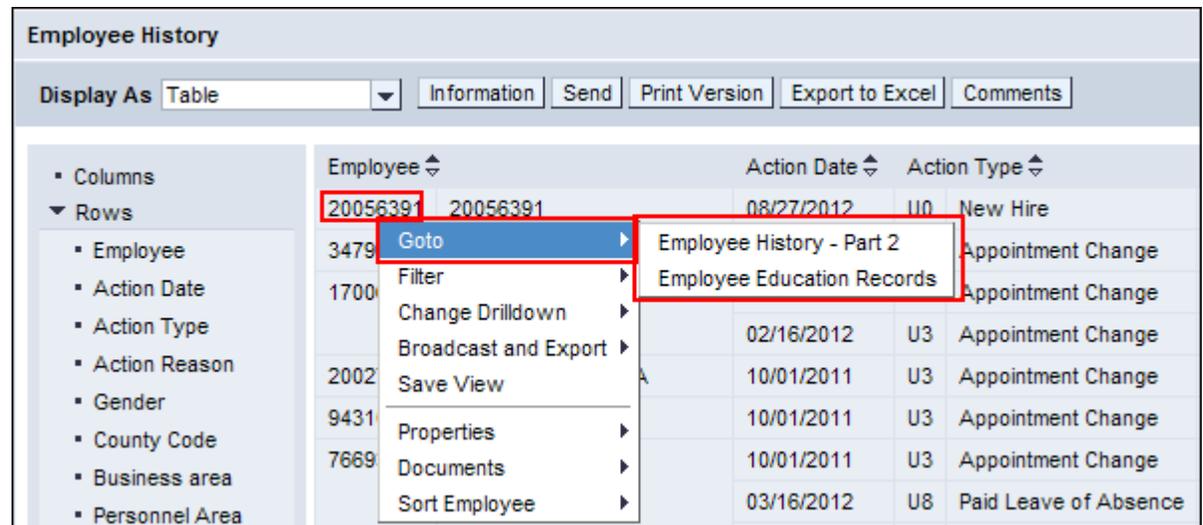
To view an Employee History Part 2 or an Employee's education records:

1. Click on a line item in the Employee History Report results to pull up the Context Menu.
2. Select Goto - Employee History Part 2 or Employee Education Records.

Result: Employee sub report is displayed.



Variable	Current Selection	Description
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
Business Area (Optional)		
Work Force Indicator (Optional)		
Part Time Indicator (Optional)		



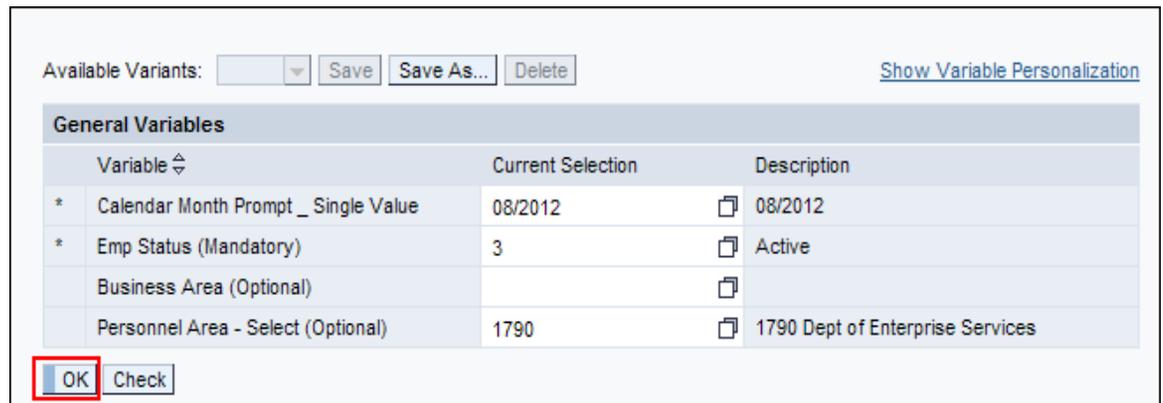
Employee	Action Date	Action Type
20056391	08/27/2012	U0 New Hire
3479		Appointment Change
1700		Appointment Change
2002	02/16/2012	U3 Appointment Change
9431	10/01/2011	U3 Appointment Change
7669	10/01/2011	U3 Appointment Change
	03/16/2012	U8 Paid Leave of Absence

# Defining Variables: Employee Summary Report

## Employee Summary Report

To define the Employee Summary report variables:

1. Enter a Calendar Month/Year in MM/YYYY format or select a date using the matchcode  button for Month/Year. **\*This is a required field.**
2. Enter the Employment Status (defaults to 3 - Active) or select an Employment Status using the matchcode button if you want something other than Active. **\*This is a required field.**
3. Click the OK button.



Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable 	Current Selection	Description
* Calendar Month Prompt_ Single Value	08/2012	 08/2012
* Emp Status (Mandatory)	3	 Active
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	 1790 Dept of Enterprise Services

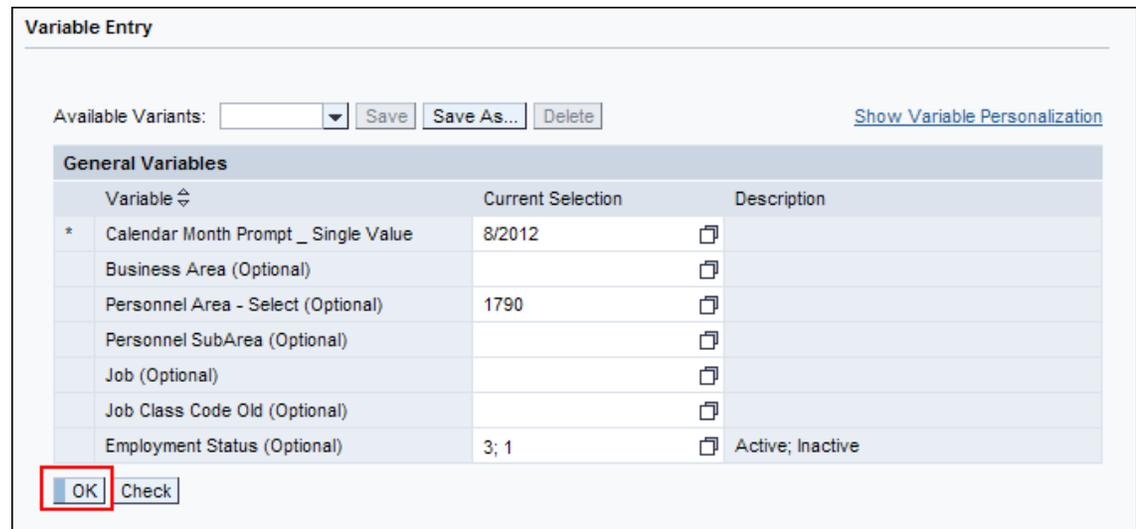
Result: The Employee Summary report results are displayed.

# Defining Variables: Employees with Projected 5+ Service Years

## Employees with Projected 5+ Service Years

To define the Employees with Projected 5+ Service Years report variables:

1. Enter a Calendar Month/Year in MM/YYYY format or select a date using the matchcode  button for Month/Year. **\*This is a required field.**
2. Enter the Employment Status (defaults to 3 - Active) or select an Employment Status using the matchcode button if you want something other than Active. **\*This is a required field.**
3. Click the OK button.



The image shows a 'Variable Entry' dialog box. At the top, there is a section for 'Available Variants' with a dropdown menu and buttons for 'Save', 'Save As...', and 'Delete'. To the right is a link for 'Show Variable Personalization'. Below this is a table titled 'General Variables' with three columns: 'Variable', 'Current Selection', and 'Description'. The table contains several rows, with the 'Employment Status (Optional)' row having '3; 1' in the 'Current Selection' column and 'Active; Inactive' in the 'Description' column. At the bottom left, there are 'OK' and 'Check' buttons, with the 'OK' button highlighted by a red box.

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value	8/2012	
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	
Personnel SubArea (Optional)		
Job (Optional)		
Job Class Code Old (Optional)		
Employment Status (Optional)	3; 1	Active; Inactive

Result: The Employees with Projected 5+ Service Years report results are displayed.

# Defining Variables: Flexible Employee Report

## Flexible Employee Report

To define the Flexible Employee Report variables:

1. Enter the report variables to run report with, either direct input or using the match code 
2. Click the OK button.

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable 	Current Selection	Description
Business Area (Optional)		
Personnel Area (Optional)		
Organizational Unit (Optional)		
Calendar Month (Optional)		
Cal Quarter (Optional)		
Calendar Year (Optional)		
Employment Status (Optional)	3; 1	 Active; Inactive
Job - Multiple (Optional)		
Job Class Code Old (Optional)		

Result: The Flexible Employee Report results are displayed.

# Defining Variables: Hiring Freeze Tracking

## Hiring Freeze Tracking Report

To define the Hiring Freeze Tracking report variables:

1. Enter a Calendar Month/Year in MM/YYYY format or select a date using the matchcode  button for Month/Year. **\*This is a required field.**
2. Enter other variables to run report with.
3. Click the OK button.

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Job - Multiple (Optional)		
* Calendar Month Prompt _ Single Value	08/2012	 08/2012
Cal Quarter (Optional)		
Calendar Year (Optional)		
Business Area (Optional)		
Work Force Indicator (Optional)		
Part Time Indicator (Optional)		
Personnel Area - Select (Optional)	1790	 1790 Dept of Enterprise Services

Result: The Hiring Freeze Tracking report results are displayed.

# Defining Variables: Supervisor to Employee

## Supervisor to Employee Report

To define the Supervisor to Employee report variables:

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

Variable	Current Selection	Description
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
* Calendar Month Prompt _ Single Value	08/2012	08/2012
Emp Status (Optional)	3	Active
Work Force Indicator (Optional)		
Part Time Indicator (Optional)		

OK Check

1. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode  button for Calendar Month Prompt. **\*This is a required field.**
2. Enter your other variables you want to run the report with.
3. Click the OK button.

Result: The Supervisor to Employee report results are displayed.

# Defining Variables: Employee File Statistics Report

## Employee File Statistics Report

The Employee File Statistics report contains 19 queries. Sixteen of the queries can be run as one report or separately. To run all 16 queries as one report, click on the Employee File Statistics - All Reports link.

To define the Employee File Statistics report variables:

1. Enter a Calendar Month/Year in MM/YYYY format or select a date using the matchcode  button for Month/Year. **\*This is a required field.**
2. Enter the Employment Status (defaults to 3 - Active) or select an Employment Status using the matchcode button if you want something other than Active. **\*This is a required field.**
3. Click the OK button.

Click on individual links to run each query separately

- Employee File Statistics
  - Employee File Statistics - Age Ranges
  - Employee File Statistics - Certificate
  - Employee File Statistics - County Code
  - Employee File Statistics - Disability Status
  - Employee File Statistics - Education
  - Employee File Statistics - Ethnic Group
  - Employee File Statistics - Gender
  - Employee File Statistics - In Present Position
  - Employee File Statistics - In State Service
  - Employee File Statistics - Part Time Employees
  - Employee File Statistics - Part Time Percent
  - Employee File Statistics - Salary Ranges
  - Employee File Statistics - Salary Rate Unit
  - Employee File Statistics - Special Pay
  - Employee File Statistics - Status
  - Employee File Statistics - Underfill
  - Employee File Statistics - Veteran Status
  - Employee File Statistics - Workforce Indicator
  - Employee File Statistics - All Reports

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable	Current Selection		Description
* Emp Status (Mandatory)	3		Active
* Calendar Month Prompt _ Single Value	08/2012		08/2012
Business Area (Optional)			
Personnel Area - Select (Optional)	1790		1790 Dept of Enterprise Services
Work Force Indicator (Optional)			
Part Time Indicator (Optional)			

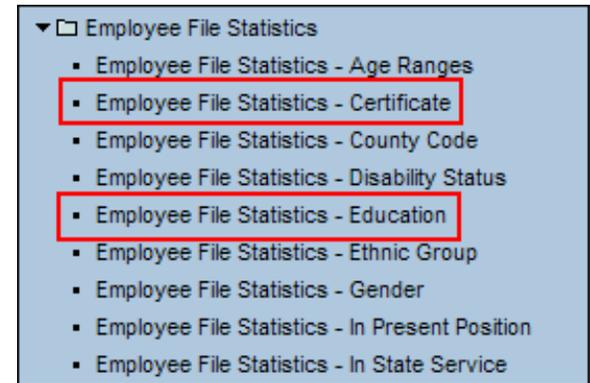
Result: The Employee File Statistics - All Reports results are displayed.

# Defining Variables: Employee File Statistics Report

The Employee File Statistics-Certificate and Employee File Statistics-Education queries are not included in the Employee File Statistics (Full Report) and must be run separately.

To run the query, the user must enter a “Valid On Date” in MM/DD/YYYY format to run, rather than Month/Year required in other Employee File Statistics queries:

To define the Employee File Statistics-Education and Employee File Statistics-Certification report variables:



1. Enter a Personnel Area number or select a Personnel Area number using the matchcode  button.
2. Enter the Employment Status (defaults to 3 - Active) or select an Employment Status using the matchcode button if you want something other than Active. **\*This is a required field.**
3. Enter a Valid from Date in MM/DD/YYYY format or select a date using the matchcode button.
4. Enter a Valid to Date in MM/DD/YYYY format or select a date using the matchcode button.
5. Click the OK button.

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable ⇅	Current Selection		Description
* Emp Status (Mandatory)	3		Active
Valid from Date (Optional)	01/01/2006		01/01/2006
Valid to Date (Optional)	08/22/2012		08/22/2012
Business Area (Optional)			
Personnel Area - Select (Optional)	1790		1790 Dept of Enterprise Services
Work Force Indicator (Optional)			
Part Time Indicator (Optional)			

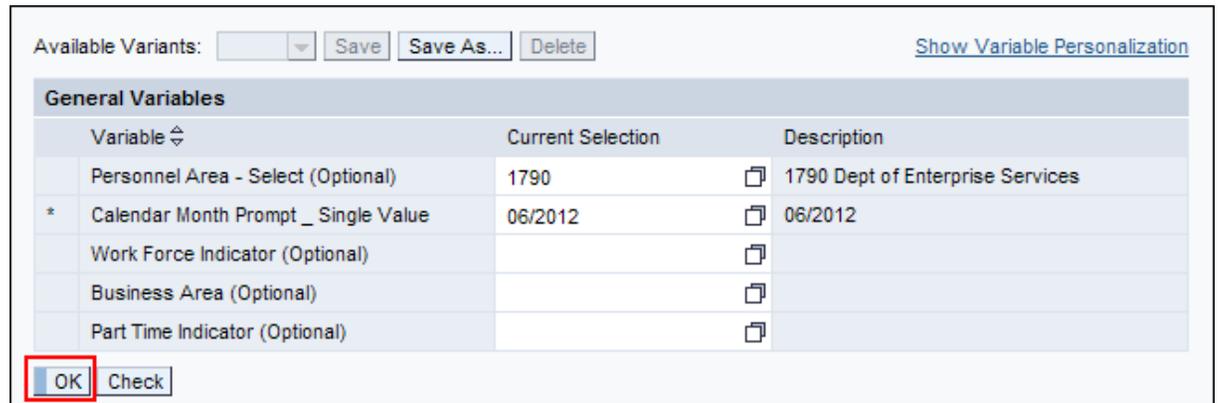
Result: The Employee File Statistics-Education or Employee File Statistics - Certificate/Education results are displayed.

# Defining Variables: Appointment Status Changes Report

## Appointment Status Changes Report

To define the Appointment Status Changes report variables:

1. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode  button for Calendar Month Prompt. **\*This is a required field.**
2. Enter your other variables you want to run the report with.
3. Click the OK button.



Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Personnel Area - Select (Optional)	1790	 1790 Dept of Enterprise Services
* Calendar Month Prompt _ Single Value	06/2012	 06/2012
Work Force Indicator (Optional)		
Business Area (Optional)		
Part Time Indicator (Optional)		

Result: Appointment Status Changes results are displayed.

# Defining Variables: Appointment Status Changes Report

Additional Information:

To view the Appointment Status Changes for the prior month:

1. Click on a line item in the Appointment Status Changes report to pull up the Context Menu.
2. Select Goto - Appointment Status Changes - Prior Month Status.

Personnel Area	Employee ID	Appointment Date	Position
0850 Secretary of State		12/01/2011	71028404 IT SPEC 3
			Result
		12/01/2011	70001928 LIB & ARC PROF 4
			Result
			Result

Result: Appointment Status Changes for the Prior Month are displayed

# Defining Variables: Affirmative Action Report

## Affirmative Action Report

The Affirmative Action category is made up of 3 queries that must be run separately.

To define the Affirmative Action report variables:

1. Enter a single Month/Year reporting value in MM/YYYY format or select a date using the matchcode  button for Calendar Month Prompt. **\*This is a required field.**
2. Enter your other variables you want to run the report with.
3. Click the OK button.

- ▼  Affirmative Action
  - Affirmative Action by Job Group
  - Affirmative Action Flexible Reporting
  - Diversity Percentages - New Hires and Rehires
  - Workforce Distribution for Affirmative Action

Click on individual report links to run each Affirmative Action report.

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables			
Variable	Current Selection		Description
* Calendar Month Prompt_ Single Value	08/2012		08/2012
Business Area (Optional)			
Employment Status (Optional)	3; 1		Active; Inactive
Personnel Area - Select (Optional)	1790		1790 Dept of Enterprise Services
Job Group (Optional)			
Work Force Indicator (Optional)			
Part Time Indicator (Optional)			

Check

Result: The Affirmative Action selected report results are displayed.

# Defining Variables: Manager to Staff

PLAN & ALIGN WORKFORCE - Percent of Washington Management Service (WMS) employees and percent of the workforce that is managers compared to the total workforce.

To define the HRM Manager to Staff report variables:

1. Enter your variable selections.
2. Click the OK button.

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
Calendar Month (Optional)	08/2012	08/2012
Cal Quarter (Optional)		
Calendar Year (Optional)		
Work Force Indicator (Optional)		
Part Time Indicator (Optional)		

OK Check

Result: HRM Manager to Staff report is displayed.

# Defining Variables: Washington Management Service

PLAN & ALIGN WORKFORCE - Number of Washington Management Service (WMS) employees by month/year.

To define the HRM Washington Management Service report variables:

1. Enter your variable selections.
2. Click the OK button.

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
Calendar Month (Optional)	08/2012	08/2012
Cal Quarter (Optional)		
Calendar Year (Optional)		
Work Force Indicator (Optional)		
Part Time Indicator (Optional)		

Result: HRM Washington Management Service report is displayed.

# Defining Variables: WMS Management Type

PLAN & ALIGN WORKFORCE - Number of Washington Management Service (WMS) employees by management type. Define the HRM WMS Management Type report variables:

1. Enter your variable selections.
2. Click the OK button.

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Business Area (Optional)		<input type="checkbox"/>
Personnel Area - Select (Optional)	1790	<input type="checkbox"/> 1790 Dept of Enterprise Services
Organizational Unit Hierarchy		<input type="checkbox"/>
Job - Multiple (Optional)		<input type="checkbox"/>
Calendar Month (Optional)	08/2012	<input type="checkbox"/> 08/2012
Cal Quarter (Optional)		<input type="checkbox"/>
Calendar Year (Optional)		<input type="checkbox"/>
Work Force Indicator (Optional)		<input type="checkbox"/>
Part Time Indicator (Optional)		<input type="checkbox"/>

Result: HRM WMS Management Type report is displayed.

# Defining Variables: Separation During Review Period

HIRE WORKFORCE - Number of separations from state service during Probationary, Trial Service, Transitional and WMS Review periods.

To define the HRM Separation During Review Period report variables:

1. Enter your variable selections.
2. Click the OK button.

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
Calendar Month (Optional)	08/2012	08/2012
Cal Quarter (Optional)		
Calendar Year (Optional)		
Work Force Indicator (Optional)		
Part Time Indicator (Optional)		

Result: HRM Separation During Review Period report is displayed.

# Defining Variables: Type of Appointments

HIRE WORKFORCE - Number of Permanent or intended to become permanent New Hire/Rehires, Promotions, Transfers, Hires from Layoff List and Other appointments.

The intent of this report is to show appointment activities where a hiring choice was made. Appointment changes such as reassignments, reallocations, demotions, or status changes are not included. To define the HRM Type of Appointments report variables:

1. Enter your variable selections.
2. Click the OK button.

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
Calendar Month (Optional)	08/2012	08/2012
Cal Quarter (Optional)		
Calendar Year (Optional)		
Work Force Indicator (Optional)		
Part Time Indicator (Optional)		

OK Check

Result: HRM Type of Appointments report is displayed.

# Defining Variables: Average Overtime

DEPLOY WORKFORCE - Average agency and Executive Branch overtime hours used. Includes averages for only those eligible for overtime and averages for all employees, regardless of overtime eligibility.

To define the HRM Average Overtime report variables:

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

Variable	Current Selection	Description
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
Organizational Unit Hierarchy		
Calendar Month (Optional)	08/2012	08/2012
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

1. Enter your variable selections.
2. Click the OK button.

Result: HRM Average Overtime report is displayed.

# Defining Variables: Overtime Cost

DEPLOY WORKFORCE - Amount of agency and Executive Branch Overtime costs.

To define the HRM Overtime Cost report variables:

1. Enter your variable selections.
2. Click the OK button.

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
Organizational Unit Hierarchy		
Calendar Month (Optional)	08/2012	08/2012
Cal Quarter (Optional)		
Calendar Year (Optional)		

Result: HRM Overtime Cost report is displayed.

# Defining Variables: Percent Employees Receiving Overtime

DEPLOY WORKFORCE - Percent of agency and Executive Branch employees receiving overtime. Includes percentages for only those eligible for overtime and percentages for all employees, regardless of overtime eligibility.

To define the HRM Percent Employees Receiving Overtime report variables:

1. Enter your variable selections.
2. Click the OK button.

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
Organizational Unit Hierarchy		
Calendar Month (Optional)	08/2012	08/2012
Cal Quarter (Optional)		
Calendar Year (Optional)		

OK Check

Result: HRM Percent Employees Receiving Overtime report is displayed.

# Defining Variables: Sick Leave

DEPLOY WORKFORCE - Average sick leave hours used and average sick leave balance by agency and Executive Branch.

To define the HRM Sick Leave report variables:

1. Enter your variable selections.
2. Click the OK button.

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
Calendar Month (Optional)	08/2012	08/2012
Cal Quarter (Optional)		
Calendar Year (Optional)		
Work Force Indicator (Optional)		
Part Time Indicator (Optional)		

Result: HRM Sick Leave report is displayed.

# Defining Variables: Formal Disciplinary Action Taken

REINFORCE PERFORMANCE - Number of disciplinary actions by Dismissals, Demotions, Reductions in Pay, and Suspensions.

To define the HRM Formal Disciplinary Action Taken report variables:

1. Enter your variable selections.
2. Click the OK button.

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
Calendar Month (Optional)	08/2012	08/2012
Cal Quarter (Optional)		
Calendar Year (Optional)		
Work Force Indicator (Optional)		
Part Time Indicator (Optional)		

Result: HRM Formal Disciplinary Action Taken report is displayed.

# Defining Variables: Diversity Profile

ULTIMATE OUTCOMES - Number and percent of the workforce by diversity category and ethnicity.

To define the HRM Diversity Profile report variables:

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
* Calendar Month Prompt _ Single Value	08/2012	08/2012
Work Force Indicator (Optional)		
Part Time Indicator (Optional)		

OK Check

1. Enter your variable selections.
2. Click the OK button.

Result: HRM Diversity Profile report is displayed.

# Defining Variables: Percent Age Distribution

ULTIMATE OUTCOMES - Percent of all employees and WMS employees by age groups.

To define the HRM Percent Age Distribution Report variables:

1. Enter your variable selections.
2. Click the OK button.

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
* Calendar Month Prompt_ Single Value	08/2012	08/2012
Work Force Indicator (Optional)		
Part Time Indicator (Optional)		

OK Check

Result: HRM Percent Age Distribution report is displayed.

# Defining Variables: Turnover

ULTIMATE OUTCOMES - Percent of permanent or intended to become permanent employees who separated from state service by type (Retirement, Resignation, Dismissal, Layoff, and Other).

Note: Optional fields for number of Seasonal and Non-Permanent separations are available. Seasonal and Non-Permanent separations are not included in the overall Turnover counts or percentages. Seasonal turnover includes all permanent, or intended to become permanent.

To define the HRM Turnover report variables:

1. Enter your variable selections.
2. Click the OK button.

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable ⇅	Current Selection	Description
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services
Organizational Unit Hierarchy		
Job - Multiple (Optional)		
Calendar Month (Optional)	08/2012	08/2012
Cal Quarter (Optional)		
Calendar Year (Optional)		
Work Force Indicator (Optional)		
Part Time Indicator (Optional)		

OK Check

Result: HRM Turnover report is displayed.