B0104 Vacant Positions Report

Report Description:

This report lists vacant positions for a specified date range, along with their budgeted salaries and the number of days the positions have been vacant.

Report Location:

OM: Vacant Position Data

Report uses:

- This report can be used to view all vacancies and the budgeted salary and number of days vacant for each vacancy, to determine and plan for possibly hard to fill positions.

- This report can be used for organizational management, budget and funding planning for positions within organizational units.

How to run this report
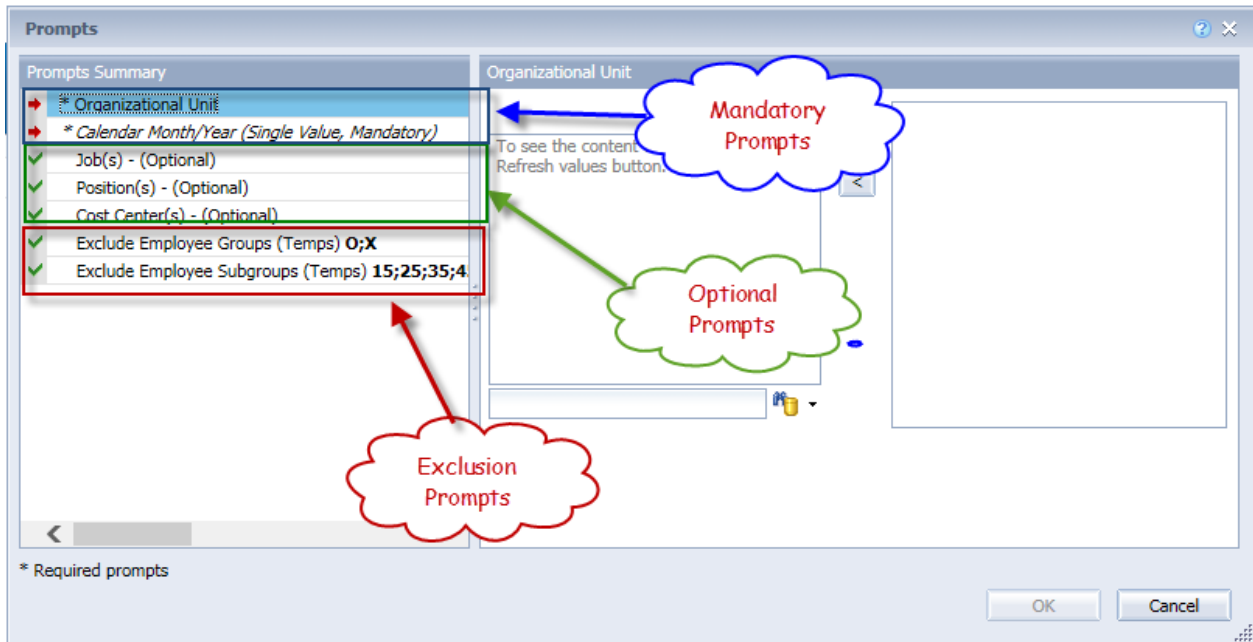
Mandatory Prompts

Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

➔ ***Organizational Unit:** To select data for this prompt:
- Make sure you have "Organizational Unit" prompt selected (1).
- Click on the "Refresh Values" icon to see the list of Org Units (2).
- Navigate down to the desired Org Unit (3).
- Click on the right arrow to add it to the selection box (4).

✓ ***Calendar Month/Year** - To select data for this prompt,
- Make sure you have the Calendar Month/Years prompt selected (1).
- Click on "Refresh Values" (2).
- Scroll down to select the value in the search box OR optional - in the search box narrow down the date selection by using the wildcard *YYYY format and press the enter key (3).
- Click on the date (4).
- Click on the right arrow button for date (5).
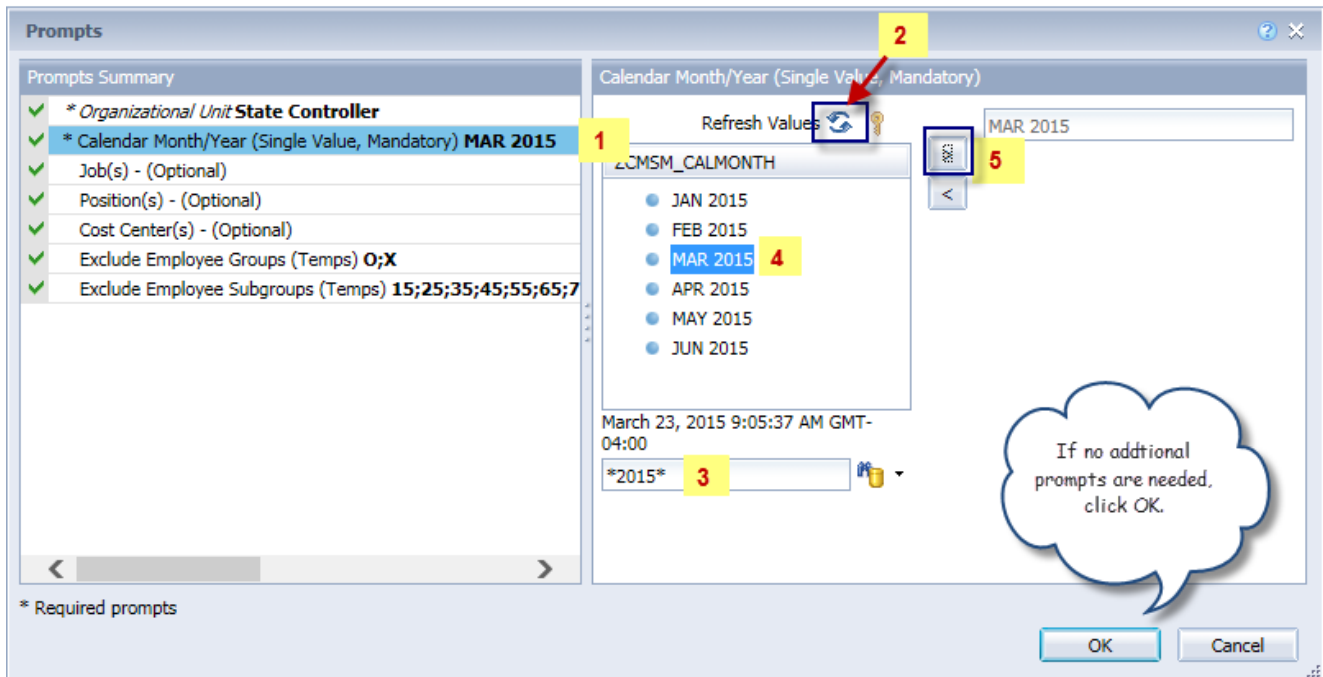
Optional Prompts:

Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

✓ **Job(s)** - To select data for this prompt,
  - Make sure you have the "Job(s)" prompt selected (1).
  - Enter a search text with an asterisk (*) in the search box to view the list of values for Job (2).
  - Click on the search icon (3).
  - Click on the key icon to see the job number for each job (4).
  - Click on the desired job (5)
    OR
  - If you know the Job key or Job name already, you may skip steps 2 through 5 and enter it directly in (6).
  - Click on the right arrow to add the job to the selection box (7).
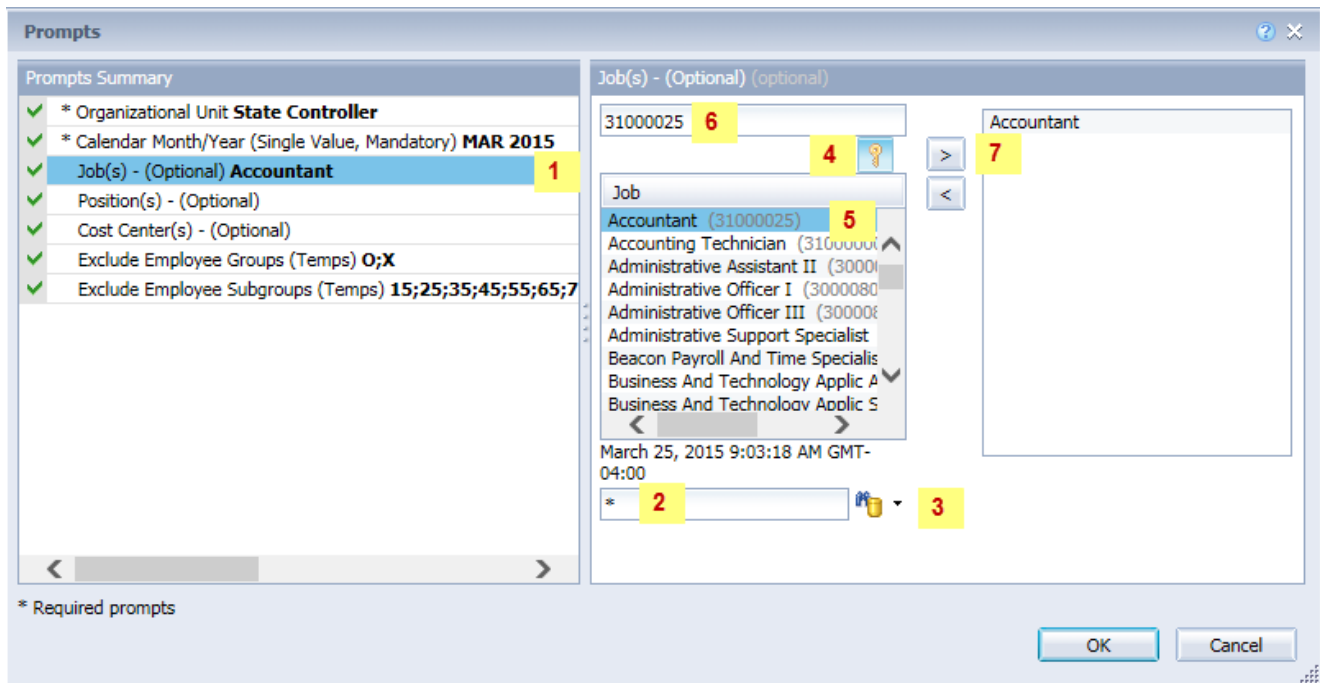
✓ **Position(s)** – To select data for this prompt,
- Make sure you have the "Position(s)" prompt selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Position (2).
- Click on the search icon (3) to see the position number for each position.
- Click on the key icon (4).
- Click on the desired position, OR if you know the Position key or Position name, you may skip steps 2 through 5 and enter it directly in (6).
- Click on the right arrow to add the position to the selection box (7).

✓ **Cost Center(s)** – To select data for this prompt,
- Make sure you have the "Cost Center(s)" prompt selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Cost Center (2).
- Click on the search icon (3), to see the key for the cost center.
- Click on the key icon (4).
- Click on the desired cost center, then click on the right arrow to add the cost center to the selection box (5).
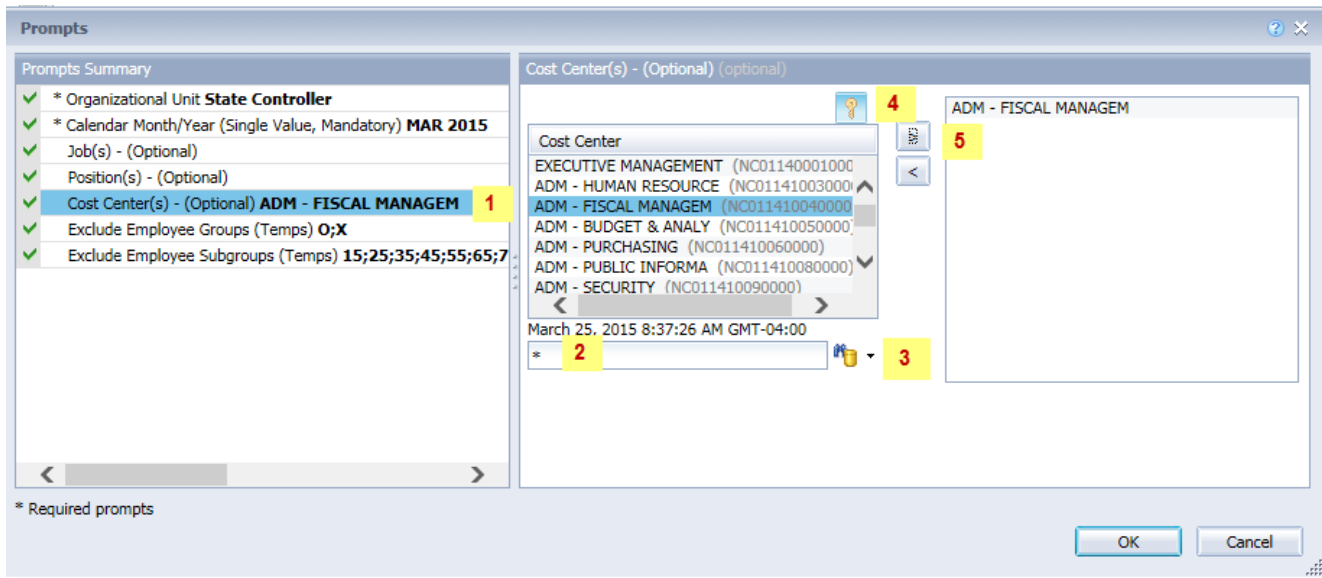
Exclusion Prompts:

Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be fetched into the report.

By default, these exclusion prompts ensure that the report does not contain any temporary employee data. The data values contained in the selection box can be modified or cleared completely as needed. To include temporary employees on the report, clear the employee group and employee subgroup from the selected values from the prompts.

✓ **Exclude Employee Groups (Temps) O, X** – To remove this exclusion,
- Make sure the "Exclude Employee Group" prompt is selected (1)
- Click on O and X in the selection box (2).
- Click on the left arrow (3).

✓ **Exclude Employee Subgroups (Temps)** – To remove this exclusion,
  - Make sure the "Exclude Employee Subgroup" prompt is selected (1).
  - Click on the values in the selection box (2).
  - Click on the left arrow (3).
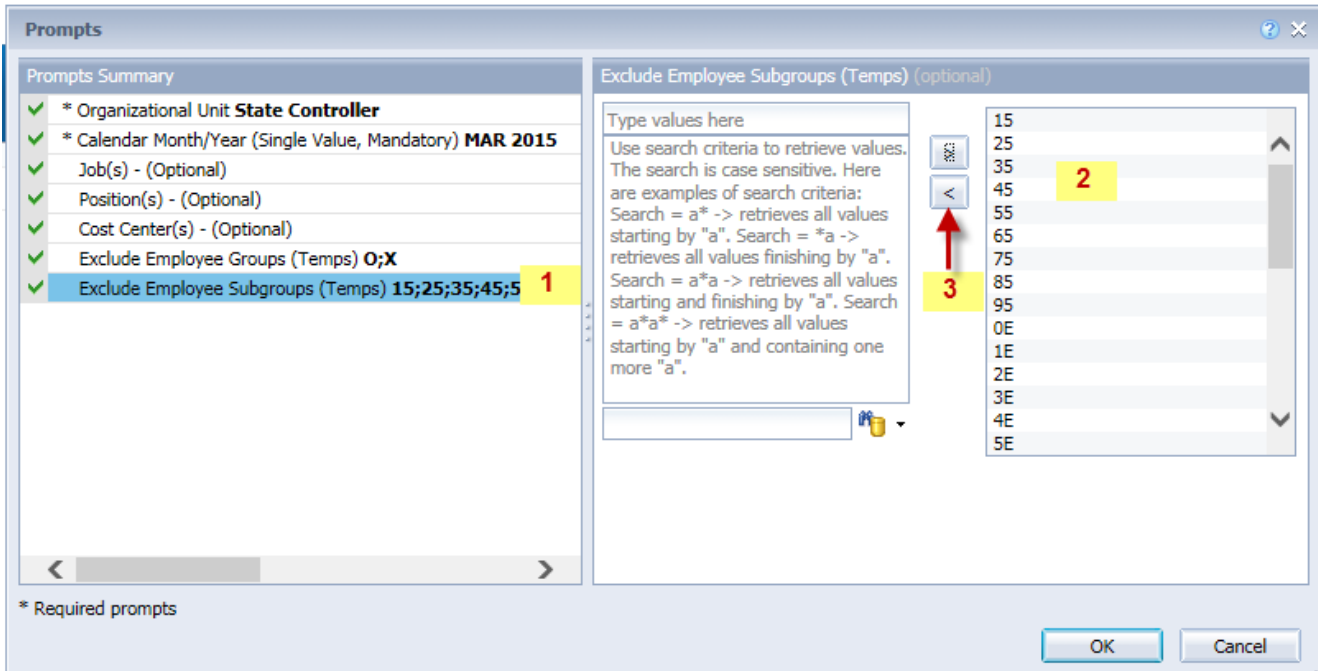
Initial Layout:

The report is generated with a list of vacant positions within the org unit selected. This is a sample row from the report, which shows the columns available on the base report:

B0104: Vacant Positions Report as of MAR 2015

Execution Date: 3/26/15

OrgUnit	OrgUnit Desc	Position	Position Desc	Date Vacant	Budget Amount	Number of Days Vacant	Position FTE	PT FTE Positions	FT FTE Positions
29999999	Office of the State Controller	69999999	Accounting Specialist I	4/1/12	36,713.00	1,089	1.000		1.000
				Sum:	36,713.00		1.000		1.000

Available Objects:

This is a list of the available objects that can be added to the report, once in Design mode:

```
☐ 📄 B0104: Vacant Positions Report              📄 Position Start Date
     📄 Addl. Center Ref.                     ☐ 📄 Pos Pay Area
     📄 Address Line 1                        ☐ 📄 Pos Pay Group
   ☐ 📄 Application of Fund                   ☐ 📄 Pos Pay Level
     📄 Budget Fund                           ☐ 📄 Pos Pay Type
   ☐ 📄 Business area                         ☐ 📄 Pos Personnel Area
   ☐ 📄 Cal Mth/Yr                              📄 Reference SAP Pos
   ☐ 📄 Cost Center                           ☐ 📄 SAP GL Account
   ☐ 📄 Cost Center Category                  ☐ 📄 SFCTR Ref
     📄 Date Vacant                           ☐ 📄 State
   ☐ 📄 Employee Group                        ☐ 📄 Statutory Exemption Type
   ☐ 📄 Employee Subgroup                     ☐ 📄 Supervising Position
   ☐ 📄 FCTR Cat                              ☐ 📄 Vacancy Status
   ☐ 📄 FCTR Ref                                📄 Valid From
   ☐ 📄 Fund                                    📄 Valid To
   ☐ 📄 Funding Source                          📊 Budget Committed Amt
   ☐ 📄 Fund Type                               📊 FT FTE Positions
   ☐ 📄 Job                                     📊 Number of Days Vacant
   ☐ 📄 Job Branch                              📊 Position FTE
   ☐ 📄 Job Country                            📊 PT FTE Positions
     📄 Job ESG CAP                          ☐ 📁 Variables
   ☐ 📄 Job Family                              📄 Prompt Response Calendar Month/Yr
   ☐ 📄 Job Pay Area                            📄 Prompt Response Cost Center
   ☐ 📄 Job Pay Group                           📄 Prompt Response Exclude Employee Group
   ☐ 📄 Job Pay Level                           📄 Prompt Response Exclude Employee Subgroup
   ☐ 📄 Job Pay Type                            📄 Prompt Response Job
     📄 NCAS Account                            📄 Prompt Response Organizational Unit
     📄 NCAS Financial Key                      📄 Prompt Response Position
   ☐ 📄 Order                                 📁 References
   ☐ 📄 Org Unit
     📄 PMIS 15-Digit Positi
   ☐ 📄 Pos City
   ☐ 📄 Pos Country
   ☐ 📄 Pos County
     📄 Pos ESG CAP
   ☐ 📄 Position
     📄 Position End Date
```

Special Report Considerations/Features:

- Vacant positions are identified by an unassigned employee (#) for the position.
- FTE calculations for positions are based on the employee subgroups.
    - The position is considered a full-time position if it belongs to one of the following employee subgroups:

FT N-FLSAOT Perm Dir	FT N-FLSAOT Prob	N/A EPA Gov's Staff	FT S-FLSA TL 115C
FT N-FLSAOT TL Dir	FT N-FLSAOT TL	N/A EPA Sal Gov&ABC	FT S-FLSATLProb 115C
FT N-FLSAOT Temp Dir	FT N-FLSAOT TL Prob	N/A EPA Pol-MkingGov	FT N-FLSAOT Perm SC
FT N-FLSAOT Perm JB1	FT N-FLSAOT Student	N/A EPA StatutoryPos	FT N-FLSAOT TL SC
FT N-FLSAOT TL JB1	FT N-FLSAOT Intermit	N/A EPA Pos Gov	FT N-FLSAOT Temp SC
FT N-FLSAOT Temp JB1	FT S-FLSAOT Perm	N/A EPA PM Conf Asst	FT N-FLSAOT Perm CJP
FT N-FLSAOT Perm JB2	FT S-FLSAOT Prob	N/A EPA PM Conf Sec	FT N-FLSAOT TL CJP
FT N-FLSAOT TL JB2	FT S-FLSAOT TL	N/A EPA Chief Deputy	FT N-FLSAOT Temp CJP
FT N-FLSAOT Temp JB2	FT S-FLSAOT TL Prob	N/A EPA StatGAAprAct	FT N-FLSAOTPerm ACJP
FT N-FLSAOT Perm JB3	FT S-FLSAOT Student	N/A EPA MiscStat Pos	FT N-FLSAOT TL ACJP
FT N-FLSAOT TL JB3	FT S-FLSAOT Intermit	N/A EPA ExManagerial	FT N-FLSAOTTemp ACJP
FT N-FLSAOT Temp JB3	FT S-FLSAOT Tme	Contractor	FT S-FLSAOTPerm ACJP
FT N-FLSAOT Perm DA	FT S-FLSAOT Fld Tme	Pick-up FireFighter	FT S-FLSAOT TL ACJP
FT N-FLSAOT TL DA	FT N-FLSA Perm 12C	National Guard	FT S-FLSAOTTemp ACJP
FT N-FLSAOT Temp DA	FT N-FLSA Prob 12C	Federal	FT N-FLSAOT Perm AD
FT N-FLSAOT Perm ADA	FT N-FLSA TL 12C	Temp FT N-FLSAOT	FT N-FLSAOT TL AD
FT N-FLSAOT TL ADA	FT N-FLSA TLProb 12C	Temp FT S-FLSAOT	FT N-FLSAOT Temp AD
FT N-FLSAOT Temp ADA	FT S-FLSA Perm 12C	Temp Sol FT N-FLSAOT	FT N-FLSAOT Perm JBS
FT N-FLSAOT Perm MAG	FT S-FLSA Prob 12C	Temp Sol FT S-FLSAOT	FT N-FLSAOT TL JBS
FT N-FLSAOT TL MAG	FT S-FLSA TL 12C	FT N-FLSA Perm 10C	FT N-FLSAOT Temp JBS
FT N-FLSAOT Temp MAG	FT S-FLSA TLProb 12C	FT N-FLSA Prob 10C	FT S-FLSAOT Perm JBS
FT S-FLSAOT Perm CR	FT N-FLSA Perm 11C	FT N-FLSA TL 10C	FT S-FLSAOT TL JBS
FT S-FLSAOT TL CR	FT N-FLSA Prob 11C	FT N-FLSA TLProb 10C	FT S-FLSAOT Temp JBS
FT S-FLSAOT Temp CR	FT N-FLSA TL 11C	FT S-FLSA Perm 10C	N/A EPA ConstitutOff
FT N-FLSAOT Perm CSC	FT N-FLSA TLProb 11C	FT S-FLSA Prob 10C	N/A EPA Sal Bd & Com
FT N-FLSAOT TL CSC	FT S-FLSA Perm 11C	FT S-FLSA TL 10C	N/A EPA Sal GA
FT N-FLSAOT Temp CSC	FT S-FLSA Prob 11C	FT S-FLSA TLProb 10C	N/A EPA Sal GARecGov
FT N-FLSAOT Perm	FT S-FLSA TL 11C	FT EPA	N/A EPA Lt Gov Staff
FT N-FLSAOT Prob	FT S-FLSA TLProb 11C	FT N-FLSA Perm 115C	N/A EPA Gov's Staff
FT N-FLSAOT TL	N/A EPA ConstitutOff	FT N-FLSA Prob 115C	N/A EPA Sal Gov&ABC
FT N-FLSAOT TL Prob	N/A EPA Sal Bd&Com	FT N-FLSA TL 115C	N/A EPA Pol-MkingGov
FT N-FLSAOT Student	N/A EPA Sal GA	FT N-FLSATLProb 115C	N/A EPA StatutoryPos
FT N-FLSAOT Intermit	N/A EPA SalGA RecGov	FT S-FLSA Perm 115C	N/A EPA Pos Gov
FT S-FLSAOT Perm	N/A EPA Lt Gov Staff	FT S-FLSA Prob 115C	N/A EPA PM Conf Asst
			N/A EPA PM Conf Sec
			N/A EPA Chief Deputy
			N/A EPA StatGAAprAct
			N/A EPA MiscStat Pos
			N/A EPA ExManagerial

o The position is considered part-time if it belongs to one of the following employee subgroups:

PT S-FLSAOT Perm MAG	PT S-FLSAOT Temp CR	PT EPA	PT S-FLSAOT Temp JBS
PT S-FLSAOT TL MAG	PT N-FLSAOT Perm CSC	PT N-FLSAOT Perm SC	PT N-FLSAOT Perm
PT S-FLSAOT Temp MAG	PT N-FLSAOT TL CSC	PT N-FLSAOT TL SC	PT N-FLSAOT Prob
PT N-FLSAOT Perm Dir	PT N-FLSAOT Temp CSC	PT N-FLSAOT Temp SC	PT N-FLSAOT TL
PT N-FLSAOT TL Dir	PT N-FLSA Perm 11C	PT N-FLSA Perm 12C	PT N-FLSAOT TL Prob
PT N-FLSAOT Temp Dir	PT N-FLSA Prob 11C	PT N-FLSA Prob 12C	PT N-FLSAOT Student
PT N-FLSAOT Perm JB1	PT N-FLSA TL 11C	PT N-FLSA TL 12C	PT N-FLSAOT Intermit
PT N-FLSAOT TL JB1	PT N-FLSA TLProb 11C	PT N-FLSA TLProb 12C	PT N-FLSA Perm 115C
PT N-FLSAOT Temp JB1	PT S-FLSA Perm 11C	PT S-FLSA Perm 12C	PT N-FLSA Prob 115C
PT N-FLSAOT Perm JB2	PT S-FLSA Prob 11C	PT S-FLSA Prob 12C	PT N-FLSA TL 115C
PT N-FLSAOT TL JB2	PT S-FLSA TL 11C	PT S-FLSA TL 12C	PT N-FLSATLProb 115C
PT N-FLSAOT Temp JB2	PT S-FLSA TLProb 11C	PT S-FLSA TLProb 12C	PT S-FLSA Perm 115C
PT N-FLSAOT Perm JB3	Volunteer	PT N-FLSAOT Perm CJP	PT S-FLSA Prob 115C
PT N-FLSAOT TL JB3	Board Member	PT N-FLSAOT TL CJP	PT S-FLSA TL 115C
PT N-FLSAOT Temp JB3	Temp PT N-FLSAOT	PT N-FLSAOT Temp CJP	PT S-FLSATLProb 115C
PT N-FLSAOT Perm DA	Temp PT S-FLSAOT	PT N-FLSAOTPerm ACJP	PT S-FLSAOT Perm
PT N-FLSAOT TL DA	Temp Sol PT N-FLSAOT	PT N-FLSAOT TL ACJP	PT S-FLSAOT Prob
PT N-FLSAOT Temp DA	Temp Sol PT S-FLSAOT	PT N-FLSAOTTemp ACJP	PT S-FLSAOT TL
PT N-FLSAOT Perm ADA	PT N-FLSA Perm 10C	PT S-FLSAOTPerm ACJP	PT S-FLSAOT TL Prob
PT N-FLSAOT TL ADA	PT N-FLSA Prob 10C	PT S-FLSAOT TL ACJP	PT S-FLSAOT Student
PT N-FLSAOT Temp ADA	PT N-FLSA TL 10C	PT S-FLSAOTTemp ACJP	PT S-FLSAOT Intermit
PT N-FLSAOT Perm MAG	PT N-FLSA TLProb 10C	PT N-FLSAOT Perm AD	PT S-FLSAOT Tme
PT N-FLSAOT TL MAG	PT S-FLSA Perm 10C	PT N-FLSAOT TL AD	PT S-FLSAOT Fld Tme
PT N-FLSAOT Temp MAG	PT S-FLSA Prob 10C	PT N-FLSAOT Temp AD	
PT S-FLSAOT Perm CR	PT S-FLSA TL 10C	PT N-FLSAOT Perm JBS	
PT S-FLSAOT TL CR	PT S-FLSA TLProb 10C	PT N-FLSAOT TL JBS	

- Number of days vacant is calculated based on the date entered on the variable entry screen for calendar month/year minus the date vacated of the position.

- Temporary employees are excluded from this report by default.

- Position Personnel area was added to this report on August 17, 2017, and began being populated at that time. If the report is run for a date prior to August 2017, then the position personnel area will not be populated, and will display as "#" or as "not assigned".

Change Log:

Effective Date	Change description
3/25/2015	Initial version, completed in pilot.
1/26/2017	Modified initial report to bring it up to BI and BOBJ standards.
8/17/2017	Added Position Personnel Area
1/25/2018	Updated document with Position personnel area information from 8/17/2017 change