B0119: Employee Education Verification
Business Objects Web Intelligence

Report Description:

B0119: Employee Education Verification report lists active employees' credentials.

Report Location:

PA: Certification and Qualifications

Report uses:

- This report is used to monitor whether or not employees education qualifications have been verified. The report provides the verification status and if the verification has not been completed in time, the report displays how many days have elapsed since the hire date.

How to run this report:

This report has one mandatory prompt, three optional prompts and one exclusion prompt.
Mandatory Prompts:
Mandatory prompts have a red asterisk indicator (*) 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” selected (1), then click on the “Refresh Values” icon to see the list of Org Units to choose from (2), navigate down to the desired OrgUnit (3), and click on the right arrow to add it to the selection box (4).
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:

√ **Employee(s) PersNo. – (Optional)**
To select data for this prompt,
- Make sure you have selected the prompt “Employee(s) PersNo. – (Optional)” (1),
- Enter the employee number in the search box (2),
- Click on the binoculars search icon (3),
- Click on the key symbol to display the employee number with the name (4),
- Select the employee entry (5),
- OR if you know the Employee PersNo already, you can skip steps 2 through 5 and enter it directly in (5)
- Click the right arrow to add the employee to the selection box (7).

**Note:** This prompt is in sync with the mandatory prompt Organizational Unit and will show only the Employees for the given Organizational Unit in the mandatory prompt.

**Important!** The search feature is supported on this prompt [(2) and (3)], however, when the search option is used, the report attempts to retrieve all employee numbers from the OrgUnit given.
Employee Group(s) - (Optional): To select data for this prompt, Make sure the “Employee Group(s) - (Optional)” prompt is selected (1), in the search box narrow down the Employee Group selection by using the wildcard * format and press the enter key (2), Navigate down to the desired Employee Group (3), click on the right arrow button for “Employee Group” (4), OR if you know the Employee Group key or Employee Group name already, you can skip steps 2 through 4 and enter it directly in (5) and then click on the “>” icon (6) to select.
Employee Subgroup(s) - (Optional): To select data for this prompt, Make sure the “Employee Subgroup(s) - (Optional)” prompt is selected (1), in the search box narrow down the Employee Subgroup selection by using the wildcard * format and press the enter key (2), Navigate down to the desired Employee Subgroup (3), click on the right arrow button for “Employee Subgroup” (4), OR if you know the Employee Subgroup key or Employee Subgroup name already, you can skip steps 2 through 4 and enter it directly in (5) and then click on the “>” icon (6) to select.

Note: Please select an Employee Subgroup relevant to the Employee Group selected. Otherwise report will show no result.
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.

✓ Exclude Employee SubGroup (Contractors, National Guard) G1; G5 – To remove this exclusion, make sure the Exclude Employee Subgroup prompt is selected (1), click on G1 and/or G5 in the selection box (2), click on the left arrow (3).

If you want Contractors to be included in the report, then click on the left arrow to clear G1 from the prompt and run.
B0119: Employee Education Verification
Business Objects Web Intelligence

Initial Layout:

The report is generated with a list of Organizational No. of Employees by Personnel Area.
This is a sample of the report:

![Employee Education Verification Report]

This report has 2 tabs at the bottom of the screen and each one is a report of its own kind. First tab named B0119 Employee Education Verification provides a detailed report and the second tab is Verification summary info.

The following are the list of tabs available in B0119:
- B0119 Employee Education Verification
- Verification Summary
B0119 Employee Education Verification

This report lists active employees' credentials. Verify By date included for HR to verify all employees within 90 days of Entry Date.
Verification Summary

This report lists verification summary of active employees’ credentials.

This report has a break total on Personnel Area and also has an ascending sort on Personnel Area and Education Level.
B0119: Employee Education Verification
Business Objects Web Intelligence

Available Objects:
This is a list of the available objects that can be added to the report, once in Design mode:
B0119: Employee Education Verification
Business Objects Web Intelligence

Special Report Considerations/Features:

- Days in Service (Verification Pending >90 Days) is calculated for the Employees with 09 Pending Verification status. It is displayed for only those employees where the verification date expired over 90 days from the Original Hire date.
- Verify By column is 90 days from the original hire date.
- Employee Subgroup G1 – Contractors and G5 – National Guards are excluded from the report. Refer the Exclusion Prompt “Exclude Employee SubGroup (Contractors, National Guard) G1; G5” for details.
- Employment Status - Active. Report runs for Active Employees only.