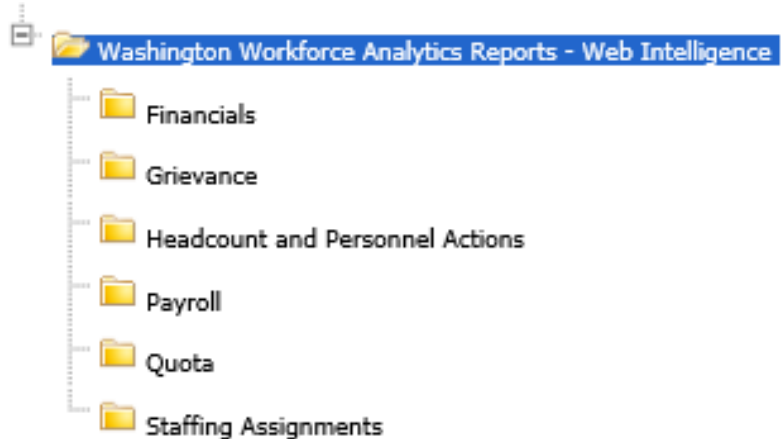
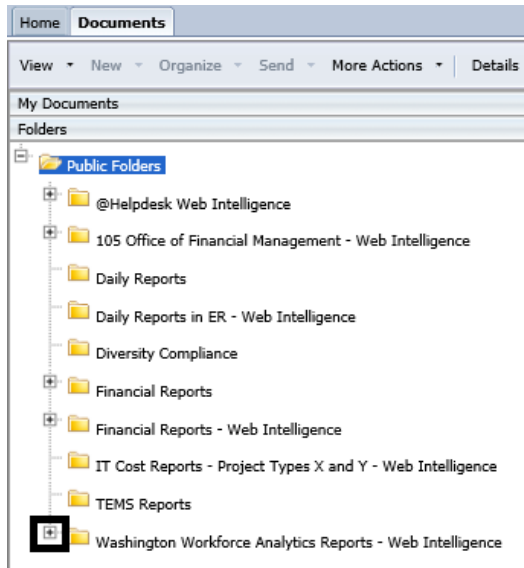


## Washington Workforce Analytics (WWA) Standard Report Overview

Washington Workforce Analytics (WWA) Enterprise Data Warehouse (EDW) includes a variety of standard reports that are developed and managed by the OFM Enterprise Reporting team.

- ✓ WWA standard reports are located in the Washington Workforce Analytics Reports folder. This folder includes subject areas to help organize the reports.



### Benefits

- ✓ Interactive way for agency users to display and analyze workforce-related data.
- ✓ Quickly find current standard reports in common folder structures organized by subject area.
- ✓ Drag-and-drop features to view data from different perspectives.
- ✓ Drilldown into more details or across data to perform strategic analysis.
- ✓ Manage page layouts and sort/filter data.
- ✓ Multiple options to display data using web browser or export to other formats.

### Limitations/Additional Information

Standard reports are based on common business scenarios to meet data needs across state agencies. While this is an important benefit, it requires a balance between common and unique data needs.

- ✓ All standard reports include required date prompts to prevent accidentally running a report with results dating back to 2005.
- ✓ You can make a copy of a standard report to modify it for your business needs (for example, 'save as' to your personal folder).
  - Your copy will not be impacted or updated if the original standard report is updated by the OFM Enterprise Reporting team.
  - Removing key objects or measures from a standard report may create undesirable results.
- ✓ If a standard report does not meet your unique business scenarios, you may need to create an ad hoc query.

### WWA EDW - Standard Reports Inventory

- ✓ Each standard report has a job aid with additional information, including default fields, restrictions and calculations.

Report Number	Report Name	Brief Description	WWA EDW Universe
FI-001	Distribution of Payroll and Related Costs ✓ Agency Detail ✓ Payroll by Subobject	Employer payroll and benefit costs by employee and AFRS account distribution.	AFRS
GR-001	Grievance History	Current and historical grievance details and status.	Grievance
HPA-001	Job Class Distribution	Number of employees with weighted salary and step, by job class.	Headcount and Personnel Actions
HPA-002	Classification Turnover ✓ Turnover Summary ✓ Turnover Detail ✓ Turnover Category	Turnover activity specific to classification and compensation proposal requests.	Headcount and Personnel Actions
HPA-003	Diversity Profile ✓ Diversity Profile ✓ Diversity Profile All ✓ Diversity by Job Group	Number and percent of the workforce by diversity category.	Headcount and Personnel Actions
HPA-004	Diversity - New Hires ✓ Diversity - New Hires (Perm Only) ✓ Diversity - New Hires (Perm & NonPerm)	Number and percent of hire and rehire actions by diversity category	Headcount and Personnel Actions
HPA-005	HR Management Actions ✓ Appointments ✓ Turnover ✓ Separations During Review Period ✓ Formal Disciplinary Actions	Personnel action reports used for HR management workforce reporting.	Headcount and Personnel Actions
HPA-006	HR Management Manager to Staff	Number and percent of employees by Management (WMS and Non-WMS), WMS, and WMS Management Type.	Headcount and Personnel Actions
HPA-007	HR Management Age Distribution	Number and percent of employees and WMS employees by age range.	Headcount and Personnel Actions
HPA-008	Layoff Activity	Number of personnel actions related to layoff.	Headcount and Personnel Actions
HPA-009	Salary Range Distribution	Number of employees by salary range and personnel subarea.	Headcount and Personnel Actions
HPA-010	Service Ranges	Number of employees by Service Ranges.	Headcount and Personnel Actions
HPA-011	Projected Service Years	Employee projected age and years of service based on Anniversary Date.	Headcount and Personnel Actions
PAY-001	HR Management Average Overtime	Average overtime hours worked.	Payroll
PAY-002	HR Management Percent Receiving Overtime	Percent of overtime eligible employees receiving overtime.	Payroll

Report Number	Report Name	Brief Description	WWA EDW Universe
PAY-003	HR Management Overtime Costs ✓ Overtime Costs ✓ Overtime Hours and Costs	Amount of overtime paid to employees and number overtime hours by wage type.	Payroll
QU-001	HR Management Quota Activity ✓ Quota Hours Used ✓ Quota Hours Balance	Quota usage and balances by specific quota types.	Quota
SA-001	Position Detail ✓ Position Detail ✓ Position Detail with Org Hierarchy	Position availability, vacancy status, and position holder information.	Staffing Assignments

- ✓ Requests for new standard reports or updates to existing reports may be sent to the OFM Help Desk [heretohelp@ofm.wa.gov](mailto:heretohelp@ofm.wa.gov) for review by OFM State HR and OFM Enterprise Reporting. If approved, development of the report will be prioritized with other enhancement efforts.