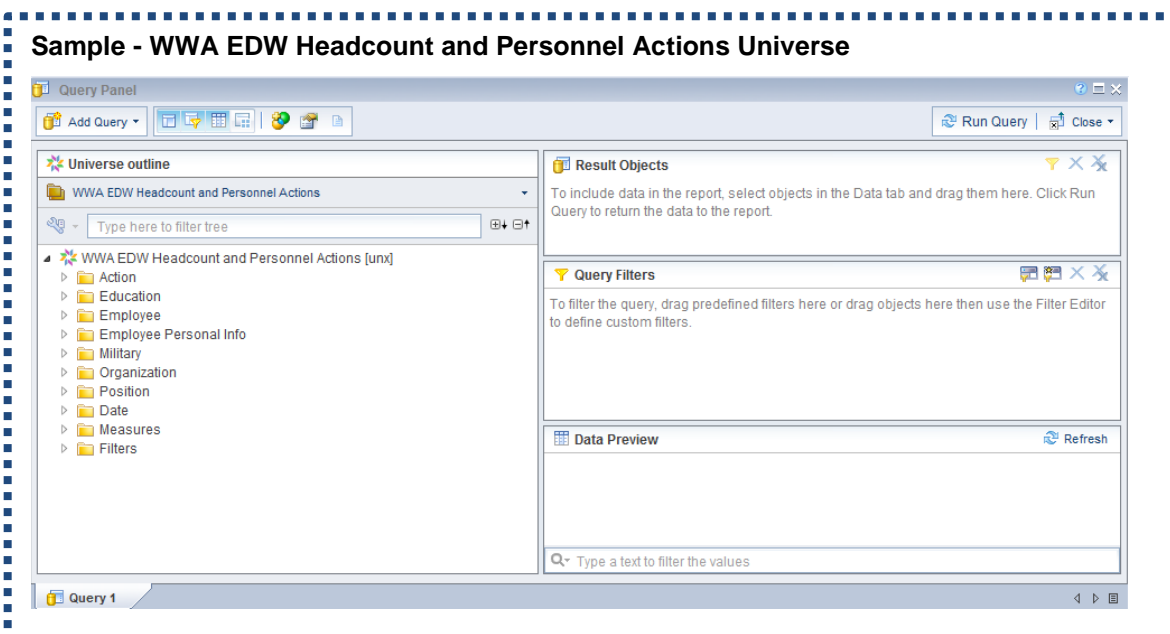
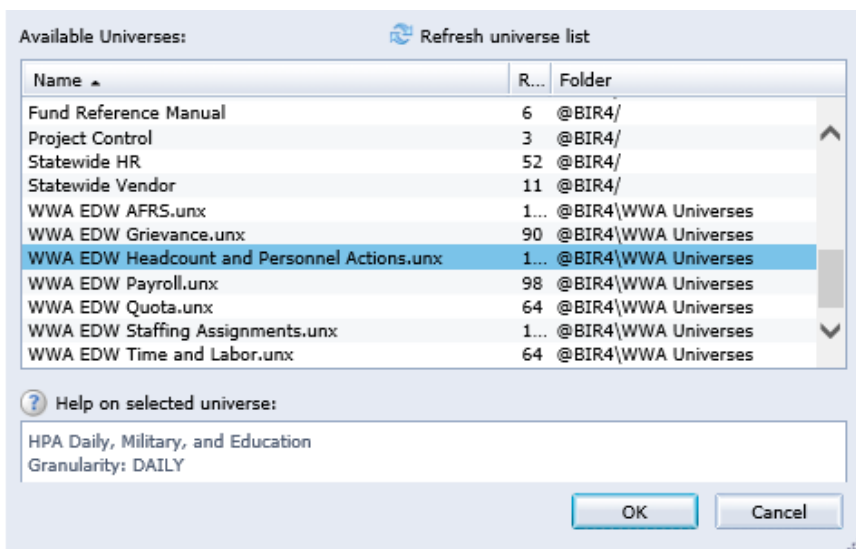


Headcount and Personnel Actions Universe

Headcount and Personnel Actions universe provides information about employee, position, and organizational dimension attributes, as well as personnel actions. **This universe also includes military and education records.**

- ✓ **Universe Name** WWA EDW Headcount and Personnel Actions.unx
- ✓ **Granularity** Daily
- ✓ **Data Load** Monday – Friday, by 6:00 a.m.
 - Data will not be loaded during HRMS Payroll Processing (Payroll day 3) or during State Holidays.
- ✓ **Facts/Measures** Headcount, age, service, salary, and personnel action at the daily level. Additional fact tables in the universe provide military and education data.



Headcount and Personnel Actions Universe

Action Measures

- ✓ Number of Actions
- ✓ Salary - Annual (New)
- ✓ Salary - Annual (Prior)

Headcount Measures

- ✓ Age (Years)
- ✓ Distinct Employee Count
- ✓ Number of Employee Records
- ✓ Present Appointment (Years)
- ✓ Salary - Annual
- ✓ Salary - Monthly
- ✓ Salary - Unit Amount
- ✓ Service Years (Anniversary)
- ✓ Service Years (Seniority)

Pre-defined Filters

Date Filters

- ✓ Action Current Calendar Year Month
- ✓ Action Previous Calendar Year Month
- ✓ Action Previous Calendar Year Month Day
- ✓ Current Calendar Year Month
- ✓ Last Calendar Day of Month Values
- ✓ Last Calendar Day of Quarter Values
- ✓ Last Calendar Day of Year Values
- ✓ Last Day of Fiscal Month Values
- ✓ Last Day of Fiscal Quarter Values
- ✓ Last Day of Fiscal Year Values
- ✓ Previous Calendar Year Month
- ✓ Previous Calendar Year Month Day

Other Pre-defined Filters

- ✓ Actions - Exclude
- ✓ Branches - Executive (EE)
- ✓ Branches - Executive (POS)
- ✓ Branches - Judicial (EE)
- ✓ Branches - Judicial (POS)
- ✓ Branches - Legislative (EE)
- ✓ Branches - Legislative (POS)
- ✓ Non-Employee Exclusions (EE)
- ✓ Non-Employee Exclusions (POS)
- ✓ Overtime Eligible (EE)
- ✓ Overtime Eligible (POS)
- ✓ Turnover – Classification
- ✓ Turnover – HR Management
- ✓ Work Contracts - Non Permanent
- ✓ Work Contracts – Permanent
- ✓ Work Contracts – Permanent (Actions)
- ✓ Work Contracts - Seasonal

Things to Know

Actions - Exclude Filter

- ✓ The Actions - Exclude filter restricts query results to records that are not actions. It is used for accurate employee headcount measures.
- ✓ **Only use this filter with headcount measures.**
 - Do not use this filter with action measures.

- 📁 Filters
 - 📁 Date Filters
 - 🔑 Actions - Exclude

Actions - Exclude

Restricts results to records that are not actions. Must be used in combination with any Headcount Measure, such as Age (Years), Distinct Employee Count, Present Appt (Years), Salary - Annual, Salary - Monthly, Salary - Unit Amount, Service (Anniv), Service Years (Seniority). Do not use with Action reporting.

Dates

Use caution when selecting dates, ensuring you select the correct dimension associated with your measure.

- ✓ Action queries are usually created for a range of dates.
- ✓ Headcount measures are usually created for a point in time, using a combination of a date value with a date filter.

With Action Measures use:

- ✓ Action Calendar Day
- ✓ Action Calendar Month
- ✓ Action Calendar Year
- ✓ Action Calendar Year Month
- ✓ Action Calendar Year Month Day
- ✓ Action Calendar Year Quarter
- ✓ Action Fiscal Year
- ✓ Action Fiscal Year Month
- ✓ Action Fiscal Year Quarter

With Headcount Measures use:

- ✓ Calendar Day
- ✓ Calendar Month
- ✓ Calendar Year
- ✓ Calendar Year Month
- ✓ Calendar Year Month Day
- ✓ Calendar Year Quarter
- ✓ Fiscal Year
- ✓ Fiscal Year Month
- ✓ Fiscal Year Quarter

- ✓ An “actions” query run wide open (without a date or date range), includes a logitudinal history of all actions, as well as the null value used to indicate a starting point in the database.

Action Calendar Year Month Day	Action Type Code	Action Type	Action Reason	Employment Status	Number of Actions
1900-01-01				Active	0
2006-02-23	U0	New Hire	ZDNU - Temporary Appt	Active	1
2006-07-01	U3	Appointment Change	ZDNU - Status Change	Active	1
2006-11-01	U3	Appointment Change	ZDNU - Realloc/Reclass Appt	Active	1
2007-06-27	U3	Appointment Change	Demotion - Voluntary	Active	1

- ✓ Do not use Employee Record Change Date in queries that contain any measures.

Jobs Dimension

Use caution when including any of the employee or position job dimensions in an actions report, ensuring you select the correct dimension associated with your measure.

With Action Measures use:

- ✓ EEO Category (EE) – Actions
- ✓ EEO Category Code (EE) – Actions
- ✓ EEO Category (POS) – Actions
- ✓ EEO Category Code (POS) - Actions
- ✓ Job (EE) - Actions
- ✓ Job Class Abbr (EE) - Actions
- ✓ Job Code (EE) - Actions
- ✓ Job Group (EE) - Actions
- ✓ Job Group Abbr (EE) - Actions
- ✓ Job Group Code (EE) - Actions
- ✓ Job (POS) - Actions
- ✓ Job Group (POS) - Actions
- ✓ Job Group Abbr (POS) - Actions
- ✓ Job Group Code (POS) - Actions

With Headcount Measures use:

- ✓ EEO Category (EE)
- ✓ EEO Category Code (EE)
- ✓ EEO Category (POS)
- ✓ EEO Category Code (POS)
- ✓ Job (EE)
- ✓ Job Class Abbr (EE)
- ✓ Job Code (EE)
- ✓ Job Group (EE)
- ✓ Job Group Abbr (EE)
- ✓ Job Group Code (EE)
- ✓ Job (POS)
- ✓ Job Group (POS)
- ✓ Job Group Abbr (POS)
- ✓ Job Group Code (POS)

Sequence Number – Military and Education Records

- ✓ Including Sequence Number in queries with military or education records will help identify if the employee has duplicate records in HRMS and provide more accurate headcount measures.

Without sequence number:

Calendar Year Month	Certificate Code	Certificate	Education - Training	Education Start Date	Education End Date	Education Level Code	Education Level	Age (Years)
201710	25	Not Applicable	Business Administration	1987-10-01	2006-12-31	05	AA Degree	97.4

With sequence number:

Calendar Year Month	Certificate Code	Certificate	Education - Training	Education Start Date	Education End Date	Education Level Code	Education Level	Sequence Number	Age (Years)
201710	25	Not Applicable	Business Administration	1987-10-01	2006-12-31	05	AA Degree	0	48.7
201710	25	Not Applicable	Business Administration	1987-10-01	2006-12-31	05	AA Degree	1	48.7

Withdrawn Employees

- ✓ All universes contain employee data within the Employee folder for employees with Employment Status Withdrawn. This data can be queried without measures, dates or other folder attributes.
- ✓ In the Headcount and Personnel Actions universe, an employee will only show active up until the date of separation if a measure or date is included. Once an employee is withdrawn, employee records will not display for that personnel number through the Fact Table.
 - For example, if the results are filtered to values on the last day of the month, employees who separated prior to the last day will not be included in the measure.