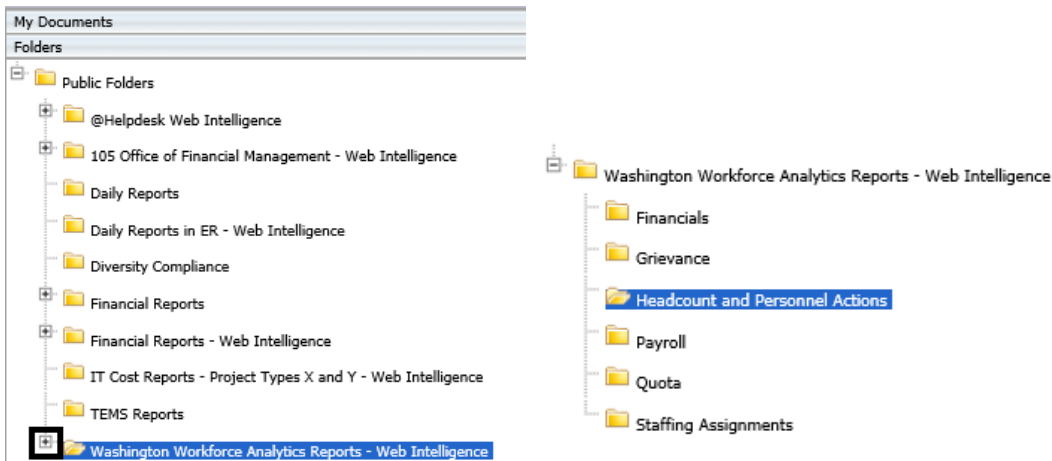


Layoff Activity (HPA-008)

Description: Number of personnel actions related to layoff.

- ✓ **Universe** WWA EDW Headcount and Personnel Actions.unx
- ✓ **Required filter prompt** Calendar Year Month
- ✓ **Layoff Activity (default view)**

The standard report is located in the Washington Workforce Analytics Reports – Web Intelligence > Headcount and Personnel Actions folder.



Sample - Layoff Activity

The screenshot shows a report viewer window with the following content:

Layoff Activity
Report Number: HPA-008

Description: Number of personnel actions related to layoff. Excludes non-employees.

Layoff Activity	Number
Appointment Changes	29
Separations	2
Rehires	2
Leave of Absence – Active	
Leave of Absence – Inactive	
Return from Leave of Absence	

Prompts

Prompt values restrict the data pulled from the Enterprise Data Warehouse.

Required Prompts must include value(s) for Calendar Year Month.

Optional Prompts

- | | | |
|---------------------------|----------------------------|-------------------------------|
| ✓ Business Area (EE) | ✓ Job Code (EE) | ✓ Personnel Area Code (EE) |
| ✓ Business Area Code (EE) | ✓ Organizational Unit | ✓ Personnel Subarea (EE) |
| ✓ Job (EE) | ✓ Organizational Unit Code | ✓ Personnel Subarea Code (EE) |
| ✓ Job Class Abbr (EE) | ✓ Personnel Area (EE) | |

Query Results

Default Data Fields

These fields are included in the standard report by default and should not be removed. Adding or removing default data fields will impact the integrity of the data.

- | | |
|-----------------------|--------------------------------|
| ✓ Appointment Changes | ✓ Leave of Absence – Active |
| ✓ Separations | ✓ Leave of Absence – Inactive |
| ✓ Rehires | ✓ Return from Leave of Absence |

Additional Fields

These fields may be added to the standard report views for additional analysis. Adding or removing additional data fields will not impact the integrity of the data.

- | | | |
|--------------------------------|----------------------------|---------------------------------|
| ✓ Action Calendar Year | ✓ Duty Station County | ✓ Personnel Area (EE) |
| ✓ Action Calendar Year Month | ✓ Employee Group (EE) | ✓ Personnel Area Code (EE) |
| ✓ Action Calendar Year Quarter | ✓ Employee Subgroup (EE) | ✓ Personnel Number |
| ✓ Action Fiscal Year | ✓ Employment Status | ✓ Personnel Subarea (EE) |
| ✓ Action Fiscal Year Month | ✓ Job (EE) | ✓ Personnel Subarea Code (EE) |
| ✓ Action Fiscal Year Quarter | ✓ Job Class Abbr (EE) | ✓ Position |
| ✓ Action Reason | ✓ Job Code (EE) | ✓ Position Code |
| ✓ Action Reason Code | ✓ Name – Full | ✓ Unemployment County |
| ✓ Action Type | ✓ Organizational Unit | ✓ Unemployment County Code |
| ✓ Action Type Code | ✓ Organizational Unit Code | ✓ Work Contract |
| ✓ Business Area (EE) | ✓ Part Time Indicator | ✓ Work Contract Code |
| ✓ Business Area Code (EE) | ✓ Pay Area (EE) | ✓ Workforce Indicator (EE) |
| ✓ Contract Type | ✓ Pay Area Code (EE) | ✓ Workforce Indicator Code (EE) |

Measures

These measures are included in the standard report and should not be removed. Adding or removing measures will impact the integrity of the data.

- ✓ Number of Actions

Restrictions and Calculations

Restrictions and calculations are built in to the report to create standardized results across the enterprise.

Layoff Activity – Type

Appointment Changes

Action Type Code:

- ✓ U3 Appointment Change

Action Reason Codes:

- ✓ 14 Demotion - In Lieu of Layoff
- ✓ 39 ZDNU - Rtn fr Informal Layoff
- ✓ 43 ZDNU - Rtn fr GGTP Trans Ap
- ✓ 47 Layoff List
- ✓ 48 GGTP
- ✓ 60 ZDNU - GGTP Transition Rev App
- ✓ 64 Layoff Option Accepted
- ✓ 65 Non-Perm In Lieu of Layoff
- ✓ 78 Layoff - Temp Reduction of Hrs

Leave of Absence - Active

Action Type Code:

- ✓ U8 Leave of Absence - Active

Action Reason Codes:

- ✓ 00 ZDNU - Marine Inactive/Layoff
- ✓ 34 Layoff – Voluntary
- ✓ 37 Layoff - Temporary

Leave of Absence - Inactive

Action Type Code:

- ✓ U9 Leave of Absence - Inactive

Action Reason Codes:

- ✓ 17 Layoff – Voluntary
- ✓ 25 Layoff - Temporary

Rehires

Action Type Code:

- ✓ U6 Rehires

Action Reason Codes:

- ✓ 18 Layoff List
- ✓ 27 GGTP

Return from Leave of Absence

Action Type Code:

- ✓ UA Return from Leave of Absence

Action Reason Codes:

- ✓ 13 Layoff – Voluntary
- ✓ 42 Layoff - Temporary

Separations

Action Type Code:

- ✓ U5 Separations

Action Reason Codes:

- ✓ 13 ZDNU - Formal Union Layoff
- ✓ 22 ZDNU - Resign With RIF Rights
- ✓ 24 ZDNU - Retirement W/RIF Rights
- ✓ 26 ZDNU - RIF Reduction In Force
- ✓ 32 ZDNU - Temporary Union Layoff
- ✓ 33 Layoff – Voluntary
- ✓ 38 ZDNU - Layoff Lack of Position
- ✓ 39 ZDNU - Layoff Lack of Funds
- ✓ 40 ZDNU - Layoff Lack of Work
- ✓ 41 ZDNU - Layoff Term of Project
- ✓ 43 ZDNU - Layoff Organization Ch
- ✓ 44 ZDNU - Temporary Layoff
- ✓ 45 ZDNU - Temp Layoff Lack of Work
- ✓ 46 ZDNU - Temp Layoff Loss of F
- ✓ 47 ZDNU - Temp Layoff Reduced Hours
- ✓ 48 ZDNU - Temp Layoff Inclm Weather
- ✓ 49 ZDNU - Temp Layoff Mat/Equip S
- ✓ 50 ZDNU - Temp Layoff Unexp Circ
- ✓ 55 Layoff

Non-Employee Exclusions

Excludes the following Organizational Unit Codes:

- ✓ 31002393 FPB – Preparedness - Mobes
- ✓ 31000100 EMERGENCY FIRE FIGHTERS
- ✓ 31000101 EMERGENCY FIRE FIGHTERS
- ✓ 31000175 EMERGENCY FIRE FIGHTERS
- ✓ 31000176 EMERGENCY FIRE FIGHTERS
- ✓ 31000177 EMERGENCY FIRE FIGHTERS
- ✓ 31000178 EMERGENCY FIRE FIGHTERS
- ✓ 31000179 EMERGENCY FIRE FIGHTERS
- ✓ 31007000 FPB – Preparedness – Fire Mobes

Excludes the following Pay Area Code (EE):

- ✓ 44 Work Study Student

Excludes the following Personnel Area Code (EE):

- ✓ 2201 Vol Firefighters/Res Officers
- ✓ 2251 WSP Disabled Non-Employee
- ✓ 2451 Mil Dept Misc Active Duty
- ✓ 3430 Higher Ed Coor Board
- ✓ 3460 Higher Ed Facilities
- ✓ 4611 Ecology Youth Corps
- ✓ 4612 Wa Conservation Corps
- ✓ 5401 Aberdeen Wex
- ✓ 5402 Bingen Wex
- ✓ 5403 Clallum Wex
- ✓ 5404 Kitsap Wex
- ✓ 5405 Okanogan Wex
- ✓ 5406 Okanogan Wex 2
- ✓ 5407 Rainier Wex
- ✓ 5408 Snohomish Wex
- ✓ 5409 Spokane Wex
- ✓ 5410 Tri-Cities Wex
- ✓ 5411 Americorp Star Vista
- ✓ 5412 Wa St Americorps
- ✓ 5413 JTPA 402 Prog Wen
- ✓ 5414 Washington Service Corps
- ✓ 5415 Washington Service Team
- ✓ 5416 Yakima Wex

Excludes the following Personnel Subarea Code:

- ✓ 0005 Non-Employee

Excludes the following Work Contract Code:

- ✓ 24 Non-Employee

Number

- ✓ Sum of Number of Actions by Layoff Activity Type