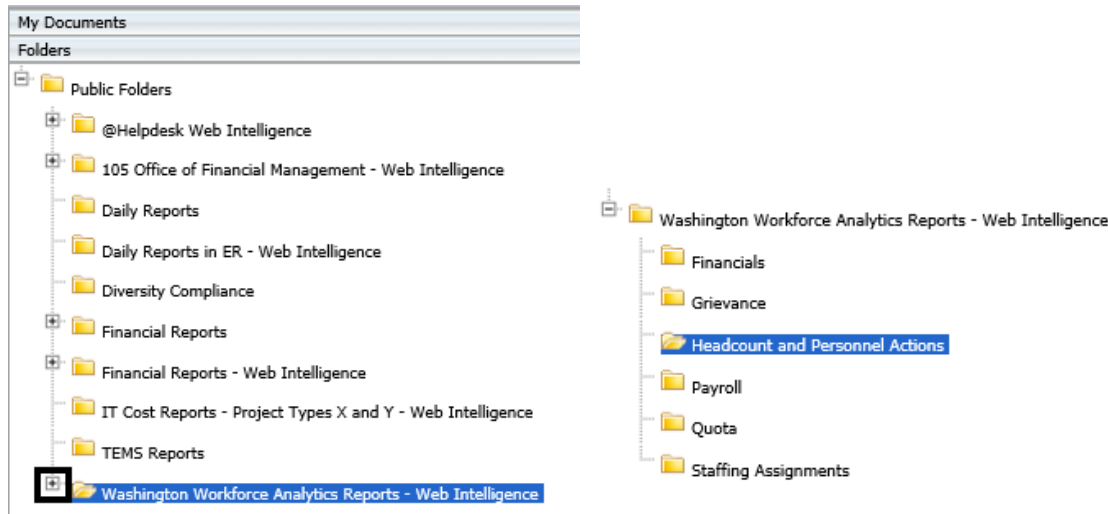


Service Ranges (HPA-010)

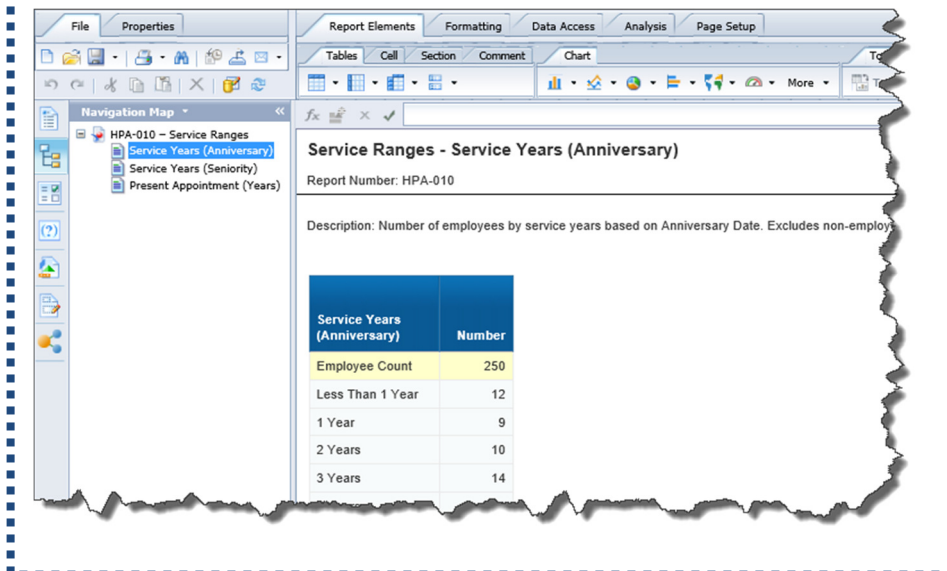
Description: Number of employees by Service Ranges. Excludes non-employees.

- ✓ **Universe** WWA EDW Headcount and Personnel Actions.unx
- ✓ **Required filter prompt** Calendar Year Month
- ✓ **Service Years - Anniversary (default view)** Number of employees by service years based on Anniversary Date.
- ✓ **Service Years - Seniority** Number of employees by service years based on Seniority Date.
- ✓ **Present Appointment - Years** Number of employees by length of service in years based on Appointment Date.

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



Sample - Service Ranges > Service Years (Anniversary) View



Prompts

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

Required Prompts must include a value for Calendar Year Month.

Optional Prompts

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

- | | | | | |
|--------------------|------------|------------|------------|--------------------|
| ✓ Employee Count | ✓ 11 Years | ✓ 23 Years | ✓ 35 Years | ✓ 47 Years |
| ✓ Less Than 1 Year | ✓ 12 Years | ✓ 24 Years | ✓ 36 Years | ✓ 48 Years |
| ✓ 1 Year | ✓ 13 Years | ✓ 25 Years | ✓ 37 Years | ✓ 49 Years |
| ✓ 2 Years | ✓ 14 Years | ✓ 26 Years | ✓ 38 Years | ✓ 50 Years |
| ✓ 3 Years | ✓ 15 Years | ✓ 27 Years | ✓ 39 Years | ✓ 51 Years |
| ✓ 4 Years | ✓ 16 Years | ✓ 28 Years | ✓ 40 Years | ✓ 52 Years |
| ✓ 5 Years | ✓ 17 Years | ✓ 29 Years | ✓ 41 Years | ✓ 53 Years |
| ✓ 6 Years | ✓ 18 Years | ✓ 30 Years | ✓ 42 Years | ✓ 54 Years |
| ✓ 7 Years | ✓ 19 Years | ✓ 31 Years | ✓ 43 Years | ✓ 55 Years or More |
| ✓ 8 Years | ✓ 20 Years | ✓ 32 Years | ✓ 44 Years | |
| ✓ 9 Years | ✓ 21 Years | ✓ 33 Years | ✓ 45 Years | |
| ✓ 10 Years | ✓ 22 Years | ✓ 34 Years | ✓ 46 Years | |

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.

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

- ✓ Distinct Employee Count
- ✓ Present Appointment (Years)
- ✓ Service Years (Anniversary)
- ✓ Service Years (Seniority)

Restrictions and Calculations

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

Non-Employee Exclusions

Excludes the following Organizational Unit Codes:

- | | |
|---------------------------------------|--|
| ✓ 30002393 FPB – Preparedness - Mobes | ✓ 31000177 EMERGENCY FIRE FIGHTERS |
| ✓ 31000100 EMERGENCY FIRE FIGHTERS | ✓ 31000178 EMERGENCY FIRE FIGHTERS |
| ✓ 31000101 EMERGENCY FIRE FIGHTERS | ✓ 31000179 EMERGENCY FIRE FIGHTERS |
| ✓ 31000175 EMERGENCY FIRE FIGHTERS | ✓ 31007000 FPB – Preparedness – Fire Mobes |
| ✓ 31000176 EMERGENCY FIRE FIGHTERS | |

Excludes the following Pay Area Code (EE):

- ✓ 44 Work Study Student

Excludes the following Personnel Area Codes (EE):

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

Excludes the following Personnel Subarea Code:

- ✓ 0005 Non-Employee

Excludes the following Work Contract Code:

- ✓ 24 Non-Employee

1 Year

- ✓ Greater than or equal to 1 and less than 2

3 Years

- ✓ Greater than or equal to 3 and less than 4

5 Years

- ✓ Greater than or equal to 5 and less than 6

7 Years

- ✓ Greater than or equal to 7 and less than 8

2 Years

- ✓ Greater than or equal to 2 and less than 3

4 Years

- ✓ Greater than or equal to 4 and less than 5

6 Years

- ✓ Greater than or equal to 6 and less than 7

8 Years

- ✓ Greater than or equal to 8 and less than 9

9 Years

✓ Greater than or equal to 9 and less than 10

21 Years

✓ Greater than or equal to 21 and less than 22

33 Years

✓ Greater than or equal to 33 and less than 34

45 Years

✓ Greater than or equal to 45 and less than 46

10 Years

✓ Greater than or equal to 10 and less than 11

22 Years

✓ Greater than or equal to 22 and less than 23

34 Years

✓ Greater than or equal to 34 and less than 35

46 Years

✓ Greater than or equal to 46 and less than 47

11 Years

✓ Greater than or equal to 11 and less than 12

23 Years

✓ Greater than or equal to 23 and less than 24

35 Years

✓ Greater than or equal to 35 and less than 36

47 Years

✓ Greater than or equal to 47 and less than 48

12 Years

✓ Greater than or equal to 12 and less than 13

24 Years

✓ Greater than or equal to 24 and less than 25

36 Years

✓ Greater than or equal to 36 and less than 37

48 Years

✓ Greater than or equal to 48 and less than 49

13 Years

✓ Greater than or equal to 13 and less than 14

25 Years

✓ Greater than or equal to 25 and less than 26

37 Years

✓ Greater than or equal to 37 and less than 38

49 Years

✓ Greater than or equal to 49 and less than 50

14 Years

✓ Greater than or equal to 14 and less than 15

26 Years

✓ Greater than or equal to 26 and less than 27

38 Years

✓ Greater than or equal to 38 and less than 39

50 Years

✓ Greater than or equal to 50 and less than 51

15 Years

✓ Greater than or equal to 15 and less than 16

27 Years

✓ Greater than or equal to 27 and less than 28

39 Years

✓ Greater than or equal to 39 and less than 40

51 Years

✓ Greater than or equal to 51 and less than 52

16 Years

✓ Greater than or equal to 16 and less than 17

28 Years

✓ Greater than or equal to 28 and less than 29

40 Years

✓ Greater than or equal to 40 and less than 41

52 Years

✓ Greater than or equal to 52 and less than 53

17 Years

✓ Greater than or equal to 17 and less than 18

29 Years

✓ Greater than or equal to 29 and less than 30

41 Years

✓ Greater than or equal to 41 and less than 42

53 Years

✓ Greater than or equal to 53 and less than 54

18 Years

✓ Greater than or equal to 18 and less than 19

30 Years

✓ Greater than or equal to 30 and less than 31

42 Years

✓ Greater than or equal to 42 and less than 43

54 Years

✓ Greater than or equal to 54 and less than 55

19 Years

✓ Greater than or equal to 19 and less than 20

31 Years

✓ Greater than or equal to 31 and less than 32

43 Years

✓ Greater than or equal to 43 and less than 44

55 Years or More

✓ Greater than or equal to 55

20 Years

✓ Greater than or equal to 20 and less than 21

32 Years

✓ Greater than or equal to 32 and less than 33

44 Years

✓ Greater than or equal to 44 and less than 45

Less Than 1 Year

✓ Greater than or equal to 0 and less than 0.9

Employee Count

- ✓ Distinct Employee Count

Number

- ✓ Employee Count for each range of service