

SAP Business Warehouse/Business Intelligence Reporting

BW/BI Custom Reports

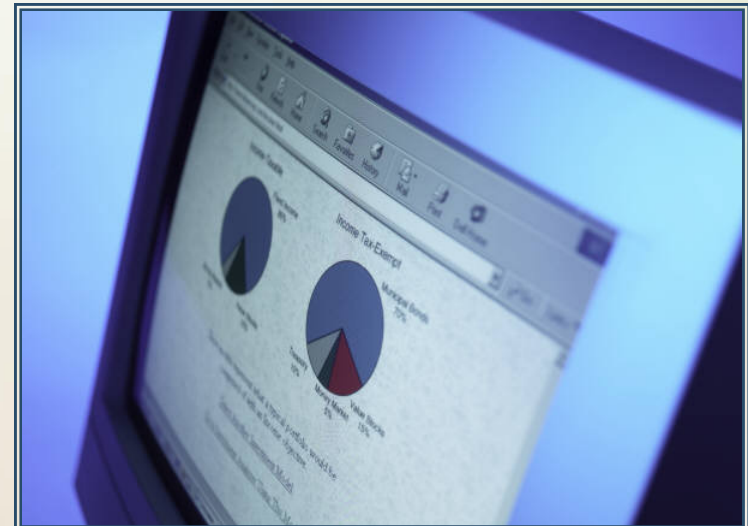
Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)
Self-Paced Learning Materials
General Topics - BW/BI End Users/Power Users

BW/BI Custom Reports - Overview

The BW/BI Custom Reports section provides an overview of reports that will be available from the HRMS Portal. This list will be updated as new reports are added to the HRMS Portal.

Topics covered in this section include:

- BW/BI Custom Reports



The following custom reports are available from the HRMS Portal. This list will be updated as new reports are added to the HRMS Portal:

Report Name	Report Description	InfoProvider	Category
Position - Personnel Master Listing <i>ZZPAOS_C01_Q499</i>	Displays position and employee data including county, status, underfill, range, step, salary, PID, etc.	ZPAOS_C01 - Staffing Assignments and ZPA_C01 - Headcount and Personnel Actions	Organization Management
Position Statistics Report <i>ZZPAOS_C01_Q516</i>	Displays the number of full-time and part-time positions, with special pay provisions, status and salary rate unit, etc.	ZPAOS_C01 - Staffing Assignments	Organization Management
Position Roster <i>ZZPAOS_C01_Q851</i>	Displays a list of positions with various information such as org code, job class code, salary range, date vacated, county code, etc.	ZPAOS_C01 - Staffing Assignments	Organization Management
Affirmative Action by Job Group <i>ZZPA_C01_QN35</i>	Provides number of employees by Affirmative Action category. Race fields in this report are based on the Race options checked in HRMS.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Affirmative Action Flexible Reporting <i>ZZPA_C01_Q127B</i>	This report uses the Preferred Race field which eliminates multiple counts if more than one race is checked in HRMS. Preferred Race is based on the Ethnic Origin crosswalk given to agencies for coding Ethnic Origin in HRMS	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Workforce Distribution for Affirmative Action <i>ZZPA_C01_Q127A</i>	Provides number and percent of employees by Affirmative Action category.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Appointment Status Changes <i>ZZPA_C01_Q494</i>	Displays changes in the actions, status, current salary, etc., for personnel area and organization code.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration

Report Name	Report Description	InfoProvider	Category
Employee File Statistics (multiple reports) ZZPA_C01_Q244	Displays the number of employees by various groups such as age group, gender, ethnic group, in state service dates, etc.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Employee and Position Status (multiple reports) ZZPA_C01_Q231	Displays a comparison/match of employee information and position information.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Class Distribution ZZPA_C01_Q687	Displays job classes, the job class range and how many employees within an agency. This report includes the range and step distribution.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Classification Turnover ZZPA_C01_QCLTO	Displays turnover data specific to classification and pay proposal requests.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Employee History ZZPA_C01_Q431	Displays Employee History by various categories such as name, social security number, personnel action/reason codes, appointment date, status, etc.	ZPA_C01 - Headcount and Personnel Actions and ZPA_M50 - Headcount and Education	Personnel Administration
Employee Summary ZZPA_C01_Q761	Displays full-time, part-time, seasonal and exempt employees by agency.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Hiring Freeze Tracking ZZPA_C01_QHFT1	Displays headcount data statewide as well as a breakdown of headcount in each agency.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration

Report Name	Report Description	InfoProvider	Category
Minority Distribution <i>ZZPA_C01_Q436</i>	Displays count and average salary amounts for full-time classified and full-time exempt employees based on ethnic group.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Supervisor to Employee <i>ZZPA_C01_QSPRV</i>	Displays the supervisor and the employees that report to that supervisor.	ZPA_C01 - Headcount and Personnel Actions	Personnel Administration
Baseline for Layoff Seniority Calculations Report <i>ZZPA_M60_QLOR</i>	Provides a tool for agencies to view employee seniority date and military service. This baseline report, as is, does not provide a seniority date for layoff purposes.	ZPA_M60 - Headcount PA MILSVC	Layoff Data
Layoff Activity <i>ZZPA_C01_QLAR</i>	Allows agencies to view layoff activities by action reason for their own agency or statewide.	ZPA_C01 - Headcount and Personnel Actions	Layoff Data
LWOP Reduction in Force Activity <i>ZZPT_M01_QLWOP</i>	allows agencies to view LWOP Reduction in Force time taken for their own agency or statewide.	ZPT_M01 Time and Labor	Layoff Data
Temporary Layoff Report <i>ZZPY_M02_QTLR</i>	provides a high level, monthly overview of the amount and hours associated with Temporary Layoff-related activities.	ZPY_M02 - Employee Specific Payroll w/PA	Layoff Data
Distribution of Payroll and Related Costs <i>ZZPY_C51_Q180</i>	Displays employer costs by employee and by AFRS account distribution to the 'sub sub object' level as entered on the position or employee record.	ZPY_C51 - AFRS Payroll	Financials
Position Cost <i>ZZPY_C51_Q450</i>	Displays employer costs, FTE's, overtime hours, overtime amounts, and shift differential amounts for each position and class title within the agency.	ZPY_C51 - AFRS Payroll and ZPAOS_C01 - Staffing Assignments	Financials

Report Name	Report Description	InfoProvider	Category
Who Charged ZZPY_C51_Q901	Displays employee data including what the employee was paid, basic employee data, 'sub sub object', cost assignment information, etc.	ZPY_C51 - AFRS Payroll	Financials
Manager to Staff ZZPA_C01_QGM03 GMAP	Displays the % of Washington Management Service (WMS) managers and % of all Management Employees to staff.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
Washington Management Service ZZPA_C01_QGM01 GMAP	Displays the number of Washington Management Service (WMS) employees/managers.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
WMS Management Type ZZPA_C01_QGM02 GMAP	Displays the percent breakdown of management by management type for Washington Management Service (WMS) employees/managers.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
Separations During Review Period ZZPA_C01_QGM05 GMAP	Displays the Proportion of Hiring Types Number of New Hire, Promotional, Transfer, Exempt and Other appointments to permanent positions.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
Types of Appointments ZZPA_C01_QGM04 GMAP	Displays the Proportion of Hiring Types, Number of New Hire, Promotional, Transfer, Exempt and Other appointments to permanent positions.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
Average Overtime ZZPY_M02_QGM10 GMAP	Displays Overtime Usage/Average Hours Average overtime hours used, per capita.	ZPY_M02 - Employee-Specific Payroll w/PA	HRM Performance Management

Report Name	Report Description	InfoProvider	Category
Overtime Cost ZZPY_M02_QGM08 GMAP	Displays Overtime Usage/Cost Straight plus premium overtime costs.	ZPY_M02 - Employee-Specific Payroll w/PA	HRM Performance Management
Percent Employees Receiving Overtime ZZPY_M02_QGM11 GMAP	Displays Percent of Employees receiving overtime.	ZPY_M02 - Employee-Specific Payroll w/PA	HRM Performance Management
Sick Leave ZZPT_M02_QGM07 GMAP	Displays Sick Leave Usage - Used and Earned, Average vs. Actual Definition: On the average, what percent of sick leave earned is used (currently not available)	ZPT_M02 - Quota Data	HRM Performance Management
Formal Disciplinary Action Taken ZZPA_C01_QGM13 GMAP	Displays the Number/type of Disciplinary Actions Definition: Number of disciplinary actions per type: Dismissal, Demotion, Suspension, and Salary Reduction.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
Diversity Profile ZZPA_C01_QGM16 GMAP	Displays Workforce & Diversity Profile Definition: Percentage of the workforce in protected groups.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
Percent Age Distribution ZZPA_C01_QGM18 GMAP	Displays Workforce & Diversity Profile/Age Profile Definition: Percentage of all employees and of WMS by age groups.	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management
Turnover ZZPA_C01_QGM15 GMAP	Displays Turnover rates and types Definition: Percent of employee turnover by type (Retirement, Resignation, Dismissal, Other, To Another Agency).	ZPA_C01 - Headcount and Personnel Actions	HRM Performance Management

Report Name	Report Description	InfoProvider	Category
Grievance Details Report <i>ZZGR_M01_Q502</i>	Displays information on current grievances based on selection screen criteria. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
Grievance Master Agreement Report <i>ZZGR_M01_Q503</i>	Displays counts on grievances based on selection screen criteria. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
Grievance Totals by Agency Report <i>ZZGR_M01_Q504</i>	Displays counts on grievances based on selection screen criteria. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
Grievance Articles Trend Report <i>ZZGR_M01_Q505</i>	Displays details and allows for further analysis of the articles being grieved in the Grievance Process. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
Grievance Detail Agency Report <i>ZZGR_M01_Q506</i>	Displays details and allows for further analysis of the articles being grieved in the Grievance Process. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
Grievance History Report <i>ZZGR_M01_Q507</i>	Displays all details related to a specific grievance to include the history of the grievance as it moved through the process (i.e. a list of grievance steps). (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance
Grievance Status Totals Report <i>ZZGR_M01_Q509</i>	Displays output that is a matrix format providing counts of grievances by sub-article, step in the process and status. (Currently in work, not available).	ZGR_M01 - Grievance Data	Grievance