HR Management BI Portal Reports Descriptions and Definitions

The following document provides descriptions and definitions for all HR Management related Business Intelligence (BI) Reports available from the HRMS Portal, including restrictions used.

*All reports include active/inactive employees and exclude the Non-Employee Work Contract (Appointment Status). Executive Branch Restrictions have been removed to enable other HRMS agencies to use the reports. See* [*Report Restrictions*](#_REPORT_RESTRICTIONS) *for more information.*

To review the description of a specific report click on the linked report title below:

[Manager To Staff](#_Manager_To_Staff_6)

[Washington Management Service](#_WASHINGTON_MANAGEMENT_SERVICE)

[WMS Management Type](#_WMS_MANAGEMENT_TYPE)

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[Average Overtime](#_AVERAGE_OVERTIME_[ZZPY_M02_QGM10S])

[Overtime Costs](#_OVERTIME_COSTS_[ZZPY_M02_QGM08S])

[Percent Employees Receiving Overtime](#_PERCENT_EMPLOYEES_RECEIVING)

[Sick Leave](#_SICK_LEAVE_[ZZPT_M02_QGM07])

[Formal Disciplinary Actions Taken](#_FORMAL_DISCIPLINARY_ACTIONS)

[Turnover](#_Turnover_[ZZPA_M03_QGM15]_1)

[Diversity Profile](#_Diversity_Profile_[ZZPA_M03_QGM16]_1)

[Percent Age Distribution](#_PERCENT_AGE_DISTRIBUTION)

A list of report restrictions and overtime wage types can be found at the links below:

[Report Restrictions](#_Turnover)

[Overtime Wage Types](#_WAGE_TYPES)

# Manager To Staff [ZZPA\_M03\_QGM03]

Percentage of Washington Management Service (WMS) employees and percentage of employees identified as Managers compared to the total workforce. Note: Report valid as of July 2007. Previous reporting periods are not available on this report.

Report Definitions:

**# of WMS Employees:** Number of WMS employees only

|  |  |  |
| --- | --- | --- |
| **Workforce Indicator:** | 80148589  | Classified WMS |

**% of agency workforce that is WMS:** Percentage of the workforce that is WMS

**# of Managers:** Number of employees identified as a Manager (includes WMS and non-WMS employees)

|  |  |  |
| --- | --- | --- |
| **Management Type:** | 80096312 | Management |

**% of agency workforce that is Managers:** Percentage of the workforce identified as a Manager (includes WMS and non-WMS employees)

**# of all Employees:** Number of all employees

Includes permanent and non-permanent employees.

# Washington Management Service [ZZPA\_M03\_QGM01]

Number of Washington Management Service (WMS) employees by month/year. Note: Report valid as of July 2007. Previous reporting periods are not available on this report.

Report Definitions:

**# of WMS Employees:** Number of WMS employees only

|  |  |  |
| --- | --- | --- |
| **Workforce Indicator:** | 80148589 | Classified WMS |

Includes permanent and non-permanent employees.

# WMS Management Type [ZZPA\_M03\_QGM02]

Number of Washington Management Service (WMS) employees by management type. Note: Report valid as of July 2007. Previous reporting periods are not available on this report.

Report Definitions:

**# of WMS Employees by Management Type:** Number of WMS employees by Management Type ID Management, Policy, Consultant, and Not Assigned

|  |  |  |
| --- | --- | --- |
| **Workforce Indicator:** | 80148589 | Classified WMS |

Includes permanent and non-permanent WMS employees.

# Separations During Review Period [ZZPA\_M03\_QGM05]

Number of separations from state service during Probationary, Trial Service, Transitional, and WMS Review Periods.

Report Definitions:

**Separations During Probationary Review Period**

**Probationary Work Contract** (Appointment Status)**:** The initial period following an appointment to a permanent position when the person appointed does not have permanent status in classified service.

|  |  |  |
| --- | --- | --- |
| **Work Contracts:** | 07 | Apprntc/Prob  |
| 04 | InTrng/Prob |
| 02 | Probationary |
| 22 | Project – Prob |
| 19 | Seasonal – Prob |

**# of Probationary – Voluntary Separations:** Number of voluntary separations that occurred during the employee’s probationary review period.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reasons:** | 04 | Death |
| 05 | Disability – Voluntary |
| 33 | Layoff – Voluntary |
| 21 | Resign |
| 23 | Retirement  |
| 52 | Retirement – Incentive Pay  |
| 53 | Voluntary – Incentive Pay  |
| **Obsolete Reasons:** | 15 | ZDNU - Moving from Vicinity |
| 20 | ZDNU - Resign Illness |

**# of Probationary – Involuntary Separations:** Number of involuntary separations that occurred during the employee’s probationary review period.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reasons:** | 01 | Abandonment of Position |
| 17 | Conditions not Met |
| 06 | Disability – Involuntary |
| 07 | Dismissal |
| 54 | End of Appointment |
| 09 | End of Appt – Erroneous Appt |
| 55 | Layoff |
| 02 | Seasonal – Career Layoff 3-8 m |
| 03 | Seasonal – Career Layoff 9+ mo |
| **Obsolete Reasons:** | 11 | ZDNU - Failed to Comply W/Unio |
| 13 | ZDNU - Formal Union Layoff |
| 39 | ZDNU - Layoff Lack of Funds |
| 38 | ZDNU - Layoff Lack of Position |
| 40 | ZDNU - Layoff Lack of Work |
| 43 | ZDNU - Layoff Organization Ch |
| 41 | ZDNU - Layoff Term of Project |
| 16 | ZDNU - Non-Disciplinary Sep  |
| 18 | ZDNU - Probationary Separation |
| 19 | ZDNU - Project Apptmt Sep |
| 26 | ZDNU - RIF Reduction In Force |
| 48 | ZDNU - Temp Layoff Inclm Weath |
| 45 | ZDNU - Temp Layoff Lack of Wor |
| 46 | ZDNU - Temp Layoff Loss of F |
| 49 | ZDNU - Temp Layoff Mat/Equip S |
| 47 | ZDNU - Temp Layoff Reduced Hou |
| 50 | ZDNU - Temp Layoff Unexp Circ |
| 44 | ZDNU - Temporary Layoff |
| 35 | ZDNU - WMS Separation |

**Separations During Trial Service Period**

**Trial Service Work Contract** (Appointment Status)**:** The initial period following a promotional appointment to a permanent position in a new class in which the employee has not held permanent status. Trial Service appointments may also be required by the employer following a transfer or voluntary demotion, or elevation of a permanent employee.

|  |  |  |
| --- | --- | --- |
| **Work Contracts:** | 08 | Apprntc/Trl Srv |
| 05 | In Trng/Trl Srv |
| 21 | Project TrSvc |
| 18 | Seasonal TrSvc |
| 03 | Trial Service |

**# of Trial Service – Voluntary Separations:** Number of voluntary separations that occurred during the employee’s trial service period.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reasons:** | 04 | Death |
| 05 | Disability – Voluntary |
| 33 | Layoff – Voluntary |
| 21 | Resign |
| 23 | Retirement |
| 52 | Retirement – Incentive Pay |
| 53 | Voluntary – Incentive Pay |
| **Obsolete Reasons:** | 15 | ZDNU - Moving from Vicinity |
| 20 | ZDNU - Resign Illness |

**# of Trial Service – Involuntary Separations:** Number of involuntary separations that occurred during the employee’s trial service period.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reasons:** | 01 | Abandonment of Position |
| 17 | Conditions not Met |
| 06 | Disability – Involuntary |
| 07 | Dismissal |
| 54 | End of Appointment |
| 09 | End of Appt – Erroneous Appt |
| 55 | Layoff |
| 25 | Reversion |
| 02 | Seasonal – Career Layoff 3-8 m |
| 03 | Seasonal – Career Layoff 9+ mo |
| **Obsolete Reasons:** | 11 | ZDNU - Failed to Comply W/Unio |
| 13 | ZDNU - Formal Union Layoff |
| 39 | ZDNU - Layoff Lack of Funds |
| 38 | ZDNU - Layoff Lack of Position  |
| 40 | ZDNU - Layoff Lack of Work  |
| 43 | ZDNU - Layoff Organization Ch  |
| 41 | ZDNU - Layoff Term of Project |
| 16 | ZDNU - Non-Disciplinary Sep |
| 19 | ZDNU - Project Apptmt Sep |
| 26 | ZDNU - RIF Reduction In Force  |
| 48 | ZDNU - Temp Layoff Inclm Weath |
| 45 | ZDNU - Temp Layoff Lack of Wor  |
| 46 | ZDNU - Temp Layoff Loss of F |
| 49 | ZDNU - Temp Layoff Mat/Equip S |
| 47 | ZDNU - Temp Layoff Reduced Hou |
| 50 | ZDNU - Temp Layoff Unexp Circ |
| 44 | ZDNU - Temporary Layoff  |
| 35 | ZDNU - WMS Separation  |

**Separations During Transitional Review Period**

**Transitional Work Contract** (Appointment Status)**:** The initial review period required by an employer following an appointment into a position as a layoff option or appointment from a layoff list or the general government transition pool (GGTP).

|  |  |  |
| --- | --- | --- |
| **Work Contracts:** | 13 | Apprntc/Trnstnl |
| 10 | Transitional |

**# of Transitional – Voluntary Separations:** Number of voluntary separations that occurred during the employee’s transitional period.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reasons:** | 04 | Death |
| 05 | Disability – Voluntary |
| 33 | Layoff – Voluntary |
| 21 | Resign |
| 23 | Retirement |
| 52 | Retirement – Incentive Pay |
| 53 | Voluntary – Incentive Pay |
| **Obsolete Reasons:** | 15 | ZDNU - Moving from Vicinity |
| 20 | ZDNU - Resign Illness |

**# of Transitional – Involuntary Separations:** Number of involuntary separations that occurred during the employee’s transitional period.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reasons:** | 01 | Abandonment of Position  |
| 17 | Conditions not Met  |
| 06 | Disability – Involuntary  |
| 07 | Dismissal  |
| 54 | End of Appointment  |
| 09 | End of Appt – Erroneous Appt  |
| 55 | Layoff  |
| **Obsolete Reasons:** | 11 | ZDNU - Failed to Comply W/Unio  |
| 13 | ZDNU - Formal Union Layoff  |
| 39 | ZDNU - Layoff Lack of Funds  |
| 38 | ZDNU - Layoff Lack of Position  |
| 40 | ZDNU - Layoff Lack of Work  |
| 43 | ZDNU - Layoff Organization Ch  |
| 41 | ZDNU - Layoff Term of Project  |
| 16 | ZDNU - Non-Disciplinary Sep  |
| 26 | ZDNU - RIF Reduction In Force  |
| 48 | ZDNU - Temp Layoff Inclm Weath  |
| 45 | ZDNU - Temp Layoff Lack of Wor  |
| 46 | ZDNU - Temp Layoff Loss of F  |
| 49 | ZDNU - Temp Layoff Mat/Equip S  |
| 47 | ZDNU - Temp Layoff Reduced Hou  |
| 50 | ZDNU - Temp Layoff Unexp Circ |
| 44 | ZDNU - Temporary Layoff  |
| 27 | ZDNU - Tran Review Per Not Met  |
| 35 | ZDNU - WMS Separation  |

**Separations During WMS Review Period**

**WMS Review Work Contract** (Appointment Status)**:** The initial review period required by an employer following an appointment into a WMS position.

|  |  |  |
| --- | --- | --- |
| **Work Contracts:** | 23 | WMS Review |

**# of WMS Review – Voluntary Separations:** Number of voluntary separations that occurred during the employee’s WMS review period.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reasons:** | 04 | Death |
| 05 | Disability – Voluntary |
| 33 | Layoff – Voluntary |
| 21 | Resign |
| 23 | Retirement |
| 52 | Retirement – Incentive Pay |
| 53 | Voluntary – Incentive Pay |
| **Obsolete Reasons:** | 15 | ZDNU - Moving from Vicinity |
| 20 | ZDNU - Resign Illness |

**# of WMS Review – Involuntary Separations:** Number of involuntary separations that occurred during the employee’s WMS review period.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reasons:** | 01 | Abandonment of Position |
| 17 | Conditions not Met |
| 06 | Disability – Involuntary |
| 07 | Dismissal |
| 54 | End of Appointment |
| 09 | End of Appt – Erroneous Appt |
| 55 | Layoff |
| **Obsolete Reasons:** | 39 | ZDNU - Layoff Lack of Funds  |
| 38 | ZDNU - Layoff Lack of Position  |
| 40 | ZDNU - Layoff Lack of Work  |
| 43 | ZDNU - Layoff Organization Ch  |
| 41 | ZDNU - Layoff Term of Project  |
| 16 | ZDNU - Non-Disciplinary Sep |
| 19 | ZDNU - Project Apptmt Sep  |
| 26 | ZDNU - RIF Reduction In Force  |
| 48 | ZDNU - Temp Layoff Inclm Weath |
| 45 | ZDNU - Temp Layoff Lack of Wor  |
| 46 | ZDNU - Temp Layoff Loss of F  |
| 49 | ZDNU - Temp Layoff Mat/Equip S  |
| 47 | ZDNU - Temp Layoff Reduced Hou  |
| 50 | ZDNU - Temp Layoff Unexp Circ  |
| 44 | ZDNU - Temporary Layoff  |
| 35 | ZDNU - WMS Separation  |

# Types of Appointments [ZZPA\_M03\_QGM04]

Number of New Hires/Rehires, Promotions, Transfers, Hires from Layoff List and Other Appointments. The intent of this report is to show appointment activities where a hiring choice was made. Appointment changes such as reassignments, reallocations, demotions, or status changes are not included. All appointments include those employees with permanent or intent to become permanent appointment status (see Work Contract restrictions below). Work study students in Pay Grade Area 44 are excluded from the results.

Also includes an optional section on number of Seasonal and Non-Permanent appointments. Seasonal and Non-Permanent appointments are **not** included in the Total Appointments or any of the appointment percentages.

Report Definitions:

**Number of Permanent Appointments:**

**Permanent or intended to become permanent Work Contract** (Appointment Status)**:**

|  |  |  |
| --- | --- | --- |
| **Work Contracts:** | 06 | Apprentice  |
| 07 | Apprntc/Prob  |
| 08 | Apprntc/Trl Srv  |
| 13 | Apprntc/Trnstnl  |
| 25 | Board/Comm |
| 16 | Exempt  |
| 00 | In Training |
| 04 | InTrng/Prob  |
| 05 | In Trng/Trl Srv  |
| # | Permanent |
| 02 | Probationary |
| 20 | Project  |
| 22 | Project – Prob  |
| 21 | Project TrSvc  |
| 10 | Transitional  |
| 03 | Trial Service |
| 23 | WMS Review  |

**Total Appts:** Total of New Hires / Rehires, Hires from Layoff List, Transfers, Promotions, and Other Appts.

**New Hires/Rehires:** Number of New Hire and Rehire appointments.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U0 | New Hire |
| **Action Reasons:** | 06 | Employee Business Unit |
| 10 | Exempt  |
| 26 | Higher Ed to Gnl Gvt  |
| 11 | In-Training  |
| 02 | Probationary  |
| 13 | Project  |
| 07 | Retiree  |
| 05 | WMS  |
| **Obsolete Reasons:** | 19 | ZDNU - Reemployment  |
| 25 | ZDNU - Trial Service  |
| 04 | ZDNU - WMS Apptmt With Review  |
| **Action Type:** | U6 | Rehire  |
| **Action Reasons:** | 06 | Employee Business Unit  |
| 10 | Exempt  |
| 30 | Higher Ed to Gnl Gvt  |
| 11 | In-Training  |
| 31 | Permanent |
| 02 | Probationary  |
| 13 | Project  |
| 07 | Retiree  |
| 05 | WMS  |
| **Obsolete Reasons:** | 15 | ZDNU - Reemployment  |
| 24 | ZDNU - Trial Service  |
| 04 | ZDNU - WMS Apptmt With Review  |

**Hires from Layoff List/GGTP:** Number of appointment changes and rehires from layoff list and General Government Transition Pool (GGTP).

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U3 | Appointment Change |
| **Action Reasons:** | 48 | GGTP  |
| 47 | Layoff List  |
| **Obsolete Reason:** | 60 | ZDNU - GGTP Transition Rev App |
| **Action Type:** | U6 | Rehire  |
| **Action Reasons:** | 27 | GGTP |
| 18 | Layoff List |

**Transfers:** Number of transfer appointments.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U3 | Appointment Change |
| **Action Reasons:** | 58 | Transfer  |

**Promotions:** Number of promotional appointments.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U3 | Appointment Change |
| **Action Reasons:** | 18 | Elevation  |
| 24 | Exempt  |
| 03 | In-Training  |
| 01 | Promotion  |
| 07 | WMS  |
| **Obsolete Reasons:** | 10 | ZDNU - Classified to Exempt  |
| 17 | ZDNU - Dual Assign to Higher C  |
| 05 | ZDNU - WMS Apptmt With Review |

**Other Appts:** Number of other permanent or intended to become permanent appointment actions that are not reported in New Hire/Rehires, Hires from Layoff List/GGTP, Transfers, or Promotions. *(Reminder: reassignments, reallocations, demotions, or status changes are not included in this report.)*

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U3 | Appointment Change  |
| **Action Reasons:** | 80 | Non-Perm to Permanent |
| 71 | Permanent  |
| 66 | Probationary  |
| 67 | Project  |
| **Obsolete Reason:** | 09 | ZDNU - Full-Time Year Round |

**Number of Seasonal Appointments (Optional)**

**Seasonal Work Contract** (Appointment Status)**:** No restrictions. Seasonal Work Contracts were introduced in December 2012.

**Total Seasonal Appts:** Total of Seasonal Appointment Changes, Seasonal Rehires, and Seasonal New Hires.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U3 | Appointment Change |
| **Action Reason:** | 53 | Seasonal – Career |
| **Action Type:** | U6 | Rehires  |
| **Action Reason:** | 19 | Seasonal – Career  |
| **Action Type:** | U0 | New Hire  |
| **Action Reason:** | 14 | Seasonal – Career  |

**Number of Non-Permanent Appointments (Optional)**

**Non-Permanent Work Contract** (Appointment Status)**:**

|  |  |  |
| --- | --- | --- |
| **Work Contract:** | 09 | Acting  |
| 15 | NonPerm Limited  |
| 14 | NonPerm On Call  |
| 01 | Temporary  |
| **Obsolete Contract:** | 12 | ZDNU – Tran Nonpr  |

**Total Non-Perm Appts:** Total of Non-Perm Appointment Changes, Non-Perm Rehires, and Non-Perm New Hires. *NOTE:* *Some non-permanent appointments may be employees with permanent State status in non-permanent assignments.*

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U3 | Appointment Change  |
| **Action Reasons:** | 18 | Elevation  |
| 24 | Exempt  |
| 48 | GGTP  |
| 03 | In-Training  |
| 47 | Layoff List  |
| 59 | Non-Perm Limited  |
| 28 | Non-Perm On Call  |
| 66 | Probationary  |
| 67 | Project  |
| 01 | Promotion  |
| 58 | Transfer  |
| 07 | WMS  |
| **Obsolete Reasons:** | 10 | ZDNU - Classified to Exempt  |
| 17 | ZDNU - Dual Assign to Higher C  |
| 09 | ZDNU - Full-Time Year Round  |
| 60 | ZDNU - GGTP Transition Rev App  |
| 04 | ZDNU - WMS Acting Apptmt  |
| 05 | ZDNU - WMS Apptmt With Review  |
| **Action Type:** | U6 | Rehires  |
| **Action Reasons:** | 06 | Employee Business Unit  |
| 10 | Exempt  |
| 27 | GGTP  |
| 30 | Higher Ed to Gnl Gvt  |
| 11 | In-Training  |
| 18 | Layoff List  |
| 23 | Non-Perm Limited  |
| 12 | Non-Perm On Call  |
| 31 | Permanent |
| 02 | Probationary  |
| 13 | Project  |
| 07 | Retiree  |
| 05 | WMS  |
| **Obsolete Reasons:** | 15 | ZDNU - Reemployment  |
| 24 | ZDNU - Trial Service Apptmt |
| 03 | ZDNU - WMS Acting Apptmt  |
| 04 | ZDNU - WMS Apptmt With Review  |
| **Action Type:** | U0 | New Hire  |
| **Action Reasons:** | 06 | Employee Business Unit  |
| 10 | Exempt  |
| 26 | Higher Ed to Gnl Gvt  |
| 11 | In-Training  |
| 18 | Non-Perm Limited  |
| 12 | Non-Perm On Call  |
| 02 | Probationary  |
| 13 | Project  |
| 07 | Retiree  |
| 05 | WMS  |
| **Obsolete Reasons:**  | 19 | ZDNU - Reemployment  |
| 25 | ZDNU - Trial Service  |
| 03 | ZDNU - WMS Acting Apptmt  |
| 04 | ZDNU - WMS Apptmt With Review  |

# Average Overtime [ZZPY\_M02\_QGM10S]

Average agency and Executive Branch overtime hours used per capita. Includes averages for only those eligible for overtime and averages for all employees, regardless of overtime eligibility.

Report Definitions:

**Avg OT Hrs – (OT Eligible only):** Average overtime hours of those eligible for overtime

**Avg OT Hrs – (All Employees):** Average overtime hours of all employees, regardless of overtime eligibility.

Includes permanent and non-permanent employees. Refer to [Overtime Wage Types](#_OVERTIME_WAGE_TYPES) for more information about the wage types used.

# Overtime Costs [ZZPY\_M02\_QGM08S]

Amount of agency and Executive Branch Overtime costs.

Report Definitions:

**Overtime Amount:** Amount of agency and Executive Branch overtime paid for hours worked.

Includes permanent and non-permanent employees. Refer to [Overtime Wage Types](#_WAGE_TYPES) for more information about the wage types used.

# Percent Employees Receiving Overtime [ZZPY\_M02\_QGM11S]

Percent of agency and Executive Branch employees receiving overtime. Includes percentages for only those eligible for overtime and percentages for all employees, regardless of overtime eligibility.

Report Definitions:

**% of EEs w/OT (OT Eligible only):** Percent of overtime eligible employees receiving overtime

**% of EEs w/OT (All Employees):** Percent of all employees receiving overtime, regardless of overtime eligibility.

Includes permanent and non-permanent employees. Refer to [Overtime Wage Types](#_WAGE_TYPES) for more information about the wage types used.

# Sick Leave [ZZPT\_M02\_QGM07]

Average sick leave hours used and average sick leave balance by agency and Executive Branch.

Report Definitions:

**Avg Sick Leave Hrs Used per capita:** Average Sick Leave hours used by agency and Executive Branch, per capita. (Executive Branch calculations exclude DOL, DOR, LNI, LCBand ECY since they do not use the statewide payroll system to track Sick Leave hours used)

|  |  |  |
| --- | --- | --- |
| **Quota Type:** | 90000030 | Sick Leave |

**Avg Sick Leave Hrs Balance:** Average Sick Leave balance by agency and Executive Branch.

|  |  |  |
| --- | --- | --- |
| **Quota Type:** | 90000030 | Sick Leave |

Includes permanent and non-permanent employees.

# Formal Disciplinary Actions Taken [ZZPA\_M03\_QGM13]

Number of disciplinary actions by Dismissals, Demotions, Reductions in Pay and Suspensions.

Report Definitions:

**Dismissals:** Number of dismissal disciplinary actions.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reason:** | 07 | Dismissal |

**Demotions:** Number of demotion disciplinary actions.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U3 | Appointment Change |
| **Action Reason:** | 13 | Demotion - Disciplinary  |

**Suspensions:** Number of suspension disciplinary actions.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U8 | Leave of Absence - Active  |
| **Action Reason:** | 23 | Suspension  |
| **Action Type:** | U9 | Leave of Absence - Inactive  |
| **Action Reason:** | 14 | Suspension  |

**Reductions in Pay (Optional):** Number of reduction in pay disciplinary actions.

**Note:** The Reductions in Pay counts in this report reflect only those appointment change actions where the Reduction in Pay – Disciplinary action reason is selected. It does not include other methods agencies may use in capturing reductions in pay.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U3 | Appointment Change |
| **Action Reason:** | 76 | Reduction in Pay – Disciplinary |

**Total Disciplinary Actions:** Number of Dismissals, Demotions, Reduction in Pay Disciplinary actions, and Suspensions combined.

Includes permanent and non-permanent employees.

# Turnover [ZZPA\_M03\_QGM15]

Percent of permanent or intended to become permanent employees who separated from state service by type (Retirement, Resignation, Dismissal, Layoff, and Other). Excludes Work Study Students in Pay Grade Area 44.

Optional fields for Seasonal and Non-Permanent separations are available. Seasonal and Non-Permanent separations are not included in the overall Turnover counts or percentages.

Seasonal turnover includes all permanent, or intended to become permanent, employees with Seasonal – Career appointments who have had Seasonal separation actions.

Non-Permanent turnover includes all employees with Acting, Non-Perm On Call, Non-Perm Limited, Temporary, or Transitional Non-Perm work contract who separated for any reason.

Report Definitions:

**Permanent or intended to become permanent Work Contract** (Appointment Status)**:**

|  |  |  |
| --- | --- | --- |
| **Work Contract:** | 06 | Apprentice  |
| 07 | Apprntc/Prob  |
| 08 | Apprntc/Trl Srv  |
| 13 | Apprntc/Trnstnl  |
| 25 | Board/Comm |
| 16 | Exempt  |
| 00 | In Training  |
| 04 | InTrng/Prob  |
| 05 | In Trng/Trl Srv  |
| # | Permanent  |
| 02 | Probationary  |
| 20 | Project  |
| 22 | Project – Prob  |
| 21 | Project TrSvc  |
| 10 | Transitional  |
| 03 | Trial Service  |
| 23 | WMS Review  |

**% Turnover - Retirement:** Percent of employees who retired.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reasons:** | 23 | Retirement |
| 52 | Retirement – Incentive Pay |

**% Turnover - Resignation:** Percent of employees who resigned.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reasons:** | 21 | Resign |
| 53 | Voluntary – Incentive Pay  |
| **Obsolete Reasons:** | 15 | ZDNU - Moving from Vicinity  |
| 20 | ZDNU - Resign Illness  |

**% Turnover - Dismissal:** Percent of employees who were dismissed.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reasons:** | 07 | Dismissal |

**% Turnover - Layoff:** Percent of employees who were laid off.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reasons:** | 55 | Layoff  |
| 33 | Layoff - Voluntary  |
| **Obsolete Reasons:** | 13 | ZDNU - Formal Union Layoff  |
| 39 | ZDNU - Layoff Lack of Funds  |
| 38 | ZDNU - Layoff Lack of Position  |
| 40 | ZDNU - Layoff Lack of Work  |
| 43 | ZDNU - Layoff Organization Ch  |
| 41 | ZDNU - Layoff Term of Project  |
| 22 | ZDNU - Resign With RIF Rights  |
| 24 | ZDNU - Retirement W/RIF Rights  |
| 26 | ZDNU - RIF Reduction In Force  |
| 48 | ZDNU - Temp Layoff Inclm Weath |
| 45 | ZDNU - Temp Layoff Lack of Wor  |
| 46 | ZDNU - Temp Layoff Loss of F  |
| 49 | ZDNU - Temp Layoff Mat/Equip S |
| 47 | ZDNU - Temp Layoff Reduced Hou  |
| 50 | ZDNU - Temp Layoff Unexp Circ |
| 44 | ZDNU - Temporary Layoff  |
| 32 | ZDNU - Temporary Union Layoff  |

**% Turnover - Other:** Percent of employees who left for reasons other than Retirement, Resignation, Dismissal, and Layoff.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reasons:** | 01 | Abandonment of Position |
| 17 | Conditions Not Met  |
| 04 | Death |
| 05 | Disability – Voluntary |
| 06 | Disability – Involuntary |
| 09 | End of Appt – Erroneous Appt  |
| 54 | End of Appointment  |
| 25 | Reversion  |
| **Obsolete Reasons:** | 10 | ZDNU - Exempt Separation  |
| 11 | ZDNU - Failed to Comply W/Unio  |
| 16 | ZDNU - Non-Disciplinary Sep  |
| 18 | ZDNU - Probationary Separation  |
| 19 | ZDNU - Project Apptmt Sep  |
| 27 | ZDNU - Tran Review Per Not Met  |
| 34 | ZDNU - WMS Acting Apptmt Sep  |
| 35 | ZDNU - WMS Separation  |

**# of Employees:** Number of permanent or intended to become permanent employees.

**Non-Permanent Turnover (Optional)**

**Non-Permanent Work Contract** (Appointment Status)**:**

|  |  |  |
| --- | --- | --- |
| **Work Contracts:** | 09 | Acting  |
| 15 | Non-Perm Limited  |
| 14 | NonPerm On call  |
| 01 | Temporary  |
| **Obsolete Contract:** | 12 | ZDNU-Tran Nonpr  |

**Turnover – Non-Perm (optional):** Number of employees in non-permanent appointment status who separated from state service.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reasons:** | 01 | Abandonment of Position |
| 17 | Conditions Not Met  |
| 04 | Death  |
| 06 | Disability – Involuntary  |
| 05 | Disability – Voluntary  |
| 07 | Dismissal  |
| 54 | End of Appointment  |
| 09 | End of Appt – Erroneous Appt  |
| 55 | Layoff  |
| 33 | Layoff – Voluntary  |
| 21 | Resign  |
| 23 | Retirement  |
| 52 | Retirement – Incentive Pay  |
| 25 | Reversion  |
| 53 | Voluntary – Incentive Pay  |
| **Obsolete Reasons:** | 10 | ZDNU - Exempt Separation  |
| 11 | ZDNU - Failed to Comply W/Unio  |
| 13 | ZDNU - Formal Union Layoff  |
| 39 | ZDNU - Layoff Lack of Funds  |
| 38 | ZDNU - Layoff Lack of Position  |
| 40 | ZDNU - Layoff Lack of Work  |
| 43 | ZDNU - Layoff Organization Ch  |
| 41 | ZDNU - Layoff Term of Project  |
| 15 | ZDNU - Moving from Vicinity  |
| 16 | ZDNU - Non-Disciplinary Sep  |
| 36 | ZDNU - Non-Perm Limited Sep  |
| 14 | ZDNU –Non-Perm On Call Sep  |
| 18 | ZDNU - Probationary Separation  |
| 19 | ZDNU - Project Apptmt Sep  |
| 20 |  ZDNU - Resign Illness  |
| 22 | ZDNU - Resign With RIF Rights  |
| 24 | ZDNU - Retirement W/RIF Rights  |
| 26 | ZDNU - RIF Reduction In Force  |
| 48 | ZDNU - Temp Layoff Inclm Weath  |
| 45 | ZDNU - Temp Layoff Lack of Wor |
| 46 | ZDNU - Temp Layoff Loss of F  |
| 49 | ZDNU - Temp Layoff Mat/Equip S  |
| 47 | ZDNU - Temp Layoff Reduced Hou  |
| 50 | ZDNU - Temp Layoff Unexp Circ  |
| 44 | ZDNU - Temporary Layoff  |
| 32 | ZDNU - Temporary Union Layoff  |
| 27 | ZDNU - Tran Review Per Not Met  |
| 34 | ZDNU - WMS Acting Apptmt Sep  |
| 35 | ZDNU - WMS Separation  |

**Seasonal Turnover (Optional)**

**Seasonal Work Contract** (Appointment Status)**:** No restrictions. Seasonal Work Contracts were introduced in December 2012.

**Turnover – Seasonal (optional):** Number of employees with seasonal appointment status who separated from state service.

|  |  |  |
| --- | --- | --- |
| **Action Type:** | U5 | Separation |
| **Action Reasons:** | 02 | Seasonal – Career Layoff 3-8 m  |
| 03 | Seasonal – Career Layoff 9+ mo  |
| **Obsolete Reasons:** | 28 | ZDNU - Season RIF Separation  |
| 29 | ZDNU - Seasonal Separation  |

# Diversity Profile [ZZPA\_M03\_QGM16]

Number and percent of the workforce by diversity category and ethnicity. Beginning February 2015, Ethnic Origin is the primary source for “persons of color” for enterprise affirmative action reporting. Preferred Race remains available for historical reporting.

Report Definitions:

**# of all Employees:** Number of all employees

**# and % Female:** Number and percentage of the workforce that is female

|  |  |
| --- | --- |
| **Gender:** | Female  |

**# and % Persons with Disabilities:** Number and percentage of the workforce that is disabled

|  |  |
| --- | --- |
| **Challenge Indicator:** | Has a disability |

**# and % All Veterans: Number and percentage of the workforce that is a Veteran**

|  |  |
| --- | --- |
| **Vet:** | Spec Disab |
| **Vet:** | Vietnam |
| **Vet:** | Arm Frc Srv Md |
| **Vet:** | Recently Sep |
| **Vet:** | Disabled |
| **Vet:** | Other Protected |

**# and % Vietnam Era Veterans:** Number and percentage of the workforce that is a Vietnam era veteran

|  |  |
| --- | --- |
| **Vet:** | Vietnam |

**# and % Veterans with Disabilities:** Number and percentage of the workforce that is a veteran with a disability. Beginning with the fiscal year 2015 HR Management Report, Special Disabled Veteran will be the primary source for Veterans with Disabilities. Disabled Veterans remains available for historical reporting purposes.

|  |  |
| --- | --- |
| **Vet:** | Spec Disab  |
| **Vet:** | Disabled  |

**# and % Persons of Color:** Number and percentage of the workforce that is a person of color (Black/African American, Hispanic/Latino, American Indian/Alaska Native, Asian/Pacific Islander)

**# and % Persons Age 40 and older:** Number and percentage of the workforce that is age 40 and older

|  |  |
| --- | --- |
| **Age in Years:** | >=40 |

**# and % Black / African American:** Number and percentage of the workforce that is Black or African American

|  |  |
| --- | --- |
| **Ethnic Origin:** | Black/Not Hispanic origin |

**# and % Hispanic / Latino:** Number and percentage of the workforce that is Hispanic or Latino

|  |  |
| --- | --- |
| **Ethnic Origin:** | Hispanic |

**# and % American Indian / Alaska Native:** Number and percentage of the workforce that is American Indian or Alaska Native

|  |  |
| --- | --- |
| **Ethnic Origin:** | American Indian / Alaskan |

**# and % Asian / Pacific Islander:** Number and percentage of the workforce that is Asian or Native Hawaiian/Pacific Islander

|  |  |
| --- | --- |
| **Ethnic Origin:** | Asian or Pacific Islander |

**# and % Caucasian:** Number and percentage of the workforce that is Caucasian

|  |  |
| --- | --- |
| **Ethnic Origin:** | White/Not Hispanic origin |

**# and % Ethnic Origin Not Assigned:** Number and percentage of the workforce that has not been assigned an ethnic origin

|  |  |
| --- | --- |
| **Ethnic Origin:** | Not Assigned |

Includes permanent and non-permanent employees.

**Persons of Color based on Preferred Race (available for historical reporting)**

**# and % Pref Race: Black / African American:** Number and percentage of the workforce that is Black or African American

|  |  |
| --- | --- |
| **Preferred Race:** | Black / African American |

**# and % Pref Race: Hispanic / Latino:** Number and percentage of the workforce that is Hispanic or Latino

|  |  |
| --- | --- |
| **Preferred Race:** | Hispanic |

**# and % Pref Race: American Indian / Alaska Native:** Number and percentage of the workforce that is American Indian or Alaska Native

|  |  |
| --- | --- |
| **Preferred Race:** | American Indian / Alaskan Native |

**# and % Pref Race: Asian / Native Hawaiian / PI:** Number and percentage of the workforce that is Asian or Native Hawaiian/Pacific Islander

|  |  |
| --- | --- |
| **Preferred Race:** | Asian  |

**# and % Caucasian:** Number and percentage of the workforce that is Caucasian

|  |  |
| --- | --- |
| **Preferred Race:** | White |

# Percent Age Distribution [ZZPA\_M03\_QGM18]

Percent of all employees and WMS employees by age groups. Note: Report valid as of July 2007. Previous reporting periods are not available on this report.

Report Definitions:

**All Employees:** Percentage of all employees (including WMS) by age group

**WMS only:** Percentage of WMS employees by age group

|  |  |  |
| --- | --- | --- |
| **Workforce Indicator:** | 80148589 | Classified WMS  |

Includes permanent and non-permanent employees.

# Report Restrictions

All reports are now restricted to exclude **Work Contract**: Non-Employee (24) only. Executive Branch restrictions have been removed (with the exception of the reports providing Executive Branch comparisons: Sick Leave). If reports are run without an Agency or Personnel Area restriction, the results will include all General Government, including Legislative and Judicial agencies.

See exclusions below for Executive Branch restrictions. These can be added at report run time.

***Note:*** *The Non-Employee Personnel Areas and Non-Employee Organizational Units should already be excluded by the Work Contract exclusion on Non-Employee.*

|  |  |
| --- | --- |
| **Legislative Branch Personnel Areas:** | **Non-Employee Personnel Areas:** |
| 0110 | House of Representatives | 2201 | Vol Firefighters/Res Officers |
| 0120 | Senate | 2451 | Mil Dept Misc Active Duty |
| 0130 | Joint Transportation Comm | 3430 | Higher Ed Coor Board |
| 0140 | Joint Leg Audit/Rev Comm | 3460 | Higher Ed Facilities |
| 0200 | L.E.A.P. Committee | 4611 | Ecology Youth Corps |
| 0350 | Office of State Actuary | 4612 | Wa Conservation Corps |
| 0370 | Office of Leg Support Services | 5401-5410 | ESD Wex (also includes **5416**) |
| 0380 | Joint Legislative Sys Co | 5411 | Americorp Star Vista |
| 0400 | Perm Statute Law Comm | 5412 | Wa St Americorps |
|  | 5413 | JTPA 402 Prg Wen |
| **Judicial Branch Personnel Areas:** | 5414 | Washington Service Corps |
| 0450 | Supreme Court  | 5415 | Washington Service Team |
| 0460 | WA State Law Library |  |  |
| 0480 | Court of Appeals | **Non-Employee Organizational Units** |
| 0500 | Comm on Judicial Conduct | 30002393 | FPB – Preparedness – Mobes |
| 0550 | Admin for the Courts | 31000100 | Emergency Fire Fighters |
| 0560 | Office of Public Defense | 31000101 | Emergency Fire Fighters |
| 0570 | Office of Civil Legal Aid | 31000175 | Emergency Fire Fighters |
|  | 31000177 | Emergency Fire Fighters |
|  | 31000178 | Emergency Fire Fighters |
|  |  | 31000179 | Emergency Fire Fighters |
|  |  | 31007000 | FPB – Preparedness – Fire Mobes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |

# Overtime Wage Types

The following wage types are used in calculating **overtime hours**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1174** | OT Shift2 1.7 (4051) | **1237** | Emer/Disaster Ops OT | **1276** | Hol Wrk Hrly 2.0-4051 |
| **1175** | OT Shift3 1.8 (4051) | **1238** | Fire Duty Cont OT+1 | **1278** | Hol Wrk Sh2-2.0+.10-4051 |
| **1176** | OT 2.5 (4051) | **1239** | Fire Duty OT | **1279** | Hol Wrk Sh2 Hrly-2.2-4051 |
| **1177** | Travel OT shift1 1.5-4051 | **1240** | Fire Duty Interupt Meal | **1280** | DbleTmeShft2+$.50-PRT |
| **1178** | Travel OT shift2 1.7-4051 | **1241** | OT FLSA shft2 1.6 (4051) | **1281** | Hol Wrk Sh3-2.0+.20-4051 |
| **1179** | Travel OT shift3 1.8-4051 | **1242** | OT shft1 2.0 (4051) | **1282** | Holiday Wrk St3-2.3-4051 |
| **1198** | Holiday OT FLSA | **1243** | OT shft2 2.2 (4051) | **1283** | DbleTmeShft3+$.65-PRT |
| **1209** | Fire Duty Cont OT-Hourly | **1244** | OT shft3 2.3 (4051) | **1284** | Dbl time OT shft1 -4051 |
| **1215** | OT Variable Rate | **1245** | OT Triple 3.0 (4051) | **1285** | Dbl time OT shft2 -4051 |
| **1230** | Overtime straight – 4051 | **1246** | WSP OT VOL 1.5 | **1288** | Hol Wrk Sh2-1.2 Sal-4051 |
| **1231** | Overtime sh2 strght-4051 | **1250** | 1.5 OT Shft2+$.50-PRT | **1290** | Overtime straight-all ag |
| **1232** | OT FLSA 1.5 All Agy | **1265** | Travel OT shift1-2.0-4051 | **1291** | OT Strght 1.6 405F(4051) |
| **1233** | 1.5 OT-PRT | **1266** | Travel OT shift2-2.2-4051 | **1329** | Hol 1 Work 2.0 OT(550) |
| **1234** | OT shft1-1.5 (4051) | **1267** | Travel OT shfit3-2.3-4051 | **1332** | Hol 2 Work 2.5 OT(550) |
| **1235** | OT 28day 86.9 | **1272** | OT shft1 1.5 (4051) |  |  |
| **1236** | OT 28day 92.9 | **1275** | Double Time St1-2.0-PRT |  |  |

In addition to the wage types for **overtime hours** referenced above, **overtime costs** also includes the following wage types:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1073** | Pen Overtm-Pwr Tool 4051 | **1220** | Fire Duty OT Prem | **1633** | Assn Pay 10.0% OT-all agy |
| **1079** | OT Shift Df Hrly all Agys | **1221** | Fire Duty Intrt Meal Prem | **1634** | Assn Pay 12.5% OT-all agy |
| **1080** | OT shift df .50 all | **1229** | Fire Duty Cont OT Slry | **1635** | Assn Pay 3.0% OT-all agys |
| **1081** | OT shift df 1.00 all | **1247** | OT/Call back Old Adj-all | **1636** | Assn/Act pay Ot Var % |
| **1082** | OT shift df 1.50 all | **1248** | Call Back Hours all agy | **1637** | OT Prem Assn- 4050 |
| **1083** | OT shift df 3.00 all | **1251** | CallBack Hrs 1.5X all agy | **1638** | Dual Language 5% OT-all |
| **1084** | OT shift 2 $0.10 – 4051 | **1252** | Adj OT/Cback Not subj Ret | **1639** | Assn pay $7.5 OT-all agys |
| **1085** | OT shift 3 $0.20 – 4051 | **1255** | WSP CallBack VOL | **1640** | Assn pay $8.5 OT-all agys |
| **1086** | 1.5 OT Shft3+.65-PRT | **1257** | WSP Shift OT VOL | **1641** | Assn Pay Vry Amt OT-all |
| **1088** | OT shift 2-rt X 10%-4051 | **1258** | Fire Duty Call Back | **1644** | Instructor 10.00 OT-1170 |
| **1089** | OT shift 3-rt X 15%-4051 | **1259** | Schedule/Shift Adjustment | **1645** | Frway prk Garg.50 OT-5500 |
| **1182** | Relief Pay Mates 1.5 (4051) | **1260** | Commission Court Call Out | **1646** | Lead assn py 1.25 OT-5500 |
| **1183** | Relief Pay Mates 2.0 (4051) | **1269** | WSP Over Shft Prem Comm 5% | **1647** | Pnter spc chm 1.0 OT-5500 |
| **1184** | Relief Pay Mates 2.5 (4051) | **1277** | Hol Wrk Prem Sal -4051 | **1648** | Scrty Ctrl rm 1.1 OT-5500 |
| **1196** | Call Back Hrs Min Non-Rep | **1294** | WSP Acting Lt Call Back | **1649** | Bike Patrol 0.5 OT-5500 |
| **1197** | Holiday OT Premium | **1295** | WSP Acting Sgt Call Back | **1657** | WSP Acting CPTN OT |
| **1206** | Relief Pay 1.5x (4051) | **1301** | Dbl time OT shft1 premium | **1658** | WSP Acting LT OT |
| **1207** | Relief Pay 2.0x (4051) | **1302** | Dbl time OT shft2 premium | **1659** | WSP Acting SGT OT |
| **1208** | Relief Pay 2.5x (4051) | **1393** | Comp Time Payout | **1662** | WSP Acting Motorcycle OT |
| **1210** | Emer/Distr Ops OT Prem | **1397** | 4051 Comp Payout NotSubj | **1663** | WSP FTOP Trooper OT |
| **1216** | Overtime Premium | **1399** | 2250 Comp Payout NotSubj | **1664** | WSP FTOP Sft/Lt OT |
| **1217** | OT VOL Prem (225) | **1402** | 4051 Comp Payout SubjRet | **1779** | AP VAR Emergency/Fire OT |
| **1218** | Fire Duty Cont OT Prem | **1631** | Assn Pay 2.5% OT –all agy |  |  |
| **1219** | Fire Duty Cont OT+1 Prem | **1632** | Assn Pay 5.0% OT-all agys |  |  |

# Change Control

|  |  |  |  |
| --- | --- | --- | --- |
| Version # | Descriptions | Changed By | Date |
| 2.0 | Updated to incorporate Data Definitions Wave2 changes | A. Walker  | 12-28-12 |
| 2.1 | Correction to p.9 Work Contracts | A. Walker | 01-25-13 |
| 3.0 | Types of Appointments: Removed *59 Non Perm Limited* and *28 Non Perm On Call* from Other Appointments. Turnover: Removed *02 Seasonal – Career Layoff 3-8 m, 03 Seasonal – Career Layoff 9+ mo, 28 ZNDU – Season RIF Separation,* and *29 ZDNU – Seasonal Separation* from Non-Perm (optional); Removed Work Contracts from Seasonal Turnover. Minor formatting changes. | A. Walker | 02-08-13 |
| 3.1 | Turnover – Non Perm Optional: Corrected *ZDNU – Temp Layoff Reduced Hou* to code 47 | D. Flatt | 04-02-13 |
| 4.0 | Types of Appointments: Added *80 Non-Perm to Permanent* to Other Appointments; Removed Work Contracts from Seasonal Appointments. Corrected Average Overtime titles. Removed Pay Scale/Grade Areas from Executive Branch restrictions. Minor formatting changes. | A. Walker | 04-05-13 |
| 4.1 | Changed reference to State Human Resources Division | D. Flatt | 06-05-13 |
| 4.2 | Types of Appointments: Added 31 Permanent to Rehires and Non-Perm Rehires  | A. Walker | 07-30-13 |
| 4.3 | Changed WMS restrictions on Manager to Staff, Percent Age Distribution, Washington Management Service, and WMS Management Type from Pay Grade 02 WMS to Workforce Indicator 80148589 Classified WMS. Added 25 Board/Comm to Turnover and Type of Appointments: Permanent or intended to become Permanent Work Contact (Appt Status). And added note regarding Pay Grade Area 44 Work Study Students restriction.Removed ZDNU-WMS Acting Apptmt from Types of Appointments: New Hires, Rehires, and Promotions Changed title from **HRM Report Descriptions and Definitions** to **HR Management BI Portal Reports Descriptions and Definitions**.Removed references to changes on the FY 2013 reports. | A. Walker | 07-18-14 |
| 4.4 | Changed Diversity Profile to report persons of color based on Ethnic Origin, Preferred Race remains available for historical reporting. Added additional All Veterans measure that will be on the HR Management Report but is not yet included in the BI query. Added additional Overtime Wage Types that will be included in the overtime measures on the HR Management Report but are not yet included in the BI query.  | E. Munro | 07-24-14  |
| 4.5 | Updated Diversity Profile information to reflect the addition of the All Veterans measure that has been added to the BI query.Updated Average Overtime and Percent Employees Receiving Overtime information to reflect the changes made to the measure names in the BI query. Updated the Overtime Wage Types to reflect the addition of several wage types to the BI query.Added wage type 1196 – Call Back Hrs Min Non-Rep to the Overtime Cost BI query. | E. Munro | 07-10-17 |