

HR Management Actions (HPA-005)

Description: Personnel action reports used for HR Management workforce reporting. Individual views include Appointments, Turnover, Separations During Review Period, and Formal Disciplinary Actions. Excludes non-employees.

- ✓ **Universe** WWA EDW Headcount and Personnel Actions.unx
- ✓ **Required filter prompt** Calendar Year Month
- ✓ **Appointments (default)** Number and percent of appointment types for which a hiring choice was made. Appointment changes such as reassignments, reallocations, demotions, or status changes are not included. "Permanent Employee Appointments" includes permanent or intended to become permanent employees. Seasonal employees are not included in permanent actions. "All Appointments" has no appointment status restrictions.
- ✓ **Turnover** Number of separations from state service and turnover rate based on percent of average employee count. "Permanent Employee Turnover includes" permanent or intended to become permanent employees separating from state service. Seasonal employees are not included in permanent actions. "All Employee Turnover" has no appointment status restrictions.
- ✓ **Separations During Review Period** Number and percent of voluntary and involuntary separations from state service during the review period.
- ✓ **Formal Disciplinary Actions** Number of disciplinary actions taken.
- ✓ **Additional Information** HR Management Turnover does not meet the criteria for classification and compensation proposals.

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

Folders

- > Personal Folders
- ▼ Public Folders
 - > Agency folder - Web Intelligence
 - ▼ Washington Workforce Analytics Reports - Web Intelligence

Public Folders / Washington Workforce Analytics Reports - Web Intelligence /			
☐	Title	Type	Description
☐	Financials	Folder	AFRS reports
☐	Grievance	Folder	Grievance reports
☐	Headcount and Personnel Actions	Folder	Headcount and Personnel Actions reports
☐	Payroll	Folder	Payroll reports
☐	Quota	Folder	Quota reports
☐	Staffing Assignments	Folder	Staffing Assignments reports

Sample View - HR Management Actions > Appointments

Permanent Employee Appointments (Table 1)

Appointment Type	Number	Percent
Total Appointments	6,328	100.00%
New Hires	1,702	26.90%
Layoff List/GGTP		0.00%
Transfers	1,974	31.19%
Promotions	1,550	24.49%
Other Appointments	1,102	17.41%

All Employee Appointments (Table 2)

Appointment Type	Number	Percent
Total Appointments	8,893	100.00%
New Hires	1,739	19.55%
Layoff List/GGTP		0.00%
Transfers	2,188	24.60%
Promotions	1,809	20.34%
Other Appointments	1,114	12.53%
Seasonal Appointments	19	0.21%
Non-Permanent Appointments	2,024	22.76%

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. Adding or removing default data fields will impact the calculated results.

Appointments – Permanent:

- Total Appointments
- New Hires
- Layoff List/GGTP
- Transfers
- Promotions
- Other Appointments

Turnover - Permanent

- Average Employee Count
- Total Turnover Actions
- Retirements
- Resignations
- Dismissals
- Layoffs
- Other Turnover

Turnover - All

- Average Employee Count
- Total Turnover Actions
- Retirements
- Resignations
- Dismissals
- Layoffs
- Other Turnover
- Seasonal Turnover
- Non-Permanent Turnover

Appointments – All:

- Total Appointments
- New Hires
- Layoff List/GGTP
- Transfers
- Promotions
- Other Appointments
- Seasonal Appointments
- Non-Permanent Appointments

Separations During Review Period

- Total Separations During Review Period
- Probationary Separations
- Probationary Separations - Voluntary
- Probationary Separations - Involuntary
- Review Period Separations
- Review Period Separations - Voluntary
- Review Period Separations - Involuntary
- Trial Service Separations
- Trial Service Separations- Voluntary

Separations During Review Period, Continued:

- Trial Service Separations- Involuntary
- Transitional Separations
- Transitional Separations- Voluntary
- Transitional Separations- Involuntary
- WMS Review Separations
- WMS Review Separations- Voluntary
- WMS Review Separations- Involuntary

Formal Disciplinary Actions:

- Dismissals
- Demotions
- Reductions in Pay
- Suspensions (LOA – Active)
- Suspensions (LOA – Inactive)

Additional Fields

These additional fields may be added to the standard report for detail and analysis. Adding or removing additional data fields may impact the calculated results. This report contains combined dimensions.

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

Measures

These measures are included in the standard report. Adding or removing measures from the query will impact the calculated results.

- Distinct Employee Count
- Number of Actions

Restrictions and Variables

Restrictions and formulas built into the report create standardized results across the enterprise.

Restrictions

Branches – Executive (EE)

Excludes the following Personnel Area Codes (EE):

- 0110 House of Representatives
- 0120 Senate
- 0130 Joint Transportation Comm
- 0140 Joint Leg Audit/Rev Comm
- 0200 L.E.A.P. Committee
- 0350 Office of State Actuary
- 0370 Office of Leg Support Services
- 0380 Joint Legislative Sys Co
- 0400 Perm Statute Law Comm
- 0450 Supreme Court
- 0460 WA State Law Library
- 0480 Court of Appeals
- 0500 Comm on Judicial Conduct
- 0550 Admin for the Courts
- 0560 Office of Public Defense
- 0570 Office of Civil Legal Aid
- (blank)

Non-Employee Exclusions (EE)

Excludes the following Organizational Unit Codes:

- 30002393 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 Personnel Area Codes (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

Also excludes Pay Area Code (EE) 44 Work Study Student; Personnel Subarea Code (EE) 0005 Non-Employee; and Work Contract Code 24 Non Employee.

Restrictions specific to Headcount

Actions – Exclude

Last Calendar Day of Month Values

Variables

The following variables are included in the report:

Variable	Formula
% Appointment - Layoff List/GGTP (All)	=Sum(If [Total Appointments (All)] > 0 Then [Appointment - Layoff List/GGTP (All)]/[Total Appointments (All)] Else 0)
% Appointment - Layoff List/GGTP (Perm)	=Sum(If [Total Appointments (Perm)] > 0 Then [Appointment - Layoff List/GGTP (Perm)]/[Total Appointments (Perm)] Else 0)
% Appointment - New Hire (All)	=Sum(If [Total Appointments (All)] > 0 Then [Appointment - New Hire (All)]/[Total Appointments (All)] Else 0)
% Appointment - New Hire (Perm)	=Sum(If [Total Appointments (Perm)] > 0 Then [Appointment - New Hire (Perm)]/[Total Appointments (Perm)] Else 0)
% Appointment - Non-Permanent (All)	=Sum(If [Total Appointments (All)] > 0 Then [Appointment - Non-Permanent (All)]/[Total Appointments (All)] Else 0)
% Appointment - Other (All)	=Sum(If [Total Appointments (All)] > 0 Then [Appointment - Other (All)]/[Total Appointments (All)] Else 0)
% Appointment - Other (Perm)	=Sum(If [Total Appointments (Perm)] > 0 Then [Appointment - Other (Perm)]/[Total Appointments (Perm)] Else 0)
% Appointment - Promotion (All)	=Sum(If [Total Appointments (All)] > 0 Then [Appointment - Promotion (All)]/[Total Appointments (All)] Else 0)
% Appointment - Promotion (Perm)	=Sum(If [Total Appointments (Perm)] > 0 Then [Appointment - Promotion (Perm)]/[Total Appointments (Perm)] Else 0)
% Appointment - Seasonal (All)	=Sum(If [Total Appointments (All)] > 0 Then [Appointment - Seasonal (All)]/[Total Appointments (All)] Else 0)
% Appointment - Transfer (All)	=Sum(If [Total Appointments (All)] > 0 Then [Appointment - Transfer (All)]/[Total Appointments (All)] Else 0)
% Appointment - Transfer (Perm)	=Sum(If [Total Appointments (Perm)] > 0 Then [Appointment - Transfer (Perm)]/[Total Appointments (Perm)] Else 0)
% Separation - Probationary	=If Sum([Total Separations]) > 0 Then Sum([Separation - Probationary])/Sum([Total Separations]) Else 0
% Separation - Probationary (Involuntary)	=If Sum([Total Separations]) > 0 Then Sum([Separation - Probationary (Involuntary)])/Sum([Total Separations]) Else 0
% Separation - Probationary (Voluntary)	=If Sum([Total Separations]) > 0 Then Sum([Separation - Probationary (Voluntary)])/Sum([Total Separations]) Else 0
% Separation - Review Period	=If Sum([Total Separations]) > 0 Then Sum([Separation - Review Period])/Sum([Total Separations]) Else 0
% Separation - Review Period (Involuntary)	=If Sum([Total Separations]) > 0 Then Sum([Separation - Review Period (Involuntary)])/Sum([Total Separations]) Else 0
% Separation - Review Period (Voluntary)	=If Sum([Total Separations]) > 0 Then Sum([Separation - Review Period (Voluntary)])/Sum([Total Separations]) Else 0
% Separation - Transitional	=If Sum([Total Separations]) > 0 Then Sum([Separation - Transitional])/Sum([Total Separations]) Else 0

Variable	Formula
% Separation - Transitional (Involuntary)	=If Sum([Total Separations]) > 0 Then Sum([Separation - Transitional (Involuntary)])/Sum([Total Separations]) Else 0
% Separation - Transitional (Voluntary)	=If Sum([Total Separations]) > 0 Then Sum([Separation - Transitional (Voluntary)])/Sum([Total Separations]) Else 0
% Separation - Trial Service	=If Sum([Total Separations]) > 0 Then Sum([Separation - Trial Service])/Sum([Total Separations]) Else 0
% Separation - Trial Service (Involuntary)	=If Sum([Total Separations]) > 0 Then Sum([Separation - Trial Service (Involuntary)])/Sum([Total Separations]) Else 0
% Separation - Trial Service (Voluntary)	=If Sum([Total Separations]) > 0 Then Sum([Separation - Trial Service (Voluntary)])/Sum([Total Separations]) Else 0
% Separation - WMS Review	=If Sum([Total Separations]) > 0 Then Sum([Separation - WMS Review])/Sum([Total Separations]) Else 0
% Separation - WMS Review (Involuntary)	=If Sum([Total Separations]) > 0 Then Sum([Separation - WMS Review (Involuntary)])/Sum([Total Separations]) Else 0
% Separation - WMS Review (Voluntary)	=If Sum([Total Separations]) > 0 Then Sum([Separation - WMS Review (Voluntary)])/Sum([Total Separations]) Else 0
% Total Appointments (All)	=If Sum([Total Appointments (All)]) > 0 Then Sum(1) Else 0
% Total Appointments (Perm)	=If Sum([Total Appointments (Perm)]) > 0 Then Sum(1) Else 0
% Total Separations	=If Sum([Total Separations]) > 0 Then Sum(1) Else 0
% Total Turnover Actions (All)	=If Sum([Average Employee Count]) > 0 Then Sum([Total Turnover Actions (All)])/Sum([Average Employee Count]) Else 0
% Total Turnover Actions (Perm)	=If Sum([Average Employee Count (Perm)]) > 0 Then Sum([Total Turnover Actions (Perm)])/Sum([Average Employee Count (Perm)]) Else 0
% Turnover - Dismissal (All)	=If Sum([Average Employee Count]) > 0 Then Sum([Turnover - Dismissal (All)])/Sum([Average Employee Count]) Else 0
% Turnover - Dismissal (Perm)	=If Sum([Average Employee Count (Perm)]) > 0 Then Sum([Turnover - Dismissal (Perm)])/Sum([Average Employee Count (Perm)]) Else 0
% Turnover - Layoff (All)	=If Sum([Average Employee Count]) > 0 Then Sum([Turnover - Layoff (All)])/Sum([Average Employee Count]) Else 0
% Turnover - Layoff (Perm)	=If Sum([Average Employee Count (Perm)]) > 0 Then Sum([Turnover - Layoff (Perm)])/Sum([Average Employee Count (Perm)]) Else 0
% Turnover - Non-Permanent (All)	=If Sum([Average Employee Count]) > 0 Then Sum([Turnover - Non-Permanent(All)])/Sum([Average Employee Count]) Else 0
% Turnover - Other (All)	=If Sum([Average Employee Count]) > 0 Then Sum([Turnover - Other (All)])/Sum([Average Employee Count]) Else 0
% Turnover - Other (Perm)	=If Sum([Average Employee Count (Perm)]) > 0 Then Sum([Turnover - Other (Perm)])/Sum([Average Employee Count (Perm)]) Else 0
% Turnover - Resignation (All)	=If Sum([Average Employee Count]) > 0 Then Sum([Turnover - Resignation (All)])/Sum([Average Employee Count]) Else 0

Variable	Formula
% Turnover - Resignation (Perm)	=If Sum([Average Employee Count (Perm)]) > 0 Then Sum([Turnover - Resignation (Perm)]/Sum([Average Employee Count (Perm)]) Else 0
% Turnover - Retirement (All)	=If Sum([Average Employee Count]) > 0 Then Sum([Turnover - Retirement (All)]/Sum([Average Employee Count]) Else 0
% Turnover - Retirement (Perm)	=If Sum([Average Employee Count (Perm)]) > 0 Then Sum([Turnover - Retirement (Perm)]/Sum([Average Employee Count (Perm)]) Else 0
% Turnover - Seasonal (All)	=If Sum([Average Employee Count]) > 0 Then Sum([Turnover - Seasonal (All)]/Sum([Average Employee Count]) Else 0
Appointment - Layoff List/GGTP (All)	=Count(If(([ACTIONS].[Action Type Code] = "U3") And ([ACTIONS].[Action Reason Code] InList ("47";"48";"60"))) Or ([ACTIONS].[Action Type Code] = "U6") And ([ACTIONS].[Action Reason Code] InList ("18";"27"))) Then [Number of Actions])
Appointment - Layoff List/GGTP (Perm)	=Count(If(([ACTIONS].[Action Type Code] = "U3") And ([ACTIONS].[Action Reason Code] InList ("47";"48";"60"))) Or ([ACTIONS].[Action Type Code] = "U6") And ([ACTIONS].[Action Reason Code] InList ("18";"27"))) And [ACTIONS].[Work Contract] InList ("Apprentice";"Apprntc/Prob";"Apprntc/Trl Srv";"Apprntc/Trnstnl";"Board/Comm";"Exempt";"In Training";"InTrng/Trl Srv";"InTrng/Prob";"Permanent";"Probationary";"Project";"Project - Prob";"Project TrSvc";"Review Period";"Transitional";"Trial Service";"WMS Review";"ZDNU-Tran Intra") Then [Number of Actions])
Appointment - New Hire (All)	=Count(If(([ACTIONS].[Action Type Code] = "U0") And ([ACTIONS].[Action Reason Code] InList ("02";"04";"05";"06";"07";"10";"11";"13";"19";"25";"26"))) Or ([ACTIONS].[Action Type Code] = "U6") And ([ACTIONS].[Action Reason Code] InList ("02";"04";"05";"06";"07";"10";"11";"13";"15";"24";"30";"31";"32"))) Then [Number of Actions])
Appointment - New Hire (Perm)	=Count(If(([ACTIONS].[Action Type Code] = "U0") And ([ACTIONS].[Action Reason Code] InList ("02";"04";"05";"06";"07";"10";"11";"13";"19";"25";"26"))) Or ([ACTIONS].[Action Type Code] = "U6") And ([ACTIONS].[Action Reason Code] InList ("02";"04";"05";"06";"07";"10";"11";"13";"15";"24";"30";"31";"32"))) And [ACTIONS].[Work Contract] InList ("Apprentice";"Apprntc/Prob";"Apprntc/Trl Srv";"Apprntc/Trnstnl";"Board/Comm";"Exempt";"In Training";"InTrng/Trl Srv";"InTrng/Prob";"Permanent";"Probationary";"Project";"Project - Prob";"Project TrSvc";"Review Period";"Transitional";"Trial Service";"WMS Review";"ZDNU-Tran Intra") Then [Number of Actions])
Appointment - Non-Permanent (All)	=Count(If(([ACTIONS].[Action Type Code] = "U0") And ([ACTIONS].[Action Reason Code] InList ("03";"12";"18"))) Or ([ACTIONS].[Action Type Code] = "U3") And ([ACTIONS].[Action Reason Code] InList ("28";"59"))) Or ([ACTIONS].[Action Type Code] = "U6") And ([ACTIONS].[Action Reason Code] InList ("03";"04";"12";"23"))) Then [Number of Actions])
Appointment - Other (All)	=Count(If [ACTIONS].[Action Type Code] = "U3" And [ACTIONS].[Action Reason Code] InList ("09";"66";"67";"71";"80";"84";"88") Then [Number of Actions])

Variable	Formula
Appointment - Other (Perm)	=Count(If [ACTIONS].[Action Type Code] = "U3" And [ACTIONS].[Action Reason Code] InList ("09";"66";"67";"71";"80";"84";"88") And [ACTIONS].[Work Contract] InList ("Apprentice"; "Apprntc/Prob";"Apprntc/Trl Srv";"Apprntc/Trnstnl";"Board/Comm";"Exempt"; "In Training";"InTrng/Trl Srv";"InTrng/Prob";"Permanent";"Probationary";"Project"; "Project - Prob";"Project TrSvc";"Review Period";"Transitional";"Trial Service"; "WMS Review";"ZDNU-Tran Intra") Then [Number of Actions])
Appointment - Promotion (All)	=Count(If [ACTIONS].[Action Type Code] = "U3" And [ACTIONS].[Action Reason Code] InList ("01";"03";"05";"07";"10";"17";"18";"24";"87") Then [Number of Actions])
Appointment - Promotion (Perm)	=Count(If [ACTIONS].[Action Type Code] = "U3" And [ACTIONS].[Action Reason Code] InList ("01";"03";"05";"07";"10";"17";"18";"24";"87") And [ACTIONS].[Work Contract] InList ("Apprentice";"Apprntc/Prob";"Apprntc/Trl Srv";"Apprntc/Trnstnl";"Board/Comm"; "Exempt";"In Training";"InTrng/Trl Srv";"InTrng/Prob";"Permanent";"Probationary"; "Project";"Project - Prob";"Project TrSvc";"Review Period";"Transitional";"Trial Service"; "WMS Review";"ZDNU-Tran Intra") Then [Number of Actions])
Appointment - Seasonal (All)	=Count(If([ACTIONS].[Action Type Code] = "U0") And ([ACTIONS].[Action Reason Code] InList ("14"))) Or ([ACTIONS].[Action Type Code] = "U3") And ([ACTIONS].[Action Reason Code] InList ("53"))) Or ([ACTIONS].[Action Type Code] = "U6") And ([ACTIONS].[Action Reason Code] InList ("19"))) Then [Number of Actions])
Appointment - Transfer (All)	=Count(If [ACTIONS].[Action Type Code] = "U3" And [ACTIONS].[Action Reason Code] = InList ("58";"86")Then [Number of Actions])
Appointment - Transfer (Perm)	=Count(If[ACTIONS].[Action Type Code] = "U3" And[ACTIONS].[Action Reason Code] = InList ("58";"86") And [ACTIONS].[Work Contract] InList ("Apprentice";"Apprntc/Prob";"Apprntc/Trl Srv"; "Apprntc/Trnstnl";"Board/Comm";"Exempt";"In Training";"InTrng/Trl Srv";"InTrng/Prob"; "Permanent";"Probationary";"Project";"Project - Prob";"Project TrSvc";"Review period"; "Transitional";"Trial Service";"WMS Review";"ZDNU-Tran Intra") Then[Number of Actions])
Average Employee Count	=Sum(If [NumberOfMonths] > 0 Then Round([Employee Count]/[NumberOfMonths];0))
Average Employee Count (Perm)	=Sum(If [NumberOfMonths] > 0 Then Round([Employee Count (Perm)]/[NumberOfMonths];0))
Average Employee Count (Perm) - Text	= "Average Employee Count (Permanent): " + [Average Employee Count (Perm)]
Average Employee Count - Text	= "Average Employee Count (All): " + [Average Employee Count]
Disciplinary Action - Demotion	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U3" And [ACTIONS].[Action Reason Code] = "13" Then [Number of Actions])
Disciplinary Action - Dismissal	= [Turnover - Dismissal (All)]
Disciplinary Action - Reduction in Pay	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U3" And [ACTIONS].[Action Reason Code] = "76" Then [Number of Actions])

Variable	Formula
Disciplinary Action - Suspension (LOA – Active)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U8" And [ACTIONS].[Action Reason Code] = "23" Then [Number of Actions])
Disciplinary Action - Suspension (LOA – Inactive)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U9" And [ACTIONS].[Action Reason Code] = "14" Then [Number of Actions])
Employee Count	=Sum([Distinct Employee Count])
Employee Count (Perm)	=Count(If[HEADCOUNT].[Work Contract] ForEach([HEADCOUNT].[Calendar Year Month]) ForEach([HEADCOUNT].[Personnel Number]) InList ("Apprentice";"Apprntc/Prob"; "Apprntc/Trl Srv";"Apprntc/Trnstnl";"Board/Comm";"Exempt";"In Training";"InTrng/Trl Srv";"InTrng/Prob";"Permanent";"Probationary";"Project";"Project - Prob";"Project TrSvc"; "Review Period";"Transitional";"Trial Service";"WMS Review";"ZDNU-Tran Intra") Then [Distinct Employee Count])
NumberOfActions	=Count([Number of Actions] ForEach([Calendar Year Month];[ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]))
NumberOfActions (Perm)	=Count(If [ACTIONS].[Work Contract] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) InList ("Apprentice";"Apprntc/Prob";"Apprntc/Trl Srv";"Apprntc/Trnstnl";"Board/Comm"; "Exempt";"In Training";"InTrng/Trl Srv";"InTrng/Prob";"Permanent";"Probationary"; "Project";"Project - Prob";"Project TrSvc";"Review Period";"Transitional";"Trial Service"; "WMS Review";"ZDNU-Tran Intra") Then [Number of Actions])
NumberOfMonths	=(([PromptDate - Length] - Length([PromptDate - Replace])) + 1
PromptDate - Length	=Length(UserResponse("Enter value(s) for Calendar Year Month"))
Separation - Probationary	=Sum([Separation - Probationary (Voluntary)] + [Separation - Probationary (Involuntary)])
Separation - Probationary (Involuntary)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("01";"02";"03";"06";"07";"09";"11";"13"; "16";"17";"18";"19";"26";"35";"38";"39";"40";"41";"43";"44";"45";"46";"47";"48";"49"; "50";"54";"55") And [ACTIONS].[Work Contract Code] InList ("02";"04";"07";"19";"22") Then [Number of Actions])
Separation - Probationary (Voluntary)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("04";"05";"15";"20";"21";"23";"33";"52"; "53") And [ACTIONS].[Work Contract Code] InList ("02";"04";"07";"19";"22") Then [Number of Actions])
Separation - Review Period	=Sum([Separation – Review Period (Involuntary)] + [Separation – Review Period (Voluntary)])
Separation - Review Period (Involuntary)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("01";"06";"07";"09";"11";"13";"16";"17"; "26";"35";"38";"39";"40";"41";"43";"44";"45";"46";"47";"48";"49";"50";"54";"55") And [ACTIONS].[Work Contract Code] InList ("26") Then [Number of Actions])

Variable	Formula
Separation - Review Period (Voluntary)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("04";"05";"15";"20";"21";"23";"33";"52";"53") And [ACTIONS].[Work Contract Code] = "26" Then [Number of Actions])
Separation - Transitional	=Sum([Separation - Transitional (Voluntary)] + [Separation - Transitional (Involuntary)])
Separation - Transitional (Involuntary)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("01";"06";"07";"09";"11";"13";"16";"17";"26";"27";"35";"38";"39";"40";"41";"43";"44";"45";"46";"47";"48";"49";"50";"54";"55") And [ACTIONS].[Work Contract Code] InList ("10";"13") Then [Number of Actions])
Separation - Transitional (Voluntary)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("04";"05";"15";"20";"21";"23";"33";"52";"53") And [ACTIONS].[Work Contract Code] InList ("10";"13") Then [Number of Actions])
Separation - Trial Service	=Sum([Separation - Trial Service (Voluntary)] + [Separation - Trial Service (Involuntary)])
Separation - Trial Service (Involuntary)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("01";"02";"03";"06";"07";"09";"11";"13";"16";"17";"19";"25";"26";"35";"38";"39";"40";"41";"43";"44";"45";"46";"47";"48";"49";"50";"54";"55") And [ACTIONS].[Work Contract Code] InList ("03";"05";"08";"18";"21") Then [Number of Actions])
Separation - Trial Service (Voluntary)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("04";"05";"15";"20";"21";"23";"33";"52";"53") And [ACTIONS].[Work Contract Code] InList ("03";"05";"08";"18";"21") Then [Number of Actions])
Separation - WMS Review	=Sum([Separation - WMS Review (Voluntary)] + [Separation - WMS Review (Involuntary)])
Separation - WMS Review (Involuntary)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("01";"06";"07";"09";"16";"17";"19";"26";"35";"38";"39";"40";"41";"43";"44";"45";"46";"47";"48";"49";"50";"54";"55") And [ACTIONS].[Work Contract Code] = "23" Then [Number of Actions])
Separation - WMS Review (Voluntary)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("04";"05";"15";"20";"21";"23";"33";"52";"53") And [ACTIONS].[Work Contract Code] = "23" Then [Number of Actions])
Total Appointments (All)	=Sum([Appointment - New Hire (All)] + [Appointment - Layoff List/GGTP (All)] + [Appointment - Transfer (All)] + [Appointment - Promotion (All)] + [Appointment - Other (All)] + [Appointment - Seasonal (All)] + [Appointment - Non-Permanent (All)])
Total Appointments (Perm)	=Sum([Appointment - New Hire (Perm)] + [Appointment - Layoff List/GGTP (Perm)] + [Appointment - Transfer (Perm)] + [Appointment - Promotion (Perm)] + [Appointment - Other (Perm)])

Variable	Formula
Total Separations	=Sum([Separation - Probationary (Voluntary)] + [Separation - Probationary (Involuntary)] + [Separation - Review Period (Voluntary)] + [Separation - Review Period (Involuntary)] + [Separation - Trial Service (Voluntary)] + [Separation - Trial Service (Involuntary)] + [Separation - Transitional (Voluntary)] + [Separation - Transitional (Involuntary)] + [Separation - WMS Review (Voluntary)] + [Separation - WMS Review (Involuntary)])
Total Turnover Actions (All)	=Sum([Turnover - Retirement (All)] + [Turnover - Resignation (All)] + [Turnover - Dismissal (All)] + [Turnover - Layoff (All)] + [Turnover - Other (All)] + [Turnover - Seasonal (All)] + [Turnover - Non-Permanent(All)])
Total Turnover Actions (Perm)	=Sum([Turnover - Retirement (Perm)] + [Turnover - Resignation (Perm)] + [Turnover - Dismissal (Perm)] + [Turnover - Layoff (Perm)] + [Turnover - Other (Perm)])
Turnover - Dismissal (All)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] = "07" Then [Number of Actions])
Turnover - Dismissal (Perm)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] = "07" And [ACTIONS].[Work Contract] InList ("Apprentice";"Apprntc/Prob";"Apprntc/Trl Srv";"Apprntc/Trnstnl";"Board/Comm"; "Exempt";"In Training";"InTrng/Trl Srv";"InTrng/Prob";"Permanent";"Probationary"; "Project";"Project - Prob";"Project TrSvc";"Review Period";"Transitional";"Trial Service"; "WMS Review";"ZDNU-Tran Intra") Then [Number of Actions])
Turnover - Layoff (All)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("13";"22";"24";"26";"32";"33";"38";"39"; "40";"41";"43";"44";"45";"46";"47";"48";"49";"50";"55") Then [Number of Actions])
Turnover - Layoff (Perm)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("13";"22";"24";"26";"32";"33";"38";"39"; "40";"41";"43";"44";"45";"46";"47";"48";"49";"50";"55") And [ACTIONS].[Work Contract] InList ("Apprentice";"Apprntc/Prob";"Apprntc/Trl Srv";"Apprntc/Trnstnl";"Board/Comm"; "Exempt";"In Training";"InTrng/Trl Srv";"InTrng/Prob";"Permanent";"Probationary"; "Project";"Project - Prob";"Project TrSvc";"Review Period";"Transitional";"Trial Service"; "WMS Review";"ZDNU-Tran Intra") Then [Number of Actions])
Turnover - Non-Permanent (All)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("14";"36") Then [Number of Actions])
Turnover - Other (All)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("01";"04";"05";"06";"09";"10";"11"; "16";"17";"18";"19";"25";"27";"34";"35";"54") Then [Number of Actions])

Variable	Formula
Turnover - Other (Perm)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("01";"04";"05";"06";"09";"10";"11"; "16";"17";"18";"19";"25";"27";"34";"35";"54") And [ACTIONS].[Work Contract] InList ("Apprentice";"Apprntc/Prob";"Apprntc/Trl Srv";"Apprntc/Trnstnl";"Board/Comm"; "Exempt";"In Training";"InTrng/Trl Srv";"InTrng/Prob";"Permanent";"Probationary"; "Project";"Project - Prob";"Project TrSvc";"Review Period";"Transitional";"Trial Service"; "WMS Review";"ZDNU-Tran Intra") Then [Number of Actions])
Turnover - Resignation (All)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("15";"20";"21";"53") Then [Number of Actions])
Turnover - Resignation (Perm)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("15";"20";"21";"53") And [ACTIONS].[Work Contract] InList ("Apprentice";"Apprntc/Prob";"Apprntc/Trl Srv"; "Apprntc/Trnstnl";"Board/Comm";"Exempt";"In Training";"InTrng/Trl Srv";"InTrng/Prob"; "Permanent";"Probationary";"Project";"Project - Prob";"Project TrSvc";"Review Period"; "Transitional";"Trial Service";"WMS Review";"ZDNU-Tran Intra") Then [Number of Actions])
Turnover - Retirement (All)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("23";"52") Then [Number of Actions])
Turnover - Retirement (Perm)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("23";"52") And [ACTIONS].[Work Contract] InList ("Apprentice";"Apprntc/Prob";"Apprntc/Trl Srv";"Apprntc/Trnstnl"; "Board/Comm";"Exempt";"In Training";"InTrng/Trl Srv";"InTrng/Prob";"Permanent"; "Probationary";"Project";"Project - Prob";"Project TrSvc";"Review Period"; "Transitional"; "Trial Service";"WMS Review";"ZDNU-Tran Intra") Then [Number of Actions])
Turnover - Seasonal (All)	=Count(If [ACTIONS].[Action Type Code] ForEach([Calendar Year Month]; [ACTIONS].[Personnel Number];[ACTIONS].[Action Type];[ACTIONS].[Action Reason]) = "U5" And [ACTIONS].[Action Reason Code] InList ("02";"03";"28";"29") Then [Number of Actions])