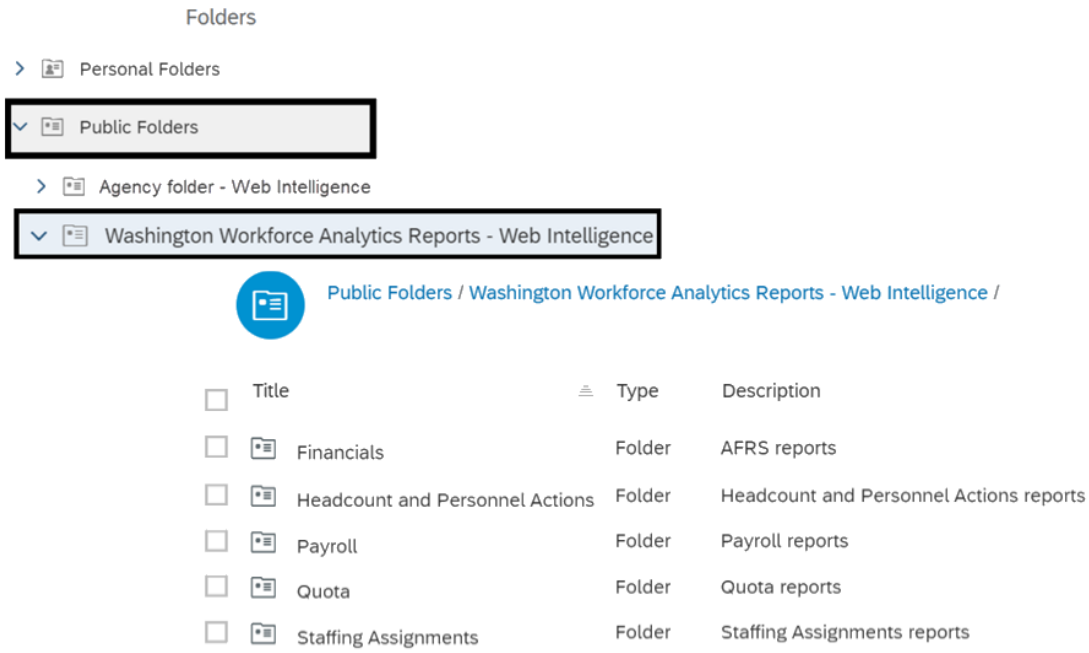
Standard Reports - Overview

Washington Workforce Analytics (WWA) Enterprise Data Warehouse (EDW) includes a variety of standard reports that are developed and managed by the OFM Enterprise Reporting team.

- ✓ WWA standard reports are located in the Washington Workforce Analytics Reports folder. This folder includes subject areas to help organize the reports.



Benefits

- ✓ Interactive way for agency users to display and analyze workforce-related data.
- ✓ Quickly find current standard reports in common folder structures organized by subject area.
- ✓ Drag-and-drop features to view data from different perspectives.
- ✓ Drilldown into more details or across data to perform strategic analysis.
- ✓ Manage page layouts and sort/filter data.
- ✓ Multiple options to display data using web browser or export to other formats.

Limitations/Additional Information

Standard reports are based on common business scenarios to meet data needs across state agencies. While this is an important benefit, it requires a balance between common and unique data needs.

- ✓ All standard reports include required date prompts to prevent accidentally running a report with results dating back to 2005.
- ✓ You can make a copy of a standard report to modify it for your business needs (for example, 'save as' to your personal folder).
  - Your copy will not be impacted or updated if the original standard report is updated by the OFM Enterprise Reporting team.
  - Removing key objects or measures from a standard report may create undesirable results.
- ✓ If a standard report does not meet your unique business scenarios, you may need to create an ad hoc query.

WWA EDW - Standard Reports Inventory

Each standard report has a job aid with additional information, including default fields, restrictions, and calculations.

- ✓ Requests for new standard reports or updates to existing reports may be sent to the OFM Help Desk heretohelp@ofm.wa.gov for review by OFM State HR and OFM Enterprise Reporting. If approved, development of the report will be prioritized with other enhancement efforts.

Report Number	Report Name	Brief Description	WWA EDW Universe
FI-001	Distribution of Payroll and Related Costs ✓ Agency Detail ✓ Payroll by Subobject	Employer payroll and benefit costs by employee and AFRS account distribution.	AFRS
HPA-001	Job Class Distribution	Number of employees with weighted salary and step, by job class.	Headcount and Personnel Actions
HPA-002	Classification Turnover ✓ Turnover Summary ✓ Turnover Detail ✓ Turnover Category	Turnover activity specific to classification and compensation proposal requests.	Headcount and Personnel Actions
HPA-003	Diversity Profile ✓ Diversity Profile ✓ Diversity Profile All ✓ Diversity by Job Group	Number and percent of the workforce by diversity category.	Headcount and Personnel Actions
HPA-004	Diversity - New Hires ✓ Diversity - New Hires (Perm Only) ✓ Diversity - New Hires (Perm & NonPerm)	Number and percent of hire and rehire actions by diversity category	Headcount and Personnel Actions
HPA-005	HR Management Actions ✓ Appointments ✓ Turnover ✓ Separations During Review Period ✓ Formal Disciplinary Actions	Personnel action reports used for HR management workforce reporting.	Headcount and Personnel Actions
HPA-006	HR Management Manager to Staff	Number and percent of employees by Management (WMS and Non-WMS), WMS, and WMS Management Type.	Headcount and Personnel Actions
HPA-007	HR Management Age Distribution	Number and percent of employees and WMS employees by age range.	Headcount and Personnel Actions
HPA-008	Layoff Activity	Number of personnel actions related to layoff.	Headcount and Personnel Actions
HPA-009	Salary Range Distribution	Number of employees by salary range and personnel subarea.	Headcount and Personnel Actions
HPA-010	Service Ranges	Number of employees by Service Ranges.	Headcount and Personnel Actions
HPA-011	Projected Service Years	Employee projected age and years of service based on Anniversary Date.	Headcount and Personnel Actions

Report Number	Report Name	Brief Description	WWA EDW Universe
HPA-012	Employees with Active WD1A Indicator	List of employees with an active WD1A record in HRMS.	Headcount and Personnel Actions
PAY-001	HR Management Average Overtime	Average overtime hours worked.	Payroll
PAY-002	HR Management Percent Receiving Overtime	Percent of overtime eligible employees receiving overtime.	Payroll
PAY-003	HR Management Overtime Costs ✓ Overtime Costs ✓ Overtime Hours and Costs	Amount of overtime paid to employees and number overtime hours by wage type.	Payroll
QU-001	HR Management Quota Activity ✓ Quota Hours Used ✓ Quota Hours Balance	Quota usage and balances by specific quota types.	Quota
SA-001	Position Detail ✓ Position Detail ✓ Position Detail with Org Hierarchy	Position availability, vacancy status, and position holder information.	Staffing Assignments

Need help? Contact the OFM Helpdesk.

HereToHelp@ofm.wa.gov 360.407.9100