

Type: System Enhancements	ID Number: SE 40
Date: July 9, 2009	Subject: Employee Roster Report

Suggested Audience

Agency HR Staff

Summary

The Employee Roster Report will be updated to include new data elements and modify existing data elements.

Report Details

Who will have access to run the report? Users with a security role code of A, C, F, G, H, M, R, and S will be able to process the report.

What is the report title? Employee Roster Report

Is this a new report or an update to an existing report? The existing report titled Employee Roster is being updated.

What changes are being made to this report?

- New Data Elements:
 - "County HQ/ PHYS" – will be pulled from the "HQ County" and "Physical County" fields on the position.
 - "Class" – will be pulled from the "Class Code" field on the position.
 - "CBU" – will be pulled from the "CBU" field on the position.
 - "Gender" – will be pulled from the "Gender" field for the employee.
 - "Race" – will be pulled from the "Race Category" field for the employee.
 - "State Hire Date" – will be pulled from the "State Hire Date" field for the employee.
 - "Continuous Service Date" – will be pulled from the "Continuous Service Date" field for the employee.
 - "Educ Lev" – will be pulled from the "Educational Level Type" field for the employee.
 - "Pay Plan" – will be pulled from the "Employee Subgroup" field on the position.
 - "Base Pay" – will be pulled from the "Base Period Salary" field for the employee.
 - "Employee Type" – will be pulled from the "Employee Group" field on the position.

- "Service Yrs/Mth" – will be pulled from the "Creditable Service Months" field for the employee.
- "Ret Code" – will be pulled from the "Retirement Code" field for the employee.
- "Birth Date" – will be pulled from the "Date of Birth" field for the employee.
- "Age" – will be derived from the "Date of Birth" field for the employee.
- "Privacy Ind" – will be populated with an "X" if either the "Sworn/Certified", "Confidential Employee", "Exempt Record" or "Protected Identity" indicators are marked for the employee.
- "Class Title" – will be pulled from the "Class Code" field on the position.
- "Pos Num" – will be pulled from the "Position" field for the employee.
- "FLAIR Org" – will be pulled from the "FLAIR Organization Code" field on the position.
- "FLAIR Org Name" – will be derived based on the "FLAIR Organization Code" field on the position.
- "Budget Entity" – will be pulled from the "Budget Entity" field on the position.
- "Budget Entity Name" – will be derived based on the "Budget Entity" field on the position.
- "Org (2-4)" – will be derived based on the "Organization Code" field on the position.
- "Work Phone" – will be pulled from the "411 – Phone Number" field on the position.
- The following column headings have been changed:
 - "Employee Name" to "Last Name", "First Name" and "MI"
 - "Hire Date" to "AGY Hire Date"
 - "Street" to "Mailing Address"
- Data Element Deleted – "Location City"
- The report selection criteria and the report run date will be displayed on the last page of the report.

Report Specifications

- **Type of Report:** External Report
- **Available Filters:**
 - **OLO Code** – Required filter, will default to your agency's OLO code.
 - **Org Between** (HR Org Code) – Optional filter, if left blank data will default to OLO code. If using, filter requires both to and from value.
 - **FLAIR Org Between** – Optional filter, if left blank data will default to OLO code. If using, filter requires both to and from value.
 - **Budget Entity Between** – Optional filter, if left blank data will default to OLO code. If using, filter requires both to and from value.
- **Sort Hierarchy:** Org Code, then by employee name (last name, then first name)
- **Availability Date:** July 20, 2009
- **Data as of:** Previous day

Important Notes

- The report should be printed as **landscape, on legal sized paper**. If printing on letter sized paper part of the data may not be visible.
- Add new filters for Age, CBU, Class Code, Physical County, Pay Plan, Employee Type, and Retirement Code.
- "Service Yrs/Mth" is only populated for salaried employees.
- As part of the **July 2010** People First system release, this report will have the following changes made:
 - The ability to download the report in Microsoft Excel, Adobe Acrobat (PDF) or text format (tab or comma delimited).
 - Consolidate the following existing reports into this report:
 - 65th Birthday Within Next Quarter (CERPM702A)
 - Employee Listing By Division Within County (ZERPM106A)
 - Employee Listing By Name (CERPM127A)
 - Employee Listing By Prrr (CERPM127A)
 - Exempt Employee Report (Exempt)
 - Personnel Age 65 or Above
 - Personnel Master Alphabetical List (ZERPM101A)

If you have any questions related to the Employee Roster Report, please contact the data warehouse team at PeopleFirstDataWarehouse@dms.myflorida.com.