

Type: System Enhancements	ID Number: SE 41
Date: July 9, 2009	Subject: Position Vacancy Report

Suggested Audience

Agency HR and Budget Staff

Summary

The Position Vacancy Report will be updated to include new data elements and filters 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? Position Vacancy Report (CERPM92A)

Is this a new report or an update to an existing report? The existing report titled Vacancy Report - All (CERPM92A) is being updated and retitled to consolidate all External Vacancy Reports (except for the DOT Vacancy Report (CERPM96A)) into one report. The following reports will be removed with the implementation of the enhancements to this report:

- Vacancy Report – 90 to 179 Days (CERPM92A)
- Vacancy Report – 180+ Days (CERPM92A)

What changes are being made to this report?

- New Data Elements:
 - "Budget Entity" – will be pulled from the "Budget Entity" field on the position.
 - "Org Code" – will be pulled from the 24-digit "Organization Code" field on the position.
 - "Pay Band" - will display based on the "Broadband" on the position.
 - "Pay Band Minimum" – calculated from the minimum of the broadband for the position and multiplied by Vacant FTE * 26 (for bi-weekly agencies) or Vacant FTE * 12 (for monthly agencies)
 - "Broadband Occupation" – will be pulled from the "Class/Broadband Code" field on the position.
 - "Vacant Date" – will be pulled based on the "Separation Date" of the last holder of the position.
- The following column headings have been changed:
 - "PP" to "Pay Plan"
 - "PG" to "Pay Grade"
 - "CO" to "Physical CO"

- "FTE" to "Pos FTE"
- "Days Vac" to "Days Vacant"
- "Vacant Salary" to "Base Salary"
- New Selection Filters - "Start Date" and "End Date"
- The report selection criteria 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.
 - **Start Date** – Required Filter.
 - **End Date** – Required Filter.
- **Sort Hierarchy:** Budget Entity Code, Org Code, FLAIR Org Code, then by position number.
- **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.
- Only salaried employees are included in the report (i.e., only Employee Types 1 (included) and 2 (excluded)).
- As part of the **July 2010** People First system release, this report will have the following changes made:
 - Ability to download the report in Microsoft Excel, Adobe Acrobat (PDF) or text format (tab or comma delimited).
 - Add new filters for Days Vacant (All, 1 – 89 Days, 90 – 179 Days, 180+ Days), Employee Type (Salaried, OPS and All) and Physical County.
 - The DOT Vacancy Report (CERPM96A) will be consolidated into this report and removed from the External Reports module.

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