

<b>Type: System Enhancements</b>	<b>ID Number: SE 42</b>
<b>Date: July 9, 2009</b>	<b>Subject: Overlap and Shared Positions Report</b>

### **Suggested Audience**

Agency HR and Budget Staff

### **Summary**

The Overlap and Shared Positions Report will be updated to include new data elements and filters, modify existing data elements and identify positions that are incorrectly marked as overlapped or shared.

### **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?** Overlap and Shared Positions Report (CERPM93A)

**Is this a new report or an update to an existing report?** The existing report titled Overlap and Shared Positions Report (CERPM93A) is being updated.

### **What changes are being made to this report?**

- New Data Elements:
  - "Class Title" – will be pulled from the "Class Code" field on the position.
  - "Appt FTE" – will be pulled from the "FTE" field for the employee.
  - "Pos FTE" – will be pulled from the "Full Time Equivalent" field on the position.
  - "Vacant FTE" – will be pulled from the "Full Time Equivalent" field on the position.
- The following column headings have been changed:
  - "FTE" to "Pos FTE"
  - "Employee Name" to "Last Name", "First Name" and "MI"
- Modify "O/S" field values:
  - "S" – The position is correctly marked as shared.
  - "O" – The position incumbents are correctly marked as overlapped.
  - "B" – The position is both shared and overlapped.
  - "X" – There is only one employee holding the position and that employee is incorrectly marked as overlapped.
  - "XO" – One or more of the incumbents in the position are not marked as overlapped and should be.

- "XS" – The position is being filled with an appointment FTE of less than the position FTE and is not marked as shared and should be.
- New Selection Filters – "Org Between", "FLAIR Org Between", and "Budget Entity Between".
- Report has been separated into two sections.
  - The first section will contain any records where either the "Overlap Indicator" or "Shared Indicator" is not marked correctly in People First. These records require a corrective action be processed by the agency to ensure the correct rate information is captured for the position.
  - The second section will list any record that is correctly marked as shared or overlapped.
- 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.
- **Sort Hierarchy:** Org Code, FLAIR Org Code, then by Position Number
- **Availability Date:** July 20, 2009
- **Data as of:** Previous day

### **Important Notes**

- 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 be updated to include the ability to download the report in Microsoft Excel, Adobe Acrobat (PDF) or text format (tab or comma delimited).

If you have any questions related to the Overlap and Shared Positions Report, please contact the data warehouse team at [PeopleFirstDataWarehouse@dms.myflorida.com](mailto:PeopleFirstDataWarehouse@dms.myflorida.com).