

<b>Type: System Enhancements</b>	<b>ID Number: SE 43</b>
<b>Date: July 9, 2009</b>	<b>Subject: Separated Employees Report</b>

### **Suggested Audience**

Agency HR Staff

### **Summary**

The Separated Employees Report will be updated to include new data elements and filters, modify existing data elements and change the sort hierarchy.

### **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?** Separated Employees Report (EK255)

**Is this a new report or an update to an existing report?** The existing report titled Terminated Employees Report (EK255) is being updated and retitled.

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

- New Data Elements:
  - "Appt FTE" – will be pulled from the "FTE" field for the employee.
  - "Appt Status" – will be pulled from the "Appointment Status" field for the employee.
  - "Pay Plan" – will be pulled from the "Employee Subgroup" field on the position.
  - "Class Title" – will be pulled from the "Class Code" field on the position.
  - "Separation Action" – will be pulled from the "Action" field on the Action History record.
  - "EEO Code" – will be pulled from the "EEO 4" field on the position.
  - "EEO Description" – will be pulled from the "EEO 4" 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.
  - "Age" – will be derived from the "Date of Birth" field for the employee.
  - "Employee Type" – will be pulled from the "Employee Group" field on the position.
  - "Org Code" – will be pulled from the 24-digit "Organization Code" field on the position.
  - "FLAIR Org" – will be pulled from the "FLAIR Organization Code" field on the position.
- The following column headings have been changed:

- "Employee Name" to "Last Name", "First Name" and "MI"
- "Reason Desc" and "Reason Code" to "Separation Reason Code / Description"
- "Term Date" to "Separation Date"
- "BE Code" to "Budget Entity"
- New Selection Filters – Org Between, FLAIR Org Between and Budget Entity Between
- Will include all separation reason codes, except non-original appointments moving employees across agencies.
- 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:** Org Code, FLAIR Org Code, Budget Entity, 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.
- 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 EEO4 Code and Employee Type.
  - Incorporate new separation codes based on Interagency Transfer enhancements, to include all employee movements across agencies (OLO changes).
  - Include OPS employee separation actions.

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