

<b>Type: System Enhancements</b>	<b>ID Number: SE 44</b>
<b>Date: July 9, 2009</b>	<b>Subject: Appointment Status Expiration Report</b>

### **Suggested Audience**

Agency HR Staff

### **Summary**

The Appointment Status Expiration Report will be updated to include new data elements and filters, delete existing data elements and change the sort hierarchy. The report will allow agencies to pull data on expired and invalid employee appointments, as well as upcoming expirations.

### **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?** Appointment Status Expiration Report (EK211)

**Is this a new report or an update to an existing report?** The existing report titled Suspense Status Report (EK211) is being updated and retitled.

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

- New Data Elements:
  - "Org Code" – will be pulled from the 24-digit "Organization Code" field on the position.
  - "Appt Status Description" – will be pulled from the "Appointment Status" field for the employee.
  - "Emp ID" – will display the employee identification number of the employee.
- Data Elements Removed – "Appt Type", "County" and "Effective Date"
- The following column headings have been changed:
  - "Employee Name" to "Last Name", "First Name" and "MI"
  - "Interdept Number" to "Interdept"
  - "Rate Amt" to "Base Pay"
  - "Expired Date" to "Status Expiration Date"
- New Selection Filters – "Org Between" and "End Date"
- This report will now include permanent and exempt employees who have an invalid appointment status expiration date in People First (for the defined date range entered). These employees should have 12/31/9999 as the "Status Expiration Date". Employees will remain on the report until a PAR is processed to correct the "Status Expiration 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.
  - **Start (Begin) Date** – Required Filter.
  - **End Date** – Required Filter.
- **Sort Hierarchy:** Org Code, Appointment Status Description and then by Employee Name (last name, then first name).
- **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 Appointment Status Expiration Report, please contact the data warehouse team at [PeopleFirstDataWarehouse@dms.myflorida.com](mailto:PeopleFirstDataWarehouse@dms.myflorida.com).