

Type: System Enhancements	ID Number: SE 46
Date: July 9, 2009	Subject: Budgeted Positions by Class and Division Report

Suggested Audience

Agency HR and Budget Staff

Summary

The Budgeted Positions by Class and Division 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, D, F, G, H, and S will be able to process the report.

What is the report title? Budgeted Positions by Class and Division Report (CERPM25A)

Is this a new report or an update to an existing report? The existing report titled Budgeted Positions by Class and Division (CERPM25A) is being updated.

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.
 - "Budget Entity" – will be pulled from the "Budget Entity" field on the position.
 - "Broadband" – will be pulled from the "Class/Broadband" field on the position.
 - "Pay Band" – will display based on the "Broadband" on the position.
 - "OCA" – will be pulled from the "OCA Code" field on the position.
- The following column headings have been changed:
 - "Employee Name" to "Last Name", "First Name" and "MI"
 - "Pay Rate" to "Base Pay"
 - "County" to "CO"
 - "FTE" to "Pos FTE"
- Data Element Removed - "Anniv"
- 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:** Class 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 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 Class Code and Physical County.
 - Consolidate existing Budgeted Positions Reports, Position List (EK002) and Position List by Class Code (EK229) into one report.

If you have any questions related to the Budgeted Positions by Class and Division Report, please contact the data warehouse team at PeopleFirstDataWarehouse@dms.myflorida.com.