

Type: System Enhancements	ID Number: SE 53
Date: July 9, 2009	Subject: Average Salary by Pay Grade Report

Suggested Audience

Agency HR Staff

Summary

The Average Salary by Pay Grade Report will be updated to summarize "Average Annual Base Pay" by pay grade and pay plan combination. All detailed information will be removed from this report, leaving only the totals records.

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? Average Salary by Pay Grade Report (AVSALPG)

Is this a new report or an update to an existing report? The existing report titled Average Rate by Pay Grade (AVRATEPG) is being updated and retitled.

What changes are being made to this report?

- Detailed records are being eliminated and the following data elements will be removed:
 - "Employee Name"
 - "Employee ID"
 - "Pos Num"
 - "Class Code"
 - "Class Title"
 - "Pay Band"
 - "Broadband"
 - "Rate Amt"
 - "Cont Srv"
 - "Agency Hire Date"
- "Pay Plan" is being added as a new data element.
- The following column headings have been changed:
 - "FTE" to "Number of Filled FTE"
 - "Annual Rate" to "Average Annual Base Pay"
- 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:** Pay Grade, then by Pay Plan.
- **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)).
- Salary for part-time employee's salary will be grossed up (part-time salary divided by employee's FTE) to the full-time salary to determine the "Average Annual Base Pay."
- As part of the **July 2010** People First system release, this report will have the following changes made and selection filters added:
 - Ability to download the report in Microsoft Excel, Adobe Acrobat (PDF) or text format (tab or comma delimited).
 - New filters for Class Code, Pay Grade, Pay Plan, CBU and Agency Checkbox (allow selection of agencies or "All" for a statewide report).
 - Available as a statewide report.

If you have any questions related to the Average Salary by Pay Grade Report, please contact the data warehouse team at PeopleFirstDataWarehouse@dms.myflorida.com.