

Type: System Enhancements	ID Number: SE 54
Date: July 9, 2009	Subject: Rate Report

Suggested Audience

Agency HR and Budget Staff

Summary

The Rate Report will be updated to include new data elements, modify existing data elements, change the sort hierarchy and correct the summary totals associated with employee and position counts. In addition, this report will consolidate all current rate reports into one report.

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? Rate Report (CERPM21A)

Is this a new report or an update to an existing report? The existing report titled Rate Report (CERPM21A) is being updated to consolidate all External Rate Reports into one report. The following reports will be removed with the implementation of the enhancements to this report:

- Rate Report (CERPM2GA)
- Rate Report by BE and Org (CERPM2DA)
- Rate Report by BE and FLAIR Org (CERPM2HA)
- Dept of State Position and Rate Report (CERPM2CA)

What changes are being made to this report?

- New Data Elements:
 - "EO" – will be pulled from the "Expansion Option" field on the position.
 - "Funding ID" - will be pulled from the "Funding ID" field on the position.
 - "Appt FTE" - will be pulled from the "FTE" field for the employee.
 - "Overlap/Shared Ind" – will be pulled from the "Shared Indicator" on the position or the "Overlap Indicator" on the employee.
- The following column headings have been changed:
 - "FTE" to "Pos FTE"
 - "Employee Name" to "Last Name", "First Name" and "MI"
 - "Insur" to "Ins"
 - "Ret" to "Ret Code"
 - "Salary" to "Base Pay"
 - "Annual Salary" to "Annual Base + Additives"

- "Total Employees" has been changed to count the number of distinct Employee IDs.
- "Total Positions" has been changed to count distinct position numbers.
- *** Overlapped Position*** will be removed from the "Class Title" field and the class title will be displayed.
- The CAD additive will be displayed for vacant positions.
- 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, Budget Entity, then by Position Number.
- **Availability Date:** July 20, 2009
- **Data as of:** Previous day

Important Notes

- This 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 into Microsoft Excel, Adobe Acrobat (PDF) or text format (tab or comma delimited).
 - New filter for State Program Component.
 - Class titles in the data warehouse will be updated to pull in the current class title. Currently the class title from the original record is displayed on the report.

If you have any questions related to the Rate Report, please contact the data warehouse team at PeopleFirstDataWarehouse@dms.myflorida.com.