

# Vacancy Report

## Overview

Access the Vacancy Report in the Data Warehouse Reports module of the People First system. The report identifies vacant positions within an agency and can be used to identify and monitor vacancies. The report does not provide historical (point-in-time) vacancy data. It displays any position that is vacant as of the previous day. The Data Warehouse provides the data in this report, which is valid as of the previous day.

## Definitions

*The report includes the following fields:*

- Org Code – Org code from the employee’s position for the selected record
- Org Name – Org name description from the employee’s position for the selected record
- Budget Entity – Budget entity code from the position
- FLAIR Org – FLAIR org from the employee’s position for the selected record
- Pos Num – Position number for the selected record
- Class Code – Class code for the selected position record. No class code will be displayed for OPS positions.
- Class Title – Class title for the selected position record. No class title will be displayed for OPS positions.
- Pay Plan – Pay plan (employee subgroup) for the selected position record. No pay plan will be displayed for OPS positions.
- Pay Grade – Pay grade code for the selected position record. No pay grade will be displayed for OPS positions.
- CBU – Collective bargaining unit (CBU) code for the selected record. No CBU will be displayed for OPS positions.
- Physical County Code – Physical county code for the selected position record
- Physical County Name – Physical county name for the selected position record
- Pos FTE – Full time equivalent (FTE) from the position for the selected record
- Days Vacant – Number of days the position has been vacant
- Vacant Date – Vacancy date is defined as the end date + one day of when the last “holder” of the applicable position is removed or separated (MM/DD/CCYY format). A vacant date will not be presented on the report for partially filled positions. (**Note:** If a position was abolished and re-established at a later date, the system will populate the vacant date with the very last date vacant, which may have been when COPES was still in production.)
- Base Salary – Annual salary without pay additives. No annual salary will be displayed for OPS positions.

# Vacancy Report

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- CAD Amount – Annual CAD amount for the selected position record
- Pay Band – Pay band code for the selected position record (will be blank for non-broadband agencies)
- Pay Band Minimum – Calculated from the minimum of the broadband for the position and multiplied by vacant FTE \* 26 for bi-weekly agencies and \* 12 for monthly agencies (will be blank for non-broadband agencies)
- Broadband Occupation – Title of the broadband occupation group (will be blank for non-broadband agencies)

## Filters

*The report uses the following filters:*

- OLO – Required filter; defaults to agency's OLO code.
- Org Code (from – to) – Optional filter; defaults to "Select Organization" (no org code selected). A dropdown box of available codes will be provided for use. To process the report for one org code, enter the org code in the "from" org code field. To process the report for a range of org codes, enter an org code in both the "from" and "to" org code fields. Once a selection is made in the "from" filter, the system removes that value from the "to" filter.
- FLAIR Org (from – to) – Optional filter; defaults to "Select FLAIR Org" (no FLAIR org selected). A dropdown box of available codes will be provided for use. To process the report for one FLAIR org, enter the FLAIR org in the "from" FLAIR org field. To process the report for a range of FLAIR org codes, enter a FLAIR org in both the "from" and "to" FLAIR org fields. Once a selection is made in the "from" filter, the system removes that value from the "to" filter.
- Budget Entity (from – to) – Optional filter; defaults to "Select Budget Entity" (no budget entity selected). A dropdown box of available codes will be provided for use. To process the report for one budget entity code, enter the budget entity code in the "from" budget entity field. To process the report for a range of budget entity codes, enter a budget entity code in both the "from" and "to" budget entity fields. Once a selection is made in the "from" filter, the system removes that value from the "to" filter.
- County (from – to) – Optional filter; defaults to "Select County" (no county selected). A dropdown box of available codes will be provided for use. To process the report for one county, enter the county in the "from" county field. To process the report for a range of county codes, enter a county in both the "from" and "to" county code fields. Once a selection is made in the "from" filter, the system removes that value from the "to" filter.
- Employee Type – Required filter; defaults to the "ALL" employee type. May select to process just salaried or OPS employees.
- Begin Date – Optional filter; defaults to January 1 of the current year. The earliest date the position became vacant. MM/DD/CCYY format. This filter will not be available if the "Days Vacant" filter is selected.
- End Date – Optional filter. The latest time frame the position became vacant. MM/DD/CCYY format. This filter will not be available if the "Days Vacant" filter is selected.
- Days Vacant – Optional filter; defaults to "Select Days Vacant" (no days selected). Other filter options include "All," "1 – 89 Days," "90 – 179 Days,"

# Vacancy Report

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and “180+ Days.” The “Begin Date” and “End Date” filters will not be available if this filter is selected.

- Report Format – Required filter; defaults to PDF. To export to Excel, select XLS. PDF report results download faster than XLS and are in a printer-friendly format.

## Sort Hierarchy

*The report uses the following sort sequence:*

- Budget entity
- Org code
- FLAIR org
- Position number

## Totals

*The report includes the following totals:*

- Org Totals – the total number of vacant positions for the org
- Agency Totals – the total number of vacant positions included in the report for the selected agency

## Authorization

Users with a security role code of A, B, C, D, F, G, H, I, K, M, N, R, S, U, X and Y will be able to process this report.

## Process Steps

**Step 1:** Select Management > Data Warehouse Reports > HR Reports.

**Step 2:** Select the Vacancy Report.

**Step 3:** Select/enter the filter values.

**Step 4:** Select the Run Report button.

For PDF, the report opens in a new window. The new window is blank until the report results are returned. The results may take a while to return depending on the report and the selected filters. Once the report is displayed, it may be printed or saved as a PDF. A blank report is returned if there is no data available for the selected report criteria.

For Excel, the Report Selection Criteria screen remains on the screen until the report results are returned. The results may take a while to return depending on the report and the selected filters. Click the “Download to Excel” link to export to Excel once the results are returned. While the PDF reports are formatted for printing, the Excel reports are unformatted. If there is no data available for the selected report criteria, a message indicating “No records found for selection. Please verify selection criteria” will be displayed.

If a required filter is not entered or if invalid data is entered, an error message will be displayed at the top of the Report Selection Criteria screen: “Errors have occurred” and a red X will be displayed next to the filter requiring completion or correction. Correct or complete the filters and select the Run Report button.

# Vacancy Report

## Report Selection

### Criteria Sample

Below is a sample of the Report Selection Criteria screen and the available filters:

**People First**  
STATE OF FLORIDA HR

Home > Report Selection Criteria

### Report Selection Criteria

Select or enter values for report parameters.

**Report Title:** Vacancy Report

\* **OLO Code:** 7200

**Org Code (from):** - Select Organization -

**FLAIR Org (from):** - Select FLAIR Org -

**Budget Entity (from):** - Select Budget Entity -

**County (from):** - Select County -

\* **Employee Type:** All

**Days Vacant:** - Select Days Vacant -

\* **Begin Date:** 01/01/2010

\* **End Date:** 07/08/2010

\* **Report Format:** PDF

**Org Code (to):** - Select Organization -

**FLAIR Org (to):** - Select FLAIR Org -

**Budget Entity (to):** - Select Budget Entity -

**County (to):** - Select County -


[Run Report](#)

For assistance, please call the Service Center at (866) 663-4735.

## Report Sample

For best results, print this report as landscape, legal size. Below is a sample of an Adobe Acrobat (PDF) report.

# Vacancy Report

POSITION VACANCY REPORT																			
DEPARTMENT OF MANAGEMENT SERVICES																			
<div style="text-align: right;">  </div>																			
ORG CODE	ORG NAME	BUDGET ENTITY	FLAIR ORG	POS NUM	CLASS CODE	CLASS TITLE	PAY PLAN	PAY GRADE	CRU	PHYSICAL COUNTY CODE / NAME	FOR FTE	DAYS VACANT	VACANT DATE	BASE SALARY	CAD AMOUNT	PAY BAND	PAY BAND MINIMUM	BROADBAND OCCUPATION	
724054090002000000000000	CAPITAL CENTER GROUNDS SECTION	72400100	72400113002	001191	0004	SENIOR CLERK	01	011	01	037	LEON	1.00	34	01/01/2016	\$21,532.94	003	\$19,902.48	OFFICE CLERKS, GENERAL	
724054090002000000000000	CAPITAL CENTER GROUNDS SECTION	72400100	72400113002	001798	8594	GROUNDSKEEPER	01	006	02	037	LEON	1.00	30	01/05/2016	\$17,910.10	001	\$16,751.28	LANDSCAPING AND GROUNDSKEEPING WORKERS	
<b>ORG TOTALS:</b>		<b>2</b>																	
724054091800000000000000	R. A. GRAY BUILDING	72400100	72400113041	001232	8575	MAINTENANCE SUPERVISOR I - SES	08	415	88	037	LEON	1.00	13	01/02/2016	\$25,479.22	006	\$23,774.06	FIRST-LINE SUPV OF MECHN, INSTALL & REPAIR	
<b>ORG TOTALS:</b>		<b>1</b>																	
724054020000000000000000	TWIN TOWERS BUILDING	72400100	72400113110	003191	8526	CUSTODIAL WORKER	01	004	02	037	LEON	50	20	01/15/2016	\$16,804.56	001	\$16,751.28	JANITOR/CLEANER, EXCEPT MAID/HOUSEKEEP	
<b>ORG TOTALS:</b>		<b>1</b>																	
724054091100000000000000	SATELLITE OFFICE CENTER - GENERAL	72400100	72400113090	000296	0120	STAFF ASSISTANT	01	013	01	037	LEON	1.00	20	01/15/2016	\$23,482.94	003	\$19,902.48	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	
<b>ORG TOTALS:</b>		<b>1</b>																	
724054110300000000000000	HURSTON BUILDING - ORLANDO	72400100	72400114020	000310	8488	MAINTENANCE MECHANIC	01	014	02	048	ORANGE	1.00	20	01/15/2016	\$24,579.62	004	\$21,892.58	MAINTENANCE AND REPAIR WORKERS, GENERAL	
<b>ORG TOTALS:</b>		<b>1</b>																	
724054110700000000000000	FT PIERCE REG SVC CTR (ST LUCIE)	72400100	72400114050	000249	8584	FACILITIES MANAGER	08	419	89	056	ST. LUCIE	1.00	3	02/01/2016	\$30,988.62	020	\$26,445.90	CONSTRUCTION MANAGERS	
<b>ORG TOTALS:</b>		<b>1</b>																	
724054120700000000000000	N BROWARD REGIONAL SERVICE CENTER	72400100	72400114031	001570	8574	MAINTENANCE SUPPORT TECHNICIAN	01	008	02	008	BROWARD	1.00	31	01/04/2016	\$19,199.70	\$1,978.00	001	\$16,751.28	MAINTENANCE AND REPAIR WORKERS, GENERAL
<b>ORG TOTALS:</b>		<b>1</b>																	
728050010000000000000000	OFFICE OF SUPPLIER DIVERSITY	72800500	72800501001	003275	0709	ADMINISTRATIVE ASSISTANT I	01	015	01	037	LEON	50	0		\$12,739.61	003	\$9,951.24	EXEC SECRETARIES & EXEC ADMIN ASSISTANTS	
<b>ORG TOTALS:</b>		<b>1</b>																	
727505060100000000000000	PEOPLE FIRST CONTRACT MANAGEMENT	72750500	72750506001	002350	1025	PEOPLE FIRST BUSINESS CONSULTANT - SES	08	426	89	037	LEON	30	0		\$13,914.34	010	\$10,914.46	MANAGEMENT ANALYSTS	
727505060100000000000000	PEOPLE FIRST CONTRACT MANAGEMENT	72750500	72750506001	002366	0004	SENIOR CLERK - SES	08	411	86	037	LEON	1.00	6	01/09/2016	\$21,532.94	003	\$19,902.48	OFFICE CLERKS, GENERAL	
<b>ORG TOTALS:</b>		<b>2</b>																	

THIS REPORT MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL UNDER STATE OR FEDERAL LAW. IMPROPER ACCESS OR RELEASE OF SUCH INFORMATION MAY BE A VIOLATION OF THESE LAWS.