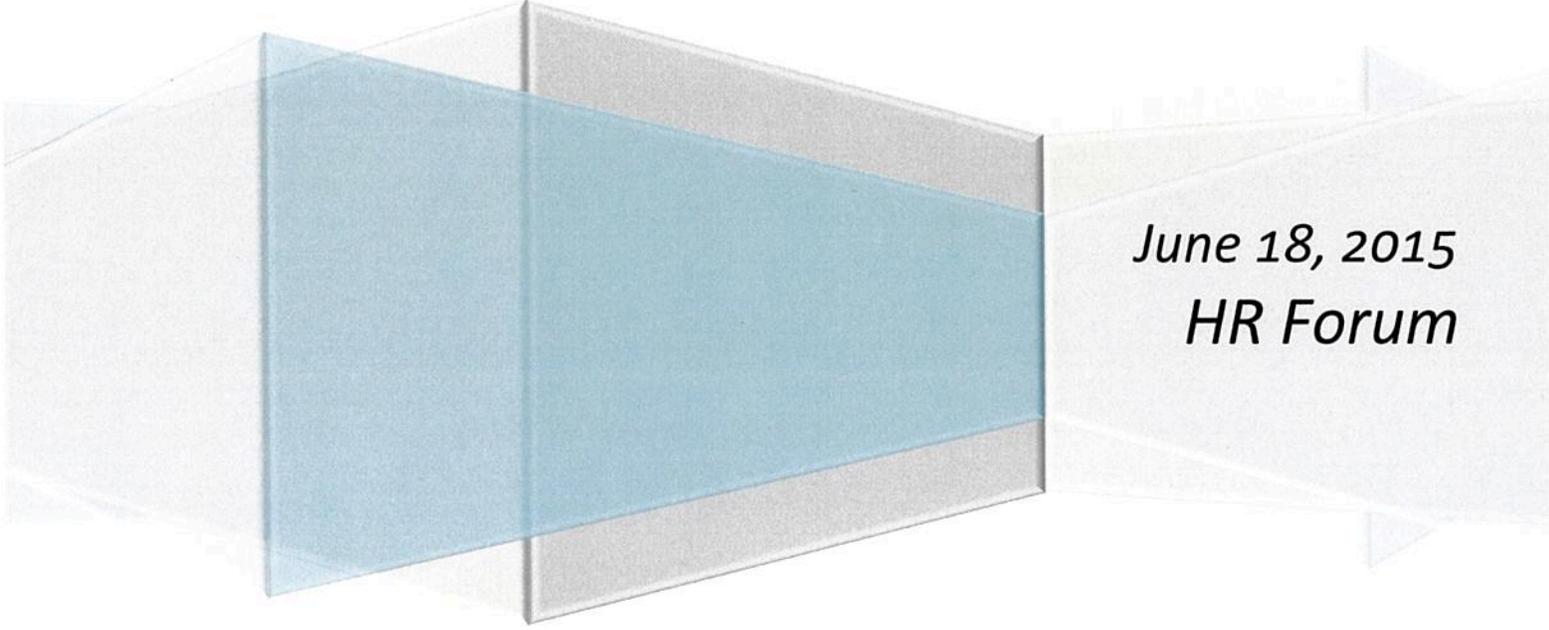




State of Arkansas
Department of Finance and Administration
Office of Information Services
AASIS Service Center
Phone: (501) 683-2255

Z_EMPLOYMENTSTATS

Employee Statistical Data Report

A decorative graphic consisting of several overlapping, semi-transparent rectangular planes in shades of blue, grey, and white, creating a 3D effect. The text is positioned on the right side of this graphic.

June 18, 2015
HR Forum

Transaction Z_EMPLOYMENTSTATS encompasses a minimum of 27 reports providing employment statistical data relative to a number of Personnel Administration actions based on both the HR Action and Reason Codes and on the HR Basic Pay Codes. Such actions as new hires; rehires; transfers; promotions; demotions; LWOP; concurrent actions; compensatory differential; Grid; terminations; retirements; DROP; EWQ; LMR; etc are available. Additionally, it includes Organizational Management position statistical data reporting the number of positions authorized, utilized as, filled, and vacant for all respective job codes.

The following jobs are excluded:

- 22115823** – MILE - Military Call Up Emergency
- 22115824** – MILN - Military Call Up Non-Emergency
- 22133123** – 5555 - Non State Employee Board Members
- 22133124** – 5556 - Regular State Employee Board Member

Selection Screen:

Employee Statistical Data Report



Date Selection

Today
 Current Month
 Current Year
 Date Range

Starting Date: Ending Date:

Selection Fields

Business Area	<input checked="" type="checkbox"/>	to	<input style="width: 50px;" type="text"/>	↓
Job Code	<input type="text"/>	to	<input style="width: 50px;" type="text"/>	↓
Personnel Area	<input type="text"/>	to	<input style="width: 50px;" type="text"/>	↓
Cost Center	<input type="text"/>	to	<input style="width: 50px;" type="text"/>	↓
Organizational Unit	<input type="text"/>	to	<input style="width: 50px;" type="text"/>	↓

Report Options

No Report
 Hires/Rehires
 Transfers
 Promotions/Demotions
 LWOP
 Concurrent Actions
 Comp/Differential
 GRID
 Terminations/Retirement
 DROP

Terms/Retires by Specified Selection

No Report
 Org Unit/Personnel Area
 Cost Center/Personnel Area
 Org Unit/Cost Center

TOTALS

No Report
 Employment Totals Only - Agy

DATE SELECTION: This section defaults to “Today”. Four date options are available with the earliest reporting date being 6/28/2009.

- **Today:** Returns data as of the date the transaction is executed.
- **Current Month:** Returns data for the month in which the transaction is executed up to the date the transaction is executed.
- **Current Year:** Returns data for the current calendar year up to the date that the transaction is executed.
- **Date Range:** Returns data for a specified start and end period. If executing the transaction for a wide range, the processing time for some selections can be lengthy. The “ideal” date range is one month, especially when reporting Comp/Differential and DROP under the Report Options section.

SELECTION FIELDS: This section contains five options:

- **Business Area:** This is a required field that **must always be populated** with the user’s four-digit business area code.
- **Job Code:** This option is available in combination with the Business Area and one selection under the Report Options section or one selection under the Terms/Retires by Specified Selection section.
- **Personnel Area:** This option is available in combination with the Business Area and one selection under the Report Options section.
- **Cost Center:** This option is available in combination with the Business Area and one selection under the Report Options section.
- **Organizational Unit:** This option is available in combination with the Business Area and one selection under the Report Options section.

REPORT OPTIONS: This section includes ten options. Only one option at a time may be selected in conjunction with the Selection Fields option(s) as indicated. With the exception of Terminations/Retirement, statistics are reported by the combination of Business Area, Organizational Unit, Cost Center, Personnel Area, and Job Code.

- **No Report:** This is the default setting and is selected when the program is executed for an option in either the Terms/Rehires by Specified Selection or TOTALS sections.
- **Hires/Rehires:** The three categories below are reported when the *Hires/Rehires* radio button is selected. The first report for each category reports data based on the respective Reason Code. The second report details data based on the respective Basic Pay Codes.

	Action	Reason Code	Reason Code Description	Basic Pay Codes
Hire (2 Reports)	ZF	01	New Hire	01- Within Range 13 - No Salary Change 37 - New Hire Career Entry 38 - New Hire Career Base 39 - New Hire Professional Base 40 - EWQ - Except. Well Qualified 41 - LMR - Labor Market Rate 42 - Unclassified Current
		02	Emergency Hire	
		03	Nonparticipating Agency-Active	
		04	Nonparticipating Agency-Terminated	
		05	Nonparticipating Agency-Retired	
		06	Extra Help/Seasonal	
		08	Rehire (Break in Service)	
		09	Rehire (No Break in Service)	
		10	Reinstatement	
		11	Reemployment of Retiree	
		12	Concurrent Employee (Secondary)	
		13	Special Admin	

New Hires by Reason Code

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	01	02	03	04	05	06	08	09	10	11	12	13	No. Recs	
*	0610																							
*	0634																							
**																								

Reason Codes:

- 01 - New Hire
- 02 - Emergency Hire
- 03 - Nonparticipating Agency-Active
- 04 - Nonparticipating Agency-Terminated
- 05 - Nonparticipating Agency - Retired
- 06 - Extra Help/Seasonal
- 08 - Rehire (Break in Service)
- 09 - Rehire (No Break in Service)
- 10 - Reinstatement
- 11 - Reemployment of Rehire
- 12 - Concurrent Employee (Secondary)
- 13 - Special Admin

New Hires by Basic Pay Code

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	01	13	37	38	39	40	41	42	No. Recs	
*	0610																			
*	0634																			
**																				

Basic Pay Codes:

- 01 - Within Range
- 13 - No Salary Change
- 37 - New Hire Career Entry
- 38 - New Hire Career Base
- 39 - New Hire Professional Base
- 40 - EWQ-Exceptionally Well Qualified
- 41 - LMR-Labor Market Rate
- 42 - Unclassified Salary Change

Rehire	Z1	01	Rehire	01- Within Range 13 - No Salary Change 40 - EWQ - Except. Well Qualified 41 - LMR - Labor Market Rate 42 - Unclassified Current
		02	Emergency Hire	
<i>(2 Reports)</i>		03	Nonparticipating Agency	
		04	Extra Help/Seasonal	
		06	No Break in Service	
		08	Reinstatement	
		09	Reduction in Force (RID)	
		10	Special Admin	

Rehires by Reason Code

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	01	02	03	04	06	08	09	10	No. Recs
*	0610																		
*	0634																		
**																			

Reason Codes:

- 01 - Rehire
- 02 - Emergency Hire
- 03 - Nonparticipating Agency
- 04 - Extra Help/Seasonal
- 06 - No Break in Service
- 08 - Reinstatement
- 09 - Reduction in Force (RIF)
- 10 - Special Admin

Rehires by Basic Pay Code

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	01	13	40	41	42	No. Recs
*	0610															
*	0634															
**																

Basic Pay Codes:

- 01 - Within Range
- 13 - No Salary Change
- 40 - EWQ-Exceptionally Well Qualified
- 41 - LMR-Labor Market Rate
- 42 - Unclassified Salary Change

Reemployment of Retiree	Z6	01	Rehire	01 - Within Range 13 - No Salary Change 40 - EWQ - Except. Well Qualified 41 - LMR - Labor Market Rate 42 - Unclassified Current
		02	Emergency Hire	
		03	Nonparticipating	
		04	Extra Help/Seasonal	
		05	Special Admin	

(2 Reports)

**Reemployment of Retirees
by Reason Code**

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	01	02	03	04	05	No. Recs
*	0610															
*	0634															
**																

Reason Codes:

- 01 - Rehire
- 02 - Emergency Hire
- 03 - Nonparticipating
- 04 - Extra Help/Seasonal
- 05 - Special Admin

**Reemployment of Retirees
by Basic Pay Code**

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	01	13	40	41	42	No. Recs
*	0610															
*	0634															
**																

Basic Pay Codes:

- 01 - Within Range
- 13 - No Salary Change
- 40 - EWQ-Exceptionally Well Qualified
- 41 - LMR-Labor Market Rate
- 42 - Unclassified Salary Change

- **Transfers:** The category below is reported when the *Transfers* radio button is selected. The first report provides data based on the Reason Code. The second report details data based on the Basic Pay Codes. The column "OA" on the *Transfers by Reason Code* report identifies the number of employees lost to other agencies via transfers.

	Action	Reason Code	Reason Code Description	Basic Pay Codes
Transfer (2 Reports)	Z3	01	Lateral	01- Within Range 13 - No Salary Change 40 - EWQ - Except. Well Qualified 41 - LMR - Labor Market Rate 42 - Unclassified Current
		04	Extra Help to Regular	
		05	Regular/Extra Help	
		06	To Acting Status	
		07	From Acting Status	
		08	Reorganization	
		09	Reclassification	
		10	Special Admin	
		11	Unclassified/Unclassified	
		12	Extra Help/Extra Help	
		19	Career/Unclassified	
		20	Unclassified/Career	
		21	Professional/Unclassified	
		22	Unclassified/Professional	

Transfers by Reason Code

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	01	04	05	06	07	08	09	10	11	12	19	20	21	22	Num Trans	OA
*	0610																									
*	0634																									
**																										

Reason Codes:

- 01 - Lateral
- 04 - Extra Help to Regular
- 05 - Regular/Extra Help
- 06 - To Acting Status
- 07 - From Acting Status
- 08 - Reorganization
- 09 - Reclassification
- 10 - Special Admin
- 11 - Unclassified/Unclassified
- 12 - Extra Help/Extra Help
- 19 - Career/Unclassified
- 20 - Unclassified/Career
- 21 - Professional/Unclassified
- 22 - Unclassified/Professional
- OA - To Other Agency

Transfers by Basic Pay Code

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	01	13	40	41	42	No. Recs
*	610															
*	634															
**																

Basic Pay Codes:

- 01 - Within Range
- 13 - No Salary Change
- 40 - EWQ-Exceptionally Well Qualified
- 41 - LMR-Labor Market Rate
- 42 - Unclassified Salary Change

➤ **Promotions/Demotions:** The category below is reported when the *Promotions/Demotions* radio button is selected. The first report provides data based on the Reason Code. The second report details data based on the Basic Pay Codes. The column "OA" on the *Promotions/Demotions by Reason Code* report identifies the number of employees lost to other agencies via either promotions or demotions.

Note: The total number of promotions and/or demotions reported on the *Promotions/Demotions by Reason Code* may or may not be consistent with the numbers reported on the *Promotions/Demotions by Basic Pay Record*. If two or more personnel actions impacting the basic pay record are processed on the same date, the promotion or demotion reason code on IT0008 is overwritten and cannot be reported.

	Action	Reason Code	Reason Code Description	Basic Pay Codes
Promotion/ Demotion (2 Reports)	ZU	01	Promotion-Competitive	13 - No Salary Change
		02	Promotion-Job Series	33 - Promotion 10%
		04	Demotion-Voluntary	34 - Promotion 12%
		05	Demotion-Involuntary	35 - Demotion 10%
				36 - Demotion 12%

Promotions/Demotions
by Reason Code

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	01	02	Num Promo	04	05	Num Demo	No. Recs	OA
*	0610																	
*	0634																	
**																		

Reason Codes:

- 01 - Promotion-Competitive
- 02 - Promotion-Job Series
- 04 - Demotion-Voluntary
- 05 - Demotion-Involuntary
- OA - To Other Agency

Promotions/Demotions
by Basic Pay Code

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	13	33	34	35	36	No. Recs
*																
*																
**																

Basic Pay Codes:

- 13 - No Salary Change
- 33 - Promotion 10%
- 34 - Promotion 12%
- 35 - Demotion 10%
- 36 - Demotion 12%

- **LWOP:** The two categories below are reported when the *LWOP* radio button is selected and are provided on the same report. No Basic Pay Code is involved with these categories.

	Action	Reason Code	Reason Code Description	Basic Pay Codes
LWOP (1 Report)	ZC	01	Disciplinary Leave	N/A
		02	Non-Disciplinary Leave	
		03	Workers' Compensation	
		04	Extended Military	
Return from LWOP	ZD	01	Return from Leave	N/A

LWOP by Reason Code

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	01	02	03	04	No. Recs	Return from LWOP
*	0610															
*	0634															
**																

Reason Codes:

- 01 - Disciplinary Leave
- 02 - Non-Disciplinary Leave
- 03 - Workers' Compensation
- 04 - Extended Military

➤ **Concurrent Actions:** The two categories below are reported when the *Concurrent Actions* radio button is selected and are provided on the same report. No Basic Pay Code is involved with these categories.

(1Report)	Action	Reason Code	Reason Code Description	Basic Pay Codes
Concurrent Employment	ZH	01	Secondary Employment	N/A
Terminate Concurrent Employment	Z0	01	Return from Leave	N/A

**Concurrent Employment - Start/Term
by Reason Code**

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	Concurrent Start	Term 01	Term 02	Term 03	No. Terms	No. Recs
*	0610															
*	0634															
**																

Reason Codes:

- 01 - Voluntary
- 02 - Involuntary
- 03 - Seasonal/Temporary

- **Comp Differential:** The Change in Pay/Position Attributes for Differential Pay is reported when the *Comp Differential* radio button is selected. The first report identifies all employees paid a Wage Type (WT) of 1004 1016, 1017, 1018, and/or 1026 during the reporting period to include the WT, the WT amount, and the WT percentage. It also identifies any WT that began or ended within the selection period under the respective column. The second report provides statistics by the combination of the BA, OU, CC, PA and Job to include the number of employees receiving each WT and the WT percentage. Lastly, it provides the overall totals and the average percentage for each WT. The WT amount is the hourly rate on IT8 on the last day of the reporting period. So, keep in mind when executing this option for a wide date range that an occasional WT percentage higher than the allowed WT percentage may be seen (e.g. The WT ends in the middle of the selection period; a promotion later occurs increasing the hourly rate that is reported. Check IT8 should this occur.)

(2 Reports)	Action	Reason Code	Reason Code Description
Chng in Pay/Posn Attributes	Z4	10	Differential Pay

Comp Differential by Employee ID

Pernr ID	Last Name	First Name	MI	Position No.	BA	BA Name	OU	OU Name	Cost Ctr	CC	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	Hrly Rate	WT 1004 Amt	WT 1004 Prcnt	WT 1016 Amt	WT 1016 Prcnt	WT 1017 Amt	WT 1017 Prcnt	WT 1018 Amt	WT 1018 Prcnt	WT 1026 Amt	WT 1026 Prcnt	New	Ended

Wage Type Codes:
 1004 - Geographic Differential
 1016 - Certification Differential
 1017 - Education Differential
 1018 - Hazardous Duty
 1026 - Second Language Differential
 New - Wage Type started within Date Selection
 Ended - Wage Type ended within Date Selection

Comp Differential

BA	BA Name	OU	OU Name	Cost Ctr	CC	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	WT 1004	WT 1004 Avg Prcnt	WT 1016	WT 1016 Avg Prcnt	WT 1017	WT 1017 Avg Prcnt	WT 1018	WT 1018 Avg Prcnt	WT 1026	WT 1026 Avg Prcnt	
*	610																					
*	634																					
**																						

Wage Type Codes:
 1004 - Geographic Differential
 1016 - Certification Differential
 1017 - Education Differential
 1018 - Hazardous Duty
 1026 - Second Language Differential

➤ **Terminations/Retirements:** Two reports providing data by Business Area, Job Code are produced when the Terminations/Retirements radio button is selected. The first report, Terminations by Pay Level, provides the number of positions Authorized, Utilized, Filled, Vacant, and Terminated for the specified Job Code. Additionally, this report identifies the pay level from which the terminations occurred and calculates the TRP (turnover rate percentage) for each Job Code as well as an average TRP. The TRP formula is Terms divided by the sum of Filled plus Terms. Positions authorized as Extra Help are **excluded** on this report. The Sub-totals and Totals are not identified by an asterisk(s) but the legend is contained in the first column.

The second report, Reason for Terminations, reflects the number of terminations occurring for each termination reason code by Job Code. Positions authorized as Extra-Help are **included** on this report under column EH Terms along with any extra-help terminations coded as Z7-Retirement. See Legend for Termination Codes on page 18 regarding termination code descriptions.

Terminations by Pay Level

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	Auth	Util	Filled	Vacant	Terms	L1	L2	L3	L4	L5	PL1	PL2	PL3	LIM	TRP											
X	X							X	X	X																										
X	X							X	X	X																										
SUB-TOTALS:																																				
BA TRP:																																				
X	X							X	X	X																										
X	X							X	X	X																										
SUB-TOTALS:																																				
BA TRP:																																				
TOTALS:																																				
Average TRP:																																				

Pay Levels:

- L1 - Entry Level Career Service Pay Plan
- L2 - Base Level Career Service Pay Plan
- L3 - Midpoint Level Career Service Pay Plan
- L4 - Maximum Level Career Service Pay Plan
- L5 - Career Level Career Service Pay Plan
- PL1 - Base Level Professional & Executive Pay Plan
- PL2 - Midpoint Level Professional & Executive Pay Plan
- PL3 - Maximum Level Professional & Executive Pay Plan
- LIM - Line Item Maximum

Reason for Terminations

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	EH Terms	Reg Terms	01V	02V	04NR	05MC	06PP	07CO	08ML	09HS	10HF	11ER	12RL	13NPA	14LA	15IPB	16WC	17UJP	18NR	19D	20RIF	21GM	22DJO	23RO	1RT	2ERT	
X	X							X	X	X																											
X	X							X	X	X																											

➤ **DROP:** Two reports are produced when the *DROP* radio button is selected. The first report, DROP by Employee ID, provides a listing of all employees participating in DROP within the specified selection period. The employee's DROP Start and DROP End dates, and number of months remaining in DROP are included. Data is sorted by BA then by Pern ID.

The second report, DROP 24 Month Projection, provides the statistics related to DROP participation. Additionally, it projects the number of employees whose DROP End falls within 30 Days; up to 6 Months (31 days through six months); up to 12 Months (from six months through 12 months); etc. up to 24 months.

The following table identifies the Action Codes and Reason Codes considered in reporting an employee's DROP participation. The program utilizes internal calendars for the purpose of calculating all time increments reported.

Exit Action	Retrn Action	Retrn Reason		Report Days As
Z5				0
Z7				0
	Z6			0
Z5	ZF	5	NPAgy-Retired	0
		11	Reemplymt Retiree	0
		2	Emergency Hire	Calculate
		3	NPAgy-Active	Calculate
		4	NPAgy-Terminated	Calculate
		8	Rehire (Brk in Srvc)	Calculate
		9	Rehire (No Brk in Srvc)	Calculate
		10	Reinstatement	Calculate
		12	Concurrent	Calculate
		13	Special Admin	Calculate
Z5	Z1			Calculate
Z7	Z6			0

DROP by Employee ID

Pernr ID	Last Name	First Name	MI	Position No.	BA BA	BA Name	OU OU	OU Name	Cost Ctr	CC Name	PA PA	PA Name	Job Code	JC Title	DROP Start	DROP End	Mos. Remaining

DROP 24 Month Projection

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	No. Employees	30 Days Less	6 mos.	12 mos.	18 mos.	24 mos.
0610															
0634															

TERMS/RETIRES BY SPECIFIED SELECTION: This section includes four options. Only one option at a time may be selected in conjunction with either the Business Area or with the Business Area and Job Code fields under the Selection Fields section. Each option produces two reports. The first report includes the number of positions Authorized, Utilized, Filled, Vacant, and Terminated and reports the data in combination with the Business Area, the selected option, and the Job Code. This report identifies the pay levels from which the terminations occurred and calculates the TRP (turnover rate percentage) for each row as well as an overall average TRP. The TRP formula is Terms divided by the sum of Filled plus Terms. The first column of the report contains the legend. Positions authorized as Extra Help are **excluded** on this report.

The second report provides the number of terminations occurring for each termination reason code and reports the data in combination with the Business Area, the selected option, and the Job Code. Positions authorized as Extra-Help are **included** on this report under column EH Terms along with any extra-help terminations coded as Z7-Retirement. See Legend for Termination Codes on page 18 regarding termination code descriptions.

- **No Report:** This is the default setting and is selected when the program is executed for an option in either the Report Options or TOTALS sections.
- **Organizational Unit/Personnel Area:** The data is reported in Business Area, Organizational Unit, Personnel Area, Job Code combination order. The first report is entitled Terminations by Organizational Unit/Personnel Area. The second report is entitled Reason for Terminations by Organizational Unit/Personnel Area.

Terminations by Organizational Unit/Personnel Area

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	Auth	Util	Filled	Vacant	Terms	L1	L2	L3	L4	L5	PL1	PL2	PL3	LIM	TRP	
X	X	X	X			X	X	X	X	X																
X	X	X	X			X	X	X	X	X																
SUB-TOTALS:																										
BA TRP:																										
X	X	X	X			X	X	X	X	X																
X	X	X	X			X	X	X	X	X																
SUB-TOTALS:																										
BA TRP:																										
TOTALS:																										
Average TRP:																										

Pay Levels:

- L1 - Entry Level Career Service Pay Plan
- L2 - Base Level Career Service Pay Plan
- L3 - Midpoint Level Career Service Pay Plan
- L4 - Maximum Level Career Service Pay Plan
- L5 - Career Level Career Service Pay Plan
- PL1 - Base Level Professional & Executive Pay Plan
- PL2 - Midpoint Level Professional & Executive Pay Plan
- PL3 - Maximum Level Professional & Executive Pay Plan
- LIM - Line Item Maximum

Reason for Terminations by Organizational Unit/Personnel Area

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	EH Terms	Reg Terms	01V	02V	04NR	05MC	06PP	07CO	08ML	09HS	10HF	11ER	12RL	13NPA	14LA	15IPB	16WC	17UJP	18NR	19D	20RIF	21GM	22DJO	23RO	1RT	2ERT	
X	X	X	X			X	X	X	X	X																											
0610																																					
0634	X	X	X			X	X	X	X	X																											

➤ **Cost Center/Personnel Area:** The data is reported in Business Area, Cost Center, Personnel Area, Job Code combination order. The first report is entitled Terminations by Cost Center/Personnel Area. The second report is entitled Reason for Terminations by Cost Center/Personnel Area.

Terminations by Cost Center/Personnel Area

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	Auth	Util	Filled	Vacant	Terms	L1	L2	L3	L4	L5	PL1	PL2	PL3	LIM	TRP																				
X	X			X	X	X	X	X	X	X																																			
X	X			X	X	X	X	X	X	X																																			
SUB-TOTALS:																																													
BA TRP:																																													
X	X			X	X	X	X	X	X	X																																			
X	X			X	X	X	X	X	X	X																																			
SUB-TOTALS:																																													
BA TRP:																																													
TOTALS:																																													
Average TRP:																																													

Pay Levels:

- L1 - Entry Level Career Service Pay Plan
- L2 - Base Level Career Service Pay Plan
- L3 - Midpoint Level Career Service Pay Plan
- L4 - Maximum Level Career Service Pay Plan
- L5 - Career Level Career Service Pay Plan
- PL1 - Base Level Professional & Executive Pay Plan
- PL2 - Midpoint Level Professional & Executive Pay Plan
- PL3 - Maximum Level Professional & Executive Pay Plan
- LIM - Line Item Maximum

Reason for Terminations by Cost Center/Personnel Area

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	EH Terms	Reg Terms	01V	02V	04NR	05MC	06PP	07CO	08ML	09HS	10HF	11ER	12RL	13NPA	14LA	15IPB	16WC	17UJP	18NR	19D	20RIF	21GM	22DJO	23RO	1RT	2ERT	
X	X			X	X	X	X	X	X	X																											
0610																																					
0634	X			X	X	X	X	X	X	X																											

- **Organizational Unit/Cost Center:** The data is reported in Business Area, Organizational Unit, Cost Center, Job Code combination order. The first report is entitled Terminations by Organizational Unit/Cost Center. The second report is entitled Reason for Terminations by Organizational Unit/Cost Center.

Terminations by Organizational Unit/Cost Center

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	Auth	Util	Filled	Vacant	Terms	L1	L2	L3	L4	L5	PL1	PL2	PL3	LIM	TRP											
X	X	X	X	X	X			X	X	X																										
X	X	X	X	X	X			X	X	X																										
SUB-TOTALS:																																				
BA TRP:																																				
X	X	X	X	X	X			X	X	X																										
X	X	X	X	X	X			X	X	X																										
SUB-TOTALS:																																				
BA TRP:																																				
TOTALS:																																				
Average TRP:																																				

Pay Levels:

- L1 - Entry Level Career Service Pay Plan
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- PL2 - Midpoint Level Professional & Executive Pay Plan
- PL3 - Maximum Level Professional & Executive Pay Plan
- LIM - Line Item Maximum

Reason for Terminations by Organizational Unit/Cost Center

BA	BA Name	OU	OU Name	Cost Ctr	CC Name	PA	PA Name	Job Code	JC Title	Job Gr	EH Terms	Reg Terms	01V	02V	04NR	05MC	06PP	07CO	08ML	09HS	10HF	11ER	12RL	13NPA	14LA	15PB	16WC	17UJP	18NR	19D	20RIF	21GM	22DJO	23RO	1RT	2ERT	
X	X	X	X	X	X			X	X	X																											
	0610																																				
	0634	X	X	X	X			X	X	X																											

TOTALS: This section includes two options.

- **No Report:** This is the default setting and is selected when the program is executed for an option in either the Report Options or Terms/Retires by Specified Selection sections.
- **Employment Totals Only – Agency:** One report is produced when the *Employment Totals Only – Agency* radio button is selected. The Agency Employment Statistical Report provides the number of Positions Auth, Positions Filled, and Positions Vacant on the last day of the reporting period. Additionally, the total number of the various PA Reason Codes; such as New Hire, Rehire, etc., and Basic Pay Codes; such as EWQ, and LMR, occurring within the reporting period are reported.

AGENCY EMPLOYMENT STATISTICAL REPORT																
Positions Auth	Positions Filled	Positions Vacant	New Hire	Rehire	Reemplmt Retiree	Transfer	Transfer OA	Promotion	Demotion	Promot/ Demot OA	EWQ	LMR	LWOP	DROP	Terms	Retired

General Information:

- ✚ **Access Second Report, etc.:** Once the initial report displays, any additional report is accessed by clicking on the Back icon on the SAP tool bar. Each report must be downloaded to Excel prior to advancing to the next report. Otherwise, the report is lost and to retrieve the report requires re-execution of the transaction.
 -  (Back or F3)
- ✚ **Legend for Termination Codes:** A legend identifying the lengthy list of termination codes is not included on the Reason for Termination reports. Users may reference the HR Coding Guide or locate the description via the Program Documentation icon on the transaction selection screen or the drop down on the Reason field on IT0000-Actions.
 -  (Program Documentation or Shift+F1)
- ✚ **Column No.Recs:** The No.Recs column reflected on most reports under the Report Option section assist with program calculation. This column provides the total for each row.
- ✚ **Execution Time:** The execution time varies based on the user’s selections. Generally for any option listed under the Report Options section, with the exception of Terminations/Retirement, the execution time is less than one minute. When executing for Terminations/Retirement or any option under the Terms/Retires by Specified Selection section, the execution time may take from six to eight minutes. If executing the Employment Totals Only – Agy, the execution time may take from eight to ten minutes.
- ✚ **Security Roles Assigned:** Transaction Z_EMPLOYMENTSTATS is assigned to the following agency roles:
 - Z:HR0112 – PERSONNEL ADMIN - Agency Personnel Administration
 - Z:HR0114 – PERSONNEL ADMIN - Agency Personnel Management
 - Z:HR0115 – PERSONNEL ADMIN - Agency Personnel Specialist
 - Z:HR0109 – ORG & COMP - Agency Org and Comp Management
 - Z:HR0110 – ORG & COMP - Agency Org and Comp Specialist