

HR Management Manager to Staff (HPA-006)

Description: Number and percent of employees by Management (WMS and Non-WMS), WMS Only, and WMS Management Type. Excludes non-employees.

- ✓ **Universe** WWA EDW Headcount and Personnel Actions.unx
- ✓ **Required filter prompt** Calendar Year Month
- ✓ **Manager to Staff (default)**
- ✓ **Additional Information** Restrictions for WMS employees are based on the Workforce Indicator which was implemented in July 2007. Restrictions for Management are based on Management Type.

The standard report is located in the Washington Workforce Analytics Reports – Web Intelligence > Headcount and Personnel Actions Folder.

The screenshot shows a file explorer interface. On the left, under 'Folders', the path is: Personal Folders > Public Folders > Agency folder - Web Intelligence > Washington Workforce Analytics Reports - Web Intelligence. The 'Headcount and Personnel Actions' folder is highlighted. On the right, a table lists the contents of this folder:

Title	Type	Description
Financials	Folder	AFRS reports
Grievance	Folder	Grievance reports
Headcount and Personnel Actions	Folder	Headcount and Personnel Actions reports
Payroll	Folder	Payroll reports
Quota	Folder	Quota reports
Staffing Assignments	Folder	Staffing Assignments reports

Sample view - HR Management Manager to Staff > Manager to Staff

Manager to Staff	Number	Percent
Employee Count	67,241	
All Managers (WMS and Non-WMS)	4,841	7.20%
Total WMS	4,602	6.84%
WMS Management	3,184	4.74%
WMS Policy	208	0.31%
WMS Consultant	1,112	1.65%

Prompts

Prompt values restrict the data pulled from the Enterprise Data Warehouse.

Required Prompts must include value(s) for Calendar Year Month.

Optional Prompts

- Business Area (EE)
- Business Area Code (EE)
- Job (EE)
- Job Class Abbr (EE)
- Job Code (EE)
- Organizational Unit
- Organizational Unit Code
- Personnel Area (EE)
- Personnel Area Code (EE)
- Personnel Subarea (EE)
- Personnel Subarea Code (EE)

Query Results

Default Data Fields

These fields are included in the standard report by default. Adding or removing default data fields will impact the calculated results.

Manager to Staff

- Employee Count
- All Managers (WMS and Non-WMS)
- Total WMS
- WMS Management
- WMS Policy
- WMS Consultant

Additional Fields

These additional fields may be added to the standard report for detail and analysis. Adding or removing additional data fields will not impact the calculated results.

- | | | |
|---------------------------|----------------------------|---------------------------------|
| ▪ Business Area (EE) | ▪ Fiscal Year Quarter | ▪ Personnel Area Code (EE) |
| ▪ Business Area Code (EE) | ▪ Job (EE) | ▪ Personnel Number |
| ▪ Calendar Year | ▪ Job Class Abbr (EE) | ▪ Personnel Subarea (EE) |
| ▪ Calendar Year Month | ▪ Job code (EE) | ▪ Personnel Subarea Code (EE) |
| ▪ Calendar Year Quarter | ▪ Management Type | ▪ Position |
| ▪ Contract Type | ▪ Name – Full | ▪ Position Code |
| ▪ Duty Station County | ▪ Organizational Unit | ▪ Unemployment County |
| ▪ Employee Group (EE) | ▪ Organizational Unit Code | ▪ Unemployment County Code |
| ▪ Employee Subgroup (EE) | ▪ Part Time Indicator | ▪ Work Contract |
| ▪ Employment Status | ▪ Pay Area (EE) | ▪ Work Contract Code |
| ▪ Fiscal Year | ▪ Pay Area Code (EE) | ▪ Workforce Indicator (EE) |
| ▪ Fiscal Year Month | ▪ Personnel Area (EE) | ▪ Workforce Indicator Code (EE) |

Measures

These measures are included in the standard report. Adding or removing measures from the query will impact the calculated results.

- Distinct Employee Count

Restrictions and Variables

Restrictions and formulas built into the report create standardized results across the enterprise.

Restrictions

Actions – Exclude

Last Calendar Day of Month Values

Non-Employee Exclusions

Excludes the following Organizational Unit Codes:

- 30002393 FPB – Preparedness - Mobes
- 31000100 EMERGENCY FIRE FIGHTERS
- 31000101 EMERGENCY FIRE FIGHTERS
- 31000175 EMERGENCY FIRE FIGHTERS
- 31000176 EMERGENCY FIRE FIGHTERS
- 31000177 EMERGENCY FIRE FIGHTERS
- 31000178 EMERGENCY FIRE FIGHTERS
- 31000179 EMERGENCY FIRE FIGHTERS
- 31007000 FPB – Preparedness – Fire Mobes

Excludes the following Personnel Area Codes (EE):

- 2201 Vol Firefighters/Res Officers
- 2251 WSP Disabled Non-Employee
- 2451 Mil Dept Misc Active Duty
- 3430 Higher Ed Coor Board
- 3460 Higher Ed Facilities
- 4611 Ecology Youth Corps
- 4612 Wa Conservation Corps
- 5401 Aberdeen Wex
- 5402 Bingen Wex
- 5403 Clallum Wex
- 5404 Kitsap Wex
- 5405 Okanogan Wex
- 5406 Okanogan Wex 2
- 5407 Rainier Wex
- 5408 Snohomish Wex
- 5409 Spokane Wex
- 5410 Tri-Cities Wex
- 5411 Americorp Star Vista
- 5412 Wa St Americorps
- 5413 JTPA 402 Prog Wen
- 5414 Washington Service Corps
- 5415 Washington Service Team
- 5416 Yakima Wex

Also excludes Pay Area Code (EE) 44 Work Study Student; Personnel Subarea Code (EE) 0005 Non-Employee; and Work Contract Code 24 Non Employee.

Variables

The following variables are included in the report:

Variable	Formula
BackgroundColor	= "True"
DateRun	= "Date Run: " + FormatDate(LastExecutionDate(); "Mmm, dd, yyyy hh:mm a")
EmptyValue	= ""
ReportDescription	= "Description: Number and percent of employees by Management (WMS and Non-WMS), WMS Only, and WMS Management Type. Excludes non-employees."
ReportName	= "HR Management Manager to Staff"
ReportNote	= "Note: Restrictions for WMS employees are based on the Workforce Indicator which was implemented in July 2007. Restriction for Management is based on Management Type set to Management."
ReportNumber	= "Report Number: HPA-006"
% All Managers (WMS and Non-WMS)	= Sum(If [Employee Count] > 0 Then [All Manager - WMS and Non-WMS]/[Employee Count] Else 0)
% Total WMS	= Sum(If [Employee Count] > 0 Then [Total WMS]/[Employee Count] Else 0)
% WMS Consultant	= Sum(If [Employee Count] > 0 Then [WMS Consultant]/[Employee Count] Else 0)
% WMS Management	= Sum(If [Employee Count] > 0 Then [WMS Management]/[Employee Count] Else 0)
% WMS Policy	= Sum(If [Employee Count] > 0 Then [WMS Policy]/[Employee Count] Else 0)

Variable	Formula
All Manager - WMS and Non-WMS	=Sum(If [Management Type] = "Management" Then [Distinct Employee Count] Else 0)
Employee Count	=Sum([Distinct Employee Count])
Total WMS	=Sum(If [Workforce Indicator (EE)] = "Classified WMS" Then [Distinct Employee Count] Else 0)
WMS Consultant	=Sum(If [Management Type] = "Consultant" And [Workforce Indicator (EE)] = "Classified WMS" Then [Distinct Employee Count] Else 0)
WMS Management	=Sum(If [Management Type] = "Management" And [Workforce Indicator (EE)] = "Classified WMS" Then [Distinct Employee Count] Else 0)
WMS Policy	=Sum(If [Management Type] = "Policy" And [Workforce Indicator (EE)] = "Classified WMS" Then [Distinct Employee Count] Else 0)