

Standard Turnover Data for Class & Comp Proposals

| Report Name | When would I use this report? | Turnover Period | Report Description | Report Restrictions/Results | Additional Resources | |
|---|--|---|---|---|--|---|
| Classification Turnover BI Portal or BEx: ZZPA_M03_QCLTO | To run turnover activity by job class for class and comp proposals. | Can specify any time period. State HR usually considers the last 2 fiscal years of turnover data for class package requests. | Executive branch turnover activity by Job that is specific to classification and pay proposal requests. Turnover counts include only those separating from state service and do not reflect internal movement or movement between agencies. Excludes turnover that does not meet criteria for classification and compensation proposals (such as death, retirement, non-permanent appointments, layoffs, and disability separations, etc). This report does not provide the number of employees by job class; so to calculate turnover percentages the average number of employees by job would need to be run in a separate report (see Flexible Employee Report). Turnover percentage is the number of turnover actions divided by the average number of employees. | Report results exclude: Legislative and judicial branch personnel areas, and non-employee personnel areas and org units. State HR also typically excludes not assigned (#) business area, and work study students (44) pay grade area. Includes Separation Action Reasons: Resignation: Resign (21) ZDNU – Moving from Vicinity (15) ZDNU – Resign Illness (20) Dismissal: Dismissal (07) Other: Abandonment of Position (01) Conditions Not Met (17) End of Appointment (54) Reversion (25) ZDNU – Probationary Separation (18) ZDNU – Project Apptmt Sep (19) ZDNU – Tran Review Per Not Met (27) ZDNU – Failed to Comply w/Union (11) ZDNU – Non-Disciplinary Sep (16) | Includes Work Contracts: Permanent (#) In Training (00) Probationary (02) Trial Service (03) InTrng/Prob (04) InTrng/Trl Srv (05) Apprentice (06) Apprntc/Prob (07) Apprntc/Trl Srv (08) Transitional (10) Apprntc/Trnstnl (13) Project (20) Project TrSvc (21) Project – Prob (22) | Business Intelligence Training: Running BW/BI Reports from HRMS Portal (pages 1-16 and 24) HRMS Data Definitions Resource Guide |
| Movement/Turnover HRMS: ZHR_RPTPYU26 | To run turnover as: <ul style="list-style-type: none"> Separation from state service Movement between agencies, personnel areas, org units, job classes, or positions At fiscal year-end, State HR publishes movement between agencies on the Workforce Data & Trends website and the Statewide HR Management Report. | Can specify any time period. When looking at turnover and movement out, State HR uses fiscal year plus one day (Example: July 2, 2014 - July 1, 2015). | Executive branch turnover, hiring, and appointment change activity by Business or Personnel Area. Includes: separations from state service; movement between business areas, personnel areas, org units, job classes, or positions; new hire and rehire actions. | Report results include Action Reason, Start Date and Old/New: <ul style="list-style-type: none"> Business Area Personnel Area Org Unit ID/Title Job and Job Class Code Position Annual Salary Part-time Indicator Workforce Indicator Work Contract Does not include work county, representation status, JVAC, management type or supervisor indicator. | HRMS Data Definitions Resource Guide OLQR instructions: Movement/Turnover Report | |

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| Employee Basic Pay IT 8 History Report HRMS: ZHR_RPTPAIT08 | To identify employees who receive assignment pay (i.e., dual language etc.) on a full-time basis. | Can specify any time period. | Employees' current and/or historical Basic Pay Infotype information. To view employees who receive assignment pay, filter on assignment pay wage types. | Report results include all fields on Infotype 0008 as well as: <ul style="list-style-type: none"> • Personnel Area • Position • Job • Job Class Code • Workforce Indicator • Part-time Employee Indicator Can set restrictions on Personnel Area, Personnel Subarea, Job, and Wage type, among other fields. | HRMS Data Definitions Resource Guide OLQR instructions: Basic Pay History Report Basic Pay by PERS Area Basic Pay for specified Timeframe |
| Position/Personnel Master Listing BI Portal or BEx: ZZPAOS_C01_Q499 | To view the number of vacant, filled, and multi-filled positions. SHR will only consider vacancy rates in conjunction with other recruitment information. | Can only run one month at a time. | Position and employee information, including number of vacant, filled, and multi-filled positions. Can view results by business area, org unit, job, or county. | Report results include: Job, Position, Organizational Unit, County, Employee Group, Pay Scale Group, Pay Grade, and number of positions vacant, filled, and multi-filled. Vacant and filled position counts are based on "holder" relationships on the position. It is not based on the vacancy indicator on the position's vacancy infotype. This report does not have any restrictions built in. Agencies can set restrictions on all fields listed above plus Business Area, Personnel Area, and Workforce Indicator. | Business Intelligence Training: Running BW/BI Reports from HRMS Portal (pages 1-18) |
| Flexible Employee Report BI Portal or Bex: ZZPA_M03_QFER Flexible Employee Data Report HRMS: ZHR_RPTPAN02 | To determine average number of employees by job class for use in calculating turnover percentages. Or for other miscellaneous ad hoc reporting needs. | Can specify any time period. For calculating turnover percentages, use the same time period that was used in the Classification Turnover Report for turnover actions. | Agencies can create their own reports by selecting from a list of fields designated for end user ad hoc reporting. Use the BI Flexible Employee Report to calculate average number of employees for use in turnover percentages. For example: Using the same restrictions as Classification Turnover, run the number of employees by job class for each month of the fiscal year. Then calculate the average number of employees by job class for the fiscal year. Turnover percentage is the number of turnover actions divided by the average number of employees. | The BI and HRMS flexible reports are designed for easy end user ad-hoc reporting, with various fields to display and/or filter. The only restriction built into the BI Flexible Employee Report is on Employment Status, it is set to include active and inactive employees only. To calculate average number of employees for use in turnover percentages, set the same restrictions as in the Classification Turnover Report: <ul style="list-style-type: none"> • Exclude legislative and judicial branch personnel areas • Exclude non-employee personnel areas and org units • Exclude not assigned (#) business area • Exclude work study students (44) pay grade area • Filter work contract to include: Permanent (#), In Training (00), Probationary (02), Trial Service (03), In Trng/Prob (04), InTrng/Trl Srv (05), Apprentice (06), Apprntc/Prob (07), Apprntc/Trl Srv (08), Transitional (10), Apprntc/Trnstnl (13), Project (20), Project TrSvc (21), Project – Prob (22). | HRMS Data Definitions Resource Guide Business Intelligence Training: Running BW/BI Reports from HRMS Portal (pages 1-16) OLQR instructions: Flexible Employee Data Report |