

Standard Turnover Data for Class & Comp Proposals

Report Name	Why would I use this report?	Time Period	Report Description	Report Restrictions/Results	Additional Resources
Classification Turnover WWA: HPA-002	To run employee counts and turnover activity by job class for class and comp proposals. This query uses personnel number in multiple variables to count employees and actions. Agency users will only be able to run this query for their own assigned agency/agencies, based on security authorization.	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 specific to classification and compensation 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 the criteria for classification and compensation proposals (such as death, retirement, non-permanent appointments, layoffs, disability separations, etc). Employees with mid-month changes may be counted more than once in the Employee Count columns. Turnover Rate is the total number of turnover actions divided by the average number of employees.	Report results include: Permanent or intended to become permanent Executive branch employees. Separation action reasons and work contracts listed below. Report results exclude: Non-employees. Seasonal, WMS, Exempt, and Board/Commission work contracts. 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) Review Period (26) Transitional (10) ZDNU-Tran Intra (11)	HRMS Data Definitions Resource Guide WWA Job Aids: Classification Turnover (HPA-002) Standard Report Access Scheduled Reports Modify Reports
Movement/Turnover HRMS: ZHR_RPTPYU26	To view: <ul style="list-style-type: none"> • Separations 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, 2020 - July 1, 2021 for FY21).	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 Report procedure: Movement/Turnover Report

Report Name	Why would I use this report?	Time Period	Report Description	Report Restrictions/Results	Additional Resources
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 (0008) infotype information. To view employees who receive assignment pay, filter on assignment pay wage types.	Report results include all fields on the Basic Pay (0008) infotype 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 Report procedures: Employee Basic Pay IT 8 History Report
Flexible Employee Data Report HRMS: ZHR_RPTPAN02 WWA Ad Hoc Queries	For miscellaneous ad hoc reporting needs.	Can specify any time period.	Agencies can create their own reports by selecting from a list of fields designated for end user ad hoc reporting.	The HRMS flexible report is designed for easy end user ad-hoc reporting, with various fields to display and/or filter. WWA ad hoc query tools provide an interactive way for agency users to display and analyze workforce-related data. Multiple universes and dimensions available depending on specific business need. For example, the WWA Staffing Assignments Universe could be used to create an ad hoc query to view the number of vacant, filled, and multi-filled positions. Note: State HR will only consider vacancy rates in conjunction with other recruitment information.	HRMS Data Definitions Resource Guide Report procedure: Flexible Employee Data Report Washington Workforce Analytics information WWA Job Aids: Ad Hoc Query Overview Ad Hoc Query – Create and Modify