

# Cardinal HCM Human Resources Reports Catalog

**VIRGINIA DEPARTMENT OF ACCOUNTS** 

Revised 3/25/2024



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### **Learning Materials and Resources**

The **Cardinal HCM Human Resources Reports Catalog** covers the Human Resources (HR) functional area. Each functional area contains queries and reports specific to that area.

**Note**: Since reports and queries may be used by more than one functional area, if you do not find the report or query in your functional area, please use the **Find** feature (ctrl F) to search the other **Cardinal HCM Reports Catalogs**, as the report or query may be located in a different functional area.

After reviewing this **Cardinal HCM Human Resources Reports Catalog**, if any additional information or guidance is needed, please refer to the following:

- Cardinal SW NAV225 Cardinal Reporting (HCM): This Web Based Training (WBT) course provides training and interactive demonstrations that cover the fundamentals of how to run or access reports and queries. This course is available in Cardinal Learning and on the Cardinal Website. The course provides:
  - Key concepts in Cardinal HCM reporting
  - How to navigate to the Query Viewer, how to search for and run an HCM query and how to access query results online or by download
  - How to run HCM reports and how to navigate to the Report Manager and view reports

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#### **Human Resources Queries**

Mass Upload Queries

V\_HR\_JOB\_MASS\_DATA\_CHANGE

V\_HR\_PERFORMANCE\_RATING

V\_HR\_POS\_FUNDING\_MASS\_LOAD

V\_HR\_REWARD\_RECOGN\_MASS\_DATA

V\_HR\_TELEWORK\_MASS\_UPLOAD

V\_TA\_LEAVE\_BAL\_ADJ

V\_GENL\_DEDUCTION\_MASS

V\_ADDLPAY\_MASS

**REVISED:** 12/22/2023

#### **DESCRIPTION:**

The Mass Upload Queries are covered in the **Performing a Mass Upload** Job Aid, located on the Cardinal website under **Learning**. Please refer to this Job aid for assistance when processing mass uploads.

Mass Upload Description	Upload prepared by	Review by DHRM	Upload loaded by
Additional Pay	Agency	N/A	Agency
Dept-Posn Funding Mass Upload	Agency	N/A	Agency
Leave Balance Mass Upload	Agency	N/A	Agency
Managing Teleworker Employee			
Data Mass Upload	Agency	N/A	Agency
Performance Rating Mass Upload	Agency	N/A	Agency
Reward & Recognition Mass			
Upload	Agency	N/A	Agency
Job Data Mass Upload	Agency	DHRM	PPS
New Hire Mass Upload	Agency	DHRM	PPS
Position Mass Upload	Agency	DHRM	PPS
General Deduction Mass Upload	Agency	N/A	SPO

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# Active Written Agreement Query V\_HR\_ACTIVE\_WRITTEN\_AGREEMENTS

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query identifies employees with a written agreement for leave awards, bonuses, and other types recorded on the Rewards and Recognition page.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR ACTIVE WRITTEN AGREEMENTS

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Bus Unit (Leave Blank for All) HTML From Date Excel

To Date

#### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

#### **Screenshot of the Active Written Agreement Query**



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# Additional Pay/Comp Rate Query V\_HR\_ADDLPAY\_COMPRT

**REVISED:** 03/20/2023

#### **DESCRIPTION:**

This query provides details of all active Additional Pay for employees and can be used to validate that temporary payments have been entered correctly. VRS and PRW earning codes are excluded from this query.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR ADDLPAY COMPRT

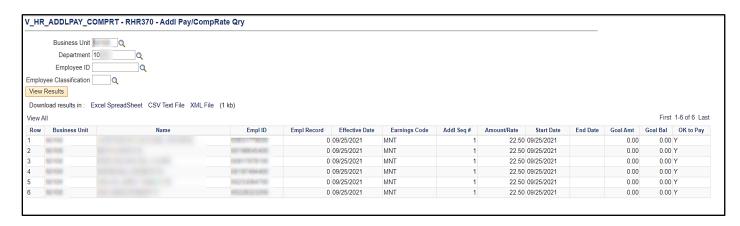
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Bus Unit HTML Department ID Excel

**Employee ID** 

**Employee Classification** 

#### Screenshot of the Additional Pay/Comp Rate Query



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### Additional Pay Mass Upload Query V\_Addlpay\_Mass

**REVISED:** 12/19/2023

#### **DESCRIPTION:**

This query provides details of all active Additional Pay for employees and can be used to validate that temporary payments have been entered correctly. VRS and PRW earning codes are excluded from this query. Agencies should use this extract to provide the information needed to populate the data changes to the PY361 Additional Pay Mass Upload Template.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_ADDLPAY\_MASS

#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Bus Unit HTML Department ID Excel

\*Earn Code

\*As of Date

#### ADDITIONAL INFORMATION:

Earn Code and To Date fields are required fields.

#### Screenshot of the Additional Pay Mass Upload Query

Business Unit Q							
•							
*Earn Code TMP Q							
*As of Date 09/01/2022							
/iew Results							
number of results in : Excel Spre	adSheet CSV Text File XML File (1 kb)						
	additect GOV Text Tile AMET TIE (TAD)						=
/iew All							First 1-13 of 13 Las
Row Employee ID	Empl Record Earning Code	Effective Date	Amount	Goal	Earnings End Date	Separate Check Indicator	Ok To Pay Addl Seq #
	0 TMP	(	440.38	0.00		0 Y	
	0 TMP	(	544.38	0.00		0 Y	
	0 TMP	(	261.96	0.00		0 Y	
	0 TMP	(	265.63	0.00		0 Y	
	0 TMP	(	472.42	0.00		0 Y	
	0 TMP	(	446.04	0.00		0 Y	
	U TWP					0 Y	
	0 TMP	(	221.13	0.00		0 1	
		(	221.13 315.21	0.00		0 Y	
	0 TMP	(					
	0 TMP 0 TMP	(	315.21	0.00		0 Y	
0	0 TMP 0 TMP 0 TMP	( ( (	315.21 448.79	0.00		0 Y 0 Y	
5 6 7 8 9 10 111	0 TMP 0 TMP 0 TMP 0 TMP	( ( (	315.21 448.79 591.63	0.00 0.00 0.00		0 Y 0 Y 0 N	

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# Cardinal HRPY Reconciliation Query V\_HR\_REW\_PAY\_RECON

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query is used to reconcile monetary rewards and recognitions (bonuses) awarded to the employee versus what is paid through Single Use Payroll Online Transactions (SPOT) and Addl Pay tools in Payroll. The report compares the sum of the rewards and recognition paid in Payroll (paid check) to the recorded sum on the rewards and recognition page in a given date range. If the sums match, results do not display. If the sums do not match, results display all transactional history for that employee.

End users are Agency HR, Agency PY, and Department of Human Resource Management (DHRM).

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_REW\_PAY\_RECON

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Department Excel

Employee ID From Date To Date

#### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

#### Screenshot of the Cardinal HRPY Reconciliation Query

busii	ness Unit										
De	partment	Q									
Emn	oloyee ID	a									
FI		_									
	To Date 12/31/2020	31									
Viev	v Results										
Dow	nload results in : Excel	SpreadSheet CS	SV Text File XML File (292 kb)								
		opreadoneer oc	77 TOXET NO (202 ND)							First 1-100 of	1100 (1) 1 00
√iew											
Rov		Empl Rcd	Employee Name	Company	Business Unit	Paygroup	Pay Type	Payment Date	Payment ID	Payment Type	Amount
1	00900176600		PY0706,Employee5 CM	DEL	10100	MTH	Payroll Earnings	01/01/2020	0 B		1000.0
2	00900025900		PY0702,Sample3 CM	DOA	15100	SM1	Payroll Earnings	01/09/2020	0 B		3511.2
3	00900026000	0 011	PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	02/09/2020	0 B	NC	500.0
4	00900026000		PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	02/24/2020	0 B	ON	500.0
	00900026000	0 011	PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	03/09/2020	0 B	NC	500.0
5	00900026000	0 011	PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	03/24/2020	0 B	ON	500.00
	00900026000				15100	SM1	Payroll Earnings	04/09/2020	0 B	ON	500.0
	00900026000	0 01	PY0702,Sample4 CM	DOA	15100	OWIT					
6 7			PY0702,Sample4 CM PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	04/24/2020	0 B	ON	500.00
6 7 8	00900026000	0 011					, ,		0 B		
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6 7 8 9	00900026000 00900026000 00900026000	0 01l 0 01l 0 01l	PY0702,Sample4 CM PY0702,Sample4 CM	DOA DOA	15100 15100	SM1 SM1	Payroll Earnings Payroll Earnings	04/24/2020 05/09/2020	0 B	ON ON	500.00 500.00
6 7 8 9 10	00900026000 00900026000 00900026000 00900026000	0 011 0 011 0 011 0 011	PY0702,Sample4 CM PY0702,Sample4 CM PY0702,Sample4 CM	DOA DOA DOA	15100 15100 15100	SM1 SM1 SM1	Payroll Earnings Payroll Earnings Payroll Earnings	04/24/2020 05/09/2020 05/24/2020	0 B 0 B	ON ON ON	500.00 500.00 500.00 500.00
6 7 8 9 10 11	00900026000 00900026000 00900026000 00900026000 00900026000	0 011 0 011 0 011 0 011 0 011	PY0702,Sample4 CM PY0702,Sample4 CM PY0702,Sample4 CM PY0702,Sample4 CM	DOA DOA DOA	15100 15100 15100 15100	SM1 SM1 SM1 SM1	Payroll Earnings Payroll Earnings Payroll Earnings Payroll Earnings	04/24/2020 05/09/2020 05/24/2020 06/09/2020	0 B0 0 B0 0 B0	NC NC NC NC	500.00 500.00 500.00
5 6 7 8 9 10 11 12 13	00900026000 00900026000 00900026000 00900026000 00900026000 00900026000	0 011 0 011 0 011 0 011 0 011	PY0702,Sample4 CM PY0702,Sample4 CM PY0702,Sample4 CM PY0702,Sample4 CM PY0702,Sample4 CM	DOA DOA DOA DOA	15100 15100 15100 15100 15100	SM1 SM1 SM1 SM1 SM1	Payroll Earnings Payroll Earnings Payroll Earnings Payroll Earnings Payroll Earnings	04/24/2020 05/09/2020 05/24/2020 06/09/2020 06/24/2020	0 B0 0 B0 0 B0	DN DN DN DN BN	500.00 500.00 500.00

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# Compensation Frequency Compare Query V\_HR\_COMP\_FREQ\_COMPARE

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query of job data is used to make sure compensation frequency values are correct. It is used to identify active employees where Employee Type indicates Salary and the Compensation Frequency is not equal to semi-monthly.

Agency HR Administrators and DHRM have access to this query.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR COMP FREQ COMPARE

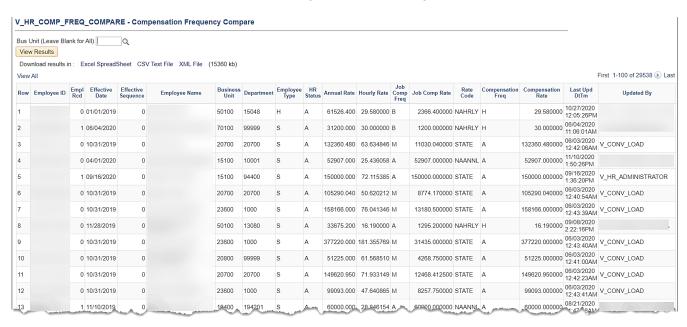
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Bus Unit (Leave Blank for All) HTML Excel

#### ADDITIONAL INFORMATION:

There are no required fields.

#### **Screenshot of the Compensation Frequency Compare Query**



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### Dept-Posn Funding Mass Upload Query V\_HR\_Pos\_Funding\_Mass\_Load

**REVISED:** 12/19/2023

#### **DESCRIPTION:**

Agencies should use this extract to provide the information needed to populate the data changes to the Department Position Funding Mass Upload Template.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_POS\_FUNDING\_MASS\_LOAD

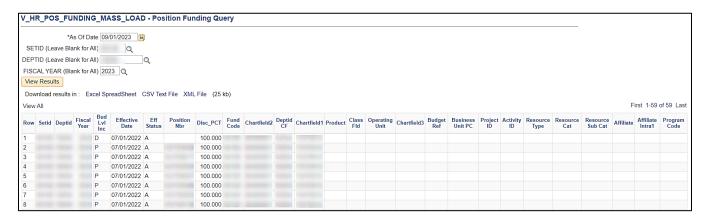
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

\*As Of Date HTML
SETID (Leave Blank for All) Excel
DEPTID (Leave Blank for All)
FISCAL YEAR (Leave Blank for All)

#### **ADDITIONAL INFORMATION:**

As of Date field is required.

#### Screenshot of the Department-Position Funding Mass Upload Query



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### Disciplinary Actions Audit Query V\_HR\_DISC\_ACTIONS\_AUDIT

**REVISED:** 12/19/2023

#### **DESCRIPTION:**

This query details changes made on the Disciplinary Actions pages to identify changes/corrections made to written notices and disciplinary actions. This query also provides who made the changes and when.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_DISC\_ACTIONS\_AUDIT

#### **INPUT / SEARCH CRITERIA:**

Business Unit (Blank for All) Department (Blank for All) Employee ID (Blank for All) From Date To Date

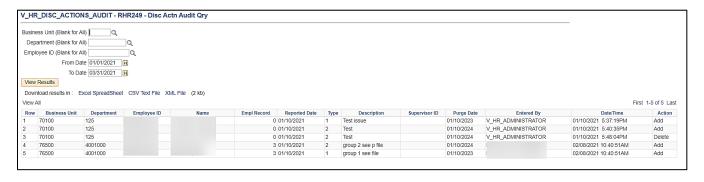
#### **OUTPUT FORMAT:**

HTML Excel

#### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

#### Screenshot of the Disciplinary Actions Audit Query



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### Disciplinary Actions (Detailed) Query V\_HR\_DISC\_ACTIONS\_DETAIL

**REVISED:** 1/11/2023

#### **DESCRIPTION:**

This query lists written notices and disciplinary actions along with relevant employee demographic data.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR DISC ACTIONS DETAIL

#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (Blank for all) Department ID (Blank for all) Employee ID (Blank for all) HTML Excel

\*\*From Date

\*\*To Date

#### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

### Screenshot of the Disciplinary Actions (Detailed) Query



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### Disciplinary Actions History Query V\_HR\_DISC\_ACTIONS\_HISTORY

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query provides disciplinary action history by employee. Written notices are shown as active or inactive based on whether the expiration date has passed.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_DISC\_ACTIONS\_HISTORY

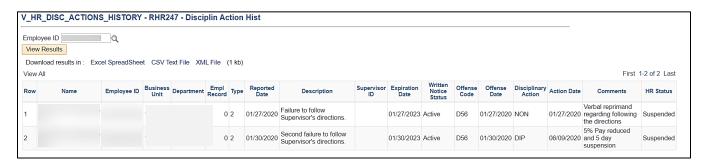
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Employee ID HTML Excel

#### ADDITIONAL INFORMATION:

The **Employee ID** field is a required field.

#### **Screenshot of the Disciplinary Actions History Query**



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### EEO4 State and Local Government Listing Query V\_HR\_EEO4\_STATE\_AGENCY\_LIST

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query provides a list of agencies that are included in the centralized federally-required EEO-4 report (State and Local Government Report) due in September in odd-numbered years. Agencies may use this report to confirm that Cardinal and DHRM will be submitting EEO4 data to the EEOC on their behalf.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR EEO4 STATE AGENCY LIST

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

(none) HTML Excel

#### **ADDITIONAL INFORMATION:**

No input fields are required to generate this query.

#### Screenshot of the EEO4 State and Local Government Listing Query

Download results	s in : Excel SpreadSheet CSV Text File XML File	(15 kb)	
View All			First 1-100 of 213 🕟 La
Row	Agency Code	Agency Description	
1	30100	Agriculture & Consumer Svcs	
2	99900	Alcoholic Beverage Control	
3	14100	Attorney General & Dept of Law	
4	13300	Auditor of Public Accounts	
5	75400	Augusta Correctional Center	
6	76100	Baskerville Correctional Cntr	
7	71800	Bland Correctional Center	
8	29100	Blue Ridge Community College	
9	22600	Board of Accountancy	
10	23300	Board of Bar Examiners	
11	74900	Buckingham Correctional Center	
12	82000	Capitol Square Preservation Cn	
13	72400	Catawba Hospital	
14	70800	Center Children & Adolescents	
15	70300	Central State Hospital	
16	29200	Central VA Community College	
17	70700	Central VA Training Center	
18	84200	Chesapeake Bay Commission	
19	20000	Children's Services	
20	24200	Christopher Newport University	
21	11300	Circuit Courts	
22	77300	Coffeewood Correctional Center	
23	20400	College of William and Mary	
24	11600	Combined District Courts	
25	95700	Comm Attys' Services Council	
26	41300	Comm on VA Alcohol Safety Pgm	
27	15700	Compensation Board	
28	87600	Conflict Int & Ethics Adv Cncl	
29	22900	Coop Extension & Agr Experimnt	

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### Emergency Contact Query V\_HR\_EMERGENCY\_CONTACT

**REVISED: 6/2/2023** 

#### **DESCRIPTION:**

This query is used to view emergency contact information. It indicates when changes were made to an emergency contact. This query should be run on a recurring basis to ensure personnel files contain up to date emergency contact information.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_EMERGENCY\_CONTACT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Excel

#### **ADDITIONAL INFORMATION:**

No input fields are required to generate this query.

#### **Screenshot of the Emergency Contact Query**



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### Employees with Temporary SSNs Query V\_HR\_TEMP\_SSN

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This custom query is used to monitor employees with temporary social security numbers (SSN). In Cardinal, temporary SSNs begin with a 907 and were assigned by Virginia Retirement System (VRS) for salaried employees or by DHRM for hourly employees. The user can monitor and take action on SSNs that need updating.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR TEMP SSN

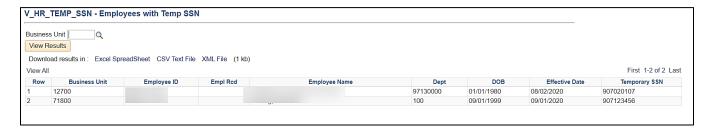
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit HTML Excel

#### **ADDITIONAL INFORMATION:**

There are no required fields for this query.

#### Screenshot of the Employees with Temporary SSNs Query



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# EPR Certification Query V\_HR\_EPR\_CERT

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query identifies which agencies have not certified the Employee Position Reports (EPR) process for the month.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_EPR\_CERT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As Of Date (blank for all)

HTML

Excel

#### ADDITIONAL INFORMATION:

No input fields are required to generate this query.

#### **Screenshot of the EPR Certification Query**

As Of Date(blank for	all)		
View Results	<del></del>		
Download results in	: Excel SpreadSheet CSV Text File XML File (56 kl		
/iew All	. Execupreductive out text the America (60 kg	"	First 1-100 of 1490 🕟
Row	Effective Date	Business Unit	Certification Status
	08/01/2020	10000	N
	12/16/2020	10000	N
	12/15/2020	10000	N
1	11/01/2020	10000	N
5	01/08/2021	10000	N
3	02/01/2021	10000	N
	12/14/2020	10000	N
3	12/15/2020	10100	N
9	11/01/2020	10100	N
10	08/01/2020	10100	N
1	12/14/2020	10100	N
2	01/08/2021	10100	N
3	07/01/2020	10100	N
4	12/16/2020	10100	N
5	12/15/2020	10300	N
6	12/16/2020	10300	N
7	08/01/2020	10300	N
8	02/01/2021	10300	N
9	01/08/2021	10300	N
0	11/01/2020	10300	N
1	12/14/2020	10300	N
22	12/15/2020	10700	N.

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### HR Location Code Query V\_HR\_LOCATION\_CODE QUERY

**REVISED:** 1/30/2024

#### **DESCRIPTION:**

This query displays all the active and inactive location codes by business unit. Agency HR can use this query to extract location codes within their agency.

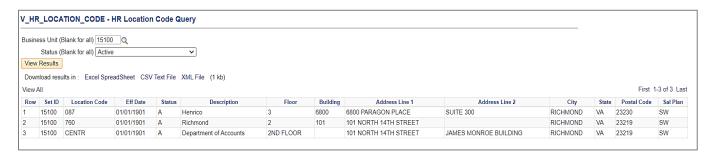
#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR LOCATION CODE

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (Blank for all) HTML Status (Blank for all) Excel

#### Screenshot of the Location Code Query



"This query displays all the active and inactive location codes by business unit.

Agency HR can use this query to extract location codes within their agency."

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### Job Code Table Query V\_HR\_JOBCODE\_SALARY

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query lists active job codes and related information including the date on which they are effective, and the associated salary Minimum and Maximum range.

HR Administrators and DHRM Operations use this query as a reference tool of the Job Code Data Table.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR JOBCODE SALARY

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Set ID HTML Excel

XML

#### **ADDITIONAL INFORMATION:**

The **Set ID** field should always be 'STATE', not the agency Set ID. This field is a required field and cannot be left blank.

#### **Screenshot of the Job Code Table Query**

V_H	R_JOE	COD	E_SALAR	Y - Job o	ode Table Query								_	
Viev	STAT v Result /nload re	s	n: ExcelSp	oreadSheet	CSV Text File XML Fil	e (110	4 kb)							
View	All											Fi	rst 1-100 of 3	8657 🕑 Las
Row	Set ID	Job Code	Effective Date	Effective Status	Description	Short Desc	Job Function	Sal Plan	Grade	Step	Job Family	Sal Range Min Rate	Sal Range Mid Rate	Sal Range Max Rate
1	STATE	00119	01/01/1901	Α	Lieutenant Governor	00119	UGR	AH	119	0	11000	0.000000	0.000000	0.000000
2	STATE	00121	01/01/1901	Α	Governor	00121	UGR	AH	121	0	11000	0.000000	0.000000	0.00000
3	STATE	00122	01/01/1901	А	Director of Planning & Budget	00122	UGR	АН	122	0	11000	0.000000	0.000000	0.000000
4	STATE	00123	01/01/1901	Α	Adjutant General	00123	UGR	AH	123	0	11000	0.000000	0.000000	0.00000
5	STATE	00127	01/01/1901	А	St Coor of Emergency Mgmt	00127	UGR	АН	127	0	11000	0.000000	0.000000	0.000000
6	STATE	00129	01/01/1901	А	Dir of Human Resource Mgmt	00129	UGR	АН	129	0	11000	0.000000	0.000000	0.00000
7	STATE	00132	01/01/1901	А	Commissioner Dept of Elections	00132	UGR	АН	132	0	11000	0.000000	0.000000	0.000000
8	STATE	00136	01/01/1901	Α	Chief Information Officer	00136	UGR	AH	136	0	11000	0.000000	0.000000	0.00000
9	STATE	00140	01/01/1901	А	Dir Dept of Crim Justice Servc	00140	UGR	АН	140	0	11000	0.000000	0.000000	0.000000
10	STATE	00141	01/01/1901	Α	Attorney General	00141	UGR	AH	141	0	11000	0.000000	0.000000	0.000000

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### Job Data Query V\_HR\_JOB\_ QUERY

**REVISED:** 1/11/2024

#### **DESCRIPTION:**

This query provides current job and employee demographic details by action and action reason based upon the As of date generated.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_JOB\_QUERY

#### **INPUT / SEARCH CRITERIA:**

\*As of date
Business Unit (Leave Blank for All)
Dept ID (Leave Blank for All)
Action (Leave Blank for All)
Reason (Leave Blank For All)
VPA Only (Leave Blank For All)
Empl\_Type (Leave Blank For All)
Job Code (Leave Blank For All)
SOC (Leave Blank For All)
HR Status

#### **OUTPUT FORMAT:**

HTML Excel

#### **ADDITIONAL INFORMATION:**

As of date field is a required field.

#### Screenshot of the Job Data Query

Ro	y Busines Unit	SS Company	Department	Last Name	First Name	Empl ID	Empl Rcd	Effective Date	Effective Sequence	Action	Action Reason	Action Date	Position Nbr	Establishment	Empl Class	Pay Group	Employee Type	Tax Location	FICA Status	Job Std Hours	Layoff Notification Date	STD Claim Number	Recall Elig Flg	Position Description	HR Status		Payroll Status	
1	18100	DLI	18100	Sticks	Chop	00017760000	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00077	DOLI	CLS	SM1	s	680	N	40.00			N	Office Services Supervisor Sr	A	А	Α	Υ
2	18100	DLI	18100	Splash	Back	00079139800	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00032	DOLI	CLS	SM1	S	760	N	40.00			N	Fiscal Technician Senior	A	Α	А	Υ
3	18100	DLI	18100	Тор	Counter	00103632400	2	06/10/2023	0	PAY	SLI	06/10/2023	DLI00275	DOLI	CLS	SM1	s	760	N	40.00			N	Legal Assistant	Α	Α	Α	Y
4	18100	DLI	18100	Oven	Microwave	00122707500	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00043	DOLI	CLS	SM1	S	770	N	40.00			N	VPP Manager	Α	Α	Α	Y
5	18100	DLI	18100	Rack	Bakers	00124098500	0	06/25/2023	0	POS	RTC	06/27/2023	DLI00269	DOLI	CLS	SM1	s	760	N	40.00			N	VOSH Health Director	A	A	Α	Υ
6	18100	DLI	18100	Tile	Ceramic	00139207400	0	06/10/2023	0	HIR	NEW	06/13/2023	DLI00059	DOLI	CLS	SM1	s	760	N	40.00			N	L&I Assistant Commissioner	Α	Α	Α	Υ
7	18100	DLI	18100	Washer	Dish	00139216500	0	06/10/2023	0	PAY	SLI	06/10/2023	DLI00450	DOLI	CLS	SM1	s	191	N	40.00			N	Health Compliance Officer Sr	A	A	Α	Υ

#### Screenshot of the Job Data Query (scrolled right)

Job Job Code Code Description	Supervisor ID	Standard Occup Classification	Salary Plan	Grade	Step	Reg/Temp	Full- Part Time	Compensation Frequency	State Comp Rate	Non State Comp Rate	Special Comp Rate	Hourly Comp Rate	Month- Pays (Config 8)	Pos Std Hrs	Reports To	Location	FTE	Probation Date	Agency Start Date	Company Seniority Date	Employee State Begin Date	Agency Ag Use U Field 2 Fie		n Position to- Entry Date	Jobcode Entry Date	VRS Plan (Config 1)	Benefit Plan (Config 2)	Time Entry (Config 3)	VRS Bill Code (Config 6)	Health Bill Code (Config 9)
19221 Gen Admin Supv I/Coord I	DLI00086	43-1011	SW	4	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DL100086	LYNC	1.000000		09/16/1974	01/25/1975	09/16/1974		N	09/16/197	11/10/2021	VSN0000	181001000	Y	30181	SF-GB
19013 Admin and Office Spec III	DLI00485	43-3031	SW	3	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00485	RICH	1.000000		07/25/2009	07/25/2006	07/25/2009		N	07/25/200	07/25/2009	VNY0000	181001000	Υ	30181	SF-GB
19013 Admin and Office Spec III	DLI00464	23-2011	SW	3	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00464	RICH	1.000000		07/10/2003	06/10/1984	07/10/2003		N	07/10/200	07/10/2003	VSY0000	181001000	Υ	30181	SF-GB
69036 Compliance Manager II	DLI00456	11-9199	SW	6	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DL100456	ROAN	1.000000		03/16/1991	02/10/1983	02/16/1983		N	06/10/200	03/25/2013	VSY0000	181001000	Υ	30181	SF-GB

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# Job Mass Update Query V\_HR\_JOB\_MASS\_DATA\_CHANGE QUERY

**REVISED:** 12/19/2023

#### **DESCRIPTION:**

This query Is used to get the most current effective dated row of job data as a starting point for building a Job Data Mass Upload file. Additional guidance is provided on the Job Data Mass Upload Template.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR JOB MASS DATA CHANGE

INPUT / SEARCH CRITERIA:

**OUTPUT FORMAT:** 

\*As of date Unit HTML Excel

Dept ID

#### **ADDITIONAL INFORMATION:**

As of date field is a required field.

#### Screenshot of the Job Mass Update Query



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### **Screenshot of the Job Mass Update Query (scrolled right)**

STD Claim Num	Recall Elig Flg	Citizenship	ESS Time- Keeper Code	Month- Pays	Empl Status / Bill Prem Code	Non Auto- pay	Employee Eligible for Telework	Agency Use 1	Agency Use 2	Agency Use 3	Eligibility Group
	N	1	Υ	12-24	SF- GB	N	I				VSDPELGGRP
	N	1	Υ	12-24	SF- GB	N	W				VSDPELGGRP
	N	1	Υ	12-24	SF- GB	N	W				VSDPELGGRP
	N	1	Υ	12-24	SF- GB	N	W				TRADELGGRP
	N	1	Υ	12-24	SF- GB	N	W				VSDPELGGRP
	N	1	Υ	12-24	SF- GB	N	W				VSDPELGGRP

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### Legislative Salary Increase Query V\_HR\_LEG\_SALARY\_INC QUERY

**REVISED:** 12/19/2023

#### **DESCRIPTION:**

This query is configured to identify employee's eligible for salary increases based upon requirements published in the DHRM Fiscal (FY) Authorizations and Compensation Memorandum. This automated tool should be used by the agency to evaluate, verify, and process salary increases. This query is also used to retrieve legislative salary Increases that were processed in previous cycles after those cycles have been closed.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR LEG SALARY INC

#### **INPUT / SEARCH CRITERIA:**

\*Salary Increase Cycle

\*Business Unit

Department (Optional)

Salary Admin Plan (Optional)

Employee ID (Optional)

System Block Only (checkbox)

Errors Only (checkbox)

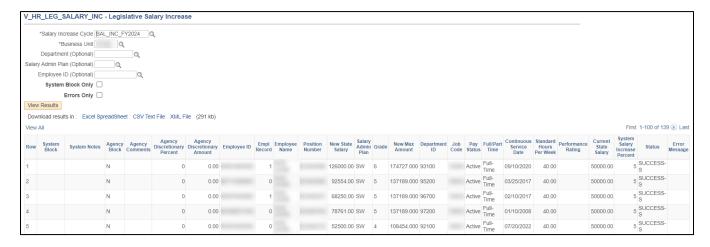
#### **OUTPUT FORMAT:**

HTML Excel

#### **ADDITIONAL INFORMATION:**

Salary Increase Cycle field is a required.

#### Screenshot of the Legislative Salary Increase Query



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# Missing Email Query V\_HR\_MISSING\_EMAIL

**REVISED:** 07/26/2022

#### **DESCRIPTION:**

This query lists employees that are pending the assignment of a business email and those employees who have an employee provided email of "noemail@virginia.gov". No other variations of this email address will show up in this query. Without a valid email address, the employee will not be able to log into Cardinal.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_MISSING\_EMAIL

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Email Option HTML Excel

#### **ADDITIONAL INFORMATION:**

Email Options are Agency Provided Email (A), Employee Provided Email (E) or Pending Agency Provided Email (P). The report displays only the business units the user has access to.

#### Screenshot of the Missing Email Query



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# Multiple Active Jobs Query V\_HR\_MULT\_JOBS\_QRY

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query lists employees that have multiple active job records either in the same agency or different agencies (including employees on leave, layoff, or other active statuses).

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR MULT JOBS QRY

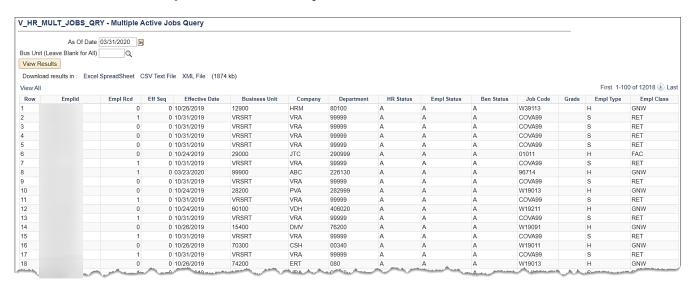
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As Of Date HTML
Bus Unit (Leave Blank for All) Excel

#### ADDITIONAL INFORMATION:

As Of Date field is a required field.

#### Screenshot of the Multiple Active Job Query



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### Performance Ratings Audit Query V\_PERFORMANCE\_RATINGS\_AUDIT

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

To Date

This query details changes made on the Performance Ratings page including deleted rows. Results include performance ratings fields, user ID/username of person who made the change, and the date the change was made.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V PERFORMANCE RATINGS AUDIT

#### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit
Department ID
Employee ID
From Date

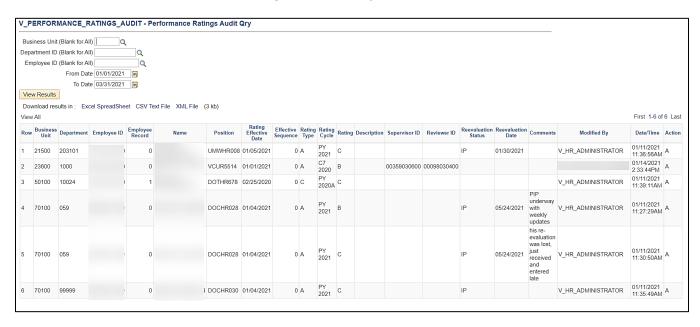
OUTPUT FORMAT:

Excel CSV

#### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

#### **Screenshot of the Performance Ratings Audit Query**



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### Performance Ratings Mass Upload Query V\_PERFORMANCE\_RATING

**REVISED:** 12/19/2023

#### **DESCRIPTION:**

This query should be used by the Agency HR to extract the necessary data to populate the data changes to the HR371 Performance Rating Mass Upload Template.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V PERFORMANCE RATING

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit Excel \*Effective Date CSV

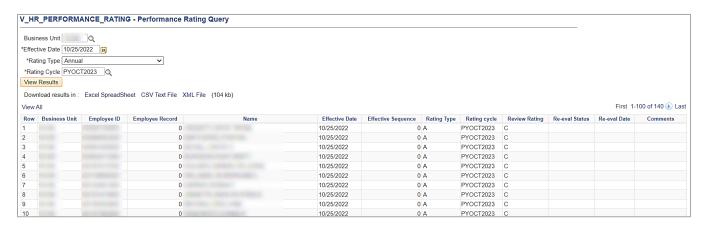
\*Rating Type

\*Rating Cycle

#### **ADDITIONAL INFORMATION:**

Effective Date, Rating Type and Rating Cycle fields are required.

#### Screenshot of the Performance Rating Mass Upload Query



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### Personal Data Query V\_HR\_PERSONAL\_DATA

**REVISED: 2/17/2022** 

#### **DESCRIPTION:**

This query displays personal data and employment status as of a specific date.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR PERSONAL DATA

#### **INPUT / SEARCH CRITERIA:**

As of Date
Bus Unit (Leave Blank for All)
Dept ID (Leave Blank for All)
Emp Status ((Leave Blank for All)
Empl Type (Leave Blank for All)
VPA Only (Leave Blank for All)

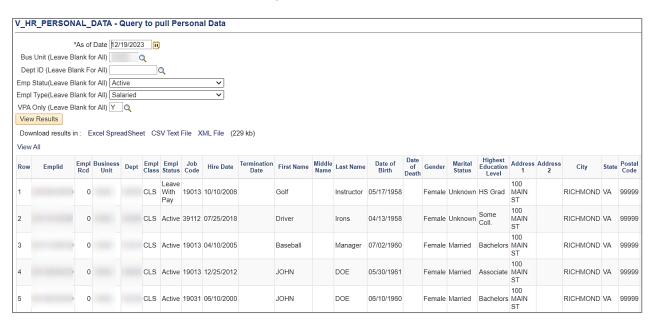
#### **OUTPUT FORMAT:**

HTML Excel

#### ADDITIONAL INFORMATION:

As of Date field is a required field.

#### Screenshot of the Personal Data Query



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### **Screenshot of the Personal Data Query (scrolled right)**

First 1-100 of 175 <b>()</b> Las												
Phone Type	Phone Number	Extension	Email Type	Email Address	Ethnic Group -1	Ethnic Group -2	Ethnic Group -3	Military Status	Description	Citizenship		
BUSN	555- 555- 5555		BUSN		WHITE			1	Not indicated	Native		
BUSN	555- 555- 5555		BUSN		WHITE			4	Veteran	Native		
BUSN	555- 555- 5555		BUSN		BLACK			1	Not indicated	Native		
BUSN	555- 555- 5555		BUSN		WHITE			1	Not indicated	Native		
BUSN	555- 555- 5555		BUSN		BLACK			1	Not indicated	Native		

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### Position Data Information Query V\_HR\_POSITION\_DATA

**REVISED: 1/11/2024** 

#### **DESCRIPTION:**

This query provides an extract of position data for Agency HR Administrators and DHRM Operations.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_POSITION\_DATA

#### **INPUT / SEARCH CRITERIA:**

As of Date

Bus Unit (Leave Blank for All)

Deptid (Leave Blank for All)

Posn# (Leave Blank for All)

Title (Leave Blank for All)

Full/Part (Leave Blank for All)

Pos Status (Leave Blank for All)

Status (Leave Blank for All)

Job Code (Leave Blank for All)

Grade (Leave Blank for All)

SOC (Leave Blank for All)

#### **ADDITIONAL INFORMATION:**

**As of Date** field is a required field.

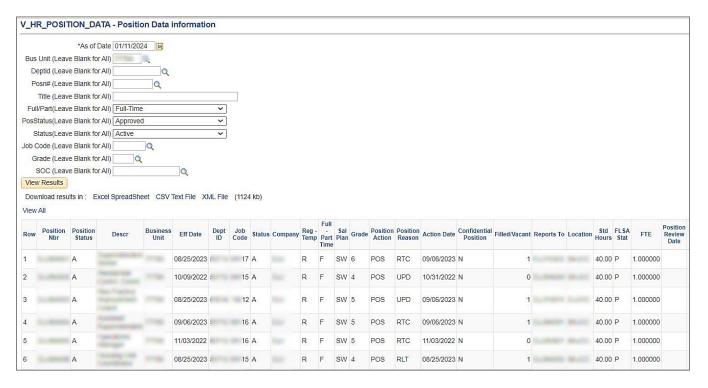
#### **OUTPUT FORMAT:**

HTML Excel

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#### **Screenshot of the Position Data Information Query**



#### Screenshot of the Position Data Information Query (scrolled right)

Position Months	Position Economic Interests	Position EEO Code	Position Safety Sensitive Ind	soc	Position Alternate Work Schedu	Sensitive Position code	Position Agency Field 2	Position Agency Field 3	Supervisor's Position Number	Workers Comp Hazard code	POSITION	Position Licenses 2	Position Licenses 3	Critical- Hard- to-Hire	VPA Covered	Supv	Drug Program
12.00	Y	1	Y		Y	N	MALE STO	000000000		7720				N	Υ	M	N
12.00	N	4	N		N	N		0000000000	-	7720				N	Y	s	N
12.00	N	4	N		N	N		0000000000		7720				N	Υ	s	N
12.00	N	1	Y		N	Y		0000000000		7720				N	Y	M	N
12.00	N	1	N		N	Y		0000000000		7720				N	Y	M	N

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### Position Default Funding Query V\_HR\_POSN\_DFLT\_EMPL\_DATA

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query pulls Position Default Funding (or Department if Position is not present) for incumbents and includes the employee's pay rate (compensation).

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR POSN DFLT EMPL DATA

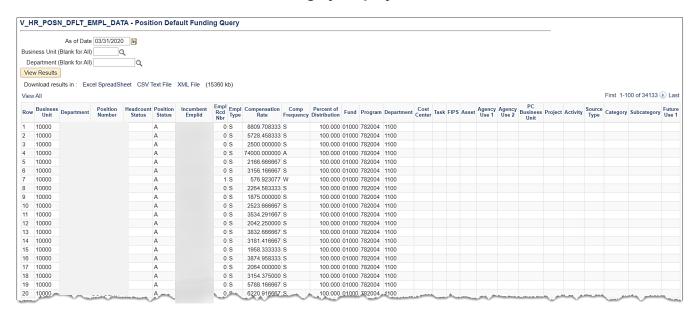
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As of Date HTML
Business Unit (Blank for All) Excel
Department (Blank for All)

#### ADDITIONAL INFORMATION:

As of Date field is a required field.

#### Screenshot of the Position Default Funding by Employee



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### Privatization Query V\_HR\_PRIVATIZED

**REVISED: 0/15/2021** 

#### **DESCRIPTION:**

This query identifies positions with the Privatization Flag checked within a given time period. This query is for DHRM to monitor positions that have been privatized.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query Viewer - Search V HR PRIVATIZED

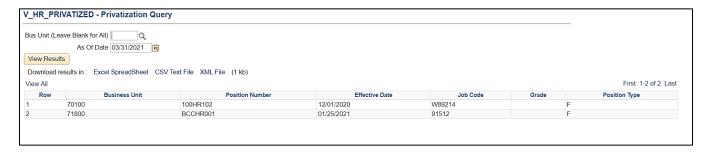
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Bus Unit (Leave Blank for All) HTML
As Of Date Excel

#### ADDITIONAL INFORMATION:

As Of Date field is a required field.

#### **Screenshot of the Privatization Query**



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# Rewards and Recognition Audit Query V\_HR\_REWARD\_RECOG\_AUDIT

**REVISED:** 12/20/2023

**DESCRIPTION:** This query will display details of all changes to Rewards and Recognition including the user ID and name of the person who made the change, the date of the change, and the action (Add, Delete, or Update). The end users of this query will be DHRM and Agency HR.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query Viewer - Search V HR REWARD RECOG AUDIT

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

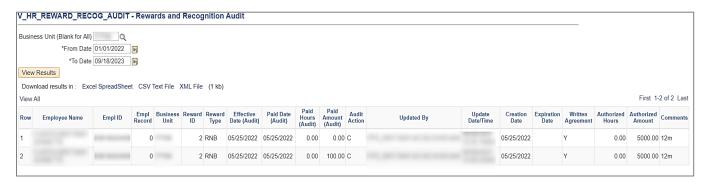
Bus Unit (Leave Blank for All) HTML \*From Date Excel

\*To Date

#### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required.

#### Screenshot of the Rewards and Recognition Audit Query



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# **Rewards and Recognition Query** V\_HR\_REWARD\_RECOGN\_MASS\_DATA

**REVISED:** 08/25/2023

# **DESCRIPTION:**

This query serves two different purposes:

- 1. New Reward checked: used to extract employee data needed to begin building a Rewards and Recognition Mass Upload Template. Additional instructions are provided on the Template.
- 2. New reward not checked: used as a query to provide employee rewards already entered, including amounts Authorized and Paid.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query Viewer - Search V\_HR\_REWARD\_RECOGN\_MASS\_DATA

#### **INPUT / SEARCH CRITERIA:**

#### **OUTPUT FORMAT:**

\*As of Date Bus Unit (Leave Blank for All) Department (Leave Blank for All) Reward Type (Leave Blank for All) HTML Excel

\*New Reward

## ADDITIONAL INFORMATION:

As of Date and New Reward fields are required.

## Screenshot of the Rewards and Recognition Mass Query

		As of Date 01	/01/2023														
Busi	ness Unit (B	lank for All)	2														
De	partment (B	lank for All)	Q														
Rev	ard Type (B	lank for all)	Q														
	*Nev	v Reward?															
√ie	w Results																
low																	
		te in Fycel 9	preadSheet CS	V Text File XM	I File (6)	06 kh)											
		ts in : Excel S	preadSheet CS	SV Text File XM	L File (6	06 kb)									Time 1	4 400 -400	00 (0) 1 =-
	/ All	ts in : Excel S	preadSheet CS	SV Text File XM	(35)											1-100 of 68	
/iew	/All	ts in : Excel S	preadSheet CS Last Name	Employee ID	Empl Record	06 kb)  Effective Date	Created Date	Expiration Date	Reward Type	Written Agreement Flag	Authorized Hours	Authorized Amount	Agency Notes	Award Date	First Paid Hours	1-100 of 68 Paid Amount	Reward ID
/iew	All				Empl Record	Effective	Date						Agency Notes	Award Date 11/25/2020	Paid Hours	Paid	Rewar
/iew Row	All				Empl Record	Effective Date	Date 11/25/2020		Туре		Hours	Amount	Agency Notes		Paid Hours	Paid Amount	Rewar
View Row 1	All				Empl Record	Effective Date	Date 11/25/2020 11/18/2021	Date	Туре	Agreement Flag	Hours 0	Amount 500	Agency Notes	11/25/2020	Paid Hours 0	Paid Amount 500	Rewar
View Row 1 2 3	All				Empl Record	Effective Date 11/25/2020 10/25/2021	Date 11/25/2020 11/18/2021 05/10/2022	Date 05/08/2023	Туре	Agreement Flag N N	Hours 0	Amount 500	Agency Notes	11/25/2020	Paid Hours 0	Paid Amount 500 1466.82	Rewar

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# Salary Grade Query V\_HR\_SAL\_GRADE

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This query provides existing Salary Plan structures associated with the Agency Head (AH), as well as VPA Statewide (SW), and Northern Virginia (NV) Salary Plans using SET ID = STATE. The Salary Plans of FA, WG, and UG are set up under their respective Job Codes and can be reviewed using the V HR JOBCODE SALARY query.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query Viewer > V HR SAL GRADE

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Set ID HTML Salary Plan Excel

#### ADDITIONAL INFORMATION:

There are no required fields for this query.

# Screenshot of the Salary Grade Query

Salary View I	et ID   Plan Results oad result	Q Q s in : Excel Spr	eadSheet CSV Te	ext File XML File (	307 kb)				
View A		z III. Excercept	oddonoor oov n	, , , , , , , , , , , , , , , , , , ,	001 110)			Fin	st 1-100 of 1291 🕟 La
Row	Set ID	Salary Plan	Salary Grade	Effective Date	Effective Status	Description	Min Annual Salary	Mid Annual Salary	Max Annual Salary
1	15600	AH	156	01/01/1901	A	Agency Head, DSP	169179.000	181616.500	194054.00
2	15600	NV	1	01/01/1901	A	Northern VA Extended Range 1	17296.000	39504.000	61712.00
3	15600	NV	2	01/01/1901	A	Northern VA Extended Range 2	22597.000	49570.500	76544.00
1	15600	NV	3	01/01/1901	A	Northern VA Extended Range 3	27004.000	57944.000	88884.00
5	15600	NV	4	01/01/1901	A	Northern VA Extended Range 4	35278.000	73659.000	112040.00
6	15600	NV	5	01/01/1901	A	Northern VA Extended Range 5	46087.000	94189.500	142292.0
7	15600	NV	6	01/01/1901	A	Northern VA Extended Range 6	60209.000	121011.500	181814.0
8	15600	NV	7	01/01/1901	A	Northern VA Extended Range 7	78659.000	147351.000	216043.00
9	15600	NV	8	01/01/1901	A	Northern VA Extended Range 8	102756.000	190532.000	278308.00
10	15600	NV	9	01/01/1901	A	Northern VA Extended Range 9	134245.000	317122.500	500000.00
11	15600	SW	1	01/01/1901	A	Statewide Salary Grade 1	17296.000	33206.500	49117.0
12	15600	SW	2	01/01/1901	A	Statewide Salary Grade 2	22597.000	41561.500	60526.00
13	15600	SW	3	01/01/1901	A	Statewide Salary Grade 3	27004.000	48510.500	70017.00
14	15600	SW	4	01/01/1901	Α .	Statewide Salary Grade 4	35278.000	61554.500	87831.00

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# Salary Grade/Step Query V\_HR\_SALARY\_GRADE\_STEP\_QUERY

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This query provides existing step structures within agencies that are using salary steps. If access to multiple agencies, the table configuration values displays for all applicable Business units.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_SALARY\_GRADE\_STEP\_QUERY

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Set ID (blank for all) HTML Salary Plan (blank for all) Excel

#### ADDITIONAL INFORMATION:

There are no required fields for this query.

# Screenshot of the Salary Grade/Step Query

Salary I View F	et ID(blank Plan(blank Results	for all)	Q adSheet CSV Text F	ile XMI Fil	e (26 kh)					
View Al	II				, ,					First 1-94 of 94
Row	Set ID	Salary Plan	Effective Date	Grade	Step	Max Hourly Rate	Max Daily Rate	Max Monthly Rate	Max Annual Rate	Step Description
2	19400	SW	01/01/1901	3	1	0.000000	0.000	0.000		SW 3.1 = 36750-57,386 SW 4.1 = 46200-78.348
3	19400 19400	SW	01/01/1901	5	1	0.000000	0.000	0.000		SW 5.1 = 71951-111.102
4		NV	01/01/1901		1	0.000000	0.000	0.000		NV 1.1 = 51.938-112.040
+	20300	SW		4	- 1			0.000		
5	20300		01/01/1901	1	1	0.000000	0.000			SW 1.1 = 20,490-49,117
5	20300	SW	01/01/1901	3	1	0.000000	0.000	0.000		SW 3.1 = 29148-70,017
	20300	SW	01/01/1901	3	2	0.000000	0.000	0.000		SW 3.2 = 30,239-70,017
8	20300	SW	01/01/1901	3	3	0.000000	0.000	0.000		SW 3.3 = 31,613-70,017
9	20300	SW	01/01/1901	4	1	0.000000	0.000	0.000		SW 4.1 = 37,506-70,017
10	20300	SW	01/01/1901	4	2	0.000000	0.000	0.000		SW 4.2 = 37,506-87,831
11	20300	SW	01/01/1901	4	3	0.000000	0.000	0.000		SW 4.3 = 38,922-87,831
12	20300	SW	01/01/1901	4	4	0.000000	0.000	0.000	0.000	SW 3.3 = 35,315-87,831
13	20800	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 26,217-61,053
14	21400	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 29,253-57,386
	21400	SW	01/01/1901	3	2	0.000000	0.000	0.000	0.000	SW 3.2 = 38.267-70-017

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# Teleworker Mass Upload Query V\_HR\_TELEWORK\_MASS\_UPLOAD

**REVISED:** 12/20/2023

#### **DESCRIPTION:**

This query will extract telework agreement data from Cardinal. Agencies should use this query to extract the information needed to populate the data changes to the HR520\_Teleworker Mass Upload Template.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR TELEWORK MASS UPLOAD

#### INPUT / SEARCH CRITERIA:

\*As Of Date

Business Unit (blank for all) Department (blank for all)

\*New Telework Agreement (checkbox)

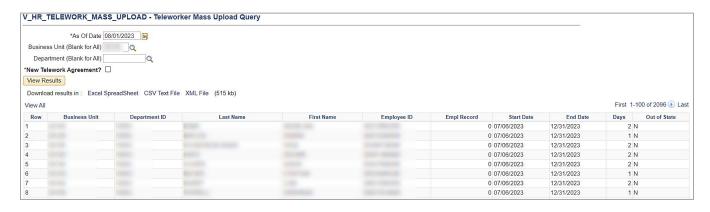
**OUTPUT FORMAT:** 

HTML Excel

#### ADDITIONAL INFORMATION:

**As Of Date** is a required fields for this query.

## Screenshot of the Teleworker Mass Upload Query



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# Seniority Date Review Query V\_HR\_CMPNY\_SENIORITY\_DT\_REVIEW

**REVISED:** 12/20/2023

#### **DESCRIPTION:**

This query identifies changes made to the company seniority date, which is automatically updated when an Agency HR Administrator changes the Annual Leave Eligibility Date on the Job Data, Employment Data page. Agencies should use this query to identify missing Leave Eligibility and Company Seniority dates as well as who changed these date fields and when, because these fields populate to Absence Management and drive the employee leave accrual rates.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR CMPNY SENIORITY DT REVIEW

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

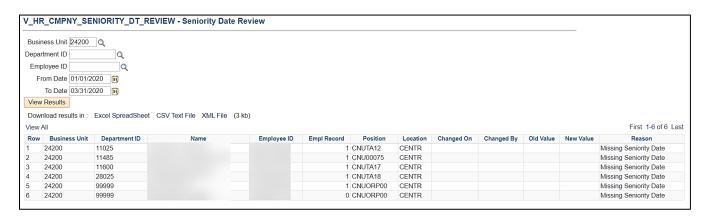
Business Unit HTML Department ID Excel

Employee ID From Date To Date

#### ADDITIONAL INFORMATION:

Business Unit, From Date and To Date fields are required fields.

# Screenshot of the Seniority Date Review Query



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# Terminated Employee Query for DGS V\_HR\_DGS\_TERM\_EMPLOYEES

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This query provides Department of General Services (DGS) the ability to identify terminated employees to support building security access.

#### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V HR DGS TERM EMPLOYEES

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

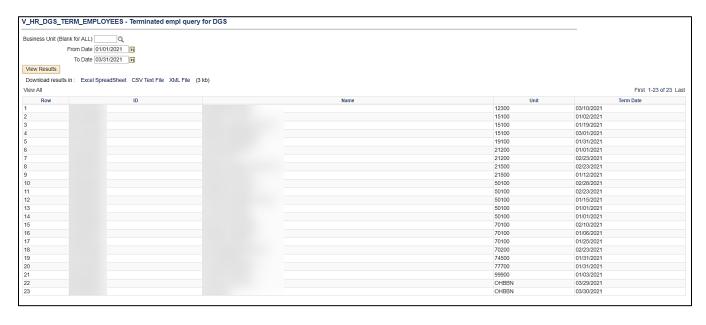
Business (Blank for All) HTML From Date Excel

To Date

#### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

# Screenshot of the Terminated Employee Query for DGS



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# **Human Resources Reports**

<This page is intended to be blank>

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# **Action Reason Validation Report (RHR489)**

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This report shows Job Data changes that are inconsistent with the definition of the action/action reason for classified employees only. The report only shows rows where the defined field level criteria were not met, such as a promotion transaction where the employee did not experience the required change in pay band/grade. Agencies and DHRM should use this report to identify transactions that do not comply with the DHRM Compensation policy and pay practice guidelines.

This Business Intelligence (BI) Publisher Report is used by Agency and Department of Human Resource Management (DHRM) HR staff to ensure actions comply with the Compensation Policy for Classified Employees.

#### **NAVIGATION PATH:**

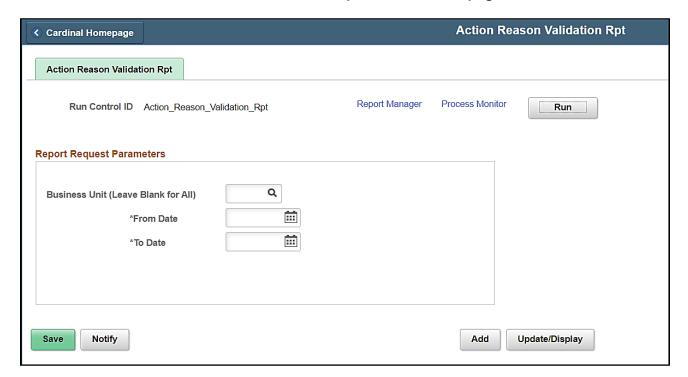
Menu > Workforce Administration > Job Information > Reports > Action Reason Validation Rpt

#### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

Business Unit (Leave Blank for All) From Date To Date PDF

# Screenshot of the Action Reason Validation Report Run Control page



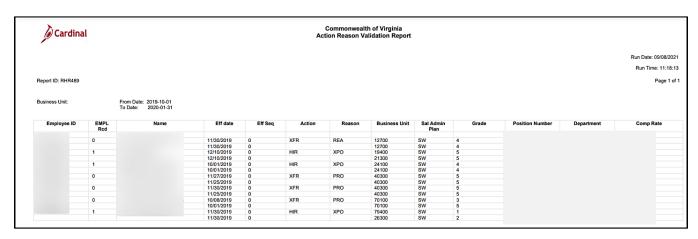
#### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

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# **Screenshot of the Action Reason Validation Report**



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# **Compensation Eligibility Report (RHR361)**

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This report monitors eligibility for compensation changes. The report displays three years of performance data and displays gross earnings and bonus balances for year to date.

Agency and DHRM HR Subject Matter Experts (SMEs) and Managers use this report to validate eligibility for legislatively mandated and other compensation changes.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Job Information > Reports > Compensation Eligibility Rpt

#### **INPUT / SEARCH CRITERIA:**

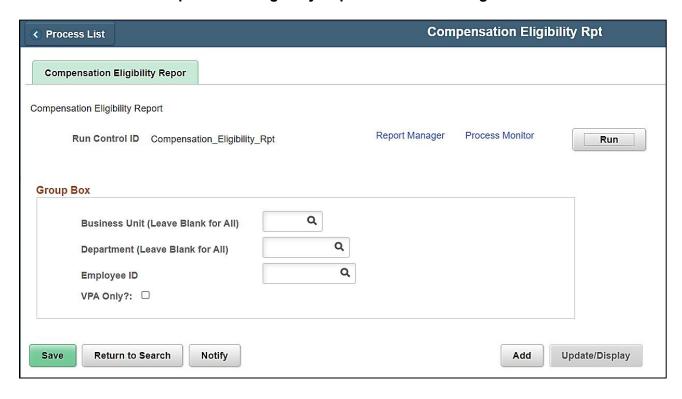
#### **OUTPUT FORMAT:**

Excel

Business Unit (Leave Blank for All) Department ID (Leave Blank for All) Employee ID

Virginia Personnel Act (VPA) Only? (checkbox)

# Screenshot of the Compensation Eligibility Report Run Control Page



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# **Screenshot of the Compensation Eligibility Report**

Bus Unit	Depart ment	Employ ee ID	Empl Rcd	Name			Job Code	Salary Plan	Grade	Step	Std Hours	State Salary	Non- State	Special Pay	VPA?	Leave Servic	State	Months		Perf ance
													Salary			e Date	Service Date	of Service	Date	Rat Date
10000	1113005 B		Ó		SOV750 5B	SOV	COVA99	UG		0	40	14749	0	0	N		2017-01- 08		2019-11- 15	June
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	38500	0	0	N		2018-12- 01	0	2019-11- 15	1
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	38500	0	0	N		2018-12- 01	0	2019-11- 15	<i>j</i>
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2018-05- 06	Ó	2019-11- 15	1
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2018-05- 06	Ó	2019-11- 15	7
10000	1113005 B		Ó		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2019-08- 01	0	2019-11- 15	- <u> </u>
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2019-08- 01	0	2019-11-	

# Screenshot of the Compensation Eligibility Report (scrolled right)

ance	mance Rating	ance	Perform ance Rating	e Date		Reaso n	nsation Rate	nsation Freque ncy		Change Percent	d ID	Reward Dt	Reward Amt
				2019-11- 15	DTA	CNV	614.541 667	S	0	0	0		0
				2018-12- 01	HIR	CNV	1604.16 6667	S	0	0	0		0
				2019-11- 15	DTA	CNV	1604.16 6667	S	0	0	0		0
				2018-05- 06	HIR	CNV	220.833 333	S	0	0	0		0
				2019-11- 15	DTA	CNV	220.833 333	S	0	0	0		0
				2019-08- 01	HIR	CNV	220.833 333	S	0	0	0		0
				2019-11- 15	DTA	CNV	220.833 333	S	0	0	 0		0

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# Compensation Levels by Job Code and SOC Report (RHR427)

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This report is used to analyze compensation levels detailed by Job Code, Standard Occupational Classification (SOC) Code, or both. Once the compensation data is detailed by the desired code, the report displays the information by average, min, mid, median, max, and quartiles. Process this using the agency BU for agency-wide quartile data. Leave the BU field blank for statewide quartile data.

The end users are Agency HR and DHRM HR Staff.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Job Information > Reports > Comp Levels by Job Code & SOC

#### **INPUT / SEARCH CRITERIA:**

#### **OUTPUT FORMAT:**

Excel

Business Unit (Leave blank for all)

As of Date

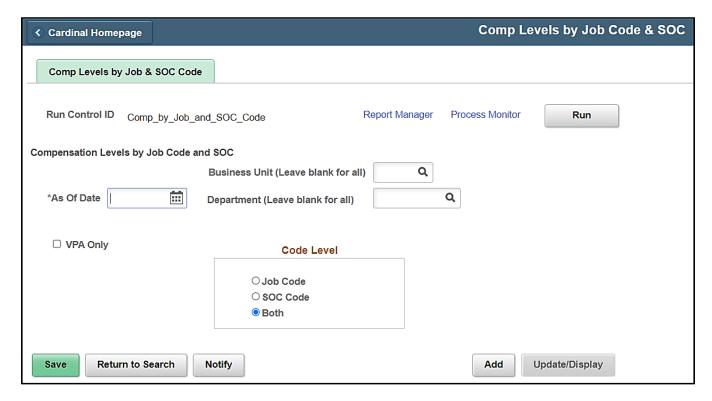
Department (Leave blank for all)

VPA Only (checkbox)

Radio button for Code Level (Job Code, SOC

Code, or Both)

# Screenshot of the Compensation Levels by Job Code and SOC Report Run Control Page



#### **ADDITIONAL INFORMATION:**

As of Date field is a required field.

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# Screenshot of the Compensation Levels by Job Code and SOC Report

Carc				Compensation Level	alth of Virginia s by Job Code and SC a and SOC Code	ос	Run Date: 04/26/2021			
As Of Date: 20	021-03-31									
VPA Only: N										
Business Unit:	11000									
Department: 1	11000									
ode Level: Bo	oth									
tole Code	Role Tittle	SOC Code	SOC Tittle	Number of Employees	Average Salaries	Lowest Salaries	First Quartile	Median Salary	Third Quartile	Highest Salaries
4112	Assistant Fiscal Officer	43-0000	Office and Administrative Support Occupations	1	43500.000	43500.000	43500.000	43500.000	43500.000	43500.000
OVA99	COV Default	13-2011	Accountants and Auditors	1	99360.000	99360.000	167275.000	99360.000	87000.000	99360.000
COVA99	COV Default	27-3041	Editors	1	87000.000	87000.000	167275.000	87000.000	87000.000	87000.000
As Of Date: 20	121-03-21									
/PA Only: N				1						
Business Unit:	12700							1		
epartment:				İ						
ode Level: Bo				1						

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# **COVA Personnel Actions History Report (RHR086)**

**REVISED: 1/11/2024** 

## **DESCRIPTION:**

This is a custom report listing all employees within a Business Unit affected by job actions that were entered by a user between the From and To date requested in the report parameters. This report is used by agencies to populate and research multiple rows of historical job data for audit and analysis purposes. The report run control page provides the ability to drill into specific actions or to run populating all actions within a specific period of time. The Show Components checkbox will return the Compensation Salary Plan level (STATE vs BU alternate plan)

#### **NAVIGATION PATH:**

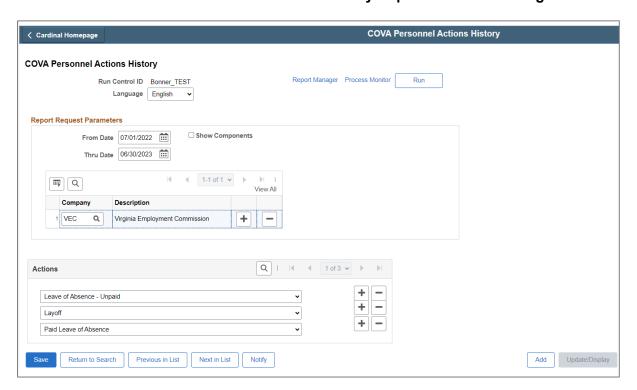
Menu > Workforce Administration > Job Information > Reports > COVA Personnel Actions History

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

From Date CSV
Thru Date HTM
Show Components PDF

Company Actions

# Screenshot of the COVA Personnel Actions History Report Run Control Page



## ADDITIONAL INFORMATION:

Select CSV on the Process Scheduler and the report will be provided as a .csv download for use in Excel.

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# **Screenshot of the COVA Personnel Actions History Report**

CANDINAL Report ID: RHR086		Commonwe	ealth of	Virg	inia				Run Date: 04/27/ Run Time: 05:19	
Personnel Action: Data Change For the period 01/01/1900 through 04/27/2021									Page No. 1 of 1	8
Effective Action Date Reason Employee Name	Employee II	Hire Date			ll/ Job rt Code	Job Title	Sala Grad		Comp Rate	Supervisor
SETID - 70200 Department 20110 EXECUTIVE OFFICES										
11/09/2019 CNV		12/25/2014 4.8	s x	F	19221	19221	SW	/4	2111.875000 S	
1/09/2019 CNV		06/10/2019 0.3		F	19032	19032	SW	/5	3962.791667 S	
1/09/2019 CNV		07/01/2008 11.3	s x	F	00702	00702	AH	/702	5068.708333 S	
1/09/2019 CNV		11/01/1985 34.0		F		19224	SW		4699.250000 S	
1/09/2019 CNV		11/04/2013 6.0		F		19013	SW		1678.375000 S	
1/09/2019 CNV		07/15/2011 8.3		F		19224	SW		4479.833333 S	
0/26/2019 CNV		12/26/1972 46.8		F		2 W19032	WG	,	39.000000 H	
.0/26/2019 CNV		04/16/1984 35.5		F		2 W19012	WG WG		15.000000 H 11.120000 H	
.0/26/2019 CNV .0/26/2019 CNV		05/10/2008 11.4		F		2 W19012 6 W79036	WG WG	,	11.120000 H 49.550000 H	
.0/26/2019 CNV		04/22/1985 34.5		F		4 W39074	WG		31.850000 H	
METID - 70200 Bepartment 20141 HEADQUARTERS, MAINTENANCE										
11/09/2019 CNV		08/18/2008 11.2	s x	F	79033	79033	SW	/3	1568.250000 s	
1/09/2019 CNV		04/01/2010 9.6	s x	F	79035	79035	SW	/5	3333.125000 S	
1/09/2019 CNV		10/01/2004 15.1		F		79071	SW		1242.208333 S	
1/09/2019 CNV		09/25/2014 5.1		F		79031	SW		1200.250000 S	
0/26/2019 CNV		09/29/2014 5.0		F		1 W79031	WG		10.800000 H	
.0/26/2019 CNV		12/20/2013 5.8		F		1 W79071	WG		10.980000 H	
10/26/2019 CNV		01/01/2009 10.8		F		1 W79071	WG	/	11.720000 H	
10/26/2019 CNV 10/26/2019 CNV		08/13/2012 7.2 04/06/2015 4.5		F		1 W79071 1 W79031	WG WG	,	10.900000 H 10.800000 H	
10/26/2019 CNV		04/00/2013 4.5	, a T	E'	m/303	1 4/3031	NO	,	10.000000 H	

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# **Demotions with Salary Increase Report (RHR491)**

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This audit report shows intra-agency and inter-agency demotions (reductions in grade) with salary increases for classified employees only. The report displays relevant field level change information.

This BI Publisher report is used by Agency and DHRM HR staff to ensure Compensation Pay actions comply with the Compensation Policy for Classified Employees.

#### **NAVIGATION PATH:**

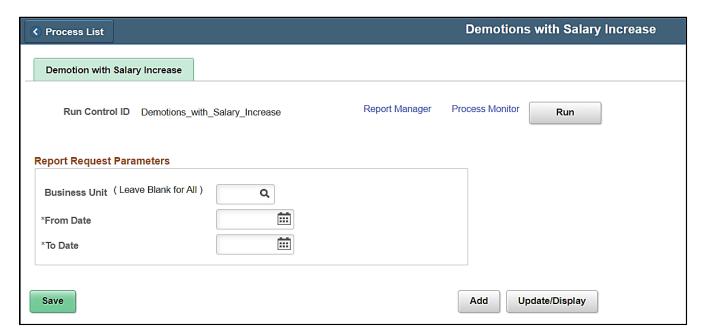
Menu > Workforce Administration > Job Information > Reports > Demotions with Salary Increase

#### **INPUT / SEARCH CRITERIA**

#### **OUTPUT FORMAT:**

Business Unit (Leave Blank for All) From Date To Date **PDF** 

## Screenshot of the Demotions with Salary Increase Report Run Control Page



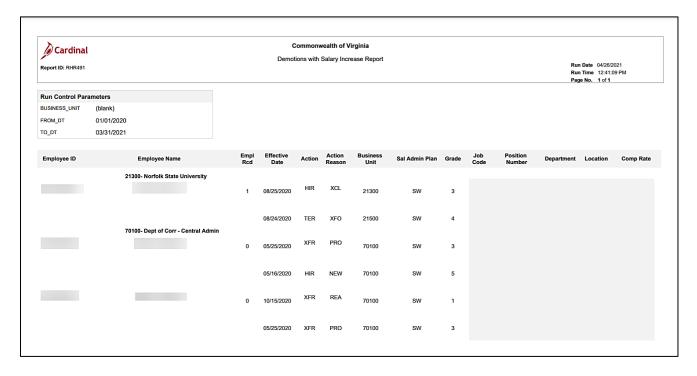
#### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

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# **Screenshot of the Demotions with Salary Increase Report**



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# **Disciplinary Actions Summary Report (RHR248)**

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This report summarizes counts of disciplinary actions by Business Unit and by Department. Report includes percent of employees with disciplinary actions by type and by Department, and also rolls up by agency and statewide for DHRM use.

This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Labor Administration > Reports > Disciplinary Actions Summary

#### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

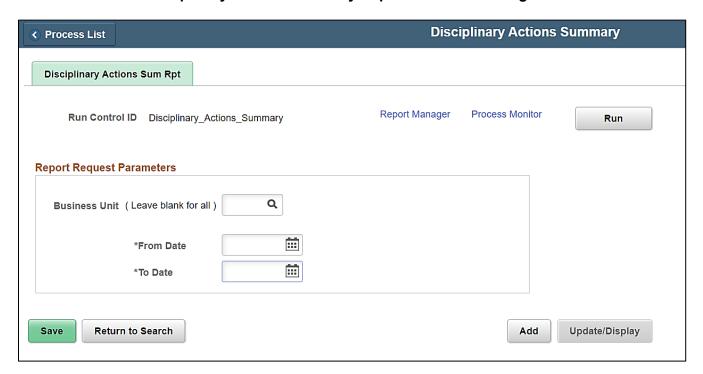
PDF\*

Business Unit (Leave blank for all)

From Date

To Date

## Screenshot of the Disciplinary Actions Summary Report Run Control Page



## **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

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# **Screenshot of the Disciplinary Actions Summary Report**

Cardinal	Di			n <b>of Virginia</b> Summary Report				
Report ID: RHR248					Run Date Run Time Page No	04/21/2021 12:31:55 PM 1 of 29		
Run Control Param	eters			_				
Business Unit								
From Date	01/01/2021							
To Date	03/31/2021							
Business Unit	10000	Se	enate					
Number of VPA emp	lovees		10					
Number of employee	-	ctions	0	0.00%				
	,,							
Business Unit	10100	Н	ouse of Dele	gates				
Number of VPA emp	loyees		8					
Number of employee	s with disciplinary a	ctions	0	0.00%				
Business Unit	11300	Ci	rcuit Courts					
Number of VPA emp	lovees		13					
Number of employee		ctions	0	0.00%				
Business Unit	12200	De	ept of Planni	ing and Budget				
Number of VPA emp	Invees		44					
Number of employee	•	ctions	0	0.00%				
Business Unit	12300	De	epartment of	f Military Affairs				
Number of VPA emp	•		445					
Number of employee	s with disciplinary a	ctions	0	0.00%				

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# **EEO Data Reports (RHR198)**

**REVISED:** 03/22/2024

## **DESCRIPTION:**

This Equal Employment Opportunity (EEO) reports display counts and percentages for federal reporting purposes of the employee population based on selected data prompts. These reports replace the following DHRM legacy system reports: pm7260, pm7250, pme210, pme220.

- 1. The **EEO Data Report** returns a compilation of employee demographic data and percentages by SOC code.
- 2. The **EEO Salary Report** returns employee demographic data and totals by annual compensation ranges.
- 3. The **EEO Role Report** returns employee demographic data and totals by Role/Job Code.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Workforce Reports > EEO Data Reports

#### **INPUT / SEARCH CRITERIA:**

VPA Only (checkbox)
Report Selection (checkbox)
As of Date
Business Unit
Department
Job Code
SOC Code

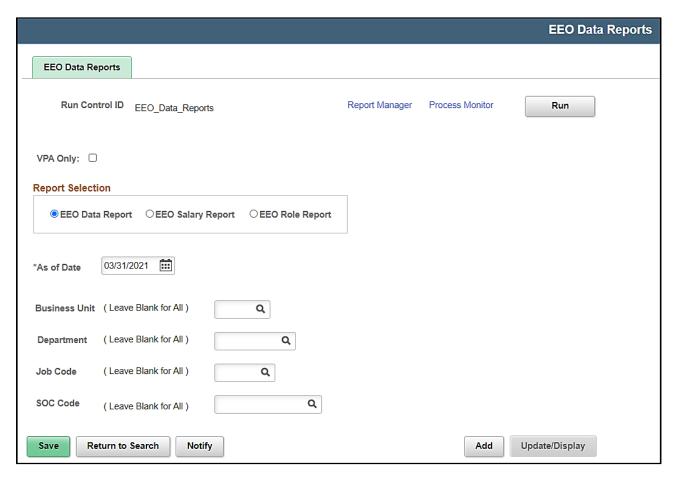
#### **OUTPUT FORMAT:**

HTML Excel CSV

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# Screenshot of the EEO Data Reports Run Control Page



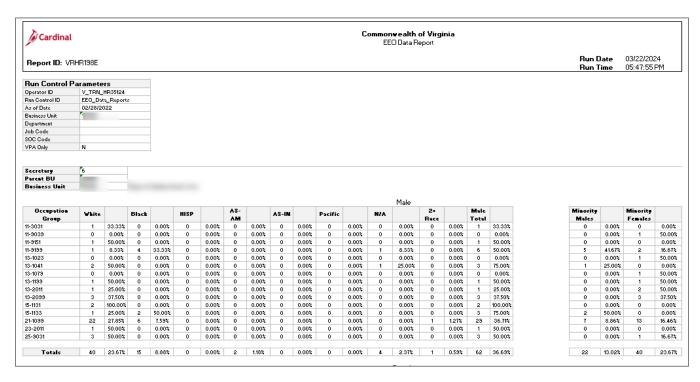
#### ADDITIONAL INFORMATION:

As of Date field is a required field.

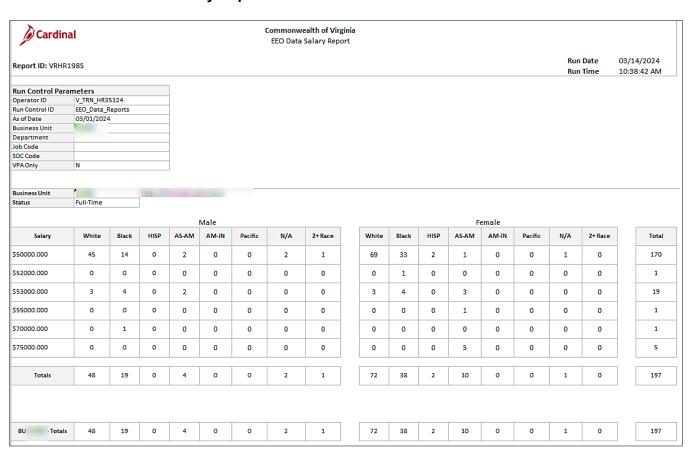
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# Screenshot of the EEO Data Report



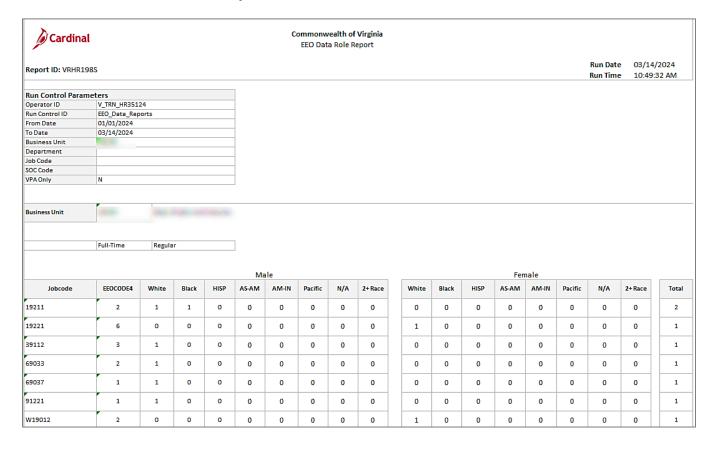
## Screenshot of the EEO Salary Report



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# Screenshot of the EEO Role Report



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# **Employee Activity Report (RHR223)**

**REVISED:** 10/4/2022

## **DESCRIPTION:**

This report generates a one page change document for either Personal or Job transactions. This report is printable to be filed in the employee personnel file upon completion of Job or Personal Data transactions made. Report validates changes to employee personal and job data (e.g., Job change, Salary Change, Marital Status change, Address change, employee Standard Hours change).

Only HR Administrators who key transactions need access. This report should be generated and used when a reviewer signs off on validation of completed transactions prior to filing in personnel file with supporting documentation. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Job Information > Reports > Employee Activity Report

#### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

**PDF** 

**Employee ID** 

**Employee Record Number** 

**Effective Date** 

Effective Sequence

'Personal' or 'Job Change' (radio button)

# Screenshot of the Employee Activity Report Run Control Page

<b>∢</b> Process List	Employee Activity Report
HR Activity Report	
Run Control ID Employee_Activity_Report	Report Manager Process Monitor Run
HR Activity Report	
*Employee ID:	
*Employee Record:	
*Effective Date:	
*Effective Sequence:	
● Personal Change ○ Job Change	
Save Return to Search Previous in List Next in List	Notify Add Update/Display
Return to Search Previous in List Next in List	Notify Add Update/Display

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## **ADDITIONAL INFORMATION:**

Employee Record field and Effective Sequence field default to "0", but can be updated. Employee ID, Employee Record, Effective Date and Effective Sequence fields are all required fields. Personal Change or Job Change radio button must be selected.

# **Screenshot of the Employee Activity Report**

Cardinal

Report ID: RHR223

Commonwealth of Virginia

HR Activity Report

Page No: 1 of 1

Employee ID:	
Employee Record:	0
Employee Name:	
Effective Date:	01/01/2021
Effective Sequence:	0

Field Name	Current Value	Previous Value
Continuous State Service	03-JUN-2020	
Leave Service	03-JUN-2020	
Prior Service Months	0	

END OF REPORT

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# **Employee Data Change Audit Report (RHR002)**

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This report displays relevant Job and payroll Data fields, such as comp rate, empl status, HR Status, direct deposit, and Dept that were changed within a date range to review and ensure there are no HR transactional or pay discrepancies. The report includes the employee's name, ID, details old and new values, and HR Administrator that made change.

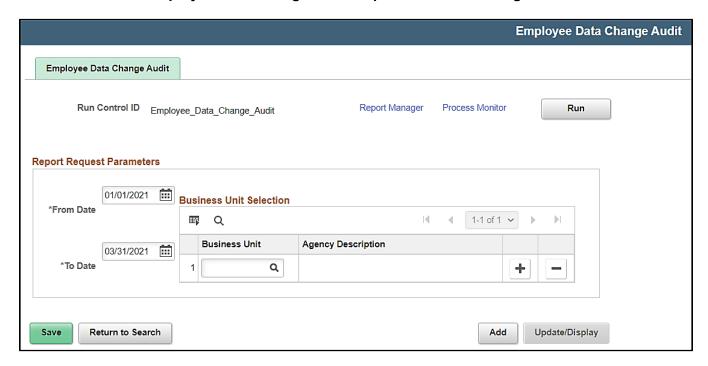
#### **NAVIGATION PATH:**

Menu > Workforce Administration > Job Information > Reports > Employee Data Change Audit

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

From Date CSV End Date HTM Business Unit PDF

## Screenshot of the Employee Data Change Audit Report Run Control Page



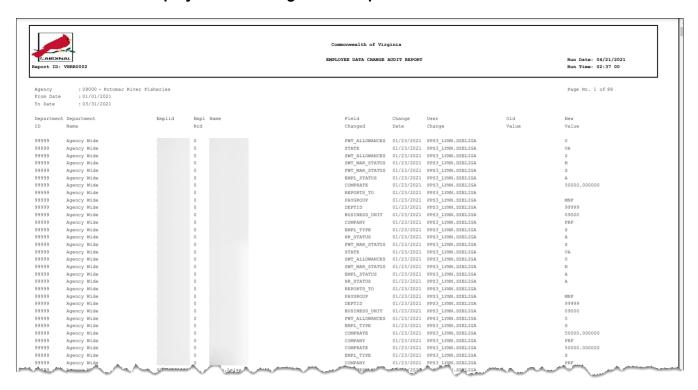
#### **ADDITIONAL INFORMATION:**

**From Date** and **To Date** fields are required fields. If the Business Unit field is left blank, the report displays all business units the user has access to. Select CSV output on the Process Scheduler to extract in a download to be used in Excel.

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# Screenshot of the Employee Data Change Audit Report



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# **Employee Data Upload Error Report (RHR005)**

**REVISED:** 09/15/2021

## **DESCRIPTION:**

This custom error report provides details regarding errors for agencies who are interfacing employee demographic (HR003) information. This report should be reviewed, and errors addressed quickly in order to minimize corrections requests, which require Cardinal Post Production Support (PPS) tickets through the VITA Customer Care Center (VCCC).

## **NAVIGATION PATH:**

Menu > Workforce Administration > Job Information > Reports > Employee Data Upload Error Rpt

#### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

**PDF** 

From Date

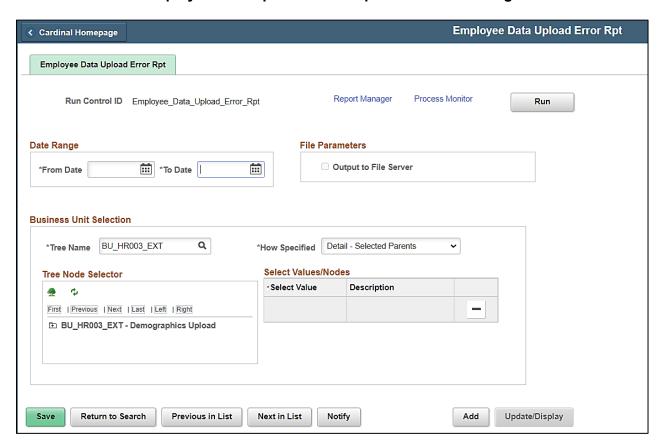
To Date

Output to File Server (checkbox))

Tree Name BU HR003 EXT

How Specified Detail – Selected Parents

## Screenshot of the Employee Data Upload Error Report Run Control Page



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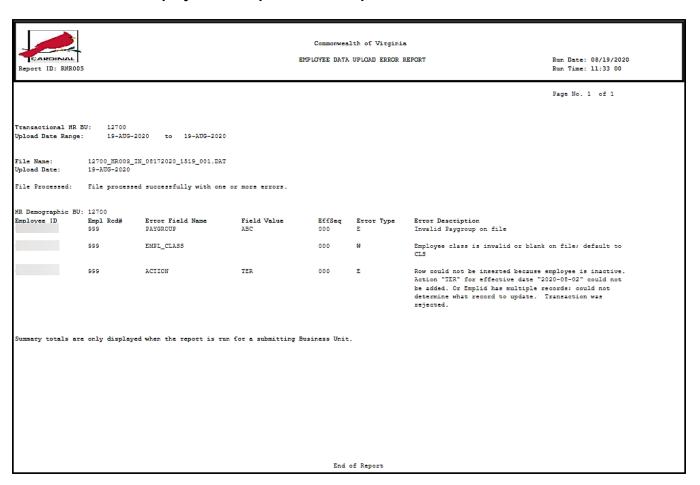
## **ADDITIONAL INFORMATION:**

Output to File Server checkbox to only be used by Batch user.

From Date and To Date fields are required fields.

**Tree Name** and **How Specified** fields are also required fields. The **Tree Node Selector** section populates after the required fields are entered and the **Tree** icon is selected. Expanding the Tree and selecting the desired business unit (BU) populates the **Select Value/Nodes** section. Tree nodes are built with all of the agencies and their respective departments. They are applied in different forms to include or exclude data.

## Screenshot of the Employee Data Upload Error Report



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# **Employee Disability and Veteran Status Report (RHR294)**

**REVISED:** 03/14/2024

## **DESCRIPTION:**

This report captures the employee Disability Status, Veteran Status, Employee Type, Handicap Codes, counts by category, and percentage of population in summary format. This report can also be run in detail format to provide individual disability and veteran status employee information.

DHRM and Agency HR Managers/SMEs use this report to examine agency veteran and disability statistics and details. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Job Information > Reports > Disability and Veteran Status

#### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

**PDF** 

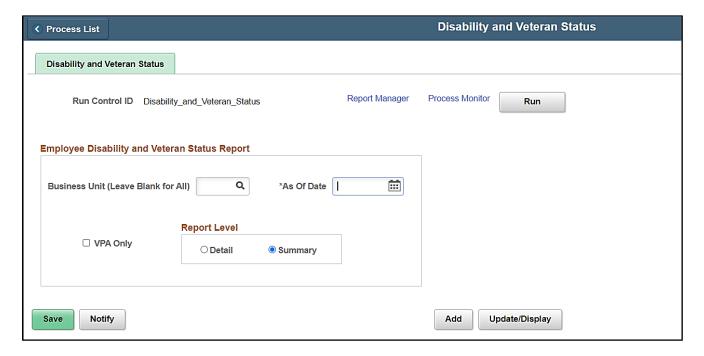
Business Unit (Leave Blank for All)

\*As of Date

VPA only (checkbox)

Report Level (Detail or Summary)

## Screenshot of the Employee Disability and Veteran Status Report Run Control Page



#### ADDITIONAL INFORMATION:

As of Date field is a required field.

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# Screenshot of the Employee Disability and Veteran Status Report – Summary View

	Commonwealth of Virginia Employee Disability and Veteran Status Report Summary  DISABILITY STATUS										Run Date: 03/14/2024 Run Time: 10:27:14 Page 1 of 1  VETERAN STATUS					
Business Unit	Total	Hourly	Salary	Yes	Percentage	No	Percentage	Unknown	Percentage	Yes	Percentage	No	Percentage			
	Employees															
	10	0	10	0	0%	0	096	10	100%	0	0%	10	100%			
	3	0	3	0	0%	0	096	3	100%	1	33%	2	67%			
	234	94	140	0	0%	19	8%	215	92%	0	0%	234	100%			
	566	305	261	5	1%	28	5%	533	94%	3	1%	563	99%			
	365	0	365	12	3%	14	4%	339	93%	11	3%	354	97%			
	50	1	49	0	0%	11	22%	39	78%	0	0%	50	100%			
	19	0	19	0	0%	9	47%	10	53%	1	5%	18	95%			
	25	0	25	1	4%	2	8%	22	88%	0	0%	25	100%			
	272	17	255	1	0%	16	6%	255	94%	1	0%	271	100%			
	3	0	3	Ó	0%	1	33%	2	67%	0	0%	3	100%			
	271	102	169	0	0%	3	1%	268	99%	1	0%	270	100%			
	1326	437	889	9	1%	56	4%	1261	95%	3	0%	1323	100%			
	1028	437	591	7	1%	34	3%	987	96%	4	0%	1024	100%			
	577	420	157	2	0%	16	3%	559	97%	i	0%	576	100%			
	89	2	87	ī	1%	4	4%	84	94%	5	6%	84	94%			

# Screenshot of the Employee Disability and Veteran Status Report – Detail View

							Commonwealth of Virg	ginia			
						Employee Disabili	ty and Veteran Status	s Report			
							Detail				
Business Unit:											
Department	Employee ID	Name		Employee Record	Employee Class	Employee Status	Employee Type	Job Code	Grade	Disability Status	Veteran Status
		100		0	Classified	Active	S	19137	7	N	N
	0.000	100	1000	0	Classified	Active	S	19133	6	x	N
	100000000000000000000000000000000000000	1120	658	0	Classified	Active	S	19133	6	x	N
	90 p 64 miles	10.	1100	0	Classified	Active	s	19132	5	x	N
	1000000	10	1100	0	Classified	Active	s	19132	5	N	N
	10000	(10)	1000	0	Classified	Active	S	19133	6	x	N
		100	100	0	Classified	Active	S	19137	7	N	N

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# **Employee Position Summary Report (RHR019)**

**REVISED:** 02/08/2023

## **DESCRIPTION:**

This report is designed to meet the legislative requirement of providing manpower levels to the Governor, General Assembly (GA), and Department of Planning and Budgets (DPB) in accordance with the Legislation and Virginia Personnel Act (VPA). This report options are company summary or employee detailed levels. Report is used to assist with the verification of Hourly FTE data for EPR reporting. This report is only for hourly employees (PS\_JOB.EMPL\_TYPE = 'H') The reports provide the staffing levels by type of funding across the executive, legislative, judicial and independent agencies, colleges and universities. It will show the hours worked within the time-period and the funding information associated with the payment of regular and overtime hours based upon the hourly employees' actual paychecks, not FTE data on position or job. FTE Count is the amount from "Total Hours" divided by the "Available Hours to Work in Month"

This report is used by Agency HR and DHRM Analysts and Managers. Report is used to assist with the verification of Hourly FTE data for EPR reporting.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Job Information > Reports > Employee Position Report

**INPUT / SEARCH CRITERIA:** 

**OUTPUT FORMAT:** 

From Date
To Date
Report Type (Summary or Detail)
Hours Available to Work in a Month

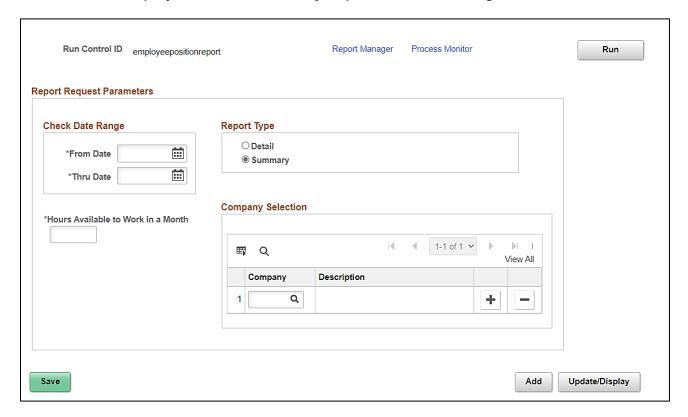
Company

PDF

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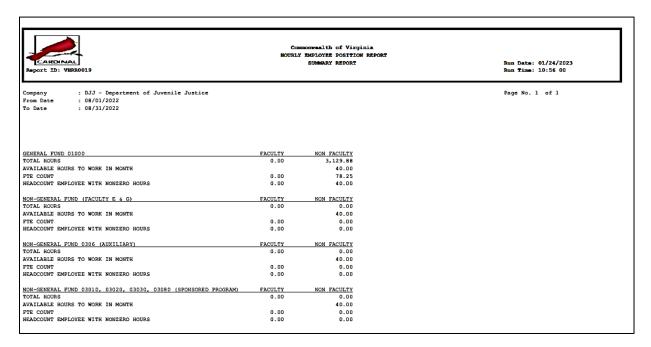
# Screenshot of Employee Position Summary Report Run Control Page.



#### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

## **Screenshot of the Employee Position Summary Report**



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# **Employee Turnover Analysis (RHR422)**

**REVISED: 1/11/2024** 

#### **DESCRIPTION:**

This report displays employee turnover data, at detailed or summary level, by counts and percentages, during a specified date range. Utilize the Department Detail checkbox when running the report at the Summary level to gain insight into employee turnover statistics by department. If department-level summary statistics are unnecessary, simply leave this checkbox unchecked to generate agencywide summary statistics only.

End users are Agency HR and DHRM

#### **NAVIGATION PATH:**

Detail or Summary

Menu > Workforce Administration > Workforce Reports > Employee Turnover Analysis

#### **INPUT / SEARCH CRITERIA:**

OUTPUT FORMAT: Excel

Business Unit (Leave Blank for All)
Department (Leave Blank for All)
From Date
To Date
Department Detail (checkbox)
Totals By (checkbox)

# Screenshot of the Employee Turnover Analysis Report Run Control Page.

cess Request Parameters	Q
Business Unit (Leave Blank for All)  Department (Leave Blank for All)	Q Department Detail
*From Date	01/01/2023
*To Date	01/11/2024 📰
Total By	
○ Job Code ○ Employee Class ●	Years of Service
	302

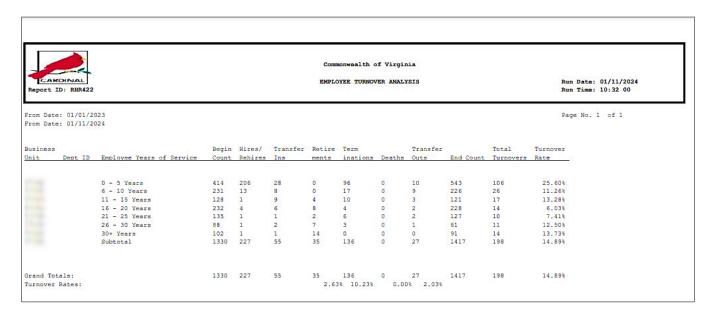
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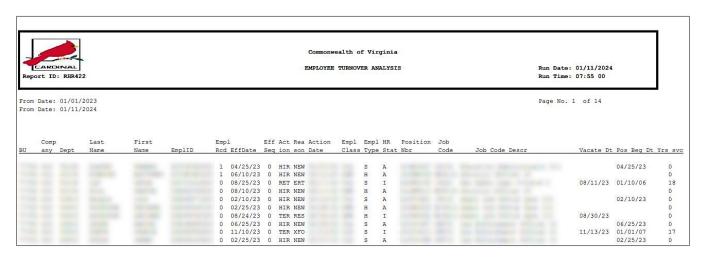
#### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields. Selection of an option to Total By Job Code, Employee Class or Years of Service is also required.

#### Screenshot of the Employee Turnover Analysis Summary Report – Summary View



## Screenshot of the Employee Turnover Analysis Summary Report – Detail View



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# **EPR Full Time Equivalent Totals by Agency Report (RHR398)**

**REVISED:** 3/12/2023

## **DESCRIPTION:**

This report is an Employee Position Report (EPR) headcount report that displays a table of headcounts by agency and sums these values in totals by categories. This report displays totals for all business units based on Salary/Wage, Non-Faculty/Faculty, General Funded/Non-General Funded, and Restricted/Non-Restricted. End Users are DHRM and Agency HR. Agencies must certify their positions using the EPR Tool in order for the report to generate.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Workforce Reports > EPR FTE Totals by Agency

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As of Date Excel

## Screenshot of the EPR Full Time Equivalent Totals by Agency Report Run Control Page



#### **ADDITIONAL INFORMATION:**

As of Date field defaults to current day but can be updated.

In order to review results, user must click on **Report Manager** after running the report and refreshing to success.

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# Screenshot of the EPR Full Time Equivalent Totals by Agency Report

Date	Business	Business Unit	Salaried Non-Faculty	Salaried Non-Faculty	Salaried Non-Faculty	Salaried Non-Faculty	Wage Non-Faculty
	Unit	Name	General Funded	General Funded	Non-General Funded	Non-General Funded	General
			Restricted	Non-Restricted	& Restricted	& Non-Restricted	Funded
12/14/2020	70100	Dept of Corr - Central Admin	150.00	80.25	1.00	11.00	8
	Total		150	80.25	1	11	1

# Screenshot of the EPR Full Time Equivalent Totals by Agency Report (scrolled right)

-Facult	ty \	Wage Non-Faculty	Wage Non-Faculty	Salaried Faculty	Salaried Faculty	Salaried Faculty	Salaried Faculty	Wage Adjunct	Wage Adjunct	Total	Total	Totals	MEL
•								Faculty	Faculty				
Funde	ed (	General	Non-General	General Funded	General Funded	Non-General	Non-General Funded	General	Non-General	Salaried	Wage	Salaried	
						Funded							
cted	F	Funded	Funded	& Restricted	& Non-Restricted	& Restricted	&	Funded	Funded			& Wage	
-							Non-Restricted						
	11.00	85.00	6.00	0.00	15.50	0.00	0.00	0.00	0.00	489.20	91.00	580.20	1234.00
	11	85	6	0	15.5	0	0	0	0	489.2	91	580.2	1234
	•	Funded ted	Funded General  cted Funded  11.00 85.00	Funded General Non-General  cted Funded Funded  11.00 85.00 6.00	Funded General Non-General General Funded  teted Funded Funded & Restricted  11.00 85.00 6.00 0.00	Funded   General   Non-General   General Funded   General Funded	Funded   General	Funded   General   Non-General   General Funded   General Funded   Non-General Funded   Non	Funded   General   Non-General   General Funded   General Funded   Non-General Funded   Seneral Funded   S	Funded   General   Non-General   General Funded   General Funded   Ron-General Funded   General Funded   G	Funded   General   Non-General   General Funded   General Funded   Non-General Funded   General Funded   G	Funded   General   Non-General   General Funded   General Funded   Restricted   R	Funded   General   Non-General   Funded   General Funded   General Funded   Non-General   Funded   General Funded   Sestricted   Sest

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# **EPR Full Time Equivalent Trend by Agency Report (RHR397)**

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This Employee Position Report (EPR) provides a Full Time Equivalent (FTE) Historical Trend by Agency table over a historical time period. This headcount report displays the total FTE by agency and month excluding wage employees (salary employees only) in tabular format.

Report used by DHRM, and Agency HR SMEs and Managers.

### **NAVIGATION PATH:**

Menu > Workforce Administration > Workforce Reports > EPR FTE Trend by Agency

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

From Date Excel

To Date

### Screenshot of the EPR FTE Trend by Agency Report Run Control Page



### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

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# Screenshot of the EPR Report - Full Time Equivalent Trend by Agency

Commonwe	alth of Virginia										
Full-Time Eq	uivalent (F.T.E	.)									\$
Employment	t by Agency an	d Month									<u> </u>
Total Exclud	ling Wage Emp	loyees									3
Date	10000 (Senate)	10100 (House	10300	10700 (Div of	10900 (Div	11000 (Joint	11100	11200 (Jud	11300 (Circuit	11400 (General	11500 (Jui
		of Delegates)	(Magistrate	Legislative	Legislative	Legis Audit &	(Supreme	Inquiry and	Courts)	District Courts)	Domes
07/01/2020	0.00	386.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	, d
08/01/2020	181.05	386.00	386.00	52.80	18.00	30.76	265.00	3.00	188.00	956.90	638
11/01/2020	190.05	385.00	387.00	53.80	18.00	30.76	265.00	3.00	1213.00	1070.90	638
12/14/2020	190.05	385.00	387.00	53.80	18.00	30.76	265.00	3.00	1213.00	1070.90	637
12/15/2020	181.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	190.00	956.90	62
12/16/2020	181.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	190.00	956.90	633
01/08/2021	184.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	191.00	956.90	638 <sup>2</sup>
02/01/2021	185.05	0.00	385.00	52.80	18.00	30.76	265.00	3.00	191.00	956.90	632

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## **EPR Monthly Employment Data Report (RHR305)**

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This EPR report displays headcount of FTE data for a specific month. Two Excel tables are generated. Table 1 displays Executive Department Salaried Employees FTE employment data listed by Cabinet Secretariat. Table 2 displays FTE employment data based on branch of government (Executive, Legislative, Judicial, and Independent) for Salaried and Temporary (wage) employees. The results are generated from the EPR tool certified data and replaces the Legacy FTE report from DHRM EPR tool.

Report is used by DHRM, Agency HR Managers and Agency HR SMEs.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Workforce Reports > EPR Monthly Employment Data

#### **INPUT / SEARCH CRITERIA:**

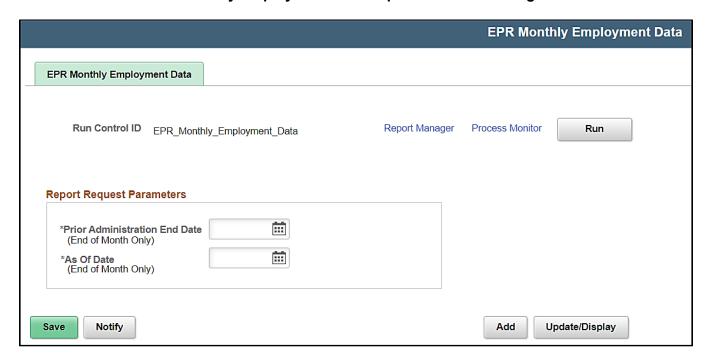
**OUTPUT FORMAT:** 

Prior Administration End Date (End of Month Only)

Excel

As Of Date (End of Month Only)

### Screenshot of the EPR Monthly Employment Data Report Run Control Page



#### **ADDITIONAL INFORMATION:**

Prior Administration End Date and As of Date fields are required fields.

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# Screenshot of the EPR Monthly Employment Data Report Table One

			Executive Departments Manpower Control F	realth of Virginia ent Salaried Employment Program Exceptions: Employees in ed programs, and teaching hospitals)		
	(1)	(2)	(3)	(4)	(5)	(6)
Secretariat	(1) Act	(2) aual F.T.E. Employment		(4) Difference	(5) Difference	(6) Appropriated Max.
Secretariat	(1) Act	(2) ual F.T.E. Employment		\ /		

# Screenshot of the EPR Monthly Employment Data Report Table Two

				Table Two monwealth of Virginia Equivalent Employm				
	(1)	(2)	(3)	(	4)	(1	5)	(6)
Branch	A	ctual F.T.E. Employmen	nt	Diffe	rence	Diffe	rence	Appropriated Max.
				Cols (	3) & (2)	Cols (	3) & (1)	
Salaried Employees								
Total Salaried	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00
Temporary Employees								
Total Temporary	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	N/A
	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	N/A

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## **Exceptional Transfer Report (RHR349)**

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This report monitors transfers from non-covered positions to covered positions under the Virginia Personnel Act. This is a DHRM only report.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Job Information > Reports > Exceptional Transfer Report

#### **INPUT / SEARCH CRITERIA:**

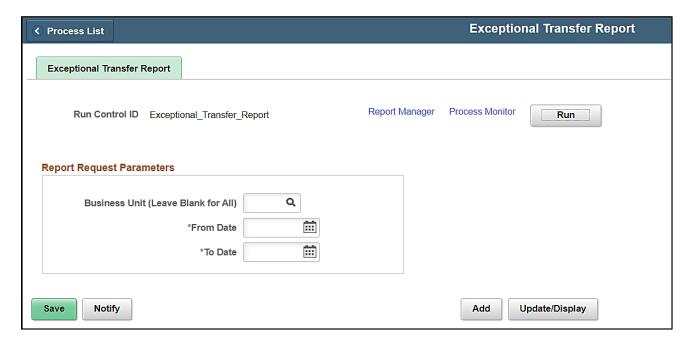
**OUTPUT FORMAT:** 

Business Unit (Leave Blank for all)

**PDF** 

From Date To Date

### Screenshot of the Exceptional Transfer Report Run Control Page



### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

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# **Screenshot of the Exceptional Transfer Report**

Report ID:RHR		nal	Commonweal Exceptional Tra		ort				: 09/08/2021 :: 11:44:44 f 1
12300									
Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator
	1 3		2/23/2021 5/10/2019	Hire Terminatn	Reassign TER CNV	Student Student	12300 21500	DMA00037 UMWST65 6	Y N
	2		2/4/2019	Terminatn	TER CNV	Student	21500	UMWST15	N
	0		1/2/2019	Terminatn	TER CNV	Student	21500	UMWSE18 0	N
	1		1/7/2021 10/27/2019	Hire Data Chg	Reassign CNV	Classified Wage	12300 70100	DMA00024 DOCW0116	Y N
19400									
Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator
	0		1/19/2021 1/18/2021	Posn Chg Pay Rt Chg	Intr-Reorg KSA	Agency Hd Agency Hd	19400 19400	DGSHR007 DGSHR004	Y N
71800									
Employee ID	Empl	Name	Efft Date	Action	Action	Employee	Business	Position	VPA

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## **Incumbent History Report (RHR461I)**

**REVISED:** 09/15/2021

### **DESCRIPTION:**

Incumbent History Report contains compensation components and displays incumbent and compensation data as it relates to a specific position. Used to review position classification and incumbent changes.

#### **NAVIGATION PATH:**

Menu > Organizational Development > Position Management > Position Reports > Incumbent History

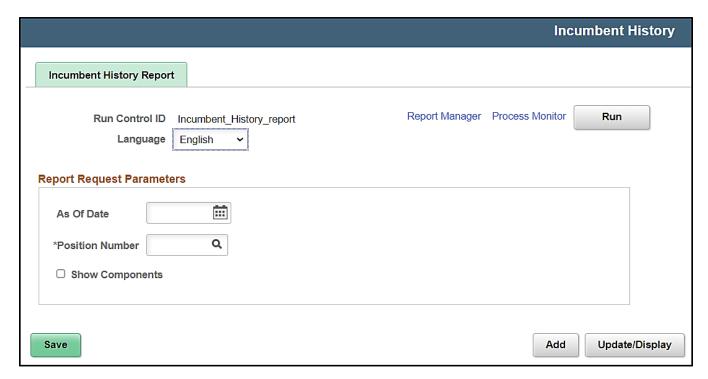
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As of Date Excel

**Position Number** 

Show Components (checkbox)

### Screenshot of the Incumbent History Report Run Control Page



#### **ADDITIONAL INFORMATION:**

Position Number field is a required field.

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# **Screenshot of the Incumbent History Report**

Commonwealth of Virginia														
INCUMBENT POSITION HISTORY REPORT														
Run Date: 09/17/2021														
	Run Time: 01:32 00													
Page No. 1	of	1												
1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0														
Run Control Parameters														
As of Date :	3/31/2021													
Position Number :	DOA00125													
Show Components :	Υ													
POSITION														
	15100												-	
	Department of Accounts												-	
	DOA													
	Department of Accounts													
	95400													
	General Accounting Operations													
	19032													
	DOA00125												-	
	Accounting Analyst													
	A													
	SW													
Sal Grd														
Sal Step														-
POSITION INCUMBENT														
Entry DT	Exit Date	Incumben	Emplid	Cur Cd	Entry Sala	Comp Fre	Entry Pln/	Cur Cd	Exit Salar	Comp Fre	Exit Pln/G	Exit Reas	US SOC CI	VPA Elig
1/10/2007				USD	3284.92	S	SW/5/00				//			
		Compensa	STATE	USD	78838	Α								

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## Job Group Diversity Analysis (RHR293)

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This report provides an analysis of the makeup of your workforce by job groups or job functions within the agency and each department. These totals are further detailed by ethnicity and gender, and furthermore by ethnicity within each gender. Agencies may use this report to analyze disparate impact and to review ethnicity date prior to the EEO4 report deadline.

DHRM, Agency HR Managers and Agency HR SMEs use this report to examine job groupings in relation to company structure. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Workforce Reports > Job Group Diversity Analysis

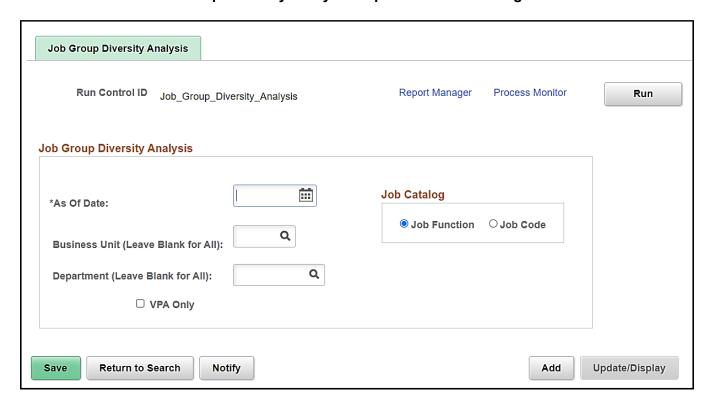
### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

Excel

As of Date
Job Category (Job Function or Job Code)
Business Unit (Leave Blank for All)
Department (Leave Blank for All)
VPA only (checkbox)

### Screenshot of the Job Group Diversity Analysis Report Run Control Page



#### **ADDITIONAL INFORMATION:**

As of Date field defaults to current day but may be updated.

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# **Screenshot of the Job Group Diversity Analysis Report**

Cardinal								<b>nwealth of V</b> p Diversity Ar												
eport ID: RHR293																Run Date Run Time: 14 Page No:		21		
s of Date	03/31/2021																			
Job Function	Business	Department	Total	Total	<i> </i>	//Male/										Fe	male			
	Unit		Employees	Minorities	White	Hispanic	Black	Asian/PcIs	Amind	2+Race	Not Specified	Total	White	Hispanic	Black	Asian/Pcls	Amind	2+Race	Not Specified	Tota
OO - Computer Operations	10000	1000	1	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
UGR - Ungraded	10000	1100	10	7	1	2	2	0	0	0	0	5	2	2	1	0	0	0	0	5
UGR - Ungraded	10100	2207	10	7	1	2	2	0	0	0	0	5	2	2	1	0	0	0	0	5
UGR - Ungraded	10700	10700	4	0	1	0	0	0	0	0	0	1	3	0	0	0	0	0	0	3
UGR - Ungraded	11000	11000	31	26	3	0	0	0	0	0	10	13	2	0	0	0	0	0	16	18
00 - Computer Operations	11300	10000	26	0	26	0	0	0	0	0	0	26	0	0	0	0	0	0	0	0
UGR - Ungraded	11300	10000	13	10	1	2	2	0	1	0	0	6	2	2	1	1	1	0	0	7
UGR - Ungraded	11400	10000	3	3	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	3
WGE - Wage Only	12200	12100	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	_ 1
AOS - Admin & Office	12300	VAPA	8	5	1	1	2	0	0	0	0	4	2	1		0	0	0	0	4
WGE - Wage Only	12300	AIRGUARDFO	1	1	0	0	0	0	0	0	0	0	0	0		0	0	0	0	1
WGE - Wage Only	12300	CHALLENGE	7	5		0	2	0	0	0	0	3	1	1	2	0	0	0	0	4
WGE - Wage Only	12300	DISTLEARN	4	0	3	0	0	0	0	0	0	3	1	0	0	0	0	0	0	_ 1
WGE - Wage Only	12300	EDUCATION	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
WGE - Wage Only WGE - Wage Only	12300 12300	FACILITIES FTPICBILL	35 6	11	22 0	3	0	1	0	0	0	33 0	2	0	0	0	0	0	0	2
WGE - Wage Unity WGE - Wage Only	12300	FTPICDPW	25	7	14	1	3	0	0	0	0	18	<u> </u>	0	5	0	0	0	0	- 3
WGE - Wage Only	12300	FTPICFIRE	3	0	3	0	n	0	0	0	0	3	0	0	n	0	0	0	, i	

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# **Job Group Diversity Analysis- New Hires (RHR503)**

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This is a custom report of new hires by Secretariat and the occupational group/job function to examine job groupings in relation to company structure. Report provides totals by ethnicity, by gender, and by ethnicity within gender. This report replaces the legacy DHRM PME210. The results include salaried hires or rehires only. Used to analyze disparate impact with regard to Hiring.

This report is used by Agency and DHRM HR Analysts, SMEs, and Managers. Parameters include VPA and Run by Secretariat.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Workforce Reports > Job Group Diversity - New Hire

INPUT / SEARCH CRITERIA:

**OUTPUT FORMAT:** 

From Date

PDF

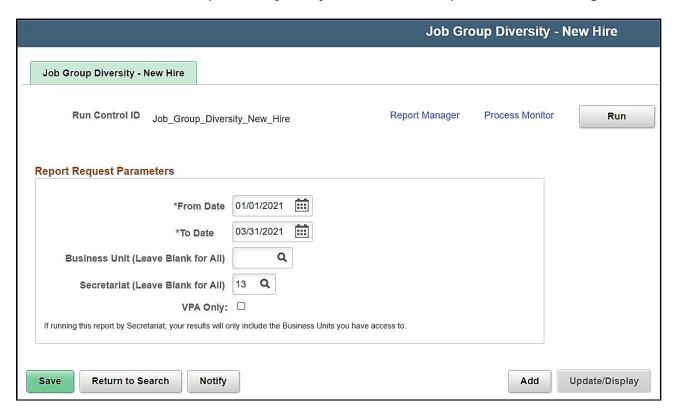
To Date

Business Unit (Leave Blank for All)

Secretariat (Leave Blank for All)

VPA Only (checkbox)

### Screenshot of the Job Group Diversity Analysis- New Hires Report Run Control Page



#### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

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# **Screenshot of the Job Group Diversity Analysis - New Hires Report**

Cardinal  Report ID:RHR503 Business Unit: From Date: 1/1/2021						nwealth of N	-	Hires						te: 04/21/2 ne: 16:42: of 1		
To Date: 3/31/2021	Total	Total				MALE							FEMAIL			
Secretariat 3:Education	New Hire	Minorities	White	Hispanic	Black	Ans/Pcls	Amind	2+Race	Total	White	Hispanic	Black	Ans/Pcls	Amind	2+Race	Total
BU:21300 Prof - Assistant Professor	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Secretariat 6:Public Safety & Homeland Sec BU:71800	ty															
Corr Ent Systems Analyst	1	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0
Secretariat 7:Legislative BU:10000 COV Default	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Secretariat 13:Finance BU:15100 Financial Services Spec I	1	0	1	0	0	0		0		0	0	0	0	0	0	0
Secretariat 16:Commerce and Trade	'	Ü	'	Ü	0	Ü	Ü	Ü		U	Ü	U	Ü	U	Ü	U
BU:85100 Financial Services Speclist II	2	1	1	0	0	0	0	0	2	0	0	0	0	0	0	0

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## **Leave of Absence Report (RHR205)**

**REVISED:** 04/13/2023

### **DESCRIPTION:**

This is a custom report run at the summary or detail level and used to monitor employees on paid and unpaid leave. Report summary displays counts of employees on leave of absence by Action/Action Reason, percentage of population, and average leave duration. Report includes percentages of employees by leave type and by Department that roll up to Detail report list of employees on leave.

Report is used by payroll and HR who are responsible for managing leave data.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Job Information > Reports > Leave of Absence Report

#### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

Excel

From Date

To Date

VPA Only (checkbox)

**Business Unit** 

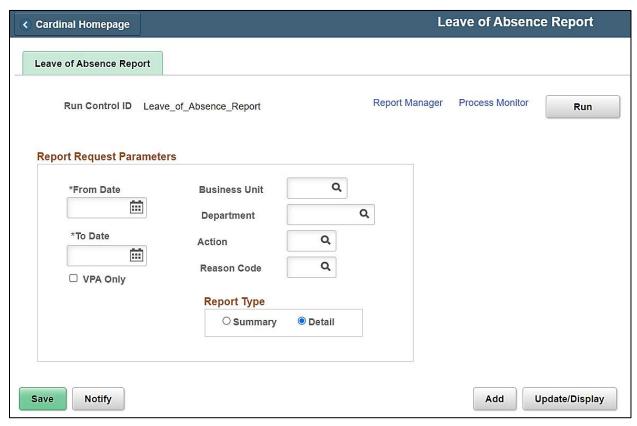
Department

Action

Reason Code

Report Type (Summary or Detail)

### Screenshot of Leave of Absence Report Run Control Page



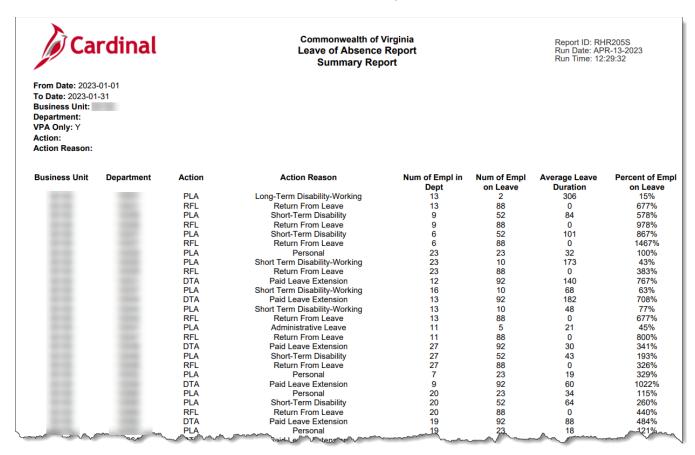
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#### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

### Screenshot of the Leave of Absence Report - Summary Report



### Screenshot of the Leave of Absence Report - Detail Report

2 3 4 5					monwealth ve of Absen Detail Re	ce Report				Report ID: RHR205 Run Date: APR-13-202: Run Time: 12:05:21	3
6 From Date:	2023-01-01										
7 To Date:	2023-01-31										
8 Business Unit:											
9 Department:											
10 VPA Only:	Υ										
11 Action:											
12 Action Reason:											
13											
14 Business Unit	Department	Employee ID	Empl Rcd	Name	Pay Group	Effective Date	Action	Action Reason	Claim Num	Expected Return Date	Probationary Expiration Date
15			0		S10	2023-01-23	RFL	Return From Leave			
16			0		S10	2023-01-19	RFL	Return From Leave			
17			0	Marine Control	S10	2023-03-14	RFL	Return From Leave			
18			0		S10	2023-01-17	PLA	Short Term Disability-Working		2023-03-03	2022-06-10
19			0		S10	2023-02-02	RFL	Return From Leave			
20		-	0		S10	2022-11-20	PLA	Parental Leave		2023-01-04	
21			0							2023-01-04 2023-01-30	
21			0		S10	2022-11-20	PLA	Parental Leave			
21			0	1000	S10 S10	2022-11-20 2023-01-11	PLA PLA	Parental Leave Parental Leave			

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# Performance Ratings Detail & Summary Reports (RHR265)

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This report displays performance ratings available at summary or detail level. Summary provides counts and percentages of employee ratings. Detailed report provides employee names, ID, EEO codes, rating, effective date, re-evaluation date and status.

This report is used by agencies and DHRM to determine outstanding ratings and re-evaluation statuses, as well as EEO analysis. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

#### **NAVIGATION PATH:**

Menu > Workforce Development > Performance Management > Reports > Performance Rating Report

#### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

**Effective Date** 

PDF

Report Type (Detail or Summary)

**Business Unit** 

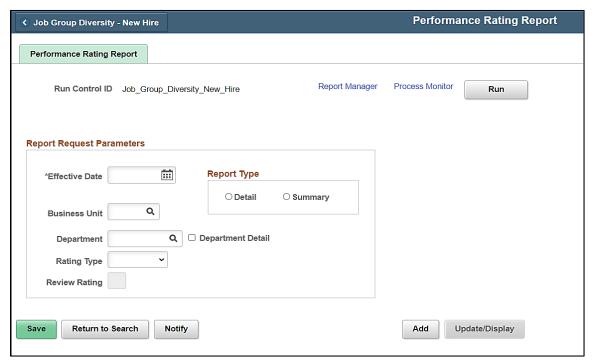
Department

Department Detail

Department Detail (checkbox)

Rating Type

### Screenshot of the Performance Ratings Detail & Summary Reports Run Control Page



#### ADDITIONAL INFORMATION:

**Effective Date** field is a required field. **Business Unit** and **Department** fields are optional fields; leave Blank for all results.

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# **Screenshot of the Performance Ratings Detail Report**

Business Unit 10000	Department 1100	Empl ID	Empl Rcd 0	Name	Position SOVPY01	Eff Dt	Eff Seq	Rating Type	Rating Cycle	Review Rating	Re-Eval Status	Re-Eval <u>Date</u>	<u>Age</u>	<u>Sex</u>	C	EO code 6
10000	1100	,	<b>7</b> 1		3 SOVPY01									М	,	6
					4											
10000	1100		0		SOVPY01 4										,	
10000	1100	•	0		SOVPY01 5									M	,	6
10000	1100	•	0		SOVPY01 6									F	,	6
10000	1100	•	0		SOVPY01 7									M	•	6
00	بسسميس		,	26	_		~		نسيستشريد		سرسيحر	~~	مرار		سگ	,—

# **Screenshot of the Performance Ratings Summary Report**

Report ID: RHR26	E		Commonwealth of Virgina Ratings Details & Su			
	5		Summary Report			
Effective Date	2021-03-31					
Business Unit						
Department						
Rating Type						
Review Rating						
Report Type	S					
Department Detail	N					
Business Unit	Business Unit Total Employees	Department	Department Total Employees	Review Rating	Employee Count	Percent
10000	11	Business Unit Totals	<u>Employees</u>	Not Rated	11	100%
10100	10	Business Unit Totals		Not Rated	10	100%
11300	13	Business Unit Totals		Not Rated	13	100%
12200	46	Business Unit Totals		Not Rated	46	100%
12300	504	Business Unit Totals		Not Rated	504	100%
12700	193	Business Unit Totals		Not Rated	193	100%
12800	337	Business Unit Totals		Not Rated	337	100%
12900	126	Business Unit Totals		Not Rated	126	100%
13200	52	Business Unit Totals		Not Rated	52	100%

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## **Person Data Changes Report (RHR501)**

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This is a custom report to capture all personal data changes within a range of dates. The report displays the field that was changed, the date the change was made, who made the change, the old value, and the new value.

This BI Publisher report is used by Payroll, Benefit (BN), and HR Administrators to audit and validate personal data changes that impact downstream processes.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Workforce Reports > Person Data Changes Report

#### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

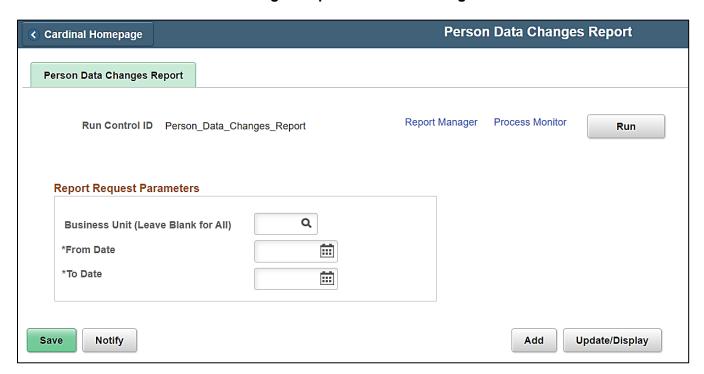
**PDF** 

Business Unit (Leave Blank for All)

From Date

To Date

### Screenshot of the Person Data Changes Report Run Control Page



#### **ADDITIONAL INFORMATION:**

**From Date** and **To Date** fields are required fields.

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# **Screenshot of the Person Data Changes Report**

	Cardi	nal			vealth of Virginia Data Changes		Report ID: RHR Run Date: APR Run Time: 16:5	-27-2021
Busines	s Unit:	Beg	in Date: 2021-0	01-01 <b>End</b>	Date: 2021-03-31			
Bus Unit	Emplid	Empl Rcd	Name	Field Changed	Change Date	Changed By	Old Value	New Value
VRSRT		0		DT_OF_DEATH	2021-03-10		2019-08-03	2019-08-28
VRSRT		0		POSTAL	2021-01-06			23220
VRSRT		0		NAME_DISPLAY_S RCH	2021-01-06			HREEHR
VRSRT		0		NAME FORMAL	2021-01-06			HREE3 02HR0122
VRSRT		0		FT_STUDENT	2021-01-06			N
VRSRT		0		HIGHEST_EDUC_L VL	2021-01-06			Α
VRSRT		0		SEX	2021-01-06			U
VRSRT		0		MAR STATUS DT	2021-01-06			2019-11-10
VRSRT		Ö		MAR STATUS	2021-01-06			U
VRSRT		0		NAME DISPLAY	2021-01-06			HREE3 02HR0122
VRSRT		Ō		EMAIL_ADDR	2021-01-06			HREE3. 02HR0122@perso nal.com
VRSRT		0		EMAIL_ADDR	2021-01-06			HREE3. 02HR0122@VRA. virginia.gov
VRSRT		0		LAST_NAME_PRE F_NLD	2021-01-06			1
VRSRT		0		FIRST_NAME	2021-01-06			HREE3
VRSRT		0		LAST_NAME	2021-01-06			02HR0122
VRSRT		0		FIRST_NAME_SR CH	2021-01-06			HREE
VRSRT		0		LAST_NAME_SRC	2021-01-06			HR
VRSRT		0		NAME	2021-01-06			02HR0122,HREE3
VRSRT		Ö		COUNTRY_NM_F ORMAT	2021-01-06			001
VRSRT		0		EFF STATUS	2021-01-06			Α
VRSRT		Ö		NAME_TYPE	2021-01-06			PRI
VRSRT		Ŏ		COUNTRY	2021-01-06			USA
VRSRT		ŏ		EFF STATUS	2021-01-06			A
VRSRT		Ö		ADDRESS TYPE	2021-01-06			HOME
VRSRT		ŏ		COUNTY	2021-01-06			Richmond City
VRSRT		Ö		STATE	2021-01-06			VA

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## Position Data Upload Error Report (RHR041)

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This is a report to be used by interfacing agencies only. This custom report displays errors for agencies who are interfacing position data (HR006). This error report should be reviewed by interfacing agencies regularly to address and correct errors online timely.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Job Information > Reports > Position Data Upload Error

INPUT / SEARCH CRITERIA:

**OUTPUT FORMAT:** 

PDF

From Date

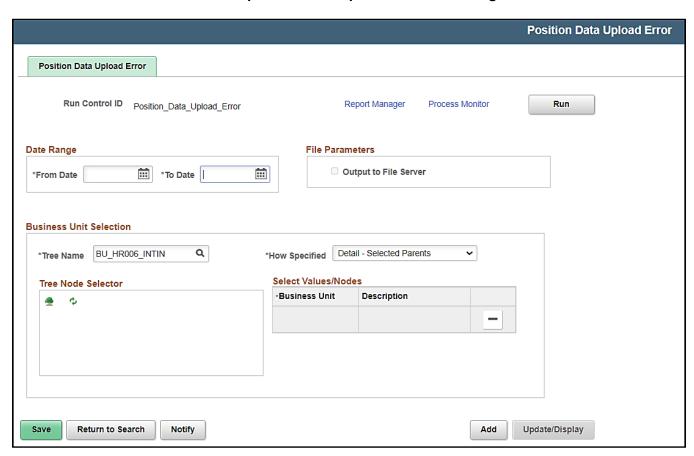
To Date

Output to File Server (checkbox)

Tree Name BU HR006 INTIN

How Specified Detail Selected Parents

### Screenshot of the Position Data Upload Error Report Run Control Page



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#### **ADDITIONAL INFORMATION:**

Output to File Server checkbox to only be used by Batch user.

From Date and To Date fields are required fields.

Tree Name and How Specified fields are also required fields. The Tree Node Selector section populates after the required fields are entered and the Tree icon is selected. Expanding the Tree and selecting the desired BU populates the Select Value/Nodes section. Tree nodes are built with all of the agencies and their respective departments. They are applied in different forms to include or exclude data.

### Screenshot of the Position Data Upload Error Report

				Commonwealth of Virginia	
Report ID: RHR041	ı		POS	ITION DATA UPLOAD ERROR REPORT	Run Date: 08/23/2020 Run Time: 05:10 00
					Page No. 1 of 6
Transactional HR E		to 23-AUG-2020			
File Name: Upload Date:	15600_HR006_IN_082 23-AUG-2020	22020_1843_001.DAT			
HR Position BU: Position ()#HR045	15600 Error Field Name COMPANY	Field Value	Error Type	Error Description Invalid Company Code used with Position number in file; Default company code was used	
DSPHR001	ACTION_REASON	INA	E	Position ACTION_REASON = INA & STATUS = A in input file and rejected this transaction.	
DSPHR010	V_LICENSE_CODE2		W	License Code was left blank because field value was invalid/Blank.	
DSPHR010	V_LICENSE_CODE1		W	License Code was left blank because field value was invalid/Blank.	
DSPHR010	WORKERS_COMP_CD		W	Workers Comp Code was set to default '8810' because field value was Invalid/blank.	
DSPHR010	US_SOC_CD		W	SOC Code was set to default Blank because field value was Invalid/blank.	
DSPHR010	STEP	0	W	Step Field value set to default '0' because the field value was Invalid.	
DSPHR010	SUPV_LVL_ID		W	Supervisor Level ID was set to default 'E' because field value was blank or invalid.	
DSPHR010	V_LICENSE_CODE3		М	License Code was left blank because field value was invalid/Blank.	

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## **Position History Report (RHR461H)**

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This report shows position history details for active and inactive positions. This report displays all relevant position fields and position sibling information requested by the run control parameters. Agencies may use this report to analyze changes made to positions over a period of time for classification study purposes.

This report is used by DHRM and Agency HR.

#### **NAVIGATION PATH:**

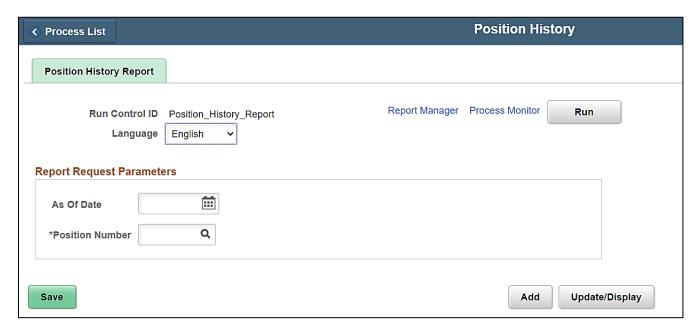
Menu > Organizational Development > Position Management > Position Reports > Position History

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As Of Date CSV

**Position Number** 

### Screenshot of the Position History Report Run Control Page



### **ADDITIONAL INFORMATION:**

Position Number field is a required field. Report output only available in CSV format.

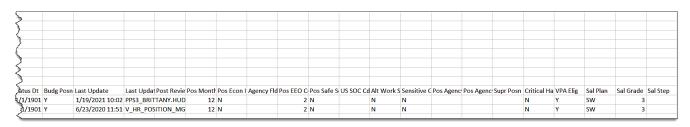
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# **Screenshot of the Position History Report**

ealth of Vi	rginia																		
Run Date:	01/19/2021																		
Run Time:	10:04 00																		
of	1																		
l Paramete	ers																		
1-Jan-21																			
DOCHR076	5																		
Eff DT	Action Date	Act RSN	Position Ti	Bus Unit	Dept	Job Code	Reports To	Company	Location	Max Head	Reg/Temp	Full/Part	Std Hrs	Work Perio	Job Shr	Status	Status Dt	Budg Posn	Last Update
1/1/2021	1/19/2021	UPD	Security O	70100	125	69113	DOCHR00	DOC	CRO	1	R	F	40	Weekly	N	Approved	1/1/1901	Υ	1/19/2021 10
1/1/1901	1/1/1901	NEW	Security O	70100	125	69113	DOCHR00	DOC	CRO	1	R	F	40	Weekly	N	Approved	1/1/1901	Υ	6/23/2020 1
E	Run Date: Run Time: of Il Paramete 1-Jan-21 DOCHR076 Eff DT 1/1/2021	1-Jan-21 DOCHR076 Eff DT Action Date 1/1/2021 1/19/2021	Run Date: 01/19/2021 Run Time: 10:04 00 of 1 1 Parameters 1-Jan-21 DOCHR076  Eff DT Action Date Act RSN 1/1/2021 1/19/2021 UPD	Run Date: 01/19/2021 Run Time: 10:04 00 of 1 lan-areates 1-Jan-21 DOCHR076  Eff DT Action Date Act RSN Position Ti 1/1/2021 1/19/2021 UPD Security O	Run Date: 01/19/2021 Run Time: 10:04 00 of 1 Parameters 1-Jan-21 DOCHR076  Eff DT Action Date 1/1/2021 UPD Security 0 70100	Run Date: 01/19/2021 Run Time: 10:04 00 of 1 1 Parameters 1-Jan-21 DOCHR076  Eff DT Action Date   Act RSN   Position Ti Bus Unit   Dept   1/1/2021	Run Date: 01/19/2021 Run Time: 10:04 00 of 1 1 Parameters 1-Jan-21 DOCHR076  Eff DT Action Date   Act RSN   Position Ti Bus Unit   Dept   Job Code   1/1/2021   J1/19/2021   UPD   Security 0   70100   125   69113	Run Date: 01/19/2021 Run Time: 10:04 00 of 1 plarameters 1-Jan-21 DOCHR076  Eff DT Action Date   Act RSN   Position Ti Bus Unit   Dept   Job Code   Reports Ti 1/1/2021   J1/19/2021   UPD   Security O   70100   125   69113   DOCHR00	Run Date: 01/19/2021 Run Time: 10:04 00	Run Date: 01/19/2021 Run Time: 10:04 00 of	Run Date: 01/19/2021 Run Time: 10:04 00 of 1 Parameters 1-Jan-21 DOCHR076  Eff DT Action Date Act RSN Position Ti Bus Unit 1/1/2021 1/19/2021 UPD Security 0 70100 125 69113 DOCHR07 DOC CRO 1	Run Date: 01/19/2021   S							

# Screenshot of the Position History Report (scrolled right)



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# **Position Summary Report (RHR471)**

**REVISED:** 1/11/2024

### **DESCRIPTION:**

This report displays specific position details and summarize position data including position counts and percentage of population's filled positions by Business Unit and Department and average vacancy rate.

This report is used by Agency HR and DHRM Analysts and Managers.

### **NAVIGATION PATH:**

Menu > Organizational Development > Position Management > Position Reports > Position Summary Report

**PDF** 

### **INPUT / SEARCH CRITERIA:**

#### **OUTPUT FORMAT:**

As of Date

Report Type (Detailed or Summary)

Business Unit (Leave Blank for All)

Job Code (Leave Blank for All)

Department (Leave Blank for All)

SOC Code (Leave Blank for All)

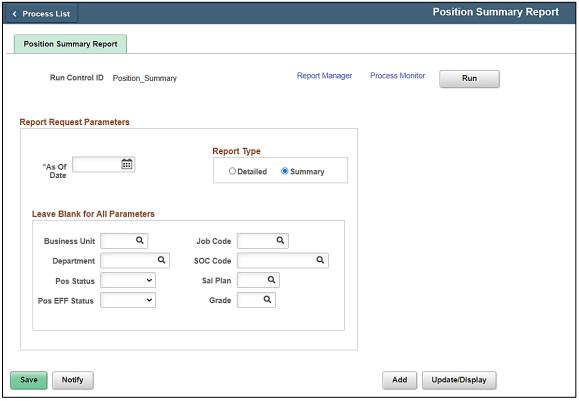
Pos Status (Leave Blank for All)

Sal Plan (Leave Blank for All)

Pos EFF Status (Leave Blank for All)

Grade (Leave Blank for All)

# Screenshot of the Position Summary Report Run Control Page



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### **ADDITIONAL INFORMATION:**

As Of Date field is a required field.

## **Screenshot of Position Summary Report – Summary View**

Cardinal		Posi	onwealth of Virginia tion Summary Report Detailed Report		Run Date: 01/05/2024 Run Time: 16:47:35 Page 1 of 1
Report ID:RHR471					
As of Date: 01/05/2024 Business Unit: 14000 Department: Position Status: Position Eff Status: JobCode: Scrode: Grade:					
BU Description	Department	Num of Active BU Positions	Num of Active Dept Positions	Num of Vacant Positions	Avg BU Vacancy Rate
Dept of Criminal Justice Svcs	10110	215	4	2	1%
Dept of Criminal Justice Svcs	10120	215	3	0	0%
Dept of Criminal Justice Svcs	10210	215	1	0	0%
Dept of Criminal Justice Svcs	10220	215	11	4	2%
Dept of Criminal Justice Svcs	10230	215	10	4	2%
Dept of Criminal Justice Svcs	10250	215	1	0	0%
Dept of Criminal Justice Svcs	10260	215	12	3	1%
Dept of Criminal Justice Svcs	10270	215	2	1	0%
Dept of Criminal Justice Svcs	10310	215	2	1	0%
Dept of Criminal Justice Svcs	10320	215	10	3	1%
Dept of Criminal Justice Svcs	10330	215 215	23	1	0% 0%
Dept of Criminal Justice Svcs Dept of Criminal Justice Svcs	10340 10410	215 215	9 4	1	2%
Dept of Criminal Justice Svcs Dept of Criminal Justice Svcs	10510	215	1	4	0%
Dept of Criminal Justice Svcs	10510	215	14	U E	2%
Dept of Criminal Justice Svcs	10540	215	11	1	0%
Dept of Criminal Justice Svcs	10610	215	3	i	0%
Dept of Criminal Justice Svcs	10620	215	7	i	0%
Dept of Criminal Justice Svcs	10630	215	7	i	0%
Dept of Criminal Justice Svcs	10640	215	5	i	0%
Dept of Criminal Justice Svcs	10710	215	8	i	0%
Dept of Criminal Justice Svcs	10720	215	9	1	0%
Dept of Criminal Justice Svcs	10730	215	6	1	0%
Dept of Criminal Justice Svcs	10740	215	7	2	1%
Dept of Criminal Justice Svcs	10810	215	3	3	1%
		215	173	42	20%

# Screenshot of Position Summary Report - Detail View

Cardinal  Report ID:RHA471  As of Date: 01/11/2024  Basiness Dist: 77700  Position Enhaus: A  Position Enhaus: A  Jackbade: Grands: Gr				Commonwealth of Virginia Position Summary Naport Datail Report			Run !	Date: 01/11/202 Time: 10:16:43 1 of 1	24	
BU Description	Department	Position Number	Position Effdt	Position Description	Position Status	Position Eff Status	Job Code	SOC code	Grade	Position Vacan
Department of Juvenile Justice	50002	DJJEBAGI	6/30/2022	Special Education and Student	1	A	29143	25-2022	- 1	34
epartment of Juvanile Justice	50001	DIJEBAGI	2/1/2022	Art Tearber	A	A	29112	25-2000	4	H .
epartment of Juvenile Justice	50001	DJJEBA02	9/5/2023	Principal	1	A	29134	25-3031	1.6	72
spartment of Juvenile Justice	50003	DJJEBAGG	1/10/2023	School Paychologist	A	A	49212	19-3031	- 5	32
spartment of Juvenile Justice	50001	DIJERAGE	1/1/1901	History Teacher	A	A	29112	23-2000	4	33
epertment of Juvenile Justice	50001	DJJEBAZU	1/1/1901	Special Education Teacher	A.	A	29112	25-2000	4	21
spartment of Juvenile Justice	50001	DJJEBA34	8/9/2022	Culinary Arts Teacher	A	A	29112	25-2000	4	24
spartment of Juvenile Justice	50001	DJJKBA21	1/1/1901	Welding Instructor	A	A	29112	25-2000	4	22
epertment of Juvenile Justice	50001	DJJEBAC7	2/25/2023	Special Education Teacher	A	A	29112	25-2000	4	T
partment of Juvenile Justice	50001	DJJEBAZZ	3/3/2023	Math Teacher	A	A	29112	25-2000	4	11
partment of Juvenile Justice	50002	DIJEBARS	1/10/2023	Inst. Tech. Res. Specialist	A	A	29113	25-2000		28
spartment of Juvenile Justice	50001	DJJEBAGS	7/13/2022	School Counselor	A	A	23112	25-2000	4	32
epartment of Juvenile Justice	50001	DJJEBA23	1/1/1901	Biology Teacher	A	A	29112	25-2000	4	33
epartment of Juvenile Justice	50001	DJJEBAJ6	3/3/2023	English Teacher	à	a	29112	25-2000	4	24
Department of Jumenile Justice	30003	DATERACO	1/1/1901	Spanial Education Teacher	90	100	23112	25-2000	Gá	71

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## **Reward and Recognition Compliance Report (RHR490)**

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This report audits the Rewards and Recognition page entries by applying edits (e.g., lifetime max, fiscal year limits, occurrence limit, and referral bonus limit) for classified employees only. This report displays transactions logged on the Rewards and Recognition page that are outside of policy defined compliance criteria with supporting field level detail (e.g., effective date, agency, employee, reason code, amount, and written agreement expiration).

This BI Publisher report is used by Agency and DHRM HR staff to ensure Bonus and Leave Actions comply with DHRM Policy for all classified employees.

#### **NAVIGATION PATH:**

Menu > Workforce Development > Rwd and Recogn Compliance Rpt

#### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

Excel

Business Unit (Leave Blank for All) Reward Type (Leave or Monetary)

Fiscal/Leave Year

### Screenshot of the Reward and Recognition Compliance Report Run Control Page

	Rwd and Recogn Compliance Rpt
R and R Compliance Report	
Run Control ID R_and_R_Compliance_Report	Report Manager Process Monitor Run
Report Request Parameters	
Reward and Recognition Compliance Report  Business Unit (Leave Blank for All)	
Reward Type:   Leave   Monetary	
*Fiscal/Leave Year	
Save Notify	Add Update/Display

### **ADDITIONAL INFORMATION:**

Fiscal/Leave year field is a required field.

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# Screenshot of the Reward and Recognition Compliance Report (Monetary Reward)

A Car	dinal		Cor	nmonwealth	of Virgini	a			Page No:	9
Cai	umat		Reward and R				eport		Run Date:	04/29/2021
Report ID: RHR49	0								Run Time:	03:03:40 PM
Business Unit	%									
Start Date	07/01/2019									
End Date	06/30/2020									
Reward Type	Monetary: Ani	nual								
Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration		Comments
21500		0		12/16/2019	ERB	0.00	7000.00	CAPITATION		
21500	1	6		12/23/2019	RNB	0.00	17000.00			
21500		0		12/26/2019	RNB	0.00	33000.00			
Reward Type	Monetary: On	e Time Limit								
Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration		Comments
70500	1	0		08/10/2019	RLP	0.00	5000.00		007741807705	
72800	1	70		07/10/2019	RNB	0.00	25000.00			

## **Screenshot of the Reward and Recognition Compliance Report (Leave Reward)**

Cai	rdinal	i		Co	mmonwealth	of Virginia	1		Page No:	1	
			F	Reward and R	ecognition	Compli	ance Re	port	Run Date:	05/05/2021	
Report ID: RHR49	90								Run Time:	02:24:20 PM	
Business Unit	%										
Leave Year	2019										
Louve rour	2010										
Reward Type	Leave: Absen	ce Managem	ent								
Business Unit	Empl ID	Empl Rcd		Employee	Effective Date	Reward Type				Comments	
0200		Ó			11/09/2019	ALI	336.00	0.00			
0200		0			11/09/2019	ALI	268.80	0.00			
0200	1	0			11/09/2019	ALI	283.50	0.00			
0200		Ō			11/09/2019	ALI	249.00	0.00			
0200		0			11/09/2019	ALI	336.00	0.00			
0200		0			11/09/2019	ALI	344.00	0.00			
0200		Ō			11/09/2019	ALI	260.00	0.00			
0200		Ō			11/09/2019	ALI	259.00	0.00			
0200		Ō			11/09/2019	ALI	336.00	0.00			
0200		0			11/09/2019	ALI	250.70	0.00			
0200		0			11/09/2019	ALI	250.50	0.00			
7700	,	6			11/09/2019	ERL	42.50	0.00			

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# **Reward and Recognition Leave Report (RHR280)**

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This report displays leave award options of summary or detail from Reward and Recognition pages as well as from Cardinal Absence Management. Summary also displays leave award totals, percentage of population, and average amounts granted.

Report is used by DHRM, Agency HR Analysts, Agency HR Managers and by Payroll to validate and audit exceptional and recognition leave and bonus award payments, and audit SPOT payments.

#### **NAVIGATION PATH:**

Menu > Workforce Development > Rwd and Recogn Leave Rpt

#### **INPUT / SEARCH CRITERIA:**

#### **OUTPUT FORMAT:**

From Date Excel

To Date

Business Unit (Leave Blank for All)

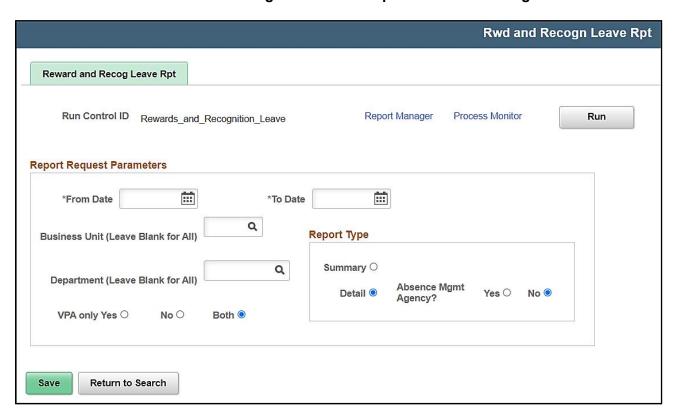
Department (Leave Blank for All)

Report Type (Summary or Detail)

Absence Mgmt Agency? (Yes or No)

VPA Only (Yes or No or Both)

### Screenshot of the Reward and Recognition Leave Report Run Control Page



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### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

Screenshot of the Rewards and Recognition Leave Report (Detail Report)

Cardir	nal											
					Commonwealth	n of Virginia				Run Date:	01/22/2024	
Report ID: R	HR280			Rewa	rd and Recognit	ion Leave Report				Run Time:	3:44:40 PM	
		Absence Management Detail Report										
From Date:	01/01/2023											
To Date:	01/22/2024											
<b>Business Unit</b>												
Danastmant												
Department:												
Department: VPA Only:	В											
VPA Only:							1					
VPA Only:	Department EmpliD	Empl Rcd	Last Name	First Name	Position Nbr	Jobcode	Critical/Hard to Hire	Pay Begin D		Adjusted	Comments	
VPA Only:			Card	Credit	CJS00078	Financial Services Manager I	N	05/25/2023	ALI	40	Retention/Recruitment	
	Department EmpliD					Financial Services	N					

### Screenshot of the Rewards and Recognition Leave Report (Summary Report)

	R280		nonwealth of Virginia d Recognition Leave Report Summary Report	Run Date: Run Time: Page No:	04/23/2021 12:47:47 PM 1 of 1
From Date:	01/01/2021				
To Date:	03/31/2021				
Business Unit:					
Department: VPA Only:	В				
	Business Unit: 21500				
	Department: 303200	Number of Leave Awards	PCT of Population	Avg Amount of Leave Awards Granted	٦
		Number of Leave Awards	PCT of Population 7%	Avg Amount of Leave Awards Granted 35.00	3
	Department: 303200				
	Department: 303200  Reward Type  ERB	1	7%	35.00	
	Reward Type ERB Department Total: 303200	1 1	7% 7%	35.00 35.00	

# Salary Above and Below Pay Grade Report (RHR177)

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This is a custom report listing employees with a salary above or below the pay grade maximum or minimum.

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This report is used by Agency Compensation Managers, HR Managers and DHRM to audit VPA employee Salary Grades.

#### **NAVIGATION PATH:**

Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Pay Grade Report

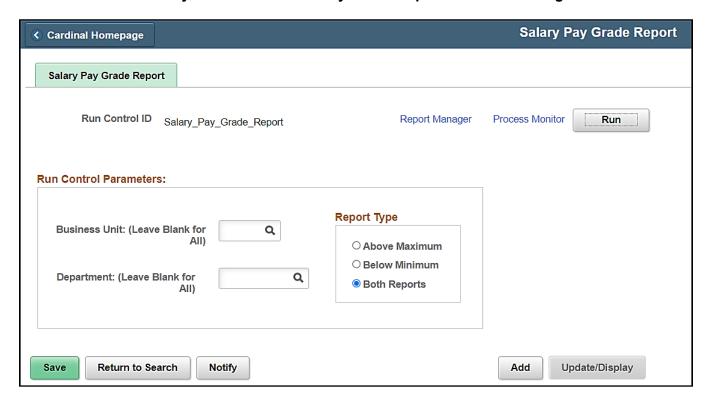
#### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

Business Unit (Leave Blank for All) Department ID (Leave Blank for All) CSV PDF

Report Type (checkbox)

Screenshot of the Salary Above and Below Pay Grade Report Run Control Page.



#### ADDITIONAL INFORMATION:

If the **Business Unit** and/or **Department ID** fields are left blank, the report displays all business units and departments the user has access to. Run Control includes radio buttons to select Report Type (Above Maximum, Below Minimum, and Both Reports).

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# Screenshot of the Salary Above and Below Pay Grade Report.

Commonwealth of Virginia  SALARY ABOVE AND BELOW PAY GRADE REPORT Run Date: 04/21/2021  Run Time: 03:24 00											
Business Unit: Department ID: Report Type: Both Reports Business Unit: 12300 - Department of Military Affairs Emplid Red Name Report Section: Above Maximum	<u>Jobcode</u>	<u>Deptid</u>	Position Number	Salary Plan/Grade	Maximum Salary	Page  Annual Rate	No. 1 of 91  Above Amount				
Emplid Rcd Name Report Section: Below Minimum	Jobcode	Deptid	Position Number	Salary <u>Plan/Grade</u>	Minimum <u>Salary</u>	Annual Rate	Amount Below				
Salary Plan: SW - Statewide 00923567500 0 T08BN1915,Employee2agy2	19216	CHALLENGE	DMA00149	SW/6	\$ 60,209.00	\$ 54,000.00	\$ 6,209.00				

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## Salary Grade/Step Components Table (PER706B)

**REVISED:** 09/15/2021

### **DESCRIPTION:**

This report displays Salary Plan/Grade/Step by SETID based on components applicable configuration tables at the time the report is run.

### **NAVIGATION PATH:**

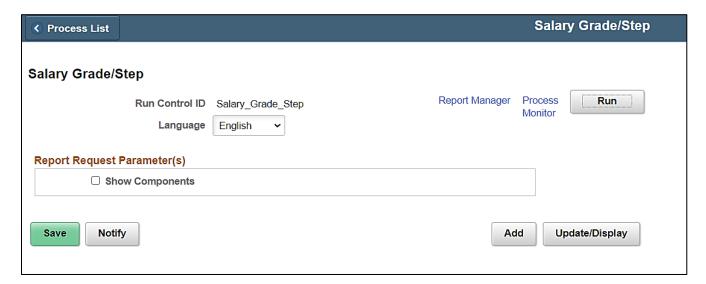
Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Grade/Step

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Show Components (checkbox)

CSV HTM PDF

### Screenshot of the Salary Grade/Step Components Table Run Control Page



#### **ADDITIONAL INFORMATION:**

This report may be run with or without the **Show Components** checkbox checked. .

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# **Screenshot of the Salary Grade/Step Components Table**

Report ID: PER706B				s		ppleSoft e/Step/Components Table			Page No. 1 Run Date 04/		
For the period 01/01/1	900 through	04/14/2021							Run Time 14:	46:01	
Salary SETID Plan/Grade/Step	Descr	Effective Date	Components	Cur Freq	Hourly Rate	Daily Rate	Monthly Rate	Annual Rate	Rate Code	Percent	Points
									Group		
19400 SW/3/ 1	SW Grade 3	01/01/1901									
19400 SW/4/ 1	SW Grade 4	01/01/1901									
19400 SW/5/ 1	SW Grade 5	01/01/1901									
20300 NV/4/ 1	NV Ext 4	01/01/1901									
20300 SW/1/ 1	SW Grade 1	01/01/1901									
20300 SW/3/ 1	SW Grade 3	01/01/1901									
20300 SW/3/ 2	SW Grade 3	01/01/1901									
20300 SW/3/ 3	SW Grade 3	01/01/1901									
20300 SW/4/ 1	SW Grade 4	01/01/1901									
20300 SW/4/ 2	SW Grade 4	01/01/1901									
20300 SW/4/ 3	SW Grade 4	01/01/1901									
20300 SW/4/ 4	SW Grade 4	01/01/1901									
20800 SW/3/ 1	SW Grade 3	01/01/1901									
21400 SW/3/ 1	SW Grade 3	01/01/1901									
and a second				_				حرير بسريم	المعيريت	-	لبحر

# **Screenshot of the Salary Grade/Step Components Table (Show Components)**

PeopleSoft  Report ID: PER706B Salary Plan/Grade/Step/Components Table  For the period 01/01/1900 through 04/28/2021											Page No. 1 Run Date 04/28/2021 Run Time 14:06:24		
Salary SETID Plan/Grade/Step	Descr	Effective Date	Compone	nts	Cur E	req	Hourly Rate	Daily Rate	Monthly Rate	Annual Rate	Rate Code	Percent	Points
19400 SW/3/ 1	SW Grade 3	01/01/1901	STATE	0	USD	A	0.000000	0.000	0.000	0.0	Group	0.000	0
19400 SW/4/ 1	SW Grade 4	01/01/1901	STATE	0	USD	A	0.00000	0.000	0.000	0.0	00	0.000	0
19400 SW/5/ 1	SW Grade 5	01/01/1901	STATE	0	USD	A	0.00000	0.000	0.000	0.0	00	0.000	0
20300 NV/4/ 1	NV Ext 4	01/01/1901	STATE	0	USD	A	0.000000	0.000	0.000	0.0	00	0.000	0
20300 SW/1/ 1	SW Grade 1	01/01/1901	STATE	0	USD	A	0.000000	0.000	0.000	0.0	00	0.000	0
20300 SW/3/ 1	SW Grade 3	01/01/1901	STATE	0	USD	A	0.000000	0.000	0.000	0.0	00	0.000	0
20300 SW/3/ 2	SW Grade 3	01/01/1901	STATE	0	USD	A	0.000000	0.000	0.000	0.0	00	0.000	0
20300 SW/3/ 3	SW Grade 3	01/01/1901	STATE	0	USD	A	0.000000	0.000	0.000	0.0	00	0.000	0
20200 SP4441	Grade 4	_01/01/^004_		0	UŞD	A	000000	0-000	0.000	م مسم	204		

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## Salary Grade Table Report (PER706A)

**REVISED:** 09/15/2021

**DESCRIPTION:** 

This BI Publisher report displays Salary Plan and Grade table data.

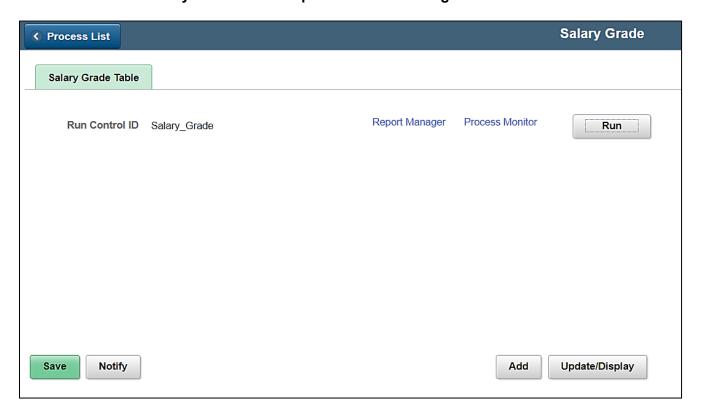
**NAVIGATION PATH:** 

Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Grade

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

(No input required) PDF

Screenshot of the Salary Grade Table Report Run Control Page



### **ADDITIONAL INFORMATION:**

In order to review results, user must click on **Report Manager** after running the report and refreshing to success.

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# **Screenshot of the Salary Grade Table Report**

Report ID: PER706A			PeopleSoft SALARY PLAN / GRADE TAE	BLE		No: 1 of 126 Date: 04/28/2021 Time: 14:21:42		
Setid	Salary Plan/Grade	Description	Effective Date	Curr Cd	<hourly min=""> <hourly mid=""> <hourly max=""></hourly></hourly></hourly>	<daily min=""> <daily mid=""> <daily max=""></daily></daily></daily>	< Monthly Min> < Monthly Mid> < Monthly Max>	< Annual Min < Annual Mid < Annual Max-
STATE			01/01/1901	USD	0.000 8.731 17.462	0.00 69.85 139.70	0.00 1,513.38 3,026.75	0 18,160 36,321
STATE			01/01/1901	USD	0.000 42.067 84.135	0.00 336.54 673.08	0.00 7,291.67 14,583.33	0 87,500 175,000
STATE			01/01/1901	USD	81.336 84.284 87.231	650.69 674.27 697.85	14,098.25 14,609.17 15,120.08	169,179 175,310 181,441
STATE			01/01/1901	USD	57.218 63.869 70.520	457.75 510.96 564.16	9,917.83 11,070.63 12,223.42	119,014 132,848 146,681
STATE			01/01/1901	USD	57.218 66.204 75.190	457.75 529.64 601.52	9,917.83 11,475.38 13,032.92	119,014 137,704 156,395
STATE			01/01/1901	USD	56.478 69.231 81.983	451.82 553.85 655.87	9,789.50 11,999.96 14,210.42	117,474 144,000 170,525
STATE			01/01/1901	USD	45.731 50.899 56.067	365.85 407.19 448.53	7,926.67 8,822.46 9,718.25	95,120 105,870 116,619
STATE			01/01/1901	USD	81.336 88.467 95.598	650.69 707.74 764.78	14,098.25 15,334.29 16,570.33	169,179 184,012 198,844
STATE			01/01/1901	USD	57.218 60.183 63.149	457.75 481.47 505.19	9,917.83 10,431.79 10,945.75	119,014 125,182 131,349
STATE			01/01/1901	USD	0.000 36.058 72.115	0.00 288.46 576.92	0.00 6,250.00 12,500.00	75,000 150,000
STATE			01/01/1901	USD	57.218	457.75	9,917.83	119,014

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# **Salary Structure Report (CMP001)**

**REVISED:** 09/15/2021

**DESCRIPTION:** 

This report displays Salary Grade Structures by SET ID.

**NAVIGATION PATH:** 

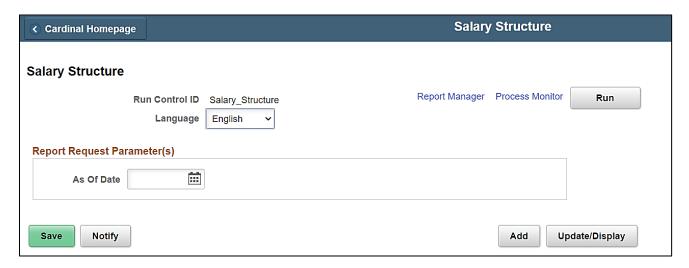
Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Structure

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

As Of Date CSV

HTM PDF

Screenshot of the Salary Structure Report Run Control Page



### **ADDITIONAL INFORMATION:**

Defaults to current day if **As Of Date** field is left blank.

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# **Screenshot of the Salary Structure Report**

			leSoft		0401040502355 (62)
Report ID: CMP001		SALARY STR	JCTURE REPORT		Page No. 1
					Run Date 04/28/20
s Of Date: 04/28/2021					Run Time 14:46:58
ETID Salary				Midpoint	Range
Grade	Minimum	Midpoint	Maximum	Differential	Spread
31.4.0	***************************************	and the same			221110
TATE	117,474	153,293	189,111		60.98%
TATE	24,162	62,725	101,288	144.39%	319.20%
TATE	95,120	104,168	113,215	-39.78%	19.02%
TATE	0	68,791	137,582	51.43%	100.00%
TATE	119,014	121,746	124,477	-43.50%	4.59%
TATE	0	74,166	148,332	64.15%	100.00%
TATE	0	68,983	137,966	7.51%	100.00%
TATE	117,474	136,002	154,529	-49.28%	31.54%
TATE	119,014	136,570	154,125	-0.42%	29.50%
7800	117,474	146,761	176,048	-6.94%	49.86%
TATE	117,474	141,292	165,110	3.87%	40.55%
TATE	119,014	128,486	137,957	9.97%	15.92%
6500	169,179	191,964	214,748	-33.074	26.94%
TATE	24,162	63,064	103,566	200.50%	320.63%
2000	169,179	205,321	241,463	-68.90%	42.73%
0200	95,120	109,753	124,386	87.08%	30.77%
TATE	169,179	181,273	193,367	-39.45%	14.30%
TATE	169,179	190,879	212,578	-5.03%	25.65%
0100	169,179	202,785	236,390	-5.87%	39.73%
TATE	117,474	118,796	120,117	70.70%	2.25%
TATE	117,474	138,761	160,048	-14.39%	36.24%
TATE	169,179	193,844	218,509	-28.42%	29.16%
0100	169,179	193,844	218,509	0.00%	29.16%
TATE	0	90,353	180,706	114.54%	100.00%
TATE	169,179	184,497	199,815	-51.034	18.11%
TATE	119,014	133,517	148,019	38.18%	24.37%
TATE	119,014	124,507	130,000	7.24%	9.23%
TATE	95,120	95,120	95,120	30.89%	0.00%
TATE	119,014	135,623	152,232	-29.86%	27.91%
TATE	117,474	135,839	154,204	-0.16%	31.27%
TATE	117,474	132,964	148,454	2.16%	26.37%
TATE	119,014	124,976	130,938	6.39%	10.02%
TATE	117,474	132,930	148,385	-5.98%	26,31%
TATE	117,474	131,690	145,905	0.94%	24,20%
TATE	117,474	132,000	146,525	-0.23%	24.73%
TATE	95,120	97,908	100,695	34.825	5.86%
TATE	117,474	143,506	169,538	-31.77%	44.32%
TATE	0	250,000	500,000	-42.60%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE	0	250,000	500,000	0.00%	
TATE TATE	0	250,000	500,000	0.00%	100.00%
	0	250,000		0.00%	100.00%
TATE	0	250,000	500,000	0.00%	100.00%
TATE TATE	0	250,000	500,000	0.00%	100.00%
TATE	0				
5200	117,474	250,000	500,000	0.00%	100.00%
		140,630	163,786	77,776	39,425
TATE	0	92,977	185,953	51.25%	100.00%
TATE	0	80,856	161,712	14.99%	100.00%
TATE	0	65,358	130,716	23,715	100.00%
TATE	0	102,483	204,965	-36.235	100.00%
TATE	0	73,264	146,528	39.88%	100.00%
TATE	0	71,303	142,606	2.75%	100.00%
TATE	95,120	103,123	111,125	-30.86%	16.83%
TATE	119,014	135,317	151,620	-23.79%	27.40%
3600	0	93,192	186,383	45.20%	100.00%

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## Separation Report (including Layoff Details) (RHR423)

**REVISED:** 12/15/2023

### **DESCRIPTION:**

This report displays separation details for a specified period of time. Generates results based on data where employees became inactive and are still inactive during the specified period of time.

End users for this report are Agency HR and DHRM.

#### **NAVIGATION PATH:**

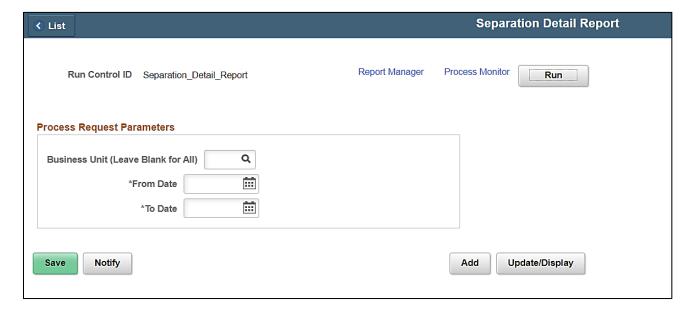
Menu > Workforce Administration > Workforce Reports > Separation Detail Report

INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

Business Unit (Leave Blank for All) PDF From Date XLS

To Date

### Screenshot of the Separation Report (Details) Run Control Page



#### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

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# **Screenshot of the Separation Report**

Cardina	d			Co	mmonwea	Ith of Virg	inia							
Carunia				S	eparation [	etail Reno	ort							
eport ID: RHR423	3				срагацопт	ociali recpe	J11						Run Date 04/28/	2021
													Run Time 3:05:3	4 PM
													Page No. 1 of 2	
Results for Effecti	ive Date R	ange: From Date: 1/1/2021	To Date: 3/31/2021											
toodilo for Effoot	TO Date 16	ango.	TO Date. Gronzez 1											
lusiness Unit:	123	300 Department of Military Affairs												
	EMPL		Effective	Job	Service			HR	PY	Benefit	Layoff		Action	Action
Employee ID	RCD	Employee Name	Date	Code	Years	Gender	Race	Status	Status	Status	Notification	Grade	Code	Reason
	0		3/11/2021	29112	2	м	WHITE	-	T	т	Date	4	TER	RES
	U		3/11/2021	29112	2	IM	WHILE		11	11	1	14	IER	RES
Business Unit:	151	00 Department of Accounts												
		I	Effective	Job						1	Layoff			
Employee ID	EMPL RCD	Employee Name	Date	Code	Service	Gender	Race	HR	PY	Benefit	Notification	Grade	Action	Action
					Years			Status	Status	Status	Date		Code	Reason
	0		3/2/2021	19032	4	F	HISPA	1	T	T		5	TER	TER
_	0		1/20/2021	39112	2	M	BLACK	11	T	T		5	TER	TER
	_	00 VA Workers' Compensation Comm	1/3/2021 Effective	Job	Service			нр		Benefit	Layoff	Grade.	TER	RES
	191 EMPL RCD	00 VA Workers' Compensation Comm Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	191	,	Effective	Job	Service				PY		Notification		Action	Action
Employee ID	EMPL RCD	,	Effective Date	Job Code	Service Years	Gender	Race	Status	PY Status	Status	Notification		Action Code	Action Reason
Employee ID  Business Unit:	EMPL RCD 0	Employee Name  OD Dept of Ed Central Operations	Effective Date  2/1/2021	Job Code COVA99	Service Years	Gender	Race NSPEC	Status	PY Status	Status	Notification Date	Grade	Action Code TER	Action Reason XFO
Employee ID  Business Unit:	EMPL RCD	Employee Name	Effective Date	Job Code COVA99	Service Years	Gender	Race	Status	PY Status	Status	Notification Date		Action Code	Action Reason
Employee ID  Business Unit:	EMPL RCD 0 201	Employee Name  OD Dept of Ed Central Operations	Effective Date  2/1/2021  Effective Date	Job Code COVA99	Service Years 10 Service Years	Gender	Race NSPEC	Status	PY Status T	Status A Benefit	Notification Date	Grade Grade	Action Code TER	Action Reason XFO  Action Reason
Employee ID  Business Unit:	EMPL RCD 0 201	Employee Name  OD Dept of Ed Central Operations	Effective Date  2/1/2021	Job Code COVA99	Service Years 10	Gender M Gender	Race NSPEC	Status	PY Status	Status A Benefit	Notification Date	Grade	Action Code TER	Action Reason XFO
Business Unit:	EMPL RCD 0 201 EMPL RCD 0	Employee Name  OD Dept of Ed Central Operations	Effective Date  2/1/2021  Effective Date	Job Code COVA99	Service Years 10 Service Years	Gender M Gender	Race NSPEC	Status	PY Status T	Status A Benefit	Notification Date  Layoff Notification Date	Grade Grade	Action Code TER	Action Reason XFO  Action Reason
Employee ID  Business Unit: Employee ID  Business Unit:	EMPL RCD 0 2011 EMPL RCD 0 212	Employee Name  OD Dept of Ed Central Operations  Employee Name  OU Virginia State University	Effective Date  2/1/2021  Effective Date  1/1/2021	Job Code COVA99	Service Years 10 Service Years	Gender  M  Gender	Race Race HISPA	Status	PY Status T	Status A Benefit	Notification Date  Layoff Notification Date  Layoff	Grade Grade 5	Action Code TER  Action Code TER	Action Reason XFO  Action Reason
Business Unit: Employee ID Business Unit: Employee ID Business Unit: Employee ID	EMPL RCD 0 201 EMPL RCD 0	Employee Name  O Dept of Ed Central Operations  Employee Name	Effective Date  2/1/2021  Effective Date  1/1/2021	Job Code COVA99	Service Years 10 Service Years 17	Gender M Gender	Race NSPEC	Status I HR Status	PY Status T PY Status D	A Benefit Status	Layoff Notification Date  Layoff Notification Date  Layoff Notification	Grade Grade	Action Code TER	Action Reason XFO  Action Reason DWD
Employee ID  Business Unit: Employee ID  Business Unit:	EMPL RCD 0 201  EMPL RCD 0 212	Employee Name  OD Dept of Ed Central Operations  Employee Name  OU Virginia State University	Effective Date  2/1/2021  Effective Date  1/1/2021	Job Code COVA99	Service Years 10  Service Years 17	Gender  M  Gender	Race Race HISPA	Status I HR Status I	PY Status T PY Status D	Status A Benefit Status T	Notification Date  Layoff Notification Date  Layoff	Grade Grade 5	Action Code TER  Action Code TER	Action Reason XFO  Action Reason DWD
Business Unit: Employee ID Business Unit: Employee ID	EMPL RCD 0 2012 EMPL RCD 0 0 212 EMPL RCD 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Employee Name  OD Dept of Ed Central Operations  Employee Name  OD Virginia State University  Employee Name	Effective Date  2/1/2021  Effective Date  1/1/2021  Effective Date	Job Code COVA99	Service Years 10  Service Years 17  Service Years	Gender  M  Gender  F	Race NSPEC Race HISPA	Status I HR Status I	PY Status T PY Status D	Status A Benefit Status T	Layoff Notification Date  Layoff Notification Date  Layoff Notification	Grade Grade Grade	Action Code TER  Action Code TER  Action Code TER	Action Reason XFO  Action Reason  DWD  Action Reason
Business Unit: Employee ID Business Unit: Employee ID	EMPL RCD 0 2012 EMPL RCD 0 0 212 EMPL RCD 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Employee Name  OD Dept of Ed Central Operations  Employee Name  OU Virginia State University	Effective Date	Job Code COVA99 Job Code 19032 Job Code 29052	Service Years 10  Service Years 17  Service Years	Gender  M  Gender  F	Race NSPEC Race HISPA	Status I HR Status I	PY Status T PY Status D	Status A Benefit Status T	Notification Date  Layoff Notification Date  Layoff Notification Date	Grade Grade Grade	Action Code TER  Action Code TER  Action Code TER	Action Reason XFO  Action Reason  DWD  Action Reason
Business Unit: Employee ID Business Unit: Employee ID Business Unit: Employee ID	191  EMPL RCD  0  201  EMPL RCD  0  212  EMPL RCD  0  215  EMPL RCD	Employee Name  OD Dept of Ed Central Operations  Employee Name  OU Virginia State University  Employee Name  OU University of Mary Washington	Effective Date  2/1/2021  Effective Date  1/1/2021  Effective Date  1/2/2021	Job Code COVA99 Job Code 19032	Service Years 10  Service Years 17  Service Years 33	Gender  M  Gender  F	Race NSPEC Race HISPA	HR Status  I  HR Status  I  HR HR	PY Status T PY Status D PY Status T	Status A  Benefit Status T  Benefit Status T  Benefit Status	Notification Date  Layoff Notification Date  Layoff Notification Date  Layoff Layoff Notification Date	Grade Grade Grade	Action Code TER  Action Code TER  Action Code TER  Action Code TER	Action Reason XFO  Action Reason DWD  Action Reason Resson Resson Resson Resson
Employee ID  Business Unit: Employee ID  Business Unit:	191  EMPL RCD  0  201  EMPL RCD  0  212  EMPL RCD  0  212	Employee Name  OD Dept of Ed Central Operations  Employee Name  OD Virginia State University  Employee Name	Effective Date	Job Code COVA99 Job Code 19032 Job Code 29052	Service Years 10  Service Years 17  Service Years 33	Gender  Gender  F	Race NSPEC Race HISPA Race BLACK	HR Status  I  HR Status  I	PY Status T  PY Status D  PY Status T	Status A Benefit Status T Benefit Status T	Notification Date  Layoff Notification Date  Layoff Notification Date	Grade Grade 5 Grade 4	Action Code TER  Action Code TER  Action Code TER	Action Reason XFO  Action Reason DWD  Action Reason Resson RES
Employee ID  Business Unit: Employee ID  Business Unit: Employee ID	191  EMPL RCD  0  201  EMPL RCD  0  212  EMPL RCD  0  215  EMPL RCD	Employee Name  OD Dept of Ed Central Operations  Employee Name  OU Virginia State University  Employee Name  OU University of Mary Washington	Effective Date  2/1/2021  Effective Date  1/1/2021  Effective Date  1/2/2021	Job Code COVA99 Job Code 19032	Service Years 10 Service Years 17 Service Years 33 Service Years 2	Gender  Gender  F  Gender  F	Race Race HISPA Race BLACK	HR Status  I  HR Status  I  HR HR	PY Status T PY Status D PY Status T	Status A  Benefit Status T  Benefit Status T  Benefit Status	Notification Date  Layoff Notification Date  Layoff Notification Date  Layoff Notification Date	Grade Grade 5 Grade 4	Action Code TER  Action Code TER  Action Code TER  Action Code TER	Action Reason XFO  Action Reason DWD  Action Reason RES
Business Unit: Employee ID Business Unit: Employee ID Business Unit: Employee ID	191  EMPL RCD  0  201  EMPL RCD  0  212  EMPL RCD  0  215  EMPL RCD	Employee Name  OD Dept of Ed Central Operations  Employee Name  OU Virginia State University  Employee Name  OU University of Mary Washington	Effective Date  2/1/2021  Effective Date  1/1/2021  Effective Date  1/2/2021  Effective Date	Job Code  Job Code  19032  Job Code  29052	Service Years 10  Service Years 17  Service Years 33	Gender  Gender  F  Gender	Race NSPEC Race HISPA Race BLACK	HR Status  I  HR Status  I  HR HR	PY Status T PY Status D PY Status T	Status A  Benefit Status T  Benefit Status T  Benefit Status	Notification Date  Layoff Notification Date  Layoff Notification Date  Layoff Notification Date	Grade Grade 5 Grade 4	Action Code TER  Action Code TER  Action Code TER  Action Code TER	Action Reason XFO  Action Reason DWD  Action Reason Resson Resson RES

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## Statewide Report for Veteran's Services (RHR394)

**REVISED:** 09/15/2021

#### **DESCRIPTION:**

This report displays veterans that were hired or rehired into an agency for use by Veterans Services.

The end users are DHRM, Agency HR SMEs, HR Managers, and Department of Veterans Services (DVS).

#### **NAVIGATION PATH:**

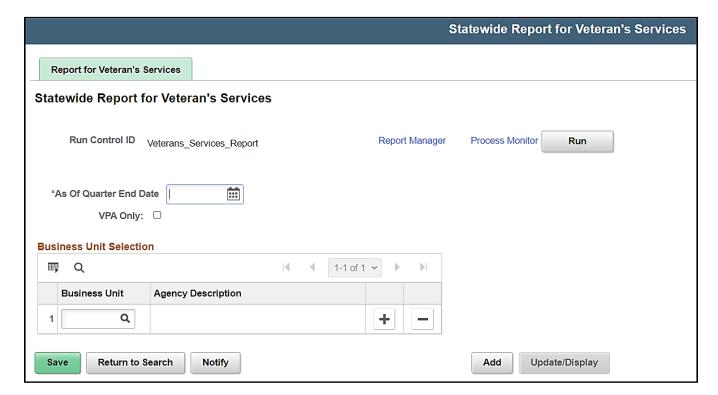
Menu > Workforce Administration > Workforce Reports > Reports > Veteran's Services Report

**INPUT / SEARCH CRITERIA:** 

**OUTPUT FORMAT:** 

As of Quarter End Date VPA Only (checkbox) Business Unit PDF

### Screenshot of the Statewide Report for Veteran's Services Run Control Page



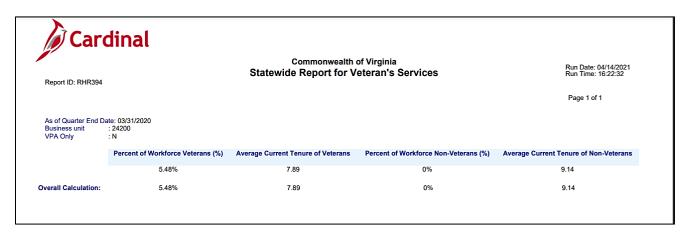
#### ADDITIONAL INFORMATION:

As Of Quarter End Date field is a required field.

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## **Screenshot of the Statewide Report for Veterans Services**



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# **Teleworkers Detailed Report (RHR521)**

**REVISED:** 02/6/2023

**DESCRIPTION:** 

This report provides a detailed listing of data in the Maintain Teleworkers functionality.

The end users are Agency HR and DHRM.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Job Information > Reports > Teleworkers Detailed Report

#### **INPUT / SEARCH CRITERIA:**

**OUTPUT FORMAT:** 

**CSV** 

As Of Date

Secretariat (Leave Blank for All)

Department (Leave Blank for All)

Job Code (Leave Blank for All)

Agreement Status (With An Active Agreement,

Without An Active Agreement, Both)

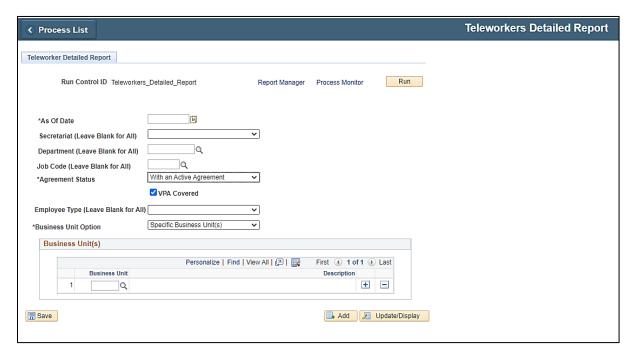
VPA Covered (checkbox)

Employee Type (Leave Blank for All)

Business Unit (All Business Units, Parent

Business Units, Specific Business Units)

### Screenshot of the Teleworkers Detailed Report Run Control page.



#### **ADDITIONAL INFORMATION:**

As Of Date, Agreement Status, and Business Unit Option fields are required fields.

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# **Screenshot of the Teleworkers Detailed Report**

Teleworkers Detailed Report										
Secretariat	Business Unit	Agency Name	Parent Business Unit	Department ID	Department Name	Employee ID	Employee Record	Employee Type	First Name	Last Name
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	410816	License Records Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	140732	Research and Planning	1	0	Salaried	7	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226272	Store 272	1	0	Salaried	1	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226383	Store 383	1	0	Salaried	1	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226184	Store 184		0	Salaried	7	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	120711	HR	1	0	Salaried	7	
Labor	18200	Virginia Employment Commission	18200	928200	UI Customer Supp Services		0	Hourly	7	
Labor	18200	Virginia Employment Commission	18200	934400	Technology		0	Hourly	7	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226032	Store 032		3	Hourly	1	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	110701	Administration		0	Hourly	1	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	111723	Project Management		0	Salaried	Ī	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	180783	IT Project Management		0	Salaried	Ī	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226144	Store 144		2	Hourly	T	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	190494	Stores Maintenance		0	Salaried	Ī	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	120706	Training		0	Salaried	Ī	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	110701	Administration		0	Salaried	I	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	110701	Administration		0	Salaried	T	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	190494	Stores Maintenance		0	Salaried	T	
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	190705	Property Mgt Services		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226238	Store 238		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	420737	Tax Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	420737	Tax Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	420737	Tax Management		0	Salaried		
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	210504	Retail Operations		0	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Education	21700	Radford University	21700	11111	Radford University Payroll		0	Salaried		
Other	LOCAL	The Local Choice Participants	LOCAL	47177000	Dinwiddie County Water Auth		0	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Judicial	11300	Circuit Courts	11100	10000	Agency Department		1	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide		0	Salaried		
Other	LOCAL	The Local Choice Participants	LOCAL	48212000	Dinwiddie County Schools		0	Salaried		
Education	20400	College of William and Mary	20400	20400	College of William and Mary		0	Salaried		
Agriculture and Forestry	41100	Department of Forestry	41100	11020	Fire and Emergency		0	Hourly		

## **Screenshot of the Teleworkers Detailed Report (scrolled right)**

Number   Job Code   Job Description   Business Title   Home City/State   Location City/State   Yor Telework   Telework Start Date   Telework End Date   July 2020   July 202											
Number   Job Code   Job Description   Business Title   Home City/State   Location City/State   A for Telework   Telework Start Date   Telework End Date   1/20/203   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/2030   1/20/20											
Number   Pob Code   Job Description   Business Tille   Home City/State   Joaque City/State   For Telework   Telework Start Date   Telework End Date   1/20/203   1/20/2004   1/20/203   1/20/2004   1/20/203   1/20/2004   1/20/203   1/20/2004   1/20/203   1/20/203   1/20/2004   1/20/203   1/20/2004   1/20/203   1/20/2004   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/203   1/20/2											
ABC00367 96013   Admin and Office Specill   Admin and Office Specill   Admin and Office Specill   Admin and Office Specill   Policy Planning Specil   ChesterField; VA   MECHANICSVILLE; VA Y   Employee Eligible for Telework   1/20/203 12/31/2023   ABC2201 96714   Retail Manager II   Retail Manager II   Retail Manager II   ABCSD0364   ABC2201 96712   Retail Manager II   ABCSD0364   ABC2201 96712   Retail Manager II   ABCSD0364   ABC2201 96714   Retail Manager II   ABCSD0364   ABC2201 96714   Retail Manager II   ABCSD0364   ABC2201 96714   Retail Manager II   ABCSD0364   ABC200364   ABC20										Approved Telework	
ABC02964   96132   Policy Planning Spec II   Policy Planning Manager II   Policy P										Days Per Week	Out Of State
ABC22201   96714   Retail Manager II   Retail Manager II   ABC Store Manager Assistant   Broadway; VA   NewPORT NEWS; VA   Y   Employee Eligible for Telework   1/1/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   12/31/2023   1										4	
ABCISA02   Refall Specialist II   ABC Store Manager Assistant   Broadway VA   HARRISONBURG; VA   N   Employee Eligible for Telework   1/1/2023   1/2/31/2023					· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·				4	Υ
ABCIDIGES   PGIZA   Refall Manager II   Refall Manager II   Shenandosit, VA   MARRISONBURG; VA   Y   Employee Eligible for Telework   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/3   1/1/20/						Υ				3	N
ABCU091   96222   Gen Admin Supv II/Coord II   Gen Admin Supv II/Coord II   Gen Admin Supv II/Coord II   Manakin Sabic, VA   MECHANICSVILE; VA   Y   Employee Eligible for Telework   1/1/20/3   1/3/1/20/3					HARRISONBURG; VA					3	N
VECT2361   VI9312					HARRISONBURG; VA	Υ				3	N
VESTIZED    1091 962	6222 Gen Admin Supv II/Coord II	Gen Admin Supv II/Coord II	Manakin Sabot; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework		6/1/2023	3	Y	
ABCW0202X   W96711	3361 W19:	19132 Policy Planning Spec II	Senior Management Analyst	NEWPORT NEWS; VA	RICHMOND; VA	Y	Employee Eligible for Telework			3	Y
ABCOURTS   Gen Admin Manager III   Gen Admin Manager III   Gen Admin Manager III   Powhatan; V.A   MECHANICSVILLE; V.A   Y   Employee Eligible for Telework   1/1/2023   1/231/2023			Install and Repair Tech Sr.	RICHMOND; VA	RICHMOND; VA	Υ	Employee Eligible for Telework			3	Υ
ABC00940   96136   Policy And Planning Manager II   Policy Planning Manager II   Mechanicsville; VA   Mechanicsville; VA   Y   Employee Eligible for Telework   1/1/2023   12/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023   1/31/2023	02GX W96	96711 Retail Specialist I	Retail Specialist I	N CHESTERFIELD; VA	DELTAVILLE; VA	Υ	Employee Inelig for Telework			5	
ABC00369   63212   Info Technology Specialist II   Info Technology Specialist II   Richmond, VA   MECHANICSVIILE; VA   Y   Employee Eligible for Telework   1/1/20/3   1/2/31/20/3   ABC00369   56734   Trades Technician IV   Trades Technician IV   Callac; VA   MECHANICSVIILE; VA   Y   Employee Eligible for Telework   1/1/20/3   1/2/31/20/3   ABC00369   56734   Trades Technician IV   Trades Technician IV   Callac; VA   MECHANICSVIILE; VA   Y   Employee Eligible for Telework   1/1/20/3   1/2/31/20/3   ABC00369   56226   Gen Admin Manager II   GEN ADMIN MANAGER II   HENRICC; VA   MECHANICSVIILE; VA   Y   Employee Eligible for Telework   1/1/20/3   1/2/31/20/3   ABC00369   56226   Gen Admin Manager IV   Gen Admin Manager IV   Gen Admin Manager IV   Richmond, VA   MECHANICSVIILE; VA   Y   Employee Eligible for Telework   1/1/20/3   1/2/31/20/3   ABC00369   56226   Gen Admin Manager IV   Gen Admin Manager IV   Richmond, VA   MECHANICSVIILE; VA   Y   Employee Eligible for Telework   1/1/20/3   6/2/1/20/3   ABC00369   56734   Trades Manager I   Trades Manager I   Richmond; VA   MECHANICSVIILE; VA   Y   Employee Eligible for Telework   1/1/20/3   6/2/1/20/3   ABC00369   56734   Trades Technician IV   Trades Technician IV   A/1/20   A/1/20   A/2/31/20/3   ABC00369   56734   Trades Technician IV   Trades Technician IV   A/1/20   A/2/31/20/3   ABC00369   56031   Financial Services Spec I   Admin and Office Spec III   A	/1I3A W192	19225 Gen Admin Manager III	Gen Admin Manager III	Powhatan; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00896   95734   Trades Technician IV   Trades Technician IV   Callacy A   MECHANICSVILE; VA   Y   Employee Eligible for Telework   1/1/2023   12/31/2023	0940 961	6136 Policy And Planning Manager II	Policy Planning Manager II	Mechanicsville; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00965   96724   Trades Technician IV   Trades Technician IV   Trades Technician IV   Callac; VA   MECHANICSVIILE; VA   Y   Employee Eligible for Telework   1/1/2023   12/31/2023	0549 963	6312 Info Technology Specialist II	Info Technology Specialist II	Richmond; VA	MECHANICSVILLE; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00980   96221   Gen Admin Supv   Coord   Human Resource Associate   Mechanicsville; VA   Mechanicsville; VA   Y   Employee Eligible for Telework   1/1/203   12/31/2023	/0B4E W967	96711 Retail Specialist I	Retail Specialist I	N CHESTERFIELD; VA	EMPORIA; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00577   96224   Gen Administration Manager II   GEN ADMIN MANAGER II   HENRICO; VA   MECHANICSVILLE; VA   Y   Employee Eligible for Telework   1/1/2023   1/2/31/2023	1096 967	6734 Trades Technician IV	Trades Technician IV	Callao; VA	MECHANICSVILLE; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC000555   Gen. Admin Manager IV   Gen. Admin Manager IV   Bichmond; VA   MECHANICSVIILE; VA   Y   Employee Eligible for Telework   1/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/2/1/20/3   1/	0890 962	6221 Gen Admin Supv I/Coord I	Human Resource Associate	Mechanicsville; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	1	N
ABC00063   96735   Trades Manager   Trades Manager   Richmond; VA   MECHANICSVIILE; VA   Y   Employee Eligible for Telework   1/1/2023   12/31/2023	0577 962	6224 Gen Administration Manager II	GEN ADMIN MANAGER II	HENRICO; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC00901   96734   Trades Technician IV   Trades Technician IV   Aylett; VA   MECHANICSVILLE; VA   Y   Employee Eligible for Telework   1/1/2023   1/31/2023	0565 962	6226 Gen Admin Manager IV	Gen Admin Manager IV	Richmond; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	6/21/2023	3	N
ABC021801   96714   Retail Manager II   Retail Manager II   Farnham; VA   CALLAC; VA   Y   Employee Eligible for Telework   1/1/2023   12/31/2023	1063 967	6735 Trades Manager I	Trades Manager I	Richmond; VA	MECHANICSVILLE; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	4	N
ABC00123   96931   Financial Services Spec   Financial Services Spec	0901 967	6734 Trades Technician IV	Trades Technician IV	Aylett; VA	MECHANICSVILLE; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	5	N
ABC000643   96031	3801 967	6714 Retail Manager II	Retail Manager II	Farnham; VA	CALLAO; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	Y
ABC00069   96013   Admin and Office Spec III   Admin and Office Spec III   Admin and Office Spec III   MechanicsWile; VA   MechanicsWile; VA   Y   Employee Eligible for Telework   1/1/20/3   12/31/20/2	0123 960	6031 Financial Services Spec I	Financial Services Spec I	North Chesterfield; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABCIDI47   SP715   Retail Manager III   Retail Manager III   FrederickSurg; VA   MECHANICSVILE; VA   Y   Employee Eligible for Telework   1/1/20/3   12/31/20/23	0643 960	6031 Financial Services Spec I	Financial Services Spec I	Chester; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
VRSRTIO   VRSRTIO   VRS Retiree   VRS Retiree Position   VRSRIANT Red   VRS Retiree Position   VRSRIANT Red	0069 960	6013 Admin and Office Spec III	Admin and Office Spec III	Mechanicsville; VA	MECHANICSVILLE; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
RADF0467   1026	1047 967	6715 Retail Manager III	Retail Manager III	Fredericksburg; VA	MECHANICSVILLE; VA	Υ	Employee Eligible for Telework	1/1/2023	12/31/2023	5	Υ
B250000F         COVHBO         Health Benefits Only         TLC Q47277000 Full Time Pos         CHESTR; VA         RICHMOND; VA         N         Employee Eligible for Telework           VRARETIO         VRSRTD         VRS Retiree         VRS Retiree Position         VICTORIA; VA         RICHMOND; VA         N         Employee Eligible for Telework           CC00116         COVA99         Salary Non-Specified         Judge-Circuit21         MARTINSYILL; VA         RICHMOND; VA         N         Employee Eligible for Telework           VRARETIO         VRSRTD         VRS Retiree Position         EMDORIA; VA         RICHMOND; VA         N         Employee Eligible for Telework           VRARETIO         VRSRTD         VRS Retiree Position         MECHANICSYILL; VA         RICHMOND; VA         N         Employee Eligible for Telework	ET00 VRSF	RSRTO VRS Retiree	VRS Retiree Position	VIRGINIA BEACH; VA	RICHMOND; VA	N	Employee Eligible for Telework				
VRARETO VRSRTO VRS Retiree VRS Retiree Position VICTORIA; VA RICHMOND; VA N Employee Eligible for Telework  CCV0016 COVA99 Salary Non-Specified Judge-Circuit:21 MARTINSYILLE; VA RICHMOND; VA N Employee Eligible for Telework  VRARETO VRSRTO VRSRTO VRS Retiree VRS Retiree Position EMPORIA; VA RICHMOND; VA N Employee Eligible for Telework  VRARETO VRSRTO VRSRTO VRS Retiree Position MECHANICSYILLE; VA RICHMOND; VA N Employee Eligible for Telework	0467 102	1026 Professor	Chair/Prof	Roanoke; VA	ROANOKE; VA	N	Employee Eligible for Telework				
CCV00116 COVA99 Salary Non-Specified Judge-Circuit:21 MARTINSVILLE; VA RICHMOND; VA N Employee Eligible for Telework  VRARTIO VRSRTD VRSRTD VRS Retiree Position EMPORIA; VA RICHMOND; VA N Employee Eligible for Telework  VRSRTD VRSRTD VRSR Retiree Position MECHANICSVILLE; VA RICHMOND; VA N Employee Eligible for Telework  VRSRTD VRSRTD VRSR Retiree Position MECHANICSVILLE; VA RICHMOND; VA N Employee Eligible for Telework	000F COVE	VHBO Health Benefits Only	TLC 047177000 Full Time Pos	CHESTER; VA	RICHMOND; VA	N	Employee Eligible for Telework				
VRARETO0         VRSRTD         VRS Retiree         VRS Retiree Position         EMPORIA; VA         RICHMOND; VA         N         Employee Eligible for Telework           VRARETO0         VRSRTD         VRS Retiree         VRS Retiree Position         MECHANICS/ILLE; VA         RICHMOND; VA         N         Employee Eligible for Telework	ET00 VRSF	RSRTO VRS Retiree	VRS Retiree Position	VICTORIA; VA	RICHMOND; VA	N	Employee Eligible for Telework				
VRARETOO VRS.ROTIO VRS.Retiree VRS.Retiree Position MECHANICSVILLE; VA RICHMOND; VA N Employee Eligible for Telework	0116 COV	DVA99 Salary Non-Specified	Judge - Circuit: 21	MARTINSVILLE; VA	RICHMOND; VA	N	Employee Eligible for Telework				
	ET00 VRSF	RSRTO VRS Retiree	VRS Retiree Position	EMPORIA; VA	RICHMOND; VA	N	Employee Eligible for Telework				
D790000F COVHBO Health Benefits Only TLC 048212000 Full Time Pos PRINCE GEORGE: VA RICHMOND: VA N Employee Eligible for Telework	ET00 VRSF	RSRTO VRS Retiree	VRS Retiree Position	MECHANICSVILLE; VA	RICHMOND; VA	N	Employee Eligible for Telework				
	000F COVE	VHBO Health Benefits Only	TLC 048212000 Full Time Pos	PRINCE GEORGE; VA	RICHMOND; VA	N	Employee Eligible for Telework				
CWMFP096 COVA99 Salary Non-Specified Dir of Business Operations Williamsburg; VA WILLIAMSBURG; VA N Employee Eligible for Telework	P096 COV/	OVA99 Salary Non-Specified	Dir of Business Operations	Williamsburg; VA	WILLIAMSBURG; VA	N	Employee Eligible for Telework				
DOFCF010 W89147 Forestry Fire Fighter FIRE FIGHTER PALMYRA, VA CHARLOTTESVILLE, VA N Employee Eligible for Telework	F010 W89:	89147 Forestry Fire Fighter			CHARLOTTESVILLE; VA	N					

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## **Teleworkers Statistics Report (RHR525)**

**REVISED:** 3/29/2023

#### **DESCRIPTION:**

This report provides statistics related to teleworker data in Cardinal. It produces two statistics outputs each time it is run: vhrr0525 DETAILED COUNT PCT and

vhrr0525\_TELEWORKER\_SUMMARY\_STATS. The Detailed Count Pct Report gives the percentages of employees who do not have an active teleworker agreement and the reasons as well as percentages of employees with an agreement broken down by the number of days they are approved to telework per week. The Teleworker Summary Stats output provides a different view of the statistics for employees with an active agreement. Central users with statewide access can run it statewide or by secretariat. Agency users can run it for the Business Units that they have access to.

#### **NAVIGATION PATH:**

Menu > Workforce Administration > Job Information > Reports > Teleworkers Statistics Report

### INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

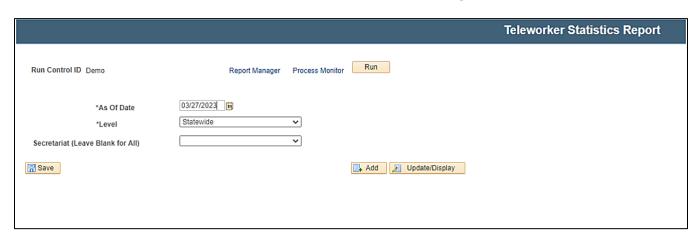
As Of Date CSV

Level (Statewide, Secretariat, Business Unit) Secretariat (Leave Blank for All)

Business Unit Option (All Business Units, Specific

Business Unit(s))

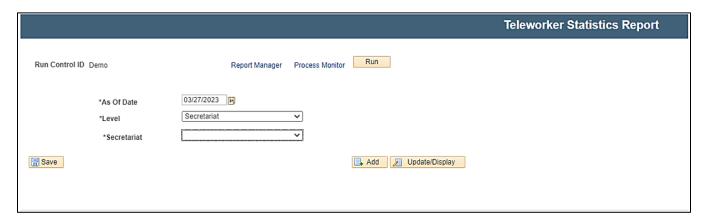
### Screenshot of the Teleworkers Statistics Report Run Control page (Statewide Level selected).



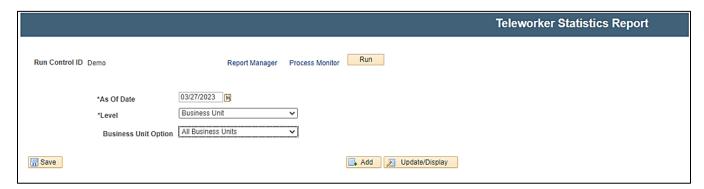
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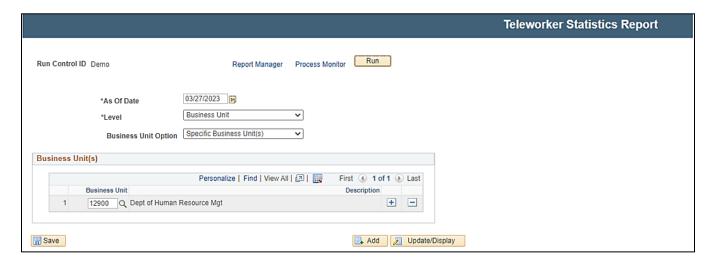
Screenshot of the Teleworkers Statistics Report Run Control page (Secretariat Level selected).



Screenshot of the Teleworkers Statistics Report Run Control page (Business Unit Level selected (All Business Units option)).



Screenshot of the Teleworkers Statistics Report Run Control page (Business Unit Level selected (Specific Business Unit(s) option)).



#### **ADDITIONAL INFORMATION:**

As Of Date and Level fields are required fields.

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# Screenshot of the Teleworkers Statistics Report (vhrr0525\_DETAILED\_COUNT\_PCT)

				Employee Count	Percent of Total	Percent of Eligible Employees with Active Agreements
XXXXX-Business Unit						
Executive Branch Classified Employee Count				97		
	No Active Telework Agreement			17		
		Mobile worker classification		13		
		Position is Unavailable for Telework and Person is Ineligible		0		
		Position is Unavailable for Telework and Person is Eligible		0		
		Position is Available for Telework and Person is Ineligible		0		
		Position is Available for Telework and Person is Eligible but no agreement		4		
	Active Telework Agreements			80	82.47%	95.24%
Breakdown of Telework Days						
		1 Telework Days		9	9.28%	
		2 Telework Days		67	69.07%	
		3 Telework Days		0	0%	
		4 Telework Days		2	2.06%	
		5 Telework Days		2	2.06%	
			Out of State Designation	0	0%	

# Screenshot of the Teleworkers Statistics Report (vhrr0525\_TELEWORKER\_SUMMARY\_STATS)

Statewide	XXXXX-Business Unit	Employees with Telework Agreement 56.99	Telework Days for Eligible Employees 1 Day 12.49		4 Days 0.86 2.06	

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# **Transfer Report (RHR447)**

**REVISED:** 09/15/2021

**DESCRIPTION:** 

This report is used to monitor intra-agency and inter-agency transfers.

The end users are Agency HR and DHRM.

**NAVIGATION PATH:** 

Menu > Workforce Administration > Job Information > Reports > Transfer Report

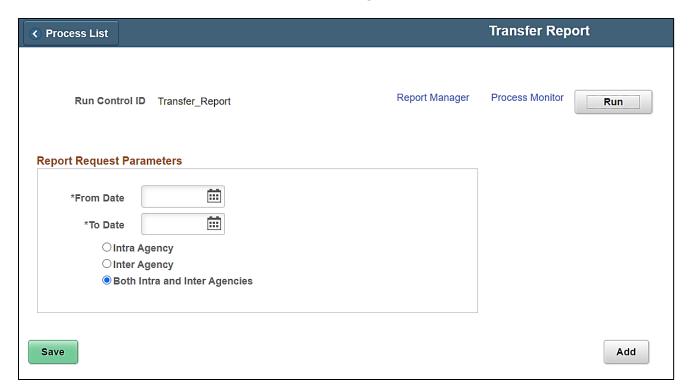
INPUT / SEARCH CRITERIA: OUTPUT FORMAT:

From Date Excel

To Date

Intra Agency, Inter Agency or Both

Screenshot of the Transfer Report Run Control page.



#### **ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

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# **Screenshot of the Transfer Report**

					Cur	rent Trans	action Record	ŀ					
Empl ID	Empl Name	Empl Rcd	Effective Date	Action	Action Reason	Job Code	Salary	Grade	Lv Svc Date	Business Unit	Business Unit Name	Dept ID	Dept ID Name
		1	2021-02-01	HIR	XCL	19221	2916.666667	4	2011-02-10	1	•	_	•
		1	2021-02-01	HIR	XNC	95012	1958.333333			ŧ			-
,	-	2	2021-01-04	HIR	XPO	19031	3125	4		7			-
	+	1	2021-01-07	TER	XFO	91566	0		2019-11-10	-			Ē
	-	1	2021-01-27	HIR	XNC	91512	70000	6	2020-05-15	+			-
,	-	0	2021-01-26	XFR	VDX	COVA99	0			ı			-
i											II lartio panto		

# Screenshot of the Transfer Report (scrolled right)

	Previous Transaction Record													
Empl ID	Empl Name	Empl Rcd	Effective Date	Action	Action Reason	Job Code	Salary	Grade	Lv Svc Date	Business Unit	Business Unit Name	Dept ID	Dept ID Name	
ı		0	2021-02-01	TER	XFO	COVA99	5118.75		2011-02-10	,	b		l	
	_	0	2021-01-16	TER	XFO	79152	1455.625	2		1				
		1	2021-01-04	TER	XFO	69034	2083.333333	5						
	_	0	2021-01-26	TER	XFO	69034	2083.333333	5	2020-05-15	_				
	-	0	2021-01-25	HIR	NEW	COVA99	0			1				

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# **Years of Service Report (RHR475)**

**REVISED:** 06/26/2023

#### **DESCRIPTION:**

This report lists workers and their approaching years of service milestones as of the date specified and can serve as a reminder of workers who are eligible for vested benefit plans or service recognition awards. This report also provides service dates for VSDP enrollment and leave eligibility.

**OUTPUT FORMAT:** 

Excel

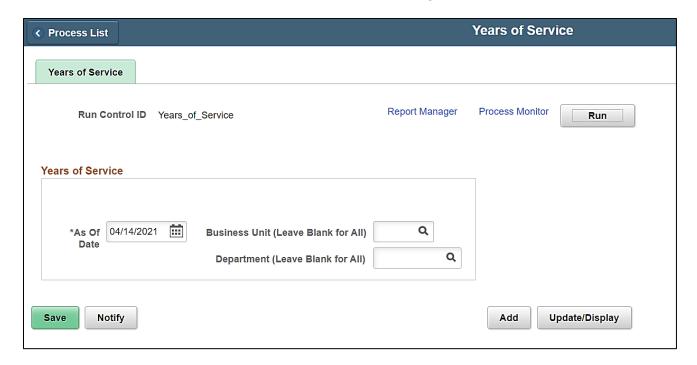
#### **NAVIGATION PATH:**

Menu > Workforce Administration > Job Information > Reports > Years of Service

INPUT / SEARCH CRITERIA:

As Of Date
Business Unit (Leave Blank for All)
Department (Leave Blank for All)

## Screenshot of the Years of Service Report Run Control Page



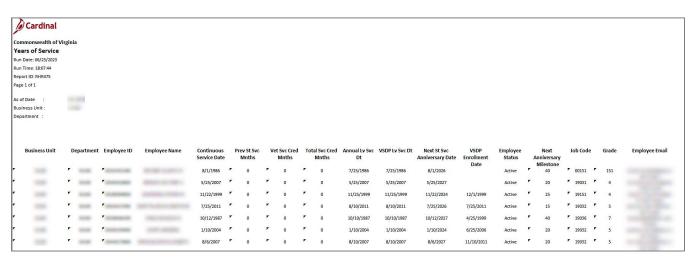
#### **ADDITIONAL INFORMATION:**

As of Date field is a required field and defaults to current day but can be updated.

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### Screenshot of the Years of Service Report



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