

## Introduction

### Description

There is currently no Business Warehouse report designed specifically for the purpose of displaying employee hiring actions. However, the **Employee Master Data – History Range** report provides hiring data. By following a few simple steps, it is possible to view all employee hiring and rehiring actions recorded within BUworks during whatever date range is specified. This document describes the steps involved in customizing this report to answer the question “during this time period, who in my organization was hired or rehired?”

### Prerequisites

The user is assumed to have sufficient access to run the **Employee Master Data - History Range** report and is familiar with how to run and understand the report.

### Menu Path

**BUworks Central portal → Reporting → Human Capital Management (HCM) → Employee Data (Distributed) → Employee Master Data - History Range**

### Tips and Tricks

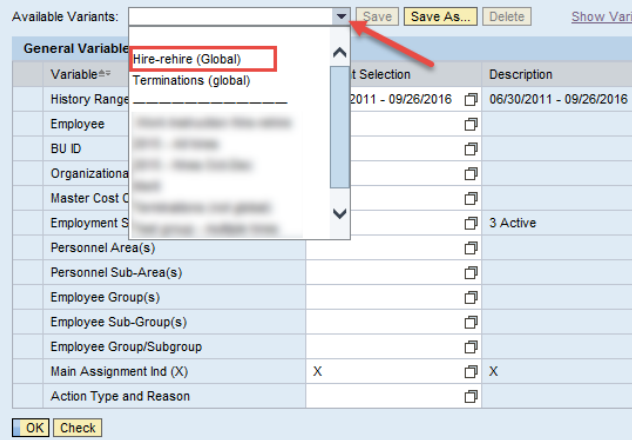
- **Important:** how you choose to customize the report will be a function of what question you are trying to answer. This should be an overriding consideration when running the report and following the steps in this document.
- The **Employee Master Data – History Range** report is described in the [Employee Model Users Guide](#).
- For more information about Business Warehouse report Variants, which are used in [Step 1](#) below, refer to the online Help Guide [BW How to - Save and Use a Variant](#).
- It's possible that an employee may have more than one hiring action during the period under examination. This might happen, for example, if the employee was hired, terminated sometime later, then was rehired at a still later date. The fact that multiple actions for an individual may be included in the report results thus requires careful examination to eliminate data that does not suit the question you are trying to answer. Examples of this type of situation are provided in [Step 5](#) of this document.
- Hiring and rehiring Actions for student employees will be included in report results unless they are explicitly excluded. You may or may not want to filter them out of your results.

### Referenced Help Guides

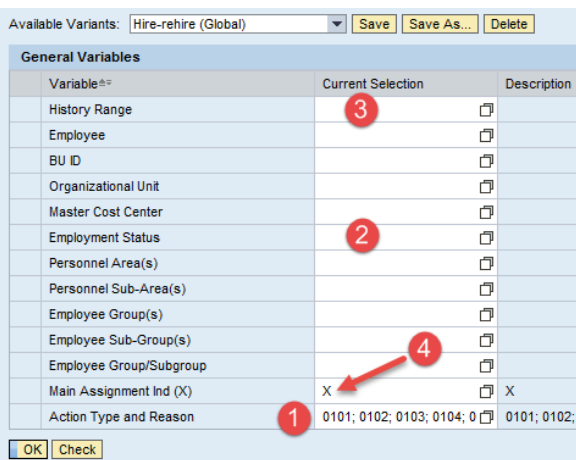
- [Employee Model Users Guide](#)
- [BW How to - Save and Use a Variant](#)
- [BW How to – Filter Report Data](#)
- [BW How to - Save and Use a View](#)

**Procedure**

**Step 1:** Run the *Employee Master Data – History Range* report and select the Hire-rehire Variant



In the Variable Entry window, click the **Available Variables** drop-down and select *Hire-rehire (Global)*.



Selecting this Variant results in these changes to the variable list:

1. **Action Type and Reason** contains all Type and Reason codes associated with hire and rehire Actions
2. The default **Employment Status** specification for active employees is removed. Enter status codes here if you want to select specific populations based on their status
3. The default **History Range** is removed. **You must specify a date range in order to run the report. History Range** selects all record changes that occurred during the specified date range for employees in your Org Unit(s)<sup>1</sup>.
4. **Main Assignment Ind:** the default value of “X” is commonly preferred. Refer to [Appendix A](#) for more information about whether or not to modify this variable

Here’s an example of what the resulting report data will look like initially<sup>2</sup>:

Emp Name Last	Emp Name First	Emp BU ID	Emp Change from Date	Emp Valid to Date	Emp Master Cost Center	Organizational Unit
HEALEY	MELISSA	00711008	11/01/2014	11/30/2014		
			12/01/2014	12/01/2014		
			12/02/2014	12/17/2014		
			12/18/2014	04/30/2015		
NEBEL	DANIEL	00040073	06/06/2013	06/27/2013		
			06/28/2013	07/14/2013		
HENDRICKS	ELIZABETH	00079038	03/28/2016	03/28/2016		
			03/29/2016	04/02/2016		

<sup>1</sup> As described in [Step 4](#), not all record changes are associated with personnel Actions

<sup>2</sup> Data in this screen shot have been deliberately obscured

**Step 2:** Remove extraneous Characteristics to focus on Hire and Rehire actions

As the highlighted data in the previous figure demonstrates, several changes may have been made to an employee's record during the period under examination. These records may or may not be associated with the Actions under examination. To remove *most* records unrelated to hiring or rehiring<sup>3</sup>, remove the **Emp Change from Date**<sup>4</sup> and **Emp Change to Date** Characteristics. These fields indicate the dates on which changes were made to an employee's personnel record. However, not all changes are counted as HCM Actions.

**Step 3:** Add Action Characteristics

Add the Free Characteristics **Action Start Date**, **Action Type**, and **Action Reason** in the position shown in the following figure. **Action Start Date** is the date on which the action is to become effective. The **Action Type** is the general category of the action, and **Action Reason** provides additional detail related to the Type.

Emp Name Last	Emp Name First	Emp BU ID	Action Start Date	Action Type	Action Reason
HEALEY	MEGAN	U0701106	11/01/2014	01 Hiring	01 New Position
HEGL	EMILY	U0604073	06/06/2013	11 Hiring - Non Compensated	01 New Position
HEWES	ELIZABETH	U0407038	03/28/2016	23 Employee Rehire	01 New Position
HEWESSEY	SHANE	U0604073	06/16/2014	23 Employee Rehire	01 New Position
HERNANDEZ-DIAZ	SONIA	U0700243	05/01/2016	11 Hiring - Non Compensated	01 New Position
HONELAN	JACQUELINE	U0405009	09/24/2015	01 Hiring	01 New Position

**Step 4:** Filter results to view Actions occurring during the period under examination

When you initially run the report, you do so by specifying a date range via the **History Range** variable. This variable selects any records associated with changes made during that period, regardless of whether or not those changes were personnel Actions (terminations, hiring, etc.). Examples of changes that are not Actions include phone or address changes.

This yields initial report results that likely contain both hiring Actions and non-action changes.

Emp Name Last	Emp Name First	Emp BU ID	Action Start Date	Action Type	Action Reason
...	...	...	04/30/2015	Back	Appointment Expired
...	...	...	06/23/2012	Filter	Select Filter Value
...	...	...	09/01/2013	Change Drilldown	Remove Filter Value
...	...	...	05/01/2015	Distribute and Export	Variable Screen
...	...	...	08/06/2011	Save View	Appointment Expired
...	...	...	07/21/2012	Personalize Web Application	ONU Other Job
...	...	...	06/06/2015	Properties	ONU Other Job
...	...	...	07/01/2014	Calculations and Translations	ONU Other Job
...	...	...	02/01/2012	Documents	Appointment Expired
...	...	...	02/01/2012	Sort Action Start Date	Appointment Expired

To focus only on Actions, filter on the **Action Start Date** Characteristic (this field contains the starting dates of all Actions within your results). Set this date range to agree with the range you specified via the **History Range** variable.

**Step 5: Examine results; additional manual manipulation may be necessary**

Note that the results in the figure below include an employee with two records. The first shows a hiring Action. It isn't clear based on the Characteristics currently displayed what the second line represents. The only thing that can be definitively stated about this line is that it is not a hire or rehire Action, so it is up to the employee running the report to determine if this record can be ignored.

<sup>3</sup> As discussed in Step 4, a few extraneous records may remain after removing these date Characteristics.

<sup>4</sup> This is the effective date of the change

Emp Name Last	Emp Name First	Emp BU ID	Action Start Date	Action Type	Action Reason
HEALEY	MEGAN	U07915194	11/01/2014	01 Hiring	01 New Position
HESEL	EMILY	U08048073	06/06/2013	11 Hiring - Non Compensated	01 New Position
HENEHAN	ELIZABETH	U04879038	03/28/2016	23 Employee Rehire	01 New Position
KENNESSEY	SHANE	U04804401	06/16/2014	23 Employee Rehire	01 New Position
HERNANDEZ DIAZ	SONIA	U79920240	05/01/2016	11 Hiring - Non Compensated	01 New Position
HORBLAD	JACQUELINE	U04058889	09/24/2015	01 Hiring	01 New Position

Another couple of odd-looking situations that might arise are shown in the example below.

Emp Name Last	Emp Name First	Emp BU ID	Action Start Date	Action Type	Action Reason
[Redacted]	[Redacted]	[Redacted]	06/04/2012	23 Employee Rehire	01 New Position
			10/01/2012 <b>A</b>	23 Employee Rehire	01 New Position
			08/19/2013	23 Employee Rehire	01 New Position
[Redacted]	[Redacted]	[Redacted]	01/01/2015	01 Hiring	01 New Position
			04/20/2015 <b>B</b>	23 Employee Rehire	01 New Position

**A:** At first glance, it doesn't make sense that an employee had three consecutive rehire Actions. However, keep in mind that the report was filtered to show only hiring Actions. It's entirely possible that if other Actions had been included, we might have seen terminations interspersed with the hires. This might have been a situation involving a part time faculty member who was hired for an academic term, then terminated, and then rehired, and so forth.

**B:** This appears to be a variation on the situation in **A**. In this case, an employee was hired, something else presumably happened (e.g., the employee left the University) and then the employee was rehired.

How you treat these situations is a function of the question behind why you ran the report in the first place. If you wanted to know how many hiring actions you had in a given period, for example, you might want to count the data in **A** as three actions. If, on the other hand, your purpose was to determine how many employees were hired during that period, your count would be one.

**Appendix A: Main Assignment Indicator**

Some employees may have more than one assignment. For example, a faculty member serving as a department chair would have an *academic* assignment as well as an *administrative* assignment. Although that person has two assignments, their payroll record is associated only with their main assignment.

Available Variants: Terminations (global) Save Save As... Delete

General Variables		
Variable	Current Selection	Description
History Range		
Employee		
BU ID		
Organizational Unit		
Master Cost Center		
Employment Status		
Personnel Area(s)		
Personnel Sub-Area(s)		
Employee Group(s)		
Employee Sub-Group(s)		
Employee Group/Subgroup		
Main Assignment Ind (X)	X	X
Action Type and Reason	2001; 2002; 2003; 2004; 2	2001; 2002;

A **Main Assignment Ind** value of "X" identifies an employee's main assignment. The default "X" value for this variable therefore specifies that only the main assignments for employees in your organizational unit will be included in the report results.

Removing the "X" will result in all assignments for all employees being included.

Whether or not you elect to remove the "X" should, as previously mentioned, be determined by the question you are trying to answer.

## Results and Next Steps

One next step consideration is whether or not you want to save the report framework you developed using this work instruction. You may or may not elect to save this layout as a View. Refer to the Help Guide [BW How to - Save and Use a View](#) for a review of the steps involved in both saving and using Views.