



## BOBJ REPORT DESCRIPTION

### B0042 Employee Turnover

#### Report Description:

This report shows Separations counts, Turnover rates, and Active employee counts by Personnel Area or Job Family for each of the following Separation Categories:

- Voluntary
- Involuntary
- Retirement
- Transfers

Additional demographics can be added to the report to analyze turnover by Gender, Ethnicity, Age Range, etc.

#### Report Location:

PA: Turnover

#### Report uses:

Analyze separation metrics to spot potential problem areas and assist in determining a course of action to help with employee retention.

- Is there a staffing risk due to a large number of Retirements?
- Is there a retention issue due to Salary Ranges?
- Are there particular types of jobs that are more prone to having a higher turnover rate?

#### Quick Links

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## How to run this report

**Prompts**

**Prompts Summary**

- ➔ \* **Organizational Unit**
- ➔ \* *CalMonth/Year (Single Value/Interval, Mandatory)*
- ✓ Personnel Area(s) - (Optional)
- ✓ Job Family(s) - (Optional)
- ✓ Job Branch(s) - (Optional)
- ✓ Job(s) - (Optional)
- ✓ Position(s) - (Optional)
- ✓ Employee Group(s) - (Optional)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Exclude Employee Group (Temps) **O;X**
- ✓ Exclude Employee Subgroup (Temps) **15 ;25 ;35 ;45 ;55 ;65 ;75 ;85 ;**
- ✓ Exclude Action Type/Action Reason (Reorg Transfers) **E/X860;E/X861**

**Organizational Unit**

To see the list of units, click the Refresh values button.

**Mandatory**

**Optional**

**Exclusion**

OK is grey until all mandatory prompts are completed.

OK Cancel

## Mandatory Prompts

Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (\*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ➔ \***Organizational Unit**: To select data for this prompt:
  - Make sure the “Organizational Unit” prompt is selected (1).
  - Click the “Refresh Values” icon to see the list of Org Units (2).
  - Navigate down to the desired Org Unit (3).
  - Click the right arrow to add it to the selection box (4).

**Prompts**

**Prompts Summary**

- ✓ \* **Organizational Unit Administration** 1
- ➔ \* *CalMonth/Year (Single Value/Interval, Mandatory)*
- ✓ Personnel Area(s) - (Optional)
- ✓ Job Family(s) - (Optional)
- ✓ Job Branch(s) - (Optional)
- ✓ Job(s) - (Optional)
- ✓ Position(s) - (Optional)
- ✓ Employee Group(s) - (Optional)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Exclude Employee Group (Temps) **O;X**
- ✓ Exclude Employee Subgroup (Temps) **15 ;25 ;35 ;45 ;55 ;65 ;75 ;85 ;**
- ✓ Exclude Action Type/Action Reason (Reorg Transfers) **E/X860;E/X861**

**Organizational Unit**

2 Refresh Values

3 ZHMMM\_ORGUNIT

- State Personnel
- **Administration**
- Environment Natural
- Wildlife Resources C
- Health and Human

4

Organizational plan\State of North Carolina

July 22, 2015 2:04:46 PM GMT-04:00

OK is grey until all mandatory prompts are completed.

OK Cancel

- **CalMonth/Year:** To select data for this prompt:
- Make sure the “CalMonth/Year” prompt is selected (1).
  - Enter the year preceded with an asterisk (\*yyyy) in the search box to search for available months in a specific year (2).
  - Click the search icon (3).
  - Select the desired date for your low range (4).
  - Click the right arrow to add it to the “Start value” box (5).
  - Select the desired date for your high range (6).
  - Click the right arrow to add it to the “End value” box (7).

**Prompts**

**Prompts Summary**

- ✓ \* **Organizational Unit Administration**
- ✓ \* **CalMonth/Year (Single Value/Interval, Mandatory) 01/2010;06/2010** **1**
- ✓ Personnel Area(s) - (Optional)
- ✓ Job Family(s) - (Optional)
- ✓ Job Branch(s) - (Optional)
- ✓ Job(s) - (Optional)
- ✓ Position(s) - (Optional)
- ✓ Employee Group(s) - (Optional)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Exclude Employee Group (Temps) **O;X**
- ✓ Exclude Employee Subgroup (Temps) **15 ;25 ;35 ;45 ;55 ;65 ;75 ;85 ;95 ;0**
- ✓ Exclude Action Type/Action Reason (Reorg Transfers) **E/X860;E/X861**

**CalMonth/Year (Single Value/Interval, Mandatory)**

Refresh Values

ZCMIM\_CALMONTH

- 01/2010 **4**
- 02/2010
- 03/2010
- 04/2010
- 05/2010
- 06/2010 **6**
- 07/2010

Start value: 01/2010

End value: 06/2010

July 22, 2015 2:21:15 PM GMT-04:00

\*2010 **2** **3**

OK Cancel

## Optional Prompts

Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

- ✓ **Personnel Area(s) - (Optional):** To select data for this prompt:
  - Make sure the “Personnel Area(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Personnel Area (2).
  - Click the search icon (3).
  - To see the key value for each Personnel Area, click the key icon (4).
  - Select the desired Personnel Area (5).
  - **OR**, if you know the Personnel Area key or Personnel Area name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Personnel Area to the selection box (7).

**Prompts**

**Prompts Summary**

- ✓ \* Organizational Unit **State of North Carolina**
- ✓ \* CalMonth/Year (Single Value/Interval, Mandatory) **01/2010;06/2010**
- ✓ **Personnel Area(s) - (Optional) Commerce;Correction** 1
- ✓ Job Family(s) - (Optional)
- ✓ Job Branch(s) - (Optional)
- ✓ Job(s) - (Optional)
- ✓ Position(s) - (Optional)
- ✓ Employee Group(s) - (Optional)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Exclude Employee Group (Temps) **O;X**
- ✓ Exclude Employee Subgroup (Temps) **15 ;25 ;35 ;45 ;55 ;65 ;75 ;85 ;**
- ✓ Exclude Action Type/Action Reason (Reorg Transfers) **E/X860;E/X861**

**Personnel Area(s) - (Optional) (optional)**

4301 6

4 3 7

Personnel Area

- Barber Exam (B001)
- CCPS-Highway Patrol (4705)
- Commerce (4301) 5
- Community Colleges (5001)
- Correction (4201) 5
- Cosmetic Arts (B005)
- Crime Control & Public Safety (4701)

July 22, 2015 2:58:53 PM GMT-04:00

\* 2

OK Cancel

\* Required prompts

- ✓ **Job Family(s) - (Optional):** To select data for this prompt:
- Make sure the “Job Family(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Job Family (2).
  - Click the search icon (3).
  - To see the key value for each Job Family, click the key icon (4).
  - Select the desired Job Family (5).
  - **OR**, if you know the Job Family key or Job Family name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Job Family to the selection box (7).

**Prompts**

**Prompts Summary**

- ✓ \* Organizational Unit **Administration**
- ✓ \* CalMonth/Year (Single Value/Interval, Mandatory) **01/2010;06/2010**
- ✓ Personnel Area(s) - (Optional)
- ✓ **Job Family(s) - (Optional) **Information Technology**** 1
- ✓ Job Branch(s) - (Optional)
- ✓ Job(s) - (Optional)
- ✓ Position(s) - (Optional)
- ✓ Employee Group(s) - (Optional)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Exclude Employee Group (Temps) **O;X**
- ✓ Exclude Employee Subgroup (Temps) **15 ;25 ;35 ;45 ;55 ;65 ;75 ;85 ;**
- ✓ Exclude Action Type/Action Reason (Reorg Transfers) **E/X860;E/X861**

**Job Family(s) - (Optional) (optional)**

90000004 6

Job Family

- Administration And Management (90000000)
- Engineering And Architecture (90000001)
- Human Services (90000002)
- Information And Education (90000003)
- Information Technology (90000004)** 5
- Institutional Services (90000005)
- Law Enforcement And Public Safety (90000006)
- Natural Resources And Scientific (90000008)
- Operations And Trades (90000009)

Information Technology 7

July 22, 2015 3:38:26 PM GMT-04:00

\* 2

OK Cancel

\* Required prompts

- ✓ **Job Branch(s) - (Optional):** To select data for this prompt:
- Make sure the “Job Branch(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Job Branch (2).
  - Click the search icon (3).
  - To see the key value for each Job Branch, click the key icon (4).
  - Select the desired Job Branch (5).
  - **OR**, if you know the Job Branch key or Job Branch name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Job Branch to the selection box (7).

**Prompts**

**Prompts Summary**

- ✓ \* Organizational Unit **Administration**
- ✓ \* CalMonth/Year (Single Value/Interval, Mandatory) **01/2010;06/2010**
- ✓ Personnel Area(s) - (Optional)
- ✓ Job Family(s) - (Optional)
- ✓ **Job Branch(s) - (Optional) Building Environmental** (1)
- ✓ Job(s) - (Optional)
- ✓ Position(s) - (Optional)
- ✓ Employee Group(s) - (Optional)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Exclude Employee Group (Temps) **O;X**
- ✓ Exclude Employee Subgroup (Temps) **15 ;25 ;35 ;45 ;55 ;65 ;75 ;85**
- ✓ Exclude Action Type/Action Reason (Reorg Transfers) **E/X860;E/X861**

**Job Branch(s) - (Optional) (optional)**

80000037 (6)

Job Branch

- Accounting (80000000)
- Administrative Support (80000001)
- Agricultural Management (80000056)
- Architects (80000014)
- Building Environmental (80000037)** (5)
- Business & Technology (80000030)
- Certified Law Enforcement (80000040)
- Economic Development (80000005)
- Electronics Career (80000069)
- Engineers (80000015)

July 23, 2015 8:29:37 AM GMT-04:00 (2)

Building Environmental (7)

\* Required prompts

OK Cancel

- ✓ **Job(s) - (Optional):** To select data for this prompt:
- Make sure the “Job(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Job (2).
  - Click the search icon (3).
  - To see the key value for each Job, click the key icon (4).
  - Select the desired Job (5).
  - **OR**, if you know the Job key or Job name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Job to the selection box (7).

**Prompts**

**Prompts Summary**

- ✓ \* Organizational Unit **Administration**
- ✓ \* CalMonth/Year (Single Value/Interval, Mandatory) **01/2010;06/2010**
- ✓ Personnel Area(s) - (Optional)
- ✓ Job Family(s) - (Optional)
- ✓ Job Branch(s) - (Optional)
- ✓ **Job(s) - (Optional) **Attorney**** 1
- ✓ Position(s) - (Optional)
- ✓ Employee Group(s) - (Optional)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Exclude Employee Group (Temps) **O;X**
- ✓ Exclude Employee Subgroup (Temps) **15 ;25 ;35 ;45 ;55 ;65 ;75 ;85**
- ✓ Exclude Action Type/Action Reason (Reorg Transfers) **E/X860;E/X861**

**Job(s) - (Optional) (optional)**

30005011 6

4 3 7

**Job**

- Artist Illustrator III (30001377)
- Asst Secretary For Veterans Affairs (30001377)
- Asst To The Secretary For Hub Outreach (30001377)
- Attorney (30005011)** 5
- Auto Parts Supervisor (30000214)
- Boiler Operation Shift Supervisor I (30000214)
- Boiler Operator II (30003971)
- Building & Environmental Supervisor (30003971)

July 23, 2015 8:40:15 AM GMT-04:00

\* 2 3

**Attorney** 7

**OK** **Cancel**

\* Required prompts

- ✓ **Position(s) - (Optional):** To select data for this prompt:
  - Make sure the “Position(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Position (2).
  - Click the search icon (3).
  - To see the key value for each Position, click the key icon (4).
  - Select the desired Position (5).
  - OR if you know the Position key or Position name already, then you can skip steps 2 through 5 and enter it directly in (6).
  - Click on the right arrow to add the Position to the selection box (7).

📁 **NOTE:** Since we have a large number of positions in the system, using only the single wildcard character (\*) can be very slow and may result in an error if the search exceeds the system limit. If this happens, you can narrow down your search by using the wildcard with specific text strings such as

- Deputy\*
- \*Analyst\*
- Admin\*

If you know the position number, it is best to use the manual entry field (in step 6) to enter your selection.



- ✓ **Employee Group(s) - (Optional):** To select data for this prompt:
  - Make sure the “Employee Group(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Employee Group (2).
  - Click the search icon (3).
  - To see the key value for each Employee Group, click the key icon (4).
  - Select the desired Employee Group (5).
  - **OR**, if you know the Employee Group key or Employee Group name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Employee Group to the selection box (7).

**Prompts**

**Prompts Summary**

- ✓ \* Organizational Unit **Administration**
- ✓ \* CalMonth/Year (Single Value/Interval, Mandatory) **01/2010;06/2010**
- ✓ Personnel Area(s) - (Optional)
- ✓ Job Family(s) - (Optional)
- ✓ Job Branch(s) - (Optional)
- ✓ Job(s) - (Optional)
- ✓ Position(s) - (Optional)
- ✓ **Employee Group(s) - (Optional) SPA Employees** (1)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Exclude Employee Group (Temps) **O;X**
- ✓ Exclude Employee Subgroup (Temps) **15 ;25 ;35 ;45 ;55 ;65 ;75 ;85**
- ✓ Exclude Action Type/Action Reason (Reorg Transfers) **E/X860;E/X861**

**Employee Group(s) - (Optional) (optional)**

A (6)

Employee Group

- EPA Employees (K)
- EPA Law Enforcement (L)
- SPA Employees (A)** (5)
- SPA Law Enforcement (B)
- Supplemental Staff (O)

July 23, 2015 9:06:57 AM GMT-04:00

\* (2)

SPA Employees

OK Cancel

- ✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt:
  - Make sure the “Employee Subgroup(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Employee Subgroup (2).
  - Click the search icon (3).
  - To see the key value for each Employee Subgroup, click the key icon (4).
  - Select the desired Employee Subgroup (5).
  - **OR**, if you know the Employee Subgroup key or Employee Subgroup name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Employee Subgroup to the selection box (7).

**Prompts**

**Prompts Summary**

- ✓ \* Organizational Unit **Administration**
- ✓ \* CallMonth/Year (Single Value/Interval, Mandatory) **01/2010;06/2010**
- ✓ Personnel Area(s) - (Optional)
- ✓ Job Family(s) - (Optional)
- ✓ Job Branch(s) - (Optional)
- ✓ Job(s) - (Optional)
- ✓ Position(s) - (Optional)
- ✓ Employee Group(s) - (Optional)
- ✓ **Employee Subgroup(s) - (Optional) FT S-FLSAOT Perm 1**
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Exclude Employee Group (Temps) **O;X**
- ✓ Exclude Employee Subgroup (Temps) **15 ;25 ;35 ;45 ;55 ;65 ;75 ;85**
- ✓ Exclude Action Type/Action Reason (Reorg Transfers) **E/X860;E/X861**

**Employee Subgroup(s) - (Optional) (optional)**

B1 6

4

3

7

Employee Subgroup

- FT EPA (K1)
- FT N-FLSAOT Perm (A1)
- FT N-FLSAOT Prob (A2)
- FT S-FLSAOT Perm (B1) 5**
- FT S-FLSAOT Prob (B2)
- FT S-FLSAOT Student (B6)
- FT S-FLSAOT Trne (B8)
- N/A EPA Chief Deputy (ED)
- N/A EPA ExManagerial (EH)
- N/A EPA PM Conf Asst (EB)

July 23, 2015 9:16:40 AM GMT-04:00

\* 2

OK Cancel

\* Required prompts

- ✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
- Make sure the “Employee(s) PersNo. - (Optional)” prompt is selected (1).
  - Enter an employee number in the search box to verify the employee name (2).
  - Click the search icon drop-down arrow and select “Search in key” (3).
  - Click the search icon (4).
  - To see the employee number, click the key icon (5).
  - Select the desired Employee (6).
  - **OR**, if you do not need to verify the employee number, you can skip steps 2 through 6 and enter it directly in (7).
  - Click the right arrow to add the Employee to the selection box (8).

📁 **NOTE:** Since we have a large number of employees in the system, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If you do not know the employee number and must do a name search, you can narrow down your search by using the wildcard with specific text strings when looking for an employee by name such as:

- Mickey\*Mouse\*
- \*Mouse

If you know the employee number, it is best to use the manual entry field (in step 7) to enter your selection.

## Exclusion Prompts

Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be fetched into the report.

- ✓ **Exclude Employee Group (Temps):** To remove this exclusion
  - Make sure the “Exclude Employee Group (Temps)” prompt is selected (1).
  - Select one or more Employee Group(s) to remove from the box on the right (2).
  - Click the left arrow icon to remove the desired Employee Group(s) (3).

The screenshot shows the 'Prompts' dialog box with the 'Exclude Employee Group (Temps)' prompt selected in the 'Prompts Summary' list. The 'Exclude Employee Group (Temps)' prompt is highlighted with a yellow box labeled '1'. The 'Exclude Employee Group (Temps)' prompt is also selected in the 'Exclude Employee Group (Temps) (optional)' section. The 'Exclude Employee Group (Temps) (optional)' section contains a text box for search criteria and a list box for selecting employee groups. The list box contains 'O' and 'X', with 'O' highlighted by a yellow box labeled '2'. The 'Exclude Employee Group (Temps) (optional)' section also contains a left arrow icon, which is highlighted by a yellow box labeled '3'.

**NOTE:** The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. If you want to clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.

- ✓ **Exclude Employee Subgroup (Temps):** To remove this exclusion
  - Make sure the “Exclude Employee Subgroup (Temps)” prompt is selected (1).
  - Select one or more Employee Subgroup(s) to remove from the box on the right (2).
  - Click the left arrow icon to remove the desired Employee Subgroup(s) (3).

**Prompts**

**Prompts Summary**

- ✓ \* Organizational Unit **Administration**
- ✓ \* CalMonth/Year (Single Value/Interval, Mandatory) **01/2010;06/2010**
- ✓ Personnel Area(s) - (Optional)
- ✓ Job Family(s) - (Optional)
- ✓ Job Branch(s) - (Optional)
- ✓ Job(s) - (Optional)
- ✓ Position(s) - (Optional)
- ✓ Employee Group(s) - (Optional)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Exclude Employee Group (Temps) **O;X**
- ✓ **Exclude Employee Subgroup (Temps) 15 ;25 ;35 ;45 ;55 ;65 ;75** **1**
- ✓ Exclude Action Type/Action Reason (Reorg Transfers) **E/X860;E/X861**

**Exclude Employee Subgroup (Temps) (optional)**

Type values here  
Use search criteria to retrieve values. The search is case sensitive. Here are examples of search criteria: Search = a\* -> retrieves all values starting by "a". Search = \*a -> retrieves all values finishing by "a". Search = a\*a -> retrieves all values starting and finishing by "a". Search = a\*a\* -> retrieves all values starting by "a" and containing one more "a".

15  
25  
35  
45  
55  
65  
75  
85  
95  
0E  
1E  
2E  
3E  
4E  
5E

2

3

OK Cancel

**NOTE:** The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. If you want to clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.

- ✓ **Exclude Action Type/Action Reason (Reorg Transfers):** To remove this exclusion
  - Make sure the “Exclude Action Type/Action Reason (Reorg Transfers)” prompt is selected (1).
  - Select one or more Action(s) to remove from the box on the right side (2).
  - Click the left arrow icon to remove the desired Action(s) (3).

**Prompts**

**Prompts Summary**

- ✓ \* Organizational Unit **Administration**
- ✓ \* CalMonth/Year (Single Value/Interval, Mandatory) **01/2010;06/2010**
- ✓ Personnel Area(s) - (Optional)
- ✓ Job Family(s) - (Optional)
- ✓ Job Branch(s) - (Optional)
- ✓ Job(s) - (Optional)
- ✓ Position(s) - (Optional)
- ✓ Employee Group(s) - (Optional)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ Employee(s) PersNo. - (Optional)
- ✓ Exclude Employee Group (Temps) **O;X**
- ✓ Exclude Employee Subgroup (Temps) **15 ;25 ;35 ;45 ;55 ;65 ;75 ;85 ;**
- ✓ **Exclude Action Type/Action Reason (Reorg Transfers) E/X860;E/X861** **1**

**Exclude Action Type/Action Reason (Reorg Transfers) (optional)**

Type values here  
Use search criteria to retrieve values. The search is case sensitive. Here are examples of search criteria: Search = a\* -> retrieves all values starting by "a". Search = \*a -> retrieves all values finishing by "a". Search = a\*a -> retrieves all values starting and finishing by "a". Search = a\*a\* -> retrieves all values starting by "a" and containing one more "a".

E/X860  
E/X861

2

3

OK Cancel

## Initial Layout

The report renders with various Separation metrics, related Turnover rates, and a count of Active employees. The first tab is a breakout of the metrics by Personnel Area; the second tab is a breakout by Job Family. Below are sample rows from each tab.

### B0042 Employee Turnover tab

B0042: Employee Turnover											Execution Date : 12/9/16
Calendar Month/Year: 07/2010 - 06/2011											
Personnel Area	Total Separations	Total Turnover Rate %	Separation Total (including Transfers)	Turnover Total Rate % (including Transfers)	Transfers	Voluntary Separation (including Retirees)	Voluntary Turnover Rate % (including Retirees)	Voluntary Separation (excluding Retirees)	Voluntary Separation Rate % (excluding Retirees)	Involuntary Separation	Involuntary Turnover Rate %
Administration	49	7.99	62	10.11	13	35	5.71	16	2.61	14	2.28
Administrative Hearings	3	7.14	3	7.14		3	7.14	2	4.76		
Agriculture Consumer Services	113	8.84	154	12.04	41	93	7.27	52	4.07	20	1.56
Auctioneer Licensing											

*Continued...*

Retirements	Retirement Turnover Rate %	Active Employees (at end of selection period)
19	3.10	613
1	2.38	42
41	3.21	1,279
		2

## Turnover by Job Family tab

Turnover by Job Family											Execution Date : 12/9/16	
Calendar Month/Year: 07/2010 - 06/2011												
Job Family	Total Separations	Total Turnover Rate %	Separation Total (including Transfers)	Turnover Total Rate % (including Transfers)	Transfers	Voluntary Separation (including Retirees)	Voluntary Turnover Rate % (including Retirees)	Voluntary Separation (excluding Retirees)	Voluntary Separation Rate % (excluding Retirees)	Involuntary Separation	Involuntary Turnover Rate %	
Administration And Management	2,293	10.32	3,604	16.22	1,311	1,561	7.02	888	4.00	732	3.29	
Engineering And Architecture	177	4.32	320	7.82	143	151	3.69	66	1.61	26	0.64	
Human Services	1,250	12.58	2,379	23.95	1,129	961	9.67	716	7.21	289	2.91	
Information And Education	252	10.42	373	15.42	121	206	8.52	135	5.58	46	1.90	
Information Technology	171	6.67	359	14.01	188	134	5.23	95	3.71	37	1.44	
Institutional Services	203	12.03	283	16.78	80	157	9.31	82	4.86	46	2.73	
Law Enforcement And Public Safety	2,239	11.93	2,996	15.97	757	1,927	10.27	1,506	8.03	312	1.66	
Medical Health	606	14.75	954	23.22	348	535	13.02	378	9.20	71	1.73	
Natural Resources And Scientific	147	6.50	215	9.51	68	125	5.53	81	3.58	22	0.97	
Not assigned	49	2,450.00	49	2,450.00		32	1,600.00	6	300.00	17	850.00	
Operations And Trades	595	7.63	736	9.44	141	475	6.09	243	3.12	120	1.54	
Total	7,982	10.52	12,268	16.17	4,286	6,264	8.26	4,196	5.53	1,718	2.26	

Continued...

Retirements	Retirement Turnover Rate %	Active Employees (at end of selection period)
673	3.03	22,221
85	2.08	4,094
245	2.47	9,933
71	2.94	2,419
39	1.52	2,563
75	4.45	1,687
421	2.24	18,764
157	3.82	4,108
44	1.95	2,261
26	1,300.00	2
232	2.97	7,799
<b>2,068</b>	<b>2.73</b>	<b>75,851</b>

## Turnover by Job tab

Turnover by Job											Execution Date : 12/9/16
Calendar Month/Year: 01/2016 - 06/2016											
Job Desc	Job	Total Separations Excluding Transfers and Retirees	Compa Ratio Average (Separations Excluding Transfers and Retirees)	Separation Total (including Transfers)	Turnover Total Rate % (including Transfers)	Transfers	Voluntary Separation (excluding Retirees)	Voluntary Separation Rate % (excluding Retirees)	Involuntary Separation	Involuntary Turnover Rate %	Retirements
Printing Equipment Operator II	30000019	1	0.96	1	50.00		1	50.00			
Driver License Examiner	30000142	1	0.79	1	0.22				1	0.22	
Disability Determination Specialist I	30000172	1	0.84	1	0.63				1	0.63	
Office Assistant IV	30000252	1	0.95	1	0.41		1	0.41			
Processing Assistant III	30000288			1	3.85						1

Continued...

Retirement Turnover Rate %	Active Employees (at end of selection period)
	2
	446
	158
	245
3.85	26



## Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:

 B0042: Employee Turnover	 Active Employees at end of selection period
 Age in Years	 FTE Annual Salary Separations (w/o retirees or RTRs)
 Age Range	 Job Ref Salary Separations (w/o retirees or RTRs)
 Cal Mth/Yr	 Separation Involuntary
 Cal Qtr/Yr	 Separation Retirement
 Disability code	 Separation Total
 Employee Group	 Separation Total (w/o retirees or RTRs)
 Employee Subgroup	 Separation Total (w/Transfers)
 Ethnic Origin	 Separation Voluntary (w/o Retirees)
 Gender	 Separation Voluntary (w/Retirees)
 Hourly Pay Indicator	 Transfers
 Job	 Turnover Involuntary Rate at end of selection period
 Job Branch	 Turnover Retirement Rate at end of selection period
 Job Family	 Turnover Total (w/Transfers) Rate at end of selection period
 Military Status	 Turnover Total Rate at end of selection period
 Organizational Unit	 Turnover Voluntary (w/o Retirees) Rate at end of sel period
 Personnel Area	 Turnover Voluntary (w/Retirees) Rate at end of selection per
 Salary Range	 Variables
 Separated Veteran	 Prompt Response Cal Month/Yr
 SOC Code	 Prompt Response Employee Group
 Spouse of Disabled Veteran	 Prompt Response Employee PersNo
 Spouse or Surviving Dependent of Deceased Veteran	 Prompt Response Employee Subgroup
 Vet: Armed Forces	 Prompt Response Exclude Action Type/Action Reason (Reorg Transfers)
 Vet: Disabled Veteran	 Prompt Response Exclude Employee Group (Temps)
 Vet: Discharge date	 Prompt Response Exclude Employee Subgroup (Temps)
 Vet: Non Veteran	 Prompt Response Job
 Vet: Not Protected	 Prompt Response Job Branch
 Vet: Other Protected	 Prompt Response Job Family
 Vet: Protected	 Prompt Response Organizational Unit
 Vet: Recently Separated	 Prompt Response Personnel Area
 Vet: Special Disabled	 Prompt Response Position
 Vet: Undisclosed	 Compa Ratio Average
 Vet: Vietnam Era	 FTE Ansal Seps
 Veteran Status	 Job Ref Salary Seps
 Work Schedule Rule	

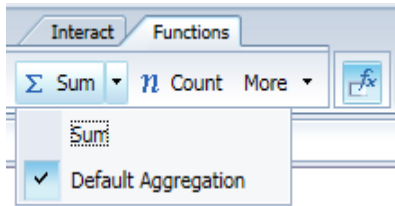
**Special Report Considerations/Features**

- ZG/04 (Separation/Did Not Report) and ZG/26 (Separation/Cancel Sep Pay Continuation) actions are excluded.
- Temporary employees are excluded by default but this can be changed.
- Reorg Transfer actions are excluded by default but this can be changed.
- The Active Employees metric is based on the count of active employees at the end of the selection period (i.e., the high range given for the CalMonth/Year prompt). The various Turnover Rates are calculated as Separations divided by Active Employees.
- The Compa Ratio average in the Turnover by Job report is calculated based on the job of the employee's organizational assignment as of the effective date of the separation, except for ZF Action type separations. For ZF action types, the job of the employee's organizational assignment as of one day prior to the separation effective date is used for the Compa Ratio average calculation.
- The Compa ratio average is calculated by dividing the separated employees' FTE annual salary by the job reference salary. The Compa Ratio average will not be calculated for an employee if the job reference salary does not exist.
- The "Turnover By Job" report lists only jobs which had separated employees within the date range specified.
- The Separation categories are defined based on Action Type and Action Reason:

Action Type	Action Type Desc	Action Reason	Action Reason Desc	Separation Categories
ZF	SeparationPayContinuation(NC)	1	Retirement LEO Supplement	Retirement - Voluntary
ZF	SeparationPayContinuation(NC)	2	RIFSeverance and/or Health Ins	Involuntary
ZF	SeparationPayContinuation(NC)	4	Separation ShortTermDisability	Involuntary
ZF	SeparationPayContinuation(NC)	5	RTR-RIF	Voluntary
ZG	Separation (NC)	1	Better Employment	Voluntary
ZG	Separation (NC)	2	Personal Reasons	Voluntary
ZG	Separation (NC)	3	Involuntary Separation	Involuntary
ZG	Separation (NC)	4	Did Not Report	Exclude
ZG	Separation (NC)	5	Voluntary Resigned W/O Notice	Voluntary
ZG	Separation (NC)	6	RIF w/no Severance/Health Ins	Involuntary
ZG	Separation (NC)	7	No Reason Given	Voluntary
ZG	Separation (NC)	8	Long Term Disability	Involuntary
ZG	Separation (NC)	9	Retirement	Retirement - Voluntary
ZG	Separation (NC)	10	Retirement Disability	Retirement - Voluntary
ZG	Separation (NC)	11	Contract Ended	Involuntary
ZG	Separation (NC)	12	Time-Limited Appt Term	Involuntary
ZG	Separation (NC)	13	Supplemental Appt Term	Involuntary
ZG	Separation (NC)	14	Appointment Ended	Involuntary
ZG	Separation (NC)	15	Not Re-Elected	Involuntary
ZG	Separation (NC)	16	Dismissed-Gross Inefficiency	Involuntary
ZG	Separation (NC)	17	Dismissed-Conduct	Involuntary
ZG	Separation (NC)	18	Dismissed-Unsat Performance	Involuntary
ZG	Separation (NC)	20	Prior to achieving Perm status	Involuntary

Action Type	Action Type Desc	Action Reason	Action Reason Desc	Separation Categories
ZG	Separation (NC)	21	Pay in lieu of notice	Involuntary
ZG	Separation (NC)	22	Death	Voluntary
ZG	Separation (NC)	23	Other	Voluntary
ZG	Separation (NC)	24	Terminate while on FMLA	Voluntary
ZG	Separation (NC)	25	Beacon to Non-Beacon Agency	Voluntary
ZG	Separation (NC)	26	Cancel Sep Pay Continuation	Exclude
ZG	Separation (NC)	27	Removal From Office - AOC Only	Involuntary
ZG	Separation(NC)	28	RIF Discontinue Service Retire	Retirement - Voluntary
ZG	Separation(NC)	29	Unavailable to Work	Involuntary
ZG	Separation(NC)	40	115C Dismissal	Involuntary
ZG	Separation(NC)	50	RTR	Voluntary
ZG	Separation(NC)	52	RTR-Retire	Retirement - Voluntary
X8	Transfer Out (BI)	1	Agency to Agency - Lateral	Transfer
X8	Transfer Out (BI)	2	Agency to Agency -Reassignment	Transfer
X8	Transfer Out (BI)	5	Agency to Agency - Promotion	Transfer
X8	Transfer Out (BI)	6	Within Agency - Lateral	Transfer
X8	Transfer Out (BI)	7	Within Agency - Reassignment	Transfer
X8	Transfer Out (BI)	8	Grade-Band Transfer	Transfer
X8	Transfer Out (BI)	9	Class/Pay Plan Change	Transfer
X8	Transfer Out (BI)	10	EPA-SPA	Transfer
X8	Transfer Out (BI)	12	Temp to Perm	Transfer
X8	Transfer Out (BI)	13	Perm to Temp	Transfer
X8	Transfer Out (BI)	14	Temp to Temp	Transfer
X8	Transfer Out (BI)	60	Within Agency Reorganization	Transfer
X8	Transfer Out (BI)	61	AgencytoAgency Reorganization	Transfer

- The calculation for the various Turnover Rates and the Active Employee count related to the yellow Total row are defined using the “Default Aggregation” setting in order to render accurate results.



Because of this setting, these calculations will result in the #UNAVAILABLE error if any type of local filter or Input Control utilizing more than one filter value is applied inside the report. This is a known bug within the tool. If possible, please utilize the Prompt screen to do any additional filtering desired.

*Example...*

Input Controls

Job Family

☐ Select (All)

☒ Administration And Management

☒ Engineering And Architecture

☐ Human Services

☐ Information And Education

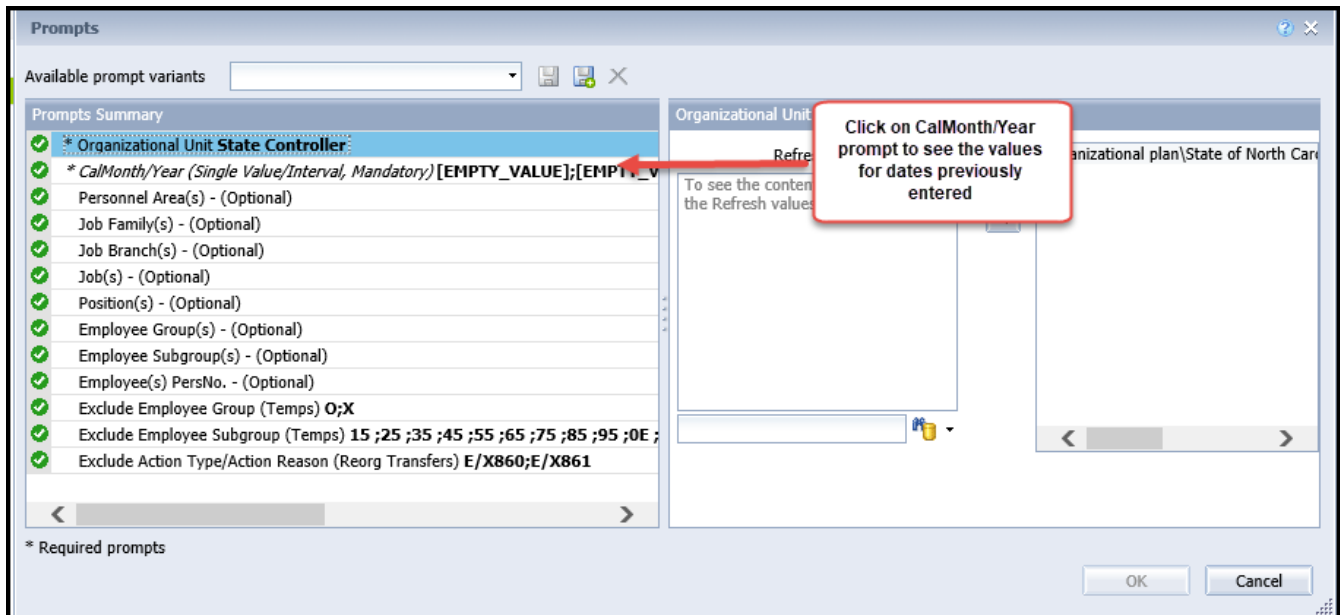
Turnover by Job Family

Calendar Month/Year: 07/2010 - 06/2011

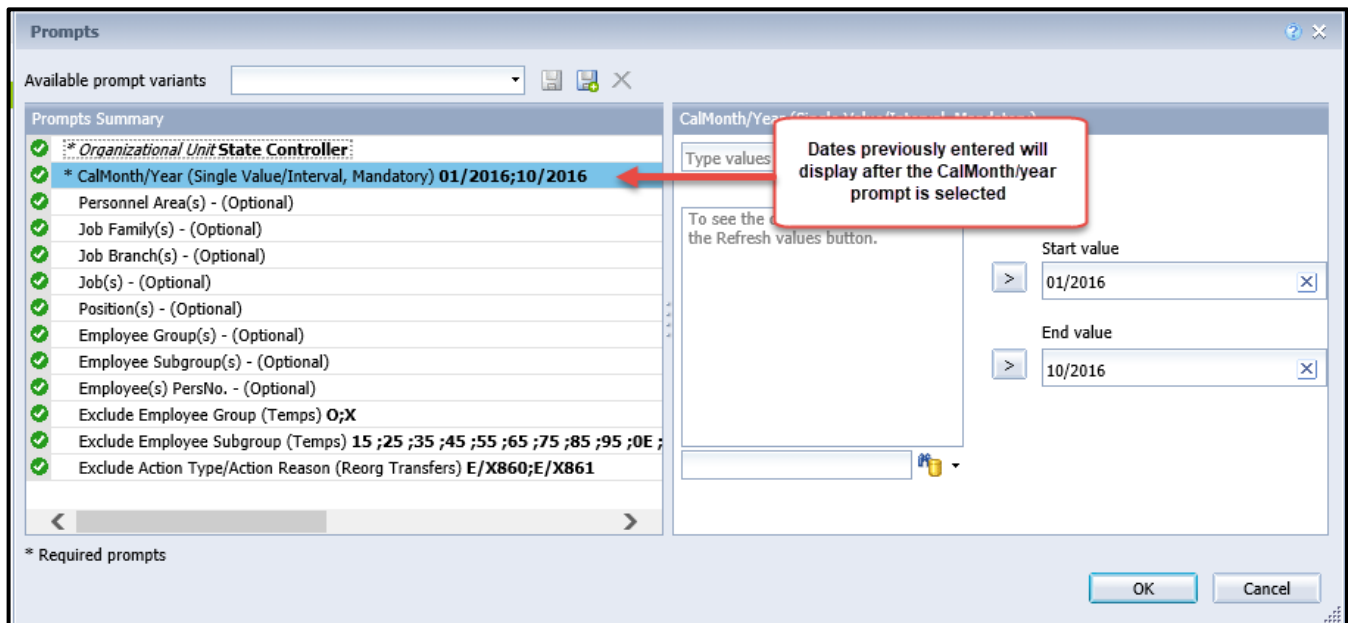
Job Family	Total Separations	Total Turnover Rate %	Separation Total (including Transfers)	Turnover Total Rate % (including Transfers)	Transfers	Voluntary Separation (including Retirees)	Voluntary Turnover Rate % (including Retirees)
Administration And Management	12	0.259	38	0.820	26	10	0.216
Engineering And Architecture	2	0.990	2	0.990		2	0.990
Total	14	#UNAVAILABLE	40	#UNAVAILABLE	26	12	#UNAVAILABLE

- Changes to job branch and/or job family that occurred before February 25, 2016 may not be reflected correctly in the monthly snapshot data.
- If you want to match the headcount and turnover totals for this report with the totals on the “B0043-D: Turnover from State Government last 12 Months” Dashboard report, you will need to run this report with the following values in the prompts:
  - Select the high level organizational unit for your agency, along with any unassigned org units that belong to your agency.
  - Select the last 12 months for the CalMonth/Year date range, and be sure the current month is included in the end value.

- There is a known issue with the prompt values on this report when the dates are manually entered. If the report is refreshed after it has been run with the dates manually entered, from and to date and run the report, an [EMPTY\_VALUE] error message displays in the CalMonth/Year date prompt value. Click on the CalMonth/Year prompt to see the values for the dates entered on the previous report execution:



- After the CalMonth/Year prompt is selected, the dates entered will display from the previous report execution before the report was refreshed:



**Change Log**

<b>Effective Date</b>	<b>Change description</b>
8/27/2015	Initial version.
5/3/2018	Corrected the print format so that the width of each report would fit on one page.