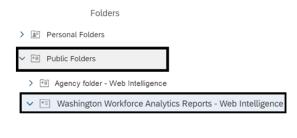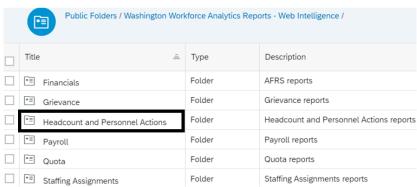![OFM — Office of Financial Management]

Layoff Activity (HPA-008)

Description: Number of personnel actions related to layoff. Excludes non-employees.

✓ **Universe** WWA EDW Headcount and Personnel Actions.unx
✓ **Required filter prompt** Calendar Year Month
✓ **Layoff Activity (default)**

The standard report is located in the Washington Workforce Analytics Reports – Web Intelligence > Headcount and Personnel Actions Folder.

Sample View – Layoff Activity

Layoff Activity	Number
Appointment Changes	75
Separations	59
Rehires	5
Leave of Absence – Active	
Leave of Absence – Inactive	2
Return from Leave of Absence	

Prompts

Prompt values restrict the data pulled from the Enterprise Data Warehouse.

Required Prompts must include value(s) for Calendar Year Month.

Optional Prompts

- Business Area (EE)
- Business Area Code (EE)
- Job (EE)
- Job Class Abbr (EE)
- Job Code (EE)
- Organizational Unit
- Organizational Unit Code
- Personnel Area (EE)
- Personnel Area Code (EE)
- Personnel Subarea (EE)
- Personnel Subarea Code (EE)

Query Results

Default Data Fields

These fields are included in the standard report by default. Adding or removing default data fields will impact the calculated results.

Age Distribution

- Appointment Changes
- Separations
- Rehires
- Leave of Absence – Active
- Leave of Absence – Inactive
- Return from Leave of Absence

Additional Fields

These additional fields may be added to the standard report for detail and analysis. Adding or removing additional data fields will not impact the calculated results.

- Action Calendar Year
- Action Calendar Year Month
- Action Calendar Year Quarter
- Action Fiscal Year
- Action Fiscal Year Month
- Action Fiscal Year Quarter
- Action Reason
- Action Reason Code
- Business Area (EE)
- Business Area Code (EE)
- Contract Type
- Duty Station County
- Employee Group (EE)
- Employee Subgroup (EE)
- Employment Status
- Job (EE) - Actions
- Job Class Abbr (EE) - Actions
- Job Code (EE) - Actions
- Name – Full
- Organizational Unit
- Organizational Unit Code
- Part Time Indicator
- Pay Area (EE)
- Pay Area Code (EE)
- Personnel Area (EE)
- Personnel Area Code (EE)
- Personnel Number
- Personnel Subarea (EE)
- Personnel Subarea Code (EE)
- Position
- Position Code
- Unemployment County
- Unemployment County Code
- Work Contract
- Work Contract Code
- Workforce Indicator (EE)
- Workforce Indicator Code (EE)

Measures

These measures are included in the standard report. Adding or removing measures from the query will impact the calculated results.

- Number of Actions

Restrictions and Variables

Restrictions and formulas built into the report create standardized results across the enterprise.

Restrictions

Non-Employee Exclusions

Excludes the following Organizational Unit Codes:

- 30002393 FPB – Preparedness - Mobes
- 31000100 EMERGENCY FIRE FIGHTERS
- 31000101 EMERGENCY FIRE FIGHTERS
- 31000175 EMERGENCY FIRE FIGHTERS
- 31000176 EMERGENCY FIRE FIGHTERS
- 31000177 EMERGENCY FIRE FIGHTERS
- 31000178 EMERGENCY FIRE FIGHTERS
- 31000179 EMERGENCY FIRE FIGHTERS
- 31007000 FPB – Preparedness – Fire Mobes

Excludes the following Personnel Area Codes (EE):

- 2201 Vol Firefighters/Res Officers
- 2251 WSP Disabled Non-Employee
- 2451 Mil Dept Misc Active Duty
- 3430 Higher Ed Coor Board
- 3460 Higher Ed Facilities
- 4611 Ecology Youth Corps
- 4612 Wa Conservation Corps
- 5401 Aberdeen Wex
- 5402 Bingen Wex
- 5403 Clallum Wex
- 5404 Kitsap Wex
- 5405 Okanogan Wex
- 5406 Okanogan Wex 2
- 5407 Rainier Wex
- 5408 Snohomish Wex
- 5409 Spokane Wex
- 5410 Tri-Cities Wex
- 5411 Americorp Star Vista
- 5412 Wa St Americorps
- 5413 JTPA 402 Prog Wen
- 5414 Washington Service Corps
- 5415 Washington Service Team
- 5416 Yakima Wex

Also excludes Pay Area Code (EE) 44 Work Study Student; Personnel Subarea Code (EE) 0005 Non-Employee; and Work Contract Code 24 Non Employee.

Variables

The following variables are included in the report:

Dimension	Formula
BackgroundColor	="True"
DateRun	="Date Run: " + FormatDate(LastExecutionDate();"Mmm, dd, yyyy hh:mm a")
EmptyValue	=""
ReportDescription	="Description: Number of personnel actions related to layoff. Excludes non-employees."
ReportName	="Layoff Activity"
ReportNote	=""
ReportNumber	="Report Number: HPA-008"

Measure	Formula
Appointment Change	=Count(If [Action Type Code] = "U3" And [Action Reason Code] InList ("14";"39";"43";"47";"48";"60";"64";"65";"78") Then [Number of Actions])
Leave of Absence – Active	=Count(If [Action Type Code] ForEach([Action Calendar Year Month];[Personnel Number]; [Action Type];[Action Reason]) = "U8" And [Action Reason Code] InList ("00";"34";"37") Then [Number of Actions])
Leave of Absence – Inactive	=Count(If [Action Type Code] ForEach([Action Calendar Year Month];[Personnel Number]; [Action Type];[Action Reason]) = "U9" And [Action Reason Code] InList ("17";"25") Then [Number of Actions])
NumberOfActions	=Count([Number of Actions] ForEach([Action Calendar Year Month];[Personnel Number];[Action Type];[Action Reason]))
Rehires	=Count(If [Action Type Code] ForEach([Action Calendar Year Month];[Personnel Number]; [Action Type];[Action Reason]) = "U6" And [Action Reason Code] InList ("18";"27") Then [Number of Actions])
Return from Leave of Absence	=Count(If [Action Type Code] ForEach([Action Calendar Year Month];[Personnel Number]; [Action Type];[Action Reason]) = "UA" And [Action Reason Code] InList ("13";"42") Then [Number of Actions])
Separations	=Count(If [Action Type Code] ForEach([Action Calendar Year Month];[Personnel Number]; [Action Type];[Action Reason]) = "U5" And [Action Reason Code] InList ("13";"22";"24";"26";"32";"33";"38";"39";"40";"41";"43";"44";"45";"46";"47";"48";"49";"50";"55") Then [Number of Actions])

Action Types Action Reasons

Appointment Change (U3)
- 14 Demotion – In Lieu of Layoff
- 47 Layoff List
- 48 GGTP
- 64 Layoff Option Accepted
- 65 Non-Perm In Lieu of Layoff
- 78 Layoff – Temp Reduction of Hrs

Leave of Absence - Active (U8)
- 34 Layoff - Voluntary
- 37 Layoff - Temporary

Leave of Absence – Inactive (U9)
- 17 Layoff - Voluntary
- 25 Layoff - Temporary

Rehires (U6)
- 18 Layoff List
- 27 GGTP

Return from Leave of Absence (UA)
- 13 Layoff - Voluntary
- 42 Layoff - Temporary

Separations (U5)
- 33 Layoff - Voluntary
- 55 Layoff

Obsolete Action Type Action Reasons

These action reasons are retained in the query for historical reporting.

Appointment Change (U3)
- 39 ZDNU – Rtn fr Informal Layoff
- 43 ZDNU – Rtn fr GGTP Trans Ap
- 60 ZDNU – GGTP Transition Rev App

Leave of Absence - Active (U8)
- 00 ZDNU – Marine Inactive/Layoff

Separations (U5)
- 13 ZDNU – Formal Union Layoff
- 22 ZDNU – Resign With RIF Rights
- 24 ZDNU – Retirement W/RIF Rights
- 26 ZDNU – RIF Reduction In Force
- 32 ZDNU – Temporary Union Layoff
- 38 ZDNU – Lack of Position
- 39 ZDNU – Layoff Lack of Funds
- 40 ZDNU – Layoff Lack of Work
- 41 ZDNU – Layoff Term of Project
- 43 ZDNU – Layoff Organization Ch
- 44 ZDNU – Temporary Layoff
- 45 ZDNU – Temp Layoff Lack of Wor
- 46 ZDNU – Temp Layoff Loss of F
- 47 ZDNU – Temp Layoff Reduced Hou
- 48 ZDNU – Temp Layoff Inclm Weath
- 49 ZDNU – Temp Layoff Mat/Equip
- 50 ZDNU – Temp Layoff Unexp Circ