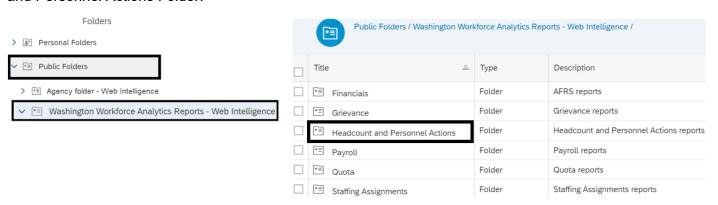## Service Ranges (HPA-010)

Description: Number of employees by Service Ranges. Individual views include Service Years (Anniversary), Service Years (Seniority), Present Appointment (Years). Excludes non-employees.

✓ **Universe** WWA EDW Headcount and Personnel Actions.unx

✓ **Required filter prompt** Calendar Year Month

✓ **Service Years (Anniversary) (default)** Number of employees by service years based on Anniversary Date.

✓ **Service Years (Seniority)** Number of employees by service years based on Seniority Date.

✓ **Present Appointment (Years)** Number of employees by length of service in years based on Appointment Date.

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

Sample View – Service Ranges > Service Years (Anniversary)

Service Years (Anniversary)	Number
Employee Count	68,539
Less Than 1 Year	9,087
1 Year	5,646
2 Years	3,715
3 Years	4,251
4 Years	3,816
5 Years	3,678
6 Years	3,393
7 Years	2,801
8 Years	2,568
9 Years	2,267
10 Years	1,766
11 Years	1,131
12 Years	
13 Years	
14 Years	

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.

- Employee Count
- Less Than 1 Year
- 2 Years
- 3 Years
- 4 Years
- 5 Years
- 6 Years
- 7 Years
- 8 Years
- 9 Years
- 10 Years
- 11 Years
- 12 Years
- 13 Years
- 14 Years
- 15 Years
- 16 Years
- 17 Years
- 18 Years
- 19 Years
- 20 Years
- 21 Years
- 22 Years
- 23 Years
- 24 Years
- 25 Years
- 26 Years
- 27 Years
- 28 Years
- 29 Years
- 30 Years
- 31 Years
- 32 Years
- 33 Years
- 34 Years
- 35 Years
- 36 Years
- 37 Years
- 38 Years
- 39 Years
- 40 Years
- 41 Years
- 42 Years
- 43 Years
- 44 Years
- 45 Years
- 46 Years
- 47 Years
- 48 Years
- 49 Years
- 50 Years
- 51 Years
- 52 Years
- 53 Years
- 54 Years
- 55 Years or More

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.

- Business Area (EE)
- Business Area Code (EE)
- Calendar Year
- Calendar Year Month
- Calendar Year Quarter
- Contract Type
- Duty Station County
- Employee Group (EE)
- Employee Subgroup (EE)
- Employment Status
- Fiscal Year
- Fiscal Year Month
- Fiscal Year Quarter
- Job (EE)
- Job Class Abbr (EE)
- Job code (EE)
- 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.

- Distinct Employee Count
- Present Appointment (Years)
- Service Years (Anniversary)
- Service Years (Seniority)

Restrictions and Variables

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

Restrictions

Actions – Exclude

Last Calendar Day of Month Values

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:

Variable	Formula
BackgroundColor	="True"
DateRun	="Date Run: " + FormatDate(LastExecutionDate();"Mmm, dd, yyyy hh:mm a")
EmptyValue	=""
ReportDescription1	="Description: Number of employees by service years based on Anniversary Date. Excludes non-employees."
ReportDescription2	="Description: Number of employees by service years based on Seniority Date. Excludes non-employees."
ReportDescription3	="Description: Number of employees by length of service in years based on Appointment Date. Excludes non-employees."
ReportName1	="Service Ranges - Service Years (Anniversary)"
ReportName2	="Service Ranges - Service Years (Seniority)"
ReportName3	="Service Ranges - Present Appointment (Years)"

Variable	Formula
ReportNote	=""
ReportNumber	="Report Number: HPA-010"
Employee Count	=Sum([Distinct Employee Count])
Present Appointment (Years) – Less Than 1 Years	=Count(If([Present Appointment (Years)]ForEach([Personnel Number]) Between(0;0.9);[Distinct Employee Count]))
Present Appointment (Years) – Years 01	=Count(If([Present Appointment (Years)]ForEach([Personnel Number]) Between(1;1.9);[Distinct Employee Count]))
Present Appointment (Years) – Years 02	=Count(If([Present Appointment (Years)]ForEach([Personnel Number]) Between(2;2.9);[Distinct Employee Count]))
Present Appointment (Years) – Years 03	=Count(If([Present Appointment (Years)]ForEach([Personnel Number]) Between(3;3.9);[Distinct Employee Count]))
Present Appointment (Years) – Years …	*… Note: Present Appointment (Years) formula would be similar for Years 04-55*
Service Years (Anniversary) - Less Than 1 Year	=Count(If([Service Years (Anniversary)]ForEach([Personnel Number]) Between(0;0.9);[Distinct Employee Count]))
Service Years (Anniversary) – Years 01	=Count(If([Service Years (Anniversary)]ForEach([Personnel Number]) Between(1;1.9);[Distinct Employee Count]))
Service Years (Anniversary) – Years 02	=Count(If([Service Years (Anniversary)]ForEach([Personnel Number]) Between(2;2.9);[Distinct Employee Count]))
Service Years (Anniversary) – Years 03	=Count(If([Service Years (Anniversary)]ForEach([Personnel Number]) Between(3;3.9);[Distinct Employee Count]))
Service Years (Anniversary) – Years …	*… Note: Service Years (Anniversary) formula would be similar for Years 04-55*

Variable	Formula
Service Years (Seniority) – Less Than 1 Year	=Count(If([Service Years (Seniority)]ForEach([Personnel Number]) Between(0;0.9);[Distinct Employee Count]))
Service Years (Seniority) – Years 01	=Count(If([Service Years (Seniority)]ForEach([Personnel Number]) Between(1;1.9);[Distinct Employee Count]))
Service Years (Seniority) – Years 02	=Count(If([Service Years (Seniority)]ForEach([Personnel Number]) Between(2;2.9);[Distinct Employee Count]))
Service Years (Seniority) – Years 03	=Count(If([Service Years (Seniority)]ForEach([Personnel Number]) Between(3;3.9);[Distinct Employee Count]))
Service Years (Seniority) – Years ...	*... Note: Service Years (Seniority) formula would be similar for Years 04-55*