

HR Management Average Overtime (PAY-001)

Description: Monthly overtime hours worked by Business Area. Average OT Hours Worked based on number of months. Average Hour per Employee based on employees eligible for overtime only. Excludes non-employees.

- ✓ **Universe** WWA EDW Payroll.unx
- ✓ **Required filter prompt** Calendar Year Month

The standard report is located in the Washington Workforce Analytics Reports – Web Intelligence > Payroll Folder.

The screenshot shows a folder navigation pane on the left with 'Public Folders' and 'Washington Workforce Analytics Reports - Web Intelligence' highlighted. The main pane displays a table of folders:

Title	Type	Description
Financials	Folder	AFRS reports
Grievance	Folder	Grievance reports
Headcount and Personnel Actions	Folder	Headcount and Personnel Actions reports
Payroll	Folder	Payroll reports
Quota	Folder	Quota reports
Staffing Assignments	Folder	Staffing Assignments reports

Sample View - PAY-001 - HR Management Average Overtime > Average Overtime

Business Area Code (EE)	Business Area (EE)	OT Hours Worked 2022/12	OT Hours Worked 2023/01	OT Hours Worked 2023/02	OT Hours Worked 2023/03	OT Hours Worked 2023/04	OT Hours Worked 2023/05	Average OT Hours Worked
0400	Statute Law Committee	69.00	2,022.25	1,782.00	1,804.25	1,583.25		1,210.13
0400	Statute Law Committee	69.00	2,022.25	1,782.00	1,804.25	1,583.25		1,210.13
0550	Off. Administrator Courts			9.50	1.00	3.00		2.25
0550	Off. Administrator Courts			9.50	1.00	3.00		2.25

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 may impact the calculated results.

Average Overtime

- Business Area Code (EE)
- Business Area (EE)
- OT Hours Worked YYYY/MM
- Average OT Hours Worked

Additional Fields

These additional fields may be added to the standard report for detail and analysis. Adding or removing additional data fields may impact the calculated results.

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

Restrictions and Variables

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

Query Filters

OT_HOURS

- Non-Employee Exclusions (EE)
- Wage Types – Overtime Hours

OT_ELIGIBLE

- Actions – Exclude
- Non-Employee Exclusions (EE)
- Overtime Eligible (EE)

Non-Employee Exclusions (EE)

Excludes the following Organizational Unit Codes:

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

Non-Employee Exclusions (EE), Continued...

Excludes the following Personnel Area Codes (EE):

- 2201 Vol Firefighters/Res Officers
- 2251 WSP DisabledNon-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.

Overtime Eligible (EE)

Includes the following Employee Subgroup Codes (EE):

- 03 ZDNU H-OT Elig>Daily
- 04 ZDNU M-OT Elig>Daily
- 05 H-OT Elig>40hrs/wk
- 06 M-OT Elig>40hrs/wk
- 09 H-OT Elig Law En>160
- 10 M-OT Elig Law En>160
- 11 H-OT Elig Law En>171
- 12 M-OT Elig Law En>171
- 13 ZDNU H-OT Elig>8/day
- 14 ZDNU M-OT Elig>8/day
- 15 H-OT Elig Nrs>80h/2w
- 16 M-OT Elig Nrs>80h/2w
- 17 H-OT Elig>Shift
- 18 M-OT Elig>Shift
- 19 H-OT Elig>Sched WSF
- 20 M-OT Elig>Sched WSF

Wage Types – Overtime Hours

Includes the following Wage Type Codes:

- 1174 OT Shift2 1.7 (4051)
- 1175 OT Shift3 1.8 (4051)
- 1176 OT 2.5 (4051)
- 1177 Travel OT shift1 1.5-4051
- 1178 Travel OT shift2 1.7-4051
- 1179 Travel OT shift3 1.8-4051
- 1190 WSF OT shift2 1.65
- 1191 WSF OT shift3 1.725
- 1192 WSF Double OT shift2 2.2
- 1193 WSF Double OT shft3 2.3
- 1198 Holiday OT FLSA
- 1209 Fire Duty Cont OT-Hourly
- 1215 OT Variable Rate
- 1229 Fire Duty Cont OT-Salary
- 1230 Overtime straight - 4051
- 1231 Overtime sh2 strght-4051
- 1232 OT FLSA 1.5 All Agy
- 1233 1.5 OT-PRT
- 1234 OT shft1-1.5 (4051)
- 1235 OT 28day 86.9
- 1236 OT 28day 92.9
- 1237 Emer/Diaster Ops OT
- 1238 Fire Duty Cont OT+1
- 1239 Fire Duty OT
- 1240 Fire Duty Interupt Meal
- 1241 OT FLSA shft2 1.6 (4051)
- 1242 OT shft1 2.0 (4051)
- 1243 OT shft2 2.2 (4051)
- 1244 OT shft3 2.3 (4051)
- 1245 OT Triple 3.0 (4051)
- 1246 WSP OT VOL 1.5
- 1250 1.5 OT Shft2+\$.50-PRT
- 1265 Travel OT shift 1-2.0-4051
- 1266 Travel OT shift2-2.2-4051
- 1267 Travel OT Shift3-2.3-4051
- 1272 OT shft1 1.5 (4051)
- 1275 Travel Outside 4051 (T&U)
- 1276 Hol Wrk Hrly 2.0-4051
- 1277 Hol Wrk Prem Sal -4051
- 1278 Hol Wrk Sh2-2.0+.65-4051
- 1279 Hol Wrk Sh2 Hrly-2.2-4051
- 1280 DbleTimeShft2+\$.50-PRT
- 1281 Hol Wrk Sh3-2.0+.65-4051
- 1282 Holiday Wrk St3-2.3-4051
- 1283 DbleTmeShft3+\$.65 -PRT
- 1284 Dbl time OT shft1 -4051
- 1285 Dbl time OT shft2 -4051
- 1290 Overtime straight-all ag
- 1291 OT Strght 1.6 405F(4051)
- 1329 Hol 1 Work 2.0 OT (5500)
- 1332 Hol 2 Work 2.5 OT (5500)
- 1360 OT FLSA Base Rate
- 1361 Leave OT FLSA Base Rate
- 1362 Holiday OT FLSA Base Rate
- 1606 Holiday OT 28 Day 29.9
- 1814 Relief Pay 1.0x -4051
- 1885 ShipyrdCmpt OT 1.5-4051
- 1886 ShipyrdCmpt OT 2.0-4051

Variables

The following variables are included in the report:

Variable	Formula
Average OT Hours Worked	=Sum(If ([NumberOfMonths])> 0 Then Round([OT Hours]/[NumberOfMonths];2))
Background Color	= "True"
CalendarYearMonth - Formatted	=Left([OT_HOURS].[Calendar Year Month];4) + "/" + Right([OT_HOURS].[Calendar Year Month];2)
Cross Tab: Settings	=Count(If [Employee Subgroup Code (EE)] In([OT_HOURS].[Calendar Year Month]; [OT_HOURS].[Business Area Code (EE)];[OT_HOURS].[Personnel Number]) InList ("03";"04";"05";"06";"09";"10";"11";"12";"13";"14";"15";"16";"17";"18";"19"; "20") Then [OT_HOURS].[Distinct Employee Count])
DateRun	= "Date Run: " + FormatDate(LastExecutionDate();"Mmm, dd, yyyy hh:mm a ")
Employee Count	=Count([OT_ELIGIBLE].[Distinct Employee Count] In ([OT_ELIGIBLE].[Calendar Year Month];[OT_ELIGIBLE].[Personnel Number]))
EmptyValue	= ""
NumberOfMonths	=NumberOfMonths([OT_ELIGIBLE].[Distinct NumberOfMonths] In ([OT_ELIGIBLE].[Calendar Year Month];[OT_ELIGIBLE].[Personnel Number]))
OT Hours	=Sum(If [Wage Type Code] InList ("1174";"1175";"1176";"1177";"1178";"1179"; "1190";"1191";"1192";"1193";"1198";"1209";"1215";"1229";"1230";"1231";"1232"; "1233";"1234";"1235";"1236";"1237";"1238";"1239";"1240";"1241";"1242";"1243"; "1244";"1245";"1246";"1250";"1265";"1266";"1267";"1272";"1275";"1276";"1277"; "1278";"1279";"1280";"1281";"1282";"1283";"1284";"1285";"1290";"1291";"1329"; "1332";"1360";"1361";"1362";"1606";"1814";"1885";"1886") Then [Hours])
PromptDate – Length	=([PromptDate - Length] - Length([PromptDate - Replace])) + 1
PromptDate – Replace	=Replace(UserResponse("Enter value(s) for Calendar Year Month");";";"")
SubTotal: Average OT Hours Worked	=Sum(If ([NumberOfMonths])> 0 Then Round([OT Hours]/[NumberOfMonths];2))
SubTotal: OT Hours	=Sum([OT Hours])
Total: Average OT Hours Worked	=If Sum([Employee Count]) > 0 Then Round([SubTotal: OT Hours]/[Employee Count];2)
Total: OT Hours Worked	=If Sum([Employee Count]) > 0 Then Round([SubTotal: OT Hours]/([Employee Count]);2)