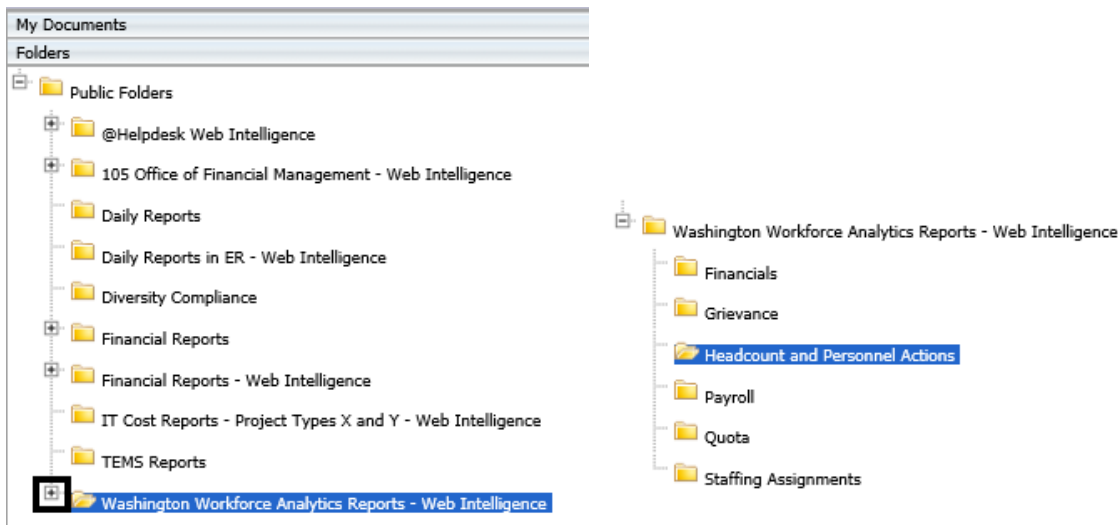


### Classification Turnover (HPA-002)

Description: Turnover activity specific to classification and compensation proposal requests. Excludes turnover that does not meet the criteria for classification and compensation proposals (such as death, retirement, non-permanent appointments, etc.). Individual views include Turnover Summary, Turnover Detail, and Turnover Category. Includes permanent or intended to become permanent Executive branch employees separating from state service. Excludes non-employees and Seasonal, WMS, Exempt, and Board/Commission work contracts.

- ✓ **Universe** WWA EDW Headcount and Personnel Actions.unx
- ✓ **Required filter prompt** Calendar Year Month
- ✓ **Turnover Summary (default view)** Turnover activity summary by Job Code.
- ✓ **Turnover Detail** Turnover activity detail by Month and Job Code.
- ✓ **Turnover Category** Turnover activity by categories.

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



### Sample - Classification Turnover > Turnover Category View

**Classification Turnover - Turnover Category**  
Report Number: HPA-002

Date Run: Dec, 19, 2017 10:02 AM

Description: Turnover activity by categories specific to classification and compensation proposal requests. Includes permanent or intended to become permanent Executive branch employees separating from state service. Excludes turnover that does not meet the criteria for classification and compensation proposals (such as death, retirement, non-permanent appointments, etc.). Excludes non-employees and Seasonal, WMS, Exempt, and Board/Commission work contracts.

Job Code (EE)	Job (EE)	Job Class Abbr (EE)	Average Employee Count	Resignations	Dismissals	Other Turnover	Total Turnover Actions	Resignations Rate	Dismissals Rate	Other Turnover Rate	Turnover Rate
50000142	OFFICE SUPPORT SUPERVISOR 3	100R	3					0.00%	0.00%	0.00%	0.00%
50000153	LEGAL ASSISTANT 1	425E	5					0.00%	0.00%	0.00%	0.00%
50000155	LEGAL ASSISTANT 3	425G	172	9		2	11	5.23%	0.00%	1.16%	6.40%
50000156	LEGAL ASSISTANT 4	425H	58	1			1	1.72%	0.00%	0.00%	1.72%
50000157	HEARINGS SCHEDULER	425K	6					0.00%	0.00%	0.00%	0.00%
50000159	PBX CHIEF OPERATOR	101H	3					0.00%	0.00%	0.00%	0.00%
50000168	REPRODUCTION SUPERVISOR 2	207F	1					0.00%	0.00%	0.00%	0.00%

### Prompts

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

**Required Prompt** 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 and should not be removed. Adding or removing default data fields will impact the integrity of the data.

#### Turnover Summary:

- ✓ Business Area Code (EE)
- ✓ Business Area (EE)
- ✓ Job Code (EE)
- ✓ Job (EE)
- ✓ Average Employee Count
- ✓ Total Turnover Actions
- ✓ Turnover Rate

#### Turnover Detail:

- ✓ Business Area Code (EE)
- ✓ Business Area (EE)
- ✓ Job Code (EE)
- ✓ Job (EE)
- ✓ Employee Count
- ✓ Turnover Actions
- ✓ Average Employee Count
- ✓ Total Turnover Actions
- ✓ Turnover Rate

#### Turnover Category:

- ✓ Job Code (EE)
- ✓ Job (EE)
- ✓ Job Class Abbr (EE)
- ✓ Average Employee Count
- ✓ Resignations
- ✓ Dismissals
- ✓ Other Turnover
- ✓ Total Turnover Actions
- ✓ Resignations Rate
- ✓ Dismissals Rate
- ✓ Other Turnover Rate
- ✓ Turnover Rate

### Additional Fields

These fields may be added to the standard report views for additional analysis. However, adding or removing additional data fields may impact the integrity of the data.

For example, an Electrical Construction Inspector had a change of status during January 2016.

Job Code (EE)	Job (EE)	Job Class Abbr (EE)	Average Employee Count
50001383	ELECTRICAL CONSTRUCTION INSPECTOR	3911	78
<b>Total:</b>			78

Adding Work Contract to these results will cause the employee to be counted twice in January 2016.

Job Code (EE)	Job (EE)	Job Class Abbr (EE)	Work Contract	Average Employee Count
50001383	ELECTRICAL CONSTRUCTION INSPECTOR	3911	Permanent	66
50001383	ELECTRICAL CONSTRUCTION INSPECTOR	3911	Probationary	13
50001383	ELECTRICAL CONSTRUCTION INSPECTOR	3911	Trial Service	1
<b>Total:</b>				79

- ✓ To identify duplicate records add a unique identifier like Personnel Number.

### Additional Fields, continued...

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

### Measures

These measures are included in the standard report and should not be removed. Adding or removing measures will impact the integrity of the data.

- ✓ Distinct Employee Count
- ✓ Number of Actions

### Restrictions and Calculations

Restrictions and calculations are built in to the report to create standardized results across the enterprise. This report contains merged dimensions.

### Average Employee Count

- ✓ Employee Count divided by number of months in time period queried.

**Note:** The average calculation will include a value of zero for months with no employee count.

### Dismissals Rate

- ✓ Sum of Dismissals divided by Average Employee Count.

### Employee Count

- ✓ Distinct Employee Count includes any employee with an active or inactive employment status during a month, even if the employee is withdrawn prior to the last day of the month.

### Executive Branch (EE)

Excludes the following Personnel Area Codes (EE):

- |                                     |  |                                    |
|-------------------------------------|--|------------------------------------|
| ✓ 0110 House of Representatives     | ✓ 0350 Office of State Actuary           | ✓ 0480 Court of Appeals            |
| ✓ 0120 Senate                       | ✓ 0370 Office of Leg Support<br>Services | ✓ 0500 Comm on Judicial<br>Conduct |
| ✓ 0130 Joint Transportation<br>Comm | ✓ 0380 Joint Legislative Sys Co          | ✓ 0550 Admin for the Courts        |
| ✓ 0140 Joint Leg Audit/Rev<br>Comm  | ✓ 0400 Perm Stature Law Comm             | ✓ 0560 Office of Public Defense    |
| ✓ 0200 L.E.A.P. Committee           | ✓ 0450 Supreme Court                     | ✓ 0570 Office of Civil Legal Aid   |
|                                     | ✓ 0460 WA State Law Library              | ✓ (blank)                          |

### 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 Pay Area Code (EE):

- ✓ 44 Work Study Student

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
- ✓ 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

Excludes the following Personnel Subarea Code:

- ✓ 0005 Non-Employee

Excludes the following Work Contract Code:

- ✓ 24 Non-Employee

### Other Turnover Rate

- ✓ Sum of Other Turnover divided by Average Employee Count.

### Permanent or Intended to become Permanent

For classification turnover, employee headcount and actions are determined by Work Contract Codes:

- ✓ 00 In Training
- ✓ 02 Probationary
- ✓ 03 Trial Service
- ✓ 04 InTrng/Prob
- ✓ 05 In Trng/Trl Srv
- ✓ 06 Apprentice
- ✓ 07 Apprntc/Prob
- ✓ 08 Apprntc/Trl Srv
- ✓ 10 Transitional
- ✓ 11 ZDNU-Tran Intra
- ✓ 13 Apprntc/Trnstnl
- ✓ 20 Project
- ✓ 21 Project TrSvc
- ✓ 22 Project – Prob
- ✓ NULL Permanent

### Resignations Rate

- ✓ Sum of Resignations divided by Average Employee Count.

### Total Turnover Actions

- ✓ Sum of all Turnover for the time period queried.

### Turnover

Action Type Code:

- ✓ U5 Separation

### Turnover Categories

#### Dismissal

Action Type Code:

- ✓ U5 Separation

Action Reason Code:

- ✓ 07 Dismissal

#### Other Turnover

Action Type Code:

- ✓ U5 Separation

Action Reason Codes:

- ✓ 01 Abandonment of Position
- ✓ 11 ZDNU – Failed to Comply W/Unio
- ✓ 16 ZDNU – Non-Disciplinary Sep
- ✓ 17 Conditions Not Met
- ✓ 18 ZDNU – Probationary Separation
- ✓ 19 ZDNU – Project Apptmt Sep
- ✓ 25 Reversion
- ✓ 27 ZDNU – Trans Review Per Not Met
- ✓ 54 End of Appointment

#### Resignation

Action Type Code:

- ✓ U5 Separation

Action Reason Codes:

- ✓ 15 ZDNU – Moving from Vicinity
- ✓ 20 ZDNU – Resign Illness
- ✓ 21 Resign

### Turnover Rate

- ✓ Sum of Turnover divided by Average Employee Count.