HR Management - Manager to Staff (HPA-006)

Description: Number and percent of employees by Management (WMS and Non-WMS), WMS Only, and WMS Management Type. Excludes non-employees.

- **Universe** WWA EDW Headcount and Personnel Actions.unx
- **Required filter prompt** Calendar Year Month
- **Manager to Staff (default view)**
- **Additional information** Restrictions for WMS employees are based on the Workforce Indicator which was implemented in July 2007. Restriction for Management is based on Management Type set to Management.

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

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**Sample – HR Management Manager to Staff**

[Image of report sample]

Note: Restrictions for WMS employees are based on the Workforce Indicator which was implemented in July 2007. Restriction for Management is based on Management Type set to Management.
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 and should not be removed. Adding or removing default data fields will impact the integrity of the data.

- Employee Count
- All Managers (WMS and Non-WMS)
- Total WMS
- WMS Management
- WMS Policy
- WMS Consultant

**Additional Fields**

These fields may be added to the standard report views for additional analysis. Adding or removing additional data fields will not impact the integrity of the data.

- Business Area (EE)
- Business Area Code (EE)
- Fiscal Year Quarter
- Job (EE)
- Job Class Abbr (EE)
- Job Code (EE)
- Management Type
- Name – Full
- Pay Area (EE)
- Pay Area Code (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 and should not be removed. Adding or removing measures will impact the integrity of the data.

- Distinct Employee Count
**Restrictions and Calculations**

The following restrictions and calculations are built in to the report to create standardized results across the enterprise.

**Employee Count**
- ✓ Distinct Employee Count

**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
- ✓ 31007000 FPB – Preparedness – Fire Mob

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

Excludes the following Personnel Subarea Code:
- ✓ 0005 Non-Employee

Excludes the following Work Contract Code:
- ✓ 24 Non-Employee

**Number**
- ✓ Distinct Employee Count by Manager to Staff Type

**Percent**
- ✓ Number of Manager to Staff Type divided by Employee Count

**Manager to Staff – Type**

### All Managers (WMS and Non-WMS)
- Management Type Code: ✓ 80096312 Management

### Total WMS
- Workforce Indicator Code (EE): ✓ 80148589 Classified WMS

### WMS Consultant
- Workforce Indicator Code (EE): ✓ 80148589 Classified WMS
- Management Type Code: ✓ 80096314 Consultant

### WMS Management
- Workforce Indicator Code (EE): ✓ 80148589 Classified WMS
- Management Type Code: ✓ 80096312 Management

### WMS Policy
- Workforce Indicator Code (EE): ✓ 80148589 Classified WMS
- Management Type Code: ✓ 80096313 Policy