Layoff Activity (HPA-008)

Description: Number of personnel actions related to layoff.

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

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

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Sample - Layoff Activity
### Prompts

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

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

**Optional Prompts**

<table>
<thead>
<tr>
<th>Required</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Business Area (EE)</td>
<td>✓ Job Code (EE)</td>
</tr>
<tr>
<td>✓ Business Area Code (EE)</td>
<td>✓ Organizational Unit</td>
</tr>
<tr>
<td>✓ Job (EE)</td>
<td>✓ Organizational Unit Code</td>
</tr>
<tr>
<td>✓ Job Class Abbr (EE)</td>
<td>✓ Personnel Area (EE)</td>
</tr>
</tbody>
</table>

### 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.

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

**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.

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

| ✓ Number of Actions |
Restrictions and Calculations

Restrictions and calculations are built in to the report to create standardized results across the enterprise.

### Layoff Activity – Type

#### Appointment Changes

**Action Type Code:**
- U3 Appointment Change

**Action Reason Codes:**
- 14 Demotion - In Lieu of Layoff
- 39 ZDNU - Rtn fr Informal Layoff
- 43 ZDNU - Rtn fr GGTP Trans Ap
- 47 Layoff List
- 48 GGTP
- 60 ZDNU - GGTP Transition Rev App
- 64 Layoff Option Accepted
- 65 Non-Perm In Lieu of Layoff
- 78 Layoff - Temp Reduction of Hrs

#### Leave of Absence - Active

**Action Type Code:**
- U8 Leave of Absence - Active

**Action Reason Codes:**
- 00 ZDNU - Marine Inactive/Layoff
- 34 Layoff – Voluntary
- 37 Layoff - Temporary

#### Leave of Absence - Inactive

**Action Type Code:**
- U9 Leave of Absence - Inactive

**Action Reason Codes:**
- 17 Layoff – Voluntary
- 25 Layoff - Temporary

#### Rehires

**Action Type Code:**
- U6 Rehires

**Action Reason Codes:**
- 18 Layoff List
- 27 GGTP

#### Return from Leave of Absence

**Action Type Code:**
- UA Return from Leave of Absence

**Action Reason Codes:**
- 13 Layoff – Voluntary
- 42 Layoff - Temporary

#### Separations

**Action Type Code:**
- U5 Separations

**Action Reason Codes:**
- 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
- 33 Layoff – Voluntary
- 38 ZDNU - Layoff 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 Work
- 46 ZDNU - Temp Layoff Loss of F
- 47 ZDNU - Temp Layoff Reduced Hours
- 48 ZDNU - Temp Layoff Inclm Weather
- 49 ZDNU - Temp Layoff Mat/Equip S
- 50 ZDNU - Temp Layoff Unexp Circ
- 55 Layoff
Non-Employee Exclusions
Excludes the following Organizational Unit Codes:
✓ 31002393  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 Code (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
✓ 4401  Aberdeen Wex
✓ 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

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

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

Number
✓ Sum of Number of Actions by Layoff Activity Type