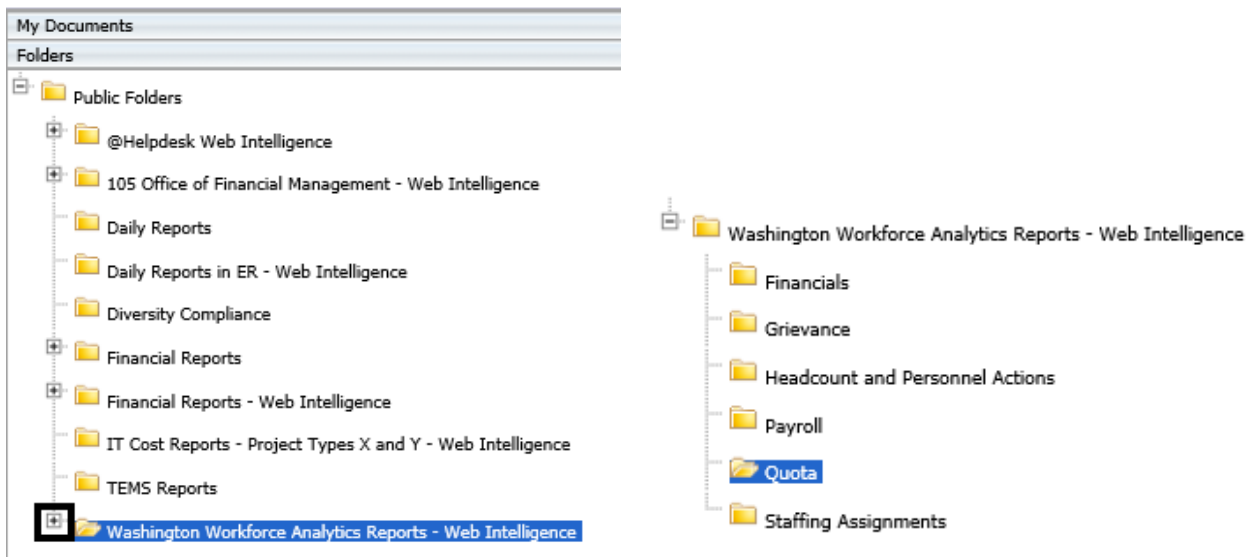OFM
OFFICE OF FINANCIAL MANAGEMENT

HR Management Quota Activity (QU-001)

Description: Quota usage and balances by specified quota types such as Sick Leave for HR Management workforce reporting. Individual views include Quota Hours Used and Quota Hours Balance. Includes withdrawn employees. Excludes non-employees.

- ✓ **Universe** WWA EDW Quota.unx
- ✓ **Required filter prompt** Calendar Year Month
- ✓ **Quota Hours Used (default)** Average quota hours used by Business Area and Quota Type.
- ✓ **Quota Hours Balance** Average quota hours balance by Business Area and Quota Type.

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

Sample - HR Management Quota Activity > Quota Used View

Quota Used   Date Run: Jun, 19, 2019 03:32 PM

Report Number: QU-001

Description: Average quota used per month by Business Area and Quota Type. Excludes non-employees.

Note: Adding additional dimensions to the results will impact overall averages.

Business Area Code (EE)	Business Area (EE)	Quota Type	Unit of Measure	201707	201708	201709	201710	201711	201712	201801	201802	201803	201804	201805	201806	Average Quota Used
3100	Department of Corrections	Annual Leave/Vacation	Hours	15.96482	16.49243	11.96123	11.59868	9.20899	12.76451	7.13678	7.61786	9.10625	11.23656	11.37566	12.59861	**11.42187**
3100	Department of Corrections	Compensatory Time	Hours	3.80182	4.90050	5.98478	6.58034	4.43381	7.15084	5.18962	5.95641	6.94747	7.01338	6.64010	7.56622	**6.01377**
3100	Department of Corrections	Excess Vacation Acrual	Hours	12.47634	13.23313	7.92758	6.04765	10.77637	10.62557	5.16782	6.82637	10.01759	8.78421	10.61050	12.68924	**9.59853**
3100	Department of Corrections	Jus.Excess Leave	Hours	11.11111	9.66667	14.11111	11.55556	7.71667	16.00000	0.00000	0.00000	0.00000	0.00000	6.66667		**6.98434**
3100	Department of Corrections	Military Leave	Hours	14.07732	21.99438	12.78947	12.55938	17.31707	9.76543	14.25926	16.24177	14.41176	17.70724	13.15957	24.52033	**15.73358**
3100	Department of Corrections	Personal Holiday - Shift	Days	0.11171	0.10199	0.09060	0.10459	0.18544	0.82305	0.04764	0.04796	0.05433	0.05941	0.06133	0.07712	**0.14710**
3100	Department of Corrections	Personal Leave Day	Days	0.04223	0.06239	0.06215	0.04964	0.06348	0.12945	0.03778	0.04398	0.10221	0.11487	0.21699	0.73851	**0.13864**
3100	Department of Corrections	PH - Shared Lv. Donation	Hours	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	**0.00000**
3100	Department of Corrections	Shared Leave	Hours	18.46383	17.67603	12.47247	15.50200	9.65702	12.02931	10.76517	10.72486	10.83921	13.59471	11.36289	13.01813	**13.00880**
3100	Department of Corrections	Sick Leave	Hours	6.67598	7.14200	6.74473	7.60341	5.96510	7.59357	7.81346	6.90337	7.88154	7.05472	6.99720	7.33839	**7.14279**

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)
- ✓ Employment Status
- ✓ Employment Status Code
- ✓ 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)
- ✓ Quota Type

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 overall averages.

Quota Used:

- ✓ Business Area Code (EE)
- ✓ Business Area (EE)
- ✓ Quota Type
- ✓ Unit of Measure
- ✓ Calendar Year Month
- ✓ Average Quota Used

Quota Balance:

- ✓ Business Area Code (EE)
- ✓ Business Area (EE)
- ✓ Quota Type
- ✓ Unit of Measure
- ✓ Calendar Year Month
- ✓ Average Quota Balance

Additional Fields

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

- ✓ 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
- ✓ Quota End Balance
- ✓ Quota Used
- ✓ 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
- ✓ Quota End Balance
- ✓ Quota Used

Restrictions and Calculations

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

Average Employee Count

✓ Distinct Employee Count divided by the number of months queried.

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
✓ 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

Average Quota Balance

✓ The average of the average quota balance for the each calendar year month queried.

Average Quota Used

✓ The average of the average quota used for each calendar year month queried.