



# EMPLOYEE TURNOVER

## REPORT DESCRIPTION B0042 | WEB INTELLIGENCE

BOBJ

### Report Description:

This report shows Separations counts, Turnover rates, and Active employee counts by Personnel Area or Job Family for each of the following Separation Categories:

- Voluntary
- Involuntary
- Retirement
- Transfers

This report also provides an Extended Analysis of Internal versus External Transfers.

Additional demographics can be added to the report to analyze turnover by Gender, Ethnicity, Age Range, etc.

### Report Location:

PA: Turnover

### Report uses:

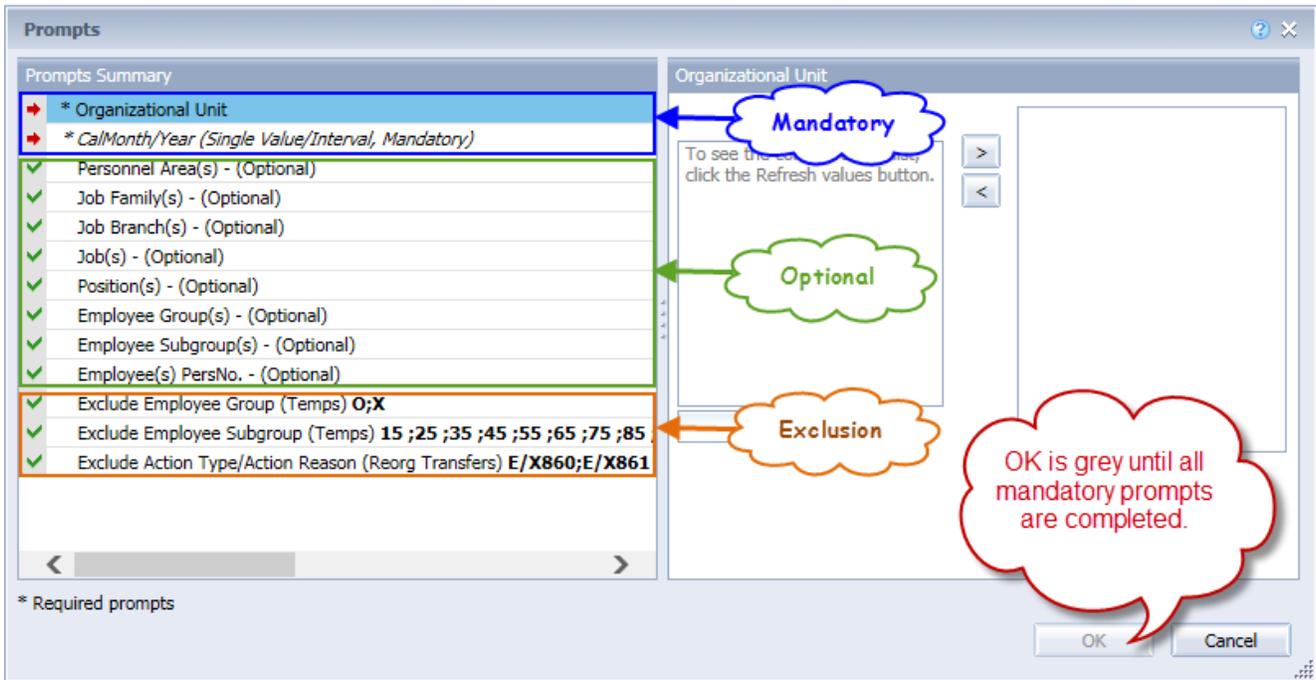
Analyze separation metrics to spot potential problem areas and assist in determining a course of action to help with employee retention. Also, analyze the difference between internal and external turnover, this helps to determine exactly where the retention issues are.

- Is there a staffing risk due to a large number of Retirements?
- Is there a retention issue due to Salary Ranges?
- Are there particular types of jobs that are more prone to having a higher turnover rate?
- What was the Receiving Personnel Area the employee transferred from?
- Are there particular personnel areas that employees are transferring from at a higher turnover rate?

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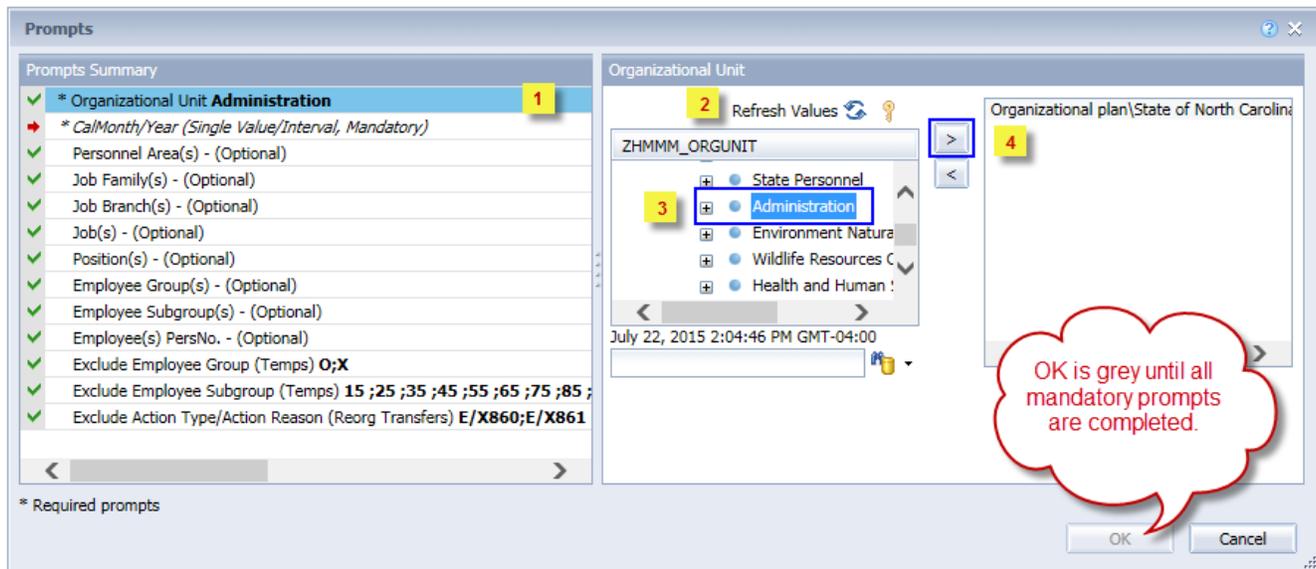
### How to Generate this report



### Mandatory Prompts

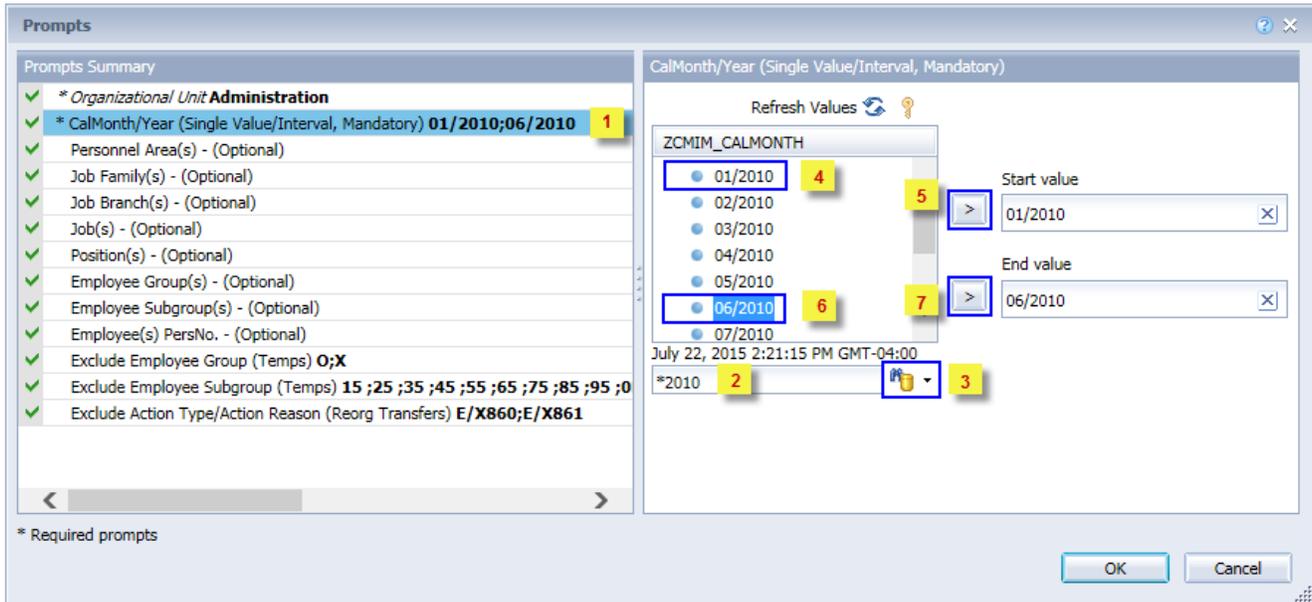
Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (\*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ➔ **\*Organizational Unit:** To select data for this prompt:
  - Make sure the “Organizational Unit” prompt is selected (1).
  - Click the “Refresh Values” icon to see the list of Org Units (2).
  - Navigate down to the desired Org Unit (3).
  - Click the right arrow to add it to the selection box (4).



→ **CalMonth/Year:** To select data for this prompt:

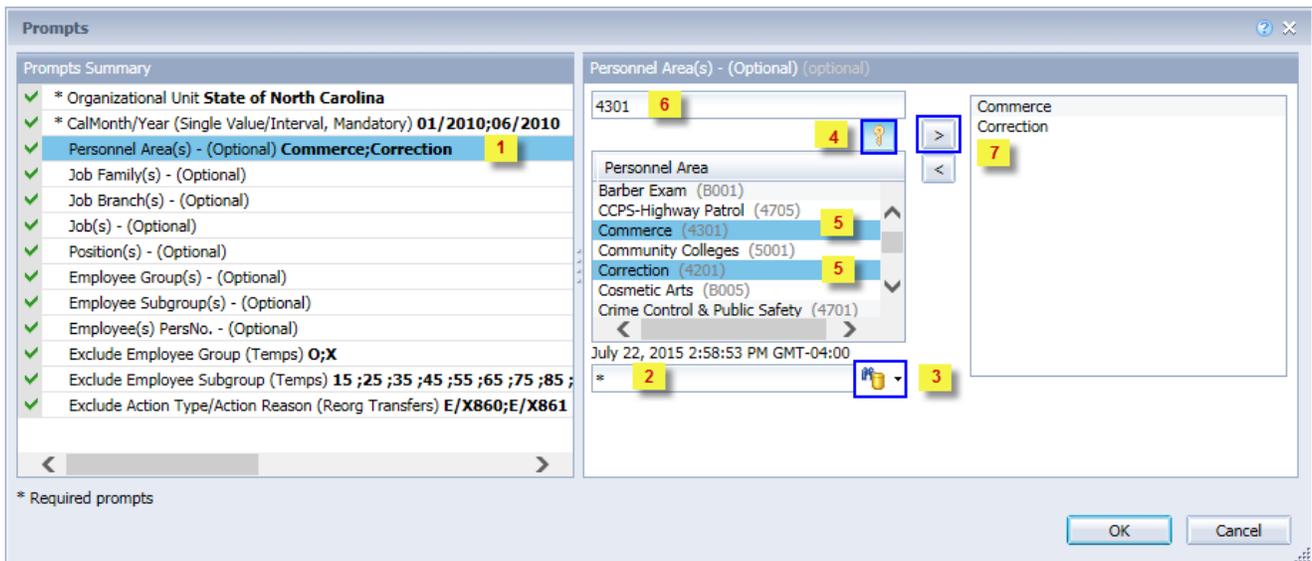
- Make sure the “CalMonth/Year” prompt is selected (1).
- Enter the year preceded with an asterisk (\*yyyy) in the search box to search for available months in a specific year (2).
- Click the search icon (3).
- Select the desired date for your low range (4).
- Click the right arrow to add it to the “Start value” box (5).
- Select the desired date for your high range (6).
- Click the right arrow to add it to the “End value” box (7).



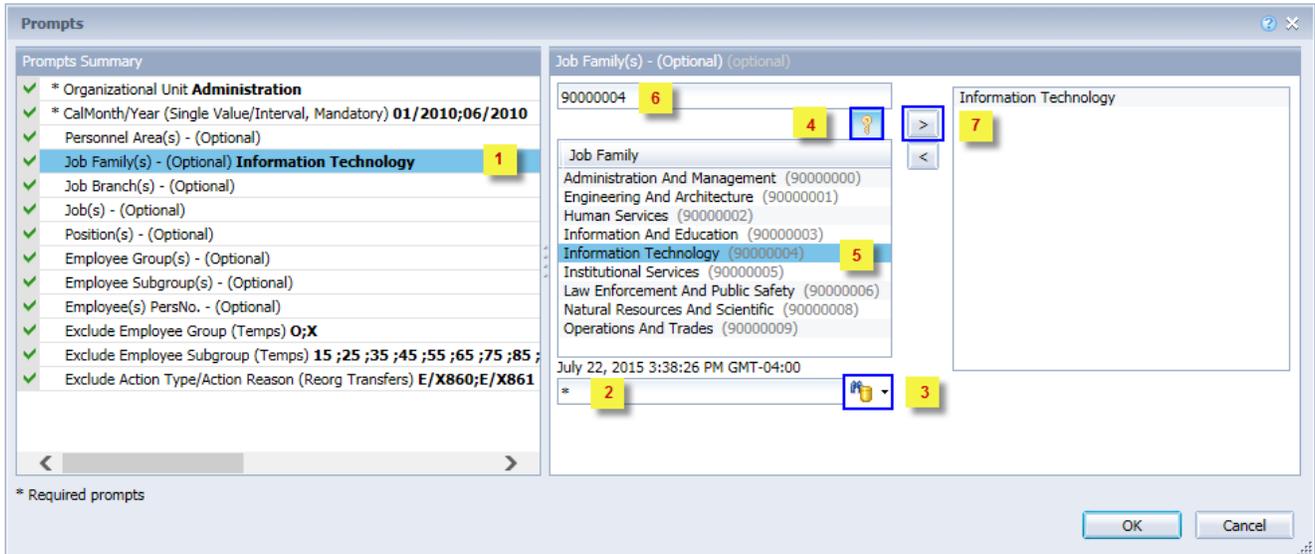
## Optional Prompts

Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

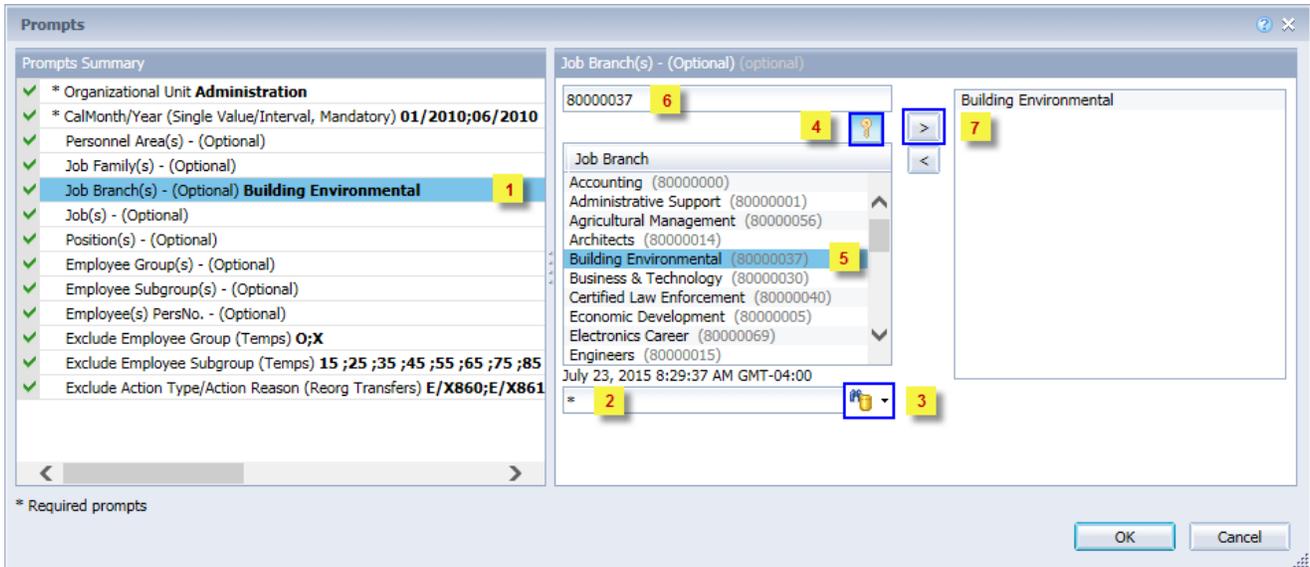
- ✓ **Personnel Area(s) - (Optional):** To select data for this prompt:
  - Make sure the “Personnel Area(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Personnel Area (2).
  - Click the search icon (3).
  - To see the key value for each Personnel Area, click the key icon (4).
  - Select the desired Personnel Area (5).
  - **OR**, if you know the Personnel Area key or Personnel Area name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Personnel Area to the selection box (7).



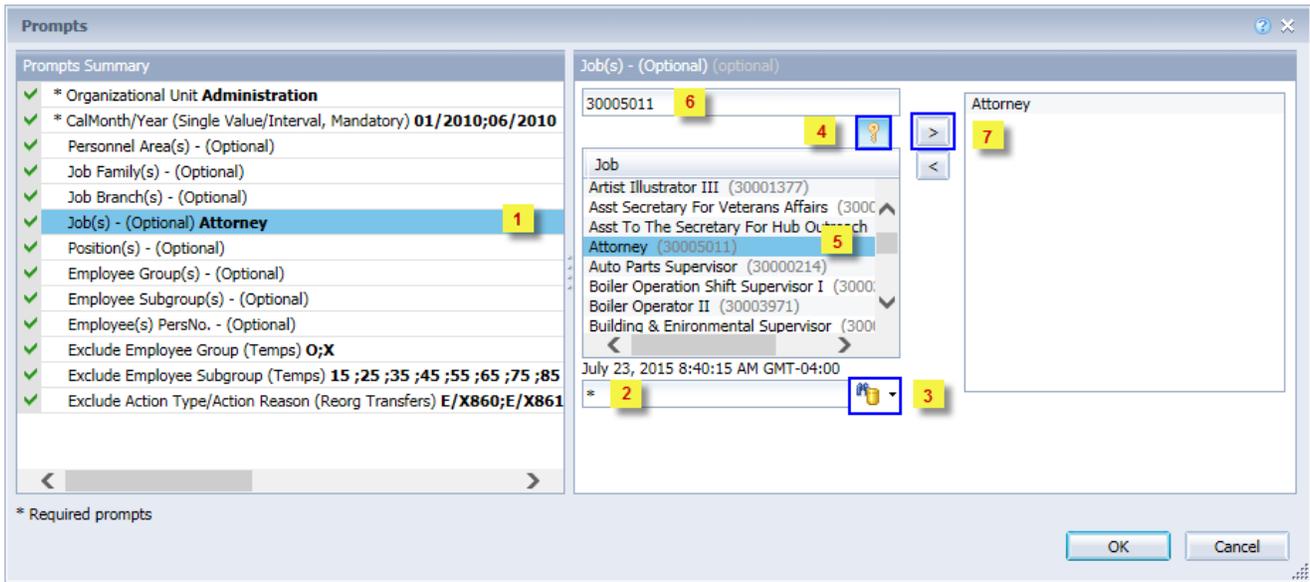
- ✓ **Job Family(s) - (Optional):** To select data for this prompt:
  - Make sure the “Job Family(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Job Family (2).
  - Click the search icon (3).
  - To see the key value for each Job Family, click the key icon (4).
  - Select the desired Job Family (5).
  - **OR**, if you know the Job Family key or Job Family name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Job Family to the selection box (7).



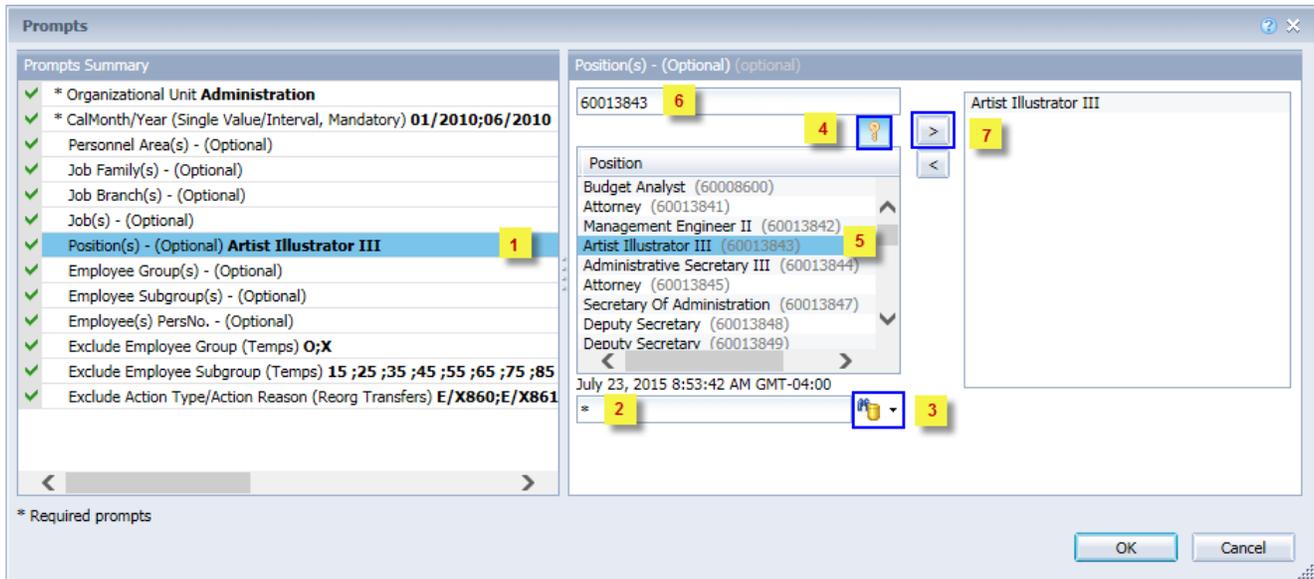
- ✓ **Job Branch(s) - (Optional):** To select data for this prompt:
  - Make sure the “Job Branch(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Job Branch (2).
  - Click the search icon (3).
  - To see the key value for each Job Branch, click the key icon (4).
  - Select the desired Job Branch (5).
  - **OR**, if you know the Job Branch key or Job Branch name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Job Branch to the selection box (7).



- ✓ **Job(s) - (Optional):** To select data for this prompt:
  - Make sure the “Job(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Job (2).
  - Click the search icon (3).
  - To see the key value for each Job, click the key icon (4).
  - Select the desired Job (5).
  - **OR**, if you know the Job key or Job name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Job to the selection box (7).



- ✓ **Position(s) - (Optional):** To select data for this prompt:
  - Make sure the “Position(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Position (2).
  - Click the search icon (3).
  - To see the key value for each Position, click the key icon (4).
  - Select the desired Position (5).
  - OR if you know the Position key or Position name already, then you can skip steps 2 through 5 and enter it directly in (6).
  - Click on the right arrow to add the Position to the selection box (7).



**NOTE:** Since we have a large number of positions in the system, using only the single wildcard character (\*) can be very slow and may result in an error if the search exceeds the system limit. If this happens, you can narrow down your search by using the wildcard with specific text strings such as

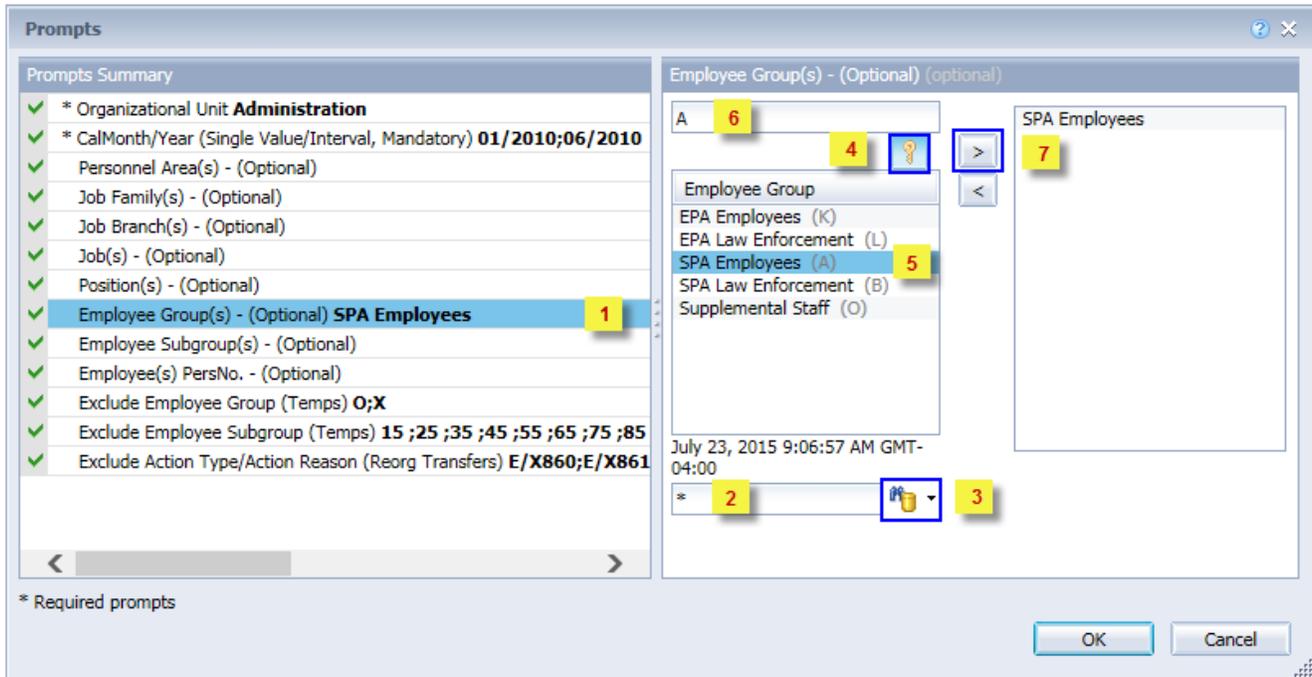
Deputy\*

\*Analyst\*

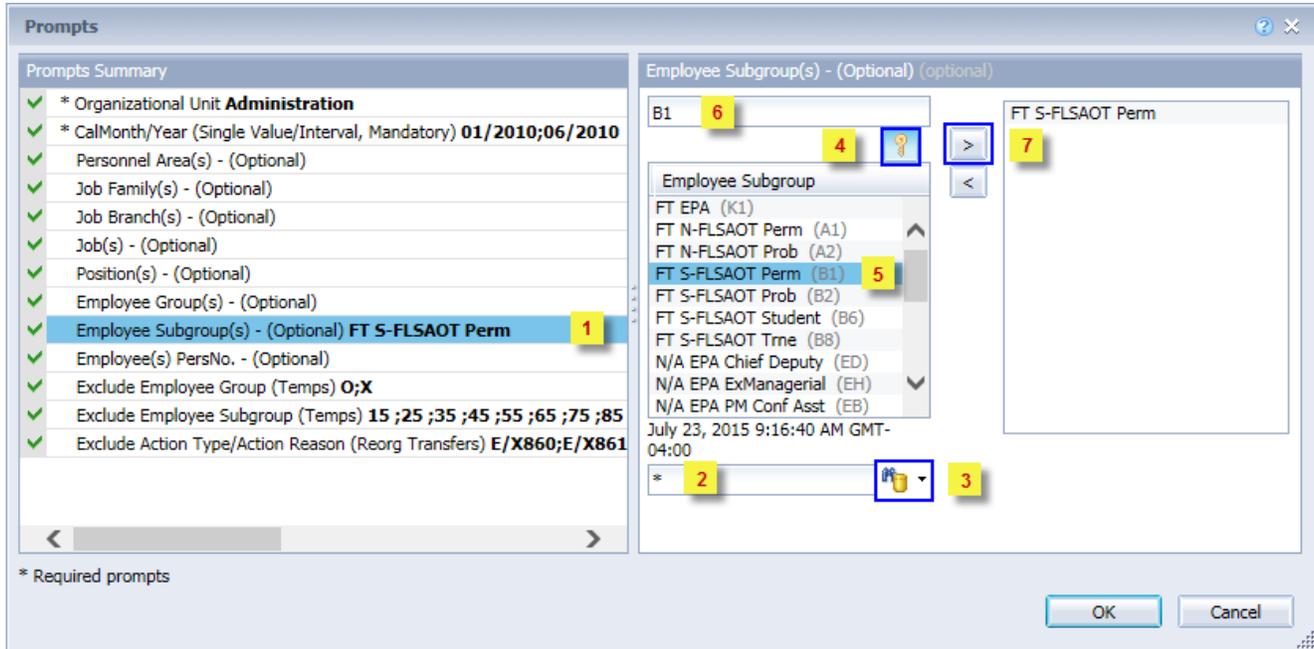
Admin\*

If you know the position number, it is best to use the manual entry field (in step 6) to enter your selection.

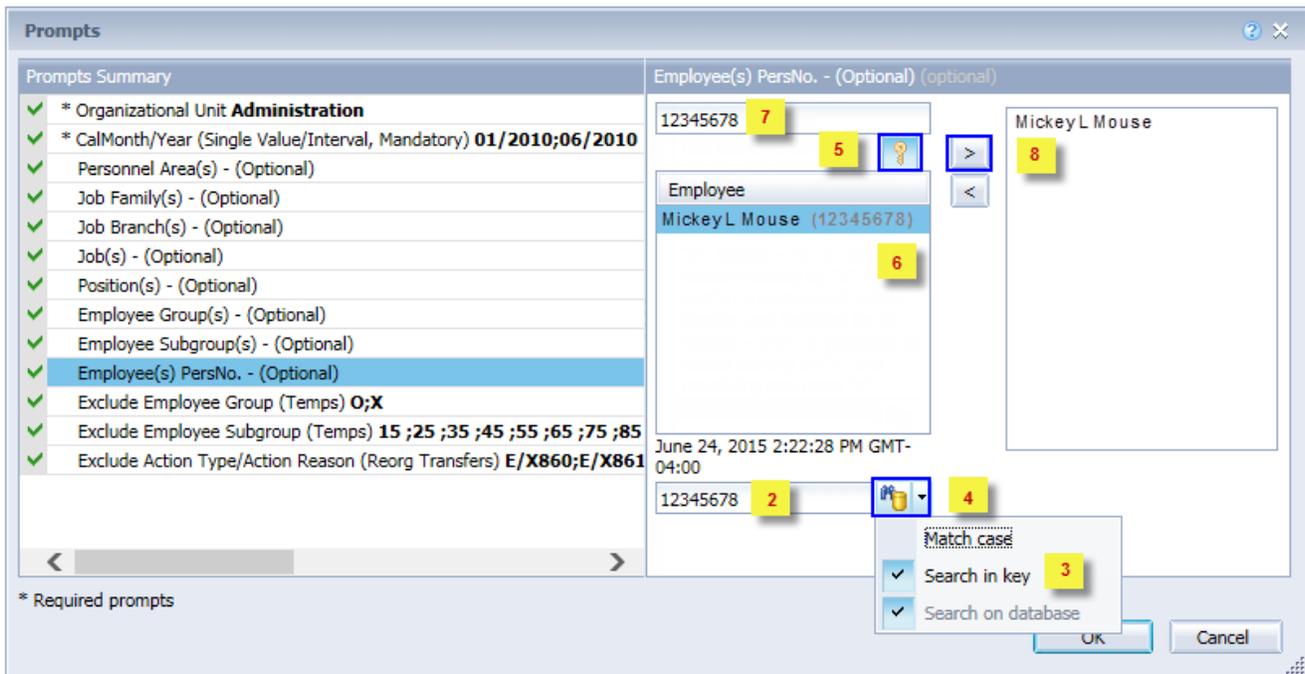
- ✓ **Employee Group(s) - (Optional):** To select data for this prompt:
  - Make sure the “Employee Group(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Employee Group (2).
  - Click the search icon (3).
  - To see the key value for each Employee Group, click the key icon (4).
  - Select the desired Employee Group (5).
  - **OR**, if you know the Employee Group key or Employee Group name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Employee Group to the selection box (7).



- ✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt:
  - Make sure the “Employee Subgroup(s) - (Optional)” prompt is selected (1).
  - Enter a search text with an asterisk (\*) in the search box to view the list of values for Employee Subgroup (2).
  - Click the search icon (3).
  - To see the key value for each Employee Subgroup, click the key icon (4).
  - Select the desired Employee Subgroup (5).
  - **OR**, if you know the Employee Subgroup key or Employee Subgroup name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Employee Subgroup to the selection box (7).



- ✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
  - Make sure the “Employee(s) PersNo. - (Optional)” prompt is selected (1).
  - Enter an employee number in the search box to verify the employee name (2).
  - Click the search icon drop-down arrow and select “Search in key” (3).
  - Click the search icon (4).
  - To see the employee number, click the key icon (5).
  - Select the desired Employee (6).
  - **OR**, if you do not need to verify the employee number, you can skip steps 2 through 6 and enter it directly in (7).
  - Click the right arrow to add the Employee to the selection box (8).



**NOTE:** Since we have a large number of employees in the system, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If you do not know the employee number and must do a name search, you can narrow down your search by using the wildcard with specific text strings when looking for an employee by name such as:

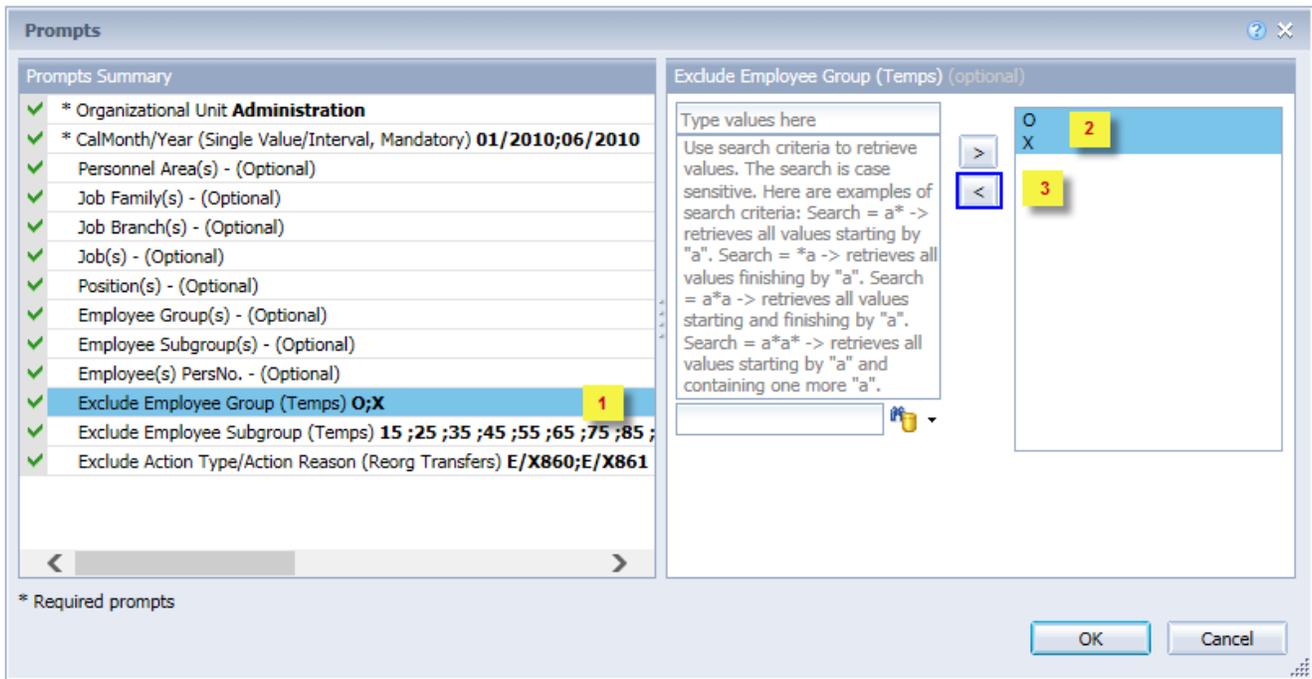
- Mickey\*Mouse\*
- \*Mouse

If you know the employee number, it is best to use the manual entry field (in step 7) to enter your selection.

**Exclusion Prompts**

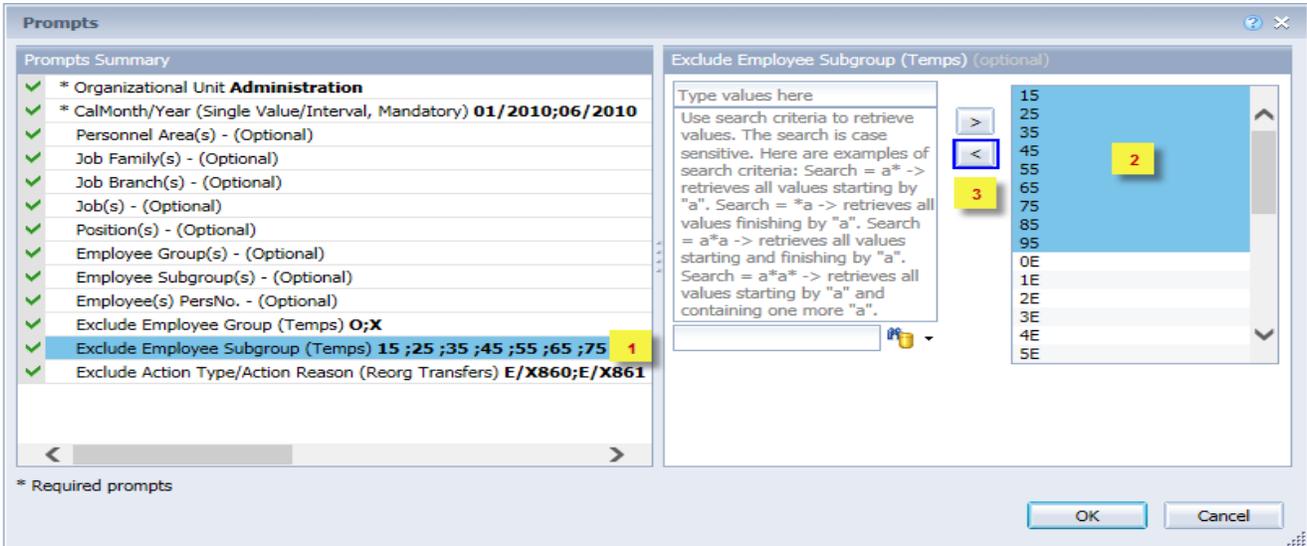
Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be fetched into the report.

- ✓ **Exclude Employee Group (Temps):** To remove this exclusion
  - Make sure the “Exclude Employee Group (Temps)” prompt is selected (1).
  - Select one or more Employee Group(s) to remove from the box on the right (2).
  - Click the left arrow icon to remove the desired Employee Group(s) (3).



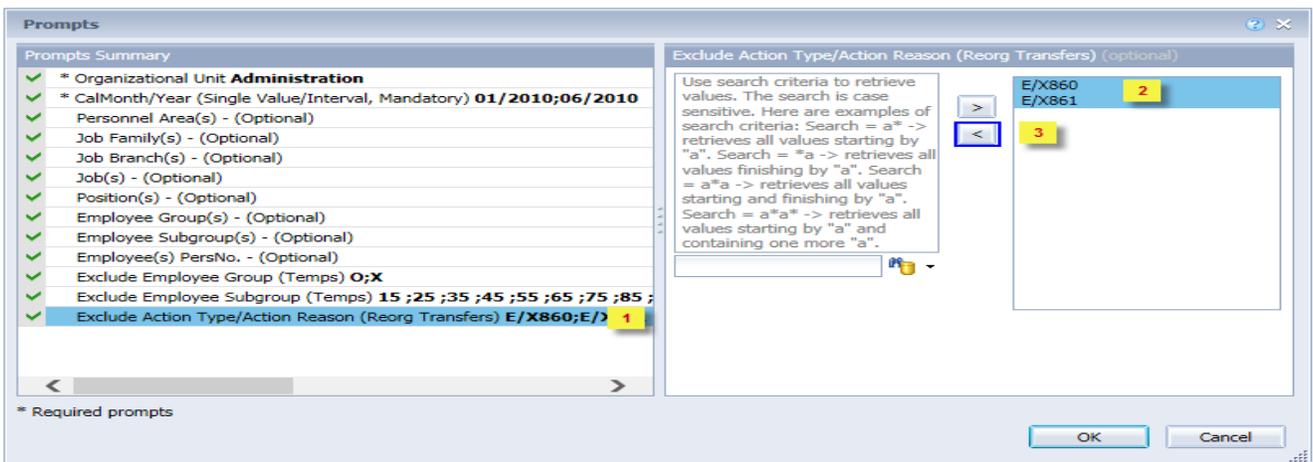
**NOTE:** The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. If you want to clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.

- ✓ **Exclude Employee Subgroup (Temps):** To remove this exclusion
  - Make sure the “Exclude Employee Subgroup (Temps)” prompt is selected (1).
  - Select one or more Employee Subgroup(s) to remove from the box on the right (2).
  - Click the left arrow icon to remove the desired Employee Subgroup(s) (3).



**NOTE:** The Employee Group and the Employee Subgroup exclusions work together as a set to exclude temporary employees. If you want to clear the Temp exclusion, both exclusions (EE Group and EE Subgroup) must be cleared.

- ✓ **Exclude Action Type/Action Reason (Reorg Transfers):** To remove this exclusion
  - Make sure the “Exclude Action Type/Action Reason (Reorg Transfers)” prompt is selected (1).
  - Select one or more Action(s) to remove from the box on the right side (2).
  - Click the left arrow icon to remove the desired Action(s) (3).



**Initial Layout**

The report renders with various Separation metrics, related Turnover rates, and a count of Active employees. The first tab is a breakout of the metrics by Personnel Area; the second tab is a breakout of transfers moving to a new personnel area. The third tab is a breakout by Job Family with the fourth tab breaking out the metrics by job. Below are sample rows from each tab.

B0042 Employee Turnover tab

<b>B0042: Employee Turnover</b>											Execution Date : 12/9/16	
Calendar Month/Year: 07/2010 - 06/2011												
Personnel Area	Total Separations	Total Turnover Rate %	Separation Total (including Transfers)	Turnover Total Rate % (including Transfers)	Transfers	Voluntary Separation (including Retirees)	Voluntary Turnover Rate % (including Retirees)	Voluntary Separation (excluding Retirees)	Voluntary Separation Rate % (excluding Retirees)	Involuntary Separation	Involuntary Turnover Rate %	
Administration	49	7.99	62	10.11	13	35	5.71	16	2.61	14	2.28	
Administrative Hearings	3	7.14	3	7.14		3	7.14	2	4.76			
Agriculture Consumer Services	113	8.84	154	12.04	41	93	7.27	52	4.07	20	1.56	
Auctioneer Licensing												

*Continued...*

Retirements	Retirement Turnover Rate %	Active Employees (at end of selection period)
19	3.10	613
1	2.38	42
41	3.21	1,279
		2

Extended Turnover Analysis

<b>Extended Turnover Analysis</b>									
Calendar Month/Year: 1/18 - 12/19									
Personnel Area	Separations	Separation Rate %	External Agency Transfers	External Agency Transfer Rate %	Turnover (Separations and External Transfers)	Turnover (Separations and External Transfers) Rate %	Internal Transfers	Internal Transfer Rate %	
Environmental Quality									
State Controller	11	4.93	5	2.24	16	7.17	2	0.90	
<b>Total</b>	<b>11</b>	<b>4.91</b>	<b>5</b>	<b>2.23</b>	<b>16</b>	<b>7.14</b>	<b>2</b>	<b>0.89</b>	

Continued...

Execution Date : 12/6/19		
Total Turnover (Separations and Internal/ External Transfers)	Total Turnover (Separations and Internal/ External Transfers) Rate %	Active Employees (at end of selection period)
		1
18	8.07	223
<b>18</b>	<b>8.04</b>	<b>224</b>

Turnover by Job Family tab

<b>Turnover by Job Family</b>											
											Execution Date : 12/9/16
Calendar Month/Year: 07/2010 - 06/2011											
Job Family	Total Separations	Total Turnover Rate %	Separation Total (including Transfers)	Turnover Total Rate % (including Transfers)	Transfers	Voluntary Separation (including Retirees)	Voluntary Turnover Rate % (including Retirees)	Voluntary Separation (excluding Retirees)	Voluntary Separation Rate % (excluding Retirees)	Involuntary Separation	Involuntary Turnover Rate %
Administration And Management	2,293	10.32	3,604	16.22	1,311	1,561	7.02	888	4.00	732	3.29
Engineering And Architecture	177	4.32	320	7.82	143	151	3.69	66	1.61	26	0.64
Human Services	1,250	12.58	2,379	23.95	1,129	961	9.67	716	7.21	289	2.91
Information And Education	252	10.42	373	15.42	121	206	8.52	135	5.58	46	1.90
Information Technology	171	6.67	359	14.01	188	134	5.23	95	3.71	37	1.44
Institutional Services	203	12.03	283	16.78	80	157	9.31	82	4.86	46	2.73
Law Enforcement And Public Safety	2,239	11.93	2,996	15.97	757	1,927	10.27	1,506	8.03	312	1.66
Medical Health	606	14.75	954	23.22	348	535	13.02	378	9.20	71	1.73
Natural Resources And Scientific	147	6.50	215	9.51	68	125	5.53	81	3.58	22	0.97
Not assigned	49	2,450.00	49	2,450.00		32	1,600.00	6	300.00	17	850.00
Operations And Trades	595	7.63	736	9.44	141	475	6.09	243	3.12	120	1.54
<b>Total</b>	<b>7,982</b>	<b>10.52</b>	<b>12,268</b>	<b>16.17</b>	<b>4,286</b>	<b>6,264</b>	<b>8.26</b>	<b>4,196</b>	<b>5.53</b>	<b>1,718</b>	<b>2.26</b>

Continued...

Retirements	Retirement Turnover Rate %	Active Employees (at end of selection period)
673	3.03	22,221
85	2.08	4,094
245	2.47	9,933
71	2.94	2,419
39	1.52	2,563
75	4.45	1,687
421	2.24	18,764
157	3.82	4,108
44	1.95	2,261
26	1,300.00	2
232	2.97	7,799
<b>2,068</b>	<b>2.73</b>	<b>75,851</b>

Turnover by Job tab

<b>Turnover by Job</b>											Execution Date : 12/9/16
Calendar Month/Year: 01/2016 - 06/2016											
Job Desc	Job	Total Separations Excluding Transfers and Retirees	Compa Ratio Average (Separations Excluding Transfers and Retirees)	Separation Total (including Transfers)	Turnover Total Rate % (including Transfers)	Transfers	Voluntary Separation (excluding Retirees)	Voluntary Separation Rate % (excluding Retirees)	Involuntary Separation	Involuntary Turnover Rate %	Retirements
Printing Equipment Operator II	30000019	1	0.96	1	50.00		1	50.00			
Driver License Examiner	30000142	1	0.79	1	0.22				1	0.22	
Disability Determination Specialist I	30000172	1	0.84	1	0.63				1	0.63	
Office Assistant IV	30000252	1	0.95	1	0.41		1	0.41			
Processing Assistant III	30000288			1	3.85						1

Continued...

Retirement Turnover Rate %	Active Employees (at end of selection period)
	2
	446
	158
	245
3.85	26

## Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:

- ▲  B0042: Employee Turnover
  - ▶  Age in Years
  - ▶  Age Range
  - ▶  Cal Mth/Yr
  - ▶  Cal Qtr/Yr
  - ▶  Disability code
  - ▶  Employee Group
  - ▶  Employee Subgroup
  - ▶  Ethnic Origin
  - ▶  Gender
  - ▶  Hourly Pay Indicator
  - ▶  Job
  - ▶  Job Branch
  - ▶  Job Family
  - ▶  Military Status
  - ▶  Organizational Unit
  - ▶  Personnel Area
  - ▶  Receiving Personnel Area
  - ▶  Salary Range
  - ▶  Separated Veteran
  - ▶  SOC Code
  - ▶  Spouse of Disabled Veteran
  - ▶  Spouse or Surviving Dependent of Deceased Veteran
  - ▶  Vet: Armed Forces
  - ▶  Vet: Disabled Veteran
  - ▶  Vet: Discharge date
  - ▶  Vet: Non Veteran
  - ▶  Vet: Not Protected
  - ▶  Vet: Other Protected
  - ▶  Vet: Protected
  - ▶  Vet: Recently Separated
  - ▶  Vet: Special Disabled
  - ▶  Vet: Undisclosed
  - ▶  Vet: Vietnam Era
  - ▶  Veteran Status
  - ▶  Work Schedule Rule

- Internal Transfers
- Job Ref Salary Separations (w/o retirees or RTRs)
- Separation Involuntary
- Separation Retirement
- Separation Total
- Separation Total (w/o retirees or RTRs)
- Separation Total (w/Transfers)
- Separation Total (w/ Transfers to New Pers Area)
- Separation Voluntary (w/o Retirees)
- Separation Voluntary (w/Retirees)
- Transfers
- Turnover Involuntary Rate at end of selection period
- Turnover Retirement Rate at end of selection period
- Turnover Tot (w/Xfr to New PersArea ) Rate at end of sel per
- Turnover Total (w/Transfers) Rate at end of selection period
- Turnover Total Rate at end of selection period
- Turnover Voluntary (w/o Retirees) Rate at end of sel period
- Turnover Voluntary (w/Retirees) Rate at end of selection per

Variables

- Prompt Response Cal Month/Yr
- Prompt Response Employee Group
- Prompt Response Employee PersNo
- Prompt Response Employee Subgroup
- Prompt Response Exclude Action Type/Action Reason (Reorg Transfers)
- Prompt Response Exclude Employee Group (Temps)
- Prompt Response Exclude Employee Subgroup (Temps)
- Prompt Response Job
- Prompt Response Job Branch
- Prompt Response Job Family
- Prompt Response Organizational Unit
- Prompt Response Personnel Area
- Prompt Response Position
- User response
- Compa Ratio Average
- External Agency Transfer Rate %
- FTE Ansal Seps
- Internal Transfer Rate %
- Job Ref Salary Seps
- Separation Rate %
  
- Total Turnover(Separation and Internal/External Transfers)
- Total Turnover(Separation and Internal/External Transfers) Rate %

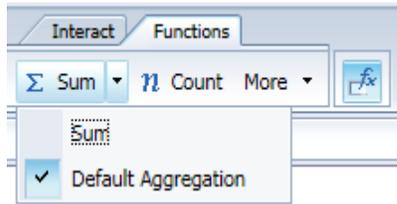
**Special Report Considerations/Features**

- ZG/04 (Separation/Did Not Report) and ZG/26 (Separation/Cancel Sep Pay Continuation) actions are excluded.
- Temporary employees are excluded by default, but this can be changed by removing the selected values on the Prompts selection for Exclude Employee Group and Exclude Employee Subgroup.
- Reorg Transfer actions are excluded by default, but this can be changed by removing the selected values on the Prompts selection for Exclude Action Type/Action Reason (Reorg Transfers).
- The Active Employees metric is based on the count of active employees at the end of the selection period (i.e., the high range given for the CalMonth/Year prompt). The various Turnover Rates are calculated as Separations divided by Active Employees.
- The Compa Ratio average in the Turnover by Job report is calculated based on the job of the employee’s organizational assignment as of the effective date of the separation, except for ZF Action type separations. For ZF action types, the job of the employee’s organizational assignment as of one day prior to the separation effective date is used for the Compa Ratio average calculation.
- The Compa ratio average is calculated by dividing the separated employees’ FTE annual salary by the job reference salary. The Compa Ratio average will not be calculated for an employee if the job reference salary does not exist.
- The “Turnover by Job” report lists only jobs which had separated employees within the date range specified.
- The Separation categories are defined based on Action Type and Action Reason:

Separation Categories	Action Type	Action Type Desc	Action Reason	Action Reason Desc
Exclude	ZG	Separation (NC)	4	Did Not Report
Exclude	ZG	Separation (NC)	26	Cancel Sep Pay Continuation
Involuntary	ZF	SeparationPayContinuation(NC)	2	RIFSeverance and/or Health Ins
Involuntary	ZF	SeparationPayContinuation(NC)	4	Separation ShortTermDisability
Involuntary	ZG	Separation (NC)	3	Involuntary Separation
Involuntary	ZG	Separation (NC)	6	RIF w/no Severance/Health Ins
Involuntary	ZG	Separation (NC)	8	Long Term Disability
Involuntary	ZG	Separation (NC)	11	Contract Ended
Involuntary	ZG	Separation (NC)	12	Time-Limited Appt Term
Involuntary	ZG	Separation (NC)	13	Supplemental Appt Term
Involuntary	ZG	Separation (NC)	14	Appointment Ended
Involuntary	ZG	Separation (NC)	15	Not Re-Elected
Involuntary	ZG	Separation (NC)	16	Dismissed-Gross Inefficiency
Involuntary	ZG	Separation (NC)	17	Dismissed-Conduct
Involuntary	ZG	Separation (NC)	18	Dismissed-Unsat Performance

Separation Categories	Action Type	Action Type Desc	Action Reason	Action Reason Desc
Involuntary	ZG	Separation (NC)	20	Prior to achieving Perm status
Involuntary	ZG	Separation (NC)	21	Pay in lieu of notice
Involuntary	ZG	Separation (NC)	27	Removal from Office - AOC Only
Involuntary	ZG	Separation (NC)	29	Unavailable to Work
Involuntary	ZG	Separation (NC)	40	115C Dismissal
Retirement - Voluntary	ZF	SeparationPayContinuation(NC)	1	Retirement LEO Supplement
Retirement - Voluntary	ZG	Separation (NC)	9	Retirement
Retirement - Voluntary	ZG	Separation (NC)	10	Retirement Disability
Retirement - Voluntary	ZG	Separation (NC)	28	RIF Discontinue Service Retire
Retirement - Voluntary	ZG	Separation (NC)	52	RTR-Retire
Transfer	X8	Transfer Out (BI)	1	Agency to Agency - Lateral
Transfer	X8	Transfer Out (BI)	2	Agency to Agency -Reassignment
Transfer	X8	Transfer Out (BI)	5	Agency to Agency - Promotion
Transfer	X8	Transfer Out (BI)	6	Within Agency - Lateral
Transfer	X8	Transfer Out (BI)	7	Within Agency - Reassignment
Transfer	X8	Transfer Out (BI)	8	Grade-Band Transfer
Transfer	X8	Transfer Out (BI)	9	Class/Pay Plan Change
Transfer	X8	Transfer Out (BI)	10	EPA-SPA
Transfer	X8	Transfer Out (BI)	12	Temp to Perm
Transfer	X8	Transfer Out (BI)	13	Perm to Temp
Transfer	X8	Transfer Out (BI)	14	Temp to Temp
Transfer	X8	Transfer Out (BI)	60	Within Agency Reorganization
Transfer	X8	Transfer Out (BI)	61	AgencytoAgency Reorganization
Voluntary	ZF	SeparationPayContinuation(NC)	5	RTR-RIF
Voluntary	ZG	Separation (NC)	1	Better Employment
Voluntary	ZG	Separation (NC)	2	Personal Reasons
Voluntary	ZG	Separation (NC)	5	Voluntary Resigned W/O Notice
Voluntary	ZG	Separation (NC)	7	No Reason Given
Voluntary	ZG	Separation (NC)	22	Death
Voluntary	ZG	Separation (NC)	23	Other
Voluntary	ZG	Separation (NC)	24	Terminate while on FMLA
Voluntary	ZG	Separation (NC)	25	Beacon to Non-Beacon Agency
Voluntary	ZG	Separation (NC)	50	RTR

- The calculation for the various Turnover Rates and the Active Employee count related to the yellow Total row are defined using the “Default Aggregation” setting in order to render accurate results.



Because of this setting, these calculations will result in the #UNAVAILABLE error if any type of local filter or Input Control utilizing more than one filter value is applied inside the report. This is a known bug within the tool. If possible, please utilize the Prompt screen to do any additional filtering desired.

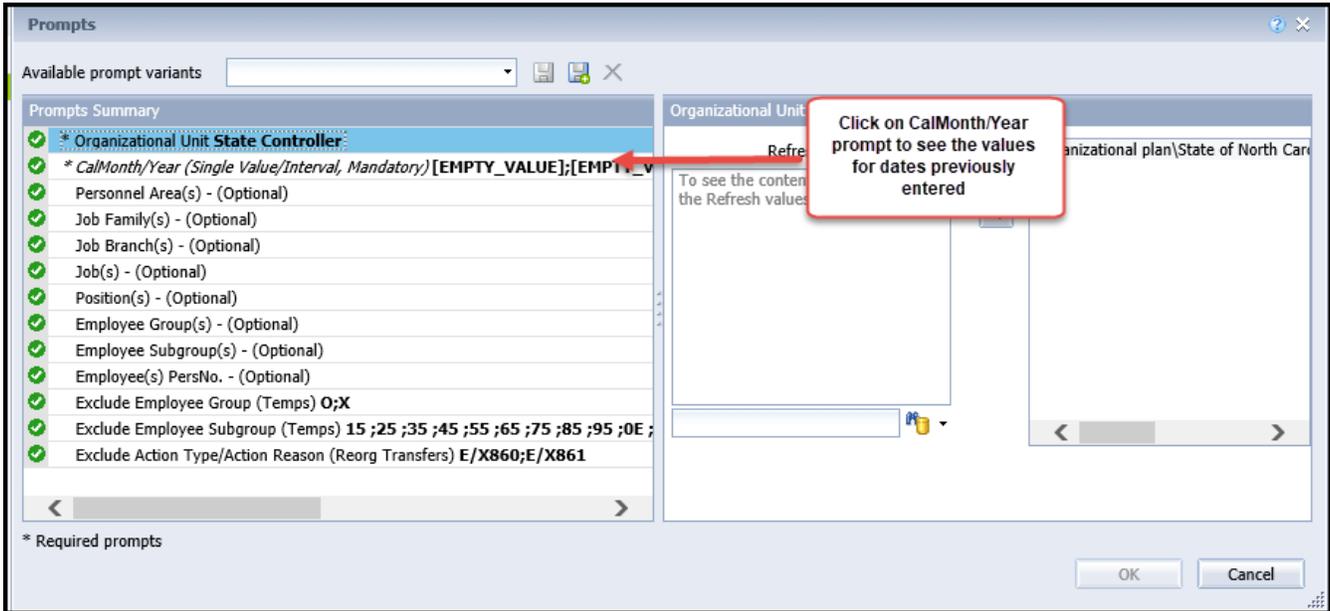
Example...

The screenshot shows the 'Input Controls' panel on the left with 'Administration And Management' and 'Engineering And Architecture' selected. The main report area is titled 'Turnover by Job Family' and shows data for the period '07/2010 - 06/2011'. The table below is a summary of the data shown in the report.

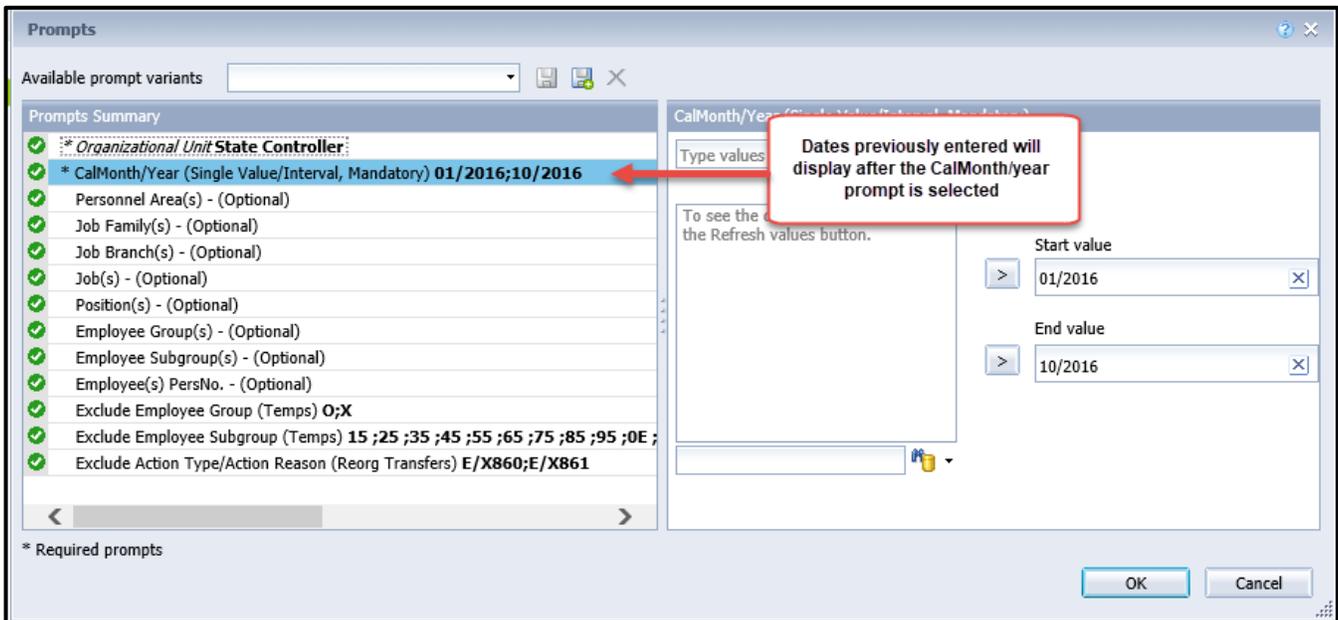
Job Family	Total Separations	Total Turnover Rate %	Separation Total (including Transfers)	Turnover Total Rate % (including Transfers)	Transfers	Voluntary Separation (including Retirees)	Voluntary Turnover Rate % (including Retirees)
Administration And Management	12	0.259	38	0.820	26	10	0.216
Engineering And Architecture	2	0.990	2	0.990		2	0.990
<b>Total</b>	<b>14</b>	<b>#UNAVAILABLE</b>	<b>40</b>	<b>#UNAVAILABLE</b>	<b>26</b>	<b>12</b>	<b>#UNAVAILABLE</b>

- Changes to job branch and/or job family that occurred before February 25, 2016 may not be reflected correctly in the monthly snapshot data.
- If you want to match the headcount and turnover totals for this report with the totals on the “B0043-D: Turnover from State Government last 12 Months” Dashboard report, you will need to run this report with the following values in the prompts:
  - Select the high-level organizational unit for your agency, along with any unassigned org units that belong to your agency.
  - Select the last 12 months for the CalMonth/Year date range and be sure the current month is included in the end value.

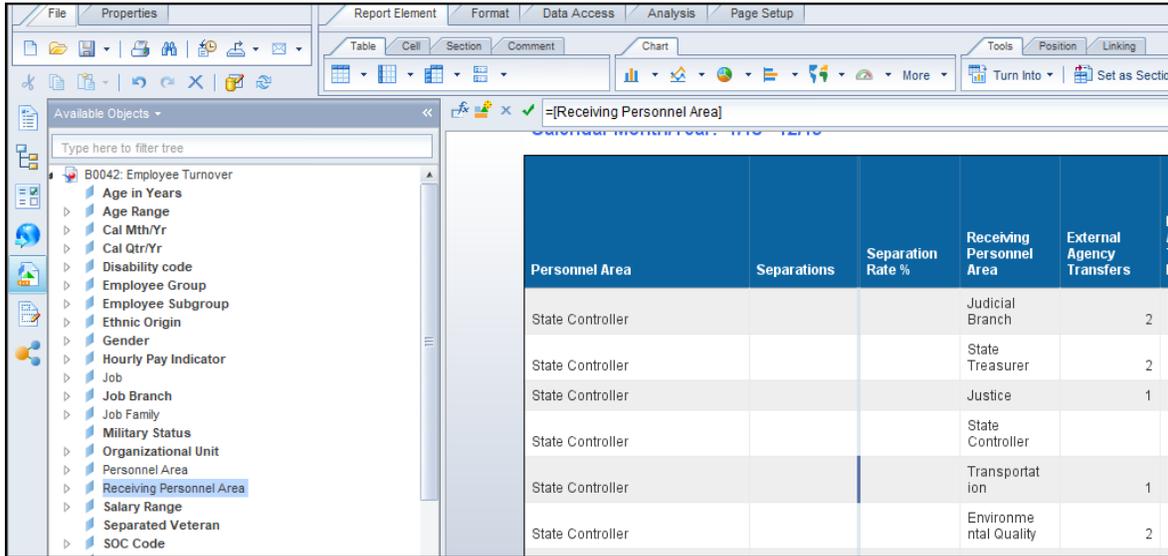
- There is a known issue with the prompt values on this report when the dates are manually entered. If the report is refreshed after it has been run with the dates manually entered, from and to date and run the report, an [EMPTY\_VALUE] error message displays in the CalMonth/Year date prompt value. Click on the CalMonth/Year prompt to see the values for the dates entered on the previous report execution:



- After the CalMonth/Year prompt is selected, the dates entered will display from the previous report execution before the report was refreshed:



- The Extended Turnover Analysis Tab provides internal and external transfer data. It will provide the Action and rate of that action as it relates to active employees given in the time period by the user. Internal Transfers are defined as anyone who was transferred within the same agency and stayed. An External Transfer is anyone transferred outside of their current agency and Personnel Area. To investigate where the employee transferred to drag on the report Receiving Personnel Area.



Receiving Personnel Area can be found inside the Available Objects panel (See screenshot above).

- Special Case Study for: DIT and Commerce are special Organizational Units that have multiple Personnel Areas under them. As such when one of the personnel areas transfers into one of the other personnel areas this would be considered an external transfer because the personnel areas have changed. Looking at the below screenshot for Commerce:
  - Commerce Example - A Commerce – DES & DWS (4305) employee transferred to another Commerce Personnel Area (4301) but because the Personnel Areas have changed it is considered an external transfer instead of an internal transfer.

Personnel Area	Receiving Personnel Area	Separations	Separation Rate %	External Agency Transfers	External Agency Transfer Rate %	Turnover (Separations and External Transfers)	Turnover (Separations and External Transfers) Rate %	Internal Transfers	Internal Transfer Rate %	Total Turnover (Separations and Internal/ External Transfers)	Total Turnover (Separations and Internal/ External Transfers) Rate %	Active Employees (at end of selection period)
Commerce - DES & DWS	Health Human Services			5		5	0.00			5		
Commerce - DES & DWS	Information Technology			3		3	0.00			3		
Commerce - DES & DWS	Commerce			1		1	0.00			1		

Calculations for the columns – see the table under special report considerations for detailed action type and action reasons counted for each calculation.

Column Name	Column Definition/Calculation
Active Employees (at end of selection period)	IF Key Figure = Number of Employees and Action Type = Blank and Employment Status = Active and Calendar Year/Month = The Values set by the user
External Agency Transfers	IF Pers Area Changed Flag = 'Y' and Action Reason <> '60' or '61' and Action Type = X8 (Transfer Out (BI))
External Agency Transfer Rate %	([External Transfers] / [Active Employees at end of selection period]) * 100
Internal Transfers	IF Pers Area Changed Flag = 'N' and Action Reason <> '60' or '61' and Action Type = X8 (Transfer Out (BI))
Internal Transfers Rate %	([Internal Transfers] / [Active Employees at end of selection period]) * 100
Involuntary Turnover Rate %	([Separation Involuntary] / [Active Employees at end of selection period]) * 100
Pers Area Changed	A Flag that is checked if there was a change in a Personnel Area to denote a transfer has been made
Retirement Turnover Rate %	([Retirements] / [Active Employees at end of selection period]) * 100
Retirements	ZF Retire Sep + ZG Retire Sep
Separation Involuntary	ZF Involuntary Sep + ZG Involuntary Sep
Separation Voluntary (w/ Retirees)	ZF Voluntary (w/o Retirees) + ZG Voluntary (w/o Retirees) + ZF Retire Sep + ZG Retire Sep
Separation Voluntary (w/o retirees)	ZF Voluntary (w/o Retirees) + ZG Voluntary (w/o Retirees)
Separations Rate %	[Separations Total] / [Active Employees (at end of Selection period)] * 100
Separations Total	Separation Involuntary + Separation Voluntary (w/ Retirees)
Total Turnover (Separations and Internal/External Transfers)	Separations Total + Internal Transfers + External Agency Transfers
Total Turnover (Separations and Internal/External Transfers) Rate %	(Separations Total + Internal Transfers + External Agency Transfers) / [Active Employees at end of selection period] * 100
Turnover (Separations and External Transfers)	Separations Total + External Agency Transfers
Turnover (Separations and External Transfers) Rate %	(((Separations Total] + [External Agency Transfers]) / [Active Employees at end of selection period])) * 100
Voluntary Turnover Rate (w/o retirees) Rate %	([Separation Voluntary (w/o retirees)] / [Active Employees at end of selection period]) * 100

\* Special Note <> Stands for Not Equal to

\*\* Reorganizations are excluded, Action Type = X8 Transfer Out (BI) and Action Reasons 60 & 61

**Change Log**

<b>Effective Date</b>	<b>Change description</b>
8/27/2015	Initial version.
5/3/2018	Corrected the print format so that the width of each report would fit on one page.
12/20/19	Added the Extended Turnover Analysis Tab, updated the report descriptions