

REPORT IDENTIFICATION

Report Title: **Employee Statistical Report**

Menu Path: **State of Louisiana Reporting >> Statistical Summary Reports**

Transaction Code: **ZP21**

REPORT SELECTION CRITERIA AND OUTPUT

Date Selection (Choose one):

Today
Other Date

Additional Record Selection Criteria:

Company Code
Personnel Area
Employee Group
Employee Subgroup
Personnel Subarea
Employee Number
Job Number
Position Number
Contract Type

Further Selections:

Org Structure

Report Output:

Company Code	Position Number
Personnel Area	Contract Type Text
Organization Unit	Valid Until
Organization Unit Text	Pay Scale Type
Employee Group Text	Pay Scale Area
Employee Subgroup Text	Pay Scale Group
Personnel Subarea Text	Pay Grade Level From
Cost Center	Base Salary
Last Name	Employee FTE
Employee First Name	Residence Parish
Personnel Number	Work Parish
Job Key	State
Job Title	Cnt

Hidden Fields:

Known As

REPORT UTILIZATION

Primary Use:

This report can provide the end user with various data as it pertains to an employee or range of employees within a particular group. Any number of combinations of data can be presented to aid the end user in gathering information about their employees. The date parameters for this report evaluate effective date. This means that the report will contain all information that is valid during the specified date parameters. It is important that all employee actions and/or employee maintenance is performed prior to executing this report. If **not**, the report may give misleading information. The **Count** field (CNT) allows for an employee count based on data breakdown requested by users.

Other Uses:

Agencies may have additional utilization requirements for this report. The agencies may therefore run this report for other items or choose to set up their own variants. The following scenario is **an example** of an additional report application:

Agencies may need a list of employees in their personnel area and/or organization unit along with their base salary and social security number as a quick reference tool. This may be criteria for an agency-specific variant for ease of reporting.

STANDARD VARIANTS

SOL_EMP ST CM

This standard variant has been created for analysis of the classified workforce. The following items are included in the variant:

Date:	Today	
Selection Criteria:	Employee Subgroup=01-10, 29-32	
Display Variant:	/SOL_EMP ST	
Output:	Personnel Area	Employee Last Name
	Organization Unit Name	Employee First Name
	Job Number	Pay Scale Group
	Position Number	Pay Scale Level
	Contract Type	Base Salary
	Valid Until	Employee FTE
	Employee Group	Residence Parish
	Employee Subgroup	Work Parish
	Personnel Subarea	State Residence
	Employee Personnel Number	

The Employee Statistical Report (**ZP21**) can offer ISIS users many different audit capabilities. The following variants have been created to aid in the search for anomalies.

SOL_C/U PROB has been set up to identify employees that have classified Employee Subgroups but an unclassified job code number. It will require that the user provide a Company Code (0010 for LAGOV HCM Paid and 0020 for LAGOV HCM Non-Paid) and a Personnel Area. Employees listed as output on this report variant are errors and should be corrected.

SOL_C/U PROB2 has been set up to identify employees that have non-classified Employee Subgroups but a classified job code number. It will require that the user provide a Company Code (0010 for LAGOV HCM Paid and 0020 for LAGOV HCM Non-Paid) and a Personnel Area. Employees listed as output on this report variant are errors in the majority of cases and should be corrected.

SOL_STUDENTS has been set up to identify employees that have a "STUDENT" job code number (as defined by Civil Service "507100"), but do **NOT** have a Student Employee Subgroup (ESG = 12 or 13). It will require that the user provide a Company Code (0010 for LAGOV HCM Paid and 0020 for LAGOV HCM Non-Paid) and a Personnel Area.

SOL_STUDENT2 has been set up to identify employees that have a "Student" Employee SubGroup (ESG = 12 or 13), but do **NOT** have a Personnel Subarea that is related to an AFS expenditure object that is valid for students (PSA = "0500" Reg/NLeave2210; "0600" Reg/NLeave3681; "0750" Reg/NLeave5210). This variant is ONLY relevant to LAGOV HCM paid agencies (Company Code = 0010).

SOL_STUDENT3 has been set up to identify employees that do **NOT** have an "Student" Employee SubGroup (ESG = 12 or 13), but have a Personnel Subarea that is related to an AFS expenditure object that is valid for students (PSA = "0500" Reg/NLeave2210; "0650" Reg/NLeave 3682; "0750" Reg/NLeave5210). This variant is ONLY relevant to LAGOV HCM paid agencies (Company Code = 0010).

SOL_STUDENT4 has been set up to identify Students (ESG = 12 or 13) that are not set up as Part-time Hourly, Employee Group = B.

SOL_STUDENT5 Student ESG Job not 507100 has been set up to identify employees that have a "Student" Employee Subgroup (ESG = 12 or 13) but the job code number is **NOT** STUDENT (as defined by Civil Service "507100"). It will require that the user provide a Company Code (0010 for LAGOV HCM Paid and 0020 for LAGOV HCM Non-Paid) and a Personnel Area.

For each of the **SOL_STUDENTS** report variants, the output does not necessarily indicate an error. It does indicate data that does not follow the "norm" and these items should be investigated and corrected, if necessary.

SOL_2100 has been set up to identify employees that are charged to Object 2100 (determined by the Personnel Subarea (PSA = "0100) and do **not** have a classified Employee Subgroup (ESG). In the financial system, ISIS, AFS, salary object 2100 is restricted to classified employees. This variant is ONLY relevant to LAGOV HCM paid agencies (Company Code = 0010).

SOL_2130 has been set up to identify employees that are charged to Object 2130 (determined by the Personnel Subarea (PSA = "0100" Reg/Leave2130; "0400" Reg/NLeave2130; "1210" CorrectOff2130; "2700" StTrooper12130)) and have a classified Employee Subgroup (ESG = 01, 04, 09, 10, 29, 30, 31, 32). In the financial system, ISIS, AFS, salary object 2130 is **NOT** for classified employees. This variant is ONLY relevant to LAGOV HCM paid agencies (Company Code = 0010).

SOL_CLIENTS has been set up to identify employees that are “Clients” and “Clients Related” by Job Code (600030 & 600040) and are **not** set up as Employee Subgroup = 22 Other Non/State.

SOL_EG=C has been set up to identify employees that are Per Diem employees (Employee Group = C) and are **NOT** set up with an Employee Subgroup of Other/Non-State (ESG = 22). It will require that the user provide a Company Code (0010 for LAGOV HCM Paid and 0020 for LAGOV HCM Non-Paid) and a Personnel Area.

SOL_BD/COMM BD/CPMM Job not Other/NonState has been set up to identify employees that have a Board/Commission Job Code (as defined by Civil Service: 505980; 505990; 505370; 505380; 502460; 504190) but the Employee Subgroup is **NOT** Other Non/State (22). It will require that the user provide a Company Code (0010 for LAGOV HCM Paid and 0020 for LAGOV HCM Non-Paid) and a Personnel Area.

SOL_EG=B Part Time Hourly FTE100% has been set up to identify employees that are Part Time Hourly (Employee Group = B) with the Employee FTE as 100%. It will require that the user provide a Company Code (0010 for LAGOV HCM Paid and 0020 for LAGOV HCM Non-Paid) and a Personnel Area.

SELECTION CRITERIA HINTS

The search can be streamlined to an organization unit level within a personnel area, or it can comprehensively include all organization units within the agency. The user may further refine the report to a specific job, contract type, or hierarchy element.

If “Other Date” selection option is utilized, user should put begin and end dates or the system will read the begin date **ONLY** and select data for the one day. It is also important that the user realize the greater the time frame, the more data the system **must** read, and the greater chance for an ABAP run time error. Because of this, searches should be conducted for as specific and concise a time frame as necessary.

NOTES AND TERMINOLOGY

This section contains helpful information including processing notes, critical definitions, and additional references to other reports and system tools.

Notes: The information may be re-sorted to the end user’s specifications. This report can also be used as an audit tool to identify any inconsistencies in an employee’s record. If discrepancies exist, perform employee maintenance and re-generate the report.

Definitions: **Contract Type:** probational, provisional, restricted, etc.

Pay Scale Group: GS or MS Level

References: For more concise information about employees and their contract type, refer to the [ZP44 - Contract Audit Report](#).

For statistical employee totals, execute the [ZP39 - Position/Employee Statistical Report Summarized](#).

To analyze work parish relative to an employee's residence, see [ZX01 - Employment Summary](#) (by Work parish).

For standard reporting information within LAGOV HCM, refer to the [LAGOV HCM Reports Manual](#).