

The following menu is to describe the reports available under the HR Analytics Quick Access groupings.



Please note that this is a working document and to use caution if downloading to your local machine for future reference as it will be updated regularly.

Appropriate authorization is required prior to HR Analytics access. Please complete the Data Access Agreement (DAA) and submit the request to [MyHR](#).

For inquiries related to access, please contact [MyHR](#).

For description updates, please contact the BC Public Service Agency's Data Librarian: shylo.sawatzky@gov.bc.ca

HR Analytics Quick Access Report Menu

Quick Access Report Groups

*** Indicates menu descriptions are program area-approved**

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BC Stats Reports

This section is available to select BC Stats staff for the sharing of PeopleSoft data.

Financial Community Report

List of current staff in Financial Officer Jobcodes, Ministry identified financial positions, and Treasury Board Staff Departments.

Organizational Hierarchy Report

Organizational Hierarchy to four levels below organization.

Job Classifications Report

Jobcode/Classification group dimension.

Position List

List of all CHIPS Positions showing current Business Unit and Organizational Hierarchy.

Workforce Staff

List of staff as of selected date for the purpose of supporting workforce projections.

Workforce Hires

List of external staff hires between selected dates for the purpose of supporting workforce projections.

Workforce Terminations

List of staff terminations between selected dates for the purpose of supporting workforce projections.

Benefits (BC PSA Only)

This section is available to select Benefits staff within the Agency and TSSI for the administration of Benefits programs.

Flexible Benefits Enrolment Report

Report pulls lists of employees eligible for flexible benefits used for distribution of communications during open enrolment. Parameters available to define between Judges, Masters and Judicial Justices, employees on LOA or LTD and active excluded employees.

CIO (Privacy and Security)

Access to HR-related reports for IT ministry branches which are relevant to Ministry IT Branches.

IT-001 Staffing Activity for IT Security

This self-service report allows IT Security administrators to view recent staffing activities such as transfers, terminations and new hires triggering IT system security changes.



Corporate Privacy Training Report: Business Unit

This self-service report by Business Unit provides Chief Information Officers with access to up-to-date privacy training records. This is a point-in-time snapshot of the training records. A report information sheet is available which outlines the data definitions and important reporting notes.

Corporate Privacy Training Report: Organization

This self-service report by Organization provides Chief Information Officers with access to up-to-date privacy training records. This is a point-in-time snapshot of the training records. A report information sheet is available which outlines the data definitions and important reporting notes.

Classification (BC PSA Only)

These reports provide information related to the classification of positions within the BC Public Service.

ECLASS-004 Monthly OnDemand: Business Unit

This is an on-demand version of the automated ECLASS-004 Monthly subscription report. The automated report lists the classification review activity for the previous month with any data anomalies highlighted. Review (case) statistics are presented in tabular form for each of the classification reviewers, and for the overall review team, including the Average Time (workdays) to First Outcome Advisory and the Average Time (workdays) to Approval, plus the % of reviews Advised within 20 business days. Should any data anomalies exist, they can be rectified in the EClass data base and then this on-demand version can be run to provide corrected statistics. Note that this on-demand report can be run for any selected period, not just the previous month.

EClass Initiations: Business Unit

This report provides a list of EClass Initiations during a selected period, including appeal initiations and review outcomes

Ministry Portfolio Report

This report provides individual Ministry Profiles for Classification Services client portfolios.

CMO (BC PSA Only)

CMO CRM Caseload Report

This report provides the case count and status information breaking down by each member of Conflict Management Office team has assigned.

Executive Recruitment (BC PSA Only)

This site is intended for secured access to the reports and analytics for the Executive Talent Management Team.

Access to this site and related reports is at the discretion of:

- Executive Director, Executive Talent Programs
- Director, Executive Recruitment and HR Support Services



Leadership Staff Demographics

Formerly Executive, Mgmt Bands 5 & 6, and SL Listing.

This report provides a detailed listing of all Executives and Strategic Leaders in the BC Public Service at a given point in time.

Core Executive Demographics

This report provides a list of current, core executives, salaries, and demographics data.

Office of the Premier Staff

This report provides a list of active employees in the Office of the Premier, including salaries, effective date, most historic date, and gender.

The Office of the Premier is best described as an umbrella. Under this umbrella you have the Premier's Office, all Minister's Offices, Deputy Minister to the Premier office, Intergovernmental Relations Secretariat office, Planning and Priorities Secretariat office and Cabinet Operations.

Employee Job Data History

Formerly Executive, Mgmt Bands 5 & 6, and SL Profile.

This report provides a complete job history for a selected Executive and Strategic Leader.

Mgmt Bands 5 & 6 and SL Hires and Exits

This report provides a listing of all hire and termination activity within the Strategic Leader band for a given data range.

Executive Hires and Exits

This report provides a listing of all hire and termination activity for Executives for a given data range.

DCA: Deputy Minister Car Allowance

This report provides a listing of all current Deputy Minister Car Allowance adds to pay.

AUTO: Auto Standby

This report provides a listing of all current Auto Standby deductions.

Finance

FTE By Business Unit PDF

FTE broken down by Business Unit - Export to PDF and printer friendly version.

FTE By Department PDF

FTE broken down by Department - Export to PDF and printer friendly version.

FTE By Department Excel

FTE broken down by Department - Export to Excel.

FTE By Employee Excel

FTE burn by employee with cost center and employee details.



FTE Employee Detail By Pay Period Excel

FTE burn by employee with cost center and employee details by pay period.

FTE Ministry

FTE Utilization by Ministry by month.

FTE Schedule (pdf)

FTE/ pay period reporting schedule with adjustment dates.

FTE Instructions (pdf)

FTE monitoring instructions and adjustments.

Time and Leave Comment Code Flagged Transactions

Report of Time and Leave Payable Time transactions flagged with Selected Comment Code in Reported Time.

Access is limited to 2 users per ministry, and if updates are required to access, please contact Benefits Financial Management Office.

For field descriptions and additional report details please refer to the HR Analytics Finance reports.

Time and Leave Comment code Flagged Transactions (pdf)

Field descriptions and additional report details.

FMO (BC PSA Only)

PAYACCT-001 Report

Payroll Accounting Detailed Information for FMO use only

FMO PER Report

Payroll Expenditure Report for FMO use only

RETIREMENT ALLOWANCE Valuation

Retirement Allowance Data for Valuation Purposes for FMO use only

SALRANG4

Government Salary Ranges by category for FMO use only

FTE Summary for Public Accounts

FTE Utilization by Ministry; Month and YTD

Hiring Service (BC PSA Only)

Manual Closing Report - BI Enterprise RMS

This provides a closing report same format as an automated version while typing in a requisition#.



Confirmation Letter Sent Date Report - BI Enterprise RMS

This provides Confirmation Letter sent date to the successful applicant with basic requisition information such as REQ#, Ministry, Hiring Manager, Recruiter, Support Clerk, etc.

Enterprise Job Details Report - BI Enterprise RMS

This report provides Job Details information of Enterprise RMS associated with Hiring Advisor View Report from BI DWH.

Offer Issue Date Report - BI Enterprise RMS

This provides offer letter issued date as well as re-issued date subsequently with basic requisition information such as REQ#, Ministry, Hiring Manager, Recruiter, Support Clerk, etc.

BI Legacy RMS

This provides offer letter issued date as well as re-issued date subsequently with basic requisition information such as REQ#, Ministry, Hiring Manager, Recruiter, Support Clerk, etc.

Questionnaire Responses - Large Volume - BI Enterprise RMS

Solution for pulling historical free form and static questionnaire responses in the order presented to applicants for large volume Requisitions/Questionnaires.

Application History Report - BI Legacy and Enterprise RMS

This report provides application history from Legacy and Enterprise RMS by applicant name and email address.

Hiring Advisor View – BI Legacy RMS

This report provides a quick glance at a requisition and its position number and classification, city posted, job title, ministry/organization, posting open and close dates, number of views, final applicants, and prospects, number of hires, most recent requisition status, recruiter, and most recent hiring manager.

Posting Details, Questionnaire Master and Batch File - BI Legacy RMS

The report provides job posting information, applicant contact information and resume/cover letter, questionnaire with knock-in and knock-out questions, and questionnaire responses for merit audit purposes.

Posting Details and Questionnaire Master - BI Legacy RMS

The report provides job posting and questionnaire master information for merit audit purposes.

Printable Batch File 1

1-400 applicants

Printable Batch File 2

401-800 applicants

Printable Batch File 3

801-1200 applicants



Printable Batch File 4

1201-1600 applicants

Printable Batch File 5

1601-2000 applicants

Regret Letter Sent Information – BI Legacy RMS

Pulls the REGRET letter sent to the applicant with their name.

Offer Letter Information - BI Legacy RMS

Pulls the OFFER letter sent to the successful applicant with their name.

Confirmation Letter Information – BI Legacy RMS

Pulls the Confirmation letter sent to the successful applicant with their name.

Detailed Req Filter Report2 - BI Legacy and Enterprise RMS

Detailed report by recruiter name or requisition# that shows: Recruiter, Min, Pos No, FTE, Title, HM, status, class, location to search multiple reqs enter a new number on a separate line in prompt box. Can be used by recruiters to list their reqs.

PEA Dual REQ Report – Enterprise

Provides Dual Posting information with PEA.

Hiring Regret Letters – Enterprise

This report allows you to choose the requisitions and lists all the rejection letters sent for a specific requisition.

Lean

Ministry Lean Leads are responsible for reporting on the level of lean-related training and awareness activity within their organization.

Ministry Lean Training Report

This report provides a summary and detailed view of the Lean BC approved lean training activities with the option to select a particular date range within which the training occurred.

Lean Report Definition Sheet

Additional information on Lean report definitions

Leave

These reports provide information related to Leave Liability.



SHR-020 Employee Activity Report

This report provides a detailed listing of staffing activity by Business Unit for a given period, and is enhanced with supervisor contact information. Ministry Leave Liability contacts will find the report useful in identifying the financial implications of employee moves.

Limited Access – Leave Consumption By Department PDF

Leave Consumption broken down by Department - Export to PDF and printer friendly version.

Limited Access – Leave Consumption By Department Excel

Leave Consumption broken down by Department - Excel export friendly version.

Limited Access – Leave Consumption By Employee PDF

Leave Consumption broken down by Department with Employee level detail data - Export to PDF and printer friendly version.

Limited Access – Leave Consumption By Employee Excel

Leave Consumption broken down by Department with Employee level detail data - Excel export friendly version.

Limited Access - Unapproved Leave by Business Unit

Unapproved Leave by business unit.

Limited Access - Unapproved Leave by Organization and Program

Unapproved Leave by program.

Recoverable Union Leave

Identifies all time that union officials coded to Recoverable Union Leave.

Ministry of Justice Training – AG/PSSG (Ministry of Attorney General & Ministry of Public Safety & Solicitor General)

This section provides select Ministry of Justice staff access to training reports for their respective Branch.

Justice Training Report

This report lists the Enterprise Learning Management (ELM) system training records by selected status for all current Justice Staff by selected Branches.

Justice Training Report – Employees

This report lists the Enterprise Learning Management (ELM) system training records by selected Justice Branch, selected program, and selected employees.

Justice Training Report – Courses

This report lists the Enterprise Learning Management (ELM) system training records by selected Justice Branch, selected program, and selected courses.



Justice Training Records By Selected Course

This report lists the enrolment status of current staff for a selected course. The report includes all current staff who have not registered and is best used for reporting on Ministry mandatory training.

Certification-ORG

This report lists the current selected licensing and certifications for selected Organization Programs.

PSA Quarterly Reports

Quarterly report includes 8 reports and 5 charts with following detail:

- Report A Employees by Employee Group**
- Report B Employees by Ministry**
- Report C Employees by Ministry and Employee Group**
- Report D Employees by Employee Group and Gender**
- Report E1 Management Employees by Ministry, Gender and Level**
- Report E2 Management Employees by Ministry, Gender and Role**
- Report E3 DM, Assc DM, and Asst DM by Ministry and Gender**
- Report F Employees by Ministry and Gender**
- Chart A Employees Average Bi-Weekly Salary by Employee Group**
- Chart A1 Employees Average Annual Salary by Employee Group**
- Chart B Employees Average Bi-Weekly Salary by Ministry**
- Chart C Excluded Employees As a Percentage of Total Ministry Employees**
- Chart D Employee Groups - Average Bi-Weekly Salary by Gender**

Senior Leadership Reviews

Senior Leadership Reviews - Validation Report

This report shows the status and contents of the Senior Leadership Review forms for the selected organization(s). The information is now presented two ways: as a single table on the 'All_Fields' tab to support on-screen viewing, and as smaller sections on subsequent tabs to enable printing.

Service Operations (BC PSA Only)

Establishment Report: Business Unit

This report provides a complete listing of employee details, vacancies, future terminations, current temporary assignments and leaves, by business unit.

Establishment Report: Organization

This report provides a complete listing of employee details, vacancies, future terminations, current temporary assignments and leaves, by organization.



Compensation Establishment Report

This report provides a listing of position-based compensation details, and additional data available for the Total Compensation staff.

Compensation Establishment Report by Selected Date

This report provides a listing of position-based compensation details, and additional data available for the Total Compensation staff for a selected date.

Regular Seniority Report: Business Unit

This report provides a listing of regular bargaining unit employees by regular service seniority, by business unit.

Regular Seniority Report: Organization

This report provides a listing of regular bargaining unit employees by regular service seniority, by organization.

Regular Seniority Under Three Years Report: Business Unit

This report provides a listing of regular bargaining unit employees under 3 years, by regular service seniority, by business unit.

Regular Seniority Under Three Years Report: Organization

This report provides a listing of regular bargaining unit employees under 3 years, by regular service seniority, by organization.

Regular Seniority Report: 6U Integrity

The report identifies cases where active Regular Bargaining Unit staff do not have an accumulating 6U time bank and cases where Status M Auxiliary staff do have an accumulating 6U time bank.

Age 55 and greater: Business Unit

This report provides useful data for succession planning and identifying upcoming retirements, by business unit.

Age 55 and greater: Organization

This report provides useful data for succession planning and identifying upcoming retirements, by organization.

Increment Status Report

This report provides a listing of an employee's increment status, reflecting the annual increases.

Data Integrity Report

This report provides a listing of data entry transactions for review by Payroll Services.

(Excluded Items Greater Than 45 Days)

Reports To Changes Summary

This report provides a summary of Reports To changes in the current and future pay periods.



Reports To Changes Anomalies

This report provides a detailed list of the Reports To changes anomalies in the current and future pay periods.

Pay Period Anomalies

This report provides a detailed list of pay period anomalies for a selected Pay Period.

MGT Lateral Transfers and TAs

This report provides a detailed list of the MGT Lateral Transfers and TAs between selected dates.

First Start Date in Business Unit

This report provides a detailed list of staff that are new to the Business Unit as of the selected date.

New Hires and Rehires

Lists current Active PS Act Core Government staff that are new Hires or Rehires within the Dates selected.

Positions By Classification

List of active positions with classification and classification groupings, plus the status regarding base/current incumbent.

Successive Disability Report

A list of DIS Leave Transactions in Current and Prior 13 Pay Periods.

DIS Earning in Open Pay Period

A list of DIS Leave Transactions in the Current Open Pay Period.

Employee Earnings Report

Earnings for a selected employee by date range and all or selected earnings codes. This report will show the source of data as either Time On Line, Time and Leave or PeopleSoft.

Estimated Years of Services

A list of current staff for a selected Organization and selected Programs showing the calculated estimated years of services based on the most historic of Hire Date or Vacation Leave Service Date.

Growth Series Hours

The Growth Series Hours report lists hours in current STEP for staff in Growth Series Jobcodes by selected Business Units.

Growth Series Hours Employee

The Growth Series Hours report lists hours in current STEP for staff in Growth Series Jobcodes for a selected employee.

Current COOPS

List of COOPS as of selected date.



Current YEPs

List of Youth Employment Program staff as of selected date.

Future COOP Hires

List of future COOP hires as of selected date.

Management Band Allocation

Lists Management Band staff as of a selected date.

Management Band Allocation Staffing

Lists Management Band staffing between two selected dates.

Government PEA Staff

List of current government PEA staff for the purpose of determining LSS eligibility.

Concurrent L Status Employees

List of Concurrent L Status Auxiliary employees by a selected effective date for the purpose of ensuring the correct date for benefits eligibility.

Active Positions NOC Code Report

Lists current active positions and their associated NOC Code and the default NOC Code of their Jobcode.

Probation Period

This report can be used to determine the status of an employee's Probation Period. The report determines whether the employee is a new hire or in a new position due to a staffing action. Based on the employee's standard hours, the report determines whether the employee's probation is based on hours or days since hire/staffing. This report is run for a single employee and has links to an hours report and a Job Data report since start of probation.

Employee Linked STIIP-WCB

*March 15, 2023 Update: This report does not yet include Employee Standards Act Paid Illness and Injury leave.

This report lists the STIIP and WCB absences for a selected employee between two selected dates. A drill through report can be accessed from this report for further daily details for a specific instance.

Temporary Assignments and Extension

The reports lists all Temporary Assignments and Extension between two selected dates

210 Hours Absence Report

Lists employees that have crossed the 210 hours of absence threshold in the last confirmed pay period.

Monthly Hours Paid By DeptID

Lists monthly hours paid totals by DeptID for a selected calendar year and quarter.



Manager Notifications

This report is run for a single employee. The report shows all Manager Notifications for a single employee.

Grievance Summary (Employee Relations Only)

Grievance Articles (Employee Relations Only)

Long Service Forecast (Restricted to Communications, Learning and Engagement Staff)

Standard Reports

Monthly report includes 10 reports with following detail:

- Report 1** Employees by Employee Group
- Report 2** Employees by Ministry
- Report 3** Employees by Ministry and Employee Group
- Report 4** Bargaining Unit Employees by Group and Component
- Report 5** Excluded Employees by Group and Type
- Report 6** Employees by Employee Group and Gender
- Report 7** Management Employees by Level and Gender
- Report 8** Employees by Employee Group, Gender and Age Group
- Report 8a** Employees by Employee Group, Gender and Age Group
- Report 9** Employees by Ministry and Gender

Strategic HR

Establishment Report: Business Unit

This report provides a complete listing of employee details, vacancies, future terminations, current temporary assignments and leaves, by business unit.

Establishment Report: Organization

This report provides a complete listing of employee details, vacancies, future terminations, current temporary assignments and leaves, by organization.

(Organization Based OrgPlus input file)

This report provides a complete listing of employee details, vacancies, future terminations, current temporary assignments and leaves, by organization; Creates Input file for Org Plus application.

Employee Headcount by Classification: Business Unit

This report provides regular and auxiliary headcount by salary plan and classification, including two sub-reports; Headcount by Classification; and Headcount by Appointment Status by business unit. This report includes staff on Layoff and those on Pre-retirement Leave and Pay Severance. In addition, this report includes "As of Date" of report, columns describing the Population Scope categories,



Gender, Leave/Stop Pay/Layoff data, Age Groups, Pension Eligibility, Public Service Act Status, Position NOC codes, Hire/Rehire Dates, Base Position, Email and Generation.

Employee Headcount by Classification: Organization

This report provides regular and auxiliary headcount by salary plan and classification, including two sub-reports; Headcount by Classification; and Headcount by Appointment Status by business unit. This report includes staff on Layoff and those on Pre-retirement Leave and Pay Severance. In addition, this report includes "As of Date" of report, columns describing the Population Scope categories, Gender, Leave/Stop Pay/Layoff data, Age Groups, Pension Eligibility, Public Service Act Status, Position NOC codes, Hire/Rehire Dates, Base Position, Email and Generation.

Column Descriptions (pdf) for Employee Headcount by Classification report

Recruitment Report: Business Unit

The report lists the requisition activity from the Recruitment Management System (RMS), including integrated and non-integrated requisitions for a fiscal year, based on the creation date. The user has the option to select multiple Business Units and a specific time-period.

Employee Training Report: Business Unit

Current Employee Completed Training Records in ELM, by business unit.

Employee Training Report: Organization

Current Employee Completed Training Records in ELM, by organization.

Employee Training Report - Employees: Organization

ELM Training Records by Selected Employees, by organization.

Employee Training Report - ELM Courses: Organization

This report includes all training records for active staff, including a self-service parameter for attendance status. Completions and registrations are available. Note that managers can view training records from the Enterprise Learning Management System directly, by organization.

Employee Training Report Quick Reference Guide

Additional details on downloading the Employee Training Report - ELM Courses.

Employee Training Report - ELM Courses: Multiple Organizations

This report includes all training records for active staff, including a self-service parameter for attendance status. Completions and registrations are available. Note that managers can view training records from the Enterprise Learning Management System directly, by selected courses and organizations.

Tracks Course Completions for Current Employees: Business Unit

Can be used to track mandatory course completions for a selected course in ELM. The Business unit report has minimal employee information and the Organization report offers some additional selection criteria and more employee information such as the supervisor, by business unit.



Tracks Course Completions for Current Employees: Organization

Can be used to track mandatory course completions for a selected course in ELM. The Business unit report has minimal employee information and the Organization report offers some additional selection criteria and more employee information such as the supervisor, by organization.

Certifications Report: Business Unit

A listing of all certification records for a Ministry. For program level access (ie. Corrections Branch), select the Organization View. The report includes the start and expiry dates and includes all historical certification records stored in PeopleSoft, by business unit.

Certifications Report: Organization

A listing of all certification records for a Ministry. For program level access (ie. Corrections Branch), select the Organization View. The report includes the start and expiry dates and includes all historical certification records stored in PeopleSoft, by organization.

Auxiliary Employees: Business Unit

A detailed listing of Auxiliary employees showing future layoff or termination date, by business unit.

Auxiliary Employees: Organization

A detailed listing of Auxiliary employees showing future layoff or termination date, by organization.

Temporary Assignments: Business Unit

A listing of Temporary assignments, by business unit for a particular business unit as of a specific point of time. The report includes temporary assignment and base position information. For this report, temporary assignments are given these types: Promotional, if the maximum grade salary is higher than the base grade salary; Demotional, if lower and Lateral if the same.

** Note that this report was updated May 20, 2021 to include Extension Counts.*

Temporary Assignments: Organization

A listing of Temporary assignments, by organization for a particular business unit as of a specific point of time. The report includes temporary assignment and base position information. For this report, temporary assignments are given these types: Promotional, if the maximum grade salary is higher than the base grade salary; Demotional, if lower and Lateral if the same.

** Note that this report was updated May 20, 2021 to include Extension Counts.*

Temporary Assignment Outcomes: Organization

New report as of November, 2023.

Identifies all TAs within the given time-period, for the given organization, and the outcome: return to base, won the TA position, etc. Dates refer to start of the TA. The anecdotal perception is that employees tend to not return from TAs, usually because they won the position.

Temporary Assignments (Historical and Current): Business Unit

This report lists all Temporary Assignments started between two selected dates. In addition, the report determines the number of Extensions as well as the overall length of the Temporary Assignment in months, by business unit.

**Note that this report was updated May 11, 2021 to include Temporary Assignments out of selected Organization/Programs.*

Temporary Assignments (Historical and Current): Organization

This report lists all Temporary Assignments started between two selected dates. In addition, the report determines the number of Extensions as well as the overall length of the Temporary Assignment in months, by organization.

** Note that this report was updated May 11, 2021 to include Temporary Assignments out of selected Organization/Programs.*

Positions "Reports to": Business Unit

A detailed listing of all positions in a given business unit with the 'reports to' information, by business unit.

Positions "Reports to": Organization

A detailed listing of all positions in a given business unit with the 'reports to' information, by organization.

Strategic Salaries for Core Ministries: Business Unit

A detailed listing of annualized salary data and supervisor reports for positions, by business unit at a point in time, by business unit.

Strategic Salaries for Core Ministries: Organization

A detailed listing of annualized salary data and supervisor reports for positions, by business unit at a point in time, by organization.

Staffing Activity: Business Unit

A detailed listing of all staffing activity for a given period. This report is enhanced with supervisor contact information, by business unit.

Staffing Activity: Organization

A detailed listing of all staffing activity for a given period. This report is enhanced with supervisor contact information, by business unit.

Age 55 and greater: Business Unit

This report provides useful years of service data for succession planning, by business unit.

Age 55 and greater: Organization

This report provides useful years of service data for succession planning, by organization

** Important reporting caveat: PeopleSoft service data should not be used in isolation to determine retirement eligibility, as it is not an accurate reflection of the employees' pension situation. For example, this data does not take into account pension events, which may affect an employee's ability to achieve the rule of 85, or ultimately retire.*

Employee Movement Report: Business Unit

This report provides a listing of employee movement transactions, effective for leave analysis, employee transfers and movement in and out of an organization, by business unit.

Employee Movement Report: Organization

This report provides a listing of employee movement transactions, effective for leave analysis, employee transfers and movement in and out of an organization, by organization.

Employee Salary Report: Business Unit

This report provides a listing of employees and their salary and related information as of a selected effective date, by business unit.

Employee Salary Report: Organization

This report provides a listing of employees and their salary and related information as of a selected effective date, by organization.

Position Activity Report: Business Unit

This report provides a detailed listing of position activity for a given period. All or specific action reasons can be selected, by business unit.

Position Activity Report: Organization

This report provides a detailed listing of position activity for a given period. All or specific action reasons can be selected, by organization.

Regular Seniority Report: Business Unit

This report provides a listing of regular bargaining unit employees by regular service seniority, by business unit.

Regular Seniority Report: Organization

This report provides a listing of regular bargaining unit employees by regular service seniority, by organization.

Regular Seniority Under Three Years Report: Business Unit

This report provides a listing of regular bargaining unit employees by regular service seniority under 3 years, by business unit.

Regular Seniority Under Three Years Report: Organization

This report provides a listing of regular bargaining unit employees by regular service seniority under 3 years, by business unit.

Staff Stability Report: Business Unit

This report determines the staff stability of a Business Unit or Organization based on whether current staff are still in the same position as of one year to the selected date, by business unit.

Staff Stability Report: Organization

This report determines the staff stability of a Business Unit or Organization based on whether current staff are still in the same position as of one year to the selected date, by organization.

STIIP by Organization

*Updated March 15, 2023 - This report has been updated to include Employment Standards Act Paid Illness & Injury (ESAPII) Leave

STIIP is a benefit for employees under the BC Public Service Act, and a method by which the Province records illnesses. This tracking information is entered into PeopleSoft/CHIPs from Time-on-Line when an illness occurs. This report includes two sub-reports:

1. Average STIIP Days / FTE
2. Average STIIP Cost / FTE

Diversity

The diversity data shown here was generated from the results of the Work Environment Survey. With the exception of gender, diversity profiles are collected through surveys and are self-reported by respondents. Data regarding gender is extracted from PeopleSoft.

Organization Hierarchy Report

The Organization Hierarchy Report provides a management view which links Department IDs ('playlist codes') to the appropriate programs, branches and divisions within a ministry/agency. In many cases this view differs from the financial view of the organization, as programs are shifted to meet the Executive's managerial mandate over time. The report also provides the basis for which a ministry's organization-based SHR reports are structured and secured.

(Download version) – downloadable version of the Organization Hierarchy Report

Hires and Transfers In/ Terminations and Transfers Out/ Internal Staffing

This Organization Hierarchy based report provides three reports from a single set of parameters; Hires and Transfers In, Terminations and Transfers Out and Internal Staffing. (Note that the report has been updated to include First Date in Position and Years in Position for Terminations and Transfers Out and Internal Staffing).

Payroll Expenditures

This Organization Hierarchy based report provided detailed payroll expenditure data at the employee level.

FTE Burn Detail

This Organization Hierarchy based report provides detailed FTE burn data at the employee level.

User Access Report

This report has been enhanced to show who has access to both HR Analytics and the Workforce Analytics Modules (Dashboards)

The purpose of this report is to help organizations monitor who in their organization currently have access to their organization's data through HR Analytics and the Workforce Analytics Modules. There are now two detail tabs. The first detail tab shows each individual in your Organization(s) with access to either HR Analytics or Workforce Analytics Modules or both. The second detail tab shows the report groups or

individual reports employees can access in HR Analytics as well as which modules the employee can access in Workforce Analytics. Requests for access changes should be made through AskMyHR.

Management In-Range Increase Eligibility By Program (In-Range Increase Eligibility Report has been revised December 2021)

The purpose of this report is to support the determination of those excluded Management Band employees eligible for an In-Range salary increase.

The report has been revised and now includes three detail tabs. The first tab includes all Management Band staff within an Organization as of July 1 of an applicable year with a column showing the eligibility status of staff. The second detail tab shows those staff on Temporary Assignments as of July 1 and having a Management Band base in the Organization. The third tab shows pay rate changes since July 1 of the prior year and any future dated pay rate change transactions for Management Band staff within an Organization July 1.

** Note that this report changes the reference July 1 date to the current calendar year on May 1 of that year. Prior to May 1, the report will reference July 1 of the prior year.*

Current Supervisors

The report lists current staff in positions with either active positions or current staff reporting to their position.

Reorg Support - Base Position Supervisors

In support of reorganization activity, this report lists current staff and their base position supervisor or, in the case of Auxiliary staff, their current position supervisor.

Active Positions NOC Code Report

Lists current active positions and their associated NOC Code and the default NOC Code of their Jobcode.

Oath and Standards of Conduct Compliance (Updated 2020/04/01): by Business Unit and Organization

This report provides information on the current status of compliance with respect to employees hired or rehired after June 1, 2018 and their requirement to have recorded in CHIPS the Oath of Employment and Standards of Conduct review. Please note that this report was updated 2020/04/01 to remove the status of compliance for the Annual Review of the Oath of Employment and Standards of Conduct. The status of compliance for the Annual Review of the Oath of Employment and Standards of Conduct is now available from the Compliance Courses Dashboard found in Workforce Analytics.

Oath and Standards of Conduct Compliance – Column descriptions

Descriptions of Oath and Standards of Conduct Review Status report columns

HR Data Integrity

Report provides summary and detail information on specific current Position and Employee HR data integrity issues. HR Data Integrity Issues Descriptions.

Security Screening Report

Report summarizes and lists the current Security Screening status of Positions and Employees.

Employee Position Movement by Current Employees

Report showing the history of current employee's movement between positions.

Employee Position Movement by Current Active Positions

Report showing current active Positions and the history of employee movement associated with these positions.

Supervisor Subordinate Salary Comparison

This report provides a comparison of salary between Supervisors and their direct reports Subordinates. The report calculates and compares total annual compensation (adjusted for full-time) which includes additional pay for Temporary Market Adjustments, Salary Protection and Classification Adjustment.

Retention / New Staff Report

The purpose of this report is to allow an Organization to determine the status of staff retention for a selected period. In addition, an Organization can use this report to determine the level of new staff for a selected period.

Current Vacation/CTO/ETO Balances

The purpose of this report is to allow an Organization to determine the status of Vacation, CTO, ETO and OSS balances as of the current confirmed pay period. The report also includes future approved leave within Time and Leave and a projected balance.

Historic Vacation/CTO/ETO Balances

The purpose of this report is to allow an Organization to determine the historic balances for Vacation, CTO, ETO and OSS. The report should be ran for a date equal to or less than the last confirmed pay period. For a report to reflect final calendar year balances use December 31 of the calendar year required.

Position Staffing Lag

The purpose of this report is to allow an Organization to determine the time lag in calendar days between a date a position becomes empty and the date it is filled. The report is based on a fiscal year and calculates the days empty from either the first day of the selected fiscal year (if already empty on April 1st), the date the position becomes empty within the fiscal year or the date a new position is created within a fiscal year to the date the position is filled or the end of the fiscal year or the current date if current fiscal year is selected.

Future Leaves

The purpose of this report is to list all Time and Leave Submitted or Approved Leave Transactions with a future end date.

Hires, Exits and Internal Staffing

The purpose of this report is to list the Hires, Exit and Internal Staffing by Organization within a selected Fiscal Year.

Productivity (Paid Hours Worked)

Based on a selected Fiscal Year and selected Pay End Date, the purpose of this report is to list a summary per employee of Regular Hours Paid, Overtime Hours, Paid Hours, Paid Leaves and calculated Paid Hours Worked.

Management Band Allocation

The purpose of the report is to show the allocation of Management Band staff allocation as of the selected date compared to 2017/06/30. In addition, the report shows the calendar year SMA pay increase counts and the related count allocations.

Staff Data For Telework Data Collection

The purpose of this report is to provide employee data in support of the Telework Agreement data collection process.

Staff as of Two Dates - Current Position Organization

The purpose of this report is to provide employee data as of two selected dates based on the Current Position Organization perspective. This report allows the user to calculate an attrition value by creating a pivot table in Excel comparing the difference in employee populations.

Staff Churn - Current Position Organization

The purpose of this report is to provide the count of Hires/Rehires and Position change staffing actions per employee within 1 year as of a selected date based on the Current Position Organization perspective. This allows the user to calculate the amount of churn within the organization for staff as of the selected date. The user can also identify the percentage of staff with churn for the period.

Empty Positions Count

The purpose of this report is to provide the user an ability to measure the extent of positions with no current incumbents relative to all active positions. The reports shows active positions as of selected date and whether there is a current incumbent. For those positions with no current incumbent, the report shows the years the position has been empty and identifies those positions that have been empty for more than 1 year. In addition, the report shows whether the position has a Base Incumbent.

Vaccination Status

The purpose of this report is to provide employee data in support of the Vaccination Status data collection process.

Succession Priority Positions

The purpose of this report is to provide a list of Succession Priority Positions and information on the status of position incumbents.

Probation Report

This report can be used to determine the status of an active employee's Probation Period. The report determines whether the employee is a new hire or in a new position due to a staffing action. Based on the employee's standard hours, the report determines whether the employee's probation is based on hours or days since hire/staffing. This report is run for a single employee and has links to an hours report and a Job Data report since start of probation. Also, please keep in mind that you can only generate the probation report for employees in your Organization and will show an error message if attempting to generate for outside of your Organization.

Voice of the Customer (BC PSA Only)

Quality of Hire Survey Cohort Selection

Voice of the Customer Survey Responses

Survey Questions Administration

The list values allow the user to present the questions in different ways in the Hiring Survey Report. Modifications can include:

1. The wording/spelling of the question.
2. The grouping of the questions into possible three level of tree hierarchy.
3. The order of the questions on the SSRS.

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