

ANALYZENY

REPORT LISTING

February 2024

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STARS - Report Definitions

Pay Period Calendar

Look-up report to help user identify the date range within a pay period. Report is filtered by state fiscal year. Report shows pay period date ranges for both Administration and Institution Pay periods.

Data Trend Reports

Use of Accrual Trends

Graphical representation of usage of accruals. With this report you can identify trends in time used. This report allows you to filter by date, number of days, day of week, agency, division, bureau, and section.

Charges by Project

Graphical representation of TDS charges to a project. This report is intended to be used by the agencies who use Subtask codes to define projects. A user can choose to run the report by pay period or date range. The report can further be filtered by agency, division, bureau, section and project code.

TDS Reports

Agency TDS Charged by Different Agency

This report will show agencies when their TDS codes get charged by another agency.

TDS Listing by Agency

Lists which TDS codes are assigned to your agency, current and past. You can choose to run the report by Category and Task or by Subtask. Report can be filtered by agency, category code and task code, or by agency and subtask.

TDS Charge Summary

Summary of TDS charges. Filter report by pay period or date range, agency, division, bureau, section, category code, task code and subtask code. The report also allows drill down to details behind the charges.

Charges by Project

TDS charge details by person. Filter report by pay period or date range, agency, division, bureau, section, NYS employee id, employee name, category code, task code and subtask code. Can drill down to Employee Profile report.

Employee Reports

Employee Profile

This report will show information on an employee level, that exists in LATS-NY. In this report you can see the latest record for an employee or their history. You can filter the report by date range, agency, division, bureau, section, NYS employee id, employee name, supervisor name and active status.

Employee Accrual Balance

This report allows you to view the latest record for an employee or their history related to their accruals. You can choose to filter by a date range or a specific balance amount. You can further filter the report by date range, agency, division, bureau, section, NYS employee id and employee name.

Timesheet by Status

This report shows the history of a timesheet. You can choose to view the latest version of the timesheet or see the whole history. The report can be run by pay period, date range, or by processed date. You can further filter the report by agency, division, bureau, section, NYS employee id, employee name, submitted status, timesheet status, pay cycle, pay basis, AWS, and frozen vacation earnings. ** This report does not include missing, never created timesheets.

Missing Timesheets

Report showing timecards that are completely missing from the system. Missing means a timecard record was never created, as opposed to a timecard being in a state of incomplete or unsubmitted.

Employee Use of Accrual Summary

Report showing a summary of charges to accruals for specific pay periods or a date range. You can further filter the report by agency, division, bureau, section, and charge type. This report drills down to Employee Use of Accrual Detail and the Miscellaneous Leave Detail Report.

Employee Use of Accrual Detail

Report showing detail charges to accruals for specific pay periods or a date range. You can further filter the report by agency, division, bureau, section, employee name, NYS employee id, and charge type. This report drills down to Employee Profile and the Miscellaneous Leave Detail Report.

Employee use of Misc. and EOL Leave

Report showing a summary of miscellaneous leave data for specific pay periods or a date range. Report drills down to the Employee Misc Leave Detail report. You can further filter the report by agency, division, bureau, section, EOL only, count as time worked, and misc leave charge category.

Employee use of Misc. and EOL Leave Detail

Report showing a details of miscellaneous leave data for specific pay periods or a date range. Report drills down to the Employee Misc Leave Detail report. You can further filter the report by agency, division, bureau, section, EOL only, count as time worked, and misc leave charge category.

Hours Worked

Report showing total hours worked for a date range. You can further filter the report by agency, division, bureau, section, employee name, and NYS employee id. This report is based on calculations done on in and out times received from the LATS-NY system.

Workforce Analytics – Report Definitions

Employee Movement

EM295- Turnover

This report shows the counts of movement types over selected time frame to get a net change in employee counts. Based on pay period and agency, this report can display the following fields:

Average Active Employee, Total Appointment, Hire, Rehire, Internal, External; Total Separation, Layoff, Resign, Deceased, Retire, Termination; Total Movement, Internal, External, and Net Change. Additionally, by clicking on the Movement Detail Link on the left of the report, one can access the report on an individual employee basis rather than cumulative.

Another functionality is the report can be generated based on Effective Date - Pay Period, Effective Date - Date Range, Process Date - Pay Period, and Process Date - Date Range.

EM121- Movement Summary

This report displays aggregate information on movement transactions and has the ability to group by position or employee information and selected time frame. The movement types are Appointment, Movement, and Separation. Another functionality is the report can be generated based on Effective Date - Pay Period, Effective Date - Date Range, Process Date - Pay Period, and Process Date - Date Range.

EM725- Movement Detail

Detail information on Movement transactions including the To or From position information for selected time frame. One can access the report on an individual employee basis with the fields relating the to the employee's name, title, movement type, Appointment Type Name, Pay Basis Type, Salary etc. The report can be generated based on Effective Date - Pay Period, Effective Date - Date Range, Process Date - Pay Period, and Process Date - Date Range.

EM357 - Movement Average Statistics

Average age, length of service, retirement service credits, and other length of time statistics based on effective date of transaction. The report can be generated based on Effective Date - Pay Period and Effective Date - Date Range.

EM425- Employee Movement History

Detail Listing of Movements based on an Employee ID

Employee Reports

WF146 - Workforce Profile

This report is a snapshot of the workforce for an agency or group of agencies for a selected pay period. This can be run for one or multiple agencies, including statewide. Users with detail data access can drill down their agency's employee listing.

WF167 - Workforce Demographics

This report is an aggregate FTE and employee counts for gender and ethnicity statistics for an agency, group of agencies or statewide, by pay period. Depending on user security, users may drill down to view their agency's employee listing. Users with detail data access can drill down their agency's employee listing.

WF326 - Employee History

This report is an employee's history displayed across multiple pay periods, which enables the user to see when employees had personnel movements. Users can add/remove/reorder columns.

[WF402 - Employee Listing](#)

This report is an agency listing based on multiple selections including a selected pay period. Users can add/remove/reorder columns.

[WF280 - FTE/Employee Count](#)

This report is an aggregate FTE and employee counts for user selected groupings by one or more agencies and by pay period(s). Users can change the display of the column groupings. Users with Detailed data access can drill down their agency's employee listing.

[WF302 – Workforce EE04 Demographics](#)

This report is a breakdown of demographics categorized by race and ethnicity using EE04 classification. In essence, it seeks a detailed analysis or representation of the employee's or population's composition based on these specific demographic factors.

[WF479 – Workforce Demographic Subgroups](#)

This report displays the count of employees categorized based on their racial and ethnicity groups. It aims to organize and present data that distinguishes individuals in the workforce according to their specific racial and ethnic identities for analysis and reporting purposes.

[WF818 – WF Demographics Missing Data](#)

This report provides a numerical representation of employees, considering the categories like agency name, pay period name, whether civil service status (yes or no) and whether race or ethnicity is unknown. It gives the results based on the input given by the user in includable columns.

[WF883 - Retirement Planning](#)

This report is a count of retirement eligible employees based on different time frames. Retirement eligibility is calculated based on an employee's years of service credit in the Employee Retirement Service and their age. Users can change the display of the column groupings. Users with Detailed data access can drill down their agency's employee listing.

[WF373 - Position History](#)

This report displays a positions detail across multiple pay periods; Includes information on Incumbents of the position and an indicator of when a position was vacant. Users can add/remove/reorder columns.

[WF765 - Employee Average Statistics](#)

Report on employee average age, length of service, retirement service credits; average and median base salary and totally salary.

[Payroll Reports](#)

[WF662 - Payments and Hours](#)

Displays aggregate payments and/or hours based on selections. Users can define the column groupings on the report. Users can change the display of the column groupings. Users with Detailed data access can drill down their agency's employee listing. Users can change the display of the column groupings.

[WF811 - Employee Payments/Hours Listing](#)

This report is an agency listing, including payment codes, amounts and hours, based on multiple selections by a selected pay period. Users can add/remove/reorder columns.

[WF313- Employee Salary Breakdown](#)

Employee Total Salary details. Includes each Additional Pay Code amount an employee receives. Annual Payment amount and actual pay period earnings.

Listing Reports

[WF113 - Agency Listing](#)

This report allows users to identify agency codes and names, NYSTEP agency code, and hosted agency code and names.

[WF891 - Location Listing](#)

This report allows users to identify New York State locations.

[WF481 - Title Listing](#)

This report allows users to identify title codes by pay period.

[WFA – Pay Period Calendar](#)

This report allows users to list pay periods by New York state fiscal year.