

Reports

Chapter Topics

| | |
|-----------------------------------------------------------------|--------------|
| NYSTEP Reports..... | 16-3 |
| Accessing Reports..... | 16-4 |
| Working with Reports..... | 16-5 |
| Report Output Window | 16-7 |
| Exporting a Report | 16-8 |
| Printing Reports | 16-9 |
| Report Descriptions..... | 16-10 |
| 211/212 Waivers Report..... | 16-10 |
| Agency Listing Report | 16-10 |
| Agency Roster | 16-10 |
| Agency Roster Pay Differential..... | 16-11 |
| Appointment End Date Report | 16-11 |
| Appointment Level Change Report..... | 16-11 |
| Appointment Summary Report..... | 16-12 |
| Batch Stacking Log | 16-12 |
| CCMP Composite/Total Report | 16-12 |
| CCMP Detail Report | 16-13 |
| Changed Transactions by Action Date OR Effective Date Report .. | 16-13 |
| Competitive Class Non-permanent Report..... | 16-13 |
| CSPS Agency Roster Report | 16-14 |
| CSPS Agency Roster - Grouped Report..... | 16-14 |
| CSPS Position Characteristics Report | 16-14 |
| CTTL Agency Title Listing Report..... | 16-14 |
| Earmark Status Report..... | 16-15 |
| Employee Address Report..... | 16-15 |

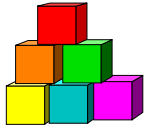
| | |
|------------------------------------------------------------------|-------|
| Employee Information Verification Form..... | 16-15 |
| Employee Listing..... | 16-16 |
| Employee Location Preference Sheet..... | 16-16 |
| End Date Report | 16-16 |
| Exempt Report..... | 16-16 |
| Exemption Report..... | 16-17 |
| Full time Equivalent Report | 16-17 |
| Leave End Date Report | 16-17 |
| Location Listing Report..... | 16-18 |
| Non-competitive Report | 16-18 |
| Pending Exempt Report..... | 16-18 |
| Pending Non-competitive Report | 16-19 |
| Position End Date Report | 16-19 |
| Probation End Date Report..... | 16-19 |
| Retirements, Separations & Terminations..... | 16-20 |
| Specialty Report | 16-20 |
| Temp Service Listing | 16-20 |
| Title and Salary Plan Report..... | 16-21 |
| TPM Tracking Report..... | 16-21 |
| Traineeship End Date Report | 16-21 |
| Transaction Status by Action Date OR Effective Date Report | 16-22 |
| Vacant Position Roster | 16-22 |
| Waiver End Date Report | 16-22 |
| Waiver Exemptions Batch Log Report..... | 16-22 |
| Waiver Exemptions Status Log Report | 16-23 |
| Special Reports by Direct Request Only | 16-23 |



NYSTEP Reports

NYSTEP Reports provide users with access to a variety of information. These reports help users when processing personnel transactions and/or classification actions, and provide information vital to managing an agency's workforce.

What reports an individual user will have access to will depend on their user permissions.



Accessing Reports

Reports are used by a broad range of agency personnel and DCS staff. These reports provide information on people and positions required to conduct day-to-day personnel business. Standard queries let users customize information searches and how the report is displayed.



NOTE: While the outline below demonstrates the CCMP Summary report, the steps are the same for almost all reports.



Access the Panel

1. Access the NYSTEP Home page.
2. Click  **Reports**
A Reports folder page will appear.
3. Click the folder desired, if more than one.
The available Reports for that folder will display.

| ▶ Reports | |
|-----------|--------------------------------------------------------------------------------------------------------------------------------|
| 1. | Agency Listing No description available. <i>Last updated on Wed Oct 08 13:43:14 EDT 2003</i> |
| 2. | Appointment Summary Report No description available. <i>Last updated on Wed Oct 15 17:08:52 EDT 2003</i> |
| 3. | CC Workload Report No description available. <i>Last updated on Wed Oct 15 16:59:20 EDT 2003</i> |
| 4. | CCMP Summary No description available. <i>Last updated on Tue Oct 07 16:09:04 EDT 2003</i> |
| 5. | Location Listing No description available. <i>Last updated on Wed Sep 24 16:04:47 EDT 2003</i> |
| 6. | Pos End Date No description available. <i>Last updated on Wed Oct 15 17:02:36 EDT 2003</i> |
| 7. | Title and Salary Plan No description available. <i>Last updated on Thu Sep 25 17:34:04 EDT 2003</i> |

4. Click the desired report.

The data entry panel for the selected report displays.

The screenshot shows a web interface for the Department of Civil Service. At the top, there is a header with the department name and the report title 'CCMP Detail Report'. To the right of the header are 'Reset' and 'Help' buttons. The main area contains several data entry fields:

- Title: 6812100
- Agency: 08000
- Location: 0110
- Title: (empty)
- Agency: (empty)
- Location: (empty)
- Title: (empty)
- Agency: (empty)
- Location: (empty)
- Status: *
- JC: *
- NU: *
- SG Between: 01 and 08
- Sort: Agency Code
- Hide SSN/Salary: Show Both
- Fill Status: All

 At the bottom left, there is a 'View Report' button.

- To enter the data necessary for the search, all or partial values can be entered into a data field. Users can also click on the magnifying glass to choose from a list of specific choices.

If the user simply clicks the magnifying glass, a list of all possible values will appear. If a partial value is entered prior to clicking the magnifying glass, only those values that start with the partial numbers will appear. Depending on the purpose of the report, each report can be sorted by pre-determined factors.



NOTE: When a user runs a report, the search parameters are saved for that report. The next time the report is accessed the data fields from the last search will be filled in. Clicking the Reset button will clear the old parameters.

Some data fields have an * (asterisk) in them. The * is a wildcard character used to return all rows of information. The user must type over the * in order to enter all the characters of a code. In the Agency field, for example, if the * is not overwritten, the user will only be able to enter 4 characters, not the 5 that make up a valid agency code. Entering "*0800" will not bring back any data as it is not a valid agency code. When the user tabs to the next data field, the * is automatically highlighted. Entering a new value will overwrite the *.

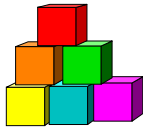
6. Press the **View Report**  button.

The report will now appear in another window ready for viewing or export.



NOTE: General Reporting Help can be found by clicking on the Help button. This will give the user generic help explaining how to enter data into the data fields.

Broadcast messages concerning reporting issues are now available. These messages will display on the top of the Reports menu page and on each report's parameters page.



Working with Reports

Report Output Window

When a report has completed processing it displays on the screen in a window similar to the one below.

The buttons on the toolbar are used to navigate through the report as well as to print, save, and zoom in and out. The scroll bars at the right and bottom of the screen are used to view other sections of the current panel.

10/7/03 3:28:08PM

1 of 1 100%

powered by crystal

Title and Salary Plan

| TITLE CODE | TITLE | JC | SG | NU | NO POS | AGENCY | LV | 1A | SPECS | FOC | SHORT TITLE |
|---------------------------|--------------------------------------|----------|----|----|--------|--------|----|----|-------|-----|-----------------------|
| 0230110 | Health Care Fiscal Analyst Trainee 1 | 0 | NS | 05 | 0 | X0000 | T | N | | 2 | Health Care FscI A.T1 |
| TOTAL TITLE COUNT: | | 1 | | | | | | | | | |

Report Toolbar Icons



Export to another format



Main/sub report view



Go to **first page** of report



Go to **previous page** of report

2 of 6

Current page of Total pages



Go to **next page** of report



Go to **last page** of report

 Go to **Page #**


 **Search** for Text

 Zoom in/Zoom out


Exporting a Report

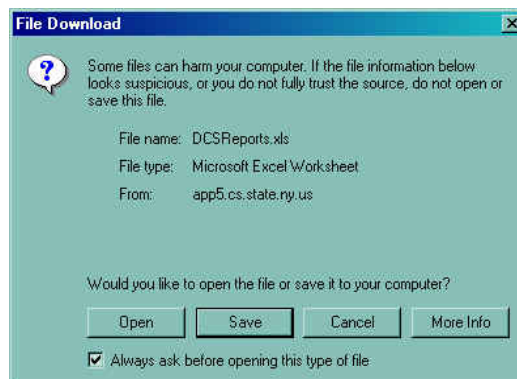
There may come a time when a paper copy of a report is needed for distribution or agency record keeping purposes. To accompany this, a process has been developed that will allow the user to convert, or “export,” a report file into another software program for printing, editing, or manipulating data.

For instance, a report may contain columns of data that are unnecessary for reporting, or that may have security and privacy concerns surrounding them. In this case, a report can be exported to a program such as Excel, and the necessary columns moved or removed to suit the needs of the user.

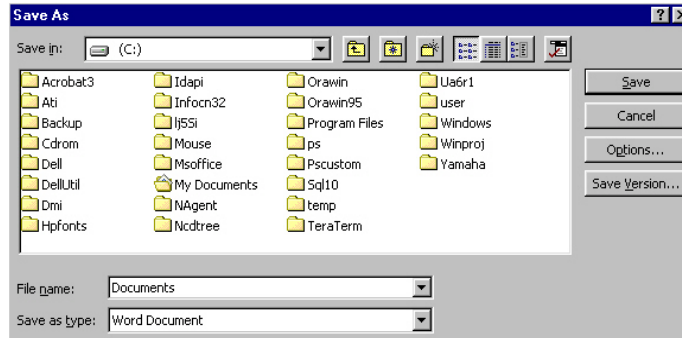
1. Press the **Export this report**  button.
An Export selection dialog box will appear




2. Select an export format.
3. Press the **Export**  button. This will open a File Download box.



4. Press the Save  button
A *Save As* dialog box will appear.



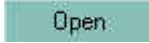
5. In the **Save in** dropdown box, select the drive and folder to which the file should be saved.
6. Double click on the folder to which the file should be saved.
7. In the **File name** dropdown box, enter the name of the document to be saved.
8. In the **Save as type** dropdown box, click the  and select one of the accepted types of software extensions.
9. Click **Save**.



NOTE: Depending on the configuration of the user’s PC, a “Download complete” box may appear. Simply press the **Close** button. To prevent this box from appearing again, check the “Close this dialog box...” box.

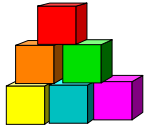
The report can now be opened in the software to which the report was exported. The report can then be sorted by different fields, rearranged, cut, pasted, and manipulated in any way useful to the user. It can also be printed.



NOTE: To print or manipulate data without saving the file, simply press the Open  button in the **File Download** box. This will bring the report up in the software chosen at Export. It can then be printed and edited as needed.

Printing Reports

As of the time of rollout, the capability to print reports directly from NYSTEP is not available. Should a report be needed in hardcopy format, the user will have to export the report into another format. Please see the section “Exporting a Report” above.



Report Descriptions

211/212 Waivers Report

This report captures information entered by Civil Service Commission staff regarding approved requests to reemploy retirees under Section 211. Additionally, this report displays information regarding employees who are reemployed under the provisions of Section 212. Note: Agencies may enter Section 212 information using the Personal Data 2 panel.

The data provided by this report is current as of close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Agency code, Agency name, Employee SSN, Name, Sec 211/212, Sec 211/212 Waiver expiration date.

Agency Listing Report

This report is a list of all State Agencies, Departments, Bureaus and Authorities. The list can be sorted alphabetically or by department ID.

Report Output

When this report is generated, it will list the following data elements: Agency name, Abbreviated agency name, Department ID.

Agency Roster

This summary report provides detailed information on an agency's positions including line number, earmarks, incumbent name and SSN, position type, appointment type, Title, TC, JC, SG, NU, salary, location, fund. Incumbent information is also included on this report.

The data provided by this report is current as of close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Line number, Earmarks, Incumbent name, SSN, Type of appointment, Title, Title Code, JC, SG, NU, Salary, Pay basis,

Location, Fund, Part time percentage, Encumbent Name, Encumbent SSN, Encumbent Agency, Encumbent Line.

Agency Roster Pay Differential

This is an employee roster that contains information reported to PaySERV such as Location Pay, Inconvenience Pay, and Pre-Shift Briefing Pay.

The data provided by this report is current as of close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Line number, Name, SSN, Title, Location, Type of appointment, SG, JC, NU, Salary, Location pay, Incentive pay, Pre-shift briefing, Encumbent SSN, Pay end date.

Appointment End Date Report

This report is designed to assist agencies in keeping track of end dates for appointments. This report uses the same data entry page as the Position, Traineeship, and Probation reports but is run separately.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Agency, Item number, SSN, Name, Title, Appoint Status, Position type, SG, JC, NU, Location code, Encumbent SSN, Appointment end date, Position numbers.

Appointment Level Change Report

This report helps agencies track those positions that have been filled at pay levels different than that generally assigned to them.

The data provided by this report is current as of the close of the previous pay period.

Report Output

When this report is generated, it will list the following data elements: Line number, NU, Location, Title Code, JC, SG, Fund, Title, Expiration date, Incumbent name, SSN.

Appointment Summary Report

This report gives an overview of appointment activity within defined time periods. This information is available in Detail or Summary form. Depending on security access, the report can be requested statewide, for a single agency, or for a particular title code. In addition, the report is designed to allow for the creation of a report grouped by any time period, either fiscal year or specific time periods.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Action reason, XAG, IAG, HIR, REH, RFL, Totals.

Batch Stacking Log

Used by agencies that utilize the NYSTEP Batch system, this report lists those transactions that cannot be processed because there is a prior unprocessed transaction pending. These secondary requests are placed into a "suspend" file and are held until the first transaction is processed and the suspend file transaction can be entered into NYSTEP as a requested transaction.

The data provided by this report is current as of close of the previous day's business.

Report Output

Employee ID, Record #, Line number, Position number, Effective date, Effective sequence, Action, Reason, Reg/temp, Jobcode, Incumbent/encumbent, File date.

CCMP Composite/Total Report

This report displays the number of filled, vacant and total positions assigned to a title. The report displays the number of incumbents in filled positions by appointment status (permanent, temporary, contingent, and provisional). Users can generate reports for up to three title codes, for an entire title series (using PS partial search feature), for an entire agency, location or for multiple titles according to a defined salary grade range. In addition, customization prompts are available that let users request totals only or totals by agency and location.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Agency Code, Agency Name, Location Code, Location, JC, SG, # Permanent, # Contingent, # Temporary, # Provisional, # Vacant, # Total.

CCMP Detail Report

This report displays position / person information on filled and vacant positions assigned to a title. For filled positions the report displays incumbent information, including name, SSN, appointment status, last permanent appointment date, and 55 b/c status. Position information is also displayed, including location, JC, SG, NU and an appoint level change flag. The report also displays encumbent information where applicable.

Users can generate reports for up to three title codes, for an entire title series (using PS partial search feature), for an entire agency, or location. In addition users can create reports for multiple titles according to salary grade.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Agency, Location Code, Location, Item, Name, SSN, Salary, Appt Status, Perm Date, 55b/c, JC, SG, NU, Encumbent SSN, Appt Level Change.

Changed Transactions by Action Date OR Effective Date Report

The Changed Transaction report lists those requests that have been approved by a control agency, but one or more request attributes have been changed. Within that list, the request can then be sorted by the effective date of a transaction, or by the date of the last action taken.

The data provided by this report is current as of close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Name, SSN, Submitted data – Submit date, Effective date, Status, FT/PT, Action reason, Item #, Job title. Approved, data changed – Process date, Effective date, Status, FT/PT, Action reason, Item #, Position #, Job title.

Competitive Class Non-permanent Report

This report identifies individuals serving non-permanently in competitive class positions. Detailed information includes item number, title, SG, incumbent name, appointment type, date non-perm appointment began, and incumbent information.

The data provided by this report is current as of close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Item, Title, Salary Grade, Incumbent name, Appointment type, Location, Nonperm begin date, Appointment end date, Position end date, Leave end date, Last action/reason, reason, Encumbered by, PR 50.

CSPS Agency Roster Report

This report provides the agency roster and can be sorted by item, title code, or salary grade.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Item No., SSN, Name, Title, Location Code, Location, Appt Status, 55b/c, SG, JC, NU, Salary, Encumbent SSN.

CSPS Agency Roster - Grouped Report

This report lets users request rosters that are grouped by Title Code, by SG, or by location. In addition, rosters can be created for particular Occupational Groups.

Report Output

When this report is generated, it will list the following data elements: Item No., SSN, Name, Title, Location Code, Status, 55b/c, SG, JC, NU, Salary, Location, Encumbent SSN, Encumbent name.

CSPS Position Characteristics Report

This report provides information by agency and can be sorted by title code and funding source, control agency earmark status and/or appointment level changes (i.e. changes from full-time to part-time status) for positions.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Item No., SSN, Employee Last Name, Current Title, Appoint Level Change, SG, JC, NU, Earmark Codes and Dates (C&C, DOB, CSC), Internal Agency Earmarks, Fund, Position Type, Phi Tag, Pool ID.

CTTL Agency Title Listing Report

This report provides an overview of an agency's title structure, as well as information on the number of positions assigned to each title, and the appointment status of employees within each title. This report shows the number of positions that have been budgeted at a particular title/level,

followed by any positions that have been appoint level changed from their budgeted level. In addition, this report shows the number of vacancies, and the appointment status of incumbents. The panel lets users create reports that display all titles in an agency, or within a SG range, or a particular JC or NU. Because this report carries non-secure information, Agency A can request a report covering Agency B.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Title code, Title, JC, SG, NU, Number of positions, Number of incumbents, Permanent, Contingent, Provisional, Temporary, Vacant.

Earmark Status Report

This report lists items within an agency that are earmarked, identifies who placed the earmark, when it was placed, and incumbents / encumbents of earmarked positions.

The data provided by this report is current as of close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Item, Position number, Title, Incumbent name, Encumbent name, Grade, Earmark dates.

Employee Address Report

This report lists the important position attributes of a position, the name of the employee and their address.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Item number, Position number, SSN, Name, Title code, NU, SG, Address.

Employee Information Verification Form

The form titled "**EMPLOYEE PERSONNEL INFORMATION VERIFICATION / LOCATION PREFERENCE SHEET**" can be sent to employees who have been specifically identified for layoff and whose names will be placed on reemployment lists. This form lets affected employees identify geographic locations where they will consider employment. After the employees return the form, agencies that choose to complete the S-295.5 Preferred

List/Reemployment Roster Eligible Card for their employees can keep the verification form for their records. In addition, agencies can use this form to allow employees to indicate locations in which they would accept horizontal reassignment or vertical displacement.

Employee Listing

The report panel is designed to let users generate rosters by a variety of parameters, including TC or Veterans status. It is an alphabetic listing of current employees, with name, SSN, line number, status, title, and other position attributes.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Position number, Name, SSN, Line number, Appointment status, Title, Probation and Appointment end dates, Appointment dates, Birth date, SG, JC, NU, Sex, Vet status.

Employee Location Preference Sheet

The "EMPLOYEE PERSONNEL INFORMATION VERIFICATION FORM" can be sent to employees in titles potentially identified for layoff. When employees return the printed forms, personnel office and NYSTEP records can be adjusted as required and new seniority rosters can be requested if necessary.

End Date Report

This report is designed to assist agencies in keeping track of end dates for appointments, positions, traineeships and probations. Each report is run separately but uses the same data entry page.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Agency, Item number, SSN, Name, Title, Appoint Status, Position type, SG, JC, NU, Location code, Encumbent SSN, Position end date, Traineeship end date, Probation end date, Appointment end date, Position number.

Exempt Report

This report is designed to assist agencies in keeping track of positions that are Exempt, Pending Exempt, Non-competitive or Pending non-competitive. Each report is run separately but uses the same data entry page.

The data provided by this report is current as of the close of the previous day’s business.

Report Output

When this report is generated, it will list the following data elements: Name, Line, Title, Grade, Salary, Pay basis, Location, Appointment type, Vet Status, Original appointment to State, Bargaining Unit, Position entry date.

Exemption Report

This report provides detail on the effective date of all hiring freeze exemptions within an agency. Note that the removal of the exemption (replacing the hiring freeze) will not show up on this report.

The data provided by this report is current as of the close of the previous day’s business.

Report Output

When this report is generated, it will list the following data elements: Item number, Position number, Title, Title code.

Full time Equivalent Report

In addition to NYSTEP data this report includes information reported to PaySERV such as Pool ID and Mail Drop ID. Users can search for information using many parameters, including Title Code, Location, Mail Drop ID, and Pool ID.

The data provided by this report is current as of close of the previous day’s business.

Report Output

When this report is generated, it will list the following data elements: Item number, Position number, Location, Pool, Budgeted %, SSN, Title, SG, JC, Pay basis, Rate, Full time equivalency, PL, Mail drop ID, Encumbent SSN, Pay end.

Leave End Date Report

This report gives a snapshot of employees who are on leave, and it provides key information on the positions that these employees are encumbering and incumbering. Users can request reports on all leaves, paid leaves, unpaid leave, mandatory leaves, discretionary leaves, or any combination of leave action reasons. For each employee on leave, there are two rows of data. The top row gives information on the position the employee is Encumbering (Item No., Position No., Location, Title, Title Code, and Status). The bottom row shows the corresponding incumbering information. The reason for the leave and the leave beginning and end dates are also included in this report.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Encumbent SSN, Encumbent Name, Leave Action Reason, Leave Begin, Leave End, Encumbent Item No., Encumbent Location, Encumbent Agency, Encumbent Title Code, Encumbent Title, Encumbent Position No., Encumbent Status, Incumbering Item No., Incumbering Location, Incumbering Agency, Incumbering Title Code, Incumbering Title, Incumbering Position No., Incumbering Status.

Location Listing Report

This report lists all of the geographic locations that have a state office or branch.

Report Output

When this report is generated, it will list the following data elements: Location code, Location name, County, Abbreviated location name.

Non-competitive Report

This report is designed to assist agencies in keeping track of positions that are Exempt, Pending Exempt, Non-competitive or Pending non-competitive. Each report is run separately but uses the same data entry page.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Name, Line, Title, Grade, Salary, Pay basis, Location, Appointment type, Vet Status, Original appointment to State, Bargaining Unit, Position entry date, Phi tag.

Pending Exempt Report

This report is designed to assist agencies in keeping track of positions that are Exempt, Pending Exempt, Non-competitive or Pending non-competitive. Each report is run separately but uses the same data entry page.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Name, Line, Title, Grade, Salary, Pay basis, Location, Appointment type, Vet Status, Original appointment to State, Bargaining Unit, Position entry date.

Pending Non-competitive Report

This report is designed to assist agencies in keeping track of positions that are Exempt, Pending Exempt, Non-competitive or Pending non-competitive. Each report is run separately but uses the same data entry page.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Name, Line, Title, Grade, Salary, Pay basis, Location, Appointment type, Vet Status, Original appointment to State, Bargaining Unit, Position entry date, Phi tag.

Position End Date Report

This report is designed to help agencies identify positions that need to be extended. This report uses the same data entry page as the Position, Traineeship, and Probation reports but is run separately.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Agency, Item number, SSN, Name, Title, Appoint Status, Position type, SG, JC, NU, Location code, Encumbent SSN, Position end date.

Probation End Date Report

This report is designed to help agencies identify positions that are approaching the end of their probationary period. This report uses the same data entry page as the Position, Traineeship, and Probation reports but is run separately.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Agency, Item number, SSN, Name, Title, Appoint Status, Position type, SG, JC, NU, Location code, Encumbent SSN, Probation end date.

Retirements, Separations & Terminations

This report gives an overview of attrition within defined time periods, broken out by Action/Reason code. This information is available in Detail or Summary form. Depending on security access, the report can be requested statewide, for a single agency, or for a particular title code. In addition, the panels are designed to let you create a report that is grouped by FY, or for any time period that you choose.

The data provided by this report is current as of close of the previous day's business.

Report Output

When the Summary report is generated, it will list the following data elements: Action/reason, Terminated, retired, Separated, Totals.

The Details report will list the following: SSN, Name, Title, Effective Date, Effective sequence, Action, Reason, Line #, Position #.

Specialty Report

This report identifies incumbents serving in positions that have technical specialties attached to a generic title (for example, Research Scientists or Medical Specialists). The panel lets users search by Title Code, or generate a report based on a particular Title/ Specialty.

The data provided by this report is current as of close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Item number, Location, Name, SSN, Incumbent title, Incumbent title code, Specialty, Spec code, Position title, Position title code, Encumbent name, Encumbent SSN.

Temp Service Listing

This report lists temporary service positions within an agency, provides information on the item (line number, title, SG, Fund, position begin and end dates) and incumbents (name, SSN, appointment end date, items they encumber).

The data provided by this report is current as of close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Line number, Title name, SG, Fund, Seasonal tag, Incumbent name, Appointment status, Incumbent SSN, Date position created, Appointment/Position End dates, Encumbering agency.

Title and Salary Plan Report

This report provides specific information on distribution of titles and associated grades by agency, or statewide.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Title code, Title, JC, SG, NU, Number of positions, Agency, Job level, CC1A, Specs, Federal Occupational Code, Short title.

TPM Tracking Report

Gathers information on transactions that have had some action taken on them during a given time frame. Based on Agency Code, Form Code, Action Code, Request Status and Date Range, the desired variables are entered, either individually or in combination. The system will then display the results by Agency code and Transaction Status.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Status date, Job control number, Sequence, Request date, ST, Item Number, Title, JC, SG, NU, Location, Effective date..

Traineeship End Date Report

This report is designed to help agencies identify employees who are approaching the end of their traineeship period. This report uses the same data entry page as the Position, Traineeship, and Probation reports but is run separately.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Agency, Item number, SSN, Name, Title, Appoint Status, Position type, SG, JC, NU, Location code, Encumbent SSN, Traineeship end date.

Transaction Status by Action Date OR Effective Date Report

The Transaction Status report lists the status of a request alphabetically by employee name. Within that list, the request can then be sorted by the effective date of a transaction, or by the date of the last action taken.

The data provided by this report is current as of close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Agency, Request status, Name, SSN, Sequence, Record #, Action date, Effective date, Action, Group, Reason, Position #, Incumbent/Encumbent, Item #, Jobtitle.

Vacant Position Roster

This report can be requested for an entire agency, a title code, Pool ID, or grade range within an agency. In addition to identifying unfilled positions, this report calculates the number of pay periods that the position has been vacant.

The data provided by this report is current as of close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Agency, Line number, Position #, Title code, Title Alpha, SG, JC, NU, Location code, Location, Pool ID, Encumbent SSN, Number pay periods vacant.

Waiver End Date Report

The Waiver End Date Report provides a listing, by agency, of all Approved hiring freeze waivers by ascending expiration date - the first waiver on the list will have the longest remaining life; the last waiver on the list will have the shortest remaining life.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Agency, Agency Code, Position Number, Item Number, Title, Waiver Type, End Date, Earmarked.

Waiver Exemptions Batch Log Report

The Waiver/Exemption Batch Log Report provides information on waivers and exemptions processed by overnight batch. This would include transactions affecting more than one item, i.e.

a range of items, a title code, a fund or program code as the criteria for the action. The report details each of the items on the transaction by job control number, and the status of the action for each item.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Agency code, Agency name, Control Number, Line Item No, Position Number, Effective date.

Waiver Exemptions Status Log Report

This report is designed to provide status information for waivers or exemption transactions.

The data provided by this report is current as of the close of the previous day's business.

Report Output

When this report is generated, it will list the following data elements: Job Control #, Agency, Line number, Title Code, Title, Freeze/Waiver code, Effective date, End Date, Status Date, Request Status

Special Reports by Direct Request Only

There are several reports within the NYSTEP system that, because of concerns for privacy, security and timeliness, are available only by direct request to Civil Service.

These reports are as follows: Age/Length of Service Reports (Agency Profiles); Retirement Planning Detail Report; Seniority Report; Turnover Report.

To receive any of the above-mentioned reports, please contact your Staffing Representative.