

Running the Workforce Composition (OHPER031) Report

1. Navigate to the **Workforce Composition Report** screen: **Workforce Monitoring > Meet Regulatory Rqmts > EEO Reports > Workforce Composition Report**.
2. Click the **Search** button to select a previously created Run Control ID.

If you do not have a Run Control ID, click the **Add a New Value** tab and create an ID. You can create a simple ID using something such as your initials or employee ID.

The screenshot shows a web browser window with the following breadcrumb navigation: Favorites > Main Menu > Workforce Monitoring > Meet Regulatory Rqmts > EEO Reports > Workforce Composition Report. The page title is "EEO Workforce Comp. Report". Below the title, there is a text prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs, there is a text input field for "Limit the number of results to (up to 300):" with the value "300" entered. The "Search by:" dropdown is set to "Run Control ID begins with" and has an empty text input field next to it. There is a checkbox for "Case Sensitive" which is unchecked. A "Search" button is highlighted with a red box, and there is a link for "Advanced Search". At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

3. Select parameters for running the report.

Use the following guidelines to run a current report for your agency:

- **Set ID:** OHALL
- **Department:** Agency 3 character abbreviation
- **From Date:** Current Date
- **End Date:** Current Date
- **Include Child Department:** Selecting this is recommended and will include data from departments that are children of the department entered. If you have entered your agency's 3 character department abbreviation, you will need to select this option to see results for all agency employees.
- **Sub-Department Detail:** Select to include all chosen reports broken down by department ID. If this is not chosen, you will still receive the report that summarizes data for your whole agency. Only the breakdowns by job code and/or salary by department will be excluded.
- **WFC Report by Class Section:** Displays gender and ethnicity data by job code.
- **WFC Report by Salary:** Displays gender and ethnicity data by salary ranges.

4. Click the **Save** button if you would like to save these parameters.

5. Click the **Run** button.

Workforce Comp Report

Run Control ID: SAW [Report Manager](#) [Process Monitor](#) [Run](#)

Set ID

Department

From Date

End Date

Include Child Department

Sub-Department Detail

PLEASE SELECT A REPORT TO RUN

WFC Report by Class Section

WFC Report by Salary

WFC Report by Action Category

[Save](#) [Return to Search](#) [Notify](#)

[Add](#) [Update/Display](#)

6. Select **PSNT** from the Server Name drop-down.
7. Click the **EEO Workforce Comp Report** checkbox.
8. Select **PDF** from the Format drop-down.
9. Click the **OK** button to run the report.

Process Scheduler Request

User ID: 10091301 Run Control ID: SAW

Server Name: PSNT Run Date: 10/17/2014 

Recurrence: ▼ Run Time: 7:46:11AM Reset to Current Date/Time

Time Zone: 

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" style="border: 1px solid red;" type="checkbox"/>	EEO Workforce Comp. Report	OHPER031	SQR Report	Web	PDF ▼	Distribution

OK Cancel

10. Once returned to the Workforce Comp Report page, click the [Process Monitor](#) link.

Workforce Comp Report

Run Control ID: SAW Report Manager: Process Monitor Run

Process Instance: 2081325

Set ID:

Department:

From Date:

End Date:

Include Child Department

Sub-Department Detail

PLEASE SELECT A REPORT TO RUN

WFC Report by Class Section

WFC Report by Salary

WFC Report by Action Category

11. Your User ID should appear toward the upper left and you should see the process OHPER031 in “Queued” or “Processing” status.

Click the [Refresh](#) button every few minutes until the Run Status says “Success” and the Distribution Status says “Posted.”

Process List

View Process Request For

User ID: Type: Last 5 Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2081325		SQR Report	OHPER031	10091301	10/17/2014 7:46:11AM EDT	Queued	N/A	Details

12. Once the statuses have updated to Success/Posted, click the [Details](#) link.

Process List

View Process Request For

User ID: 10091301 Type: Last 5 Days Refresh

Server: Name: Instance: to Save On Refresh

Run Status: Distribution Status:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2081325		SQR Report	OHPER031	10091301	10/17/2014 7:46:11AM EDT	Success	Posted	Details

13. Click the [View Log/Trace](#) link.

Process Detail

Process

Instance: 2081325 Type: SQR Report

Name: OHPER031 Description: EEO Workforce Comp. Report

Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: SAW

Location: Server

Server: PSNT

Recurrence:

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time Actions

Request Created On: 10/17/2014 7:46:32AM EDT Parameters Transfer

Run Anytime After: 10/17/2014 7:46:11AM EDT Message Log

Began Process At: 10/17/2014 7:46:57AM EDT Batch Timings

Ended Process At: 10/17/2014 7:48:55AM EDT [View Log/Trace](#)

14. To view the report, click the link ending in **.PDF**.

View Log/Trace

Report

Report ID: 1273305 Process Instance: 2081325 [Message Log](#)
 Name: OHPER031 Process Type: SQR Report
 Run Status: Success

EEO Workforce Comp. Report

Distribution Details

Distribution Node: HCPRD Expiration Date: 03/03/2042

File List

Name	File Size (bytes)	Datetime Created
OHPER031_2081325.PDF	218,596	10/17/2014 7:48:55.972440AM EDT
OHPER031_2081325.out	90,647	10/17/2014 7:48:55.972440AM EDT
SQR_OHPER031_2081325.log	2,053	10/17/2014 7:48:55.972440AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	10091301

15. The first page will reflect current gender and ethnicity information for your entire agency, if following the recommended report parameters.

If you have any employee counts showing in the “Unk” (unknown) columns, it is recommended that you update those employees.

Report ID: OHPER031
 From Date: 17-OCT-2014
 Thru Date: 17-OCT-2014

Workforce Composition Report

Page: 1 of 36
 Run Date: 10/17/14
 Run Time: 07:46:56

	Total by Sex				Total by Race								Total Males by Race								Total Females by Race							
	Total	Male	Female	Unk	White	Black	Hispa	AmInd	Asian	Unk	White	Black	Hispa	AmInd	Asian	Unk	White	Black	Hispa	AmInd	Asian	Unk						
All of AGE	21	7	14	0	0	19	2	0	0	0	7	0	0	0	0	0	12	7	0	0	0	0						
Off and Admin	21	7	14	0	0	19	2	0	0	0	7	0	0	0	0	0	12	7	0	0	0	0						
Percentage	100.0%	33.3%	66.7%	0.0%	90.5%	9.5%	0.0%	0.0%	0.0%	0.0%	33.3%	0.0%	0.0%	0.0%	0.0%	0.0%	57.1%	33.3%	0.0%	0.0%	0.0%	0.0%						
Average Salary	32.38	35.48	30.80	0.00	32.27	33.25	0.00	0.00	0.00	0.00	35.48	0.00	0.00	0.00	0.00	0.00	30.39	33.25	0.00	0.00	0.00	0.00						
Professionals	05	21	44	0	0	49	13	0	0	3	0	17	1	0	0	3	32	12	0	0	0	0						
Percentage	100.0%	32.3%	67.7%	0.0%	75.4%	20.6%	0.0%	0.0%	4.8%	0.0%	20.2%	1.5%	0.0%	0.0%	4.6%	0.0%	49.2%	18.5%	0.0%	0.0%	0.0%	0.0%						
Average Salary	39.48	39.88	34.23	0.00	36.84	33.39	0.00	0.00	39.35	0.00	38.97	31.85	0.00	0.00	39.26	0.00	34.49	33.44	0.00	0.00	0.00	0.00						
Technicians	3	2	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0						
Percentage	100.0%	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%						
Average Salary	44.49	44.49	0.00	0.00	44.49	0.00	0.00	0.00	0.00	0.00	44.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Managers	1	1	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0						
Percentage	100.0%	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%						
Average Salary	17.22	17.22	0.00	0.00	17.22	0.00	0.00	0.00	0.00	0.00	17.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Off/Clerical	8	0	0	0	0	3	5	0	0	0	0	0	0	0	0	0	3	5	0	0	0	0						
Percentage	100.0%	0.0%	100.0%	0.0%	37.5%	62.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	37.5%	62.5%	0.0%	0.0%	0.0%	0.0%						
Average Salary	19.87	0.00	19.87	0.00	21.80	16.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.80	16.87	0.00	0.00	0.00	0.00						
All Job Categories	87	31	56	0	74	30	0	0	3	0	27	1	0	0	3	0	47	19	0	0	0	0						
Percentage	100.0%	32.0%	68.0%	0.0%	76.3%	30.6%	0.0%	0.0%	3.1%	0.0%	27.9%	1.0%	0.0%	0.0%	3.1%	0.0%	48.3%	19.6%	0.0%	0.0%	0.0%	0.0%						
Average Salary	29.92	33.88	28.30	0.00	30.37	28.44	0.00	0.00	39.26	0.00	34.04	31.00	0.00	0.00	39.26	0.00	28.31	28.49	0.00	0.00	0.00	0.00						
Disability Summary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%						
Average Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						

16. To find a list of Unknown employees, go back to the [View Log/Trace](#) page and select the link ending in *.out*.

View Log/Trace

Report

Report ID: 1273305 Process Instance: 2081325 [Message Log](#)
 Name: OHPER031 Process Type: SQR Report
 Run Status: Success

EEO Workforce Comp. Report

Distribution Details

Distribution Node: HCPRD Expiration Date: 03/03/2042

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Distribute To

Distribution ID Type	*Distribution ID
User	10091301

17. One of the first sections on the report output is *Employees with unknown Gender or Ethnic Group*. Those with Unknown Gender or Ethnic Group will be listed here. There may be duplicate IDs listed.

Keep in mind that an employee's Ethnic Group **must be marked primary** for them to be counted in the Ethnic Group chosen.

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Ohio Workforce Composition Report

Verson amar
Report began at: 07:46:57.000000_AM

Employees with unknown Gender or Ethnic Group:
(SETID_DEPT, DEPTID, EMPLID, SEX, ETHNIC_GROUP)
No employees with unknown values found

Report ended at: 07:48:49.000000_AM
    
```

18. To update an employee's information, go to: **Main Menu > Workforce Administration > Personal Information > Biographical > Modify a Person.**

19. Use the *Biographical Details* tab to update Gender and/or the *Regional* tab to update Ethnic Group.

IMPORTANT: Again, please keep in mind that even if an employee only has one Ethnic Group listed, that Ethnic Group row must have the *Primary* checkbox selected to be picked up in the Workforce Composition Report.

20. Click the *Save* button once changes are complete.

21. You may re-run the report for your agency at any time to make sure all Unknowns have been corrected.