This document will allow an end user to enhance the data contained in the standard All Employees Report. This script will add the following fields to the report:

|  |  |
| --- | --- |
| **Field Name** | **Field Description** |
| Date | Date on which the report was run. Derived from the filename. |
| Name\_Full | The First and Last name in a single field separated by a comma. Derived from the Name\_First and Name\_Last fields. |
| Key\_Job | A Job’s unique key defined by the concatenation of the GID, Position Number, and Suffix fields. |
| Fund\_State | A Boolean value indicating if the row is a state fund. Derived from the Fund field. True if the fund begins with ‘41’, ’01’, or ‘91’. Includes General, Extension, and AES Funds. |
| Key\_Date | A Job’s unique key for a given input date defined by the concatenation of the GID, Position Number, Suffix, and Date fields. |
| FY | The fiscal year of the date field. |
| Ecls\_NBAJOBS | The Ecls tied to the Job rather than person. Derived from the external Employees by Timesheet Org. |
| Ecls\_Final | The definitive eclass tied to the job. Equals the Ecls\_NBAJOBS field when that exists, otherwise equal to the Ecls\_PEAEMPL field. |
| Job\_Type\_EMR | Job Type rollup (Classified, Temporary, Student, Professional, Tenure Track Faculty, etc) derived from position number logic. |
| Org\_EMR | An additional organization structure tier that bridges the VP and College level of the organization. Derived from labor distribution Budget\_Org field. |
| FLSA\_Applicable | A Boolean value indicating if the row is applicable to FLSA analysis. Non-job payments such as Ad-Comp and Stipends are examples of for those types of rows not analyzed. |
| FLSA\_Exempt\_  Ecls | A Boolean indicating whether the job is currently treated as exempt or non-exempt from FLSA overtime (hereafter OT) regulations. Derived from the Ecls\_NBAJOBS field which governs web time-entry sheet allowance of OT hours. |
| FLSA\_Teach\_  Exempt[[1]](#footnote-1) | A Boolean indicating if the job is exempt from OT regulation under the Teacher exemption. True for jobs with position numbers starting with ‘4X’, ‘4F’, or ‘4A’. |
| FLSA\_Seasonal\_  Exempt | A Boolean indicating if the job is exempt from OT regulation under the Seasonal worker exemption. True for jobs with Ecls\_NBAJOBS equal to ‘TS’. |
| FLSA\_Student\_  Exempt | A Boolean indicating if the job is exempt from OT regulation under the Student exemption. True for jobs with position numbers starting with ‘4D’, ‘4S’. |
| FLSA\_Fails\_  Wage\_Test | A Boolean indicating if the job does not meet the minimum salary threshold for OT exemption nor qualifies for one of the previously listed salary exemptions. |
| Longevity\_  Years | The integer number of years worked contributing to the Longevity Bonus. All Longevity ineligible positions (non-classified) have a value of 0. The value is computed from the time difference between the first day of the month of the Longevity\_Date field and the Date that the report was run. |
| Longevity\_  Percent | The percent bonus earned derived from the Longevity\_Years field and the Longevity Bonus rates defined by OCHE and the BOR. |
| Annual\_Salary\_  with\_Longevity | The total annual salary after summing the Annual\_Salary and Annual\_Salary\_Longevity\_Bonus. |
| Annual\_Salary\_  Longevity\_Bonus | The Longevity Bonus awarded derived by multiplying Annual\_Salary with Longevity\_Percent |
| Hourly\_Rate\_  with\_Longevity | The total Hourly rate after summing the Hourly\_Rate and Hourly\_Rate\_Longevity\_Bonus fields. |
| Hourly\_Rate\_  Longevity\_Bonus | The Longevity Bonus awarded derived by multiplying Hourly\_Salary with Longevity\_Percent |
| Assgn\_Salary\_  with\_Longevity | The total Assgn (pay-period) salary after summing the Assgn\_Salary and Assgn\_Salary\_Longevity\_Bonus fields. |
| Assgn\_Salary\_  Longevity\_Bonus | The Pay-Period Assgn Longevity Bonus awarded derived by multiplying Assgn \_Salary with Longevity\_Percent |

# How To Run Report:

## Download and Install R and RStudio

* Install base *R* from <https://cran.r-project.org/>
* Install RStudio from <https://www.rstudio.com/products/rstudio/#Desktop>
* Open RStudio
* Run the command *install.packages(“pacman”)* in the console window. This will allow the script to install the packages on demand.

## Download the R Scripts and Project

* Download the zip file from <https://github.com/iancj88/emr_v2> (Green *Clone or Download* button, Download Zip)
* Extract the contents to a folder of your choosing.

## Run Reportweb SAIS Reports

### Run and Format the *All Employees* Report

* Run and download the *All Employees* SAIS Reportweb (hereafter RW) file with the default input parameters.
* Open the file with excel and save as an .xlsx file with the name “All EE YYYY-MM-DD” with date that the report was run from RW.
* Convert the text to columns. Ensure that the GID, Suffix, and SOC code columns are imported as ‘Text’ fields. Format date columns appropriately during the text-to-columns step.
* Delete all rows above header row. The header row with column names should be in the first row of the sheet.
* Save the file to the *“.\SrcData\”* folder that was downloaded in the zip file.

### Run the *Employees by Timesheet Org* Report

* Run and download the *Employees by Timesheet Org* RW file using “%” as the Timesheet Org. input parameter.
* Save the file as a csv or text file into the *“.\EmployeeByTimesheetOrg\”* folder with the name “EmployeeByTimesheetOrgYYYYMMDD.txt” where YYYYMMDD is the date that the file was run from SAIS.
* Note that this will likely be derived from the Datamart Jobs\_Table in the future.

## Run the Main R Script file

* Double click the *“emr\_v2\_git.Rproj”* file to open in RStudio
* Open the *“.\R\_script\0main.R”* file with RStudio.
* Click in the code that is now displayed in the window. Press Ctrl-Alt-R to run the code. It may take several minutes depending on the number of all employees report files to load.
* There should now be an output folder in the folder. The updated all ee report file can be found here.

1. This is field is not definitive. Teaching exemption relies upon determination of the *Primary* job worked. At this time, Banner does not include the necessary information to make this decision. [↑](#footnote-ref-1)