

Staff-Promotion and Demotion and Reclassification-Monthly **Restricted**

Description:

This report contains campus-wide counts of staff employees who have been promoted, demoted or reclassified over a period of time you select. A promotion is defined as: the change of an employee from one position to another position that has a higher salary range maximum. A demotion is defined as: the change of an employee from one position to another position that has a lower salary range maximum. A reclassification is defined as: a change in an employee's job title resulting from a change in duties and revised job description. This report contains **sensitive** information – please follow appropriate distribution methods.

Report Tabs/Views:

- Campus Count by CTO (Class Title Outline)
- Campus Count by Division (derived from FAU)
- Campus Count by Department (derived from FAU)
- Campus List by Title Unit Code

InfoView users need PPS Central Office access in order to run this report as it contains sensitive Action information.

Data Prompts:

- The beginning and ending effective dates for the time period you are interested in

Report Limitations:

- Includes
 - Employees with contract, career, limited, and partial-year career appointment types
 - Employees where Action Codes for promotion (10) and demotions (11) and reclassifications (37, 38, 39) have been entered into PPS.
- Excludes
 - Promotions, demotions, and reclassification not entered in PPS

Interpreting the Data:

- The counts in the report are not simply the number of employees, instead they are counts of each promotion, demotion and reclassification action. The calculation is one per person per action effective date. An employee can be counted more than once if they have and multiple actions during the time period selected. On tabs that include department and/or division, an employee can also be counted more than once if they have a distribution that is split across different departments or divisions (as appropriate).
- An action must be entered in PPS prior to the month-end before this report is run in order for it to appear on this report. Since entering action information is optional in PPS, it is likely that some records are missing.

Customizations:

- Custom variables exist to separate Promotion counts, Demotion counts and Reclassification counts.

Cautions:

- This report is based on the "monthly" extract from PPS. The data in this report reflects the state of PPS at the end of each respective month. Because this report is run based on the Action Effective Date, report results may vary if the report is run for the same time period at a later date and there were retroactive actions in the meantime.
- Action Code and Description are considered **sensitive data**. If you have a need to download or print this information for distribution to others, please consider your audience and whether these data elements are truly needed by them. If not, only distribute non-sensitive data.



This report has passed the UCSC Data Warehouse's Report Certification Process (see http://planning.ucsc.edu/DataMgmt/dwh/bob/corp_docs.htm). Any user customizations that change the dynamics, functionality or purpose of the report negate the certification status. In such event, please remove all marks of certification from each report tab.

Fictitious Data - Sample Only

Staff Promotions & Demotions: Campus-wide Counts by Action & Class Title Outline Code

Effective dates between 1/31/2010 12:00:00 AM and 2/28/2010 12:00:00 AM

Run Date: 7/12/10

Action	
Promotions	3
Demotions	
Reclass	5
Total	8

CTO Code	Class Title Outline Description	Promotions	Demotions	Reclass	Total
A##	CLASS TITLE OUTLINE CODE DESCRIPTION			1	1
A##	CLASS TITLE OUTLINE CODE DESCRIPTION	1			1
A##	CLASS TITLE OUTLINE CODE DESCRIPTION			1	1
A##	CLASS TITLE OUTLINE CODE DESCRIPTION	1			1
A##	CLASS TITLE OUTLINE CODE DESCRIPTION			1	1
A##	CLASS TITLE OUTLINE CODE DESCRIPTION	1			1
A##	CLASS TITLE OUTLINE CODE DESCRIPTION			2	2
Total		3		5	8



Fictitious Data - Sample Only

Staff Promotions & Demotions: Campus-wide Counts by Action & Class Title Outline Code

Effective dates between 1/31/2010 12:00:00 AM and 2/28/2010 12:00:00 AM

Run Date: 7/12/10

Action	
Promotions	3
Demotions	
Reclass	5
Total	8

Division*	Promotions	Demotions	Reclass	Total
Div. Derived From Employee Distribution	1			1
Div. Derived From Employee Distribution			2	2
Div. Derived From Employee Distribution	1			1
Div. Derived From Employee Distribution	1			1
Div. Derived From Employee Distribution			1	1
Div. Derived From Employee Distribution			1	1
Div. Derived From Employee Distribution			1	1
Total	3		5	8*



Fictitious Data - Sample Only

Staff Promotions & Demotions: Campus-wide Counts by Action & Class Title Outline Code

Effective dates between 1/31/2010 12:00:00 AM and 2/28/2010 12:00:00 AM

Run Date: 7/12/10

Action	
Promotions	3
Demotions	
Reclass	5
Total	8

Division	Department*	Promotions	Demotions	Reclass	Total
Div. Derived From Employee Distrib	Dept. Derived From Employee Distrib	1			1
Div. Derived From Employee Distrib	Dept. Derived From Employee Distrib			2	2
Div. Derived From Employee Distrib	Dept. Derived From Employee Distrib	1			1
Div. Derived From Employee Distrib	Dept. Derived From Employee Distrib	1			1
Div. Derived From Employee Distrib	Dept. Derived From Employee Distrib			1	1
Div. Derived From Employee Distrib	Dept. Derived From Employee Distrib			1	1
Div. Derived From Employee Distrib	Dept. Derived From Employee Distrib			1	1
Total		3		5	8*



Fictitious Data - Sample Only

Staff Promotions & Demotions: Campus List by Title Unit Code

Effective dates between 1/31/2010 12:00:00 AM and 2/28/2010 12:00:00 AM

Run Date: 7/12/10

TUC: 99

Promotion	Empl ID	Status	Effective Date	Appt #	TC	Title	Department
EMPLOYEE NAME	7XXXXXXXXX	A	2/10/2010	10	7278	Title Code Name Abbrev.	Dept. Derived From Employee Distribution

Reclassification Upward	Empl ID	Status	Effective Date	Appt #	TC	Title	Department
EMPLOYEE NAME	7XXXXXXXXX	A	2/15/2010	10	0259	Title Code Name Abbrev.	Dept. Derived From Employee Distribution
EMPLOYEE NAME	7XXXXXXXXX	A	2/1/2010	20	7243	Title Code Name Abbrev.	Dept. Derived From Employee Distribution
EMPLOYEE NAME	7XXXXXXXXX	A	2/15/2010	10	0259	Title Code Name Abbrev.	Dept. Derived From Employee Distribution
EMPLOYEE NAME	7XXXXXXXXX	A	2/2/2010	20	0689	Title Code Name Abbrev.	Dept. Derived From Employee Distribution

