

Department Action Notice - KPER001

DESCRIPTION:

This report will list the action notices recorded on appropriate panels that are tied to a time period or expiration date.

Included are:

1. Employee Birthdays in Next 30 Days (may not contain dates past the current calendar year);
2. Employee Reviews In Next 60 Days;
3. On Leaves of Absence or Returning From;
4. New Hires in Last 30 Days;
5. Completion of First 91 to 180 Days for New Hires;
6. No Increases for 11 Months or More;
7. Employees with Past-Due Reviews;
8. Classified Temps hired prior to 10/1/1999 (Over 800 to 900 Hours worked W/I same Agency);
9. Classified Temps hired prior to 10/1/1999 (Over 900 Hours worked W/I same Agency);
10. Classified Temps hired beginning 10/1/1999 (Over 800 to 900 Hours worked statewide W/I 12 months);
11. Classified Temps hired beginning 10/1/1999 (Over 900 Hours worked statewide W/I 12 months);
12. Promotions in Last 60-90 Days;
13. Promotions in Last 91-180 Days;
14. Probations Over Probation Date.

NOTE: If there are no employees found for a section, the section will not be displayed.

PARAMETERS TO SET:

Department Group ID
Department ID
Page Break Level

SORT SEQUENCE:

Department ID
Employee ID within each section

WHERE FOUND:

Workforce Administration > Workforce Reports > Department Action Notices