

Employee Turnover Analysis - KPER254

DESCRIPTION:

This report provides turnover information for Classified, Regulars based upon the department, time period and other criteria entered on the parameters panel.

PARAMETERS TO SET:

Parameters - First Page:

- Begin Date
- End Date
- Department ID or Department Group
 - SRS, JJA, and DOC have facilities that can be included in the turnover report by using the Department Group field)
- Page Break Level
 - The number of digits in the Department ID that you want to break the turnover out by.
 - 10 digits=department, 5 digits = division, 3 digits = agency.
- Termination Type
 - Choose between: blank for all, voluntary, involuntary, or neutral.
- **NOTE:** Begin Date, End Date, Dept ID/Dept Group, and Page Break Level must contain a value in order for the report to run successfully.

Parameters - Second Page:

- 10 Job Code fields
 - Enter a list of up to 10 job codes at 1 time.
- Job Category field
 - Type in 2 digit category code.
- EEO Code field
 - Choose from the available values.
- 10 County fields
 - Enter a list of up to 10 counties at a 1 time.
- Geographic Region field
 - Choose from the available values.
- Flat File Option
 - File can be ran to a *.dat file. You can right click on the *.dat file link and Save Target As, type in a name and type in .txt at the end, press Save. You can import this into a spreadsheet.
- **NOTE:** Nothing on the second page is required in order to run the report.
- **NOTE:** If you enter a Job Code, Category, EEO Code, County, or Geographic Region, the report will only pull information for what you entered. Flat file option does not change the report data.

FIELDS:

- Begin Count
- Department ID/Department Name
- End Count

- From Date/Thru Date
- Hires/Rehires (not included in the turnover rate calculation)
- Retirements
- Selected Transfers In (not included in the turnover rate calculation)
- Selected Transfers Out
- Terminations
- Turnover Rate

Turnover Rate Calculation

NOTE: This calculation includes employee movement within the State of Kansas. Standardized calculations do not include transfers out.

$(\text{Retirements} + \text{Terminations} + \text{Transfers Out}) / ((\text{Begin Count} + \text{End Count}) / 2) = \text{Turnover Rate}$

SORT SEQUENCE:

- Department ID

WHERE FOUND:

Workforce Administration > Workforce Reports > Employee Turnover