Insight Quick Reference | Subject Area Reporting Requirements

Which elements are critical to include when I design a report of my own?

- This Quick Reference Guide outlines the elements and filters which users should utilize when creating a report in each Subject Area.
- As a general rule, though there may be specific instances when these factors are not required, users should include these four categories of recommended filters in each of their reports.

Summary of Recommended Elements and Filters by Subject Area

Criteria	PACS	PERHIS	PMSO	WFP	webTA 3.8
Time Frame	*Processed Pay Period* • **PP_YEAR_ AND_NUMBER** *Covered Pay Period* • **PP_YEAR_ AND_NUMBER_ COVERED**	*Personnel Action* • **DATE_PERS_ ACTN_ EFFECTIVE** *Calendar Time* • **PP_YEAR_AND_ NUMBER**	*Snapshot Time* • **DAY_START_DATE** • **PP_YEAR_AND_NUMBER**	*Calendar Time* • **PP_YEAR_AND_ NUMBER** • Or **YEAR_ID** and **PAY_PERIOD_ NUMBER**	*Calendar Time* • **PP_YEAR_AND_NUMBER** • Or **YEAR_ID** and **PAY_ PERIOD_NUMBER**
Organization	*Organization* • **DEPARTMENT_ CODE** • **AGENCY_CODE**	*Organization* • **DEPARTMENT_ CODE** • **AGENCY_CODE**	*Organization* • **DEPARTMENT_CODE** • **AGENCY_CODE**	*Organization* • **DEPARTMENT_ CODE** • **AGENCY_CODE**	*Organization* • **DEPARTMENT_CODE** • **AGENCY_CODE** • **ORG_CODE_LEVEL_2**
Frequently Used Elements	*Employee* • **SSNO** Users should also include the relevant transaction code for their report, depending on which PACS Subject Area is being used.	*NOA Code* • **NOA_CODE** *Personnel Action* • **SSNO** *Personnel History Biweekly* • **Employee Count**	*Incumbent Employee* • **SSNO** *Master Record* • **PMSO_KEY_AGENCY** • **PMSO_KEY_DEPT_CD** • **PMSO_KEY_GRADE** • **PMSO_KEY_MASTER_ REC_NUM** • **PMSO_KEY_SON** • **PMSO_KEY_SVC_AGENCY**	*Employee Profile* • **SEPARATION_ ACESSION_TYPE** (active employees = 0;3) • **SSNO** *Workforce Biweekly* • **Employee Count**	*Employee* • **SSNO Users should also include the relevant pay transaction code for their report, depending on which webTA Subject Area is being used.** *Organization* • **DEPARTMENT_CODE** • **AGENCY_CODE**
Fact Table	It is <u>required</u> for users to include an element from the Fact table	It is <u>not required</u> for users to include an element from the Personnel History Biweekly Fact	It is <u>not required</u> for users to include an element from the PMSO Biweekly Snapshot Fact	It is <u>not required</u> for users to include an element from the Workforce Biweekly Fact	It is <u>not required</u> for users to include an element from the Fact table