## **HGAWLNGE** Employees Eligible for Longevity

JobAid #	2								
Version # of Report	5								
Release Date	2/10/25								
Created By	Tracie B. Jones								
High Level Business Objective	HR should run this report in advance of a pay cycle to see a list of employees who should receive longevity pay in the specified pay cycle. This list and the pay amounts should match the list on the PGAW6EDR report for the 900 earn code (i.e., longevity pay) when the payroll runs.								
Revision Release Date	Brief Description of Revision(s)	Updated By							
Original	Original version.	CDL/EL							
2	Enhanced the report to only select jobs for eclasses SE, SN and LE.	CDL/EL							
3	Enhanced report to include LWOP. Took out logic that was looking at LOA date.	TBJ							
4/30/24	Added employees with ECLS EN that have LNGP in the premium pay field (NBRJOBS_PCAT_CODE)  Modified report to only pull LE ECLS with LNGP in the premium pay field.  Removed SPA from the title of the report.	TBJ/AB							
2/10/25	Removed stand-alone dashes for WF migration. Removed SKIP-LINE after each record for ease of use.	TBJ							

## **HGAWLNGE** Employees Eligible for Longevity

Name of Report: HGAWLNGE\_v5.fex

<u>Purpose of Report</u>: HR should run this report in advance of a pay cycle to see a list of employees who should receive longevity pay in the specified pay cycle. This list and the pay amounts should match the list on the PGAW6EDR report for the 900 earn code (i.e., longevity pay) when the payroll runs.

Parameters: Payroll Year, Payroll Period, Payroll ID, Report Format

Banner Tables/Views: SPRIDEN, NBRJOBS, PEBEMPL, NBBPOSN, NBRBJOB, PTRCALN

**Sort Order:** Banner ID, Name

**Selection Criteria:** All employees (active or terminated) with an eclass of 'SE', 'SN' or and eclass of IN 'EN', "LE' AND pcat code equal to 'LNGP'. These employees also have an adjusted service date greater than 10 years.

<u>Sample Report:</u> The report output is the EE Name, EE ID, EE Status, Job EE Class, Job Premium pay Code, Adjusted Service Date, Total Service Years, Longevity Percentage, Annual Salary, Longevity Pay Amount, LOA Begin Date, and Last Work Date.

	niversity Name -DA Employees Eligible fo	_									
			J. 101								
HGAWLNGE_v5	-	5, Month=01, Payroll-	Id: MIN								
Sorted by Employee	e Banner ID, Name										
Employee Name	Employee ID	Employee Status	Job Employee Class	Job Premium Pay Code	Adjusted Service Date	Total Service Years	Longevity Percentage	Annual Salary	Longevity Pay Amount	Begin	Last Work Date
Last, First MI	XXXXXXXXXX	Active	SN	LNGP	01/01/2012	13	1.50	43,919.00	658.79		
Last, First MI	XXXXXXXXXX	Active	SN	LNGP	01/01/1998	27	4.50	49,863.00	2,243.84		
Last, First MI	XXXXXXXXXX	Active	SN	LNGP	01/01/2003	22	3.25	55,435.00	1,801.64		
Last, First MI	XXXXXXXXXX	Active	SN	LNGP	01/01/1988	37	4.50	35,456.00	1,595.52		
Last, First MI	xxxxxxxxx	Active	SN	LNGP	01/01/1998	27	4.50	41,135.00	1,851.07		
Last, First MI	XXXXXXXXXXX	Active	SN	LNGP	01/01/1993	32	4.50	51,000.00	2,295.00		
	Total Employees:										
Source: BANNER											