

EEO Reporting “Helpful Tips”

Quick Navigation Steps for nVision Reports

- Reporting Tools
 - P/S nVision
 - Define Report Request

Quick Navigation Steps for On Demand Reports

- DE Application Components
 - Delaware Reports
 - Human Resource Reports
 - Rpts E

- Ⓢ There are three main reports you must run as outlined below with quick PHRST navigation steps. A complete list of available EEO reports can be found on the PHRST website at http://extranet.phrst.state.de.us/production/reports/eo_inventory.pdf
 - STAT Report (nVision): Details employees within a department, based upon ethnic group and sex of incumbent and EEO-4 category related to the employee’s job code.
 - OHS002A EEO Disciplinary Action with Text (On Demand): Lists employees with disciplinary actions against them.
 - DHR025 EEO Personnel Actions with Text (On Demand): Details new hires, promotions, transfers and separations.
- Ⓢ For the FY2012 reporting year, pay Confirm for the pay period covering 6/17/12 – 6/30/12 is July 7th. To ensure all transactions have been updated in the system and EEO reports are accurate, you should not run reports until after July 7th.
- Ⓢ Always go to the Scope and Delivery Templates to ensure their correct department is displayed.
- Ⓢ Before using nVision in Excel, download Excel Add-ins from the Internet to enable the drilldown function.
- Ⓢ To run a drill-down you must select a cell that is not a percentage or total.
- Ⓢ When running nVision reports the only field that may need to be updated on the nVision Report Request screen is the “as of reporting date”. All other fields should be left as the defaults.
- Ⓢ When you click on Scope and Delivery Templates link, the only field you will need to change is the “Report Scope” field.
- Ⓢ It is very important to always click “Save” before running your reports.
- Ⓢ If running numerous reports, run each report separately and do not start the next report until the current report has run to Success and Posted.
- Ⓢ When “End Users” enter a new hire into PHRST they should always select a race, sex and disabled (if applicable). Selecting “unknown” or leaving the boxes empty will result in inaccurate data on your EEO reports.

- ☉ To obtain discipline data for your agency run the On Demand, HR Report titled “EEO disciplinary action with text”. The effective from and thru dates should be the fiscal year you are reporting on.

Template

- ☉ Be sure to update the header with your Department name. To do this, double click on header and highlight the yellow text. You must also do the same on page 2 which will flow to all remaining pages.
- ☉ A live signature must be obtained for Section II: Policy Statement.
- ☉ When inputting text into the organizational chart under Section III simply click on the box to type the employee name and position title. If you need to add a subordinate, coworker or assistant right click on the box you want to add to and click on add shape. Note: the text will automatically format with the proper font size. However, if you want to make it larger or smaller you can do so by highlighting the text and manually changing it to your needs.
- ☉ The report and appendices must be submitted to HRM as a pdf document.
 - If you are currently running Microsoft Office 2007 or 2010, **you must save the document as a word document first**. Then to publish in pdf you click the “save as” option and click save document as pdf. If you save the document as pdf only and try to open the document at a later date you will be unable to do so losing all information entered.
 - If you are currently running any Microsoft Office program older than 2007 you will need to contact your IT group to install either PDF Creator or Adobe Acrobat Pro.
- ☉ To calculate the percent increase or decrease see sample below: Note when you compute percent increase or decrease, you always compare how much a quantity has changed to the original amount. Also, the numerator in these formulas is always a positive number or zero if the quantity doesn’t change at all.

Percent Decrease

Question: A quantity decreased from 90 to 75. What percent decrease is this?

Solution: Which is the original quantity? Answer: 90, this will be the denominator.

$$\% \text{ decrease} = \frac{(90-75)}{90} = \frac{15}{90} = 0.1667 = 16.67\%$$

Percent Increase

Question: A quantity increased from 80 to 110. What percent increase is this?

Solution: Which is the original quantity? Answer: 80, this will be the denominator.

$$\% \text{ increase} = \frac{(110-80)}{80} = \frac{30}{80} = 0.375 = 37.5\%$$