Turnover Report

Overview

The Turnover Report provides turnover information for salaried positions for the selected time period. The report consists of two parts: Turnover and Summary by Separation Reason Code/Class Code. You can obtain turnover data from Jan. 1, 2007, to the previous month of the current year. As an example, if you need turnover data for fiscal year 2019-2020, you will need to run the report on or after July 1, 2020, and the report will contain data from July 2019 through June 2020. For turnover data prior to Jan. 1, 2007, please contact the People First Data Warehouse team at PeopleFirstDataWarehouse@dms.fl.gov. The Data Warehouse provides the separation data in this report, which is valid as of the previous day.

Access the Turnover Report from the Reports tile in the HR Reports section of the People First system. The report returns both a PDF and Excel format when processed. The PDF format is presented in one tab and the Excel format is presented in a separate tab within the report.

Refer to the Running Reports in People First instructional guide for additional information on processing data warehouse reports.

Definitions

The report includes the following fields:

- Class Code – Pulled from the monthly history file for the position
- Class Title – Based on the class code for the position using the current class code. Note: If the class title has changed since Jan. 1, 2007, it will reflect the current class title as stored in the Broadband Crosswalk
- Beginning Period Number of Positions – Total number of full-time equivalent (FTE) position values for the beginning date
- Beginning Period Number of Vacant Positions – Total vacant positions for the beginning date
- Beginning Period Percentage of Vacant Positions – Number of vacant positions divided by the number of positions and multiplied by 100
- Ending Period Number of Positions – Total FTE positions for the ending date
- Ending Period Number of Vacant Positions – Total vacant positions for the ending date
- Ending Period Percentage of Vacant Positions – Number of vacant positions divided by the number of positions and multiplied by 100
- Average Number of Positions – Beginning number of positions plus the ending number of positions divided by two

- Number of Separations – Total separations for the given dates, data comes from the employee transaction view and is based on the dates selected. If this report is run for dates between Jan. 1, 2007, and July 31, 2010, interagency transfers in which the exiting agency did not process a separation action (PAR) will not be included

- Turnover Percentage – Number of separations divided by the average number of positions and then multiplied by 100. This number is specific to the report begin date and end date range

The Summary by Separation Reason Code/Class Code includes the following fields:

- Class Code – Pulled from the monthly history file for the position
- Move to Private Sector (51) – Number of separations for the class code and separation reason code 51

- Move within St of Florida Gov (52) – Number of separations for the class code and separation reason code 52

- Other (53) – Number of separations for the class code and separation reason code 53

- Failed Probationary Period (55) – Number of separations for the class code and separation reason code 55

- Retirement (56) – Number of separations for the class code and separation reason code 56

- Layoff (57) – Number of separations for the class code and separation reason code 57

- End of Appointment Period (58) – Number of separations for the class code and separation reason code 58

- Dismissal (59) – Number of separations for the class code and separation reason code 59

- Death of Employee (60) – Number of separations for the class code and separation reason code 60

- Death of Employee Line of Duty (61) – Number of separations for the class code and separation reason code 61

- Abandonment (62) – Number of separations for the class code and separation reason code 62

- Move to Non St of Florida Gov (63) – Number of separations for the class code and separation reason code 63

- Dismissal – Emp Also Retires (64) – Number of separations for the class code and separation reason code 64

- Legislative Directed Transfer (65) – Number of separations for the class code and separation reason code 65

Filters

The report uses the following filters:

- Agency Code – Required filter, defaults to your agency. Users with specific security role codes (refer to the Authorization section) can process the report statewide by selecting the ALL AGENCIES filter
- Org Code (From-To) – Required filter; defaults to “All”. To process the report for one org code, enter the org code in the “From” and the same org code in the “To” org code fields. To process the report for a range of org codes, enter an org code in both the “From” and “To” org code fields. Click the Refresh Values button to see all available org code selections
- Budget Entity Code (From-To) – Required filter; defaults to “All”. To process the report for one budget entity code, enter the budget entity code in the “From” and the same budget entity code in the “To” budget entity code fields. To process the report for a range of budget entity codes, enter a budget entity code in both the “From” and “To” budget entity code fields. Click the Refresh Values button to see all available budget entity code selections
- Pay Plan – Required filter; defaults to “All”. Only pay plans used within your agency will be available for selection. To select one or more pay plans, hold the CTRL key and select the applicable codes. Click the Refresh Values button to see all available pay plan selections
- Class Code – Required filter; defaults to “All”. To select one or more class codes, hold the CTRL key and select the applicable codes. Click the Refresh Values button to see all available class code selections
- CBU – Required filter; defaults to “All”. To select one or more CBUs, hold the CTRL key and select the applicable codes. Click the Refresh Values button to see all available CBU selections
- County Code – Required filter; defaults to “All”. The county is based on Headquarter County for the position. To select one or more county codes, hold the CTRL key and select the applicable codes. Click the Refresh Values button to see all available county code selections
- Begin Date – Required filter; defaults to the first day of the current calendar year. The date entered in this field **must be the first day of any previous month**. Failure to enter the first day of a previous month will result in invalid data (zeroes) in the beginning period information. The earliest allowable date is Jan. 1, 2007
- End Date – Required filter. The date entered in this field **must be the last day of any previous month**. Failure to enter the last day of a previous month will result in invalid data (zeroes) in the ending period information. Note: A turnover report cannot be produced for the current month since the monthly history file is produced the first day of the following month. For example, turnover data for the month of July 2020 is not available until Aug. 1, 2020
- Reason Code – Required filter; defaults to separation reason codes 51, 53, 62 and 63. To select one or more reason codes, hold the CTRL key and select the applicable codes. Click the Refresh Values button to see all available reason code selections

Sort Hierarchy

The report uses the following sort sequence:

Turnover:

- Class Code
- Class Title

Summary by Separation Reason Code/Class Code:

- Class Code

Totals

The report includes the following totals:
Summary by Separation Reason Code/Class Code:

- Class Totals – Total number of separations by class code

Special Notes

The following special notes apply to the report:

- The report does not include OPS positions
- A Turnover Report cannot be produced for the current month since the monthly history file is not produced until the first day of the following month
- The earliest date you can enter is Jan. 1, 2007
- If report is run for dates between Jan. 1, 2007, and July 31, 2010, interagency transfers in which the exiting agency did not process a separation action (PAR) will not be included
- The abolishment of positions or agency divestitures will result in a percentage greater than 100
- When submitting turnover information for competitive pay purposes, use only separation codes 51, 53, 62 and 63

Authorization

Users with the following security role codes have access to the report:

- B, R, T, U, K – access to own agency
- A, C, D, F, G, H, I, M, N, S, X and Y – access statewide (all agencies)

Process Steps

Step 1: Select Manager landing page > Reports > HR Reports

Step 2: Select Turnover Report

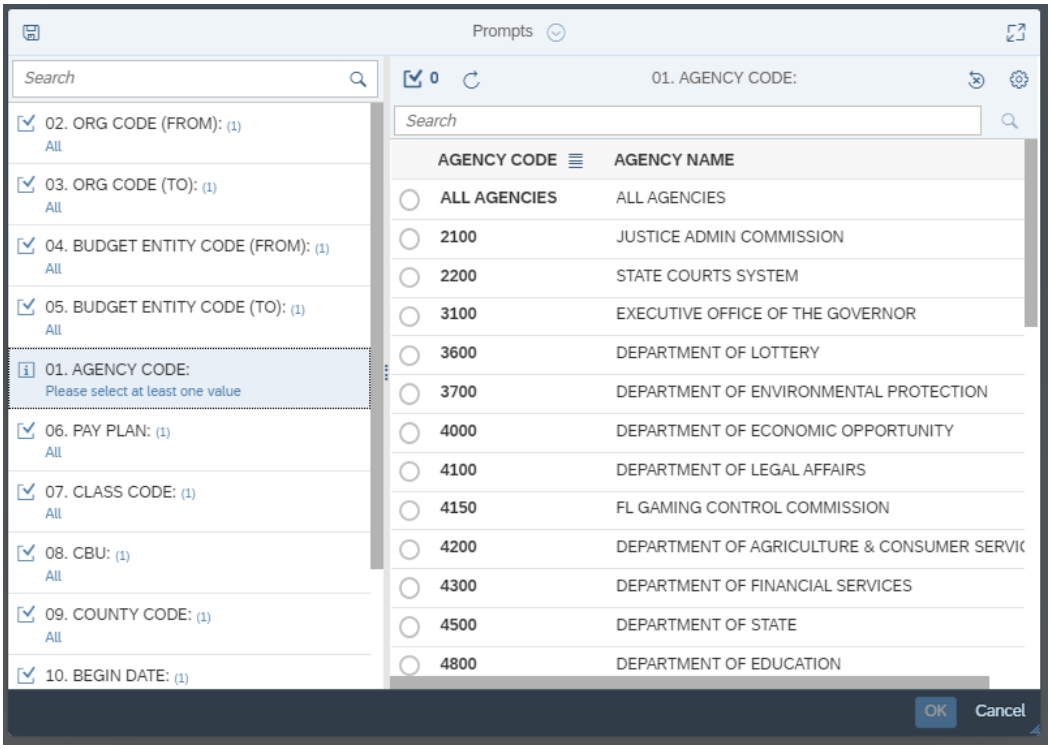
Step 3: Select/Enter filter values

Step 4: Select OK to run the report – the OK button will not be enabled until all required prompts are completed

To view the report, click the Export button and select the report you want to view (defaults with all reports selected). Select the file type (defaults to PDF) to match the type of report you selected to view and click OK. A pop-up box will appear in the lower left corner (Chrome) or bottom of the screen (IE). PDF reports are formatted for printing, while Excel reports are unformatted so that the user can work with the data as needed.

Selection Criteria Sample

Below is a sample of the Selection Criteria screen and the available filters:



Report Sample

For best results, print this report as landscape, letter size. Below is a sample of an Adobe Acrobat (PDF) report.

TURNOVER REPORT

RUN DATE : 11/28/2022

PAGE: 1

DEPARTMENT OF CORRECTIONS

		BEGINNING PERIOD: 202201			ENDING PERIOD: 202211					
CLASS CODE	CLASS TITLE	NUMBER OF POSITIONS	NUMBER OF VACANT POSITIONS	PERCENTAGE OF VACANT POSITIONS	NUMBER OF POSITIONS	NUMBER OF VACANT POSITIONS	PERCENTAGE OF VACANT POSITIONS	AVERAGE NUMBER OF POSITIONS	NUMBER OF SEPARATIONS	TURNOVER PERCENTAGE
0004	SENIOR CLERK	102	16	15.7%	0	0	0.0%	51	8	15.7%
0006	SENIOR CLERK - F/C	66	13	19.7%	0	0	0.0%	33	6	18.2%
0010	SENIOR CLERICAL SUPERVISOR-F/C - SES	3	0	0.0%	0	0	0.0%	1.5	0	0.0%
0079	CLERK TYPIST SPECIALIST - F/C	118	30	25.4%	0	0	0.0%	59	15	25.4%
0090	WORD PROCESSING SYSTEMS OPERATOR	13	2	15.4%	0	0	0.0%	6.5	0	0.0%
0091	WORD PROCESSING SYSTEMS OPERATOR-F/C	2	1	50.0%	0	0	0.0%	1	1	100.0%
0093	SENIOR WORD PROCESS SYSTEM OPERATOR -SES	14	2	14.3%	0	0	0.0%	7	1	14.3%
0096	WORD PROCESSING SYSTEM OPERAT SUPV - SES	25	4	16.0%	0	0	0.0%	12.5	0	0.0%
0105	SECRETARY SPECIALIST	2	0	0.0%	0	0	0.0%	1	0	0.0%
0106	SECRETARY SPECIALIST - F/C	217	38	17.5%	0	0	0.0%	108.5	17	15.7%
0108	ADMINISTRATIVE SECRETARY	1	0	0.0%	0	0	0.0%	0.5	0	0.0%
0120	STAFF ASSISTANT	58	4	6.9%	0	0	0.0%	29	3	10.3%
0130	RECORDS SPECIALIST	2	0	0.0%	0	0	0.0%	1	0	0.0%
0188	PERSONNEL TECHNICIAN III/HR-SES	3	0	0.0%	0	0	0.0%	1.5	0	0.0%
0189	PERSONNEL SERVICES SPECIALIST/HR-SES	19	1	5.3%	0	0	0.0%	9.5	1	10.5%
0190	HUMAN RESOURCE SPECIALIST/HR-SES	17	2	11.8%	0	0	0.0%	8.5	2	23.5%
0192	HUMAN RESOURCE ANALYST/HR-SES	14	0	0.0%	0	0	0.0%	7	1	14.3%
0193	HUMAN RESOURCE CONSULTANT/HR-SES	52	3	5.8%	0	0	0.0%	26	5	19.2%

IF THIS REPORT IS RUN FOR DATES BETWEEN 1/1/2007 AND 7/31/2010, INTERAGENCY TRANSFERS WHERE THE EXITING AGENCY DID NOT PROCESS A SEPARATION PAR WILL NOT BE INCLUDED. THE ABOLISHMENT OF POSITIONS OR AGENCY DIVESTITURES WILL RESULT IN A PERCENTAGE GREATER THAN 100%. NOTE: WHEN SUBMITTING TURNOVER INFORMATION TO DMS FOR COMPETITIVE PAY PURPOSES ONLY CODES 51, 53, 62 AND 63 SHOULD BE USED.

THIS REPORT MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL UNDER STATE OR FEDERAL LAW. IMPROPER ACCESS OR RELEASE OF SUCH INFORMATION MAY BE A VIOLATION OF THESE LAWS.

Summary by Separation Reason Code/Class Code

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DEPARTMENT OF MANAGEMENT SERVICES

CLASS CODE	MOVE TO PRIVATE SECTOR (51)	MOVE WITHIN ST OF FLORIDA GOV (52)	OTHER (53)	FAILED PROBATIONARY PERIOD (55)	RETIREMENT (56)	LAYOFF (57)	END OF APPOINTMENT PERIOD (58)	DISMISSAL (59)	DEATH OF EMPLOYEE (60)	DEATH OF EMPLOYEE LINE OF DUTY (61)	ABANDONMENT (62)	MOVE TO NON ST OF FLORIDA GOV (63)	DISMISSAL - EMP ALSO RETIRES (64)	LEGISLATIVE DIRECTED TRANSFER (65)
0004	0	0	1	0	0	0	0	0	0	0	0	0	0	0
0120	0	0	1	0	0	0	0	0	0	0	0	0	0	0
0839	1	0	0	0	0	0	0	0	0	0	0	0	0	0
1237	0	0	2	0	0	0	0	0	0	0	0	0	0	0
1239	0	0	1	0	0	0	0	0	0	0	0	0	0	0
1244	1	0	0	0	0	0	0	0	0	0	0	0	0	0
1445	1	0	0	0	0	0	0	0	0	0	0	0	0	0
2034	1	0	0	0	0	0	0	0	0	0	0	0	0	0
2035	1	0	1	0	0	0	0	0	0	0	0	0	0	0
2117	1	0	0	0	0	0	0	0	0	0	0	0	0	0
2225	0	0	1	0	0	0	0	0	0	0	0	0	0	0
2228	1	0	0	0	0	0	0	0	0	0	0	0	0	0
2236	0	0	2	0	0	0	0	0	0	0	0	0	0	0
6384	0	0	1	0	0	0	0	0	0	0	0	0	0	0
6526	0	0	1	0	0	0	0	0	0	0	0	0	0	0
8315	0	0	0	0	0	0	0	0	0	0	0	1	0	0
8345	0	0	1	0	0	0	0	0	0	0	0	0	0	0
8970	1	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	**8**	**0**	**12**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**

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