

Position to Facility Relationship Report

Overview

The Position to Facility Relationship Report identifies facilities assigned to positions. The report can be filtered to identify positions that are assigned to an inactive facility, positions assigned to a specific facility, city or county, as well as positions with no facility assigned. **All positions (salaried and OPS) should be assigned a facility, even those positions where the employee teleworks or entirely performs job duties away from the official worksite.** This report is real time and reflects the data that is currently in People First.

Refer to the [Update Position Addresses in People First](#) process document for assigning a facility to a position and the [Active Facilities Report](#) instructional guide to identify active facilities that can be assigned.

Definitions

The report includes the following fields:

- Agency – Agency OLO Code
- Agency Name – Name of agency
- Position – Position number
- Appt ID – Employee’s appointment ID; field will only be displayed if the Include Appointment ID and Name filter is used
- Employee – First and last name of employee assigned to position; field will only be displayed if the Include Appointment ID and Name filter is used
- Class Code – Class code assigned to position; field is blank for OPS positions
- Class Title – Class title assigned to position; the position title will display for OPS positions
- Essential Pos – Indicator assigned to position identifying if the position is marked essential, as determined by the agency
- FLAIR Org – FLAIR org code assigned to position
- FLAIR Org Description – Name of FLAIR org code assigned to position
- Org Code – Org code assigned to position
- Org Code Description – Name of Org code assigned to position
- Facility Number – Alphanumeric code (begins with F) for facility assigned to position; if no facility is assigned the field will populate with “Not Assigned”
- Facility Name – Description of facility assigned to position
- Facility Address Line 1 – Line 1 of facility address assigned to position

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- Facility Address Line 2 – Line 2 of facility address (if applicable) assigned to position
- Facility City – City for facility assigned to position
- Facility State – State for facility assigned to position
- Facility ZIP Code – ZIP Code for facility assigned to position
- Facility County – Code and county name for facility assigned to position
- Facility Campus – Description of campus facility (if applicable) assigned to position
- Active Flag – Indicator identifying the status of the facility in FL-SOLARIS. One of the following values will be displayed:
 - Y (Yes) – Facility is active in FL-SOLARIS and is valid for use
 - N (No) – Facility is inactive in FL-SOLARIS and not valid for use

Filters

The report uses the following filters:

- Agency – Required filter; defaults to your agency
- All Agencies – Optional filter; only available for N and S role codes
- Facility Number – Optional filter; lists **only active** facility numbers for the agency. If filter is selected, the Facility City and Facility County filters cannot be used
- Facility City – Optional filter; lists cities where **active** facilities for the agency are located. If filter is selected the Facility Number and Facility County filters cannot be used
- Facility County – Optional filter; lists counties where **active** facilities for the agency are located. If filter is selected the Facility Number and Facility City filters cannot be used
- Active Flag – Optional filter; defaults to All (blank). Select Y for active facilities and N for inactive facilities. Leave filter blank to include all positions. If filter is selected the Facility Number, Facility City, Facility County and No Facility Assigned filters cannot be used
- Essential Position – Optional filter. To process the report for positions marked as essential, select the filter
- Include Appointment ID and Name – Optional filter. Selection of the filter will include the employee's appointment ID and name on the report. If filter is not selected, the appointment ID and name will be excluded from the report
- No Facility Assigned – Optional filter. Selection of the filter will include only positions with no facility assigned. If filter is selected, the Facility Number, Facility City, Facility County and Active Flag filters cannot be used
- Org Code (From - To) – Optional filter. To process the report for one org code, enter the org code in the "From" field. To process the report for a range of org codes, enter an org code in both the "From" and "To" fields
- FLAIR Org (From – To) – Optional filter. To process the report for one FLAIR org code, enter the FLAIR org code in the "From" field. To process the report

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for a range of FLAIR org codes, enter a FLAIR org code in both the “From” and “To” fields

Sort Hierarchy

The report uses the following sort sequence:

- Agency
- Position number

Authorization

Users with a security role code of A, C, D, G, H, I, K, N, S, U, X and Y have access to the report. There are no Org Code range restrictions, which means Org Code restricted role codes (K, U and Y) will get data for the entire agency.

Process Steps

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

Step 2: Select Position to Facility Relationship Report

Step 3: Select/Enter the filter values

Step 4: Select Run Report button

If the report finishes in **less** than three minutes, the report details display in a grid. To view the report as a PDF, select Export to PDF. To view the report in Excel, select Export to Excel. PDF reports are formatted for printing, while Excel reports are unformatted so that the user can work with the data as needed.

If the report takes **more** than three minutes, you will receive a message that you can access the report in the Previous Reports section. The report will be available in the Previous Reports section with the status of the report shown in the Processed column. If a red circle is displayed, the report is still processing. If a green circle is displayed, select View to access the report details.

If there is no data available for the report criteria, you will receive a message stating “No records found”. If you enter invalid selection criteria, you will see an error message that the value is either invalid or that you do not have authorization to the data.

Note: The Previous Reports and Report Input sections are collapsed as you navigate through the Reports screen. You can select the arrow next to the section header to expand or collapse the section.

Report Selection Criteria Sample

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

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Run Report >>

*Agency

All Agencies

Facility Number

Facility City

Facility County

Active Flag

Essential Position

Include Appointment ID and Name

No Facility Assigned

Org Code

FLAIR Org

Report Sample

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

RUN DATE: 07/29/2021 15:46:06
 PAGE: 34
 PROCESSED BY: 1575967

Position to Facility Relationship Report DEPARTMENT OF MANAGEMENT SERVICES

| Agency | Agency Name | Position | Class Code | Class Title | Essential Pos | FLAIR Org | FLAIR Org Description | Org Code | Org Code Description | Facility Number | Facility Name | Facility Address Line 1 | Facility Address Line 2 | Facility City | Facility State | Facility Zip Code | Facility County | Facility Campus | Active Flag | |
|--------|-----------------------------|----------|------------|--|---------------|-------------|--|--------------------------|---------------------------------------|-----------------|--------------------|-------------------------|-------------------------|---------------|----------------|-------------------|-----------------|-------------------------------|-------------|--|
| 7200 | DEPT OF MANAGEMENT SERVICES | 72001279 | 6526 | CUSTODIAL WORKER | | 72400113020 | FACMGMT-CAPITOL BUILDING | 724006090100000000000000 | CAPITOL COMPLEX OPERATIONS | F11378 | CAPITOL BUILDING | 400 S. MONROE STREET | | TALLAHASSEE | FL | 32399-6526 | 037-LEON | CAPITOL COMPLEX | Y | |
| 7200 | DEPT OF MANAGEMENT SERVICES | 72001285 | 6466 | MAINTENANCE MECHANIC | | 72400113041 | FACMGMT-R.A. GRAY BUILDING | 724006091170000000000000 | FLETCHER BUILDING | F8532 | LARSON BUILDING | 200 E. GARNES ST | | TALLAHASSEE | FL | 32399-0000 | 037-LEON | CAPITOL CENTER | Y | |
| 7200 | DEPT OF MANAGEMENT SERVICES | 72001287 | 6466 | MAINTENANCE MECHANIC | | 72400113090 | FACMGMT-CAPITAL CIRCLE OFFICE CENTER-GEN | 724006090110000000000000 | SATELLITE OFFICE CENTER-GENERAL | | NOT ASSIGNED | | | | | | | | | |
| 7200 | DEPT OF MANAGEMENT SERVICES | 72001291 | 2794 | CHIEF OF OPERATIONS & MAINTENANCE -DRS | | 72400111900 | BUSINESS OFFICE-BLR OF OPERATIONS & MAIN | 724006011000000000000000 | BUREAU OF OPERATIONS | F11321 | COOC 4030 BUILDING | 4030 ESPLANADE BWAY | | TALLAHASSEE | FL | 32399-0000 | 037-LEON | CAPITAL CIRCLE OFFICE COMPLEX | Y | |
| 7200 | DEPT OF MANAGEMENT SERVICES | 72001292 | 6526 | CUSTODIAL WORKER | | 72400113020 | FACMGMT-CAPITOL BUILDING | 724006090100000000000000 | CAPITOL COMPLEX OPERATIONS | F11378 | CAPITOL BUILDING | 400 S. MONROE STREET | | TALLAHASSEE | FL | 32399-6526 | 037-LEON | CAPITOL COMPLEX | Y | |
| 7200 | DEPT OF MANAGEMENT SERVICES | 72001294 | 6466 | MAINTENANCE MECHANIC | | 72400113030 | FACMGMT-CARLTON BUILDING | 724006091150000000000000 | CARLTON HOLLAND ANNEX & CHAPMAN BLDGS | F11130 | HOLLAND BUILDING | 400 S. CALHOUN STREET | | TALLAHASSEE | FL | 32399-0000 | 037-LEON | CAPITOL COMPLEX | Y | |

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