

Accessing B0086 Report

Contact us:

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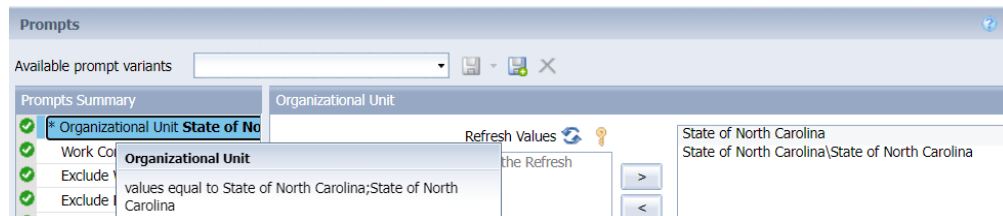
This Job Aid focuses on the B0086 report, which is designed to provide a list of supplemental staff and their estimated assignment dates. The B0086 report is used to monitor the maximum end dates for supplemental staff assignments, ensuring that these assignments do not exceed 11 months.

REPORT LOCATION: Fiori → Business Objects → Documents → PA: TEMPORARY EMPLOYEES

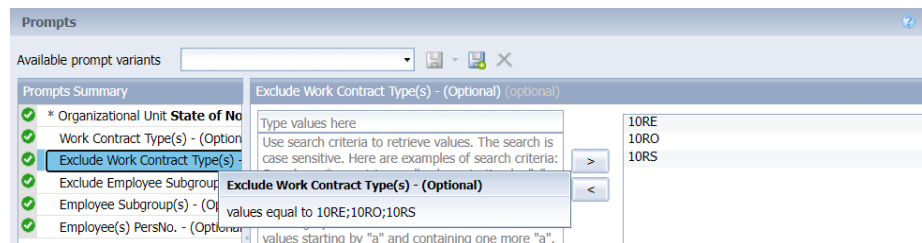
Prompts:

1. Filter Organization Unit:

1. Click refresh values.
2. Select the organization unit by setting it to "State of North Carolina" and "State of North Carolina/State of North Carolina."



3. Exclude Work Contract Types- Remove 10RE, 10R0, and 10RS.



4. Click ok to run report.
5. Click ok to download to excel document.

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