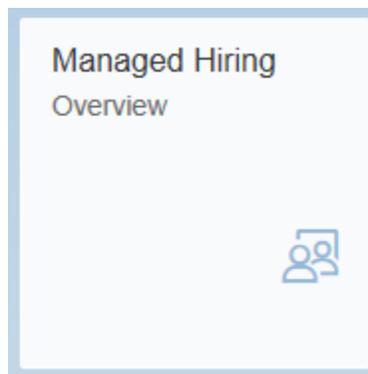


SAP FIORI LAUNCHPAD

Managed Hiring - Overview



Financial Management Systems Division

Version 1.0.0

August 2019

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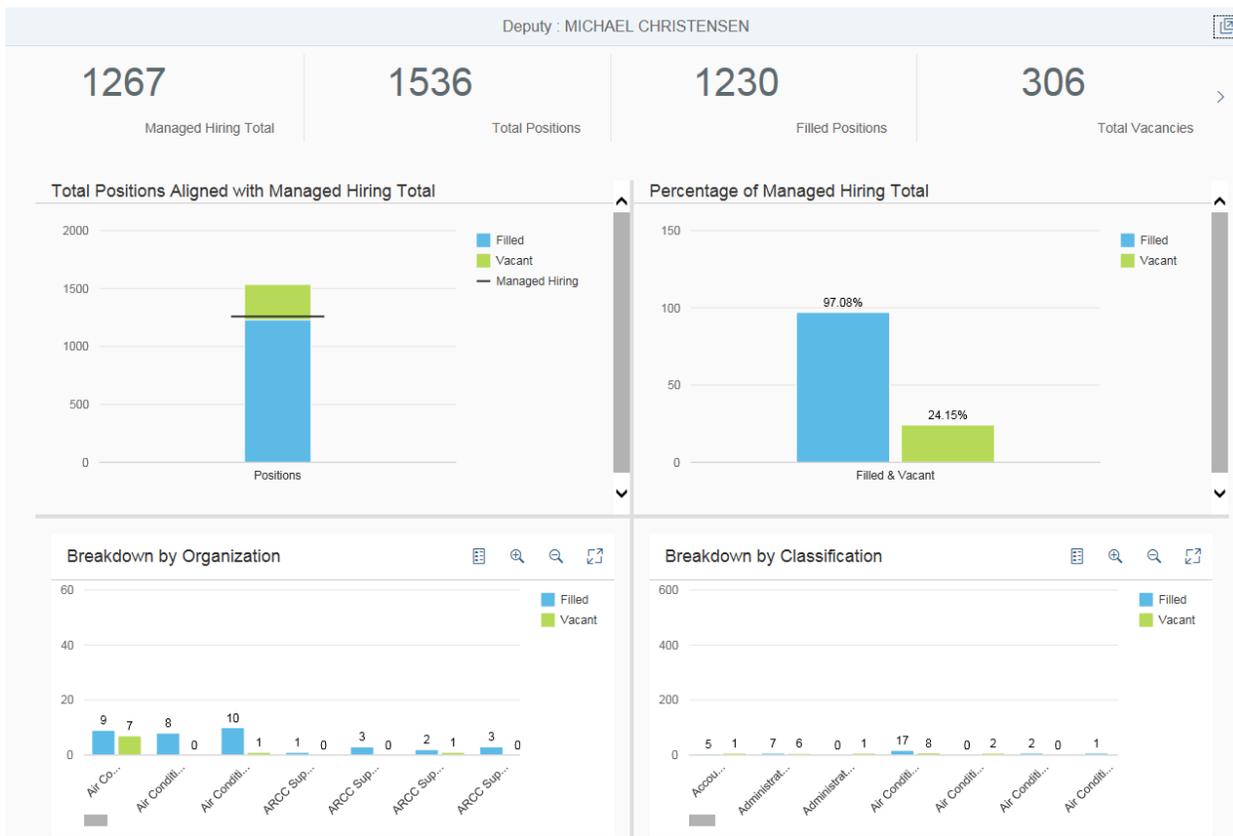
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1. Managed Hiring – Overview

1.1 About

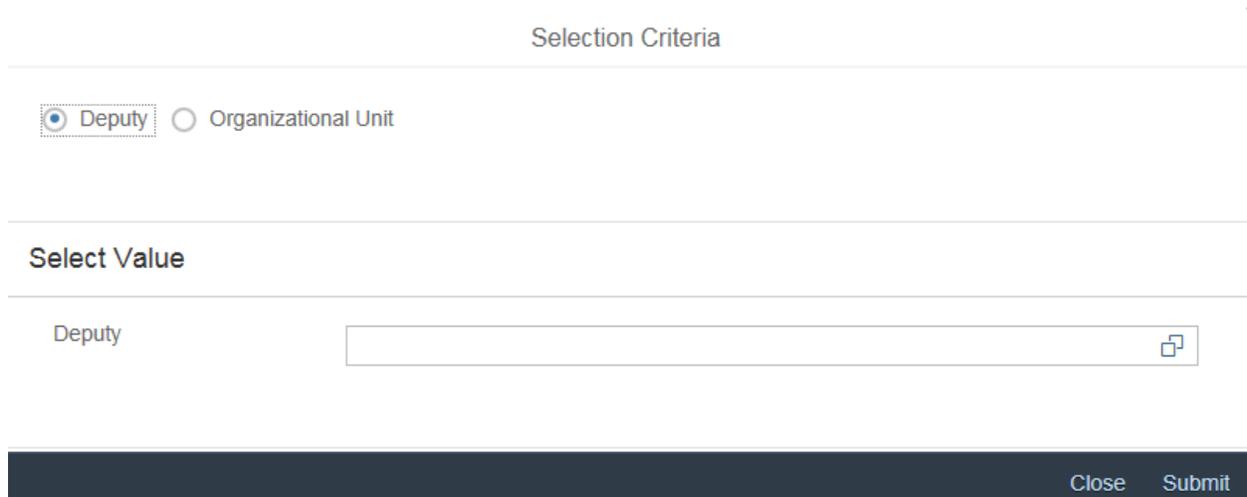


The Manage Hiring Overview application provides insight on the number of filled and vacant positions aligned with Board approved positions for a given Deputy or Group/Division (Organization Unit).



2. Selection Criteria

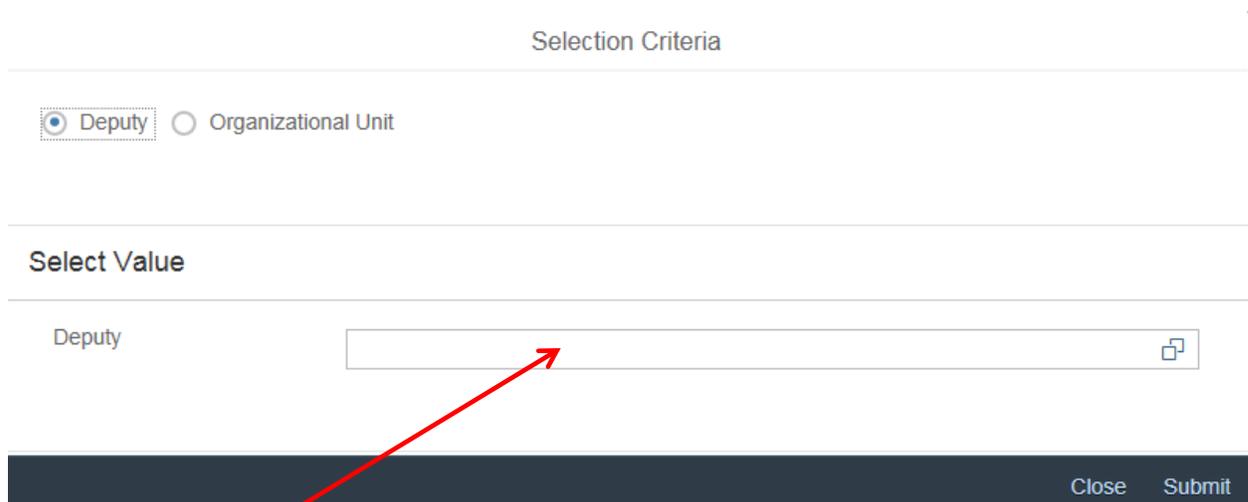
Upon execution of the application, the initial screen that appears is the 'Selection Criteria' screen. By default, 'Deputy' is selected.



The screenshot shows a web form titled "Selection Criteria". At the top, there are two radio buttons: "Deputy" (which is selected) and "Organizational Unit". Below this is a section labeled "Select Value" containing a text input field with the word "Deputy" inside. To the right of the input field is a small square icon. At the bottom right of the form, there are two buttons: "Close" and "Submit".

2.1 Deputy

Choose a Deputy from the drop down list.



This screenshot is identical to the one above, but with a red arrow pointing from the bottom left towards the "Deputy" text in the "Select Value" input field.

1. Click the Deputy selection box.

2. A list of all available Deputies is presented.

ID	Name
50000549	AMANDA DYSON
50041625	BARBARA YAMAMOTO
50024381	CYNTHIA GUIDRY
50000033	DEBORAH FLINT
50000327	JEFFREY UTTERBACK
50000330	JUSTIN ERBACCI
50000329	KEITH WILSCHETZ
50000371	MICHAEL CHRISTENSEN
50042008	MICHELLE SCHWARTZ
50000423	PATRICK GANNON
50000326	PAULA ADAMS
50042009	ROBERT GILBERT

JUSTIN ERBACCI	
50000329	KEITH WILSCHETZ
50000371	MICHAEL CHRISTENSEN
50042008	MICHELLE SCHWARTZ
50000423	PATRICK GANNON

3. You can select a Deputy by clicking their name.

4. As a result, the selected Deputy is returned to the selection criteria screen.

Selection Criteria

Deputy Organizational Unit

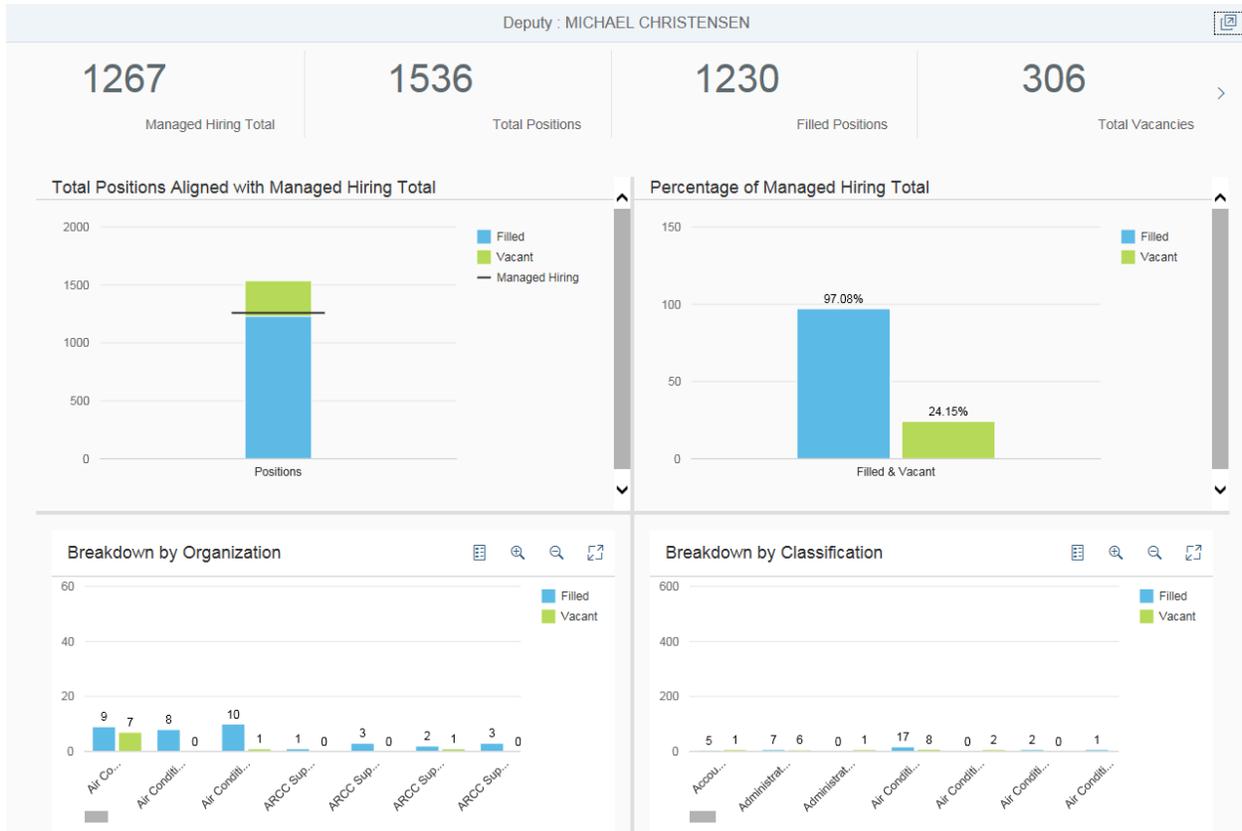
Select Value

Deputy MICHAEL CHRISTENSEN

Close Submit

8. Click the 'Submit' button located at the bottom right to apply the selection criteria.

The results of the selected Deputy are displayed below.



9. Click this icon  located at the top right-hand corner of the application to bring up the 'Selection Criteria' screen below.

Selection Criteria

Deputy Organizational Unit

Select Value

Deputy MICHAEL CHRISTENSEN 🔍

Close
Submit

2.2 Organizational Unit

Apply Organizational Unit as a filter.

1. Select the radio button 'Organizational Unit'.
2. The Organizational Unit selection box is displayed.

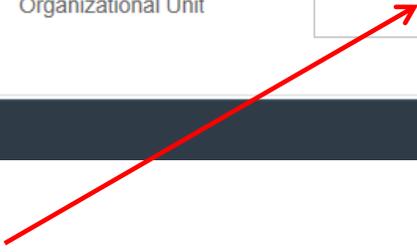
Selection Criteria

Deputy Organizational Unit

Select Value

Organizational Unit

Close Submit



3. Click the Organizational Unit selection box.
4. A List of all available Organizational Units are presented.

Organization Unit

50000033 Los Angeles World Airports
50000324 Board of Airport Commissioners Group
50000325 Chief Executive Officer Group
50000326 Administration Group
50000327 Commercial Development Group
50000329 Operations & Emergency Management
50000330 Information Mgmt & Technology Group
50000337 COO Board of Airport Commissioners
50000339 Legal Services
50000340 City Attorney Section
50000341 Chief Executive Officer
50000342 OEM Operations & Emrgncy Mgmt DED

Cancel

Organization Unit

50000582 CFO Accounting Operations Division
50000584 CFO Fixed Assets & Project Accounting
50003080 FMUG Accounting Operations
50013864 IMTG IT Warehouse & Accounting
50020946 SEE ONT ACCOUNTING (50000590)
50040663 CFO Bond Accounting & Analysis
50042304 PDG Accounting

Cancel

5. You can search using the search box at the top and clicking the search icon . Select the Organizational Unit you want to view from the results in the list.
6. As a result, the selected Organizational Unit is returned to the 'Selection Criteria' screen.

Selection Criteria

Deputy Organizational Unit

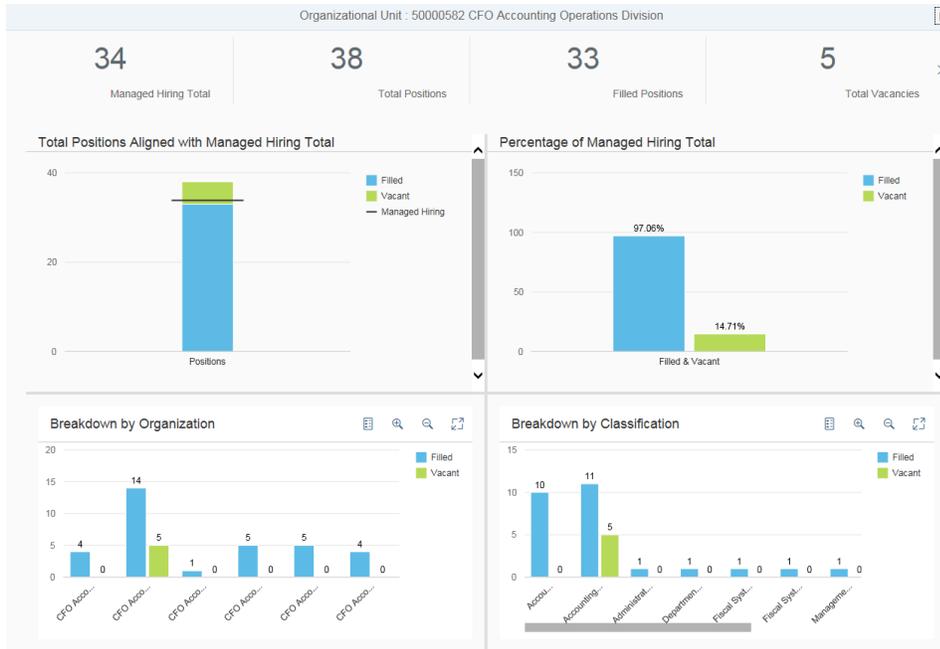
Select Value

Organizational Unit CFO Accounting Operations Division

Close Submit

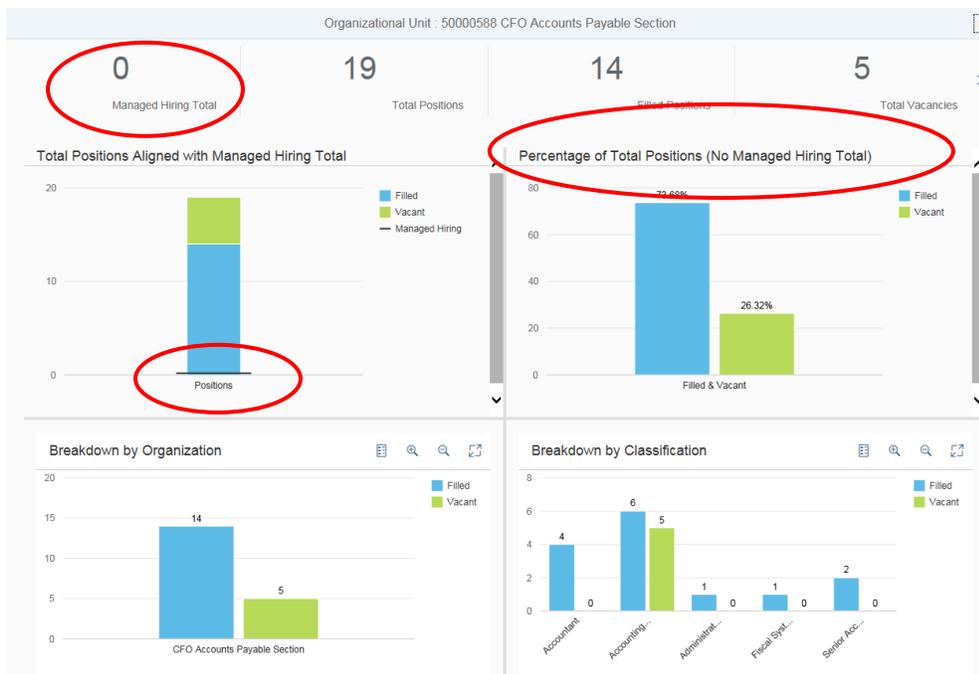
7. Click the 'Submit' button located at the bottom right to apply the selection criteria.

The results of the selected Organizational Unit are displayed below.

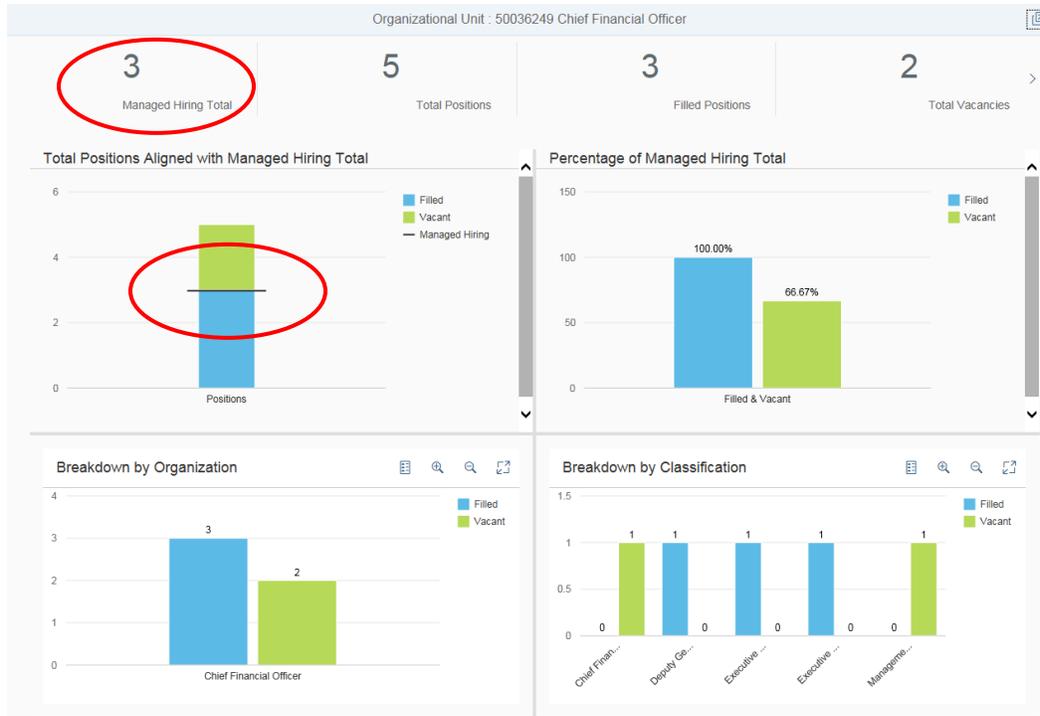


*****NOTE***** When searching by organizational unit, the data will typically come back top-down based on the structure. If the organizational unit has no Board approved hiring total the managed hiring total will return 0. However, there are instances where an organizational unit itself will have a Board approved managed hiring total and will therefore be evaluated at the top level only.

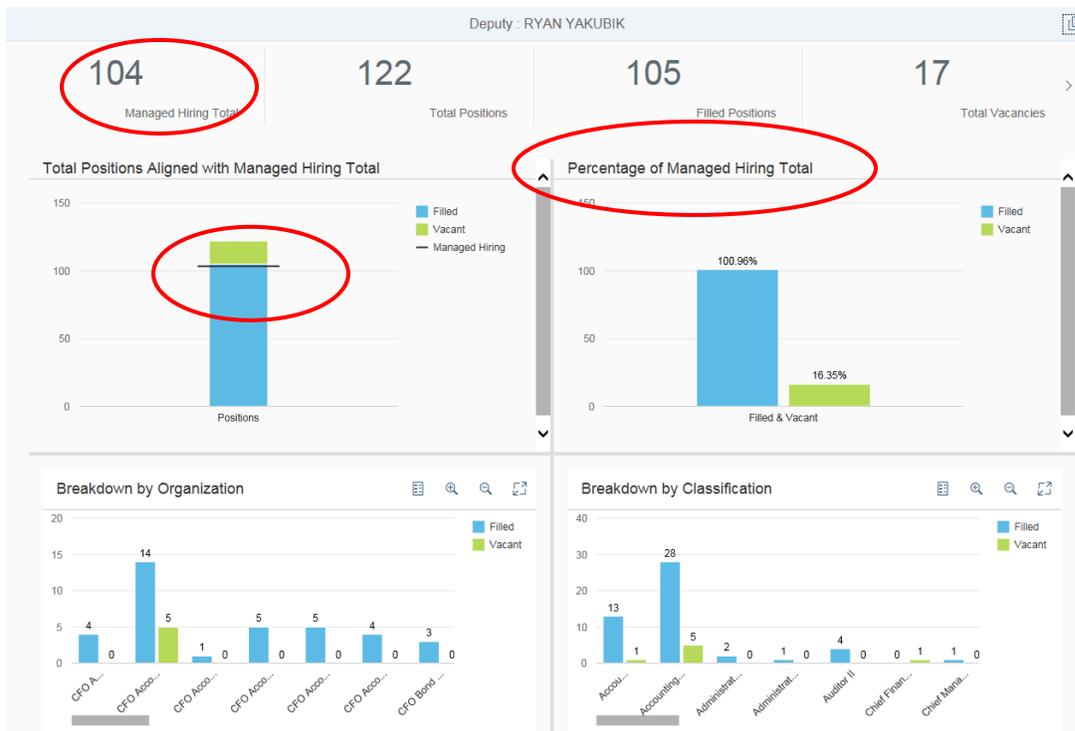
Below is an example of organizational unit without a managed hiring total.



Below is an example of organizational unit with a managed hiring total to be evaluated at top level.



Below is a screenshot of the same Organizational Unit (above) that is shown from the Deputy side. Notice the results show from top-down of the organizational structure.

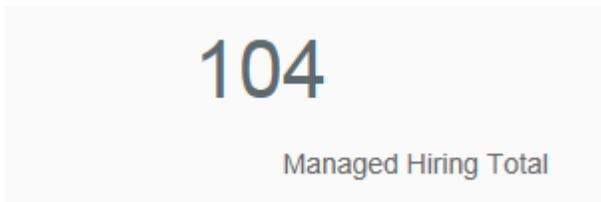


3. Header Information

This area provides summary information about position totals and breakdowns based on a Deputy or Division/Group (Organizational Unit) used as a filter.



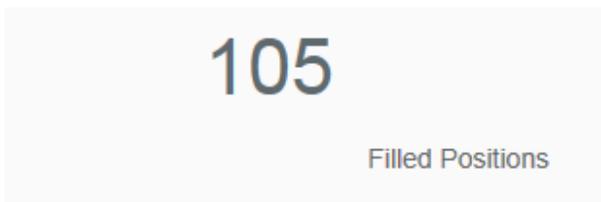
Click this arrow to scroll to the next tile of information.



Value shown represents the Board approved managed hiring total for a Deputy or Division/Group (Organizational Unit).



Value shown represents the total number of positions for a Deputy or Division/Group (Organizational Unit).



Value shown represents the total number of filled positions for a Deputy or Division/Group (Organizational Unit).



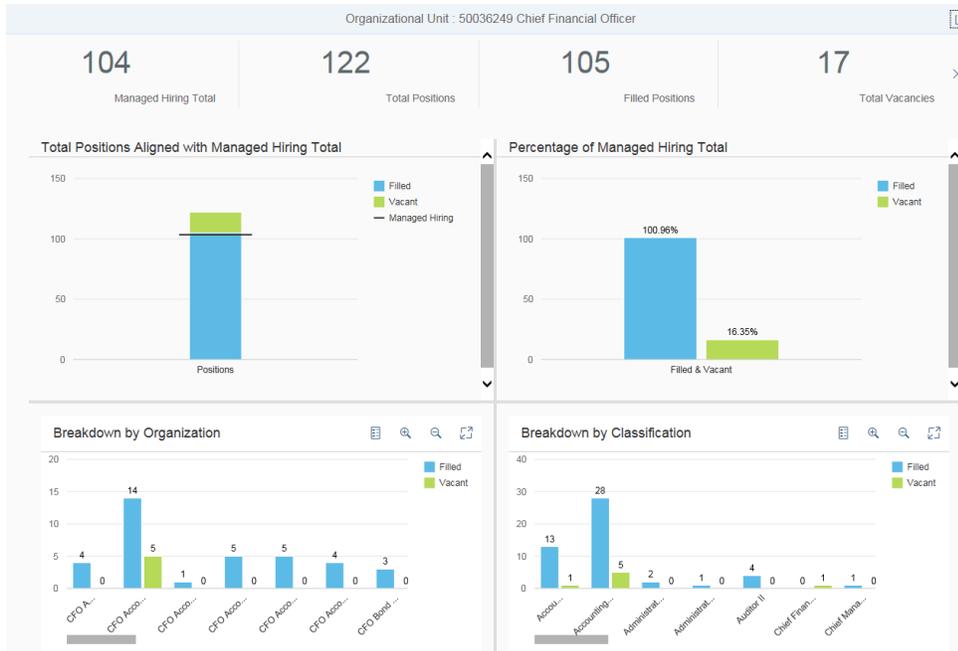
Value shown represents the total number of vacancies for this Deputy/Group.



Value shown represents the total number of Sub-Authorities for this Deputy/Group.

4. Bar Graphs

The detail area of the application displays four bar graphs to provide summary information to the user.



4.1 Total Positions Aligned with Managed Hiring Total

This graph represents a snapshot of the current hiring target for a specific organizational unit relative to the number of the filled and unfilled position. The Managed Hiring line reflects the total number of Board approved positions allocated to the division/group. Sections and units do not have a Managed Hiring total.



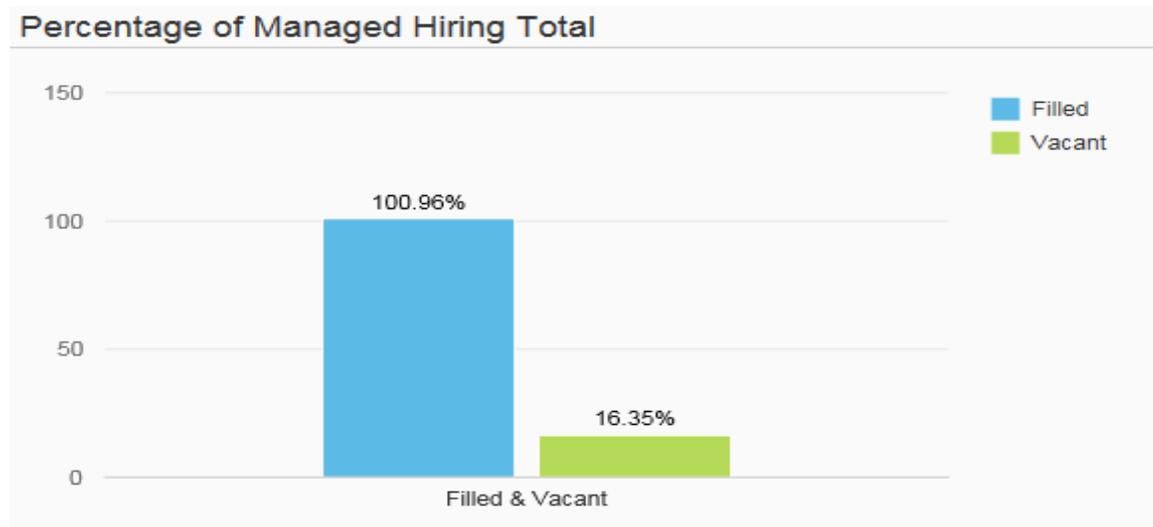
Click the bar chart for additional information.

- Filled
- Vacant
- Managed Hiring



4.2 Percentage of Managed Hiring Total

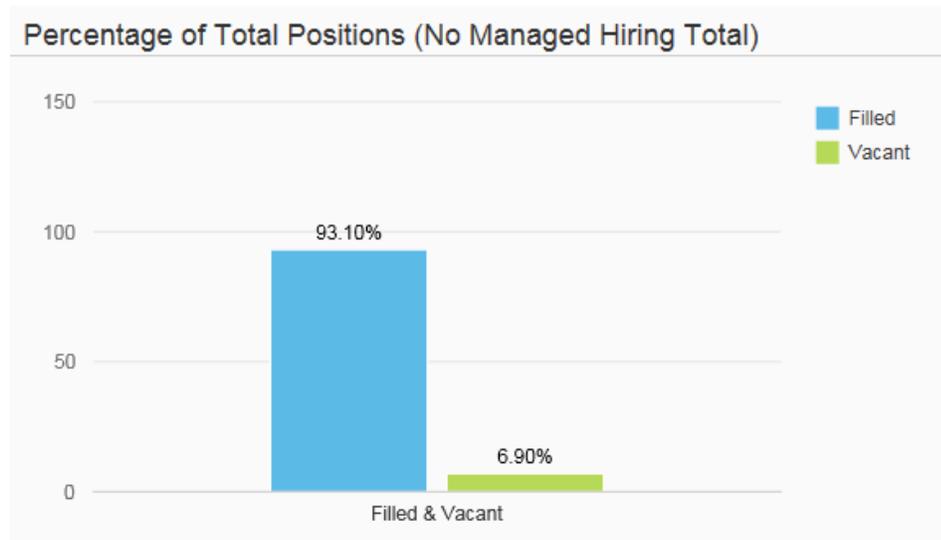
This graph depicts the percentage of filled and vacant positions against the managed hiring total—each category is assessed separately. In the example shown, 100.96% of the board approved positions are filled (managed hiring total is 104 and 105 positions are filled) while 16.35% of the allocated positions remain vacant (managed hiring total is 104 and 17 positions are vacant).



4.2.1 Percentage of Total Positions (No Managed Hiring Total)

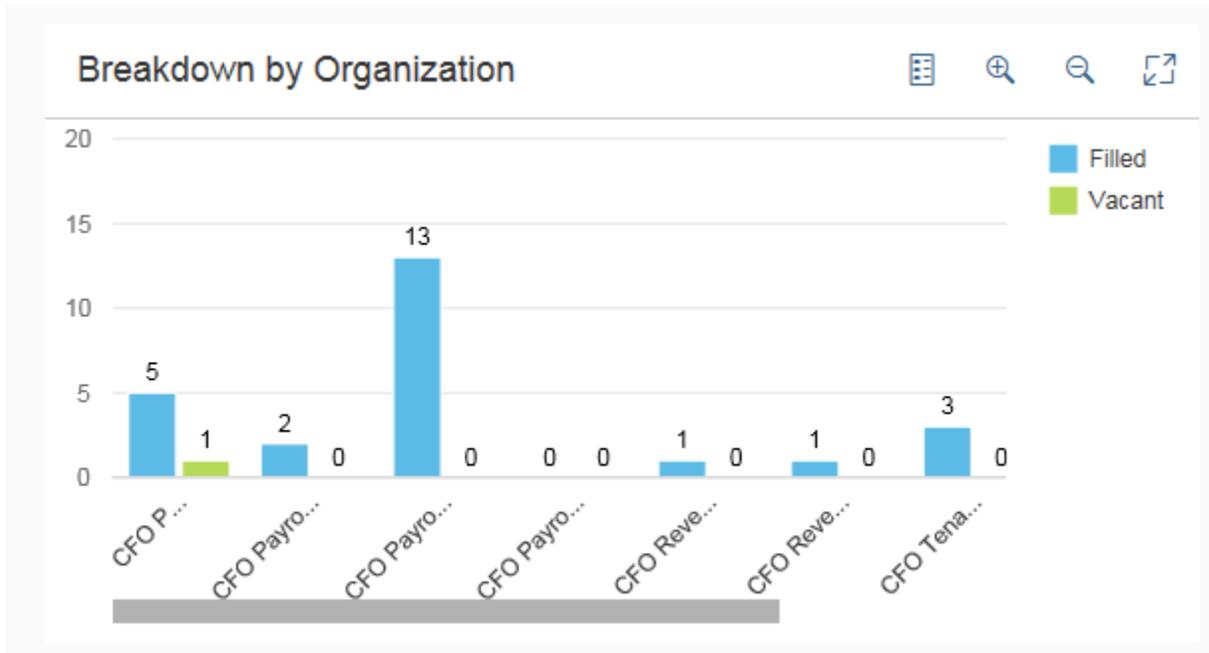
Sections/Units that do not have a managed hiring total will show the graph below. This graph depicts the percentage of filled and vacant positions against the total number of positions—each category is assessed separately. In the example shown, 93.10% of the total positions are filled (managed hiring total is 0, total positions is 29, and 27 positions are filled) while 6.90% of the allocated positions remain vacant (managed hiring total is 0, total positions is 29 and 2 positions are vacant).

Organizational Unit : 50000547 CFO Revenue Audit & Payroll			
0	29	27	2
Managed Hiring Total	Total Positions	Filled Positions	Total Vacancies



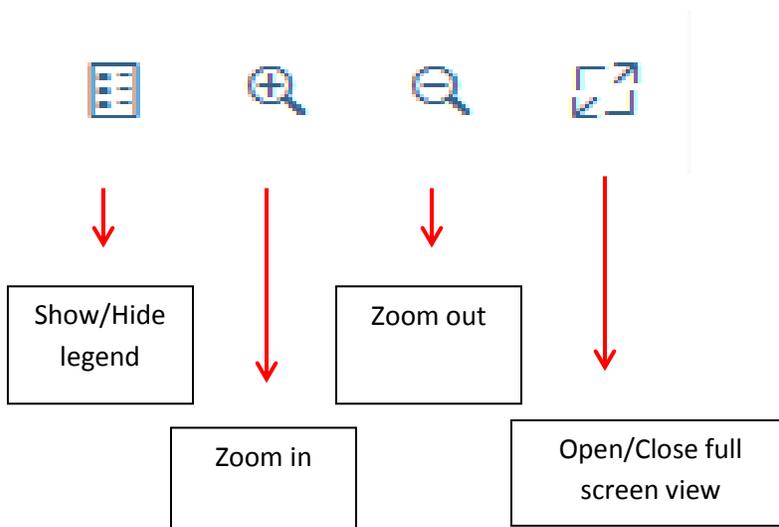
4.3 Breakdown by Organization

This bar chart shows the number of filled and vacant positions broken down by the Deputy or Organizational Unit's (Division/Group) top-down structure.



Something cool!

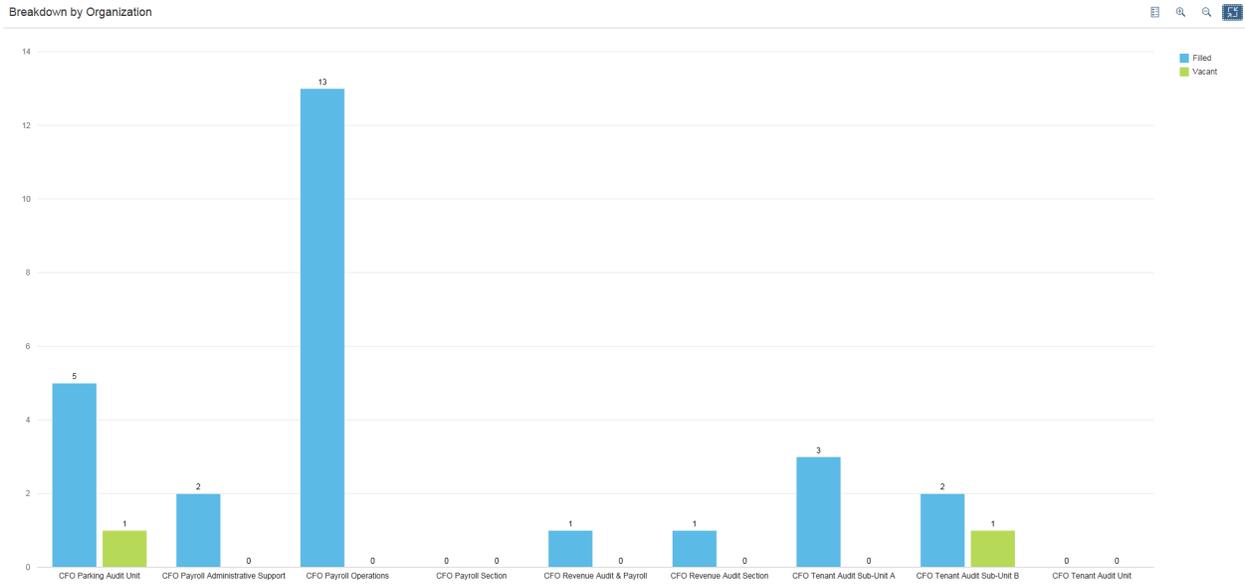
Located at the top of the charts, the icons below provide added functionality.



Clicking the open/close full screen icon



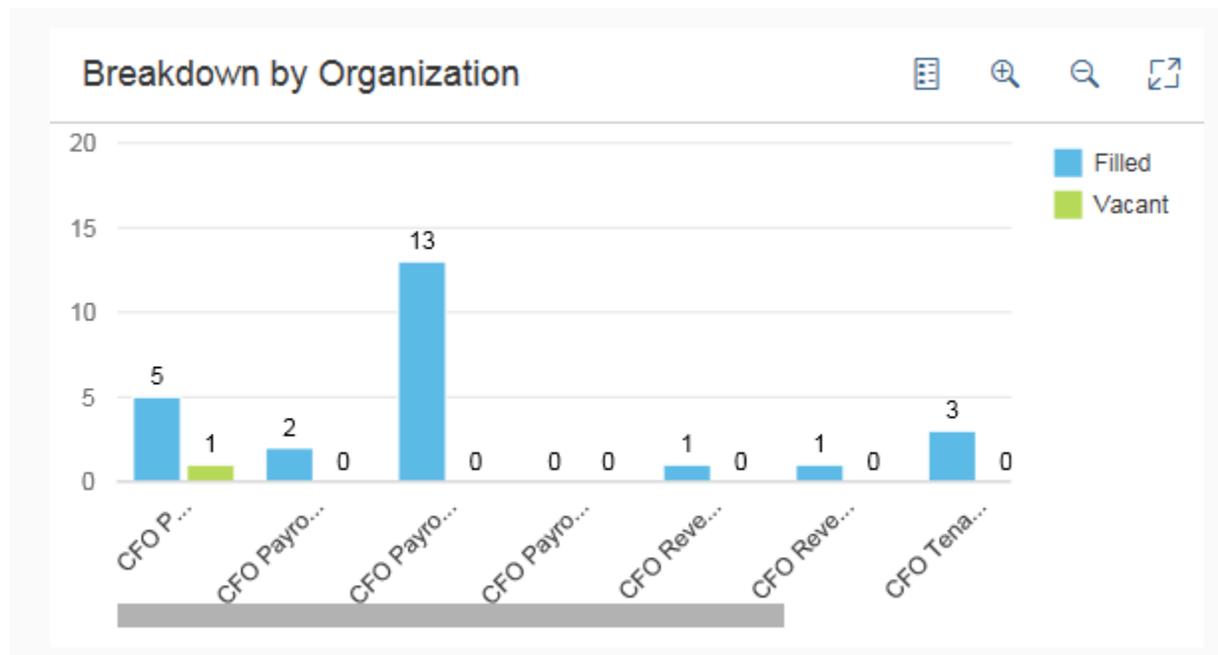
opens the full screen view below.



Clicking the open/close full screen icon

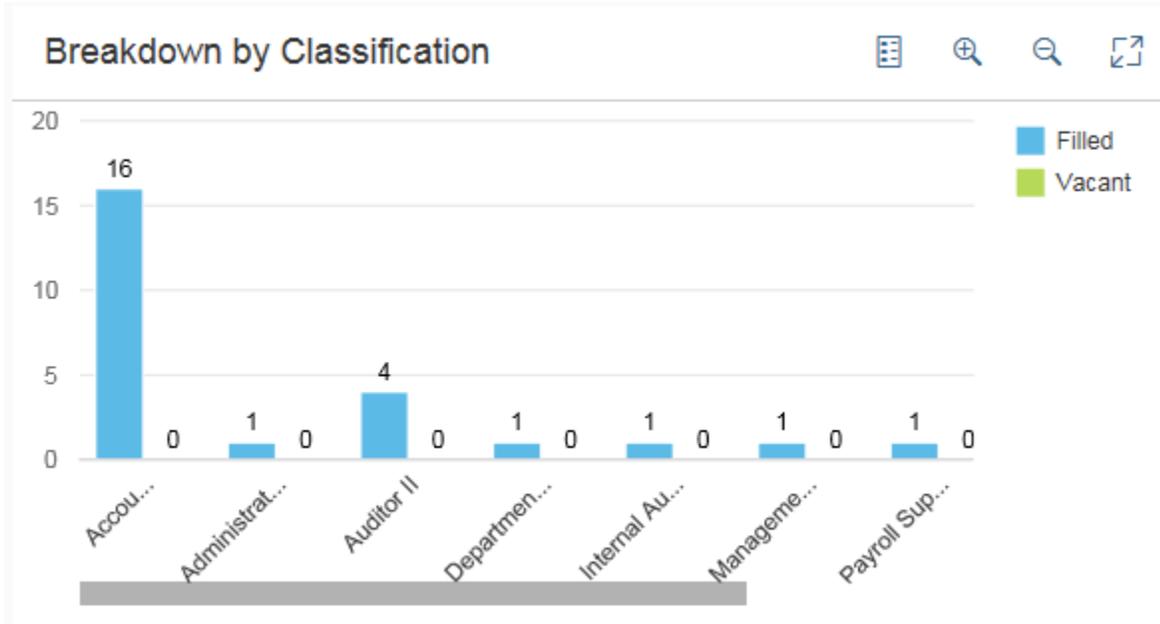


closes the full screen view.



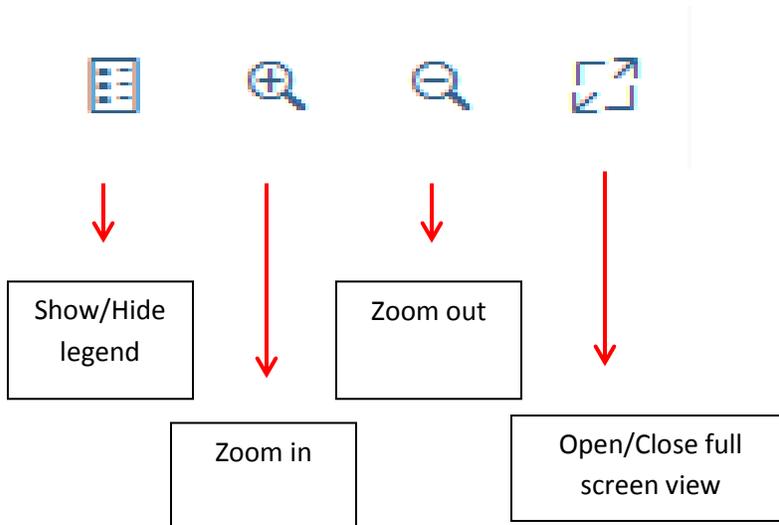
4.4 Breakdown by Classification

This bar chart shows the number of filled and vacant positions by classifications within the Deputy or Organizational Unit's (Division/Group) top-down structure.



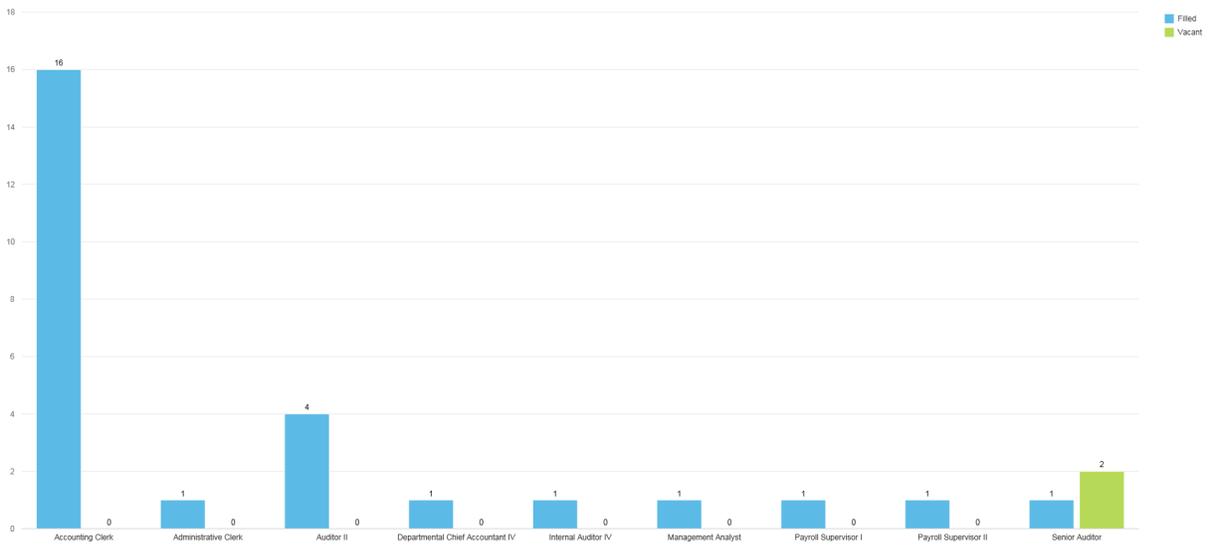
Something cool!

Located at the top of the charts, the icons below provide added functionality.

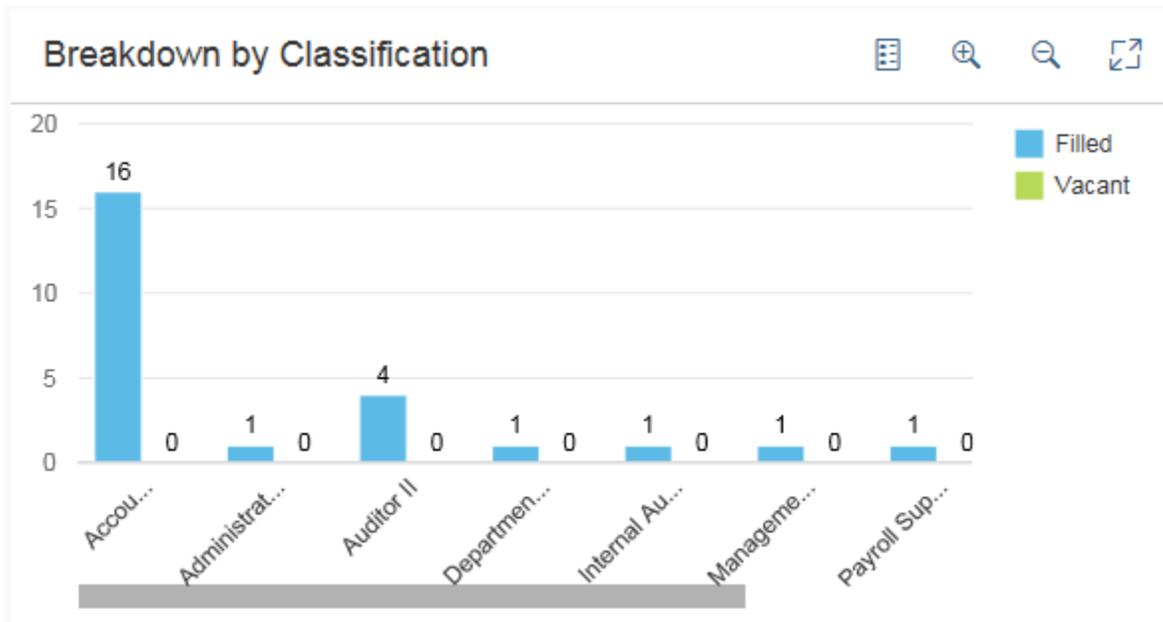


Clicking the open/close full screen icon  opens the full screen view below.

Breakdown by Classification



Clicking the open/close full screen icon  closes the full screen view.



PHASE 2...Drill down data will be available in the header detail and breakdown charts.