

White Paper on Veterans Employment Report (PERV100)

Description Generates a report that can be used to complete the Federal Contractor Veterans Employment Report (VETS-100). This report lists by skill code the counts of Special Disabled Veterans, Vietnam Era Veterans, Other Protected Veterans and Recently Separated Veterans both currently employed and newly hired within the specified period.

Note: The program does *not* count employees when an EEO skill code of 90 (Other) on the Position Class Rule Form (NTRPCLS) associated with their positions.

Parameters *Name Description/Values Required? Default Validation*

Start Date: Begin Date of report data. Federal Regulations require this report to include data for the twelve months preceding the Stop Date (below). This date determines which veterans appear on this report as new hires. To be counted as a new hire, the veteran must have a job effective date that falls between this date and the stop date entered in the following parameter. (Only the veteran's (P)primary job is counted.) A veteran whose start date is earlier than the date entered at this parameter is counted on the left side of the report under the heading NUMBER OF EMPLOYEES. A veteran whose start date is later than this date appears on the right side under the heading NEW HIRES WITHIN PERIOD. This is a required field. There are no defaults. Format must be DD-MMM-YYYY or DD-MMM-YY.

Stop Date: End date of report data. Federal regulations require that the data in this report have an ending date no earlier than January 1 and no later than March 1 of the filing year. To be counted on this report, a veteran must have a (P)primary job effective date earlier than the stop date entered at this parameter and must not have been terminated before this stop date. To be counted as a new hire, the veteran's job effective date must fall between the start and stop parameter dates (see previous parameter). Only the veteran's (P)primary job is counted. This is a required field. There are no defaults. Format must be DD-MMM-YYYY or DD-MMM-YY.

Hiring Location: Hiring Location to be reported. Federal regulations require this report be filed for each hiring location employing 50 or more employees. Indicate whether a Campus (C), College (O), Location (L) or Employer (E). SDBOR uses L for Location or E for Employer.

Sort Order Skill code (job category)

Data Source NBAJOBS NBAPOSN NTRPCLS PEAEMPL PPAIDEN PTVESKL

Frequency Annually. U.S. federal regulations require this report to be filed by September 30th each year. This report must be filed by all recipients of federal contracts or subcontracts in the amount of \$25,000 or more.

Output Standard horizontal report format

Fields

Name Description

Job Categories: Header of column containing job categories

Number of Employees: Number of employees who fall into the following categories:

Special Disabled Veterans: Employees counted in this field are those who have a *Y* in the **Special Disabled Veteran** field of the Identification Form (PPAIDEN). A *special disabled veteran* is *either* of the following:

- a veteran who is entitled to compensation (or who would be but for the receipt of military retired pay) under laws administered by the Department of Veteran Affairs for a disability
 - (i) rated at 30% or more, or (ii) rated at 10 or 20% in the case of a veteran who has been determined under Section 1506 of Title 38, U.S., to have a serious employment handicap
 - a veteran who was discharged or released from active duty because of a service-connected disability
- Vietnam Era Veterans Employees counted in this field are those who have a *V* or a *B* in the **Veteran Category** field of the Identification Form (PPAIDEN). A *V* identifies an individual who is a Vietnam era veteran but does not qualify as an Other Eligible Veteran (see next field), and a *B* identifies a Vietnam era veteran who meets the Other Eligible Veteran criterion. A *Vietnam veteran* is a veteran whose active military, naval, or air service (or any part of it) was during the period beginning August 5, 1964, and ending May 7, 1975, provided that *either* of the following is true:
 - the veteran served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge
 - the veteran was discharged or released from active duty because of a service-connected disability
- Other Protected Veterans: The term *Other Protected Veteran* identifies a veteran who has served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. Employees counted in this field are those who have an *O* or a *B* in the **Veteran Category** field of the Identification Form (PPAIDEN). An *O* identifies an individual who meets the criterion for Other Protected Veterans but has not served in Vietnam. A *B* identifies an individual who has served in Vietnam and meets the criterion for Other Protected Veteran.
- New Hires Within Period: Number of new hires who fall into the following categories. *New hires* are employees who were included in the payroll for the first time during the period covered by this report. This does include students.
- Special Disabled Veterans: Number of employees who are special disabled veterans. For a definition of *Special Disabled Veterans*, refer to the explanation of the **Special Disabled Veterans** field in the **Number of Employees** category (above).
- Vietnam Era Veterans: Number of employees who are Vietnam era veterans. For a definition of *Vietnam Era Veterans*, refer to the explanation of the **Vietnam Era Veterans** field in the **Number of Employees** category (above).
- Newly Separated Veterans: All newly hired employees whose **Active Duty Separation Date** falls within the current VETS-100 reporting period, and who qualify as a veteran in one or more of the following categories:
 - Special Disabled Veterans
 - Vietnam Era Veterans
 - Newly Separated Veterans
 - Other (Eligible) Veterans

- Other Protected Veterans Number of employees who are other protected veterans. For a definition of *Other Protected Veterans*, refer to the explanation of the **Other Protected Veterans** field in the **Number of Employees** category (above)
- New Hire Total - Both Veterans and Non-Veterans; Total number of new hires (veteran and non-veteran)

Calculation of Minimum and Maximum Figures in Report Summary Lines

In an effort to tabulate the totals for the year, the report determines the number of employees that are active or on leave based on the Start Date parameter for the report. In order to determine these figures, the program performs these actions: The minimum and the maximum number of employees hired are now calculated and printed for the period identified by the Start Date and the Stop Date.

- Specify the Report Parameters 01 and 02, Start Date and Stop Date to determine the period for which the report is being generated.
- Specify Report Parameter 03, (L) Hiring Location, to identify the employee population.
- Only those pay periods that fall within the dates specified for the Start Date and Stop Date parameters will be considered.
- Employees are counted only once in each pay period, across all Pay IDs.
- The number of employees per pay period is calculated for all pay periods.
- The smallest and the largest number of employees per pay period are printed for the Minimum and the maximum number of employees, respectively.

Sample PERV100

REPORT : PERV100

SDBOR PROD INSTANCE
 Veterans Employment Report
 Black Hills State University
 BETWEEN 01-JUL-2009 AND 30-JUN-2010
 Vets-100

PAGE 1
 RUN DATE 06-JUL-2010
 RUN TIME 03:09:12 PM

JOB CATEGORIES	NUMBER OF EMPLOYEES			NEW HIRES WITHIN PERIOD				
	SPECIAL DISABLED VETERANS	VIETNAM ERA VETERANS	OTHER PROTECTED VETERANS	SPECIAL DISABLED VETERANS	VIETNAM ERA VETERANS	RECENTLY SEPARATED VETERANS	OTHER PROTECTED VETERANS	TOTAL NEW HIRES, BOTH VETERANS AND NON-VETERANS
Officials/Managers/Executives	0	0	0	0	0	0	0	0
Executive Level Managers	0	0	0	0	0	0	0	0
Mid-Level Managers	1	0	3	0	0	0	0	8
Faculty/Graduate Assistants	0	5	4	1	6	0	6	90
Technicians	0	0	0	0	0	0	0	0
Professionals	0	2	4	0	1	0	3	66
Office Clerical	1	1	3	1	0	0	1	13
Maintenance Series	0	0	0	0	0	0	0	0
Skilled Crafts	0	1	0	0	1	0	0	2
Operatives	0	0	0	0	0	0	0	0
Laborers/Maintenance	2	2	5	2	3	0	5	373
Service Workers	0	2	3	0	0	0	0	9
Not Used for SD - PT Only	0	0	0	0	0	0	0	0
Sales	0	0	0	0	0	0	0	0
TOTAL	4	13	22	4	11	0	15	561

Maximum
842

Minimum
502

What BOR Submits to Feds for the System (including all institutions).

VETS-100 FEDERAL CONTRACTOR REPORT ON VETERANS' EMPLOYMENT

OMB NO:1293-0005
Expires: 04/30/2011

RETURN COMPLETED REPORT TO:
U.S. DEPARTMENT OF LABOR
VETERANS' EMPLOYMENT AND TRAINING SERVICE
VETS-100 Reporting Office
P.O. Box 726
Lanham, Maryland 20703-0726

Persons are not required to respond to this collection of information unless it displays a valid OMB number

TYPE OF REPORTING ORGANIZATION
(Check one or both, as applicable)

Prime Contractor
 Subcontractor

TYPE OF FORM (Check only one)

Single Establishment
 Multiple Establishment-Headquarters
 Multiple Establishment-Hiring Location
 Multiple Establishment-State Consolidated (specify number of locations) _____(MSC)

ATTN: Human Resource/EEO Department

COMPANY IDENTIFICATION INFORMATION (Omit items preprinted above-ADD Company Contact Information Below)

COMPANY No: V034890					TWELVE MONTH PERIOD ENDING					0	6	3	0	2	0	0	9										
										M	M	D	D	Y	Y	Y	Y										
NAME OF PARENT COMPANY: South Dakota Board of Regents					ADDRESS (NUMBER AND STREET): 306 E. Capitol Ave., Suite 200																						
CITY: Pierre					COUNTY:			STATE: SD		ZIP CODE: 57501																	
NAME OF COMPANY CONTACT: Heather Badger					TELEPHONE AND EMAIL FOR CONTACT: (605) 773-3455					heather.badger@sdbor.edu																	
NAME OF HIRING LOCATION: Black Hills State University					ADDRESS (NUMBER AND STREET): 1200 University Avenue																						
CITY: Spearfish					COUNTY: Lawrence			STATE: SD		ZIP CODE: 57799																	
NAICS:										DUNS:						EMPLOYER ID (IRS TAX No.)		4	6	-	6	0	0	0	3	6	4

EMPLOYEE DATA AND VETERAN REPORTING REQUIREMENTS

REPORT ALL PERMANENT FULL-TIME OR PART-TIME EMPLOYEES AND NEW HIRES WHO ARE TARGETED VETERANS, DATA ON NUMBER OF EMPLOYEES ARE TO BE ENTERED IN COLUMNS L, M, AND N, LINES 1-9. DATA ON NEW HIRES ARE TO BE ENTERED IN COLUMNS O, P, Q, R, AND S. INSTRUCTIONS ARE FURTHER DETAILED ON THE REVERSE OF THIS FORM.								
JOB CATEGORIES	NUMBER OF EMPLOYEES			NEW HIRES (PREVIOUS 12 MONTHS)				TOTAL NEW HIRES, BOTH VETERANS AND NON-VETERANS (S)
	SPECIAL DISABLED VETERANS (L)	VIETNAM ERA VETERANS (M)	OTHER PROTECTED VETERANS (N)	SPECIAL DISABLED VETERANS (O)	VIETNAM ERA VETERANS (P)	RECENTLY SEPARATED VETERANS (Q)	OTHER PROTECTED VETERANS (R)	
OFFICIALS AND MANAGERS 1	1		3					9
PROFESSIONALS 2		4	8				2	115
TECHNICIANS 3								
SALES WORKERS 4								2
OFFICE AND CLERICAL 5		1	2				1	15
CRAFT WORKERS (SKILLED) 6								2
OPERATIVE (SEMI-SKILLED) 7								
LABORERS (UNSKILLED) 8			1				1	308
SERVICE WORKERS 9		2	3		1		1	12
TOTAL 10	1	7	17		1		5	463

Report the total maximum and minimum number of permanent employees during the period covered by this report.

Maximum Number	Minimum Number
824	508

Veterans Status Defined



jm vet.pdf

Vet 100 Reporting Fed Regulations

<http://www.dol.gov/vets/contractor/main.htm>

Some frequently asked questions include:

What is meant by "Number of Employees?" The number of employees as defined by 41 CFR 61-250.2 (b) (2) is the number of permanent full-time and part-time employees who are employed as of the ending date of the selected payroll period. "Employees" shall not include those persons hired on a casual basis for a specified time such as seasonal and temporary workers, or employees obtained through hiring halls or agents.

Contractors must now also include the maximum and the minimum number of employees during the period covered by the report. The specific definition of employee, as defined by regulation, can be found at the following web site:

http://www.dol.gov/dol/allcfr/vets/Title_41/Part_61-250/41CFR61-250.2.htm

"Employees" is also defined at 41 CFR 61-250.2 (b) (2). The term employee shall not include persons who are hired on a casual basis for a specified time, or for the duration of a specified job, and work on remote or scattered sites or locations where it is not practical or feasible for the employer to make a visual survey of the work force within the report period; for example, persons at a construction site whose employment relationship is expected to terminate with the end of the employee's work at the site; persons temporarily employed in any industry other than construction, such as mariners, stevedores, waiters/waitresses, movie extras, agricultural laborers, lumber yard workers, etc., who are obtained through a hiring hall or other referral arrangement, through an employee contractor or agent, or by some individual hiring arrangement; or persons on the payroll of a temporary service agency who are referred by such agency for work to be performed on the premises of another employer under that employer's direction and control. 41 CFR 61-250.2 (b) (2)

What is meant by "New Hires?" A "new hire" is anyone hired as a permanent employee during your reporting period even if they are not currently employed by your company. A "new hire" includes permanent full-time or permanent part-time. An employee may have been hired, laid off and rehired. In such an instance, if the employee met the veteran definition, the employee would count in each instance as a new hire.

Where are the definitions of veterans found for purposes of reporting?

http://edocket.access.gpo.gov/cfr_2004/julqtr/pdf/41cfr60-250.2.pdf

<http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx>

SQL to Help You Review Detail of Data (currently this is only pulling in the student data; you will need to modify dates and skill codes to meet your review needs).

```
SELECT nbrjobs_pidm, spriden_ID, spriden_last_name, spriden_first_name, nbrjobs_posn, nbrjobs_suff
FROM   NBRJOBS X,
       NBRBJOB,
       nbrclsh E,
       nbrposh H,
       PEBEMPL,
       Spriden

WHERE  nbrclsh_change_date_time =
       (SELECT MAX(nbrclsh_change_date_time)
        FROM   nbrclsh
        WHERE  TRUNC(nbrclsh_change_date_time) <=
              TO_DATE('30-JUN-2009')
        AND   nbrclsh_code = E.nbrclsh_code)
```

```

AND nbrclsh_eskl_code in ('6A','6B', '6C', '60')
AND nbrclsh_code = nbrposh_pcls_code
AND nbrposh_change_date_time =
  (SELECT MAX(nbrposh_change_date_time)
   FROM nbrposh
   WHERE TRUNC(nbrposh_change_date_time) <=
         TO_DATE('30-JUN-2009')
         AND nbrposh_posn = H.nbrposh_posn)
AND nbrposh_posn = nbrjobs_posn
AND NBRBJOB_CONTRACT_TYPE = 'P'
AND NBRBJOB_PIDM = X.NBRJOBS_PIDM
AND NBRBJOB_POSN = X.NBRJOBS_POSN
AND NBRBJOB_SUFF = X.NBRJOBS_SUFF
AND (nbrjobs_status NOT IN ('T','I')
     OR (nbrjobs_status IN ('T','I')
        AND trunc(nbrjobs_effective_date) BETWEEN to_date('01-JUL-2008')
                                             AND to_date('30-JUN-2009')))
AND trunc(nbrbjob_begin_date) <= to_date('30-JUN-2009')
AND (trunc(nbrbjob_end_date) >= to_date('01-JUL-2008')
     OR nbrbjob_end_date IS NULL)
AND trunc(nbrjobs_effective_date) =
  (SELECT MAX(trunc(nbrjobs_effective_date))
   FROM nbrjobs
   WHERE nbrjobs_pidm = X.nbrjobs_pidm
         AND nbrjobs_posn = X.nbrjobs_posn
         AND nbrjobs_suff = X.nbrjobs_suff
         AND trunc(nbrjobs_effective_date) <= to_date('30-JUN-2009'))
AND PEBEMPL_PIDM = NBRBJOB_PIDM
AND PEBEMPL_JBLN_CODE like 'NSU%'
AND PEBEMPL_CURRENT_HIRE_DATE IS NOT NULL
AND TRUNC(PEBEMPL_CURRENT_HIRE_DATE)
  BETWEEN TO_DATE('01-JUL-2008')
  AND TO_DATE('30-JUN-2009')

```

```

and spriden_pidm = nbrbjob_pidm
and spriden_change_ind is null

```