

FIO-12 Employee Quota Balance

[View Employee Quota Balance Tutorial Video](#)

Purpose

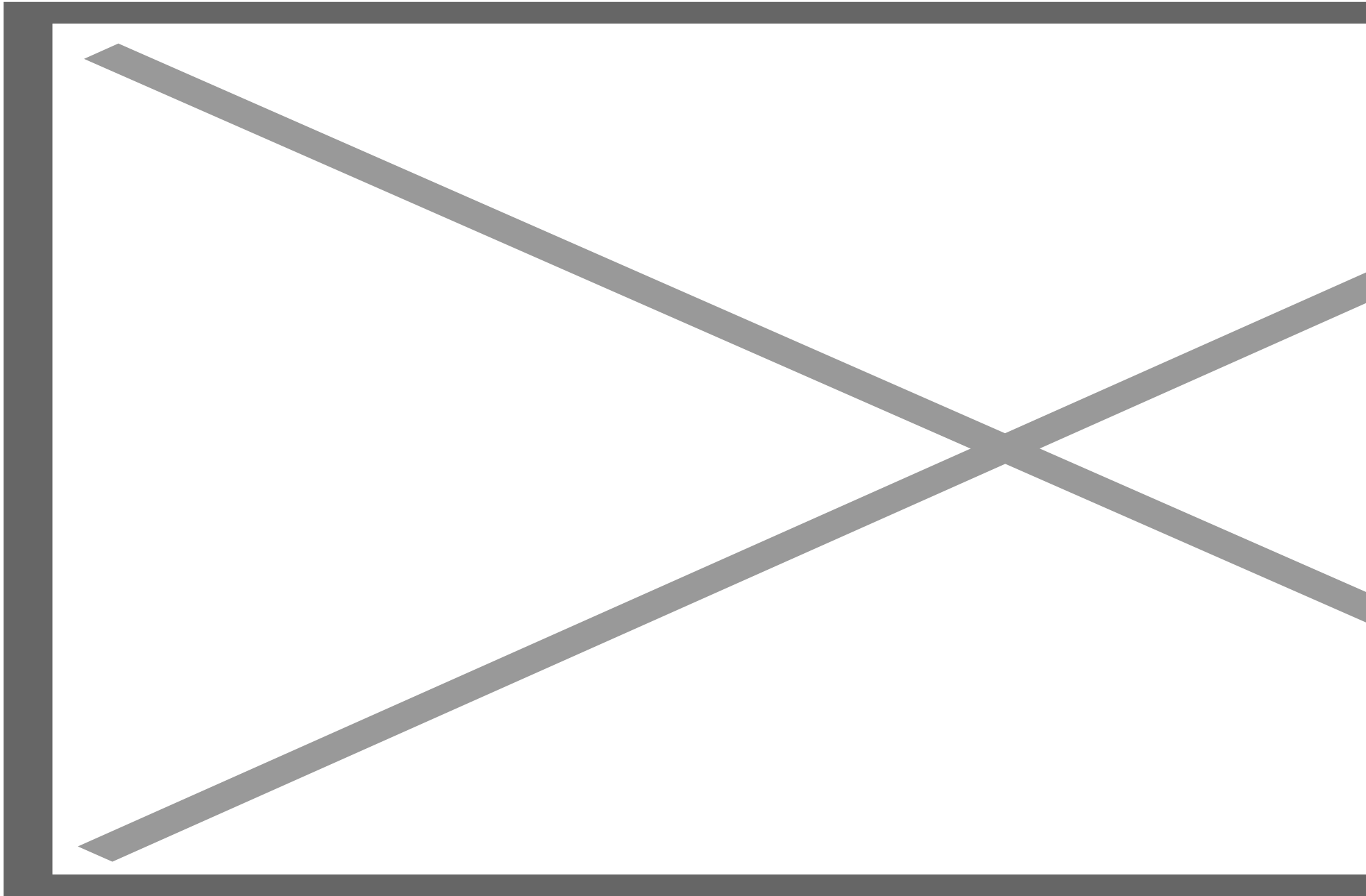
The purpose of the Employee Quota Balance Report BPP is to introduce the display of employee leave balances within the Reports and Resources tile.

Step by Step for Employee Quota Balance

There are 4 steps to complete this process.

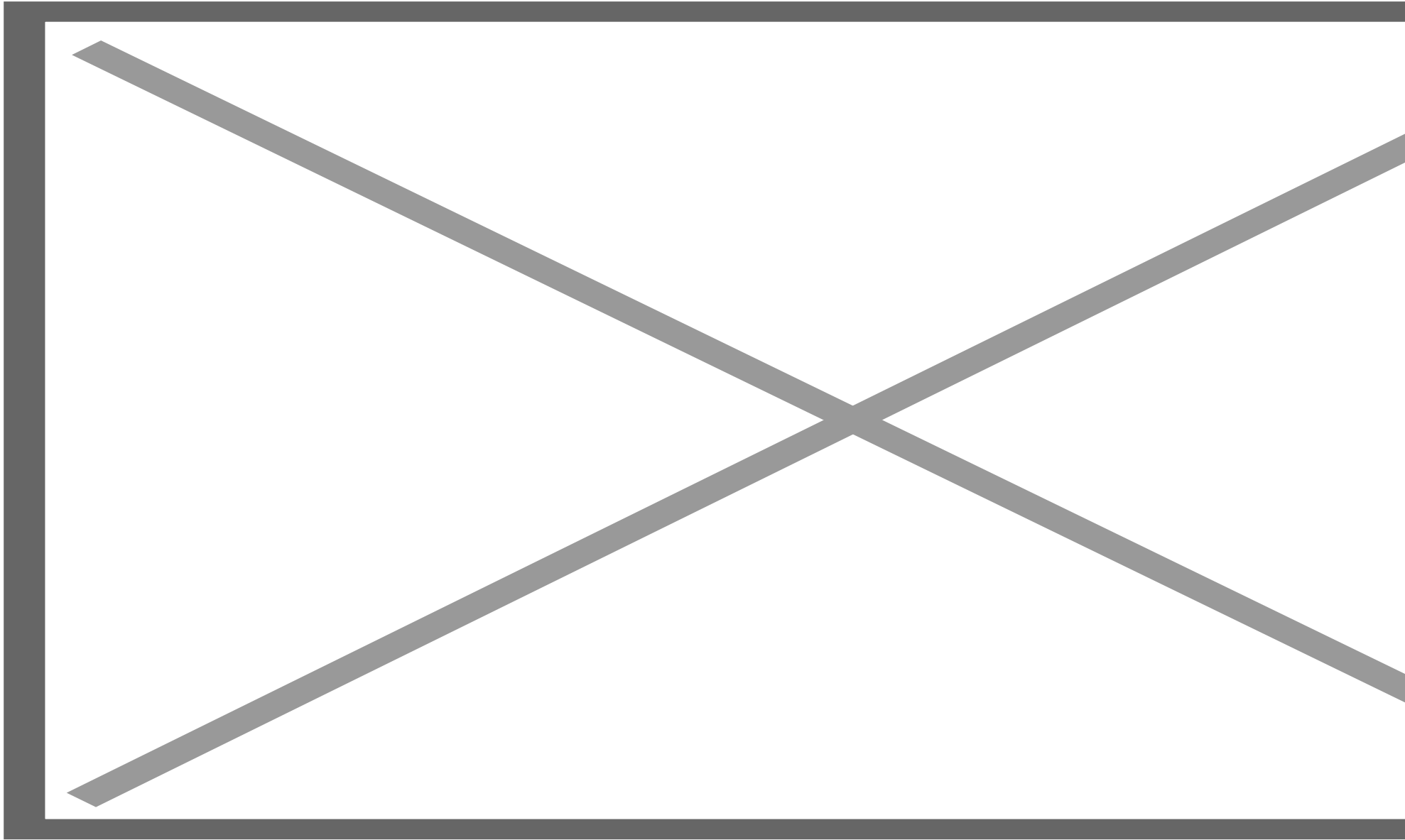
Step 1. The Employee Quota Balance report can be found within the My Reports & Resources tile.

Image



Step 2. Once you have clicked on **My Reports & Resources**, click on **Employee Quota Balance** link to display the report.

Image



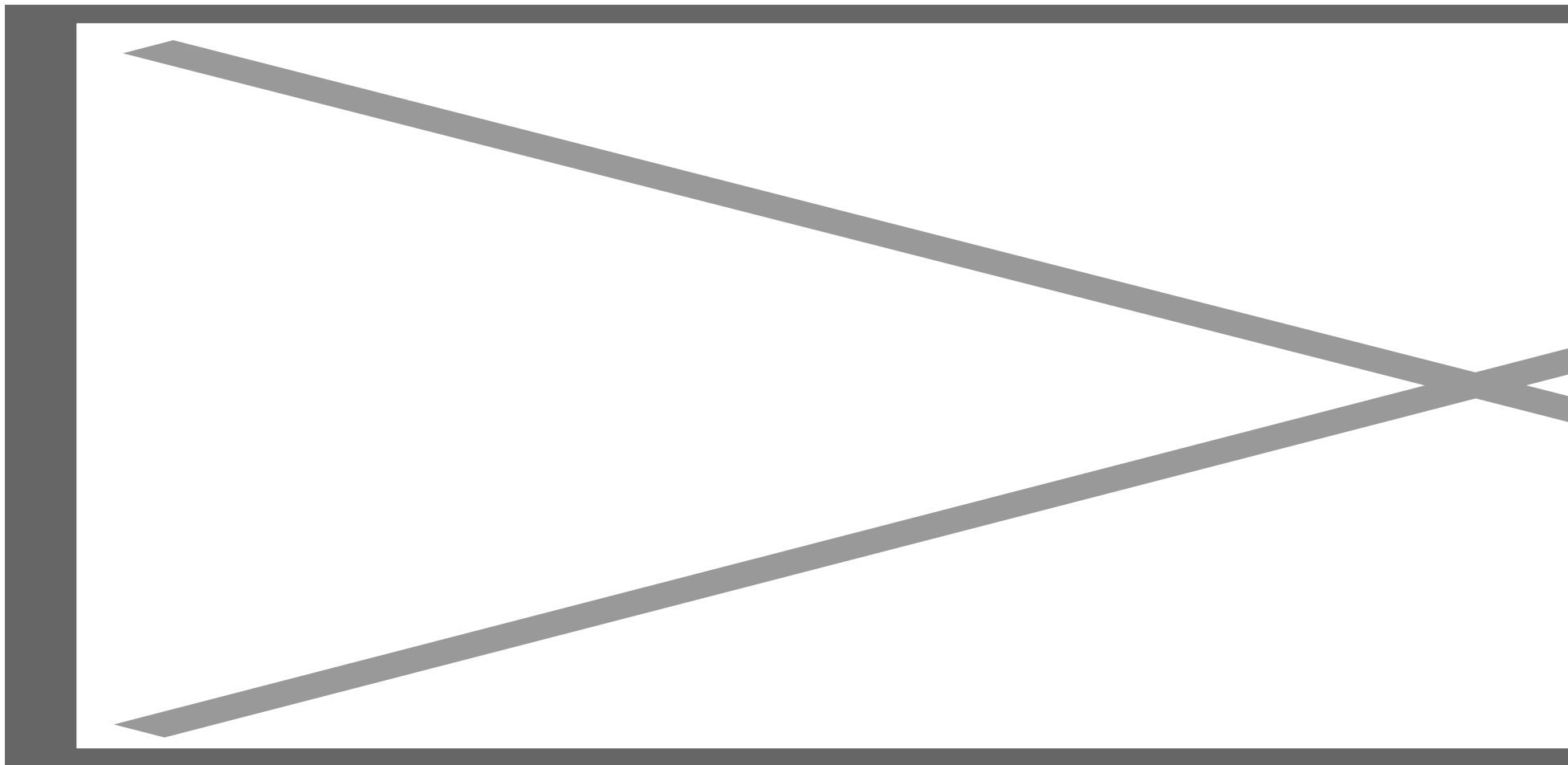
Step 3. The report is a display of your leave balances as of the day you view the report. The report displays Leave Type, Validity of each Leave Type, Available hours, Used hours and Entitlement hours.

- All available hours are shown in GREEN
- All zero hours are shown in BLACK
- All negative hours are shown in RED

You will notice that most leave types have an open validity date, meaning the validity does not expire. Community Service Leave, however, has a validity period for the current year. Parental Leave, if applicable, has a validity period of one year beginning when the entitlement was granted. Expired Quota will not be shown.

Note: There is no name on this report. By design, because employees execute this report on their behalf, the name is understood as the employee's name.

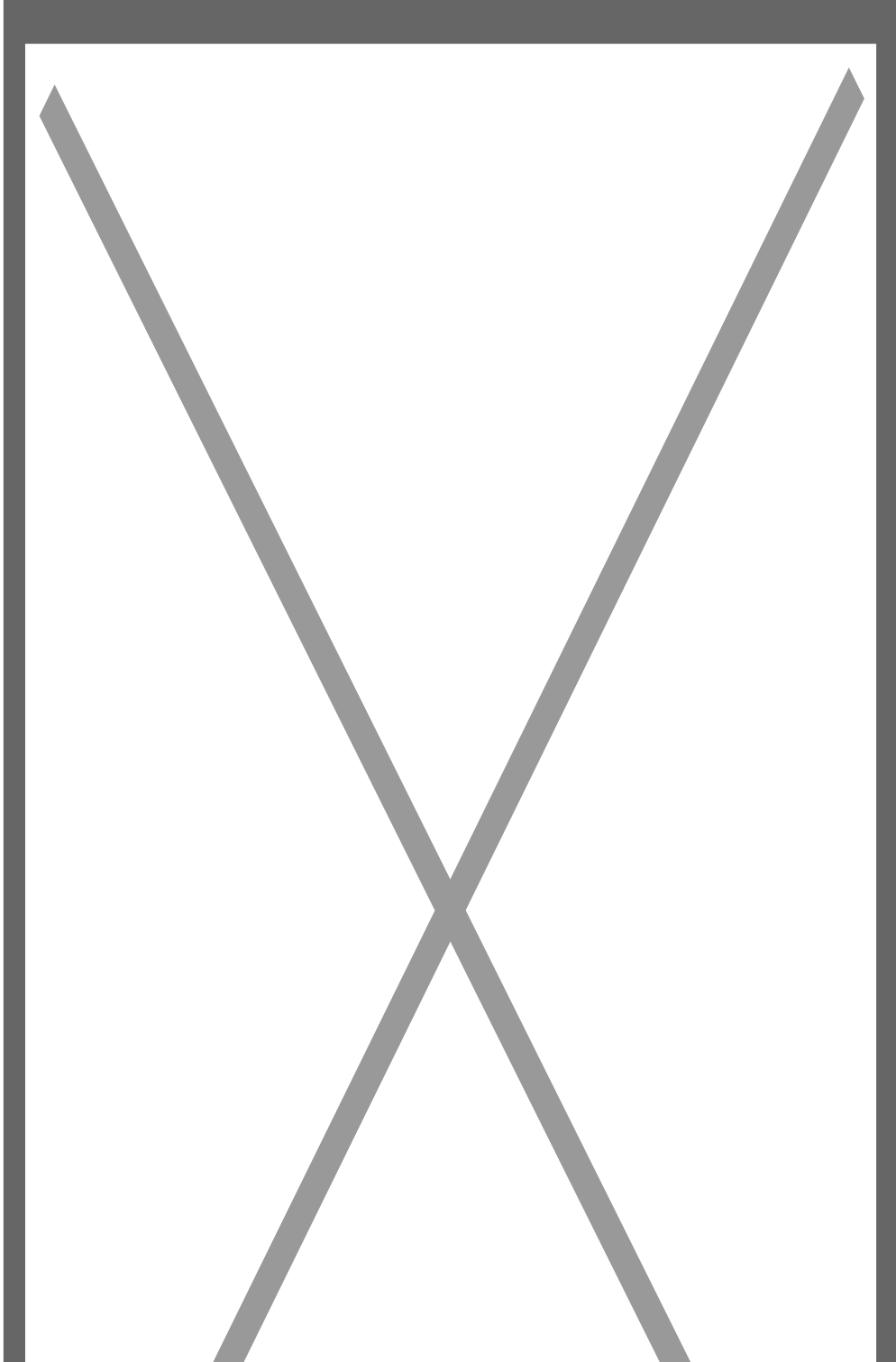
Image



Mobile

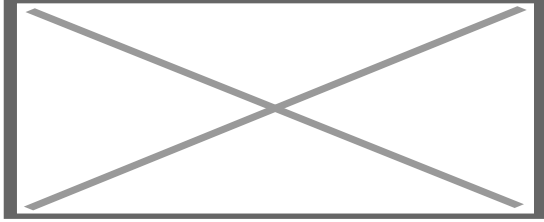
The mobile display of the My Quota Overview report is different than the browser version. Upon executing the report, the data delivered includes the Leave Type and Available hours across the top and additional detail along the side. By default, all valid Leave Types are delivered.

Image



Step 4. To go back to the Homepage, click on **My Quota Overview** and click on **Home**.

Image



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