FIO-12 Employee Quota Balance

View Employee Quota Balance Tutorial Video

Purpose

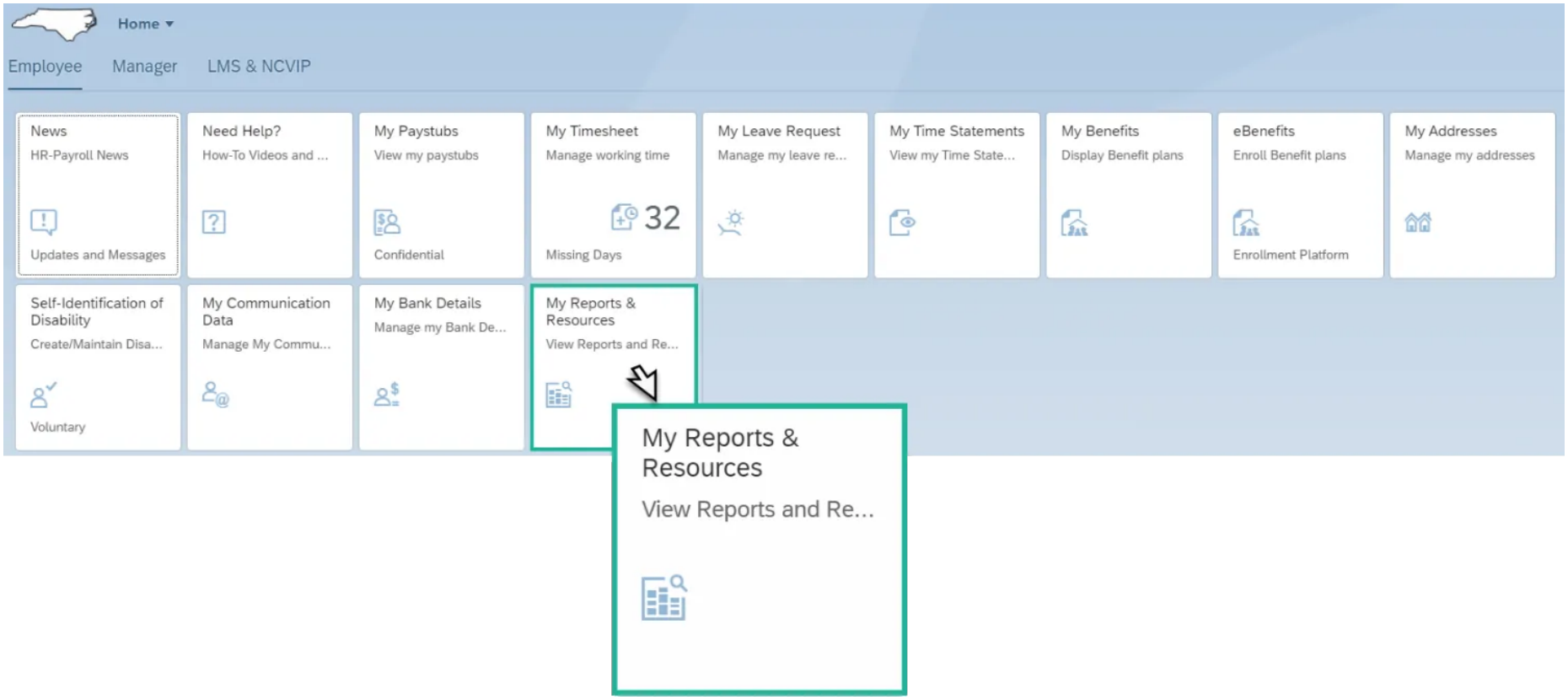
The purpose of the Employee Quota Balance Report BPP is to introduce the display of employee leave balances within the Reports and Resources tile.

Step by Step for Employee Quota Balance

There are 4 steps to complete this process.

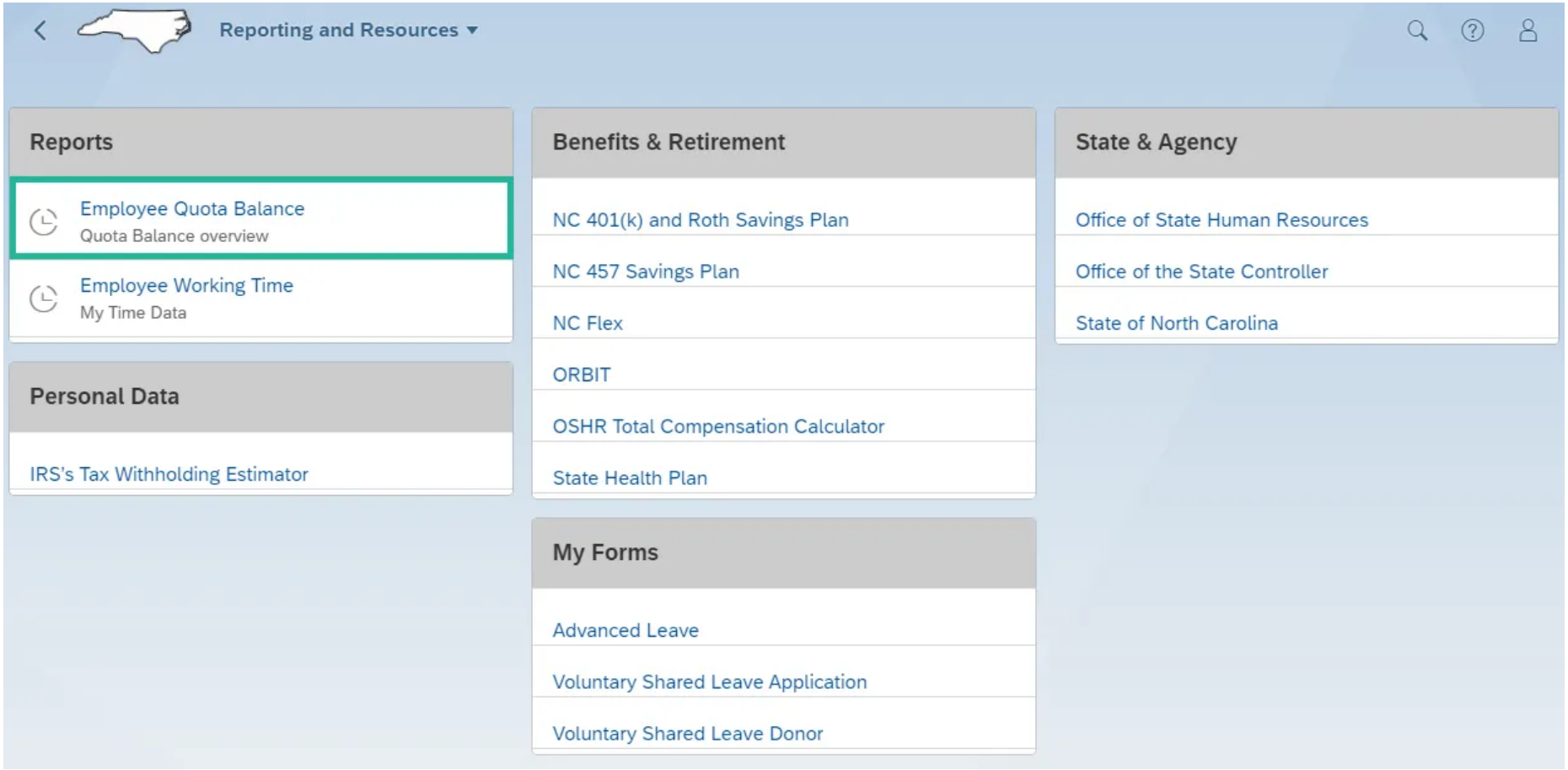
Step 1. The Employee Quota Balance report can be found within the My Reports & Resources tile.

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.

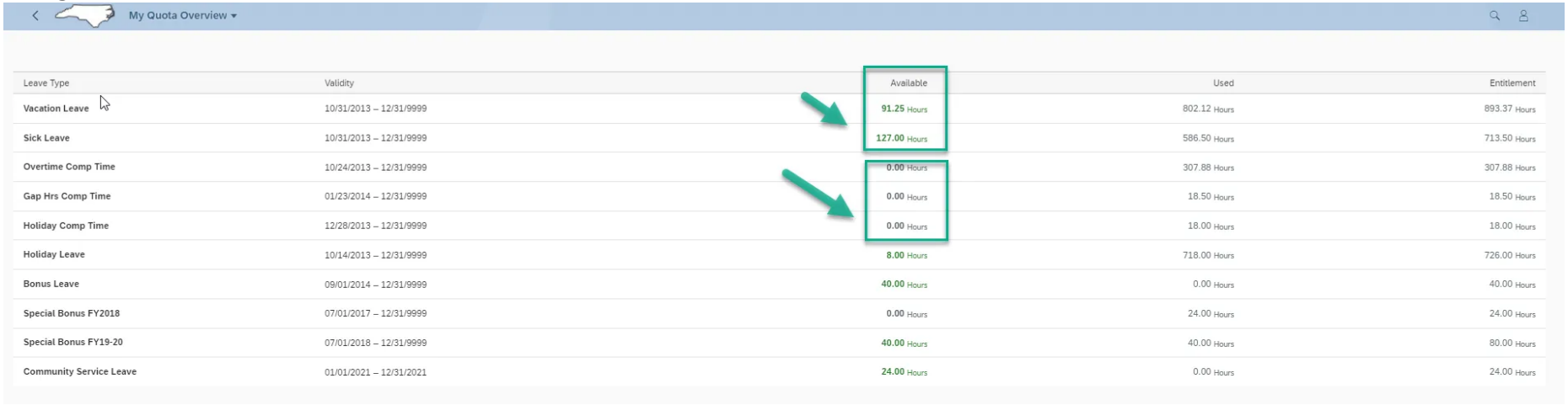
- All available hours are shown in GREEN
- All zero hours are shown in BLACK
- All negative hours are shown in RED

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

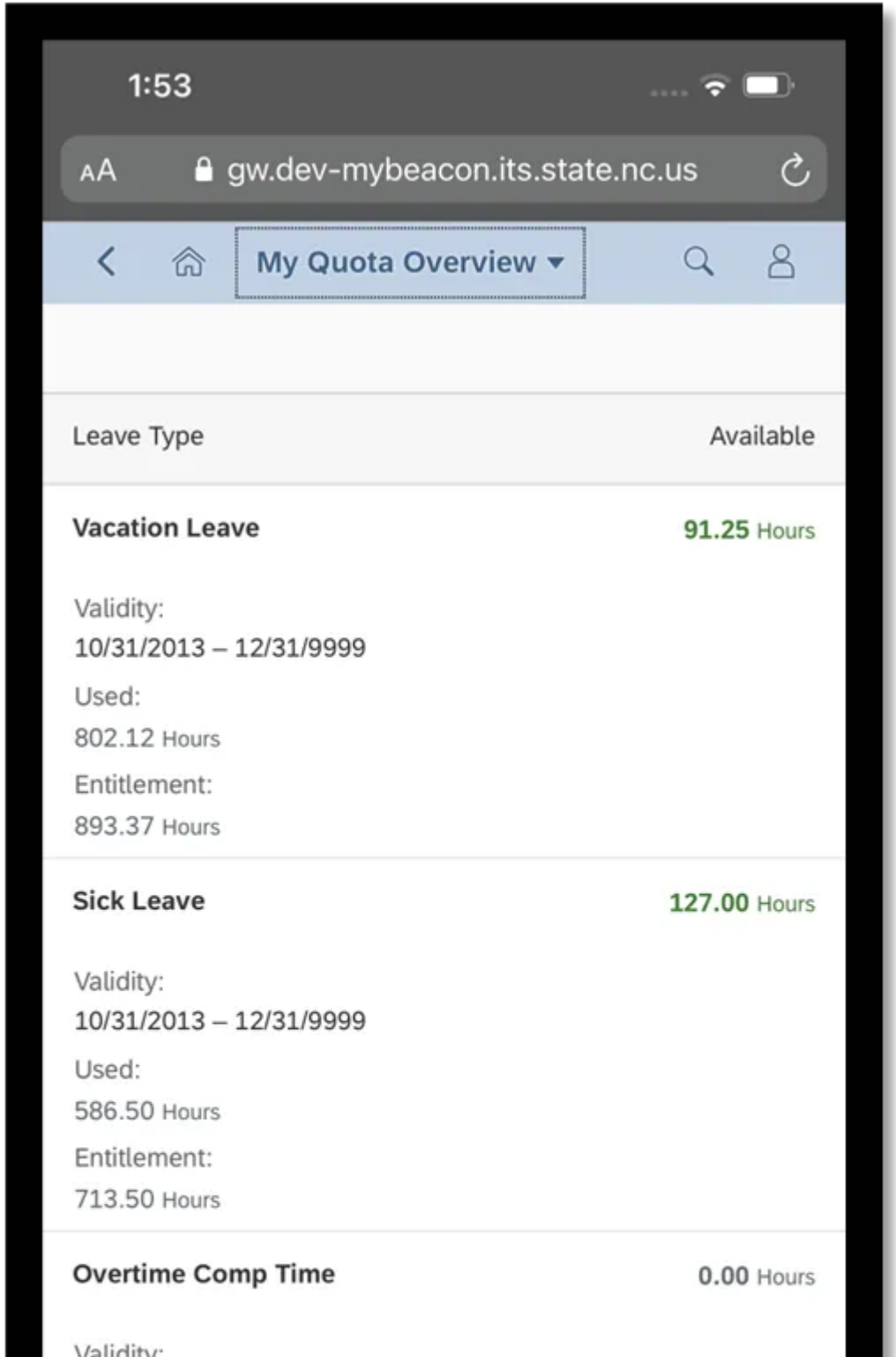


Leave Type	Validity	Available	Used	Entitlement
Vacation Leave	10/31/2013 – 12/31/9999	91.25 Hours	802.12 Hours	893.37 Hours
Sick Leave	10/31/2013 – 12/31/9999	127.00 Hours	586.50 Hours	713.50 Hours
Overtime Comp Time	10/24/2013 – 12/31/9999	0.00 Hours	307.88 Hours	307.88 Hours
Gap Hrs Comp Time	01/23/2014 – 12/31/9999	0.00 Hours	18.50 Hours	18.50 Hours
Holiday Comp Time	12/28/2013 – 12/31/9999	0.00 Hours	18.00 Hours	18.00 Hours
Holiday Leave	10/14/2013 – 12/31/9999	8.00 Hours	718.00 Hours	726.00 Hours
Bonus Leave	09/01/2014 – 12/31/9999	40.00 Hours	0.00 Hours	40.00 Hours
Special Bonus FY2018	07/01/2017 – 12/31/9999	0.00 Hours	24.00 Hours	24.00 Hours
Special Bonus FY19-20	07/01/2018 – 12/31/9999	40.00 Hours	40.00 Hours	80.00 Hours
Community Service Leave	01/01/2021 – 12/31/2021	24.00 Hours	0.00 Hours	24.00 Hours

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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My Quota Overview
Leave Type
Available
Vacation Leave
91.25 Hours
Validity:
10/31/2013 – 12/31/9999
Used:
802.12 Hours
Entitlement:
893.37 Hours
Sick Leave
127.00 Hours
Validity:
10/31/2013 – 12/31/9999
Used:
586.50 Hours
Entitlement:
713.50 Hours
Overtime Comp Time
0.00 Hours

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

Image



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