B0198 Attendance and Absence Payroll Actuals

Purpose

The purpose of this report is to display attendance and absence metrics for employees and related payroll posting costs as dashboards in the Integrated HR-Payroll System.

Report Description

This dashboard displays attendance and absence metrics for employees and related payroll posting costs.

Report Location

PT: Quota Payouts

Report Uses

The value of the data provided here allows agencies to tie attendance and absence hours back to actual payroll costs, which are broken out by various dimensions that allow for further details as described below.

Payroll cost data is also useful in determining specific patterns or trends related to overtime or premium pay.

- This dashboard provides leave and actual hours paid analytics in easy-to-read graphs and charts.

- Agency users will see the leave hours and actuals payroll paid metrics in various charts by Wage Type groups for the Selected Month and as well as for Last 12 months in ‘Overview’ tab.
- Report provides Payroll cost metrics by funding source and Employee grouping in ‘Fund Src/Emp Group’ tab.
- County wise specifics of attendance/absence types which details actuals paid grouped by county is provided. The ‘Countywise’ tab represents data by county for premium pay and other specific leave wage type.
- Report has an ‘Analysis Application’ tab that details Actuals Paid measured by Debit/Credit Net. Agency users can use this Analysis Application tab, an interactive interface to manipulate the data table on the workspace and it allows them to customize the data view and present it in charts on their own.

How to Generate This Report

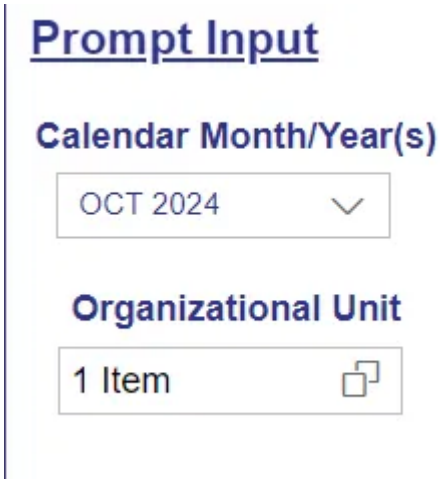
There are no prompts required to generate this dashboard. Click on the report name “**B0198: Attendance and Absence Payroll Actuals**” in the **PT: Quota Payouts** folder, and the report will execute.

The dashboard is generated with data contained in multiple tabs. The initial rendering defaults to showing data specific to the agency OrgUnits for which the user has access.

Prompt Input Control

The Prompt Input control has two dimensions which are pre-filled with default values for the initial execution.

Image



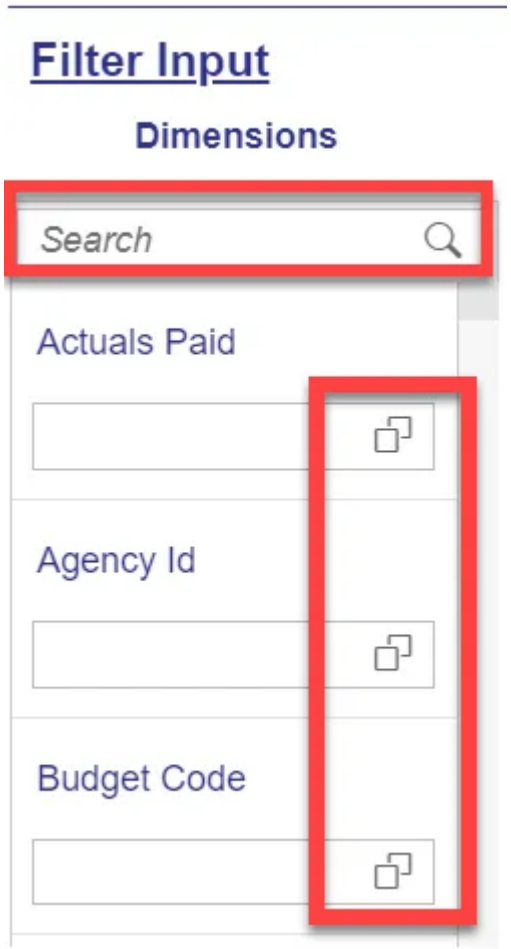
- Calendar Month/Year(s): The default value is set to current month. The value can be changed by using the dropdown arrow.
- Organizational Unit: The default value is the top-level Organizational Unit(s) to which the user has access. The value can be changed by clicking the icon at the end.

Note: Prompt Input values apply to data across all tabs viz Overview, Fund Src/Emp Group, Countywise, and Analysis Application.

Filter Input Control

The Filter Input control contains many dimensions that can be used to further narrow down the data.

Image



- The Search box allows you to search for specific dimension names.
- Use the icons at the end of each Dimension name to filter for specific values in each Dimension.
- Dimensions Available for Filter Input:
    - Actuals Paid
      Note: This dimension filter lists various wage type groups identified as Approved Leave, Bonus Leave, etc. The complete list of Wage Type groups and Wage Type list is provided in the Special Report Consideration/Features Section in this document under the heading ‘Actuals Paid – Wage Type Group

Listing’.

- Agency ID
- Budget Code
- Budget Fund
- Budget Funding Source (OSBM)
- Business Area
- Company Code
- Controlling Area
- Cost Center
- Cost Center Category
- Country Grouping
- Date of Payroll Run
- Document Date
- Document Type
- Employee Group
- Employee Grouping for Acct
- Employee Subgroup
- Financial Key
- For-Period End Date
- For-Period for Payroll
- For-Period Payroll Area
- For-Period Payroll Period Dates
- For-Period Payroll Type
- For-Period Start Date
- Fund
- Fund Type
- Funding Source

- GL Account
- In-Period End Date
- In-Period for Payroll
- In-Period Payroll Area
- In-Period Payroll Period Dates
- In-Period Payroll Type
- Job
- NCAS GL Account
- NCFS GL Account
- NCFS Agency
- NCFS Agency Program
- NCFS AMU
- NCFS Budget Code
- NCFS Budget Fund
- NCFS Funding Source
- NCFS Interfund
- NCFS Project
- NCFS User Define 1
- NCFS User Define 2
- NCFS User Define 3
- Order
- OrgPath – Agency
- OrgPath – Division
- Pay Date for Payroll Result
- Personnel Area
- Personnel Subarea
- Position County Code

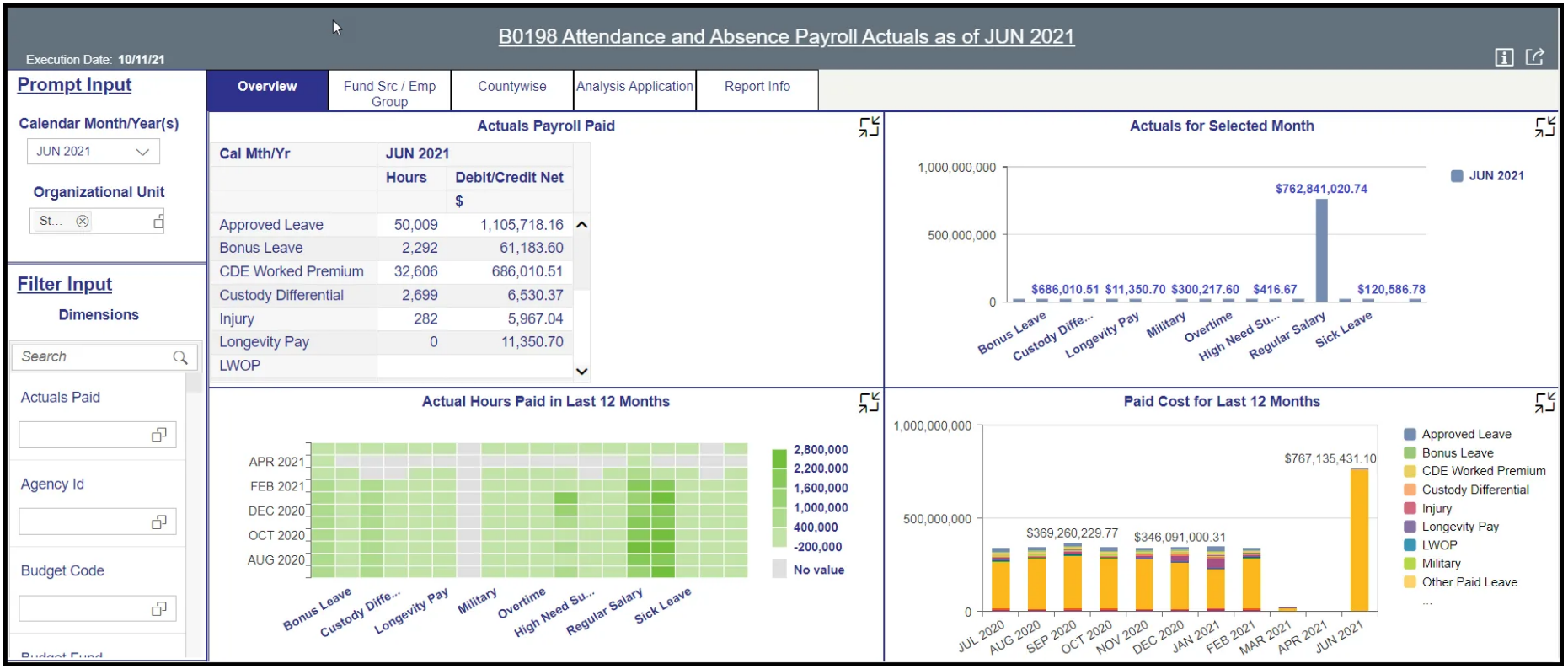
- Posting Creation Cal Qtr/Yr
- Posting Creation Cal Yr
- Posting Creation Date
- Posting Creation Fiscal Period/Yr
- Posting Creation Fiscal Yr
- Posting Date
- Run Number
- Wage Type
- Wage Type Category

Note: Filter Input values apply to data across all tabs viz Overview, Fund Src/Emp Group, Countywise, and Analysis Application.

Overview Tab

Below is a sample of the dashboard charts under the Overview tab:

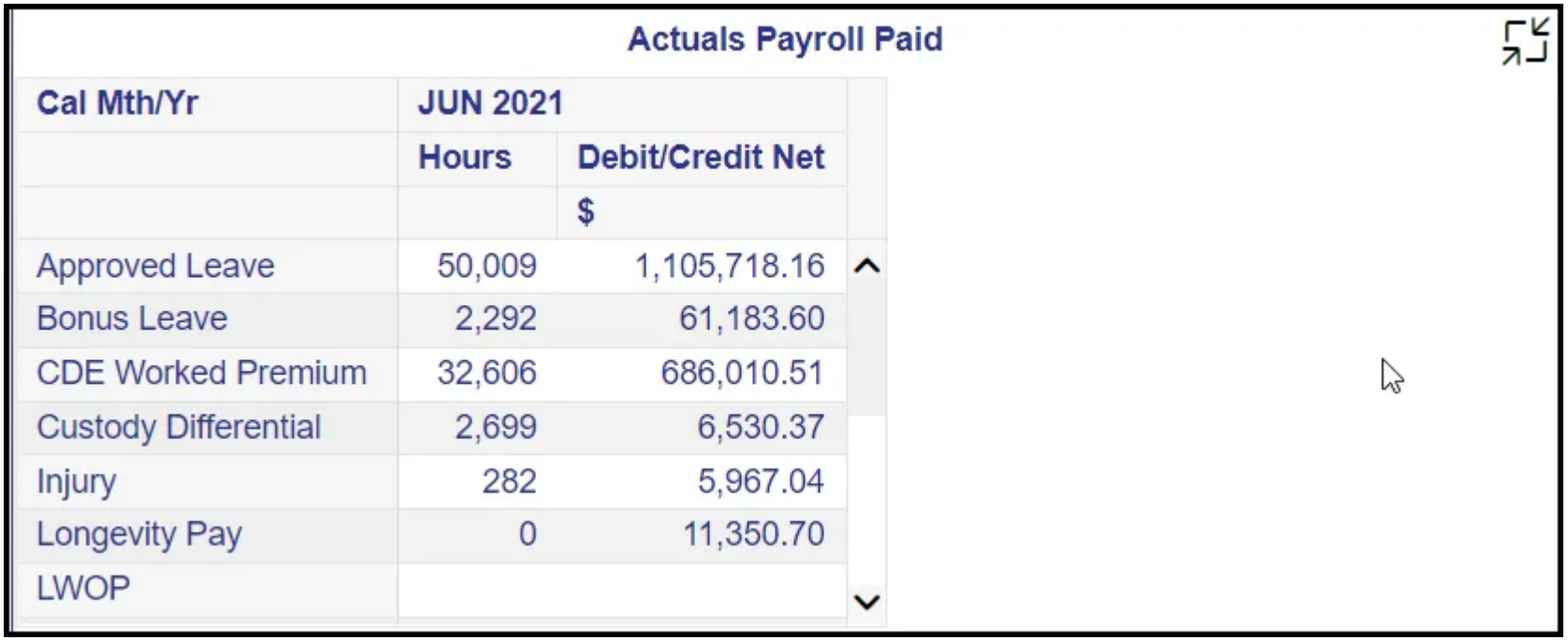
Image



There are four data components displayed in this tab.

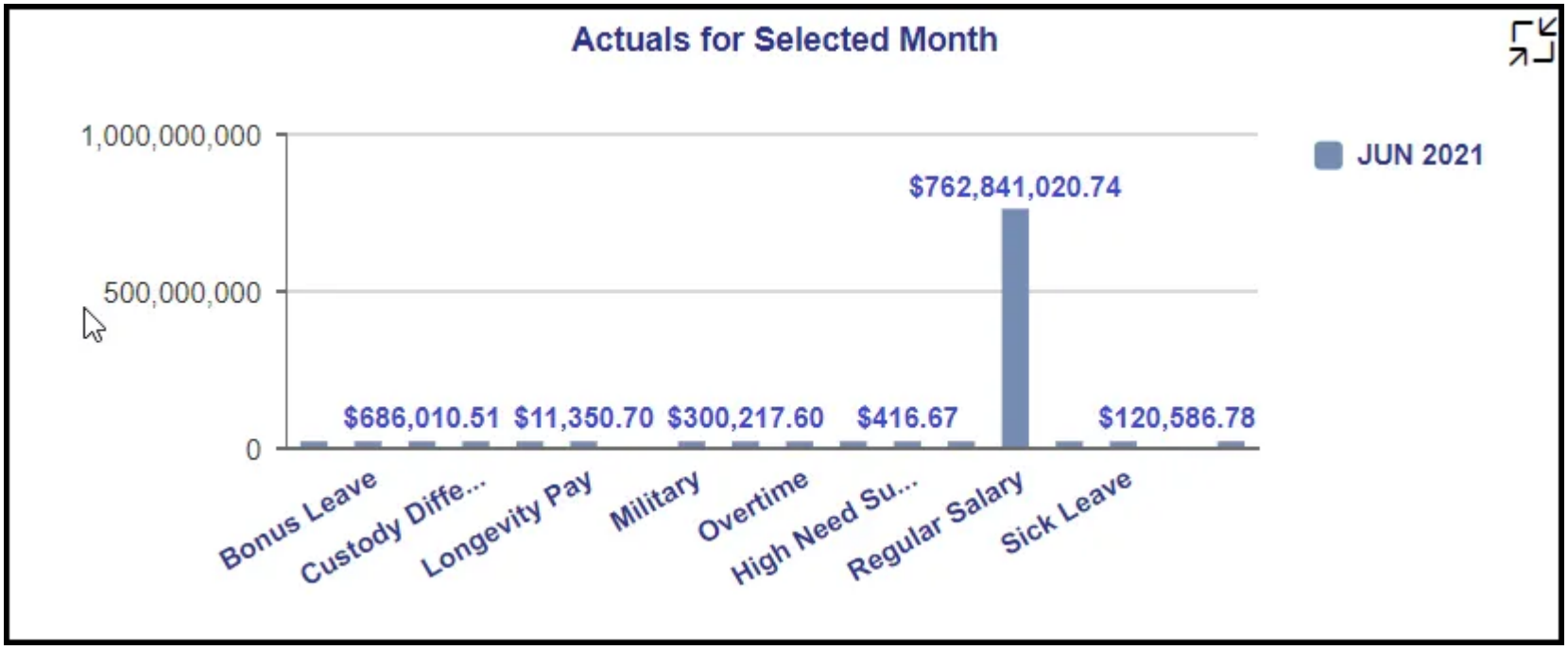
- Spreadsheet component showing Actuals Payroll Paid metrics by Wage Type Group.

Image



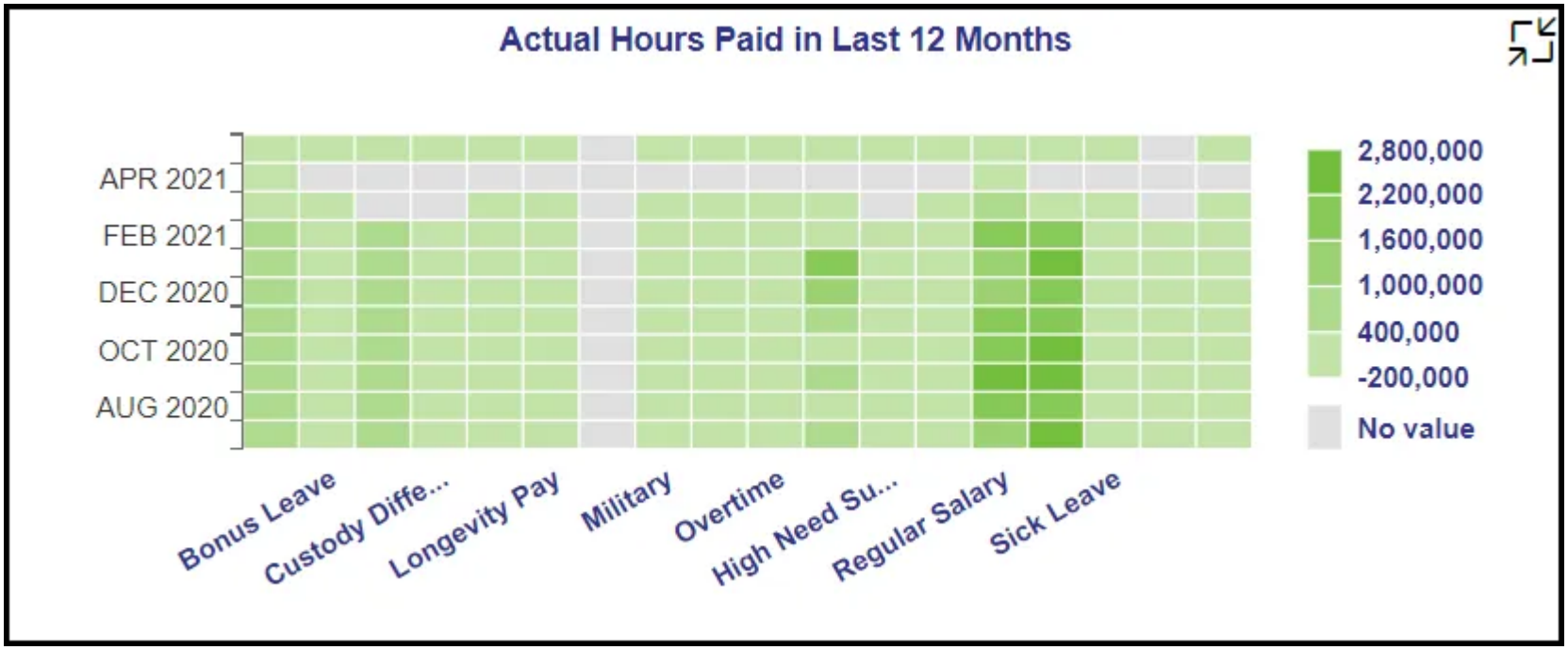
- Column Bar Chart showing Actuals for Selected Month in dollars.

Image



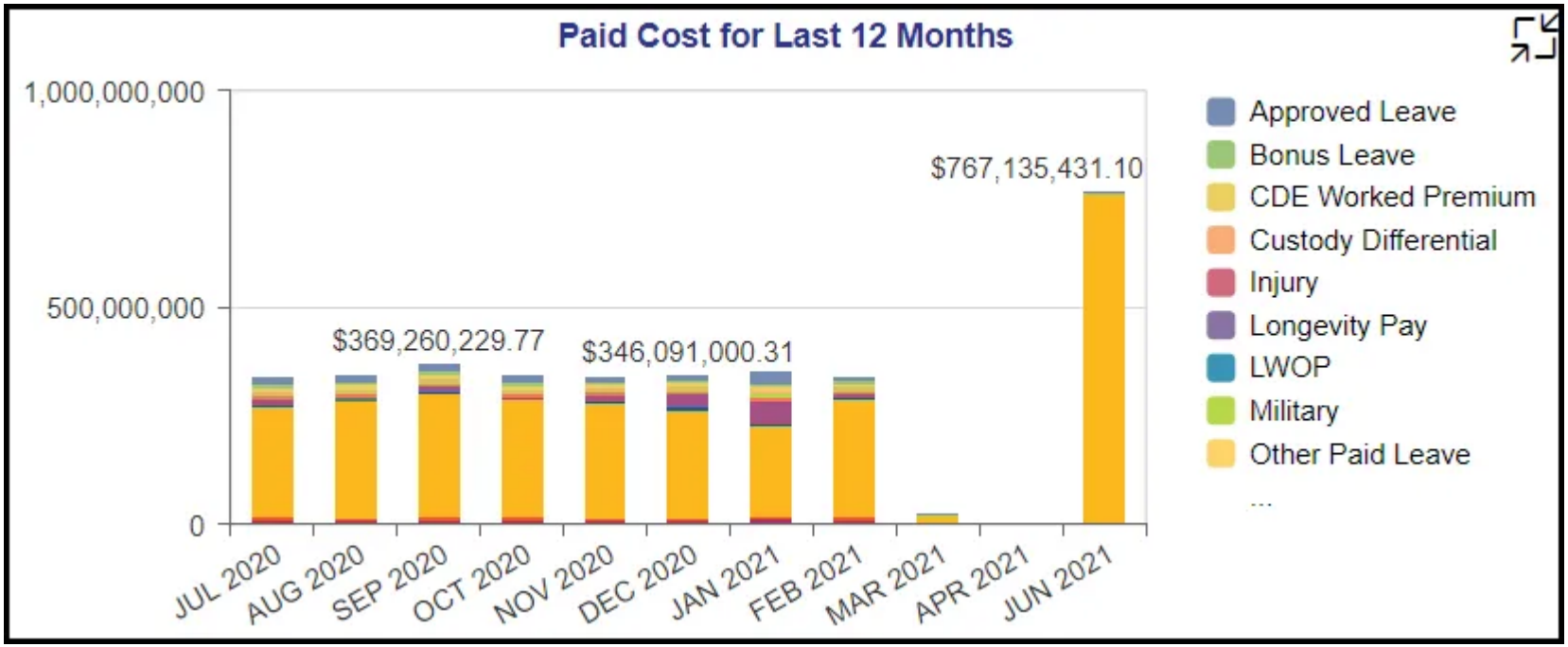
- Heat Map Chart showing Actual Hours Paid in last 12 months.

Image



- Stacked Column Chart showing Paid Cost for Last 12 months.

Image



Many charts do have an icon in the upper right corner to enable expansion of the chart to see a full-screen view.

Image



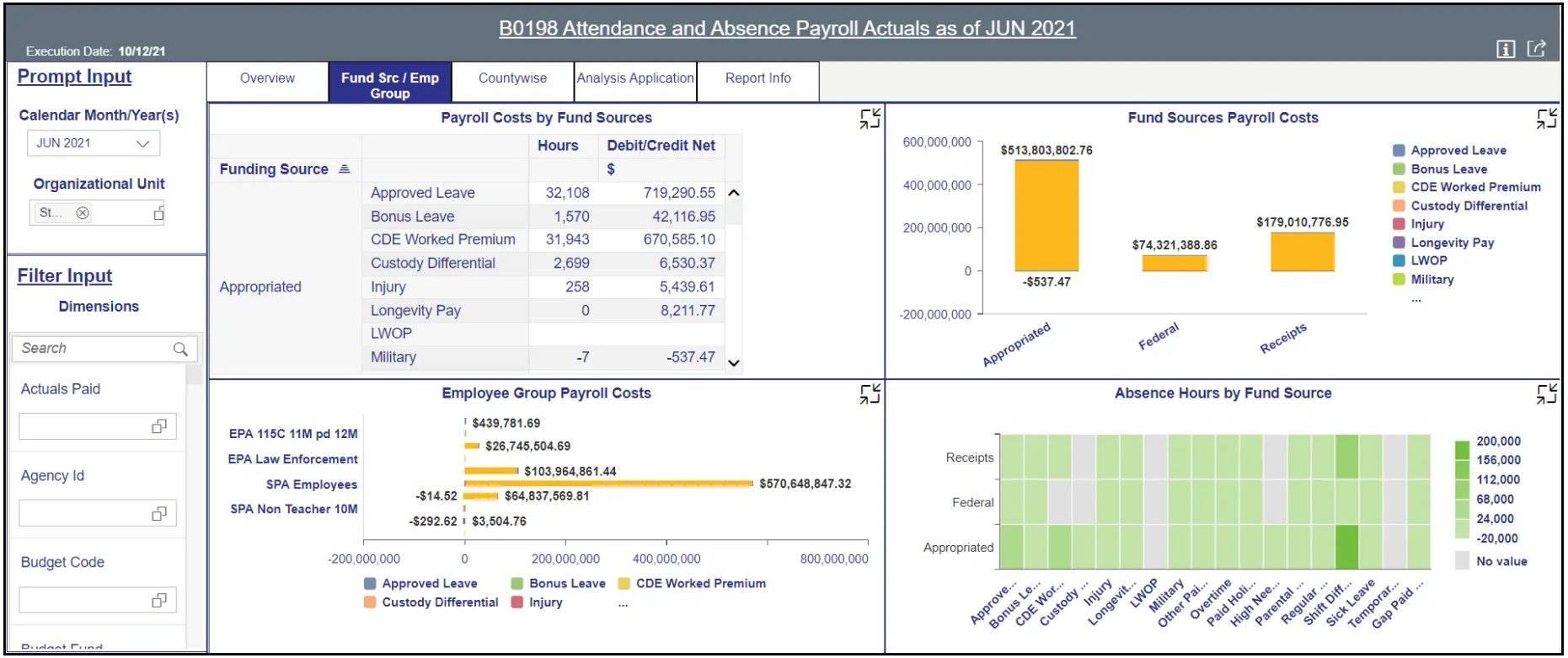
Note:

- Detailed view icon on ‘Actuals Payroll Paid’ spreadsheet will show a full screen view of the same metrics for the last twelve months starting with the Calendar Month/Year selected in the Prompt Input.
- Detailed view icon on ‘Actuals for Selected Month’ chart will show a full screen view of a Heat Map chart showing Payroll Actuals Paid in dollars for the last twelve months as of from the Calendar Month/Year chosen in Prompt Input.
- Detailed view icon on ‘Actual Hours Paid in Last 12 Months’ chart will show the same in a full screen view.
- Detailed view icon on ‘Paid Cost for Last 12 Months’ chart will show the same in a full screen view with the title ‘Actual Total Costs Paid in Last 12 Months’.

Fund Src/Emp Group Tab

Below is a sample of the dashboard charts under the Fund Src/Emp Group tab:

Image



There are four data components displayed in this tab.

- Spreadsheet component showing Payroll Costs by Fund Sources.

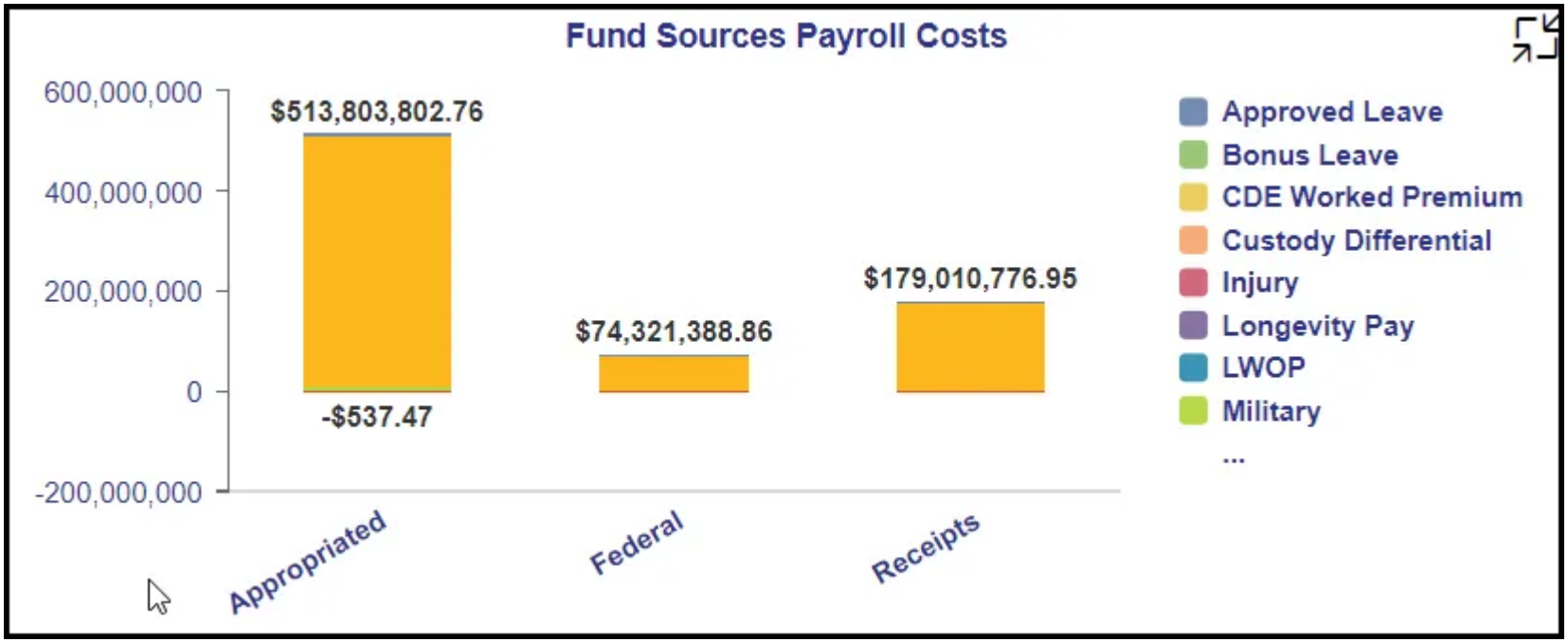
Image

Payroll Costs by Fund Sources

Funding Source		Hours	Debit/Credit Net
			$
Appropriated	Approved Leave	32,108	719,290.55
	Bonus Leave	1,570	42,116.95
	CDE Worked Premium	31,943	670,585.10
	Custody Differential	2,699	6,530.37
	Injury	258	5,439.61
	Longevity Pay	0	8,211.77
	LWOP		
	Military	-7	-537.47

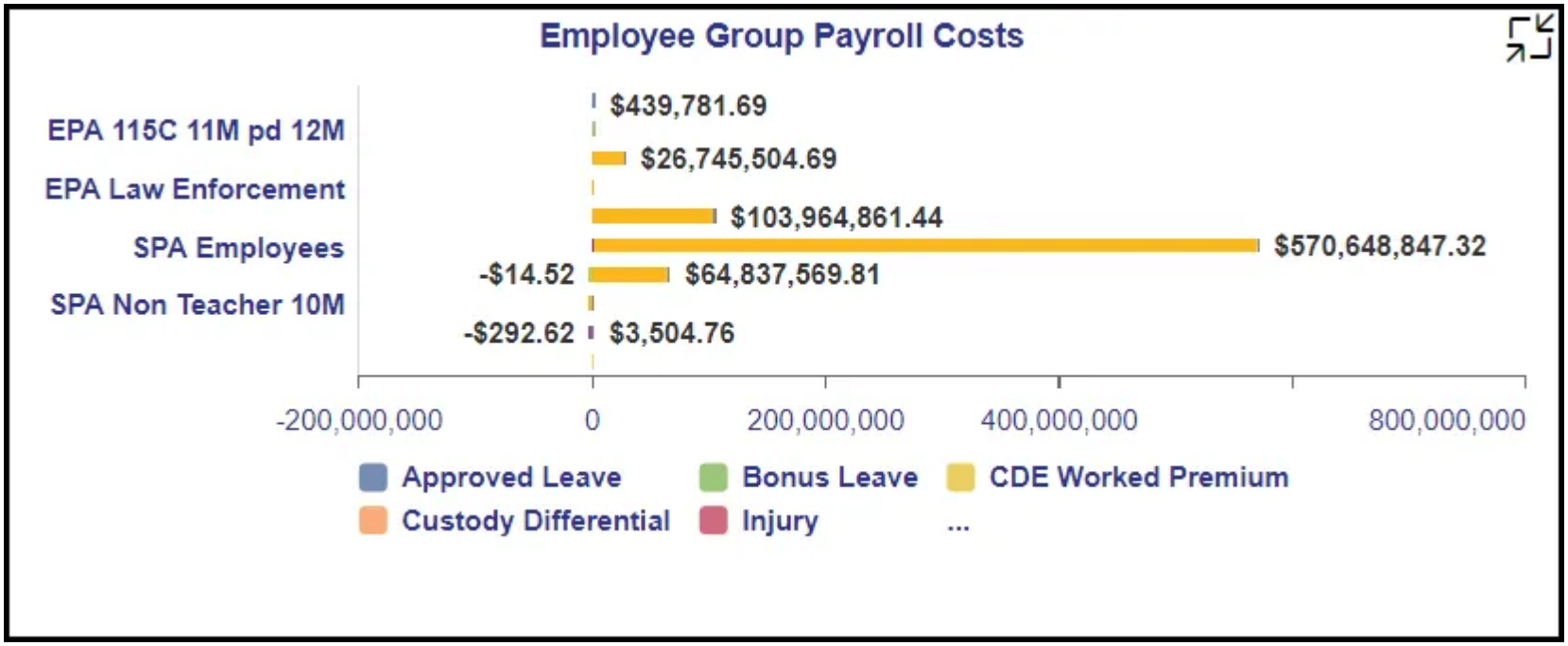
- Column Chart showing Fund Sources Payroll Costs.

Image



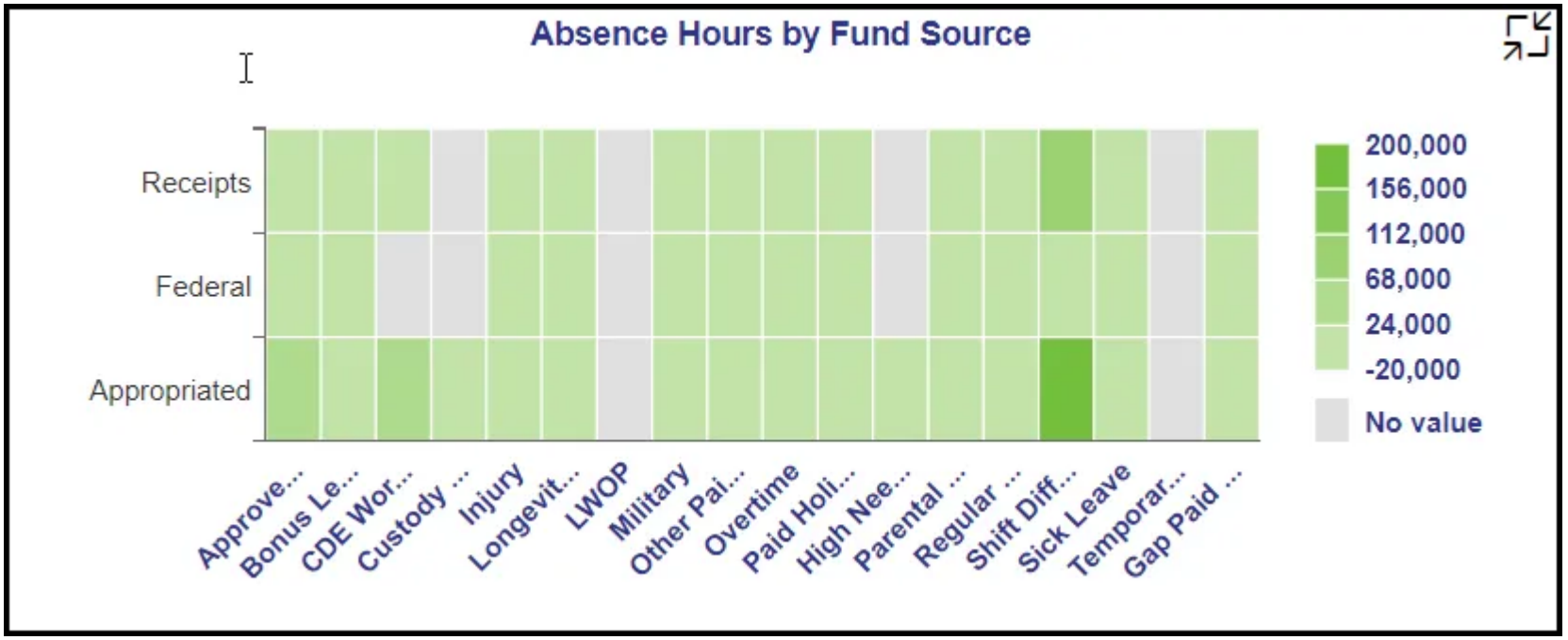
- Bar Chart showing Employee Group Payroll Costs by Wage Type Group.

Image



- Heat Map Chart showing Absence Hours by Fund Sources.

Image



Note:

Many charts do have an icon in the upper right corner to enable expansion of the chart to see a full-screen view.

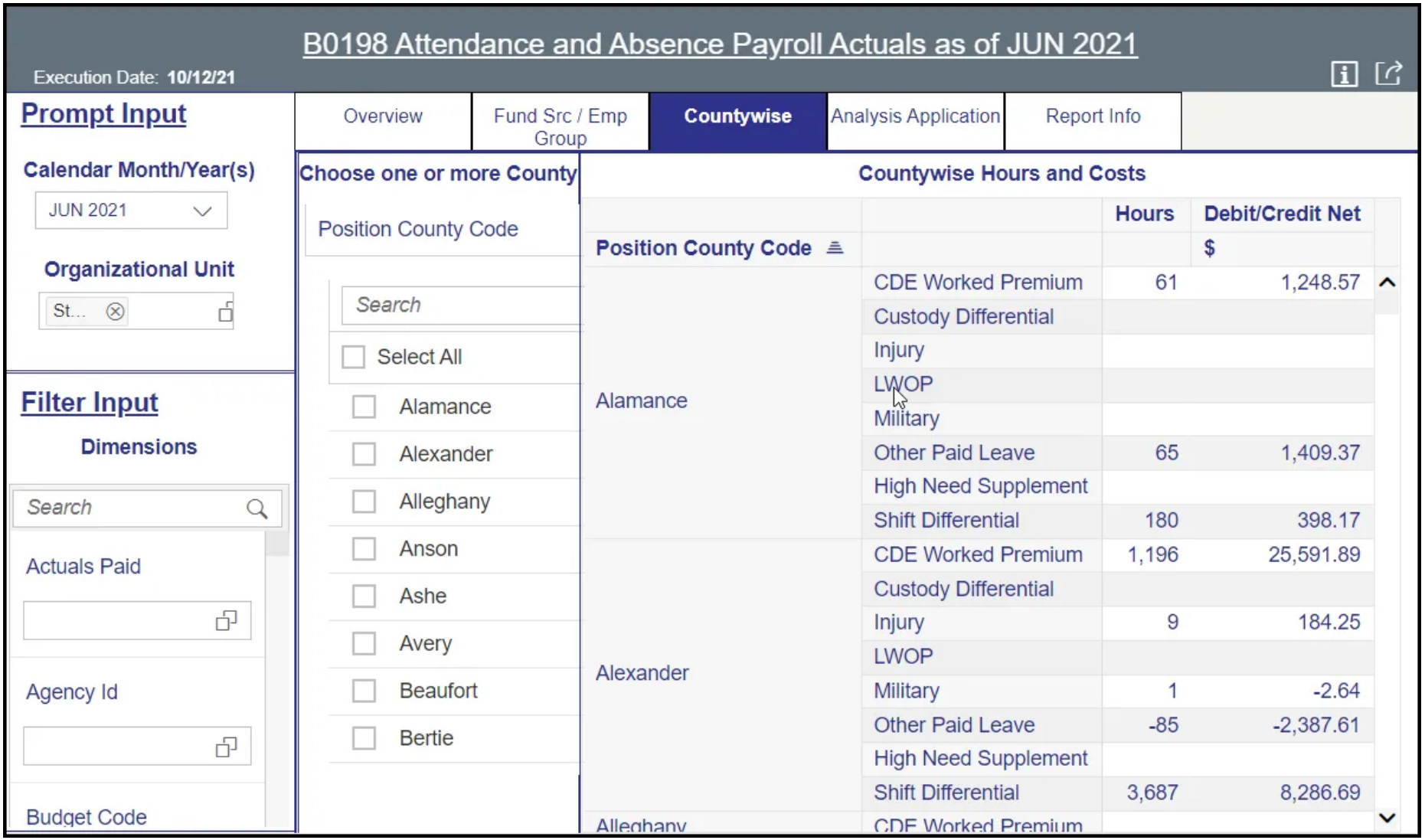
- Detailed view icon on ‘Payroll Costs by Fund Sources’ spreadsheet will show a full screen view of the same metrics for the last twelve months starting with the Calendar Month/Year selected in the Prompt Input.
- Detailed view icon on ‘Fund Sources Payroll Costs’ chart will show a full screen view of a Heat Map chart with the title ‘Funding Sources Payroll Actuals for Single Month‘ shows various wage type group Payroll Costs by Fund Sources.
- Detailed view icon on ‘Employee Group Payroll Costs’ chart will show a full screen view of a Heat Map chart with the title ‘Employee Group Payroll Actuals for Single Month‘ shows various wage type group Payroll Costs by Employee Groups.

- Detailed view icon on ‘Absence Hours by Fund Source’ Heat Map chart will show a full screen view of the same metrics in detailed.

Countywise Tab

Below is a sample of the dashboard charts under the Countywise tab.

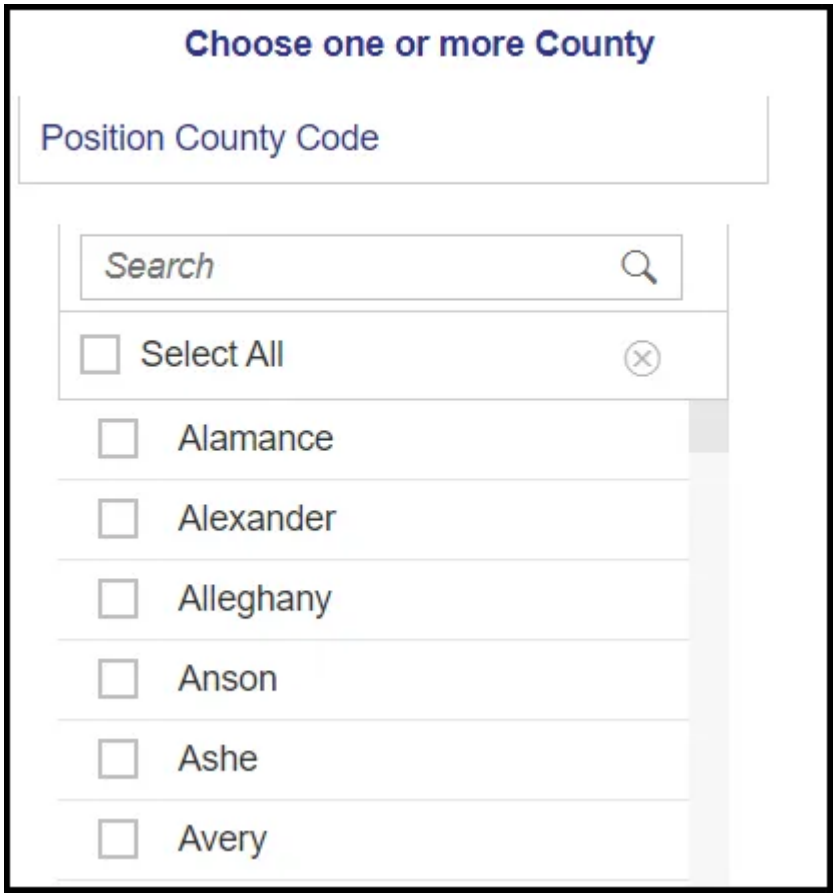
Image



There are two data components displayed in this tab.

- Dimension Filter component, which is a multi-select check box component, showing Position County Codes.

Image



Note: Selecting a County Code in this control applies to ALL data across ALL tabs viz Overview, Fund Src/Emp Group, Countywise, and Analysis Application.

- A Crosstab component showing Countywise Hours and Costs of different Wage Type Groups.

Image

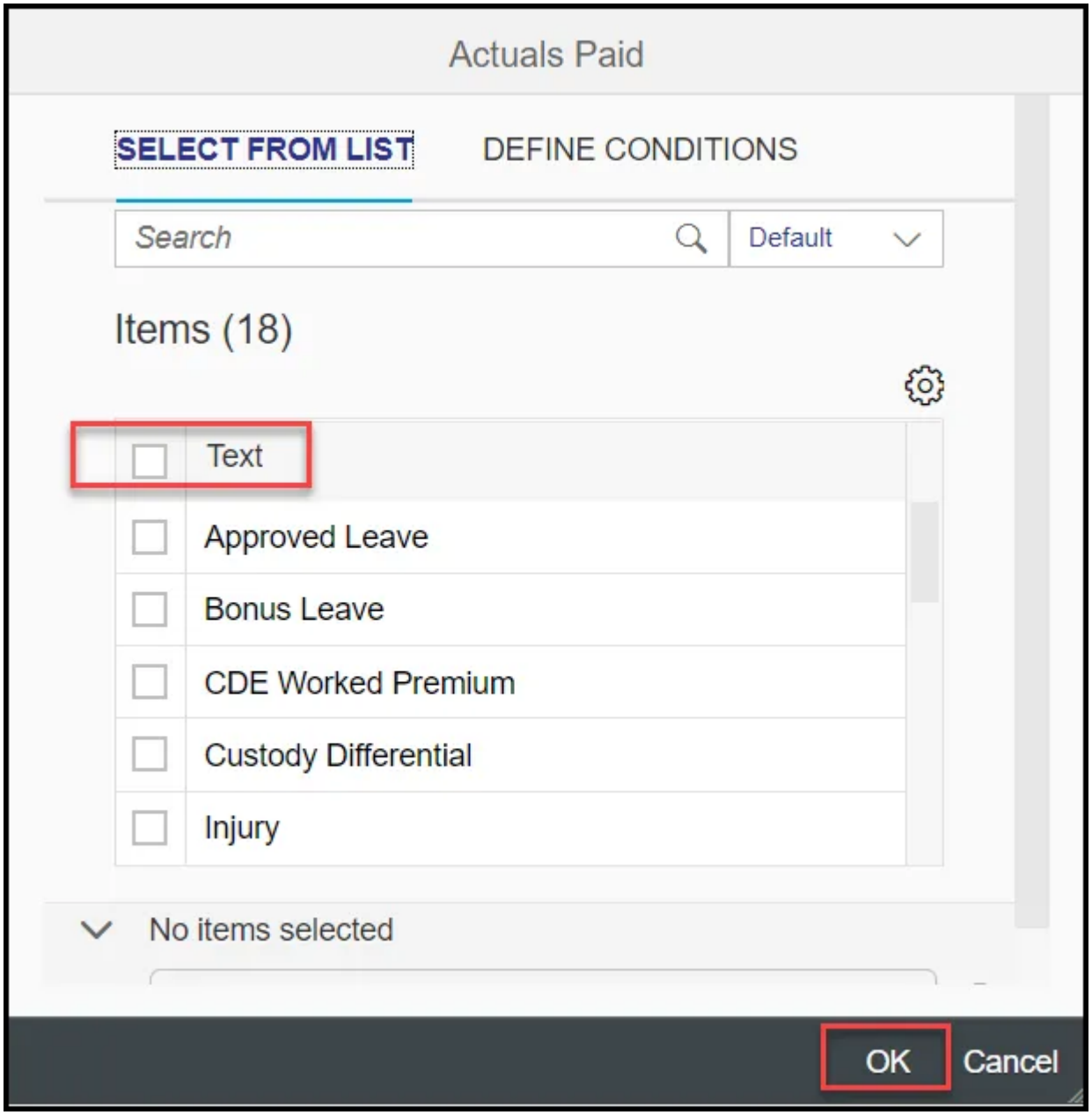
Countywise Hours and Costs

Position County Code		Hours	Debit/Credit Net
			$
Alamance	CDE Worked Premium	61	1,248.57
	Custody Differential		
	Injury		
	LWOP		
	Military		
	Other Paid Leave	65	1,409.37
	High Need Supplement		
	Shift Differential	180	398.17
Alexander	CDE Worked Premium	1,196	25,591.89
	Custody Differential		
	Injury	9	184.25
	LWOP		
	Military	1	-2.64
	Other Paid Leave	-85	-2,387.61
	High Need Supplement		
	Shift Differential	3,687	8,286.69
Alleghany	CDE Worked Premium		

Note:

- Initial view will show **the above 8 wage type groups** for each county. However, if any change to filter input dimension ‘Actuals Paid’ occurs in the document, this Crosstab component will show full complete list of all the wage type groups defined in the backend system.
- How to see all Wage Type Groups for the counties?
  Hint: Choose filter input dimension ‘Actuals Paid’ from the left panel and press OK. Deselect all ‘Text’ checkbox also functions like select all.

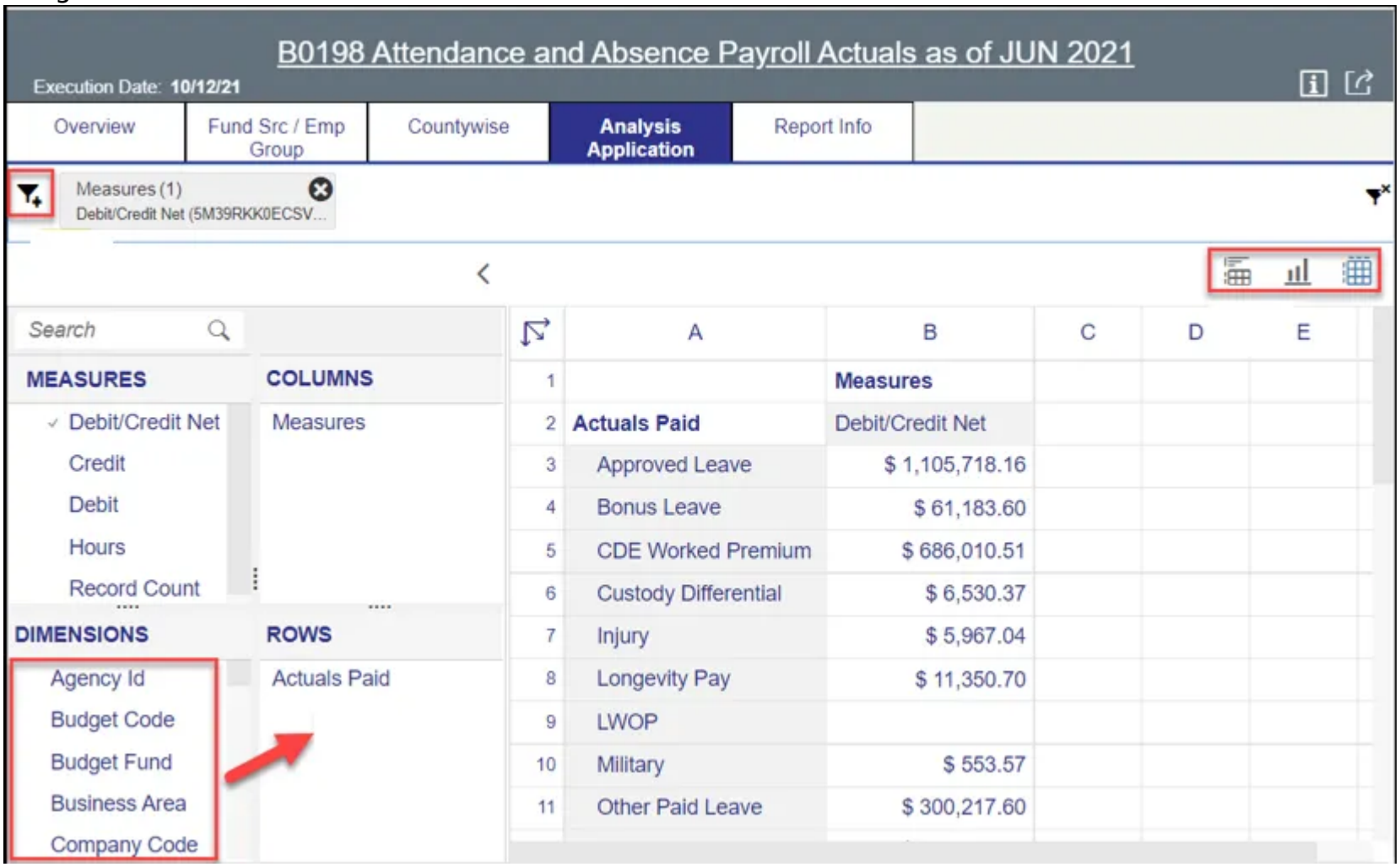
Image


Actuals Paid
SELECT FROM LIST
DEFINE CONDITIONS
Search
Default
Items (18)
Text
Approved Leave
Bonus Leave
CDE Worked Premium
Custody Differential
Injury
No items selected
OK
Cancel

Analysis Application Tab

The Analysis Application tab is an interactive interface to manipulate the data table on the workspace to customize this data view.

Image



- Dimensions can be dragged into the ‘ROWS’ area to customize the data table.
- The funnel icon can be used to apply additional dimension filters to the data set.
  Note: Applying filters in this tab will affect the data on all other tabs (Overview, Fund Src/Emp Group and Countywise).
- Upper right corner has controls to enable switching your data view to a different type of chart or table.

Additional Standard Controls

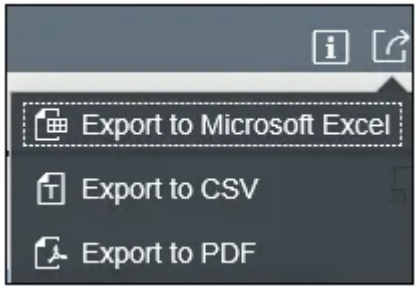
The upper right corner contains two standard controls available.

Image



- The Info icon displays information about the dashboard.
- The Export icon allows exporting to various formats.

Image



- Export to PDF will export images from the current active tab.

Special Report Considerations/Features

- Temporary employees are included.
  Note: To exclude Temp Employees, Filter Input panel filters on Employee Group dimension values ‘O’ and ‘X’ can be used, and filter on Employee Subgroup dimension to exclude specific employee subgroups.
- Sometime the X-axis Y-axis texts are shortened and may not show the full text due to space. Hovering the Mouse over the text will show the full text.
- The following Accrued Vacation and Accrued Comp Time GL Accounts are excluded from the report: 21121001, 21121002, 50170000, 50170100, 51211200, 51211210.
- Wage Type Group listing is referred to as ‘Actuals Paid’ in this report, and this list is maintained manually in the backend system. Changes to the Integrated HR-Payroll System Payroll Wage Types addition or deletion are to be handled manually in the BI backend system in Bex query to see its effects in this report. A complete list of Actuals Paid - Wage Type Group is listed in this document (see below).
- NCFS Accounting Segments - are available for reporting in this report as drag and drop from Available Objects.
  - NCFS accounting segments here are specific to an NCFS internal order in SAP HR/Payroll ERP system. Transactions with no NCFS internal orders will not display values for the NCFS segments in the BI BOBJ report.
    - **NCFS Agency, NCFS Agency Program, NCFS AMU, NCFS Budget Code, NCFS Budget Fund, NCFS Funding Source, NCFS Interfund, NCFS Project, NCFS User Define 1, NCFS User Define 2, NCFS User Define 3**
  - Agencies (like NCDOT, DES and DWS) that do not use NCFS Internal Orders will not see the values for the above NCFS segments in reports.
  - **NCFS Account** and **Budget Funding Source (OSBM)** are available for reporting. Values correspond to SAP GL Account and Funding Source in SAP HR Payroll system.
  - **Financial Key** is representative of internal order from NCFS and old NCAS systems.

Actuals Paid – Wage Type Group Listing

Wage Type Group	Wage Type(s)
Approved Leave	1306;1327;1343;1358;1331;1344;1323;1360;1340;1301;1330;1326
Bonus Leave	1304;1356;1361;1363;1364
CDE Worked Premium	1383
Custody Differential	1261;1263
Injury	1319;1329
Longevity Pay	1220;1230
LWOP	1311
Military	1320;1321
Other Paid Leave	1312;1313;1314;1315;1316;1317;1318;1339;1366;1373;1374;1375;1376;1377;1378;1379;1381;1382;1386;1397
Overtime	1210;1211;1212
Paid Holiday	1240;1325;1342

Wage Type Group	Wage Type(s)
High Need Supplement	1430;1431;1432;1433
Parental	1370;1371
Regular Salary	1000;1100;1150;1155;1160;1175;1200
Shift Differential	1250;1251;1252;1253;1254;1255;1256;1380;1385
Sick	1302;1341
Temporary Hours	1201;1202;1203;1204;1205;1264
Gap Paid	1307;1350;1354

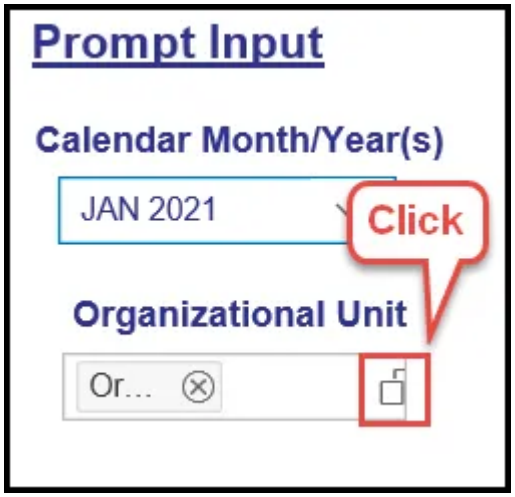
Note: Wage Types listed here with semicolon separated can be used directly in BOBJ Webi reports, say for example if the dollar amounts are to be verified with B0028 report. See the section below with the title ‘Comparing this dashboard with BOBJ WEBI report ‘B0028: Payroll Financial Postings Analysis’.

How to see ‘Key and Text’ in Prompt Input and Filter Input panels

There are 3 steps to complete this process.

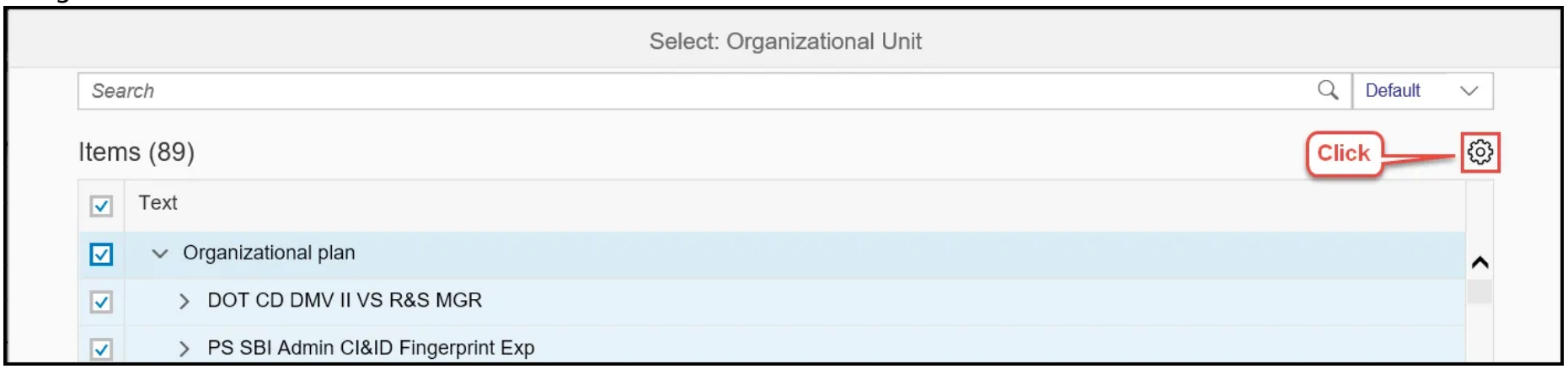
Step 1: Choose Organization Prompt from Prompt Input panel.

Image



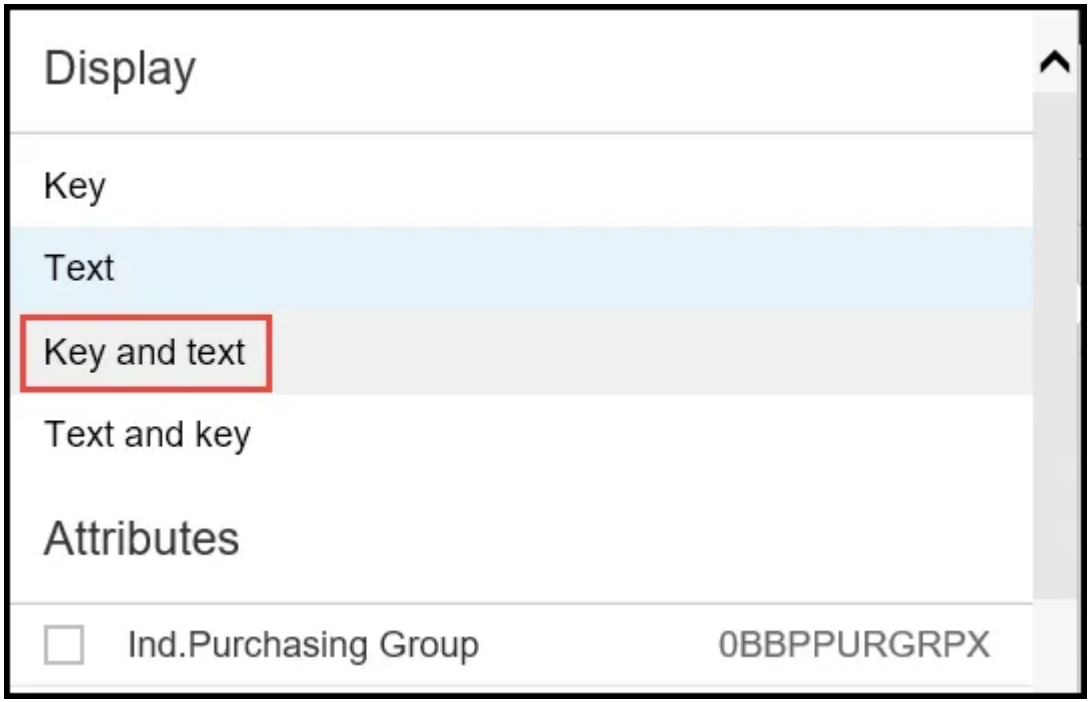
Step 2: Choose on the icon at the far right.

Image



Step 3: Choose Key and Text.

Image



Note: Key and Text can be selected the same way in Filter Input panel dimensions too.

How to exclude Temporary Employees

There are 7 steps to complete this process.

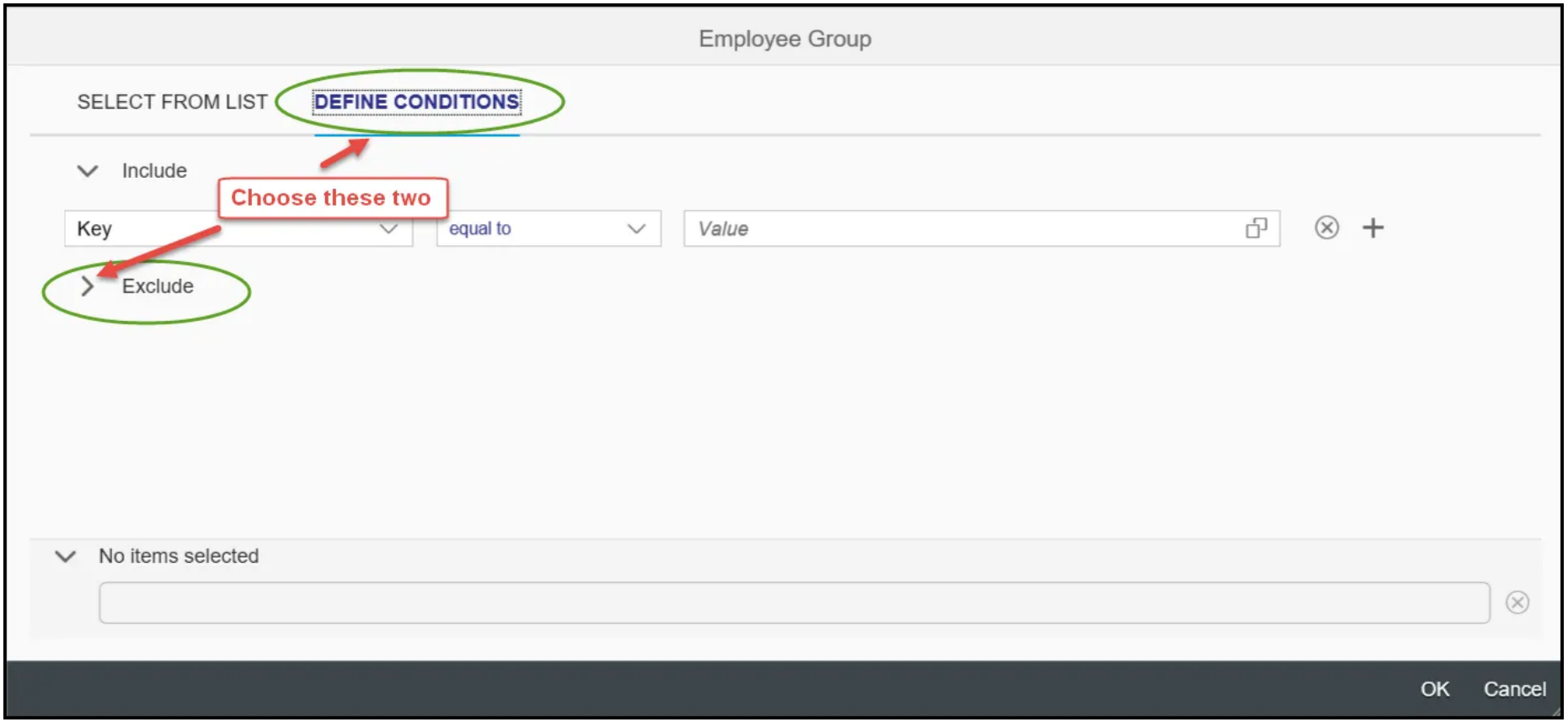
Step 1: Choose Employee Group or Employee Subgroup filter dimension from Filter Input panel.

Image



Step 2: Choose ‘Define Conditions’ Tab and then expand the ‘Exclude.’

Image



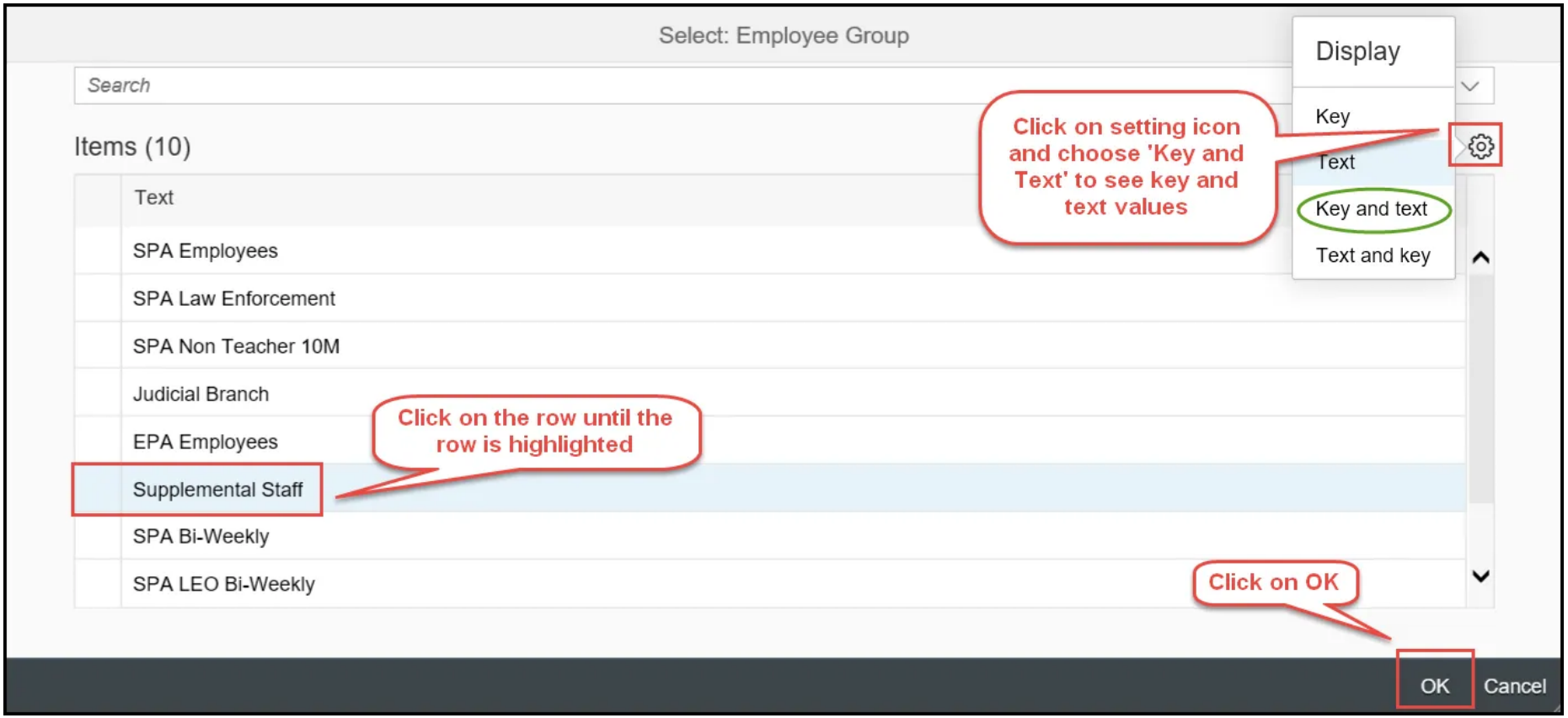
Step 3: Click on the icon in Value box.

Image



Step 4: Choose ‘Supplemental Staff (O)’ and press OK.

Image



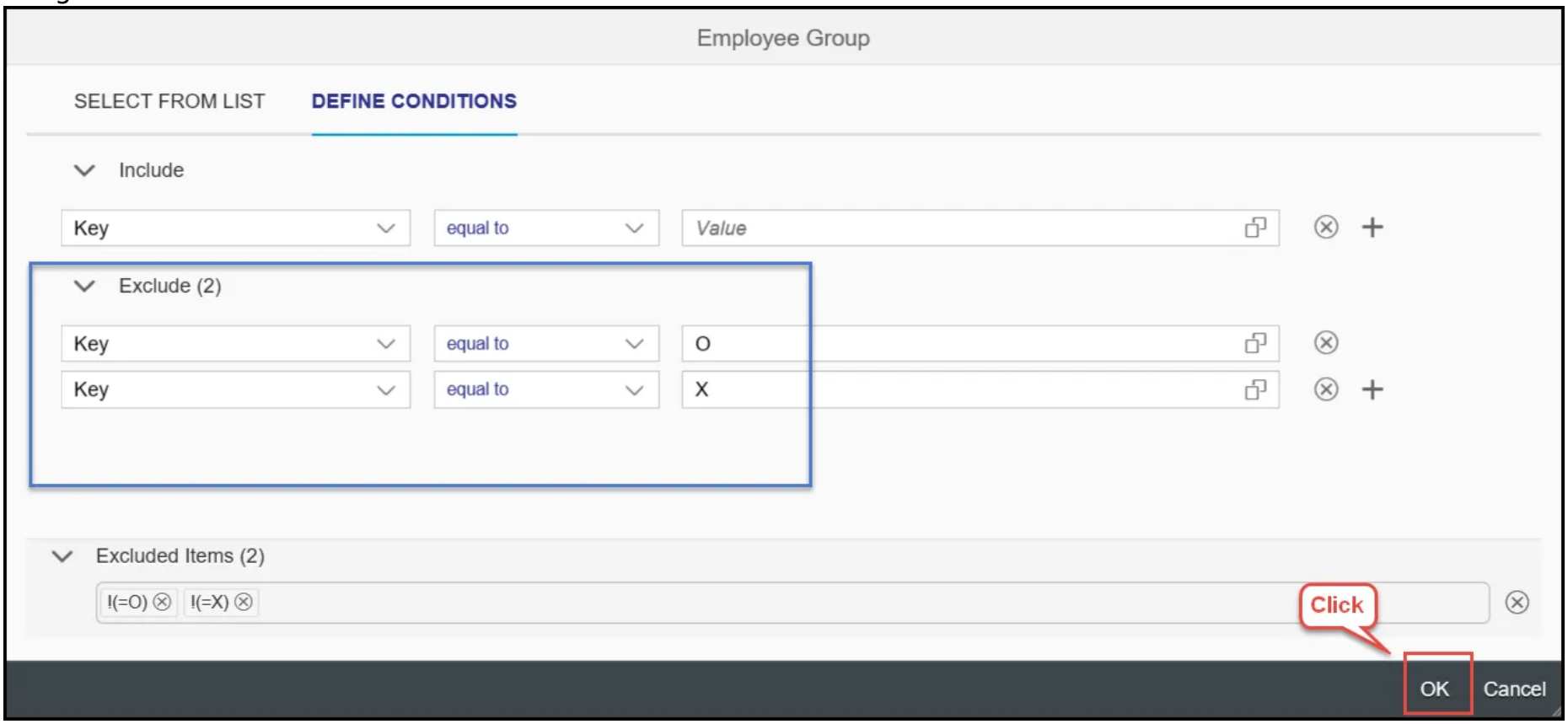
Step 5: To add more Exclude values like ‘Supplemental Staff Grant (X) ‘, choose the ‘+’ symbol at the end and add a row. Select another value from the selection list as the same way in step 4.

Image



Step 6: Click on OK after the two required exclude values are selected.

Image



Step 7: The report will display after excluding the selected values.

Note: Employee Subgroups specific to Temp Employees also can be excluded in the same way.

Employee Groups

- O – Supplemental Staff
- X – Supplemental Staff Grant

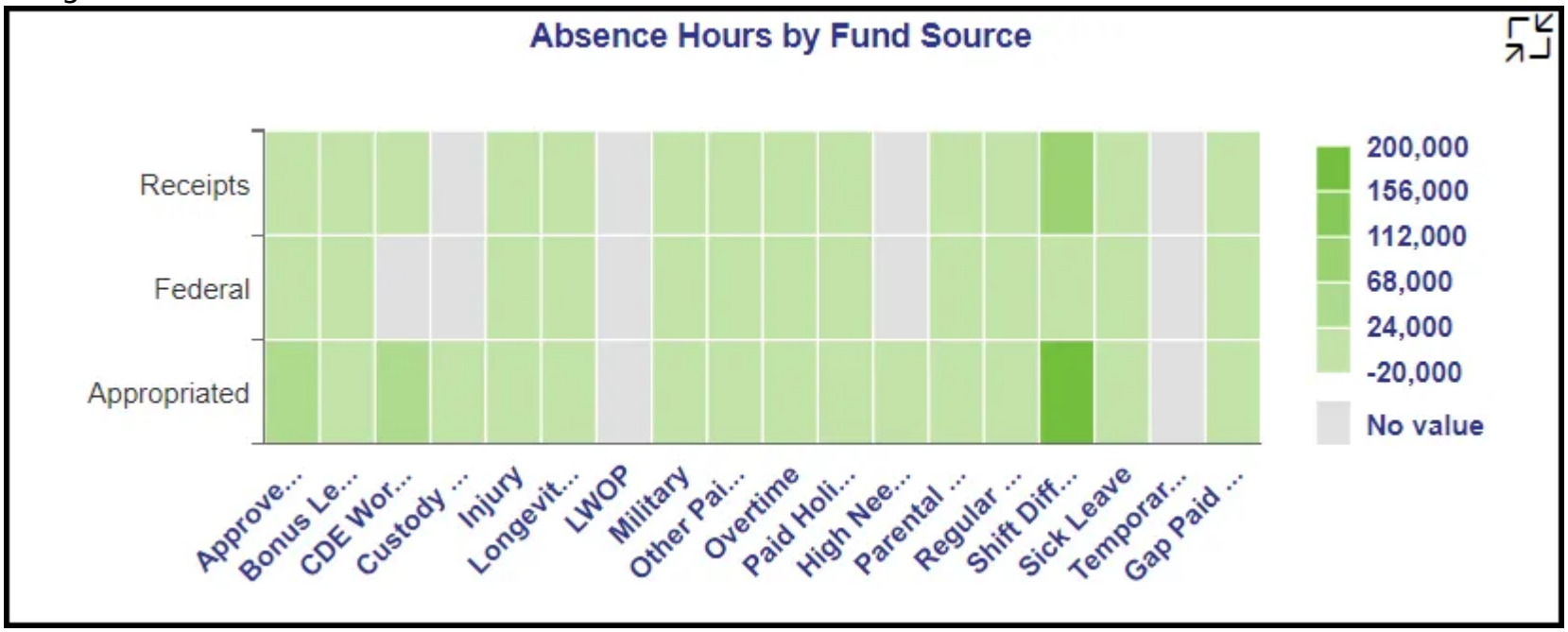
Employee Subgroups

0E PT S-FLSAOT Temp MAG
15 FT N-FLSAOT Temp Dir
1E PT N-FLSAOT Temp Dir
25 FT N-FLSAOT Temp JB1
2E PT N-FLSAOT Temp JB1
35 FT N-FLSAOT Temp JB2
3E PT N-FLSAOT Temp JB2
45 FT N-FLSAOT Temp JB3
4E PT N-FLSAOT Temp JB3
55 FT N-FLSAOT Temp DA
5E PT N-FLSAOT Temp DA
65 FT N-FLSAOT Temp ADA
6E PT N-FLSAOT Temp ADA
75 FT N-FLSAOT Temp MAG
7E PT N-FLSAOT Temp MAG
85 FT S-FLSAOT Temp CR
8E PT S-FLSAOT Temp CR
95 FT N-FLSAOT Temp CSC
9E PT N-FLSAOT Temp CSC
Q5 FT N-FLSAOT Temp SC
QE PT N-FLSAOT Temp SC
S5 FT N-FLSAOT Temp CJP
SE PT N-FLSAOT Temp CJP
SI FT N-FLSAOT Temp ACJP
SL PT N-FLSAOT Temp ACJP
SO FT S-FLSAOT Temp ACJP
SR PT S-FLSAOT Temp ACJP
T5 FT N-FLSAOT Temp AD
TE PT N-FLSAOT Temp AD
U5 FT N-FLSAOT Temp JBS
UE PT N-FLSAOT Temp JBS

How to see Heat Map chart cell content values that display blank?

Sometimes the Heat Map chart shows a blank cell value shaded with light green to dark green colors. Main reason for this is the cell values are larger than the size of the cell and too many data elements in the dashboard chart.

Image



To see the cell values, follow the steps below. There are 2 steps to complete this process.

Step 1: Open the detailed view of the map by clicking on the top right corner open button inside the chart.

Step 2: The full screen detailed view will show most of the cell contents. If still some green colored cell values are not shown, then keep reducing browser zoom level until you see all values in small font.

Hint:

- Hold the CTRL key in keyboard and keep scrolling the mouse roller down or use browser Zoom page level setting (- minus) to reduce the font size.
- If Regular Salary or any other wage type group has a huge content value in the cell and makes the chart fonts too small, then temporarily remove ‘Regular Salary’ using the Filter Input Dimension ‘Actuals Paid’ and see if the view is better. You can reset the Actuals Paid filter input dimension later by using Select All check box inside the filter. (Refer the section below ‘How to simplify the initial chart view’.

How to simplify the initial chart view

Answer: By reducing the wage type groups after unchecking few in ‘Actuals Paid’ Filter Input dimension filter.

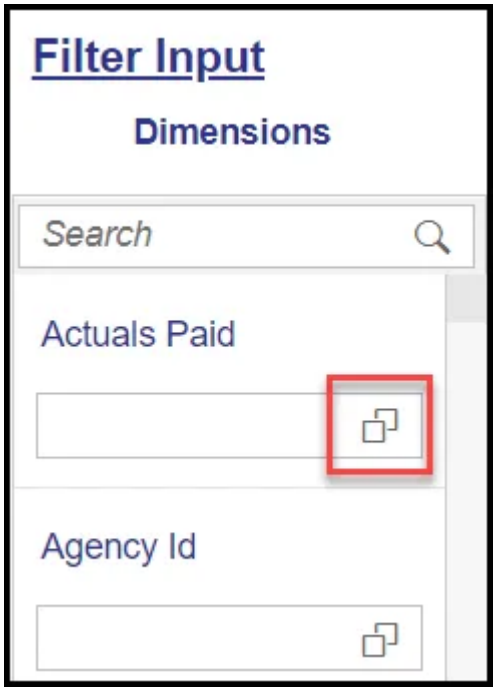
The initial view of a few charts in this report looks convoluted and failed to display the metrics in full detail, this may be due to too many Wage Type Groups being projected in a small window.

Users can adjust the number of Wage Type groups displayed in charts using the Filter Input Dimension ‘Actuals Paid’ from the left side panel.

Sample use case to remove ‘Regular Salary’ from chart view. There are 3 steps to complete this process.

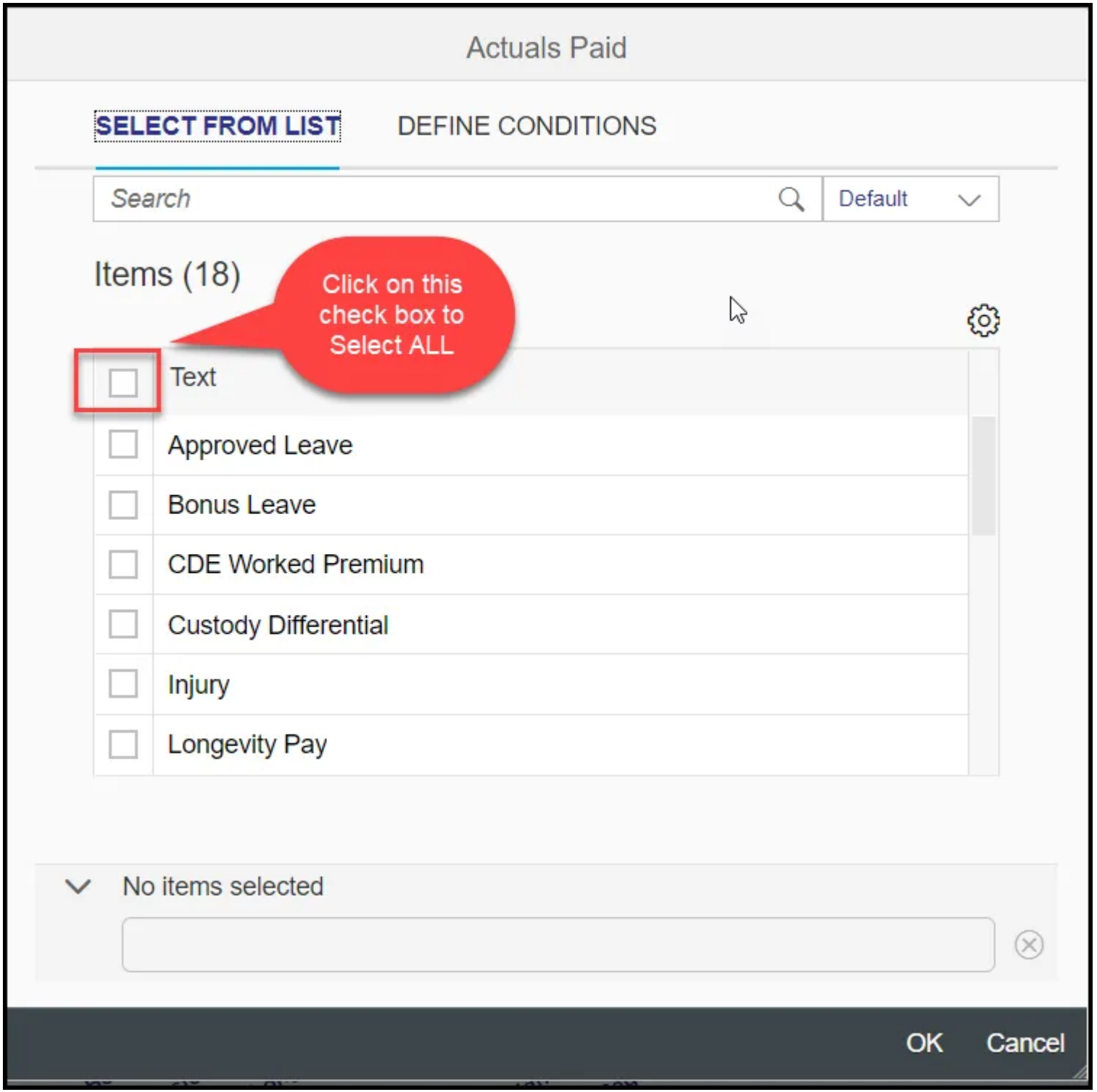
Step 1: Choose the ‘Actuals Paid’ Filter Input dimension on the left side panel and click on the help for values icon on the right.

Image



Step 2: Click and select the top-level check box to select all the values.

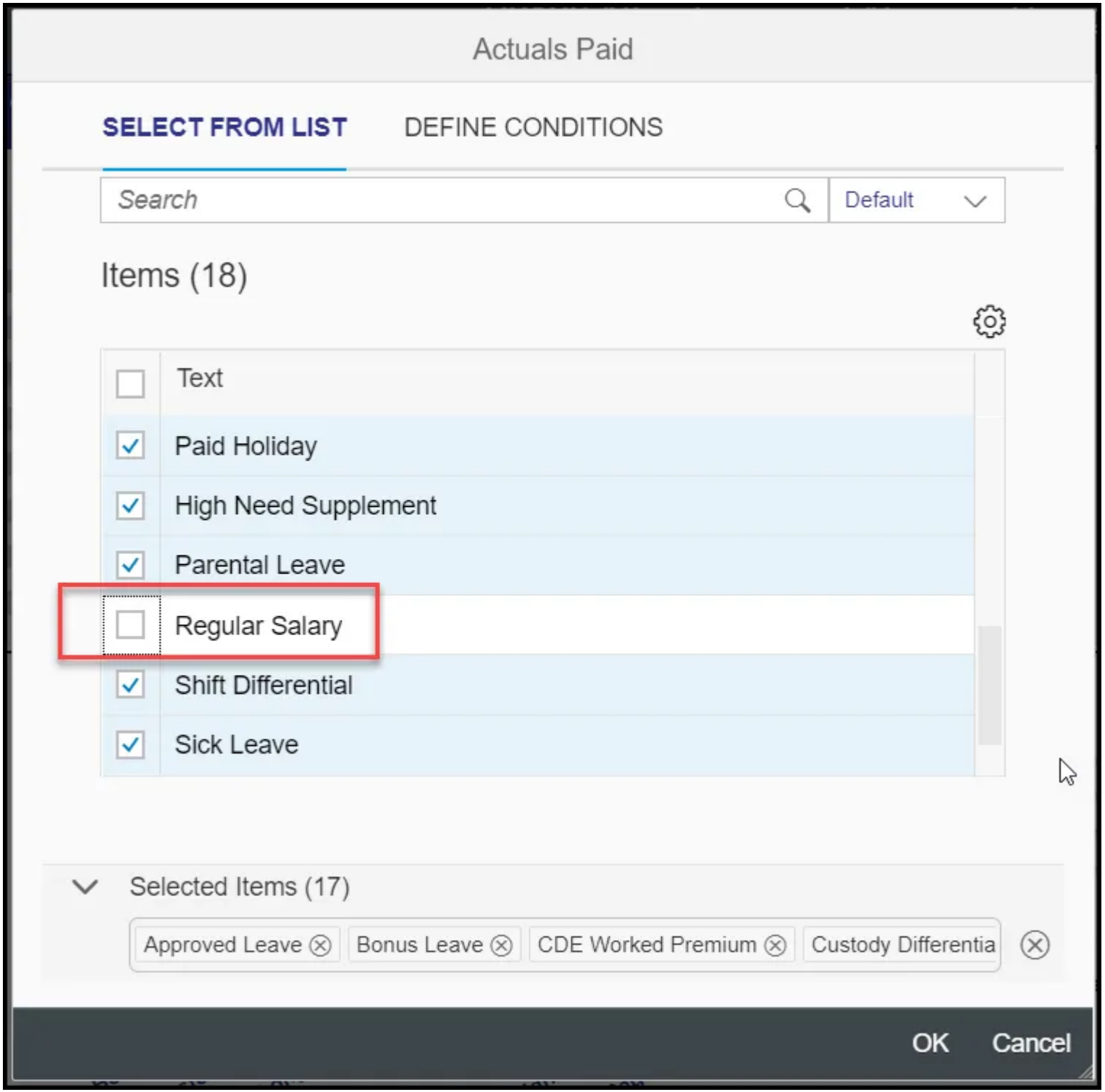
Image


Actuals Paid
SELECT FROM LIST
DEFINE CONDITIONS
Search
Default
Items (18)
Click on this check box to Select ALL
Text
Approved Leave
Bonus Leave
CDE Worked Premium
Custody Differential
Injury
Longevity Pay
No items selected
OK
Cancel

Notice all the values are selected after the Text checkbox is checked.

Step 3: Scroll down inside the box to find Regular Salary and uncheck the checkbox of Regular Salary.

Image


Actuals Paid
SELECT FROM LIST
DEFINE CONDITIONS
Search
Default
Items (18)
Text
Paid Holiday
High Need Supplement
Parental Leave
Regular Salary
Shift Differential
Sick Leave
Selected Items (17)
Approved Leave
Bonus Leave
CDE Worked Premium
Custody Differentia
OK
Cancel

Step 4: Click on OK to continue.

Comparing this dashboard with BOBJ WEBI report ‘B0028: Payroll Financial Postings Analysis’

Note: Agency users must have authorization to run B0028 in HR-Payroll (Beacon) to see this comparison.

BI Payroll data provider is the data source for this dashboard report and B0028: Payroll Financial Postings Analysis report. However, both reports function in slightly different ways as B0028 report is designed to run based on a specific Business Area, whereas this dashboard report is designed to run for users who have authorization access to their specific OrgUnits. Hence the direct comparison of B0198 with B0028 is not apple-to-apple.

Having said that, still payroll expenditures associated with specific OrgUnits can be validated and compared in both reports. To get to the level of details to match, run both reports based on the following criteria:

- Business Area
- Calendar Month/Year
- Organization Unit(s)
- Wage Type Groups (Actuals Paid)

Note: Both reports will match only if all the above 4 criteria are met.

A sample use case to validate ‘Injury Leave’ payroll actuals in both the reports:

There are 5 steps to complete this process.

Step 1: Run this dashboard report B0198 from ‘PT: Quota Payouts’ folder.

Step 2: Report runs with the following default values for the following two Prompt Input data elements.

- Organization Unit(s) - the user has authorization to see.

Hint: Note all the Organization Units listed and enter the same in B0028 during execution.

- Calendar Month/Year – default is Current calendar month/year.

Step 3: Fill the following Filter Input Dimension:

- Business Area

Hint: Note Business Area selected here and enter the same in B0028 during execution.

- Wage Type(s): 1319;1329 (Injury)
    - OR choose ‘Actuals Paid’ dimension filter and select ‘Injury’ from the list of values.

Step 4: Run BOBJ Webi report B0028 from HR-Payroll folder ‘FI: Payroll Financial Posting Analysis’.

Step 5: Fill the following prompts in B0028 exactly matching the same way B0198 was run:

- Business Area
- Calendar Month/Year
- Organization Unit(s)
- Wage Type(s): 1319;1329 (Injury)

Note: All these 4 prompt values in B0028 must match with B0198 Prompt Input and Filter Input Dimension values of the same data elements.

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