B0203 Time Overview by Employee

Purpose

The purpose of this Report Description is to explain how to generate the Time Overview by Employee report to show used quota types.

Report Description

The B0203 Time Overview by Employee report displays the evaluated time for the selection period and how that time updated the quota balances for a single employee. This report is like the current time statement report in ERP (transaction ZNCTIME) but allows for a user defined date range within the current or three prior months. The report will show which quota balance/time type was used when an entry was made; for example: AA9000 (Approved leave) was deducted from quota type Q10 (vacation), Q22 (holiday comp time), or Q20 (overtime comp time), etc.

Report Location

PT: Timesheet Metrics

Report Uses

This report can be used to show which quota type was consumed when an absence was deducted from an Absence type that used a hierarchy. Examples are AA9000 (approved leave) or AA9200 (sick leave). The report displays specific quota(s) used for the time period specified, as there may be more than one quota used to satisfy the deduction.

How to Generate This Report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found on the Web Intelligence Prompt List on the OSC website.

The Mandatory prompts for this report are:

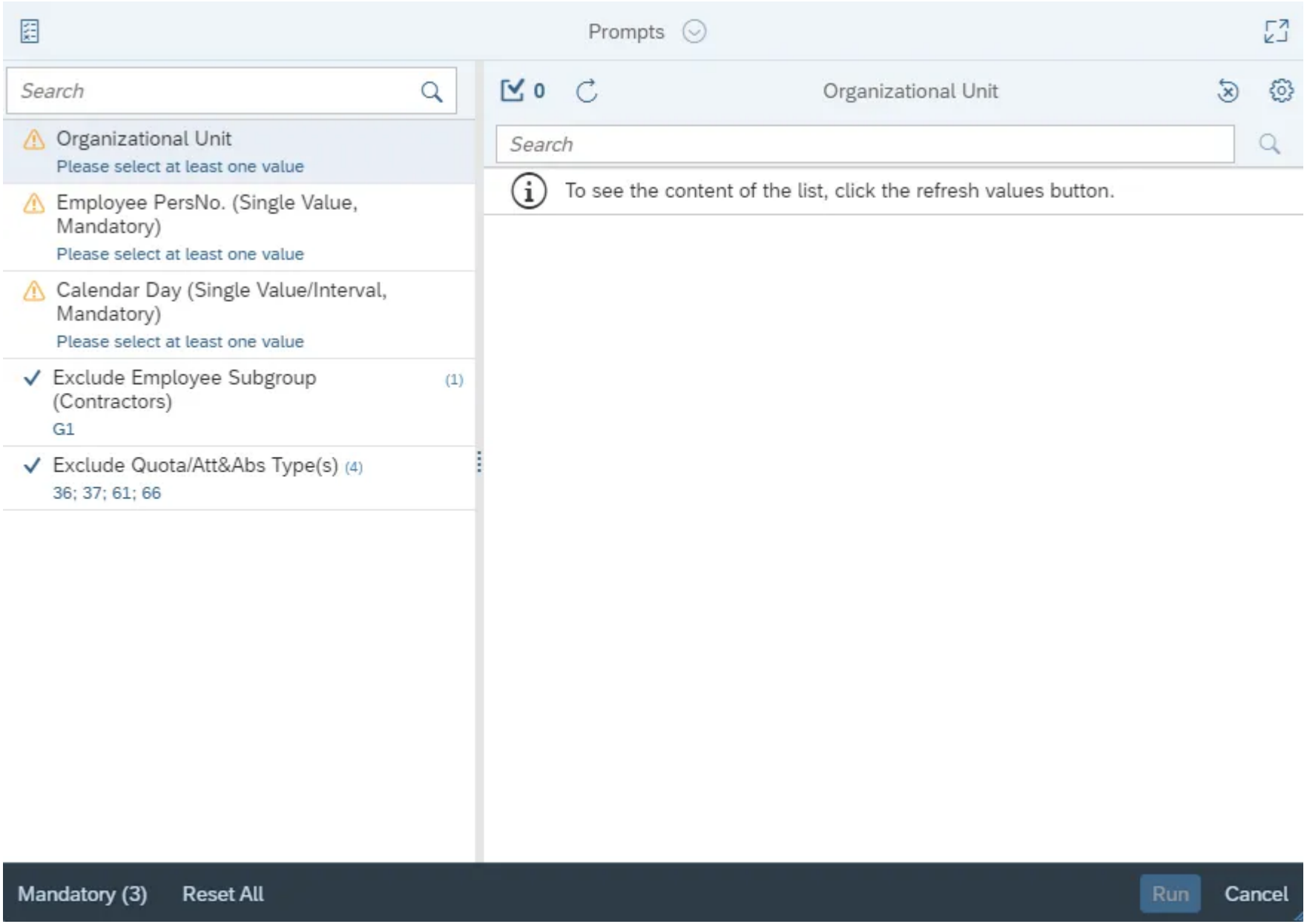
- Organizational Unit
- Employee PersNo. (Single Value, Mandatory)
- Calendar Day (Single Value/Interval, Mandatory)

Exclusion prompts exclude specified data by default while allowing customers the flexibility of changing them when necessary. Exclusion prompts are identified by the term Exclude followed by the prompt.

The Exclusion prompts are:

- Exclude Employee Subgroup (Contractors) G1
- Exclude Quota/Att&Abs Type(s) 36 ; 37 ; 61 ; 66

Image


Prompts
Search
Organizational Unit
Please select at least one value
Employee PersNo. (Single Value, Mandatory)
Please select at least one value
Calendar Day (Single Value/Interval, Mandatory)
Please select at least one value
Exclude Employee Subgroup (Contractors) (1)
G1
Exclude Quota/Att&Abs Type(s) (4)
36; 37; 61; 66
0
Organizational Unit
Search
To see the content of the list, click the refresh values button.
Mandatory (3)
Reset All
Run
Cancel

Initial Layout

The report has two report tabs.

- B0203 Time Overview by Employee tab: The report tab can be used to show which quota type was consumed when an absence was deducted from an Absence type that used a hierarchy. Examples are AA9000 (approved leave) or AA9200 (sick leave).

Image

B0203: Time Overview by Employee - Mickey L Mouse

Execution Date : 6/21/18

Calendar Day: 3/1/2018 - 3/31/2018

Organizational Unit	29999999 - Media/Communications	**Hours Per Week**	40.00
Position	69999999 - Audio/Visual Specialist	**Working Week**	Wk - Sun (mdnt) - Sat
Employee	12345678 - Mickey L Mouse	**Work Schedule Rule**	D02N10_F - MTWH-10,FSaS-O
Employee Subgroup	FT N-FLSAOT Perm	**Time Mgmt Status**	1 - Positive Time Recording

Time Type Group	Quota/Att&Abs Type	Att/Abs Time Entered	Beginning Quota	Accrued Quota	Deducted Quota	Paid Out Quota	Expired Quota	Offset Quota	Adjustment Quota (2013)	Ending Quota
Att/Abs Types	9000 : Approved Leave	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	9300 : Holiday Leave	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	9500 : Time Worked	178.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Time Type Group - Att/Abs Types	**190.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Time Eval Results	10 : Vacation Leave	0.00	340.48	17.33	1.00	0.00	0.00	0.00	0.00	356.81
	15 : Sick Leave	0.00	2,324.97	8.00	0.00	0.00	0.00	0.00	0.00	2,332.97
	20 : Overtime Comp Time	0.00	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00
	40 : Holiday Leave	0.00	8.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00
	65 : Community Service Leave	0.00	24.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00
	Time Type Group - Time Eval Results	**0.00**	**2,700.45**	**25.33**	**12.00**	**0.00**	**0.00**	**0.00**	**0.00**	**2,713.78**

- Report Info tab: The Report Info tab displays the information about the prompts entered.

Image

Report Info

Prompt Input

Organizational Unit	State Controller
Employee PersNo.	Mickey L Mouse
Calendar Day	3/1/2018 - 3/31/2018
Exclude Employee Subgroup (Contractors)	G1
Exclude Quota/Att&Abs Type(s)	36;37;61;66

Available Objects

This is a list of the available objects that can be added to the report, from the Document Dictionary once in the Design mode:

Dimensions

- Cal Mth/Yr
- Calendar Day
- Day of Week
- Employee
- Employee Group
- Employee Subgroup

- Employment Status
- Holiday Calendar
- Hours Per Week
- Job
- Months of Service
- Organizational Unit
- Personnel Area
- Personnel Subarea
- Position
- Position County
- Quota/Att&Abs Type
- Supv Employee
- Supv Position
- Time Mgmt Status
- Time Type Group
- Work Schedule Rule
- Working Week

Measures

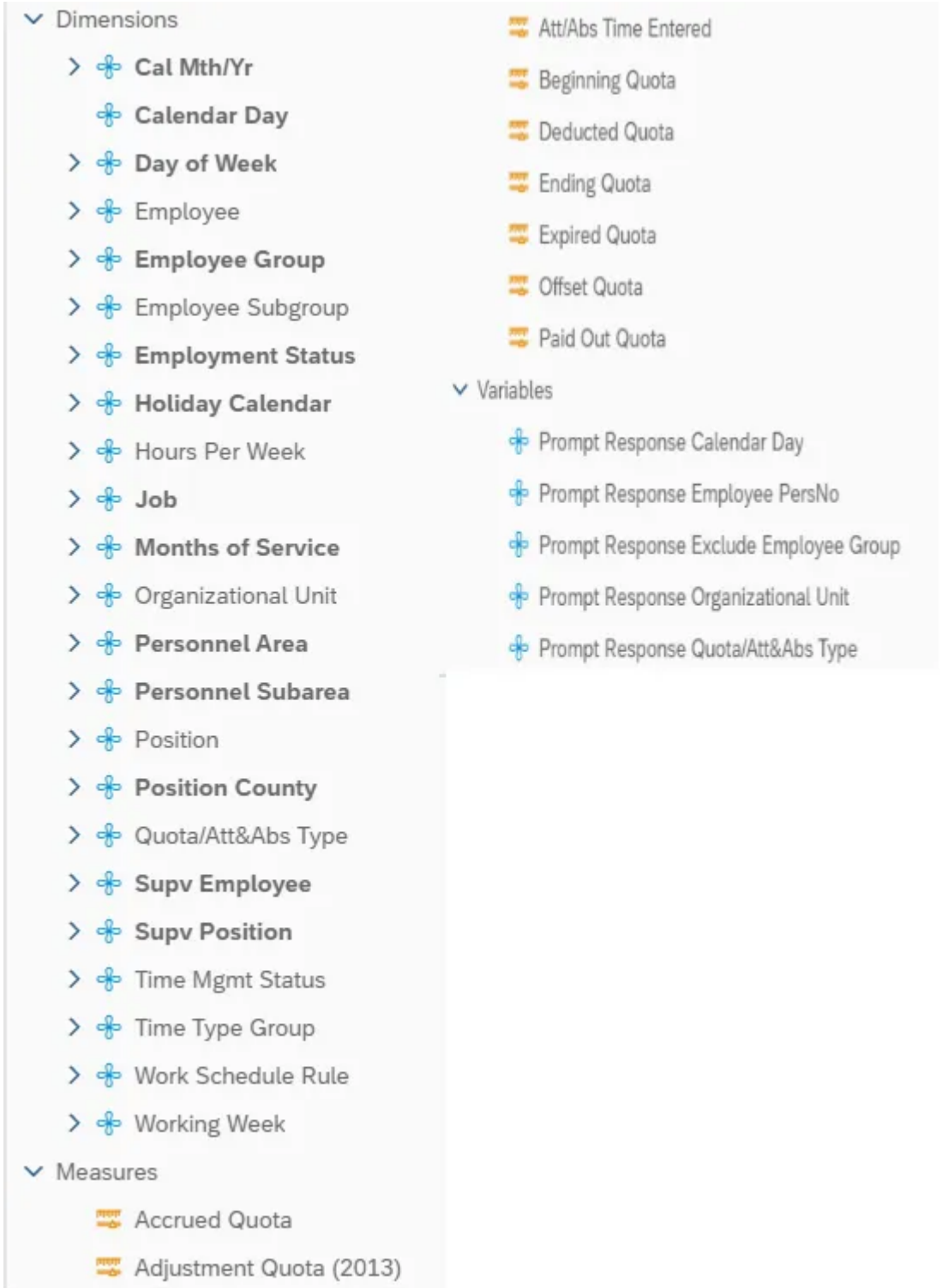
- Accrued Quota
- Adjustment Quota (2013)
- Att/Abs Time Entered
- Beginning Quota
- Deducted Quota
- Ending Quota
- Expired Quota
- Offset Quota

- Paid Out Quota

Variables

- Prompt Response Calendar Day
- Prompt Response Employee PersNo
- Prompt Response Exclude Employee Group
- Prompt Response Organizational Unit
- Prompt Response Quota/Att&Abs Type

Image


Dimensions
Cal Mth/Yr
Calendar Day
Day of Week
Employee
Employee Group
Employee Subgroup
Employment Status
Holiday Calendar
Hours Per Week
Job
Months of Service
Organizational Unit
Personnel Area
Personnel Subarea
Position
Position County
Quota/Att&Abs Type
Supv Employee
Supv Position
Time Mgmt Status
Time Type Group
Work Schedule Rule
Working Week
Measures
Accrued Quota
Adjustment Quota (2013)
Att/Abs Time Entered
Beginning Quota
Deducted Quota
Ending Quota
Expired Quota
Offset Quota
Paid Out Quota
Variables
Prompt Response Calendar Day
Prompt Response Employee PersNo
Prompt Response Exclude Employee Group
Prompt Response Organizational Unit
Prompt Response Quota/Att&Abs Type

Special Report Considerations/Features

- Data for this report is extracted twice a week on Wednesdays and Saturdays. The data pulled at the time of extraction is for previous three months up to current date.
- Contractors (employee subgroup G1) are excluded from the report by default, but they can be included by clearing the exclusion prompt.
- The following quota/attendance and absence types are excluded from the report:
    - MISC (Non A/A & Quota Types)
    - PLHR (Planned Hours)
- The following quota/attendance and absence types are excluded from the report by default, but these can be included by clearing the exclusion prompt:
    - 36: Advanced Vacation Hours Owed
    - 37: Advanced Sick Hours Owed
    - 61: Adverse Weather Hours Owed
    - 66: Community Service-Tutoring

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