B0207 Time Entry Other Than 9300 on Specified Holiday

Purpose

The purpose of this job aid is to explain how to generate the Time Entry Other Than 9300 on Specified Holiday.

Report Description

This report lists any time posted with an absence/attendance type other than 9300 on the selected day.

Report Location

PT: Time Sheet Metrics

Report Uses

Agencies use this report to find errors in time recording - example EE records AA9500 (time worked) and they should have recorded holiday leave AA9300. EE would be overpaid by receiving holiday premiums and would also earn holiday comp; with Holiday comp payable to all EEs, the risk of overpaying an EE is greater now for all Agencies

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:

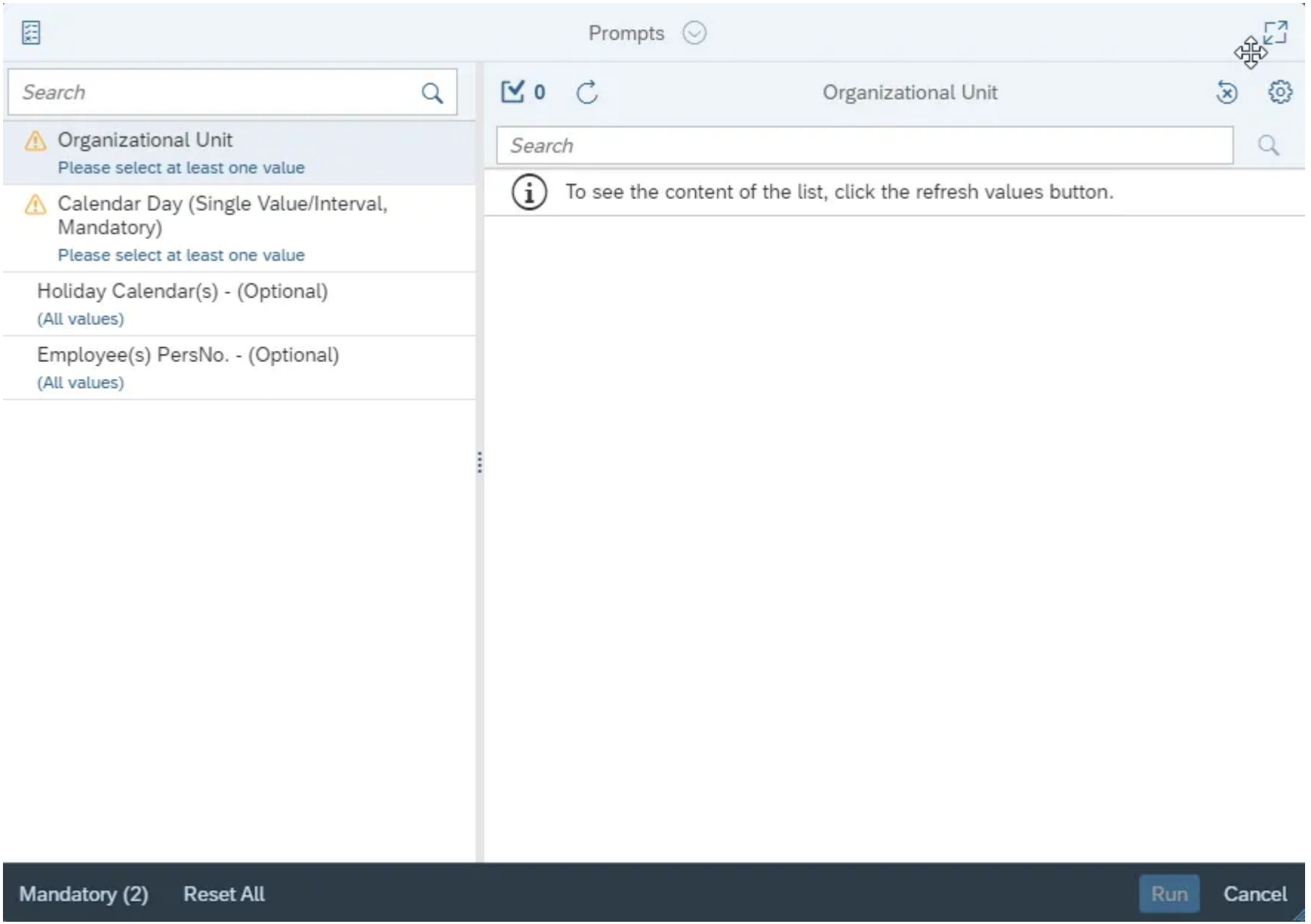
- Organizational Unit
- Calendar Day (Single Value, Mandatory)

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as optional in parentheses beside the prompt.

The Optional prompts are:

- Holiday Calendar(s) – (Optional)
- Employee(s) PersNo. – (Optional)

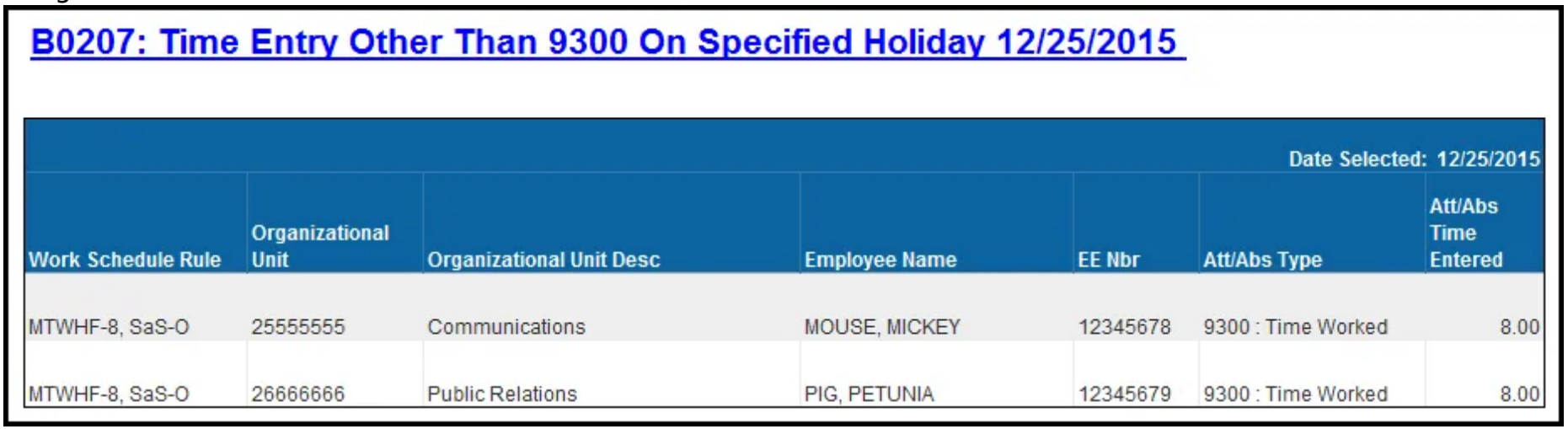
Image


Prompts
Search
Organizational Unit
Please select at least one value
Calendar Day (Single Value/Interval, Mandatory)
Please select at least one value
Holiday Calendar(s) - (Optional)
(All values)
Employee(s) PersNo. - (Optional)
(All values)
0
Organizational Unit
Search
To see the content of the list, click the refresh values button.
Mandatory (2)
Reset All
Run
Cancel

Initial Layout

The report lists all employees who have time entry other than 9300 for the selected date. Below is a sample rendering.

Image



B0207: Time Entry Other Than 9300 On Specified Holiday 12/25/2015

Date Selected: 12/25/2015

Work Schedule Rule	Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Att/Abs Type	Att/Abs Time Entered
MTWHF-8, SaS-O	25555555	Communications	MOUSE, MICKEY	12345678	9300 : Time Worked	8.00
MTWHF-8, SaS-O	26666666	Public Relations	PIG, PETUNIA	12345679	9300 : Time Worked	8.00

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

- Calendar Day
- Day of Week
- EE Hrs Per Wk

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

Measures

- Att/Abs Time Entered

Variables

- Prompt Response Calendar Day
- Prompt Response Employee PersNo
- Prompt Response Holiday Calendar

- Prompt Response Organizational Unit

Image

- Dimensions
  - **Calendar Day**
  - **Day of Week**
  - **EE Hrs Per Wk**
  - Employee
  - **Employee Group**
  - Employee Name
  - **Employee Subgroup**
  - **Employment Status**
  - **Holiday Calendar**
  - **Job**
  - Organizational Unit
  - **Personnel Area**
  - **Personnel Subarea**
  - **Position**
  - **Position County**
  - Quota/Att&Abs Type
  - **Supv Employee**
  - **Supv Position**
  - **Time Mgmt Status**
  - Work Schedule Rule
  - **Working Week**
- Measures
  - Att/Abs Time Entered
- Variables
  - Prompt Response Calendar Day
  - Prompt Response Employee PersNo
  - Prompt Response Holiday Calendar
  - Prompt Response Organizational Unit

Special Report Considerations/Features

- Data for this report is extracted twice a week on Wednesdays and Saturdays. The data pulled at time of extraction is for previous three months up to current date.
- Contractors are excluded on this report.

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