B0208 Late Approvals

Purpose

The purpose of this Report Description is to explain how to run a report that displays time that has been approved late.

Report Description

This report displays time that has been approved more than a specified number of dates after the release date.

Report Location

PT: Timesheet Metrics

Report Uses

Agencies use this to help identify how long it takes a Supervisor to approve an EE's time once the time has been released for approval. The best practice is for Supervisor to approve time within one week. Failure to approve time in a timely manner may cause issues with quota balances or accruals.

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:

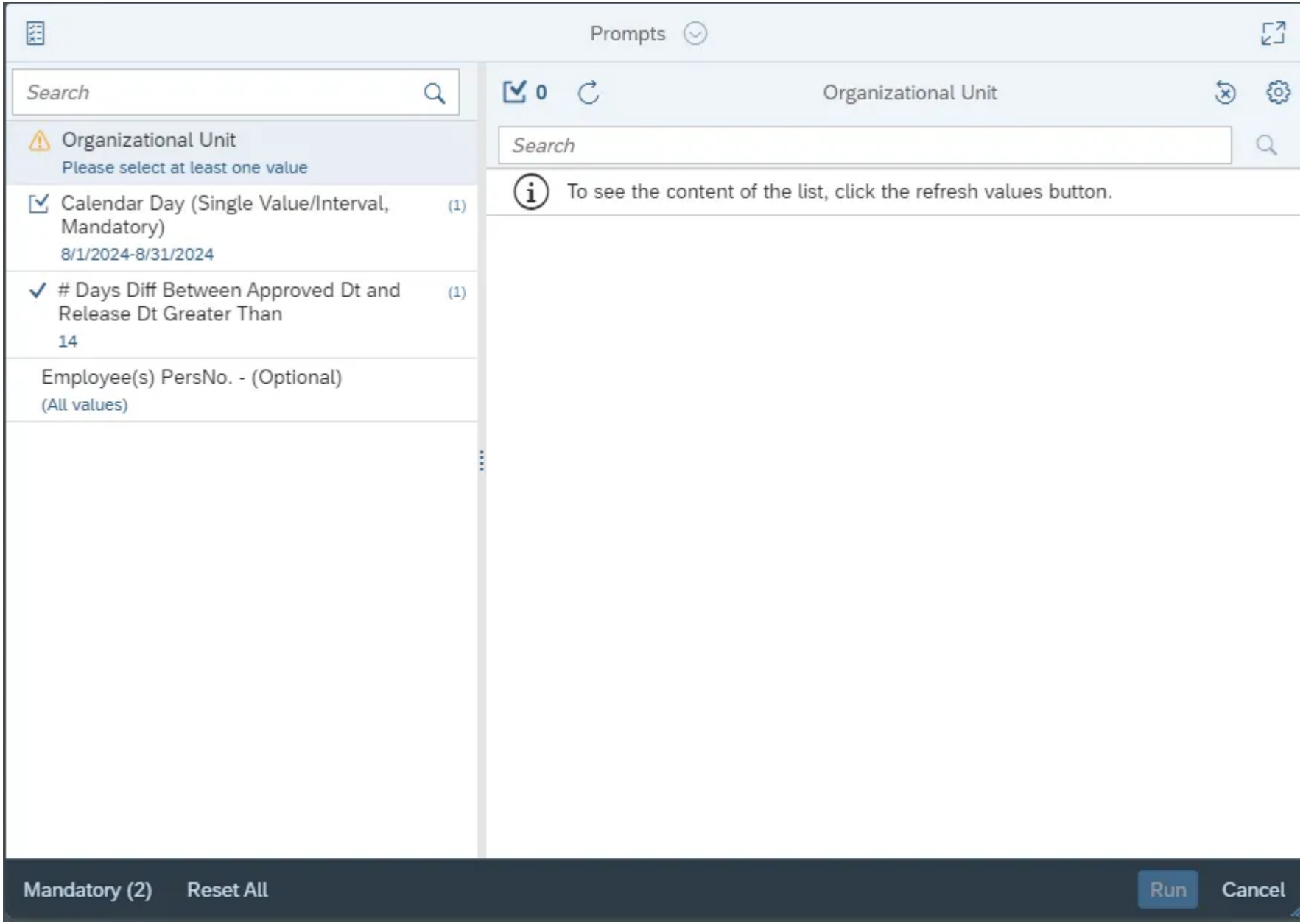
- Organizational Unit

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:

- Employee(s) PersNo. – (Optional)
- Calendar Day (Single Value/Interval, Mandatory)
- # Days Diff Between Approved Dt and Release Dt Greater Than

Image


Prompts
Search
Organizational Unit
Please select at least one value
Calendar Day (Single Value/Interval, Mandatory)
(1)
8/1/2024-8/31/2024
Days Diff Between Approved Dt and Release Dt Greater Than
(1)
14
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

Below is a sample rendering of the report.

Image

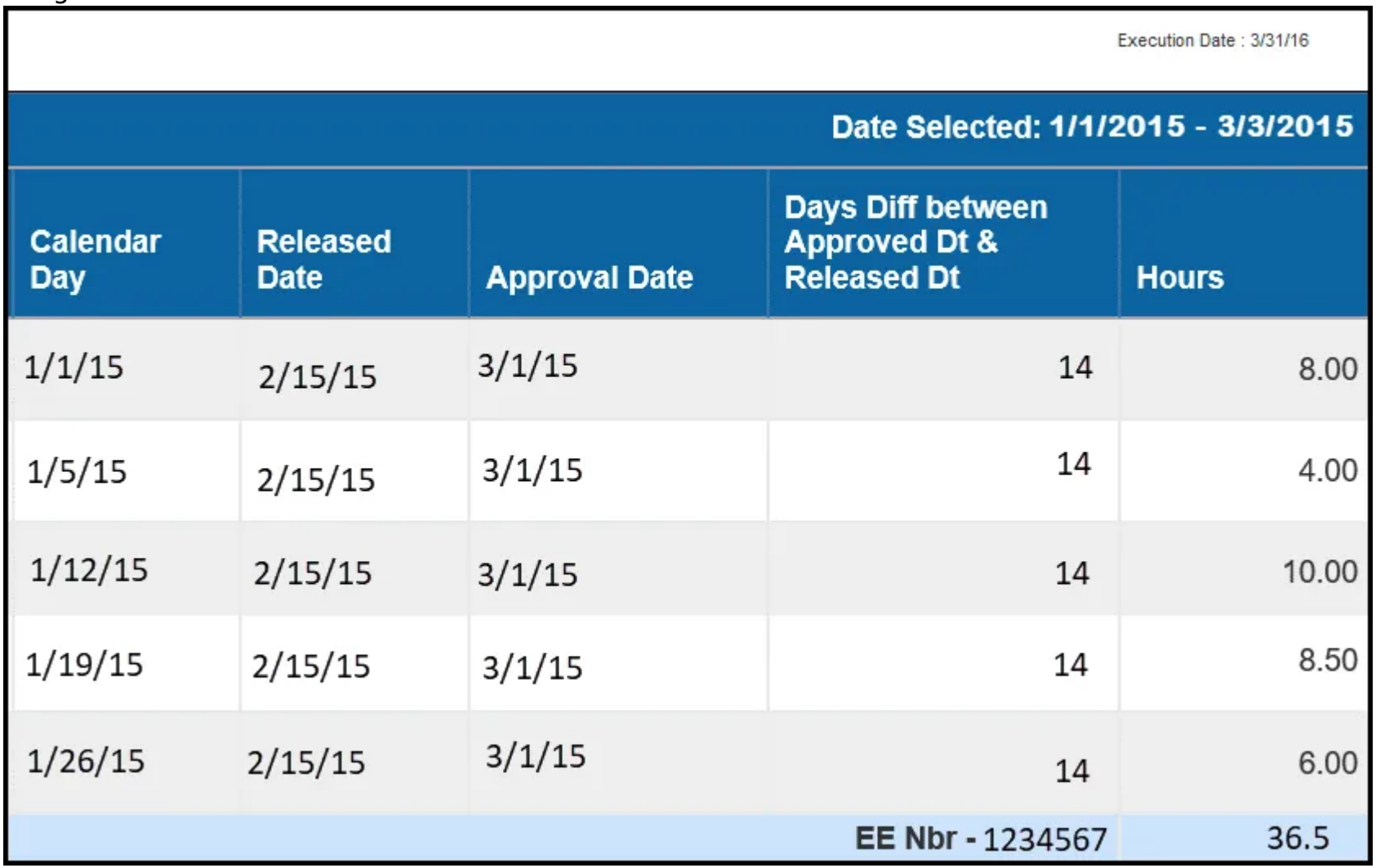
B0208: Late Approvals

Calendar Day: 1/1/2015 - 3/3/2015

Supv Employee	Organizational Unit	Employee Name	EE Nbr
John Doe	Media Specialist	BOB, ALICE	1234567

Continued...

Image



Execution Date : 3/31/16

Date Selected: 1/1/2015 - 3/3/2015

Calendar Day	Released Date	Approval Date	Days Diff between Approved Dt & Released Dt	Hours
1/1/15	2/15/15	3/1/15	14	8.00
1/5/15	2/15/15	3/1/15	14	4.00
1/12/15	2/15/15	3/1/15	14	10.00
1/19/15	2/15/15	3/1/15	14	8.50
1/26/15	2/15/15	3/1/15	14	6.00
			EE Nbr - 1234567	36.5

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

- Activity Abbr
- Approval date
- Att/Abs Type
- Calendar Day
- Charge Object
- Created on
- Element Abbr
- Employee
- Employee Group
- Employee Name
- Employee Subgroup
- Employment Status
- Job
- Organizational Unit
- Personnel Area
- Personnel Subarea
- Position
- Premium Code
- Released date
- Sub-element Abbr
- Supv Employee
- Time Mgmt Status
- Working Schedule Rule

- Working Week

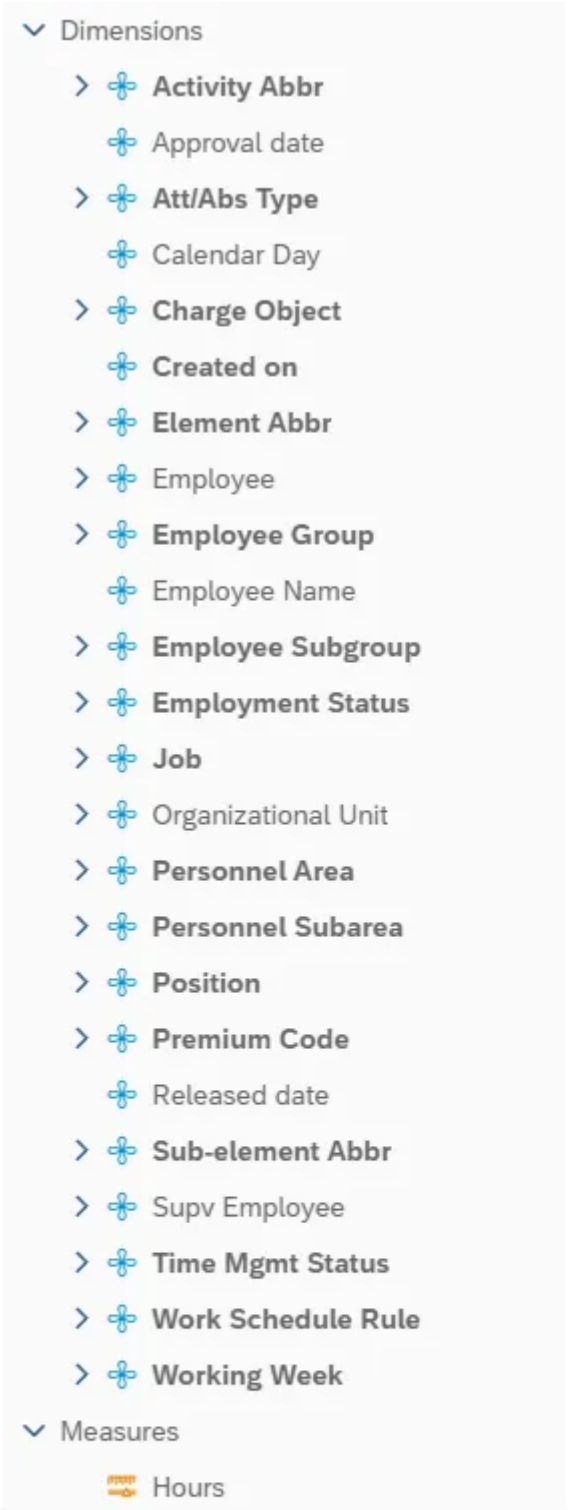
Measures

- Hours

Variables

- Days Diff between Approved Dt & Released Dt
- Days Difference Filter
- Prompt Response # Days Diff Between Approved Dt and Release Dt Greater Than
- Prompt Response Calendar Day
- Prompt Response Employee PersNo
- Prompt Response Organizational Unit

Image


Dimensions
Activity Abbr
Approval date
Att/Abs Type
Calendar Day
Charge Object
Created on
Element Abbr
Employee
Employee Group
Employee Name
Employee Subgroup
Employment Status
Job
Organizational Unit
Personnel Area
Personnel Subarea
Position
Premium Code
Released date
Sub-element Abbr
Supv Employee
Time Mgmt Status
Work Schedule Rule
Working Week
Measures
Hours

Special Report Considerations/Features

- Report shows active employee information only.
- The report shows only employees’ timesheet information that are available in Beacon. This report is applicable only for employees who enter time through ESS.
- Employees who have not entered and released their time will not show up on this report.

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