B0211 VSL Eligibility by Start Date

Purpose

The purpose of this report description is to explain how to generate the VSL Eligibility by Start Date report.

Report Description

This report displays employees with a Voluntary Shared Leave (VSL) eligibility period that begins and ends during a specified date selection.

Report Location

PT: Voluntary Shared Leave

Report Uses

This report is used to determine employees who may receive leave donations for selected VSL eligibility periods.

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:

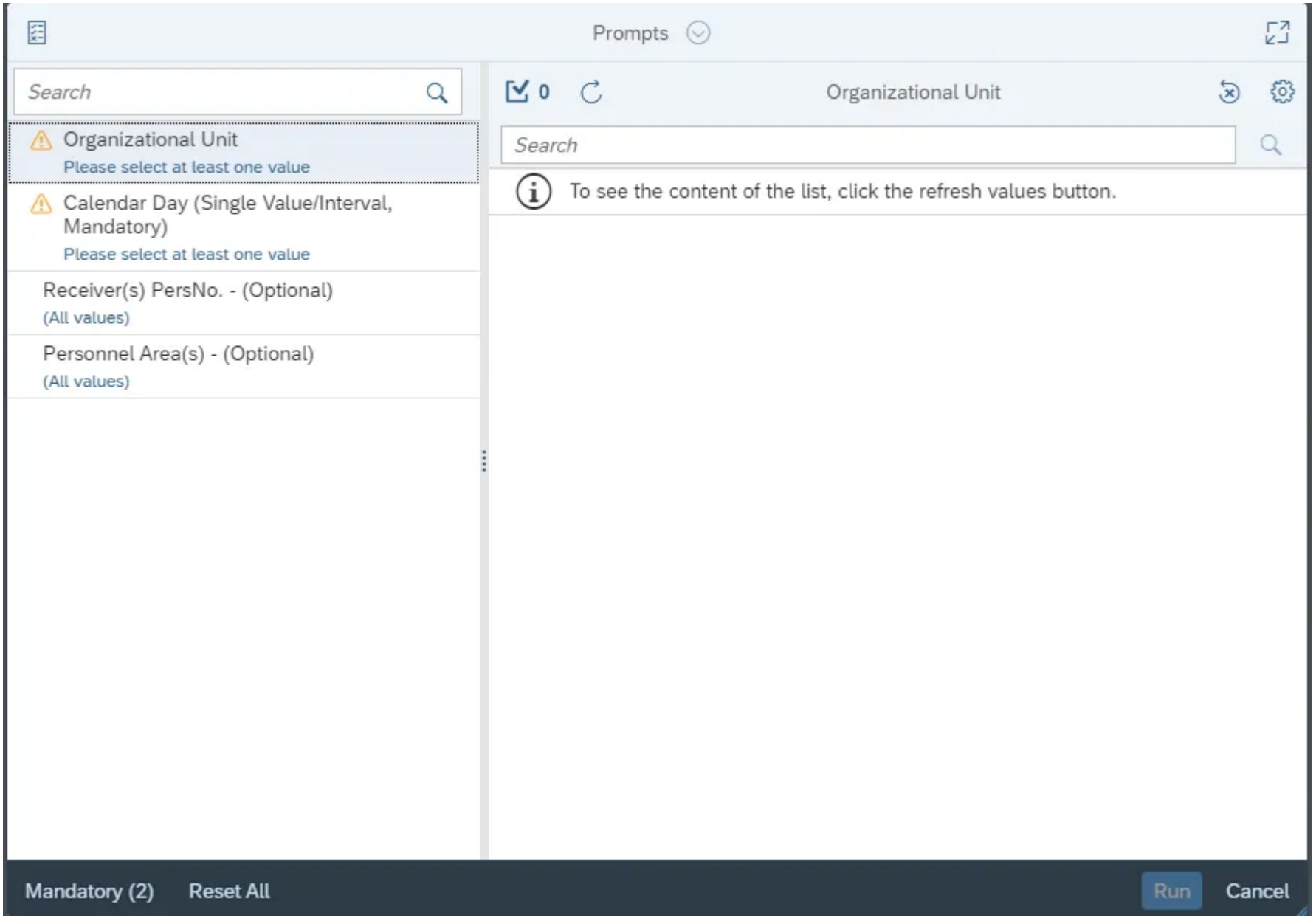
- Organizational Unit
- Calendar Day (Single Value/Interval, Mandatory)

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:

- Receiver(s) PersNo. - (Optional)
- Personnel Area(s) - (Optional)

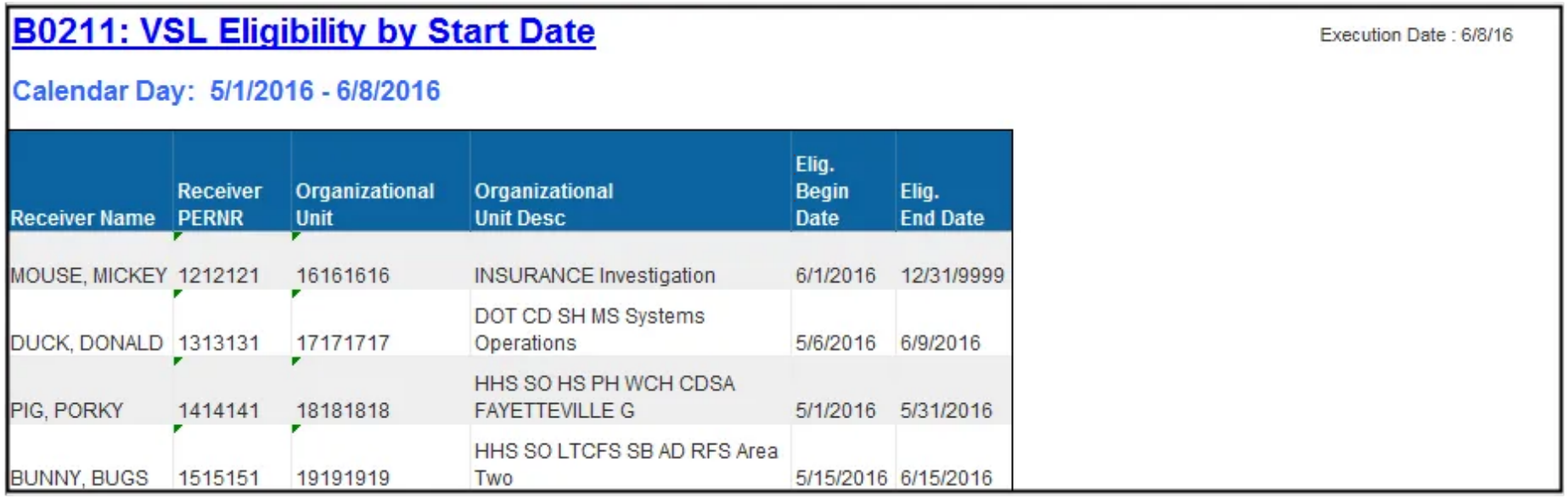
Image



Initial Layout

This report displays employees with a VSL Eligibility period that begins and ends during a specified date selection:

Image



B0211: VSL Eligibility by Start Date

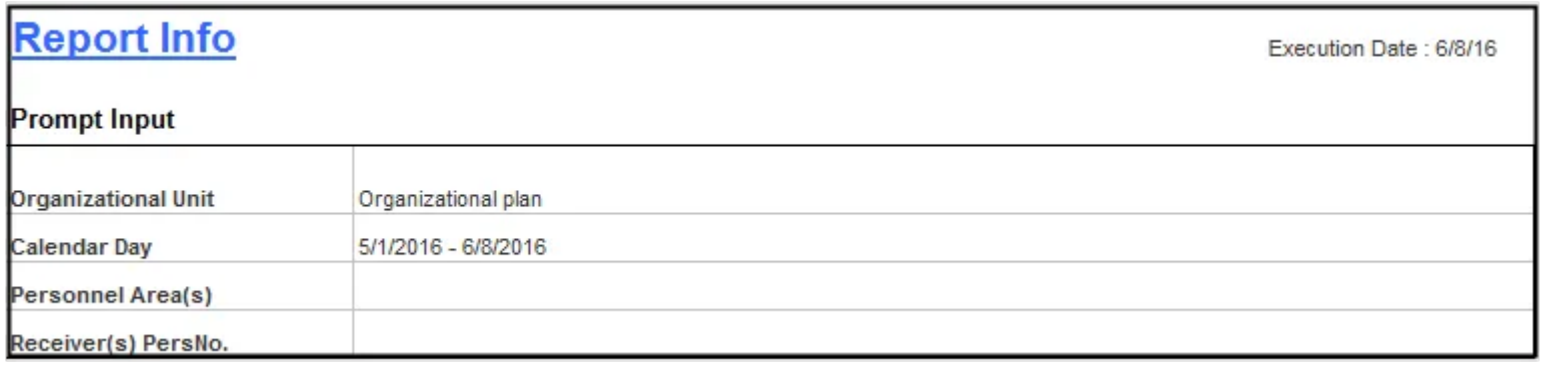
Execution Date : 6/8/16

Calendar Day: 5/1/2016 - 6/8/2016

Receiver Name	Receiver PERNR	Organizational Unit	Organizational Unit Desc	Elig. Begin Date	Elig. End Date
MOUSE, MICKEY	1212121	16161616	INSURANCE Investigation	6/1/2016	12/31/9999
DUCK, DONALD	1313131	17171717	DOT CD SH MS Systems Operations	5/6/2016	6/9/2016
PIG, PORKY	1414141	18181818	HHS SO HS PH WCH CDSA FAYETTEVILLE G	5/1/2016	5/31/2016
BUNNY, BUGS	1515151	19191919	HHS SO LTCFS SB AD RFS Area Two	5/15/2016	6/15/2016

The Report Info tab displays information about the prompts entered.

Image



Report Info

Execution Date : 6/8/16

Prompt Input

Organizational Unit	Organizational plan
Calendar Day	5/1/2016 - 6/8/2016
Personnel Area(s)	
Receiver(s) PersNo.	

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

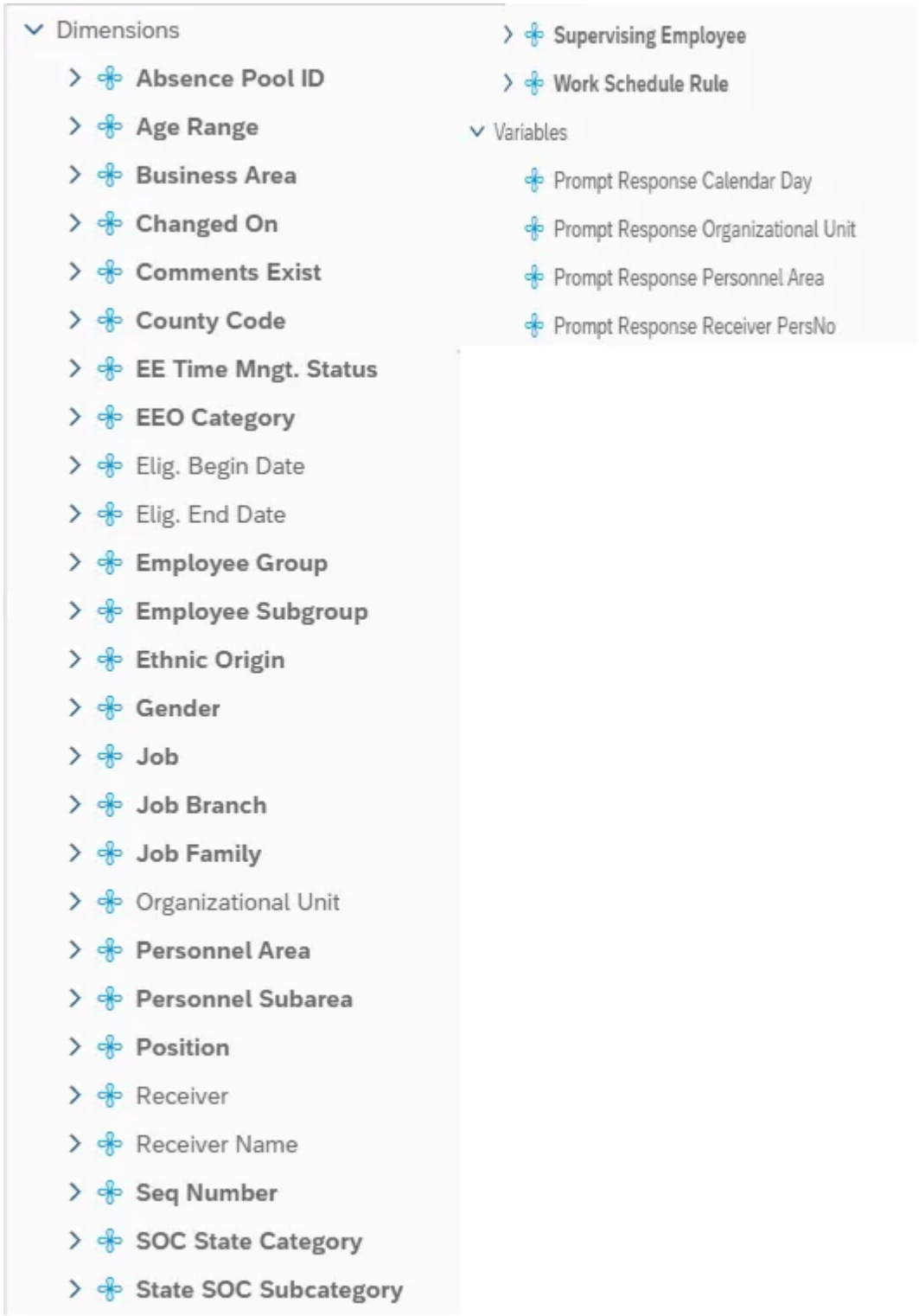
- Absence Pool ID
- Age Range
- Business Area
- Changed On
- Comments Exist
- County Code
- EE Time Mngt. Status
- EEO Category
- Elig. Begin Date
- Elig. End Date
- Employee Group
- Employee Subgroup
- Ethnic Origin
- Gende
- Job
- Job Branch
- Job Family
- Organizational Unit
- Personnel Area
- Personnel Subarea
- Position
- Receiver
- Receiver Name

- Seq Number
- SOC State Category
- State SOC Subcategory
- Supervising Employee
- Work Schedule Rule

Variables

- Prompt Response Calendar Day
- Prompt Response Organizational Unit
- Prompt Response Personnel Area
- Prompt Response Receiver PersNo

Image


Dimensions
Absence Pool ID
Age Range
Business Area
Changed On
Comments Exist
County Code
EE Time Mngt. Status
EEO Category
Elig. Begin Date
Elig. End Date
Employee Group
Employee Subgroup
Ethnic Origin
Gender
Job
Job Branch
Job Family
Organizational Unit
Personnel Area
Personnel Subarea
Position
Receiver
Receiver Name
Seq Number
SOC State Category
State SOC Subcategory
Supervising Employee
Work Schedule Rule
Variables
Prompt Response Calendar Day
Prompt Response Organizational Unit
Prompt Response Personnel Area
Prompt Response Receiver PersNo

Special Report Considerations/Features

- If the Leave is used or returned, no more hours will be available. Employees shouldn't use received shared Leave Hours outside of dedicated LOA's.
- Time entry in ESS should be entered as Sick Leave (9200) and system will allocate the entries as Received Shared Leave Hours.
- By default, data is sorted by Receiver Name and Donor Name. This can be changed as desired.
- To change the sorting to another column, follow the steps below. There are 4 steps to complete this process.

Step 1: Make sure the “desired column” is selected.

Step 2: Right Click on “Data”.

Step 3: Right Click “Add Sort”.

Image

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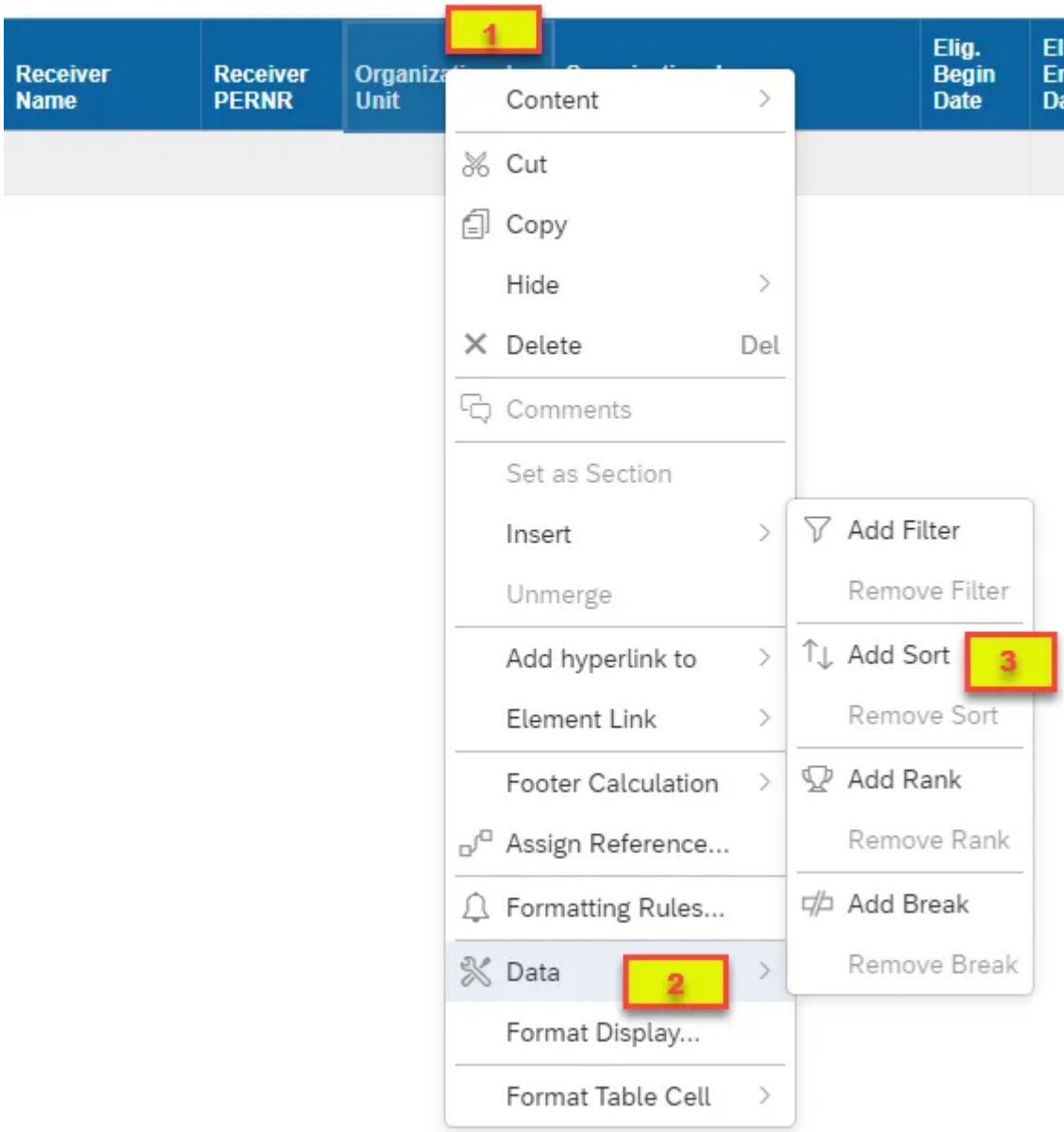
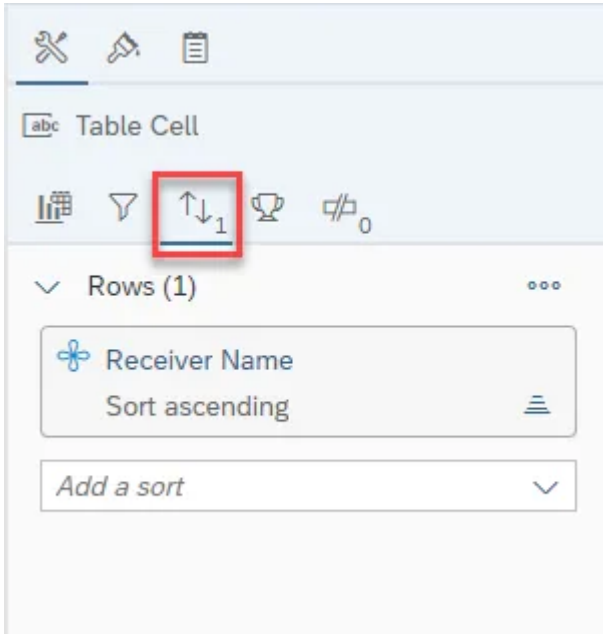
Calendar Day: 7/1/2024 - 8/1/2024



Step 4: Select ascending or descending sort order as needed.

Image



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