

B0212 VSL by Receiver

Purpose

The purpose of this Report Description is to explain how to generate the VSL by Receiver report which displays by recipient the hours donated and from whom in the Integrated HR-Payroll System.

Report Description

This report displays by recipient the hours donated and from whom during a selected time period. The donor may be within the recipient's agency or another BEACON agency. VSL hours from non-BEACON donors are not available in the report.

Report Location

PT: Voluntary Shared Leave

Report Uses

This report is useful in determining whom to grant excess leave back to when the receiver does not use all of the donated leave.

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:

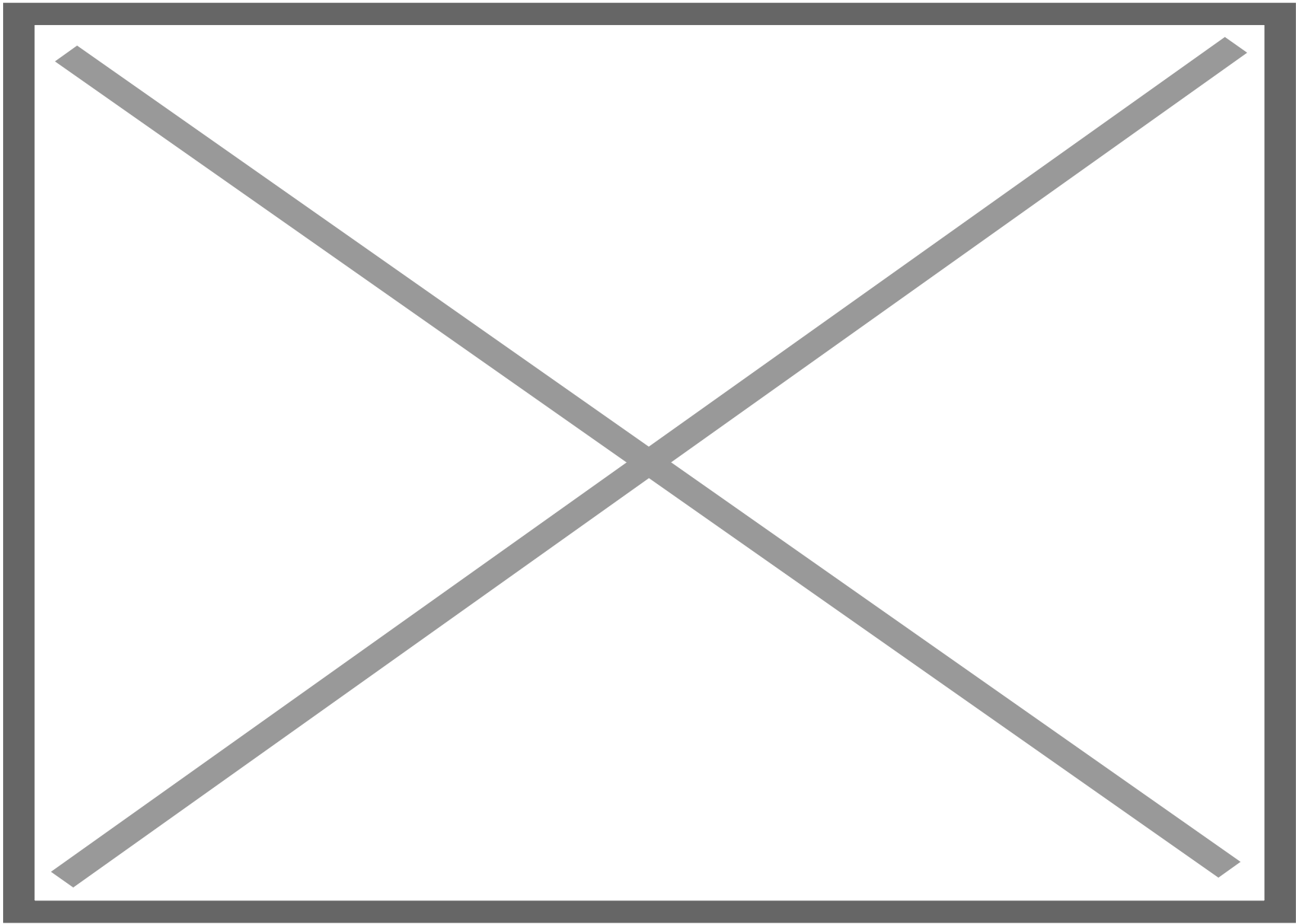
- Organizational Unit
- Calendar Day (Single Value/Interval, Mandatory)

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:

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

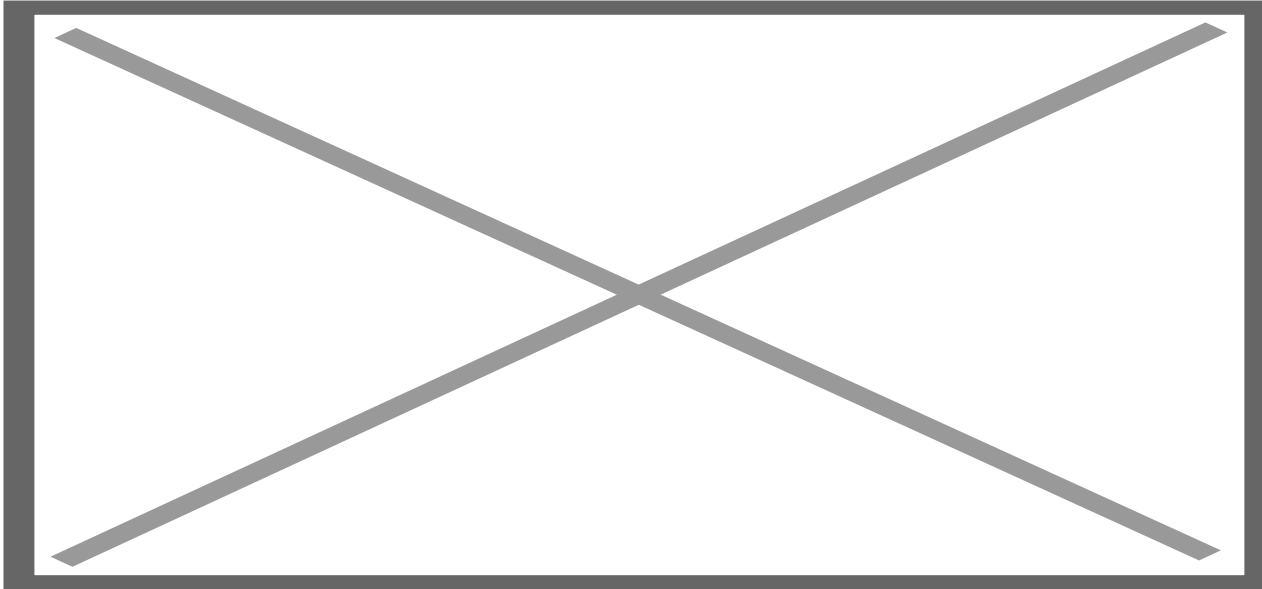
Image



Initial Layout

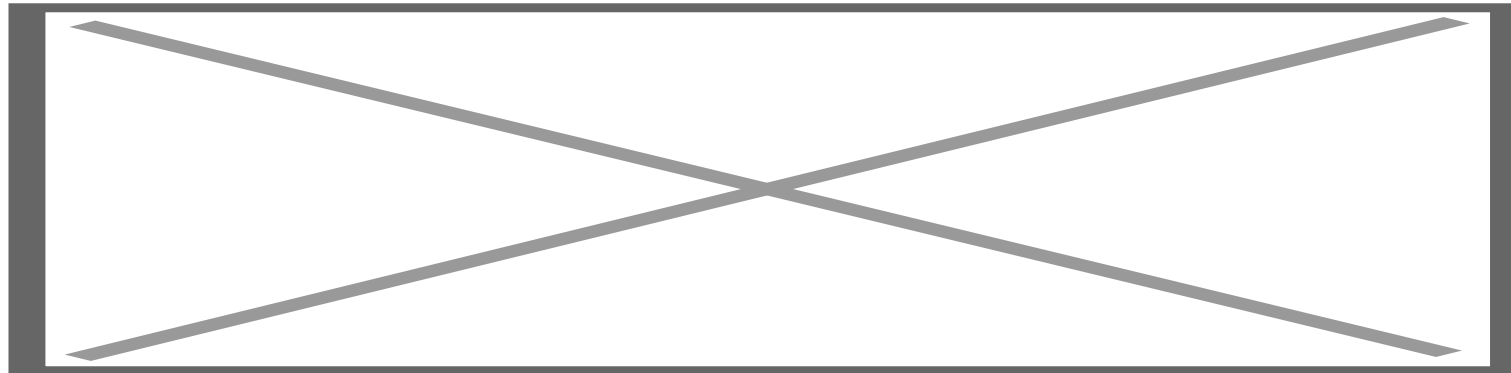
This report displays by recipient the hours donated and from whom during a selected time period:

Image



The Report Info tab displays information about the prompts entered.

Image



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

- Age Range
- Business area
- Comments Exist
- Donor
- Donor Name
- Donor Orgunit
- Donor Personnel Area
- Donor Quota Type
- Employee Group
- Employee Subgroup
- Ethnic Origin
- Gender
- Job
- Job Branch
- Job Family
- Organizational Unit
- Personnel Area
- Personnel Subarea
- Position
- Received Date
- Received Month
- Received Quota Type
- Received Year
- Receiver
- Receiver Name
- Record Changed By
- Record Changed On
- SOC State Category
- State SOC Subcategory
- Supervising Employee

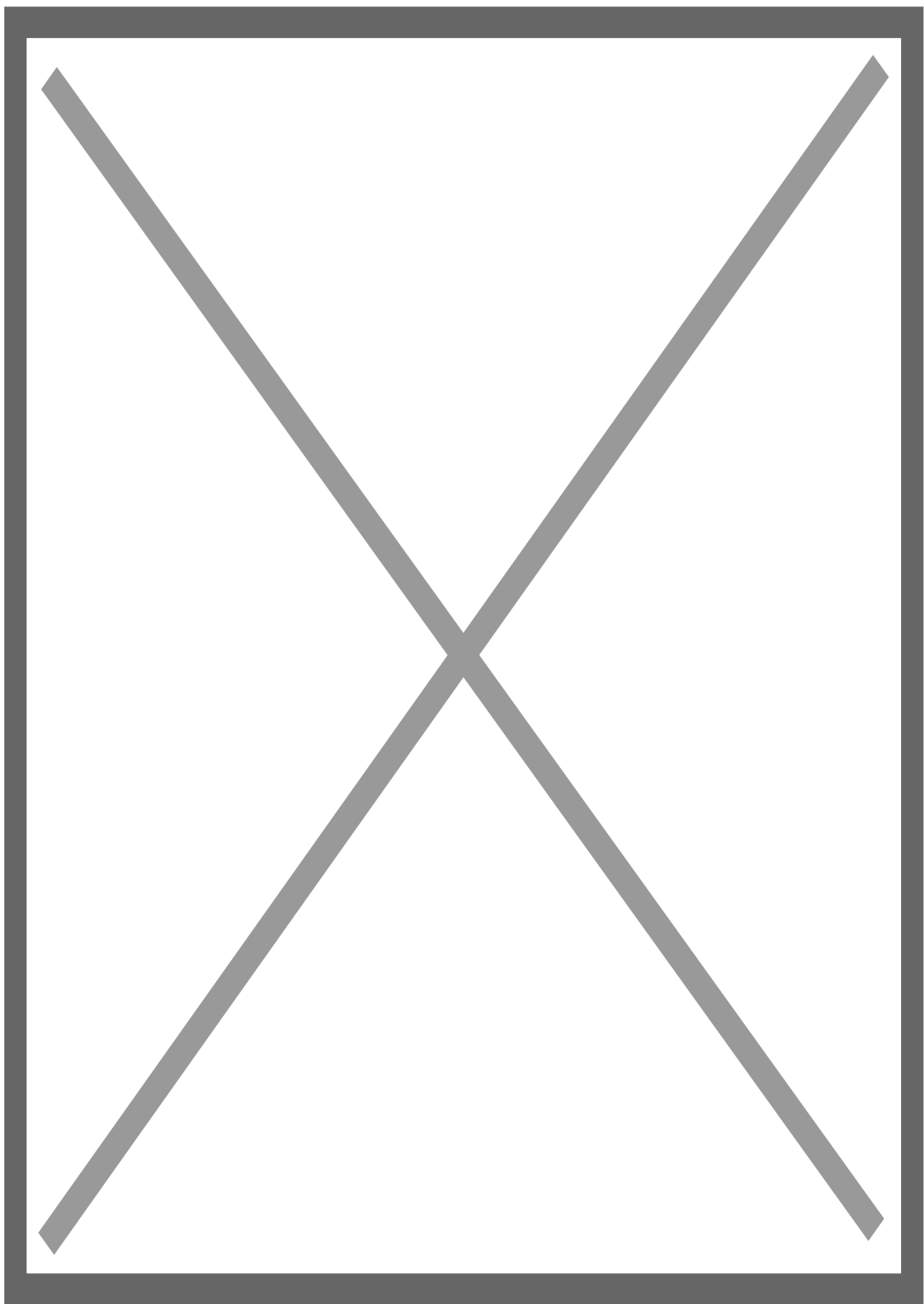
Measures

- Received Shared Leave Hrs.

Variables

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

Image



Special Report Considerations/Features

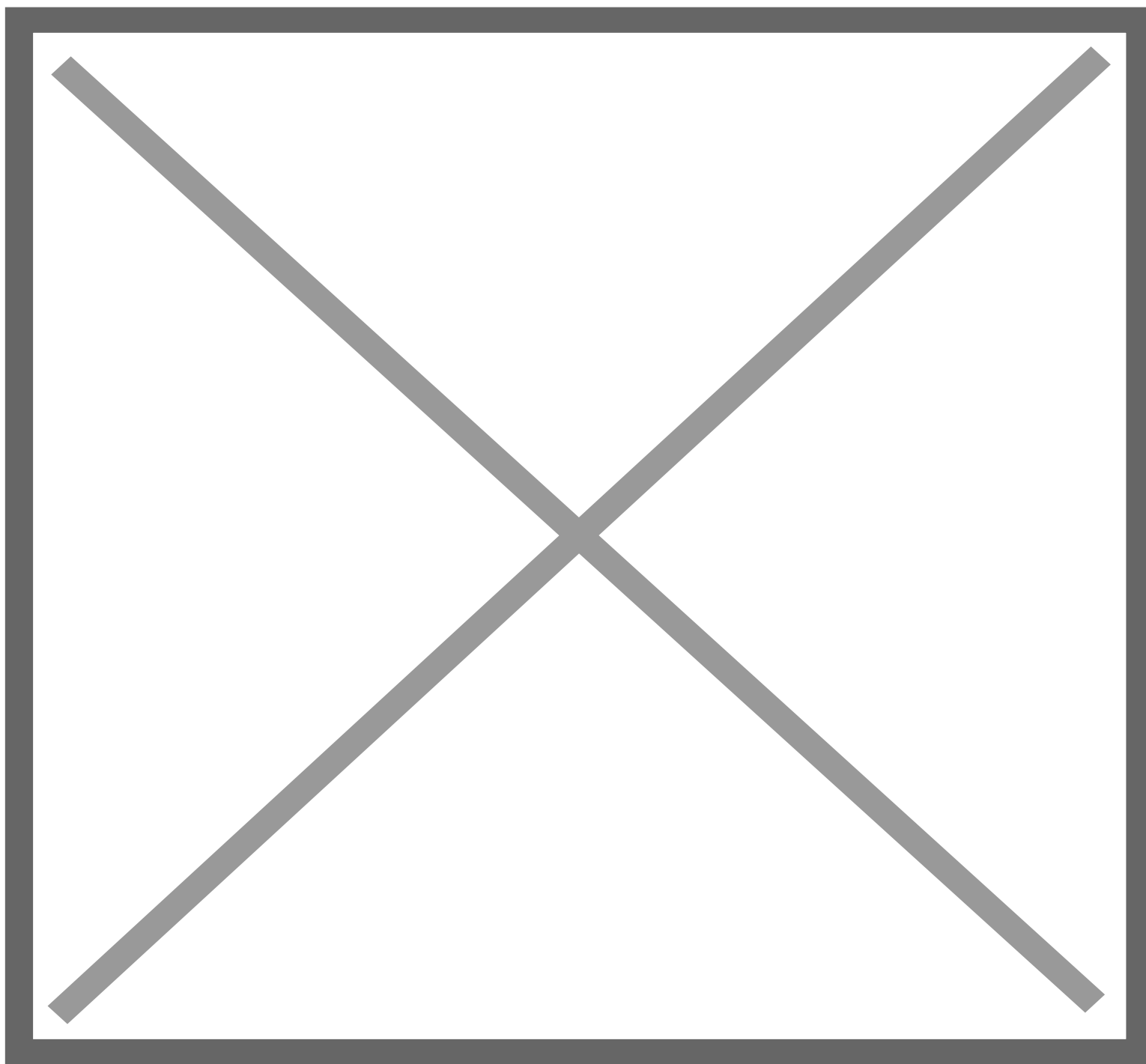
- If the Leave is used or returned, no more hours will be available. Employees shouldn't use received shared Leave Hours outside of dedicated LOAs.
- Time entry in ESS should be entered as Sick Leave (9200), and the system will allocate the entries as Received Shared Leave Hours.
- To change the sorting for the desired column, follow the steps below. By default, data is sorted by Receiver Name and Donor Name (This can be changed as needed). There are 3 steps to complete this process.

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

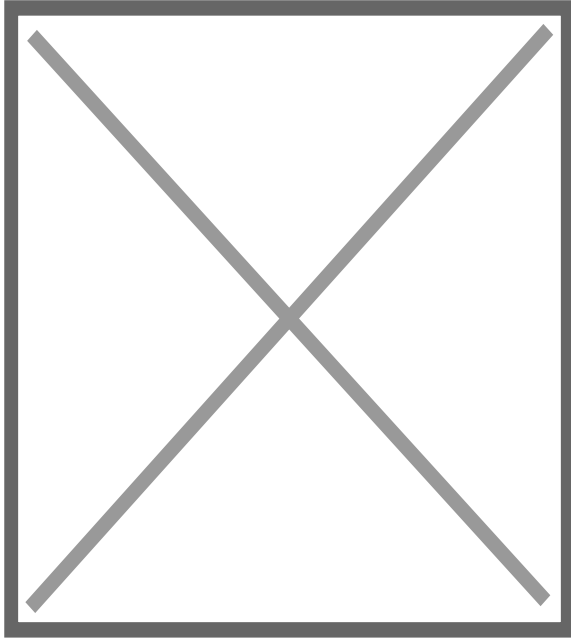
Step 2: Right Click on “Data” Tab.

Step 3: Right Click “Add Sort” selected.

Image



Image



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Wed, 01/21/2026

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