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:

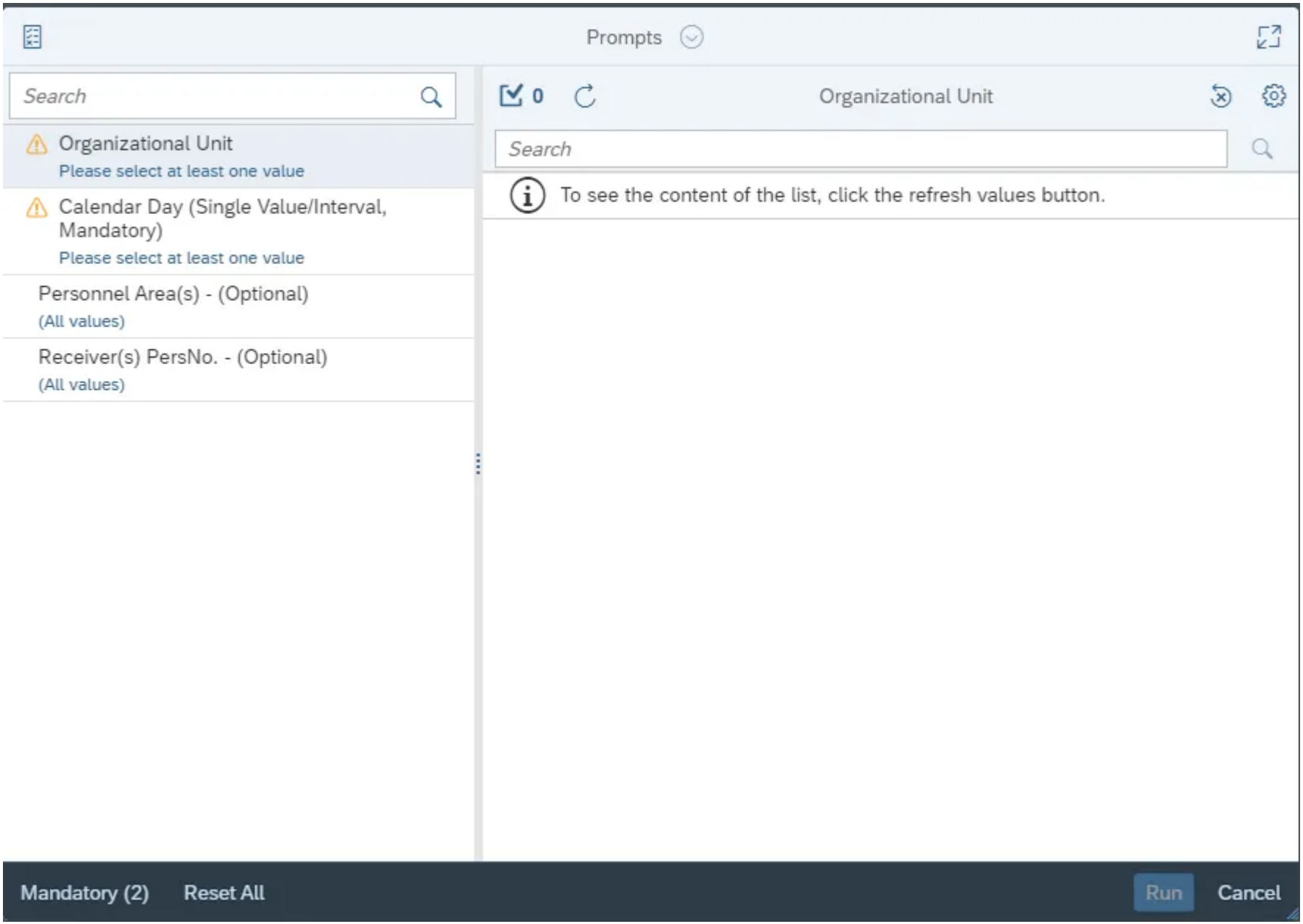
- Organizational Unit
- Calendar Day (Single Value/Interval, Mandatory)

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)

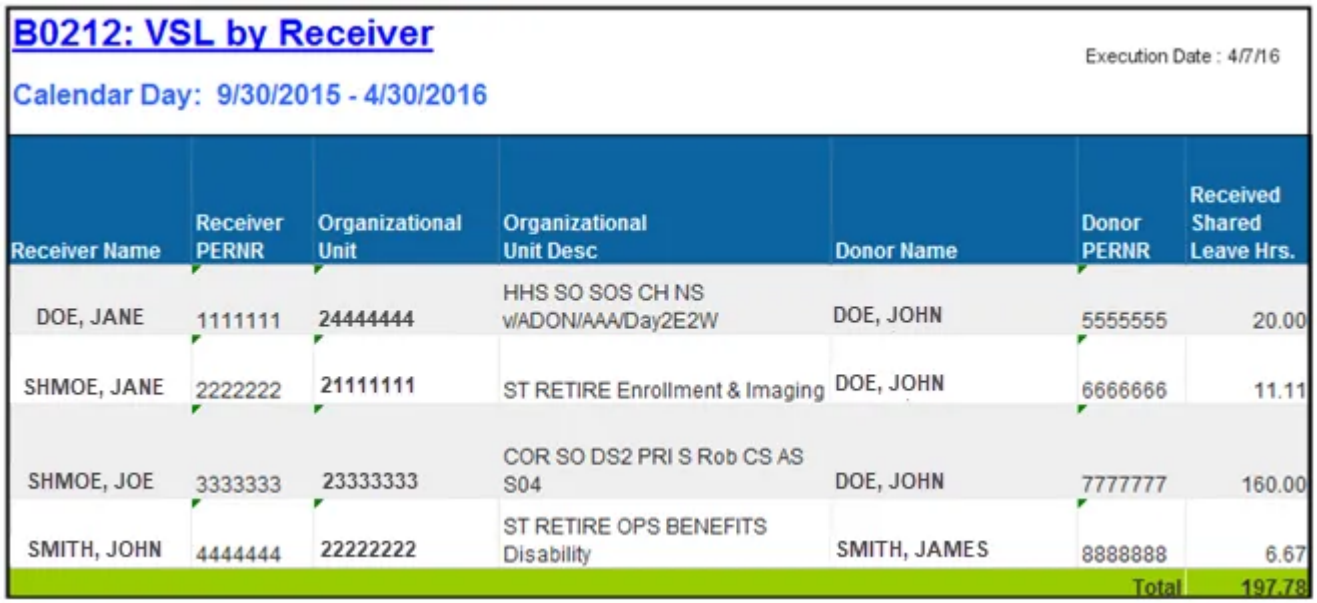
Image



Initial Layout

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

Image



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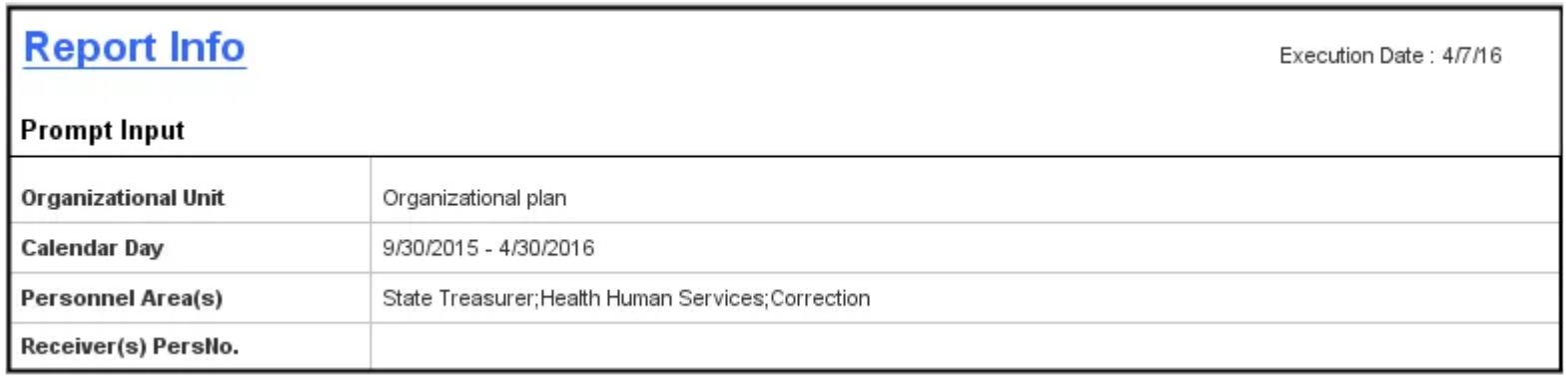
Execution Date : 4/7/16

Calendar Day: 9/30/2015 - 4/30/2016

Receiver Name	Receiver PERNR	Organizational Unit	Organizational Unit Desc	Donor Name	Donor PERNR	Received Shared Leave Hrs.
DOE, JANE	1111111	24444444	HHS SO SOS CH NS w/ADON/AAA/Day2E2W	DOE, JOHN	5555555	20.00
SHMOE, JANE	2222222	21111111	ST RETIRE Enrollment & Imaging	DOE, JOHN	6666666	11.11
SHMOE, JOE	3333333	23333333	COR SO DS2 PRI S Rob CS AS S04	DOE, JOHN	7777777	160.00
SMITH, JOHN	4444444	22222222	ST RETIRE OPS BENEFITS Disability	SMITH, JAMES	8888888	6.67
					Total	197.78

The Report Info tab displays information about the prompts entered.

Image



Report Info

Execution Date : 4/7/16

Prompt Input

Organizational Unit	Organizational plan
Calendar Day	9/30/2015 - 4/30/2016
Personnel Area(s)	State Treasurer;Health Human Services;Correction
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

- 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

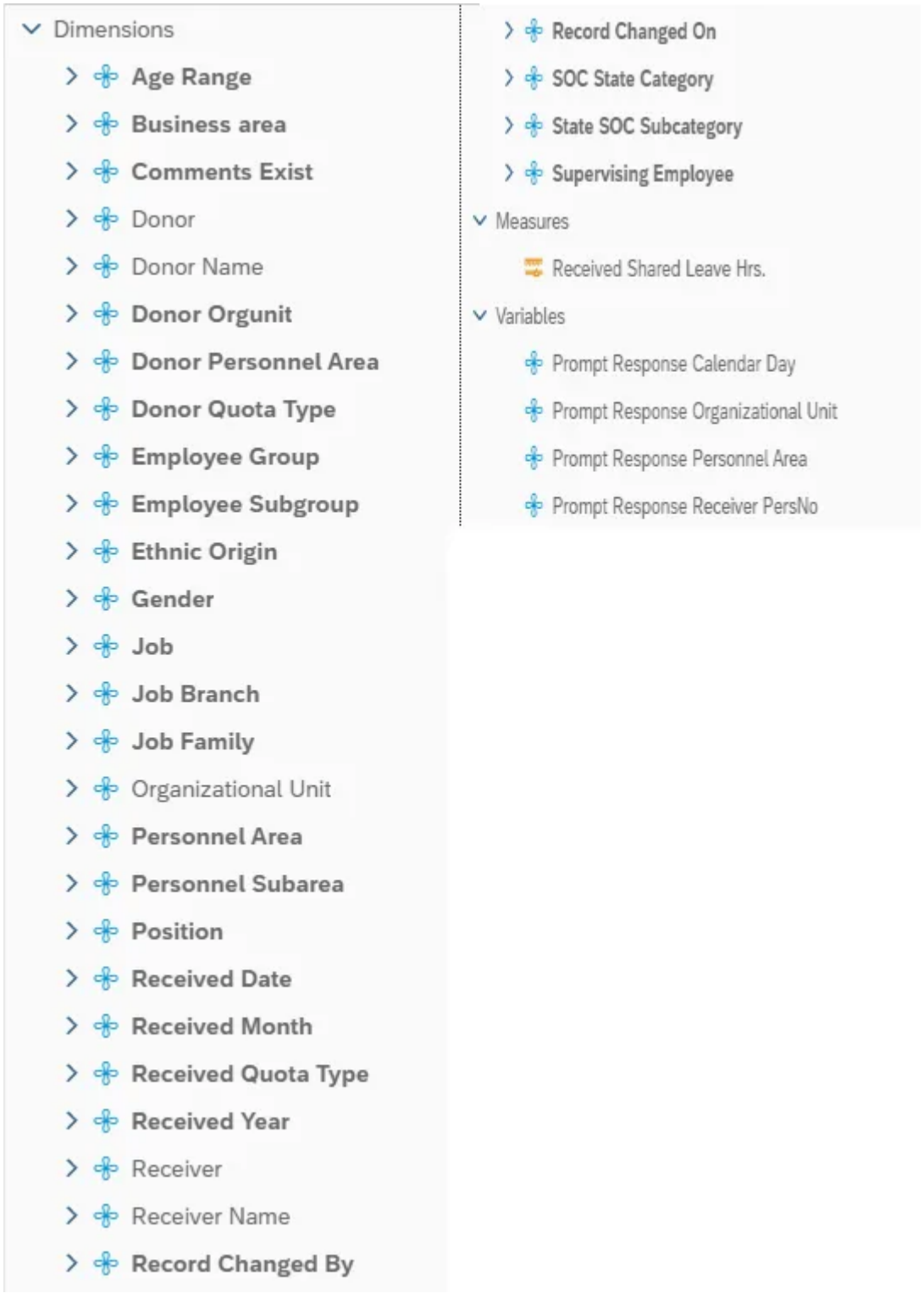
Measures

- Received Shared Leave Hrs.

Variables

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

Image


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

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

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Calendar Day: 1/1/2024 - 9/26/2024

Receiver Name	Receiver PERNR	Organizational Unit	Organizational Unit Desc	Donor PERNR	Received Shared Leave Hrs.
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
				Total	79.00

1

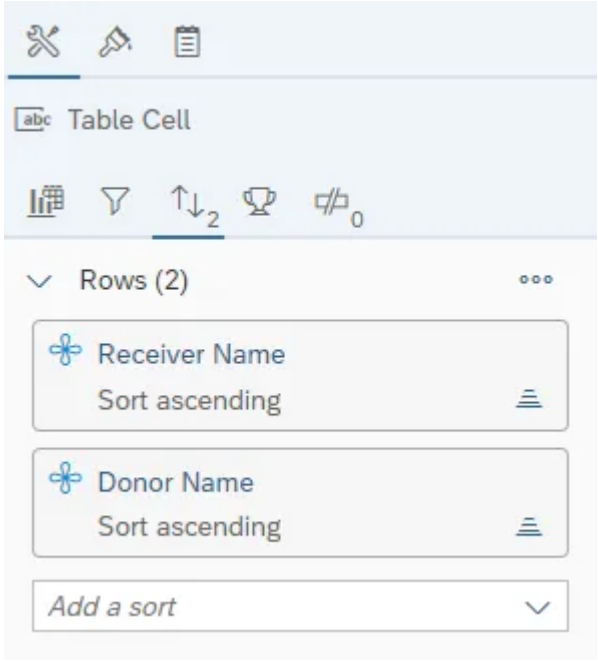
- Content
- Cut
- Copy
- Hide
- Delete Del
- Comments
- Set as Section
- Insert
- Unmerge
- Add hyperlink to
- Element Link
- Footer Calculation
- Assign Reference...
- Formatting Rules...
- Data
- Format Display...
- Format Table Cell

2

- Add Filter
- Remove Filter
- Add Sort
- Remove Sort
- Add Rank
- Remove Rank
- Add Break
- Remove Break

3

Image



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Thu, 04/14/2016

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