



# B0205 TIME LEVELING EXCEPTIONS REPORT

BOBJ

## REPORT DESCRIPTION B0205 | WEB INTELLIGENCE

The purpose of this job aid is to explain how to generate the Time Leveling Exceptions report to monitor discrepancies between planned working time and time entered.

### REPORT DESCRIPTION

The B0205 Time Leveling Exceptions Report (Planned Time vs 2001/2002) compares the planned hours to the Infotype 2001 (Absences) and Infotype 2002 (Attendances) records and calculates a difference.

### REPORT LOCATION

PT: Timesheet Metrics

### REPORT USES

This report is used to monitor any discrepancies between planned hours and the Infotype 2001/2002 records, helping to ensure that all planned hours are accounted for in time entry.

### QUICK LINKS

<b>How to generate this report</b>	<b>2</b>
<b>Initial Layout</b>	<b>3</b>
<b>Available Objects</b>	<b>4</b>
<b>Special Report Considerations/Features</b>	<b>6</b>

**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 at <https://www.osc.nc.gov/documents/files/web-intelligence-prompts>.

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:

- Employee(s) PersNo. - (Optional)
- Time Mgmt Status(s) - (Optional)

Exclusion prompts exclude specified data by default while allowing customers the flexibility of changing them when necessary. Exclusion prompts are identified by the term Exclude followed by the prompt.

The Exclusion prompts are:

- Exclude Employee Subgroup (Contractors)

The screenshot displays a web-based interface for selecting report prompts. On the left, a list of prompts is shown with a search bar at the top. The prompts are:
 

- Organizational Unit (Mandatory, indicated by a yellow triangle with an exclamation mark and the text 'Please select at least one value')
- Calendar Day (Single Value/Interval, Mandatory) (Mandatory, indicated by a yellow triangle with an exclamation mark and the text 'Please select at least one value')
- Employee(s) PersNo. - (Optional) (Optional, indicated by '(Optional)')
- Time Mgmt Status(s) - (Optional) (Optional, indicated by '(Optional)')
- Exclude Employee Subgroup (Contractors) (Exclusion prompt, indicated by a checkmark and '(1)')

 The 'Exclude Employee Subgroup (Contractors)' prompt is currently selected, showing a value of 'G1'. On the right side, the 'Organizational Unit' prompt is selected, with a search bar and a refresh button. Below the search bar, an information icon and text state: 'To see the content of the list, click the refresh values button.' At the bottom of the interface, there is a dark bar with 'Mandatory (2)' and 'Reset All' on the left, and 'Run' and 'Cancel' buttons on the right.

**Initial Layout**

The report has two report tabs.

- **B0205 Time Leveling Exceptions Report (Planned Time vs 2001/2002) tab:** The report tab is used to monitor any discrepancies between planned hours and the Infotype 2001/2002 records, helping to ensure that all planned hours are accounted for in time entry.

[B0205: Time Leveling Exceptions Report \(Planned Time vs 2001/2002\)](#)

Execution Date : 7/6/17

Calendar Day: 7/1/2017 - 7/31/2017

Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Planned Time	2001/2002 Att/Abs Time Entered	Diff Between 2001/2002 & Planned Time
29999999	Media/Communications	MOUSE, MICKEY	12345678		176.75	176.75

- **Report Info:** This report tab displays the values of the prompt selections for the executed report.

[Report Info](#)

Execution Date : 7/6/17

**Prompt Input**

Organizational Unit	Media/Communications
Calendar Day	7/1/2017 - 7/31/2017
Employee(s) PersNo.	12345678
Time Mgmt Status(s)	1
Exclude Employee Subgroup	G1

## 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:

- Att/Abs Type
- Cal Mth/Yr
- Calendar Day
- Calendar Year/Week
- Day of Week
- EE Hrs Per Wk
- EE Nbr
- EE Time Mgmt Status
- Employee Group
- Employee Name
- Employee Subgroup
- Employment Status
- Job
- Organizational Unit
- Personnel Area
- Personnel Subarea
- Position
- Position County
- Supv Employee
- Supv Position
- Work Schedule Rule
- Working Week

### Measures:

- 2001/2002 Att/Abs Time Entered
- Diff Between 2001/2002 & Planned Time
- Planned Time

### Variables:

- Prompt Resonse Time Mgmt Status
- Prompt Response Calendar Day
- Prompt Response Employee PersNo
- Prompt Response Exclude Employee Subgroup
- Prompt Response Organizational Unit

- ▼ Dimensions
  - > ✿ Att/Abs Type
  - > ✿ Cal Mth/Yr
    - ✿ Calendar Day
  - > ✿ Calendar Year/Week
  - > ✿ Day of Week
  - > ✿ EE Hrs Per Wk
  - > ✿ EE Nbr
  - > ✿ EE Time Mgmt Status
  - > ✿ Employee Group
  - > ✿ Employee Name
  - > ✿ Employee Subgroup
  - > ✿ Employment Status
  - > ✿ Job
  - > ✿ Organizational Unit
  - > ✿ Personnel Area
  - > ✿ Personnel Subarea
  - > ✿ Position
  - > ✿ Position County
  - > ✿ Supv Employee
  - > ✿ Supv Position
  - > ✿ Work Schedule Rule
  - > ✿ Working Week
- ▼ Measures
  - 📊 2001/2002 Att/Abs Time Entered
  - 📊 Diff Between 2001/2002 & Planned Time
  - 📊 Planned Time
- ▼ Variables
  - ✿ Prompt Resonse Time Mgmt Status
  - ✿ Prompt Response Calendar Day
  - ✿ Prompt Response Employee PersNo
  - ✿ Prompt Response Exclude Employee Subgroup
  - ✿ Prompt Response Organizational Unit

Special Report Considerations/Features

- Contractors (employee subgroup G1) are excluded from the report by default, but they can be included by clearing the exclusion prompt.
- This report includes only the following Attendance/Absence types:
  - A0000000 – A9999999
  - 9000 – 9999
  - PLHR: Planned Hours

Infotype 2001/2002 records that cover a range of dates are parsed into separate days based on the employee's work schedule. This report automatically applies a condition to suppress display of rows where the difference between the Planned Time and the 2001/2002 Att/Abs Time Entered is 0.

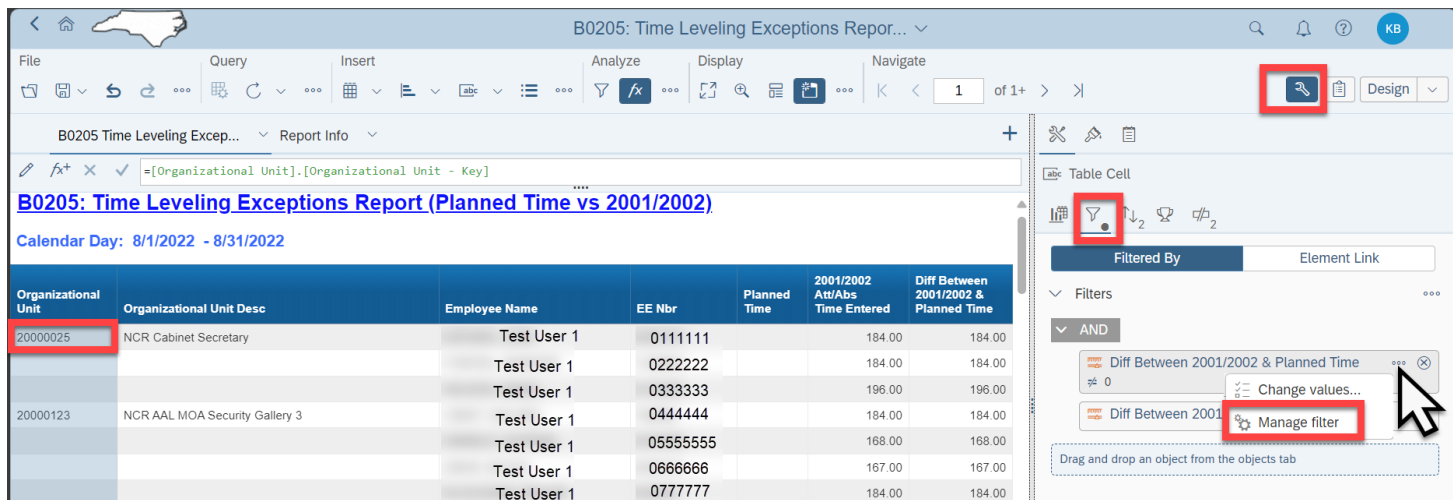
This is an example of an employee that would NOT be listed on the report:

Employee Name	EE Nbr	Planned Time	2001/2002 Att/Abs Time Entered	Diff Between 2001/2002 & Planned Time
MOUSE, MICKEY	12345678	184.00	184.00	0.00

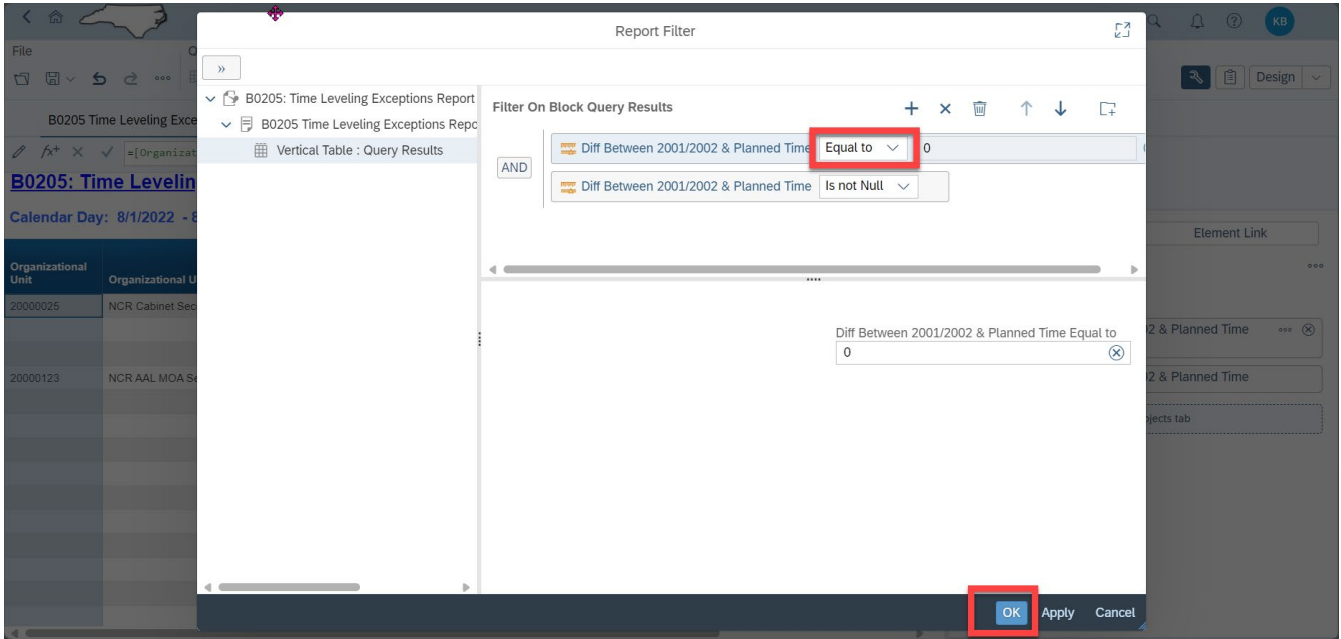
For the dates from 05/01/2018 – 05/08/2018, Mickey Mouse’s Planned Time is 184 hours, and his 2001/2001 Att/Abs Time Entered is 184 hours. The difference in his 2001/2002 Att/Abs Time Entered and Planned Time is 0, so this employee would not be included on the report.

The report filter can be modified to include only employees with zero balances:

1. Click on any row in the report.
2. Click on the “Show Data/format panel” button.
3. Click on the “Display the filter panel” icon.
4. Click on the ellipsis next to “Diff Between 2001/2002 & Planned Time”.
5. Click on Manage Filter.



6. Change the drop down for Diff Between 2001/2002 & Planned Time from “Not Equal to” to “Equal to”.
7. Click OK.



The report will now list only employees with the Difference Between 2001/2002 & Planned Time equal to 0:

**B0205: Time Leveling Exceptions Report (Planned Time vs 2001/2002)**

Calendar Day: 5/1/2018 - 5/31/2018

Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Planned Time	2001/2002 Att/Abs Time Entered	Diff Between 2001/2002 & Planned Time
20000001	Sample Org Unit	MOUSE, MICKEY	12345678	184.00	184.00	0.00
20000002	Sample Org Unit 1	DUCK, DAFFY	12345679	184.00	184.00	0.00
20000001	Sample Org Unit 2	MOUSE, MINNIE	87654321	187.00	187.00	0.00

**CHANGE LOG**

- Effective 6/2/2017
  - Initial creation of the report.
- Effective 9/19/2019
  - Update report formatting to current standards.
  - Parental Leave Absence Types (9238, 9239) are included when used.
  - Custodial Level Eligibility and Premium Rate added to Position attributes list. This can be seen when expanding the Position data element under Available Objects.
- Effective 9/27/2019
  - Formatting Change
- Effective 10/07/2024
  - Update to Business Objects 4.3 – K. Bridges