



MANAGER – LEAVE LIABILITY REPORT

FIO-29 | JOB AID

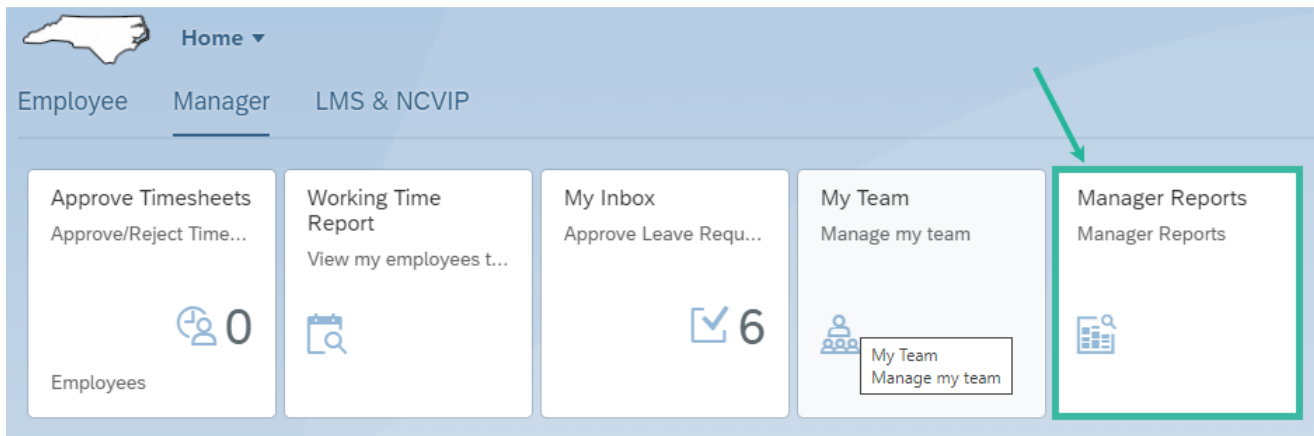
FIO

The purpose of this Job Aid is to explain how to utilize the Leave Liability Report in the Integrated HR-Payroll System via the Fiori Interface. The Leave Liability report is a manager report that provides Leave Liability remaining hours by period for direct report employees. This report is available for ALL managers and Interface managers and is designed for browser use as well as mobile use.

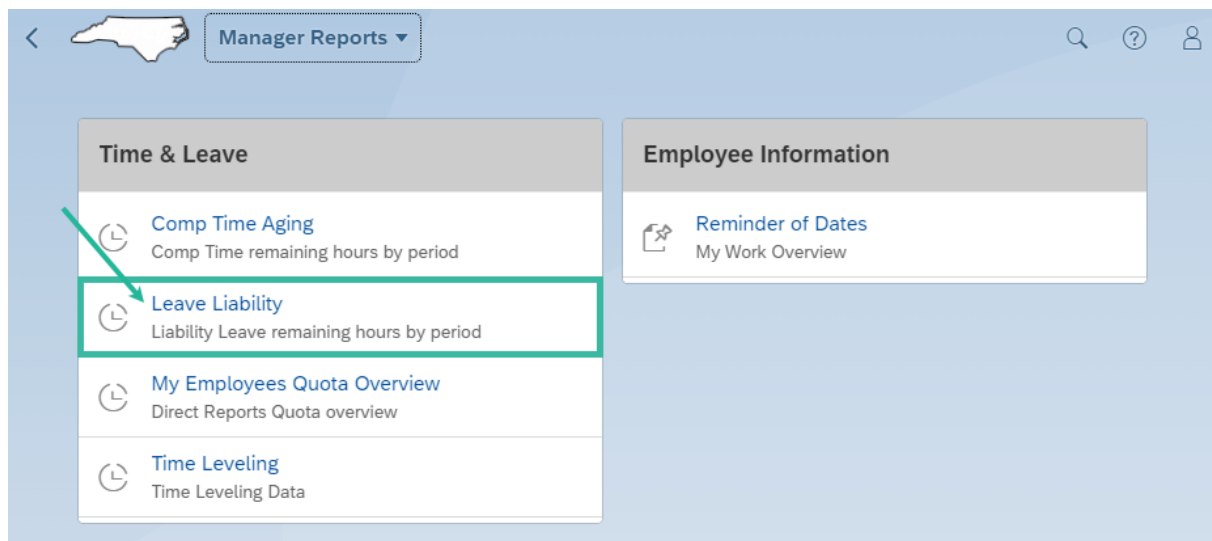
The Quotas included are:

- Adverse Weather Leave
- CDE Care Leave

To access the **“Leave Liability”** report click on the **“Manager’s tab”** and then click on the **“Manager Reports”** tile.



Within the **“Time & Leave”** tile, select the **“Leave Liability”** card to access the report.



By default, the report displays remaining total hours for a twelve-month period on desktop and a three-month period on mobile.

Employee Name	Quota Type	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	Total Remaining Hours
Wilma S Muhanna 00000056	Adverse Weather Leave	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Wilma S Muhanna 00000056		0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Tony R Johnson 00000057	Adverse Weather Leave	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Tony R Johnson 00000057		0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Total		0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00

The Employee Name selection field delivers a list of all direct reports. The default report deliverable generates the available remaining hours data for all direct reports; however, a manager can select a single employee from the Employee Name selection list.

Employee Name selection list:

- JOHNSON, TONY
- MUHANNA, WILMA

Employee Name	Quota Type	JUL 2022	AUG 2022	SEP 2022
Wilma S Muhanna 00000056	Adverse Weather Leave	0.00	0.00	8.00

The Quota Type field delivers a list of the following quota types:

- Adverse Weather Leave
- CDE Care Leave

The default report deliverable generates the available remaining hours data for all quotas; however, the manager can select specific quotas from the list

The screenshot shows the 'Manager Leave Liability Report' interface. At the top, there is a navigation bar with a back arrow, a North Carolina map icon, and the title 'Manager Leave Liability Report'. Below this, there are two dropdown menus: 'Employee Name' and 'Quota Type'. A green box highlights the 'Quota Type' dropdown, and a green arrow points to the dropdown arrow. A 'Go' button is located to the right of the 'Quota Type' dropdown. The dropdown menu is open, showing two options: 'Adverse Weather Leave' and 'CDE Care Leave', both with unchecked checkboxes. Below the filters, a table displays the report data for Wilma S Muhanna (Employee ID: 00000056). The table has columns for Employee Name, Quota Type, JUL 2022, AUG 2022, and SEP 2027. The data shows 0.00 hours for July and August, and 8.00 hours for September.


Employee Name	Quota Type	JUL 2022	AUG 2022	SEP 2027
Wilma S Muhanna 00000056	Adverse Weather Leave	0.00	0.00	8.00

By design, the report filters off zero values and delivers only Total Remaining Hours for values greater than zero. To bring in the zero values, deselect the **Hide Records w/Zero Remaining Total Hours** checkbox.

When the Quota Type filter is used to select a quota type outside of the default "ALL", the Hide Records w/Zero Remaining Hours will deselect.

The screenshot shows the 'Manager Leave Liability Report' interface with the 'Hide Records w/Zero Remaining Total Hours' checkbox checked. The interface includes the same filters as the previous screenshot. The table now displays data for Wilma S Muhanna (Employee ID: 00000056) and Tony R Johnson (Employee ID: 00000057) for Adverse Weather Leave. The table has columns for Employee Name, Quota Type, JUL 2022, AUG 2022, SEP 2022, OCT 2022, MAY 2023, JUN 2023, and Total Remaining Hours. The data shows 0.00 hours for July and August, and 8.00 hours for September, October, May, and June. The 'Total Remaining Hours' column shows 8.00 for each employee and 16.00 for the total.

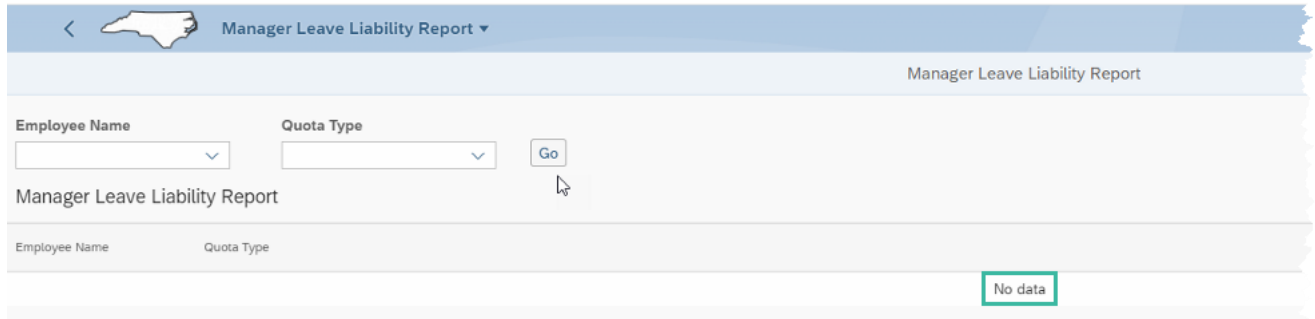
Employee Name	Quota Type	JUL 2022	AUG 2022	SEP 2022	OCT 2022	MAY 2023	JUN 2023	Total Remaining Hours
Wilma S Muhanna 00000056	Adverse Weather Leave	0.00	0.00	8.00	0.00	0.00	0.00	8.00
Wilma S Muhanna 00000056		0.00	0.00	8.00	0.00	0.00	0.00	8.00
Tony R Johnson 00000057	Adverse Weather Leave	0.00	0.00	8.00	0.00	0.00	0.00	8.00
Tony R Johnson 00000057		0.00	0.00	8.00	0.00	0.00	0.00	8.00
Total		0.00	0.00	16.00	0.00	0.00	0.00	16.00

The desktop report allows a manager to use the download excel feature  to extract the report data to a savable excel spreadsheet. This feature is not delivered on the mobile version.



Employee Name	Quota Type	JUL 2022	AUG 2022	SEP 2022	OCT 2022	MAY 2023	JUN 2023	Total Remaining Hours
Wilma S Muhanna 00000056	Adverse Weather Leave	0.00	0.00	8.00	0.00	0.00	0.00	8.00
Wilma S Muhanna 00000056		0.00	0.00	8.00	0.00	0.00	0.00	8.00
Tony R Johnson 00000057	Adverse Weather Leave	0.00	0.00	8.00	0.00	0.00	0.00	8.00
Tony R Johnson 00000057		0.00	0.00	8.00	0.00	0.00	0.00	8.00
Total		0.00	0.00	16.00	0.00	0.00	0.00	16.00

If all values for all quotas are equal to zero, then the report will deliver "No data"



Manager Leave Liability Report

Employee Name: [Dropdown] Quota Type: [Dropdown] [Go]

Manager Leave Liability Report

Employee Name	Quota Type
No data	

Change Record

- 11/1/22 – New Job Aid – Doug Genzlinger