



PAID PARENTAL LEAVE

REPORT DESCRIPTION B0016 | WEB INTELLIGENCE



The purpose of this report description is to explain how to generate the Paid Parental Leave report.

REPORT DESCRIPTION

This report shows Employees who have been granted Paid Parental Leave. It provides Hours Awarded, Hours Used, Estimated Hourly Salary, and Estimated Cost by Personnel Area. Additional data elements such as Gender, Ethnicity, Age Range, and Job are also available for additional analysis.

REPORT LOCATION

PA: Quota Usage

REPORT USES

OSHR will use the report to provide the implementation and use of Paid Parental Leave to the Office of the Governor by September 2020. Agencies are required to collect and submit their information to OSHR by July 1, 2020 and every July thereafter. Report will be used to monitor Paid Parental Leave during the year and as an annual report.

QUICK LINKS

How to generate this report	2
Initial Layout	3
Available Objects	4
Special Report Considerations/Features	5

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 OSC website 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 option in parentheses beside the prompt.

The Optional prompts are:

- Personnel Area(s) - (Optional)
- Quota Type(s) - (Optional)
- Employee(s) PersNo. - (Optional)

❖ **NOTE:** Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and you must do a name search, narrow down the search by using the wildcard with specific text strings when looking for an employee by name such as:

- John*Smith*
- *Smith
 - If the employee number is known, it is best to use the manual entry field in Employee(s) PersNo. - (Optional) to enter the selection.

Prompts
✕

0
Organizational Unit
✕
⚙️

ℹ️ To see the content of the list, click the refresh values button.

- ⚠️ Organizational Unit
Please select at least one value
- ⚠️ Calendar Day (Single Value/Interval, Mandatory)
Please select at least one value
- Personnel Area(s) - (Optional)
(All values)
- Quota Type(s) - (Optional)
(All values)
- Employee(s) PersNo. - (Optional)
(All values)

Mandatory (2) Reset All
Run
Cancel

Initial Layout

Report lists employees that have taken Parental Leave within the time period corresponding to date range selection on the prompt. Below is a sample report rendering.

Agency	Employee's Name	Employee	Quota Type	Entitlement Deduction From	Entitlement Deduction To	Hours Awarded	Hours Used	Estimated Quota Cost	Estimated Hourly Salary
State Auditor	BUNNY, BUGS	01234567	39 : Parental Lv (4 wks)	9/6/2019	9/5/2020	160.00	128.00	7,421.44	57.98
Agency - State Auditor						160.00	128.00	7,421.44	
State Controller	MOUSE, MICKEY	12345678	39 : Parental Lv (4 wks)	9/1/2019	8/31/2020	160.00	144.00	8,144.64	56.56
	PIG, PETUNIA	23456789	38 : Parental Lv (8 wks)	9/1/2019	8/31/2020	320.00	24.00	1,188.48	49.52
Agency - State Controller						480.00	168.00	9,333.12	
Transportation	FUDD, ELMER	34567890	39 : Parental Lv (4 wks)	10/1/2019	9/30/2020	160.00	56.00	1,453.76	25.96
Agency - Transportation						160.00	56.00	1,453.76	
Total						800.00	352.00	18,208.32	

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
- Calendar Day
- Employee
- Employee's Name
- Entitlement Deduction From
- Entitlement Deduction To
- Ethnic Origin
- First Name
- Gender
- Job
- Last Name
- Organizational Unit
- Personnel Area
- Quota Type

Measures

- Estimated Hourly Salary
- Estimated Quota Cost
- Hours Awarded
- Hours Used

Variables

- Prompt Response Calendar Day
- Prompt Response Employee PersNo
- Prompt Response Organizational Unit
- Prompt Response Personnel Area
- Prompt Response Quota Type

<ul style="list-style-type: none"> ▼ Dimensions <ul style="list-style-type: none"> > ✿ Age Range ✿ Calendar Day > ✿ Employee ✿ Employee's Name ✿ Entitlement Deduction From ✿ Entitlement Deduction To > ✿ Ethnic Origin ✿ First Name > ✿ Gender > ✿ Job ✿ Last Name > ✿ Organizational Unit 	<ul style="list-style-type: none"> > ✿ Personnel Area > ✿ Quota Type ▼ Measures <ul style="list-style-type: none"> 📊 Estimated Hourly Salary 📊 Estimated Quota Cost 📊 Hours Awarded 📊 Hours Used ▼ Variables <ul style="list-style-type: none"> ✿ Prompt Response Calendar Day ✿ Prompt Response Employee PersNo ✿ Prompt Response Organizational Unit ✿ Prompt Response Personnel Area ✿ Prompt Response Quota Type
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Special Report Considerations/Features

- The ‘Calendar Day’ date prompt is driven by leave usage. Data returned reflects Parental Leave usage in the time period corresponding to date range selected on the prompt.
- **Estimated Hourly Salary** is calculated as annualized salary divided by 2080.
- **Estimated Quota Cost** is calculated as **Hours Used** times **Estimated Hourly Salary**.

CHANGE LOG

Effective 11/14/2019

- Initial report creation.

Effective 3/30/2023

- Updated Alt Text L.Williams

Effective 10/07/2024

- 10/7/2024 Update to Business Objects 4.3 -K.Cox