



LOA ACTIONS WITH ABSENCES

REPORT DESCRIPTION B0185 | WEB INTELLIGENCE



The purpose of this Report Description is to explain how the LOA Actions with Absences will show Employee Leave of Absence (LOA) Actions and Time Entry that correspond to the LOA period.

REPORT DESCRIPTION

The B0185: LOA Actions with Absences Shows Employee Leave of Absence (LOA) Actions and Time Entry corresponding to the LOA period.

REPORT LOCATION

PA: Employee Actions

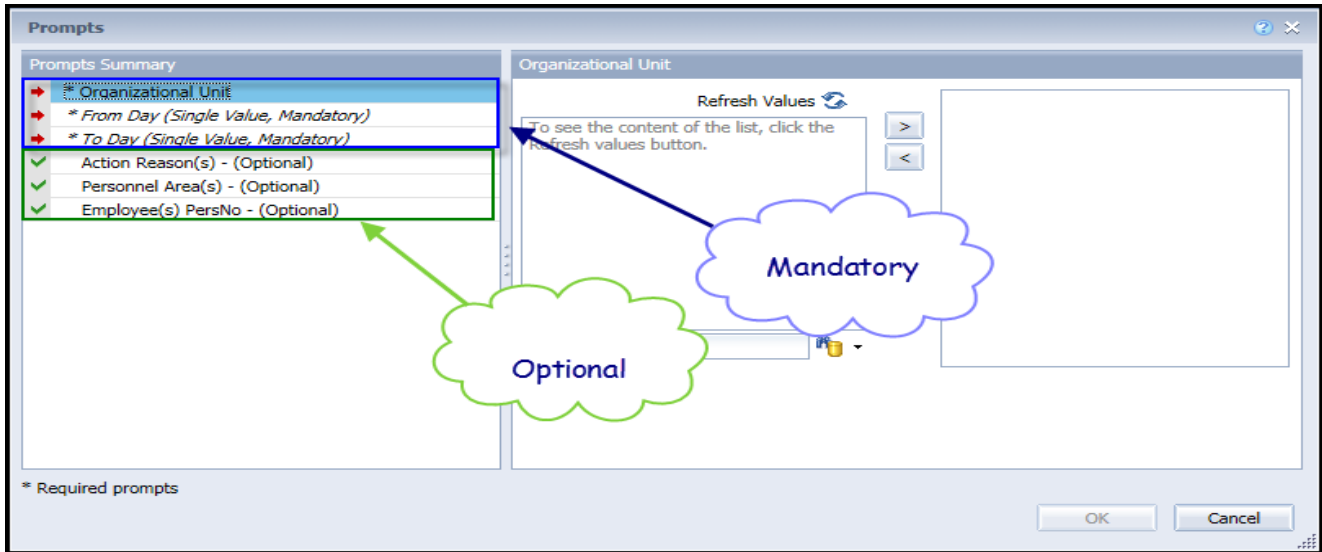
REPORT USES

- This report can be used to help monitor timesheet data entry in the Integrated HR/Payroll system while an employee is on a Leave of Absence (LOA) event.
- This report provides an input control which can be used to isolate records where time other than leave has been recorded during an LOA event. Generally, entries that are not leave related will cause an error in the time evaluation process. This report provides visibility to the erroneous records. See the “Special Report Considerations/Features” section for further information on how to use the input control tool.
- This report provides statistics such as the number of LOA events within a specific period and total hours of LOA with and without pay.

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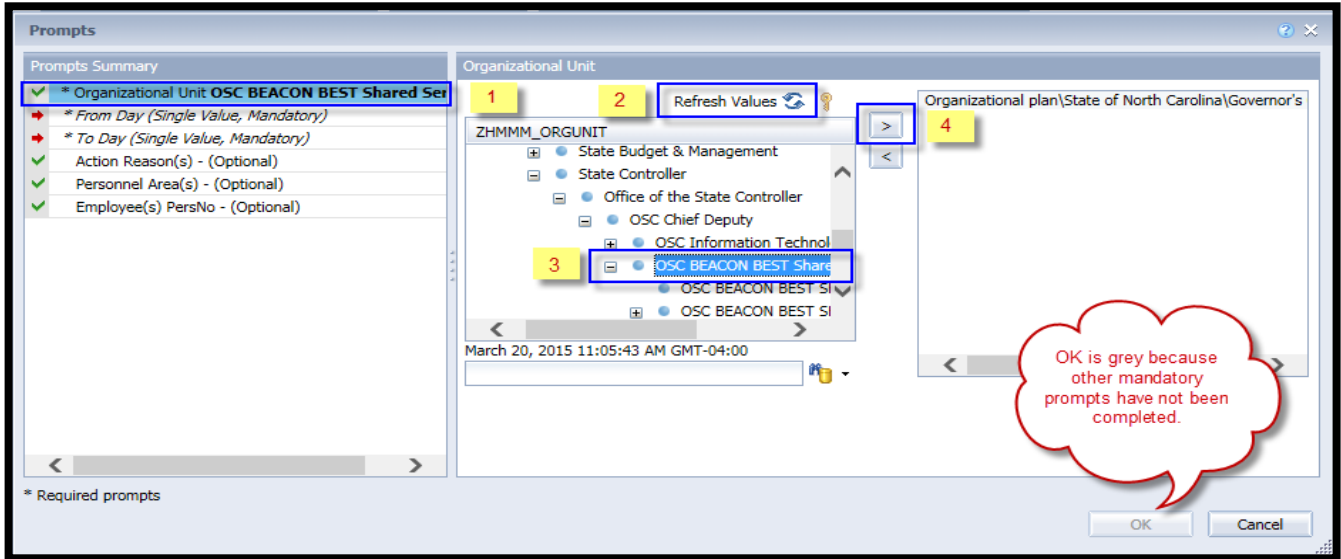
How to generate this report



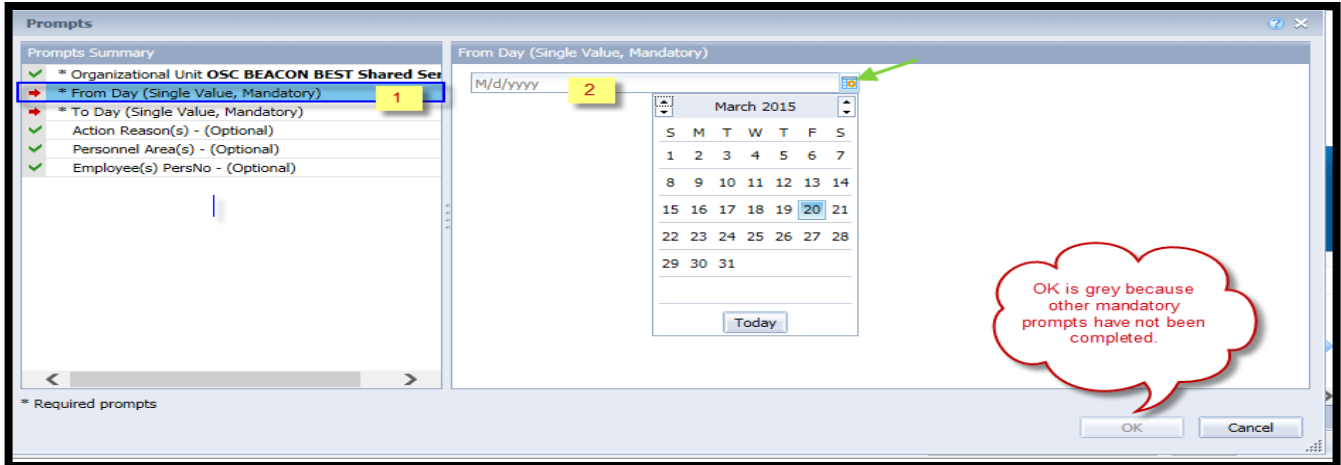
Mandatory Prompts

Mandatory prompts have a red asterisk indicator (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ***Organizational Unit** – To select data for this prompt:
 - Make sure the “Organizational Unit” is selected (1).
 - Click the “Refresh Values” icon to see the list of Organizational Units (2).
 - Navigate down to select the desired Organization Unit (3).
 - Click the right arrow to add it to the selection box (4).



- * **From Day and To Day** – To select data for this prompt:
 - Make sure the “From Day (Single Value, Mandatory)” prompt is selected (1).
 - Enter the date using the m/d/yyyy format or choose the date from the calendar for the specific period the report is being run (2).
 - Make sure the “To Day (Single Value, Mandatory)” prompt is selected and repeat step (2).

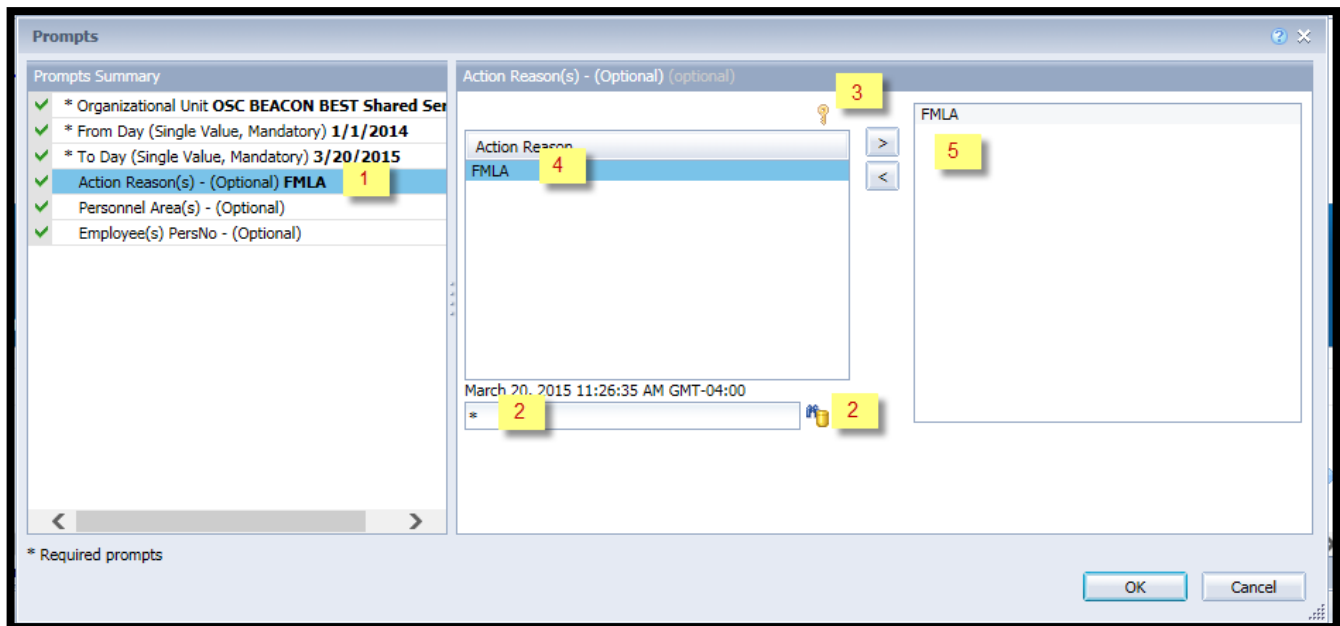


Optional Prompts

Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

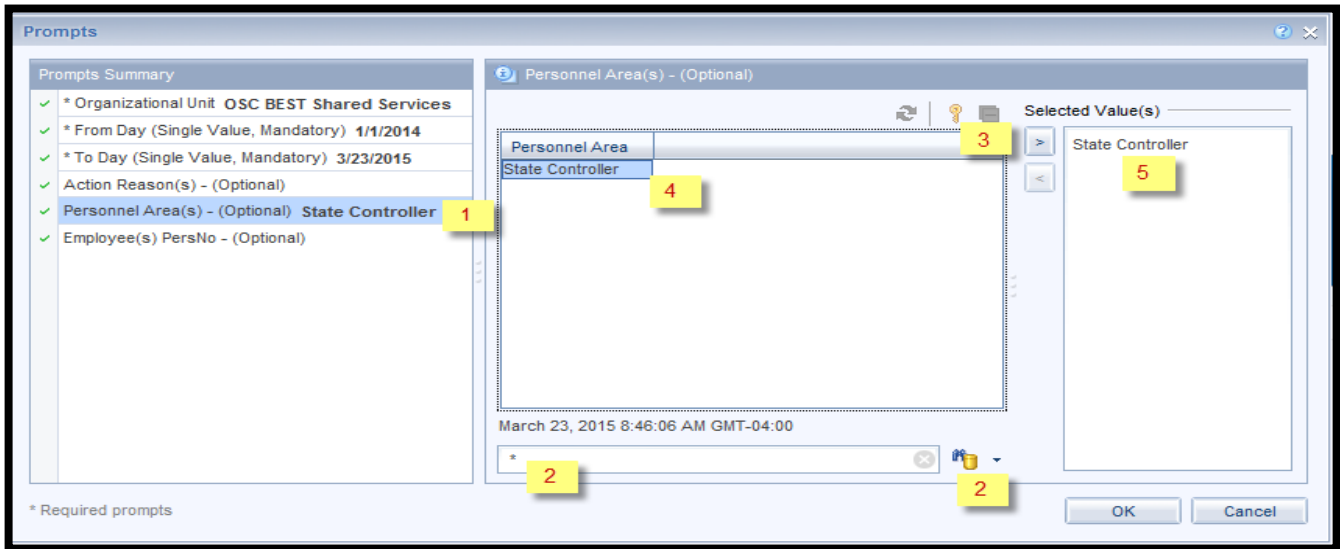
- ✓ **Action Reason(s) – (Optional)** – To select data for this prompt:
 - Make sure the “Action Reason(s)” prompt is selected (1).
 - Enter * in the search prompt and press the “Enter” key or the binocular icon (2) to see the list of Action Reason(s).
 - Click the key icon to view the Action Reason key (3) if needed.
 - Select the desired Action Reason (4).
 - Click the right arrow to add the Action Reason to the selection box (5).

**See note below regarding action type/action reason combinations with prompts.*



Note: This report selects only Z3 – Leave of Absence (LOA) action types. The Action Reason(s) prompt may display action reasons that do not relate to this action type. If you choose an action reason that does not relate to the Z3 action type, no data will be displayed in the report.

- ✓ **Personnel Area(s) – (Optional)** – To select data for this prompt:
- Make sure the “Personnel Area(s)-(Optional)” prompt is selected (1).
 - Enter * in the search prompt and press the “Enter” key or the binocular icon (2) to see the list of Personnel Area(s).
 - Click the key icon to see the Personnel Area number (3) if needed.
 - Select the desired Personnel Area (4).
 - Click the right arrow to add the Personnel Area to the selection box (5).
- *See note below regarding this prompt.



Note: This prompt is in sync with the mandatory prompt *Organizational Unit* and will show only the matching *Personnel areas* for the given *Organizational Unit* in the mandatory prompt.

Important! “Refresh Values” is not supported on this prompt, must use the search box instead.

- ✓ **Employee(s) PersNo.** – To select data for this prompt:
- Make sure the “Employee(s) PersNo.” prompt is selected (1).
 - Enter the employee number in the search box (2).
 - Click the binoculars search icon (3).
 - Click the key icon to display the employee number with the employee name (4).
 - Select the desired employee (5).
 - Click the right arrow to add the employee to the selection box (6).

The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' pane on the left and a main search area on the right. In the summary, 'Employee(s) PersNo - (Optional)' is highlighted with a yellow box labeled '1'. In the main area, the search box contains '12345678' with a yellow box labeled '2'. The search icon (binoculars) is highlighted with a yellow box labeled '3'. The search results list 'MickeyMouse (12345678)' with a yellow box labeled '5'. The key icon is highlighted with a yellow box labeled '4'. The right pane shows '-MickeyMouse' with a yellow box labeled '6'. The dialog box has 'OK' and 'Cancel' buttons at the bottom right.

📁 **Note:** This prompt is in sync with the mandatory prompt *Organizational Unit* and will show only the *Employees* for the given *Organizational Unit* in the mandatory prompt.

Important! The search feature is supported on this prompt [(2) and (3)]. However, when the search option is used, the report attempts to retrieve all employee numbers from the *Organizational Unit* selected in the mandatory prompt.

Initial Layout

The report is generated with a list of Leave of Absence (LOA) Actions for each employee who was on LOA during the time frame selected. Below is a sample of the report:

[B0185: LOA Actions with Absences](#)
 From 1/1/2014 To 12/31/2014

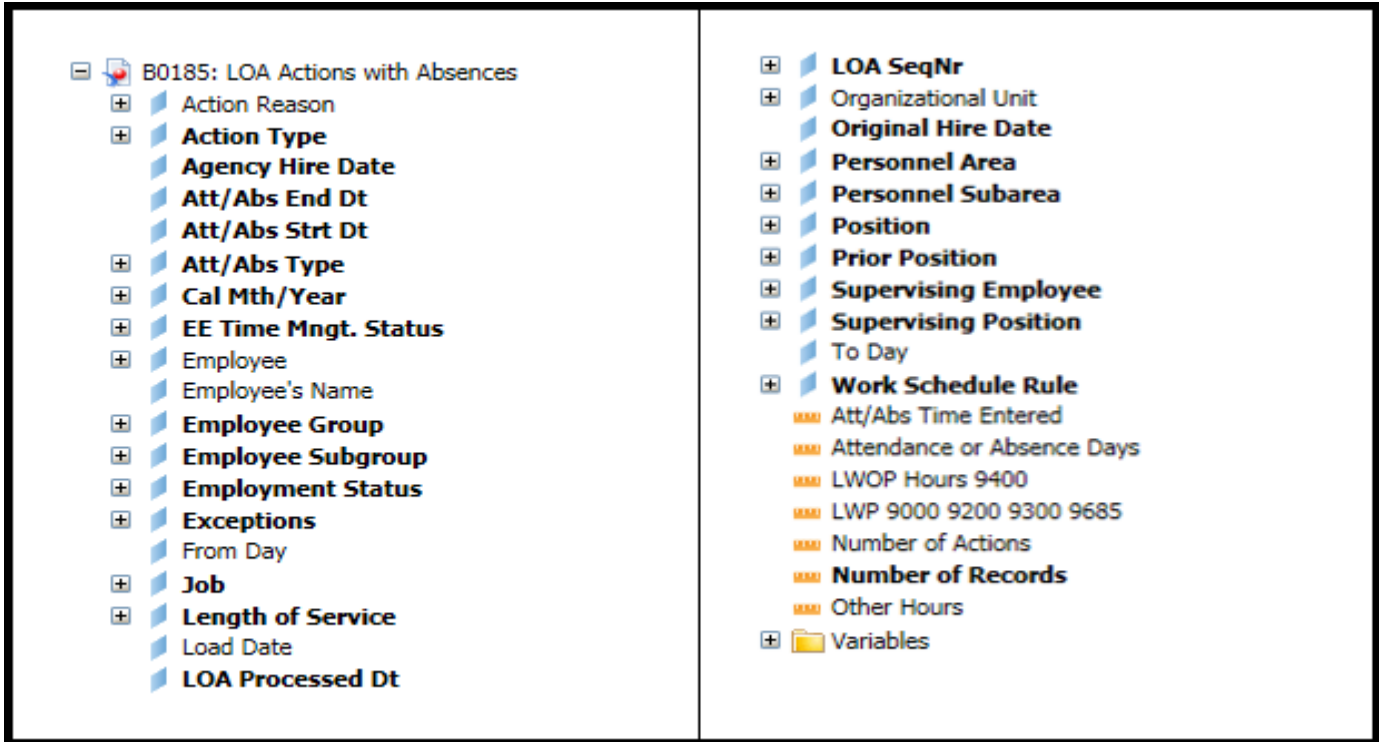
Org Unit	Org Unit Desc	Employee's Name	Employee	Action Reason	Action Reason Desc	LOA Start Date	LOA End Date
20010655	OSC BEACON BEST SHARED SVCS HR/Benefits	[REDACTED]	[REDACTED]	01	FMLA	6/26/14	6/30/14
20010655	OSC BEACON BEST SHARED SVCS HR/Benefits	[REDACTED]	[REDACTED]	01	FMLA	7/1/14	8/13/14

Report detail continued:

Load Date	LWP Hours 9000 9200 9300 9685	LWOP Hours 9400	Other Hours	Total Hours	Total Att/ Absence Days	Action Reason Count
3/21/15	24.00			24.00	03.000	1
3/21/15	243.33	12.67		256.00	32.000	1
Sum:	267.33	12.67		280.00	35.000	2

Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:



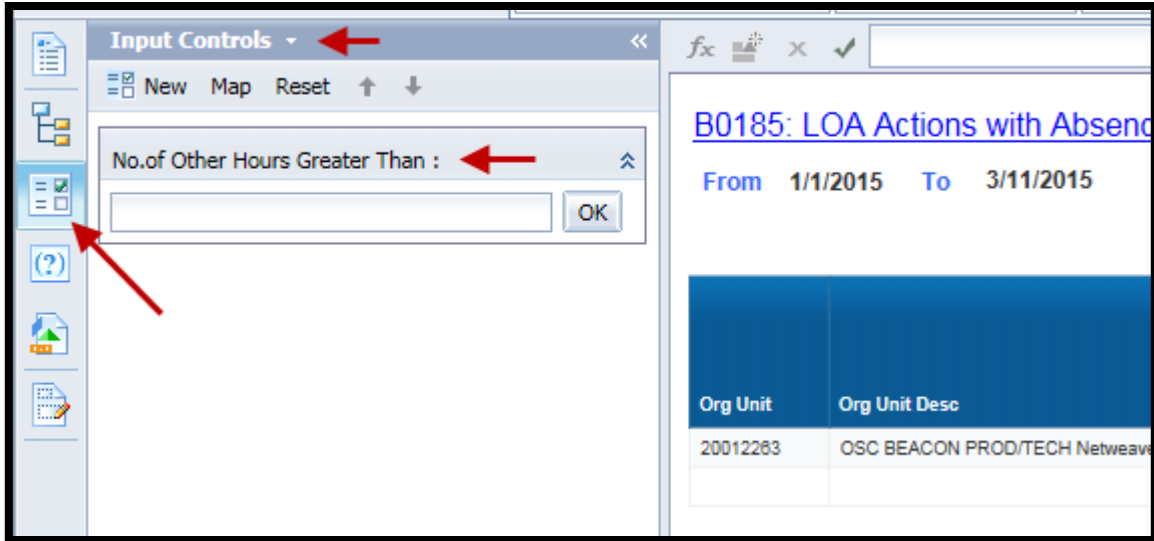
Special Report Considerations/Features:

- Leave of Absence (LOA) actions are Action Type Z3 – Leave of Absence (NC).
- Leave with Pay (LWP) hours: Time entered using the Attendance/Absence (A/A) type 9000 – Approved Leave, 9200 – Sick Leave, 9300 – Holiday Leave, and 9685 – Injury Leave.
- Leave without Pay (LWOP) hours: Time entered using the Attendance/Absence type 9400.
- Other hours: Time entered using the Attendance/Absence types other than 9000, 9200, 9300, 9400, and 9685.
- This report pulls data from IT0302, IT2001, and IT2002.
- Total Att/Absence Days is the number of Attendance or Absence days.
- Action Reason Count is the Number of Actions.
- If one or more completed PCRs exist for an action, the “LOA Processed Dt” available object is populated with the date from the most recent processed PCR action. If no completed PCR exists for the action, the Processed Date is populated with the “Changed on” date from the action infotype.

Input Control

This feature is available in Design mode only and is accessed through the navigation pane on the left-hand side. See screen shot below which shows the location of the Input Control icon in the navigation pane and the Input control that has been defined for this report.

- No.of Other Hours Greater Than: By default, this condition is set blank or empty value meaning that all records will be pulled into the report.



- This input control feature can be used to reduce the number of records in the report to only those where the employee has entered time other than leave during their LOA event. Time entered other than leave during the LOA event is generally incorrect and will cause errors during the time evaluation processing. If the condition is set with a zero in the 'No.of Other Hours Greater Than:' field, this will result in the records being filtered for any entries greater than zero in the 'Other Hours' column.

- A more detailed example of how to use this Input Control is described below:

For example, when you run the report for the calendar day period from 01/01/2014 to 12/31/2014 with no condition set for 'No.of Other Hours Greater Than:' (meaning blank), the report generated will include records with blank Other Hours. See result below:

Execution Date: 3/25/15

LOA Start Date	LOA End Date	Load Date	LWP Hours 9000 9200 9300 9685	LWOP Hours 9400	Other Hours	Total Hours	Total Att/ Absence Days	Action Reason Count
6/22/13	6/19/14	3/21/15	457.53	1574.47	40.00	2072.00	85.490	1
7/23/14	9/20/14	3/21/15	14.67	325.33		340.00	14.280	1
9/21/14	12/31/99	3/21/15		1000.00		1000.00	42.000	1
12/3/13	2/23/14	3/21/15	472.00			472.00	19.470	1
2/24/14	6/30/14	3/21/15	728.00			728.00	30.030	1
7/1/14	12/1/14	3/21/15	836.55	43.45		880.00	36.320	1
Sum:			2508.75	2943.25	40.00	5492.00	227.590	6

When you set the condition for 'No.of Other Hours Greater Than:' with a value (including zero), the generated report will not include the records with blank Other Hours. The report will include only the records with other hours greater than zero. See the result below:

Execution Date: 3/25/15

LOA Start Date	LOA End Date	Load Date	LWP Hours 9000 9200 9300 9685	LWOP Hours 9400	Other Hours	Total Hours	Total Att/ Absence Days	Action Reason Count
6/22/13	6/19/14	3/21/15	457.53	1574.47	40.00	2072.00	85.490	1
Sum:			457.53	1574.47	40.00	2072.00	85.490	1

When the condition is set for greater than 40, the record included in the screenshot above will be filtered from the report.

To reverse the condition set, remove the value in the Input Control and press OK. The 'No.of Other Hours Greater Than' field in the Input Controls should be blank.

Change Log

Effective 3/25/2015

- Initial version, completed in pilot.

Effective 12/2016

- Modified initial report to bring it up to BI and BOBJ standards.
- The LOA Processed Dt available object was modified to be populated with the date from the most recent processed PCR action from the completed PCR. If no completed PCR exists, the Processed Date is populated with the “changed on” date of the action.

Effective 12/14/2022

- Removed **Disability Code** from Employee attributes (expanded list) in Available Objects.

Effective 2/6/2023

- Added Alt. Text, correct font entered, TOC updated. L. Williams