



COMP TIME AGING

REPORT DESCRIPTION B0202 | WEB INTELLIGENCE



The purpose of this Report Description is to explain how to run the Comp Time Aging report in the Integrated HR-Payroll System.

REPORT DESCRIPTION:

This report displays the current Overtime Comp, Holiday Comp, Gap Hours Comp, and On-Call Comp quota balances and is associated with Three Reporting Views. In the first report tab, Columns representing current and future months display the number of hours set to age out in that month. A second report tab allows the user to display hours aging out by current and future months as well as the costs associated with the Comp hours. A final report is a graphical representation of the age out hours or related costs by current and future months.

REPORT LOCATION:

PT: Comp and Liability Aging

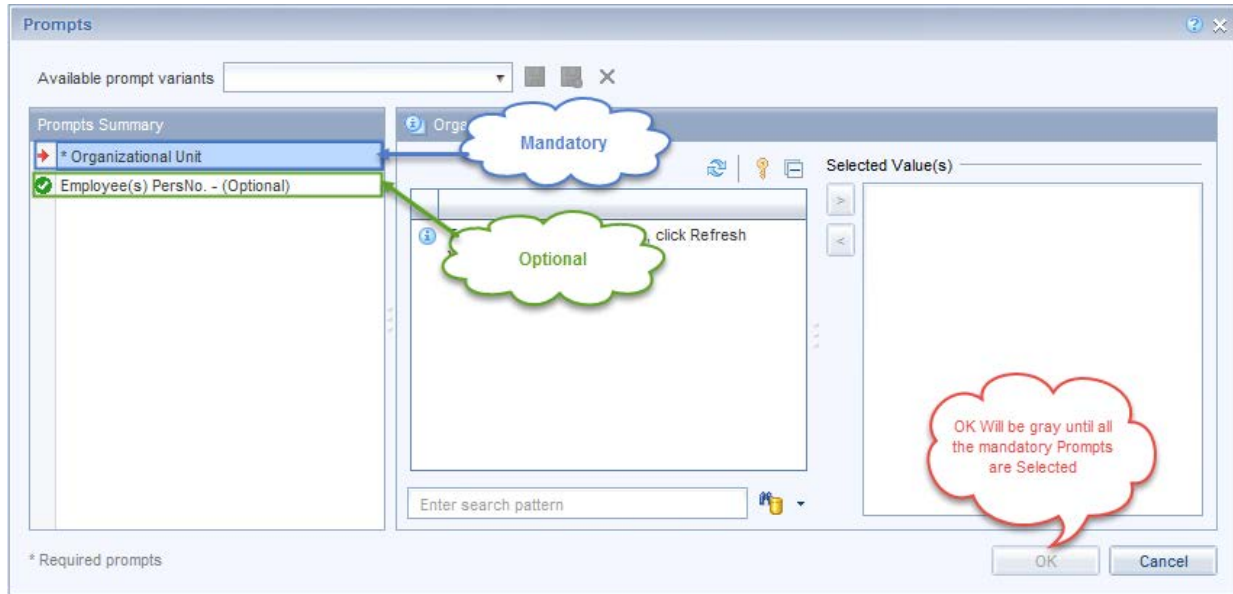
REPORT USES:

This report is used to help agencies better understand and plan for the usage of Comp Hours and/or the payout of those hours.

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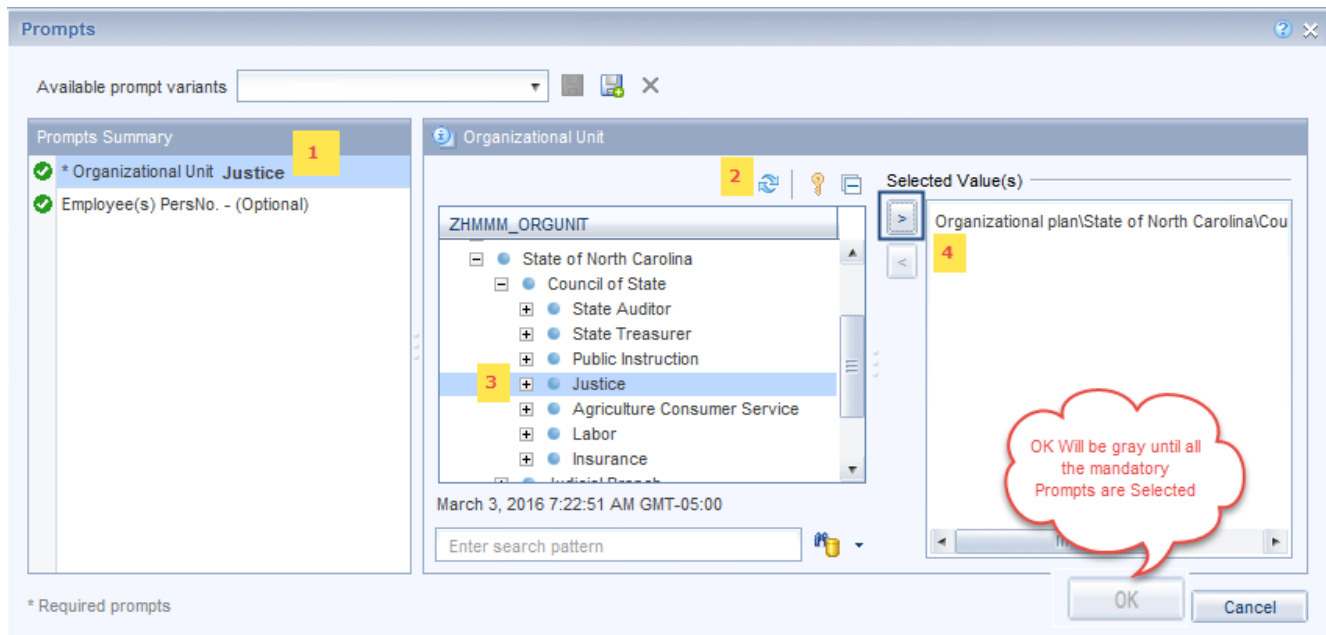
How to generate this report



Mandatory Prompts

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

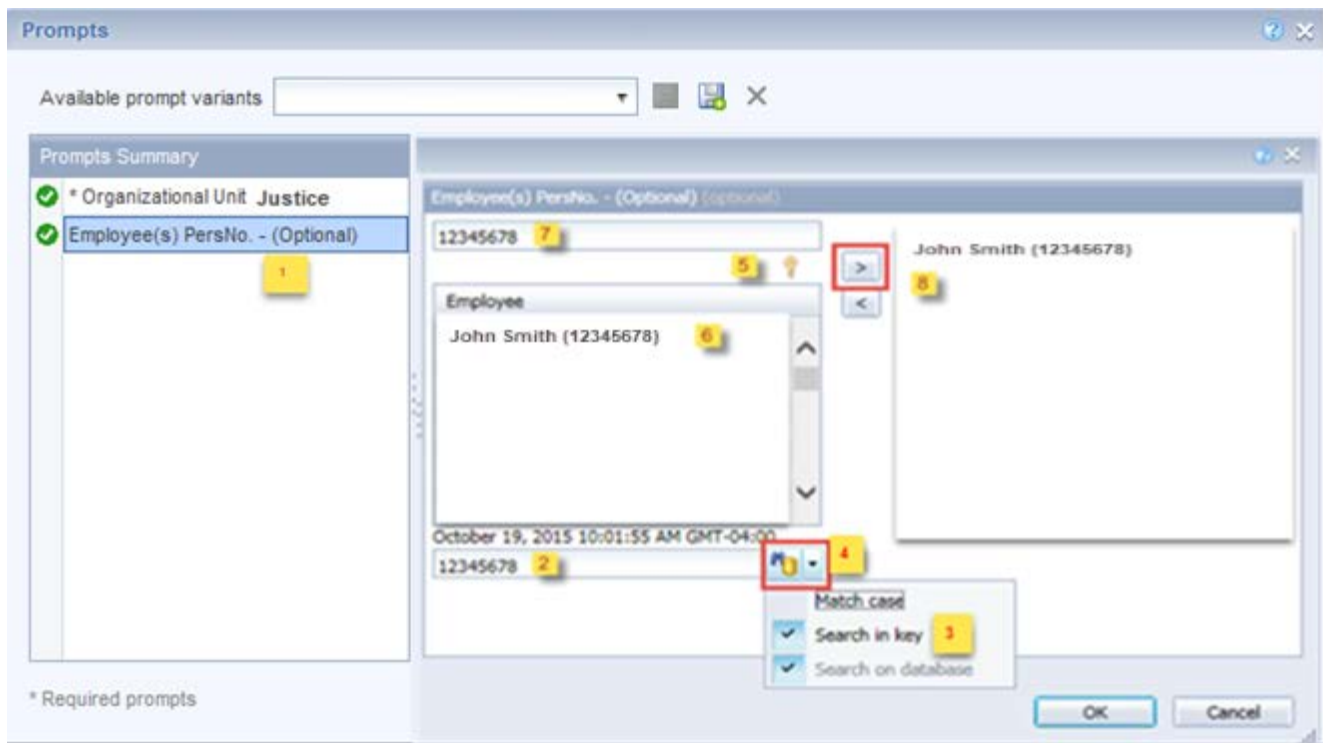
- ➔ ***Organizational Unit:** To select data for this prompt:
 - Make sure you have “Organizational Unit” prompt selected (1).
 - Click on the “Refresh Values” icon to see the list of Org Units (2).
 - Navigate down to the desired Org Unit (3).
 - Click on the right arrow to add it to the selection box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



Optional Prompts

Optional prompts are indicated with a green check mark (✓) and are not required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

- ✓ Employee(s) PersNo. - (Optional): To select data for this prompt:
 - Make sure the *Employee(s) PersNo. - (Optional)* prompt is selected (1).
 - Enter an employee number in the search box to verify the employee name (2).
 - Click on the search icon drop down arrow and select “Search in key” (3).
 - Then click the search icon (4).
 - To see the employee number, click on the key icon (5).
 - Click on the desired Employee (6).
 - OR if the employee number is known, skip steps 2 through 6 and enter it directly in (7).
 - Click on the right arrow to add the Employee to the selection box (8).



NOTE: Since the system contains 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 a name search must be done, narrow the search by using the wildcard with specific text strings when looking for an employee by name such as:

- John*Smith*
- *Smith

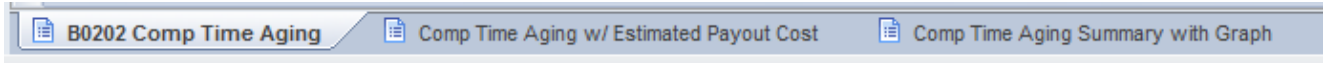
If the employee number is known, it is best to use the manual entry field (in step 7) to enter the selection.

Initial Layout

This report displays the current Overtime Comp, Holiday Comp, Gap Hours Comp, and On-Call Comp quota balances. Columns representing each current and future months' display, the number of hours set to age out in that month:

B0202: Comp Time Aging			Execution Date : 3/3/16												
Employee Name	EE Nbr	Cal Mth/Yr Quota Type	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	Total
			Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours
ALICE, BOB	1234567	OT Compensatory Time		10.98	1.88										12.86
DOE, JANE	2222222	OT Compensatory Time			18.00	10.00	5.00	36.00							69.00
DOE, JOHN	3333333	Holiday Compensatory Time							2.00						2.00
HANCOCK, JAMES	4444444	OT Compensatory Time			1.00	26.75	19.00	14.00	30.50	9.25					100.50
HANCOCK, JANE	5555555	Holiday Compensatory Time		8.00		8.00	8.00			8.00		24.00			56.00
HANCOCK, JOHN	6666666	OT Compensatory Time											12.00		12.00
SMITH, JAMES	7777777	Holiday Compensatory Time												1.00	1.00
SMITH, JANE	8888888	OT Compensatory Time					216.00								216.00
SMITH, JOHN	9999999	Holiday Compensatory Time		8.00		8.00	8.00		8.00		24.00	8.00			64.00
Total			10.98	17.88	19.00	52.75	256.00	50.00	40.50	17.25	24.00	32.00	12.00	1.00	533.36

This report has three tabs at the bottom of the screen and each one provides a different analysis of the data and provides a detailed and summary info of Employee name, EE Nbr, Quota type, Cal Mth/Yr, Remaining Hours and Estimated Cost.



The following are the list of tabs available in B0202:

- B0202: Comp Time Aging
- Comp Time Aging w/Estimated Payout Cost
- Comp Time Aging Summary with Graph

B0202: Comp Time Aging

This report displays the current Overtime Comp, Holiday Comp, Gap Hours Comp, and On-Call Comp quota balances. Columns representing each current and future months' display, the number of hours set to age out in that month.

B0202: Comp Time Aging			Execution Date : 3/3/16												
Employee Name	EE Nbr	Quota Type	Cal Mth/Yr												Total
			MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	
			Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	
ALICE, BOB	1234567	OT Compensatory Time	10.98	1.88											12.86
DOE, JANE	2222222	OT Compensatory Time			18.00	10.00	5.00	36.00							69.00
DOE, JOHN	3333333	Holiday Compensatory Time							2.00						2.00
HANCOCK, JAMES	4444444	OT Compensatory Time			1.00	26.75	19.00	14.00	30.50	9.25					100.50
HANCOCK, JANE	5555555	Holiday Compensatory Time		8.00		8.00	8.00			8.00		24.00			56.00
HANCOCK, JOHN	6666666	OT Compensatory Time											12.00		12.00
SMITH, JAMES	7777777	Holiday Compensatory Time												1.00	1.00
SMITH, JANE	8888888	OT Compensatory Time					216.00								216.00
SMITH, JOHN	9999999	Holiday Compensatory Time		8.00		8.00	8.00		8.00		24.00	8.00			64.00
Total			10.98	17.88	19.00	52.75	256.00	50.00	40.50	17.25	24.00	32.00	12.00	1.00	533.36

Comp Time Aging w/Estimated Payout Cost

This report tab displays hours aging out by current and future months as well as the costs associated with the Comp hours. By default, this report is displayed for **FLSA** EE Subgroup and can be changed to **Non-FLSA** and **Temp/Other** EE Subgroups and instructions are explained below in **Special Report Considerations/Features**

Input Controls			Comp Time Aging w/ Estimated Payout Cost											Execution Date: 10/16	
Map Reset			Cal Mth/Yr	MAR 2016		APR 2016		MAY 2016		JUN 2016		JUL 2016		AUG 2016	
Employee Name	EE Ibr	Quota Type	Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost	
ALICE, BOB	123656	DT Compensatory Time					18.00	411.84	18.00	228.80	5.00	114.40	36.00		
DOE, JANE	222222	DT Compensatory Time					1.00	28.44	28.75	707.27	19.00	502.36	14.00		
DOE, JOHN	333333	DT Compensatory Time													
HANCOCK, JAMES	444444	Holiday Compensatory Time									2.83	286.61			
HANCOCK, JANE	555555	On Call Compensatory Time	21.98	2,303.73	28.04	2,729.25	24.58	2,576.24	28.42	2,769.08	21.88	2,291.14	9.89		
SMITH, JAMES	666666	Holiday Compensatory Time													
SMITH, JANE	777777	DT Compensatory Time									216.00	6,508.08			
SMITH, JOHN	888888	Holiday Compensatory Time			8.00	241.04			8.00	241.04	8.00	241.04			
Total			21.98	2,303.73	34.04	2,978.25	43.58	3,014.52	71.17	9,346.20	272.69	9,553.83	59.89		

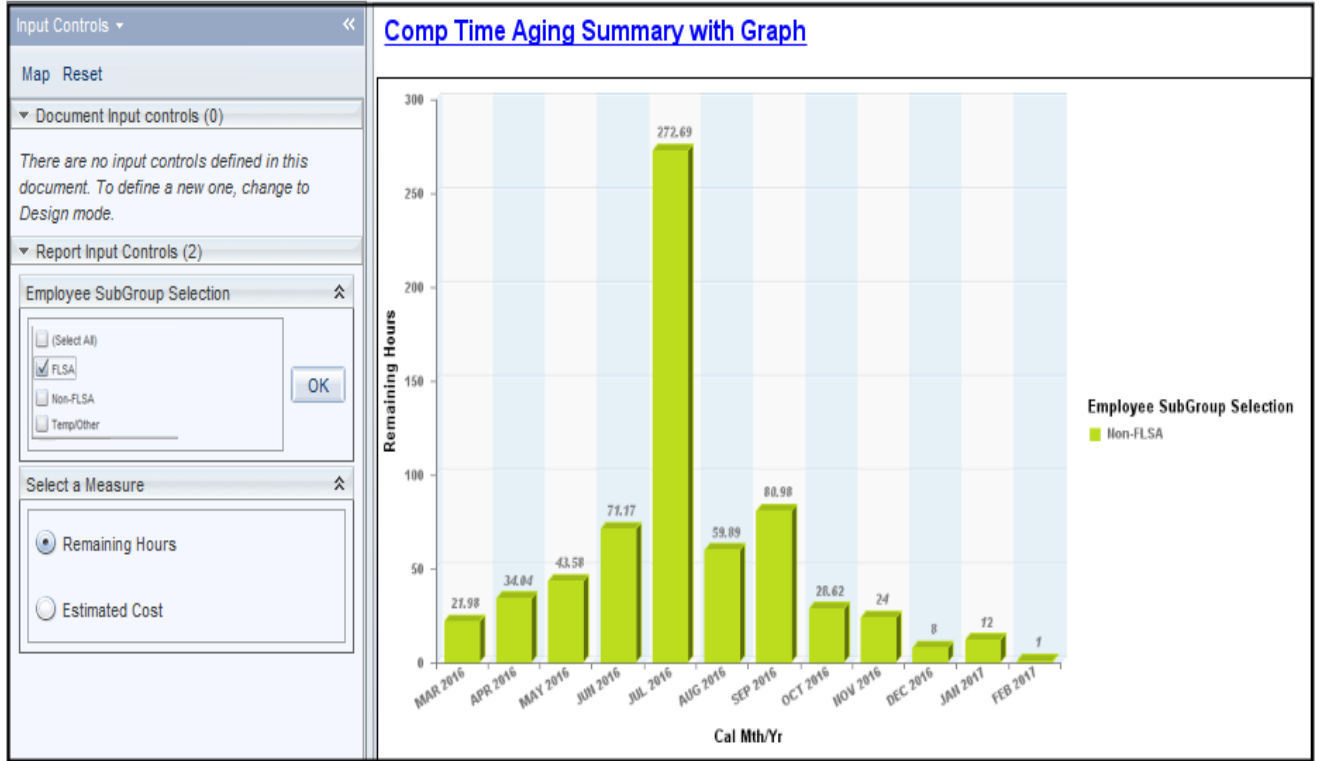
Continued

SEP 2016		OCT 2016		NOV 2016		DEC 2016		JAN 2017		FEB 2017		Total	
Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost
												69.00	1,578.72
30.50	806.42	9.25	244.57									100.50	2,657.22
								12.00	453.60			12.00	453.60
8.00	838.48											10.83	1,135.09
34.48	3,613.85	19.37	2,030.17									184.62	19,350.05
										1.00	29.04	1.00	29.04
												216.00	6,508.08
8.00	241.04			24.00	723.12	8.00	241.04					64.00	1,928.32
80.98	5,499.79	28.62	2,274.74	24.00	723.12	8.00	241.04	12.00	453.60	1.00	29.04	657.95	33,640.12

Comp Time Aging Summary with Graph

This report tab displays a graphical representation of the age out hours or related costs by current and future months. By default, the graph is displayed for **FLSA EE Subgroup** and remaining hours.

And can be changed to **Non-FLSA** and **Temp/Other EE Subgroups** or to Estimated Cost and instructions are explained below in **Special Report Considerations/Features**.

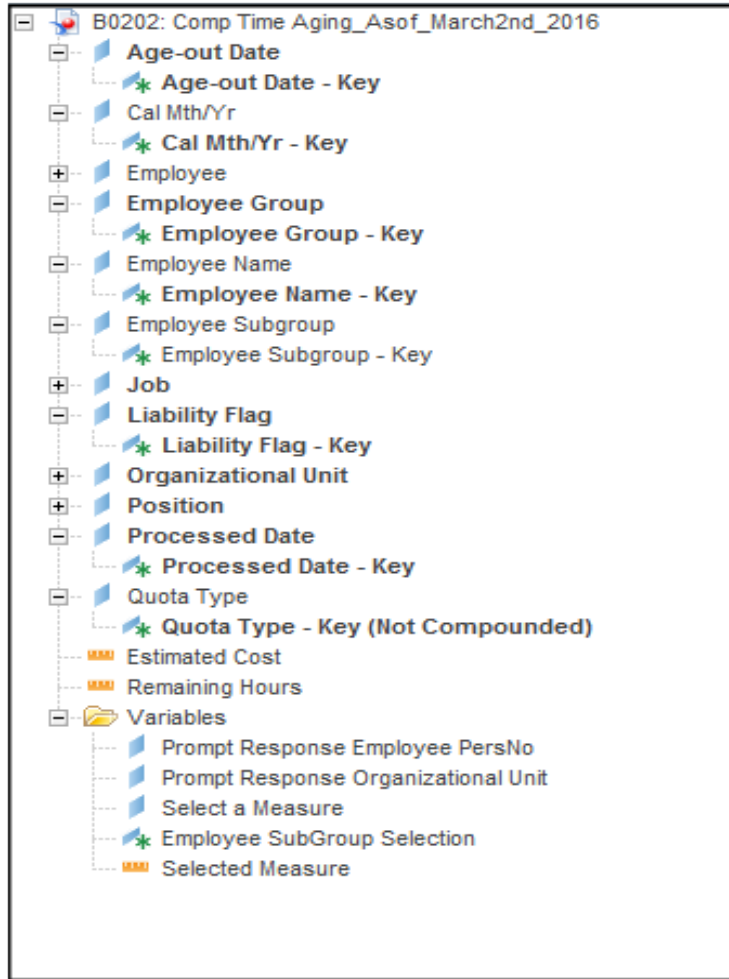


The Report Info tab displays the information about the prompts entered.

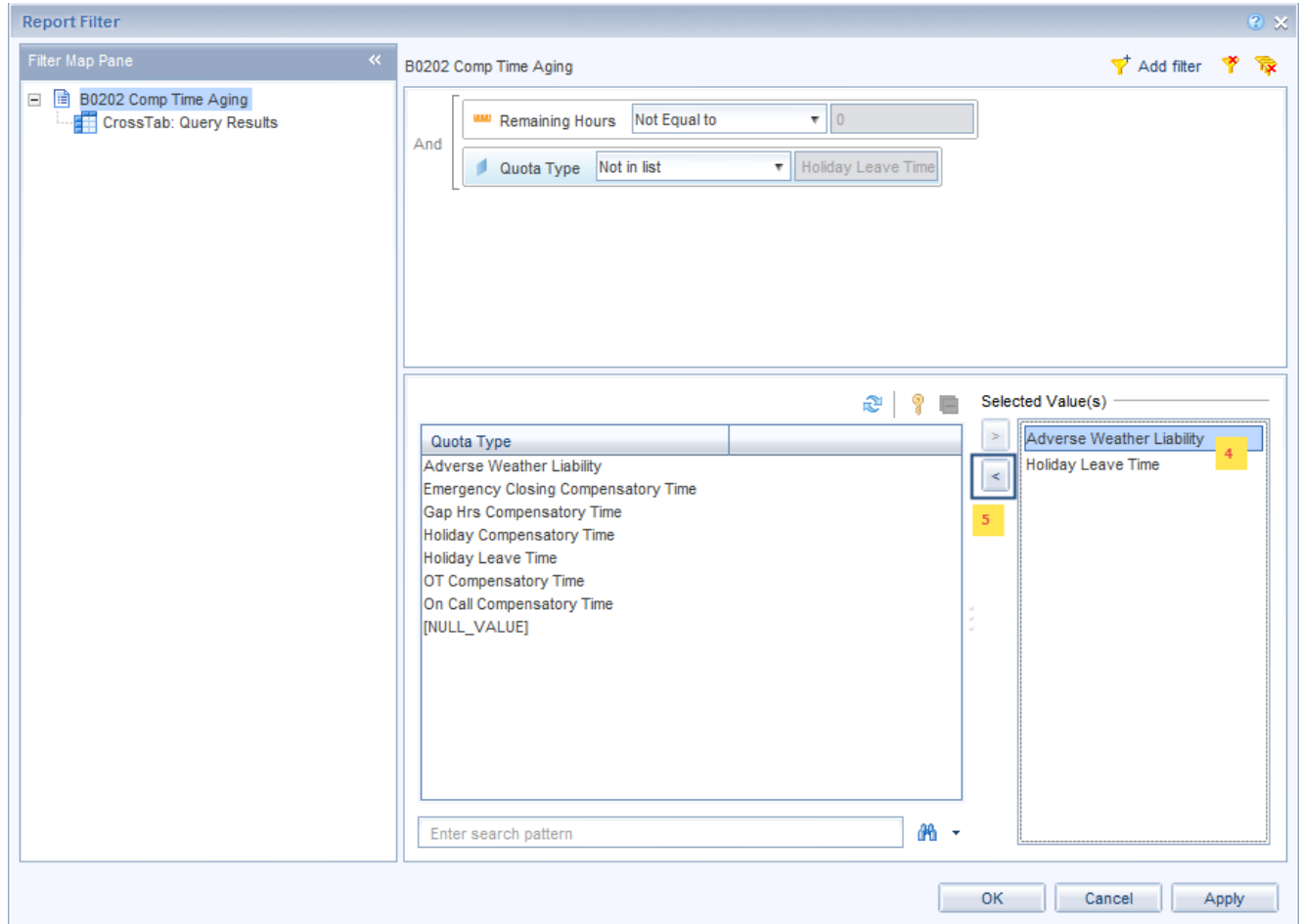
Report Info	
Prompt Input	
Organizational Unit	Organizational plan
Employee(s) PersNo.	

Available Objects

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



- When the Edit screen pops up, select any additional desired quota(s) to include (4).
- Click on the left arrow to add it to the selection box (5).

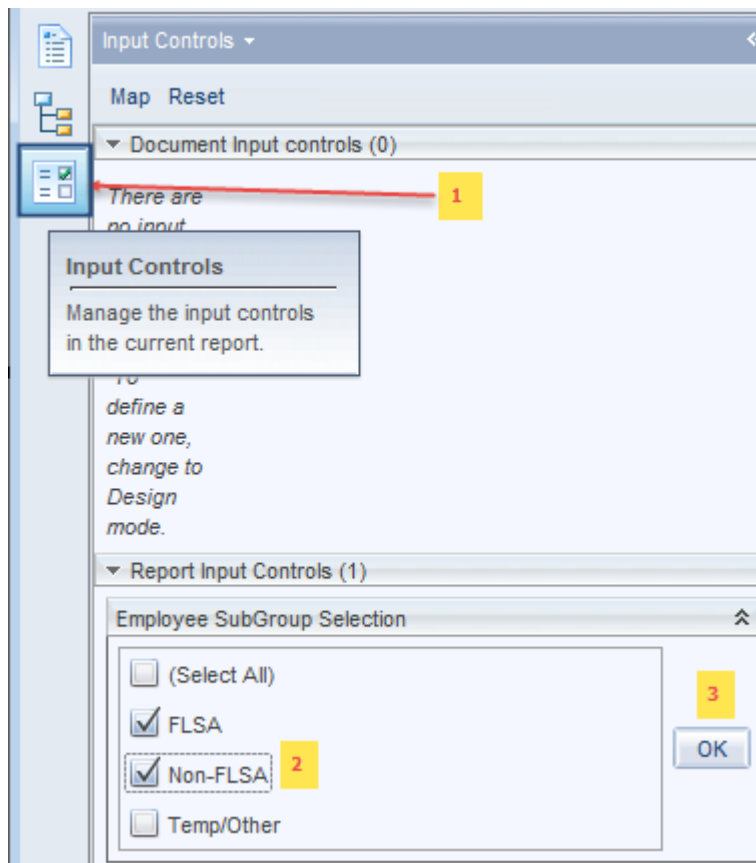


The Employee Subgroups in “Comp Time Aging w/Estimated Payout Cost” and “Comp Time Aging Summary with Graph” tabs are grouped by **FLSA**, **Non-FLSA** and **Temp/Other** EE Subgroups.

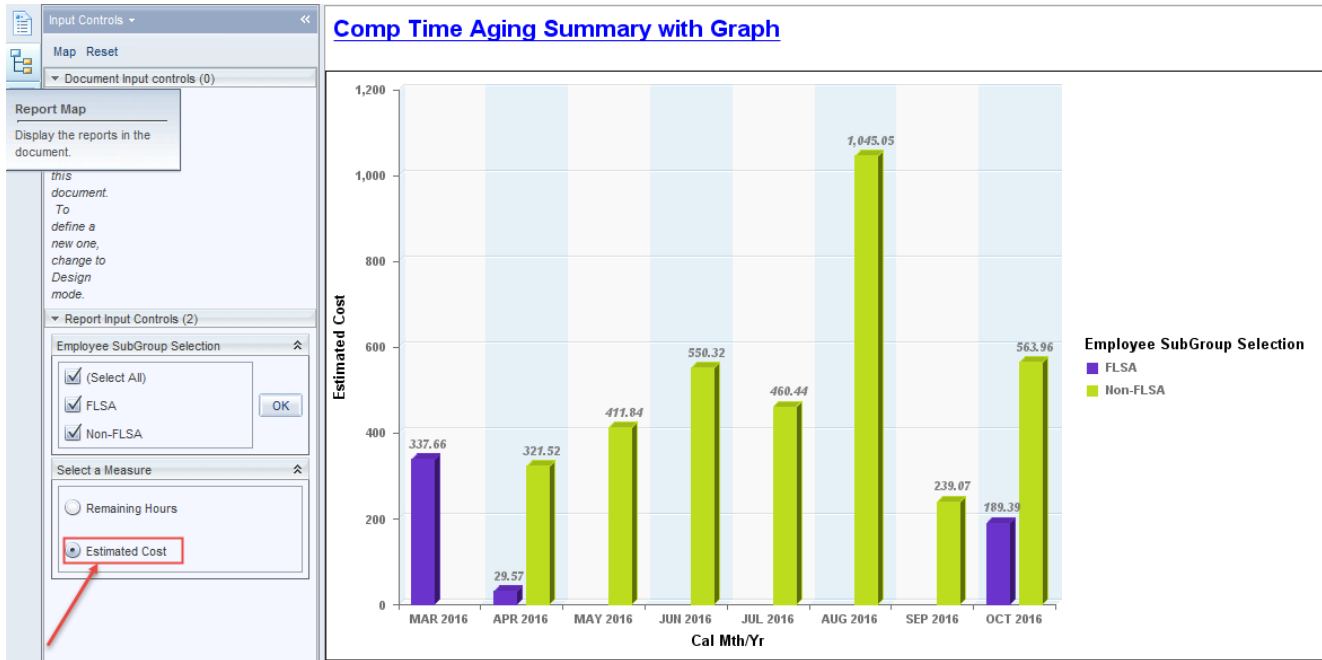
- Remaining Hours/Estimated Costs are displayed based on the Selection on a particular EE Subgroup from “Employee SubGroup Selection” Input Control.

By default, the “Comp Time Aging w/Estimated Payout Cost” report tab is displayed for FLSA EE Subgroup. To include the other groups:

- > Click on the Input Controls on the left side of the report (1).
- > Check the desired group to include (2), then click on OK (3).



By default, the graph in “Comp Time Aging Summary with Graph” report tab is displayed for **FLSA EE** Subgroup and Remaining Hours. To include the other groups, follow the above process. To view the graph by Estimated Cost for Selected groups, click on the Radio Button “Estimated Cost”.



- > The Employee Subgroups that corresponds to a specific group are listed below.

FLSA

FT S-FLSA Perm 10C	FT S-FLSAOT TL JBS	PT S-FLSAOT TL JBS
FT S-FLSA Perm 115C	FT S-FLSAOT TL Prob	PT S-FLSAOT TL MAG
FT S-FLSA Perm 11C	FT S-FLSAOT Trne	PT S-FLSAOT TL Prob
FT S-FLSA Perm 12C	FT S-FLSAOTPerm ACJP	PT S-FLSAOT Trne
FT S-FLSA Prob 10C	FT S-FLSATLProb 115C	PT S-FLSAOTPerm ACJP
FT S-FLSA Prob 115C	PT S-FLSA Perm 10C	PT S-FLSATLProb 115C
FT S-FLSA Prob 11C	PT S-FLSA Perm 115C	PT S-FLSAOT Perm JBS
FT S-FLSA Prob 12C	PT S-FLSA Perm 11C	PT S-FLSAOT Perm MAG
FT S-FLSA TL 10C	PT S-FLSA Perm 12C	PT S-FLSAOT Prob
FT S-FLSA TL 115C	PT S-FLSA Prob 10C	PT S-FLSAOT TL
FT S-FLSA TL 11C	PT S-FLSA Prob 115C	PT S-FLSAOT TL ACJP
FT S-FLSA TL 12C	PT S-FLSA Prob 11C	PT S-FLSAOT TL CR
FT S-FLSA TLProb 10C	PT S-FLSA Prob 12C	
FT S-FLSA TLProb 11C	PT S-FLSA TL 10C	
FT S-FLSA TLProb 12C	PT S-FLSA TL 115C	
FT S-FLSAOT Fld Trne	PT S-FLSA TL 11C	
FT S-FLSAOT Perm	PT S-FLSA TL 12C	
FT S-FLSAOT Perm CR	PT S-FLSA TLProb 10C	
FT S-FLSAOT Perm JBS	PT S-FLSA TLProb 11C	
FT S-FLSAOT Prob	PT S-FLSA TLProb 12C	
FT S-FLSAOT TL	PT S-FLSAOT Fld Trne	
FT S-FLSAOT TL ACJP	PT S-FLSAOT Perm	
FT S-FLSAOT TL CR	PT S-FLSAOT Perm CR	

Non-FLSA

FT EPA	FT N-FLSAOT Perm JB1	FT N-FLSATLProb 115C	N/A EPA Sal GA	PT N-FLSA TLProb 10C
FT N-FLSA Perm 10C	FT N-FLSAOT Perm JB2	N/A EPA Chief Deputy	N/A EPA Sal GA	PT N-FLSA TLProb 11C
FT N-FLSA Perm 115C	FT N-FLSAOT Perm JB3	N/A EPA Chief Deputy	N/A EPA Sal GARecGov	PT N-FLSA TLProb 12C
FT N-FLSA Perm 11C	FT N-FLSAOT Perm JBS	N/A EPA ConstitutOff	N/A EPA Sal Gov&ABC	PT N-FLSAOT Perm
FT N-FLSA Perm 12C	FT N-FLSAOT Perm MAG	N/A EPA ConstitutOff	N/A EPA Sal Gov&ABC	PT N-FLSAOT Perm AD
FT N-FLSA Prob 10C	FT N-FLSAOT Perm SC	N/A EPA ExManagerial	N/A EPA SalGA RecGov	PT N-FLSAOT Perm ADA
FT N-FLSA Prob 115C	FT N-FLSAOT Prob	N/A EPA ExManagerial	N/A EPA StatGAAprAct	PT N-FLSAOT Perm CJP
FT N-FLSA Prob 11C	FT N-FLSAOT TL	N/A EPA Gov's Staff	N/A EPA StatGAAprAct	PT N-FLSAOT Perm CSC
FT N-FLSA Prob 12C	FT N-FLSAOT TL AD	N/A EPA Gov's Staff	N/A EPA StatutoryPos	PT N-FLSAOT Perm DA
FT N-FLSA TL 10C	FT N-FLSAOT TL ACJP	N/A EPA Lt Gov Staff	N/A EPA StatutoryPos	PT N-FLSAOT Perm Dir
FT N-FLSA TL 115C	FT N-FLSAOT TL ADA	N/A EPA Lt Gov Staff	PT EPA	PT N-FLSAOT Perm JB1
FT N-FLSA TL 11C	FT N-FLSAOT TL CJP	N/A EPA MiscStat Pos	PT N-FLSA Perm 10C	PT N-FLSAOT Perm JB2
FT N-FLSA TL 12C	FT N-FLSAOT TL CSC	N/A EPA MiscStat Pos	PT N-FLSA Perm 115C	PT N-FLSAOT Perm JB3
FT N-FLSA TLProb 10C	FT N-FLSAOT TL DA	N/A EPA PM Conf Asst	PT N-FLSA Perm 11C	PT N-FLSAOT Perm JBS
FT N-FLSA TLProb 11C	FT N-FLSAOT TL Dir	N/A EPA PM Conf Asst	PT N-FLSA Perm 12C	PT N-FLSAOT Perm MAG
FT N-FLSA TLProb 12C	FT N-FLSAOT TL JB1	N/A EPA PM Conf Sec	PT N-FLSA Prob 10C	PT N-FLSAOT Perm SC
FT N-FLSAOT Perm	FT N-FLSAOT TL JB2	N/A EPA PM Conf Sec	PT N-FLSA Prob 115C	PT N-FLSAOT Prob
FT N-FLSAOT Perm AD	FT N-FLSAOT TL JB3	N/A EPA Pol-MkingGov	PT N-FLSA Prob 11C	PT N-FLSAOT TL
FT N-FLSAOT Perm ADA	FT N-FLSAOT TL JBS	N/A EPA Pol-MkingGov	PT N-FLSA Prob 12C	PT N-FLSAOT TL ACJP
FT N-FLSAOT Perm CJP	FT N-FLSAOT TL MAG	N/A EPA Pos Gov	PT N-FLSA TL 10C	PT N-FLSAOT TL AD
FT N-FLSAOT Perm CSC	FT N-FLSAOT TL Prob	N/A EPA Pos Gov	PT N-FLSA TL 115C	PT N-FLSAOT TL ADA
FT N-FLSAOT Perm DA	FT N-FLSAOT TL SC	N/A EPA Sal Bd & Com	PT N-FLSA TL 11C	PT N-FLSAOT TL CJP
FT N-FLSAOT Perm Dir	FT N-FLSAOTPerm ACJP	N/A EPA Sal Bd&Com	PT N-FLSA TL 12C	PT N-FLSAOT TL CSC
PT N-FLSAOT TL DA	PT N-FLSAOT TL JB2	PT N-FLSAOT TL MAG	PT N-FLSAOTPerm ACJP	PT N-FLSAOT TL SC
PT N-FLSAOT TL Dir	PT N-FLSAOT TL JB3	PT N-FLSAOT TL Prob	PT N-FLSATLProb 115C	PT N-FLSAOT TL JBS
				PT N-FLSAOT TL JB1

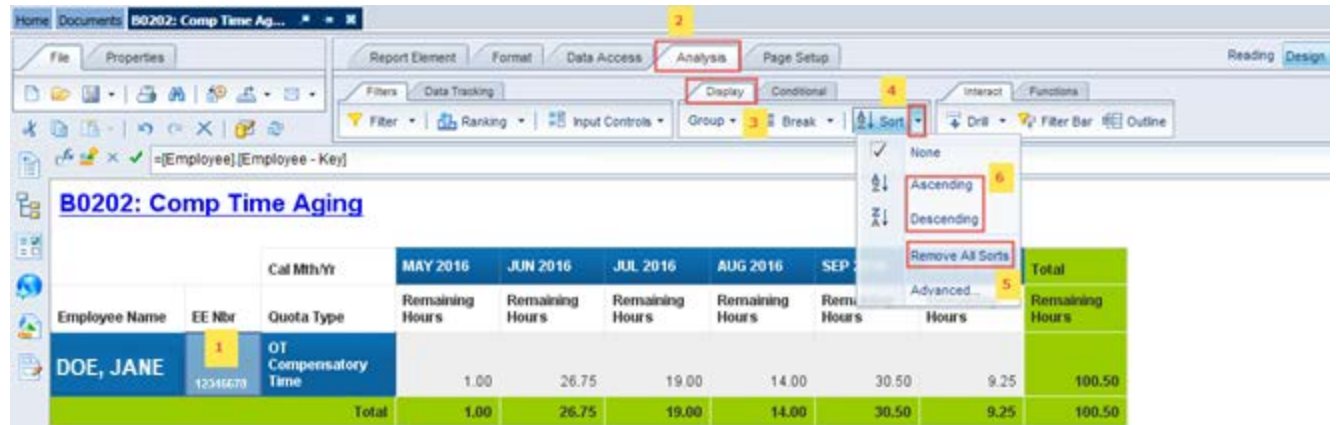
Temp/Other

FT S-FLSAOT Intermit	FT N-FLSAOT Temp DA	PT N-FLSAOT Temp JBS
FT S-FLSAOT Student	FT N-FLSAOT Temp Dir	PT N-FLSAOT Temp MAG
FT S-FLSAOT Temp	FT N-FLSAOT Temp JB1	PT N-FLSAOT Temp SC
FT S-FLSAOT Temp CR	FT N-FLSAOT Temp JB2	PT N-FLSAOTTemp ACJP
FT S-FLSAOT Temp JBS	FT N-FLSAOT Temp JB3	Temp FT N-FLSAOT
FT S-FLSAOTTemp ACJP	FT N-FLSAOT Temp JBS	Temp FT S-FLSAOT
PT S-FLSAOT Intermit	FT N-FLSAOT Temp MAG	Temp PT N-FLSAOT
PT S-FLSAOT Student	FT N-FLSAOT Temp SC	Temp PT S-FLSAOT
PT S-FLSAOT Temp	FT N-FLSAOTTemp ACJP	Temp Sol FT N-FLSAOT
PT S-FLSAOT Temp CR	National Guard	Temp Sol FT S-FLSAOT
PT S-FLSAOT Temp JBS	Pick-up FireFighter	Temp Sol PT N-FLSAOT
PT S-FLSAOT Temp MAG	PT N-FLSAOT Intermit	Temp Sol PT S-FLSAOT
PT S-FLSAOTTemp ACJP	PT N-FLSAOT Student	Volunteer
Board Member	PT N-FLSAOT Temp	
Contractor	PT N-FLSAOT Temp AD	
Federal	PT N-FLSAOT Temp ADA	
FT N-FLSAOT Intermit	PT N-FLSAOT Temp CJP	
FT N-FLSAOT Student	PT N-FLSAOT Temp CSC	
FT N-FLSAOT Temp	PT N-FLSAOT Temp DA	
FT N-FLSAOT Temp AD	PT N-FLSAOT Temp Dir	
FT N-FLSAOT Temp ADA	PT N-FLSAOT Temp JB1	
FT N-FLSAOT Temp CJP	PT N-FLSAOT Temp JB2	
FT N-FLSAOT Temp CSC	PT N-FLSAOT Temp JB3	

To change the sorting for the desired column

By default, data is sorted by Employee Name (This can be changed as needed).

- Make sure the “desired column” is selected (1).
- Click on “Analysis” Tab (2).
- By default, “Display” tab is selected (3).
- Click on the “Drop down icon” as shown (4).
- Click on “Remove all sorts” (5).
- Select ascending or descending sort order as needed (6).



Change Log

Effective Date	Change Description	Modifier
3/3/2016	Initial Report	
9/2/2020	Modified Screenshots	L. Lee
9/3/2020	Updated format	C. Ennis
9/21/2020	Alt Text added to images	L. Lee