



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. The 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.

QUICK LINKS

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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

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 options in parentheses beside the prompt.

The Optional prompts are:

- Employee(s) PersNo.
 - 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 Employee(s) PersNo. – Optional section to enter the selection.

The screenshot shows a web interface for generating a report. At the top, there is a 'Prompts' dropdown menu. Below it, there are two main sections: 'Organizational Unit' and 'Employee(s) PersNo. - (Optional)'. The 'Organizational Unit' section has a search box and a refresh button. The 'Employee(s) PersNo. - (Optional)' section has a search box and a refresh button. At the bottom, there is a dark blue bar with 'Mandatory (1)' and 'Reset All' on the left, and 'Run' and 'Cancel' buttons on the right.

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 : 9/13/24
		Cal Mth/Yr	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	JUL 2025	AUG 2025	Total
Employee Name	EE Nbr	Quota Type	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
Test User1	1234567	OT Compensatory Time							24.79	3.08				0.75	28.62
Test User2	2222222	Holiday Compensatory Time								8.00		8.00			16.00
Test User3	12121212	OT Compensatory Time										7.00	12.00	15.00	34.00
Test User4	1111111	OT Compensatory Time					1.00	6.00							7.00

This report has three tabs at the top 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.

B0202 Comp Time Aging				Comp Time Aging w/ Estima...	Comp Time Aging Summary w...	Report Info
<u>B0202: Comp Time Aging</u>						

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.

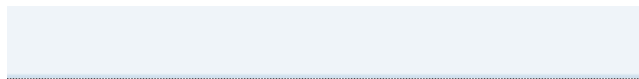
Report Description - B0202 Comp Time Aging

B0202 Comp Time Aging		Comp Time Aging w/ Estima...	Comp Time Aging Summary w...	Report Info											
B0202: Comp Time Aging															
Execution Date : 9/13/24															
Employee Name	EE Nbr	Cal Mth/Yr	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	JUL 2025	AUG 2025	Total
Employee Name	EE Nbr	Quota Type	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
Test User1	1234567	OT Compensatory Time							24.79	3.08			0.75		28.62
Test User2	2222222	Holiday Compensatory Time								8.00		8.00			16.00
Test User3	12121212	OT Compensatory Time										7.00	12.00	15.00	34.00
Test User4	1111111	OT Compensatory Time					1.00	6.00							7.00

- **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**

B0202 Comp Time Aging		Comp Time Aging w/ Estima...	Comp Time Aging Summary w...	Report Info									
Execution Date : 9/13/24													
Employee Name	EE Nbr	Cal Mth/Yr	FEB 2025		MAR 2025		APR 2025		MAY 2025		JUN 2025		JUL 2025
Employee Name	EE Nbr	Quota Type	Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost	Remaining Hours
Test User2	2222222	OT Compensatory Time			24.79	446.96	3.08	55.53					0.75
Test User3	12121212	Holiday Compensatory Time					8.00	144.24			8.00	144.24	
Test User4	1111111	OT Compensatory Time									7.00	192.78	12.00

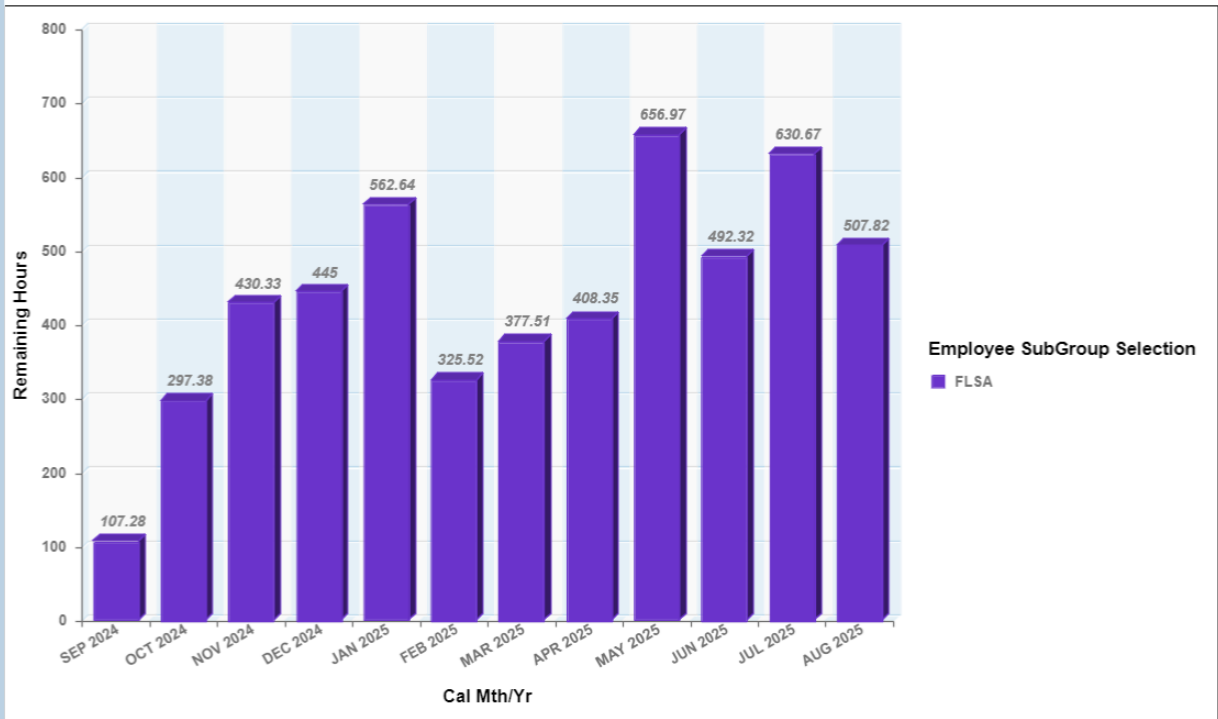
Continued...



AUG 2025		Total	
Remaining Hours	Estimated Cost	Remaining Hours	Estimated Cost
		28.62	516.01
		16.00	288.48
15.00	413.10	34.00	936.36

- 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**.

Comp Time Aging Summary with Graph



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

Report Info

Prompt Input

Organizational Unit	OSHR Director's Office;ADMIN Secretary's Office
Employee(s) PersNo.	

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-out Date
- Cal Mth/Yr
- Employee
- Employee Group
- Employee Name
- Employee Subgroup
- Job
- Liability Flag
- Organizational Unit
- Position
- Processed Date
- Quota Type

Measures:

- Estimated Cost
- Remaining Hours

Variables

- Cal MonthYear
- Prompt Response Employee PerNo
- Prompt Response Organizational Unit
- Select a Measure
- Selected Measure

▼ Dimensions

- > ✿ **Age-out Date**
- > ✿ Cal Mth/Yr
- > ✿ Employee
- > ✿ **Employee Group**
- > ✿ Employee Name
- > ✿ Employee Subgroup
- > ✿ **Job**
- > ✿ **Liability Flag**
- > ✿ **Organizational Unit**
- > ✿ **Position**
- > ✿ **Processed Date**
- > ✿ Quota Type

▼ Measures

- 📊 Estimated Cost
- 📊 Remaining Hours

▼ Variables

- ✿ Cal Month/Year
- ✿ Prompt Response Employee PersNo
- ✿ Prompt Response Organizational Unit
- ✿ Select a Measure
- ✿ Employee SubGroup Selection
- 📊 Selected Measure

Special Report Considerations/Features

There is a default filter applied to the Report to exclude the following Quota Types.

“B0202 Comp Time Aging” Tab

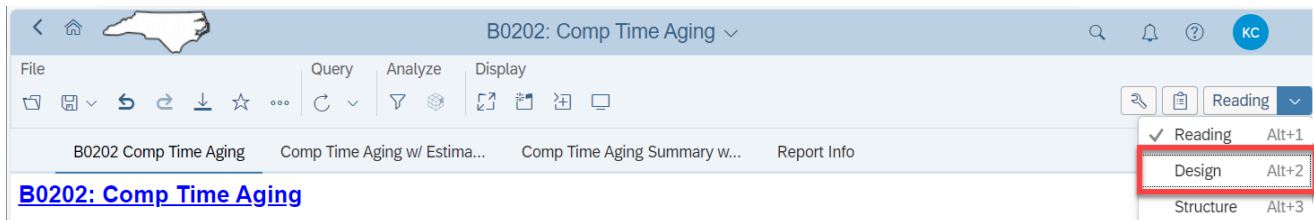
- Adverse Weather Liability
- Holiday Leave Time

“Comp Time Aging w/Estimated Payout Cost” and “Comp Time Aging Summary with Graph” Tabs

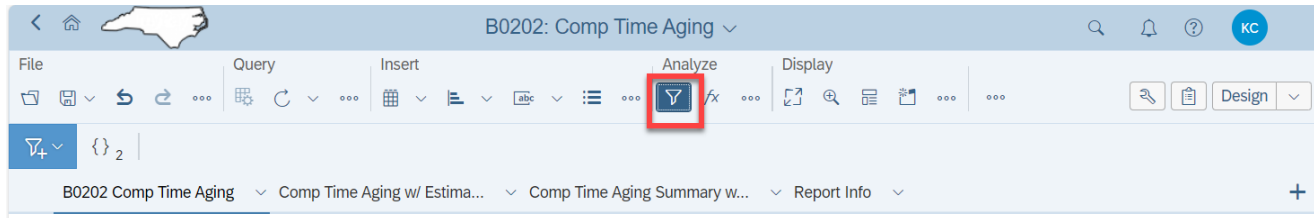
- Adverse Weather Liability
- Holiday Leave Time
- Emergency Closing Compensatory

To modify this default filter to include the excluded quota types to be shown:

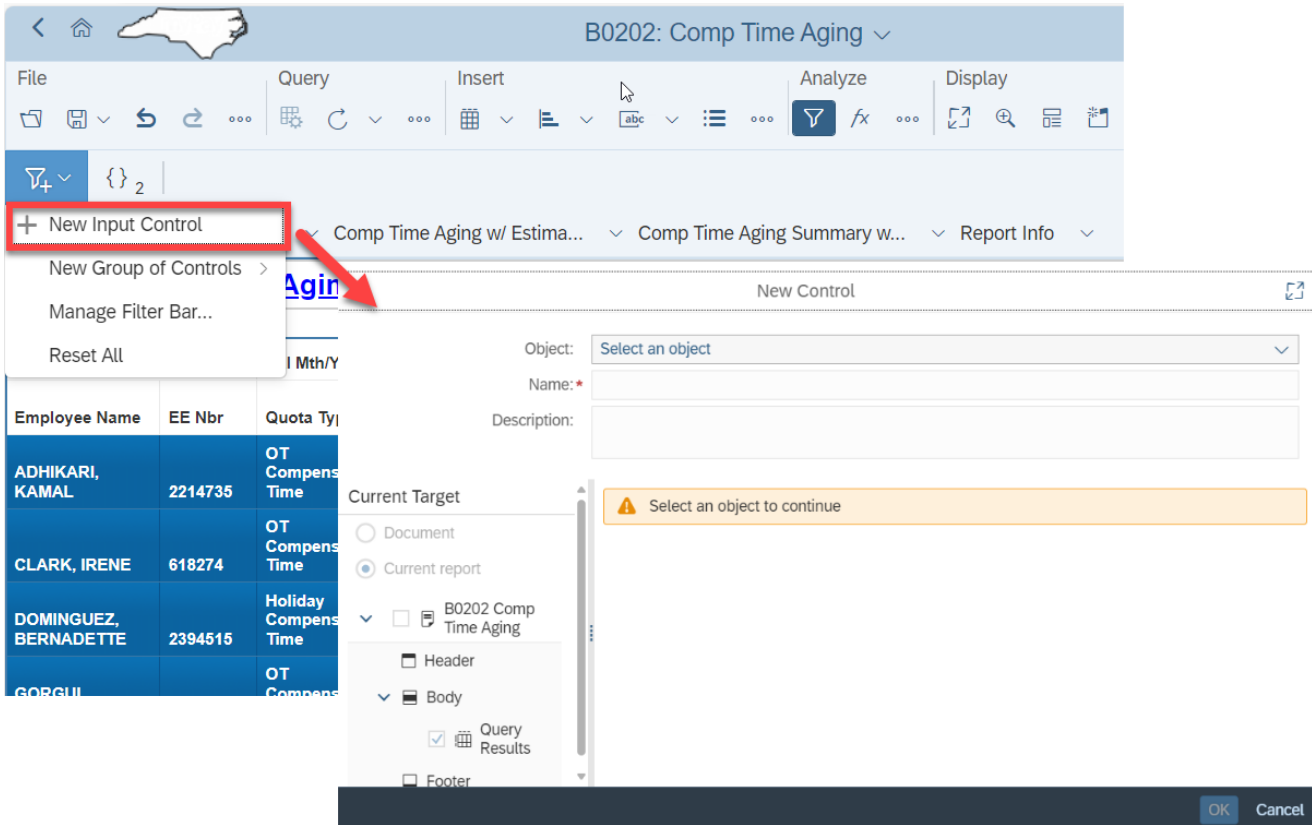
1. Change to Design mode.



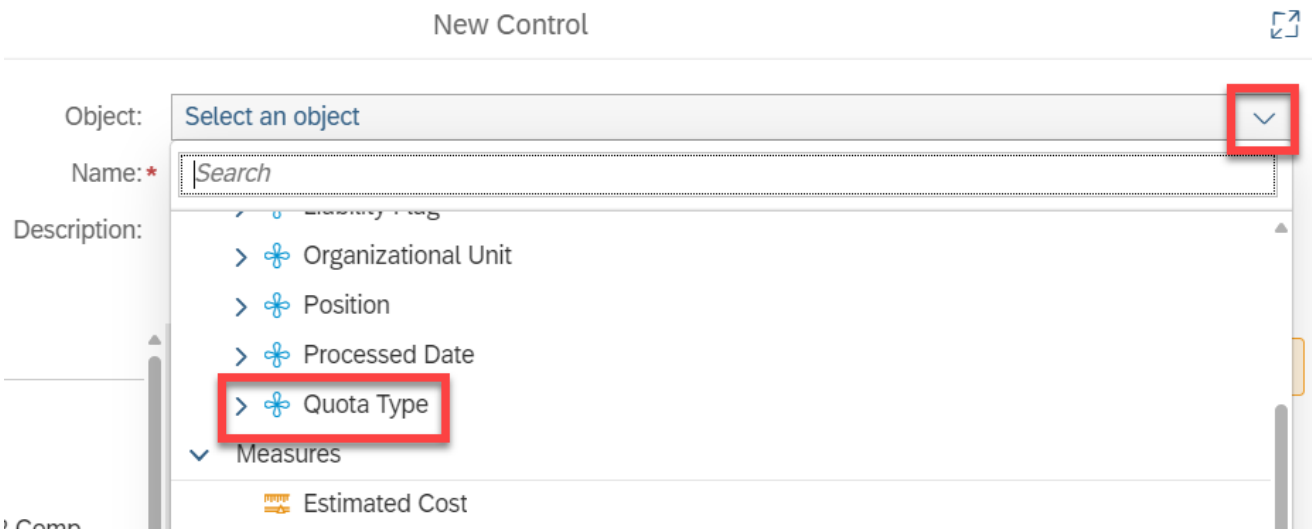
2. Click on the Filter button, under the Analyze navigation. The Filter bar will appear.



3. Click on New in the Input Controls panel to display the Select Report Object prompt.



4. Select Quota Type from the available Objects



5. When the New Control screen pops up, click the +Select values button

New Control

Object: Quota Type

Name: * Quota Type

Description: Enter control description

Input Control Properties

Type: Multi-List

Operator: In List

Use restricted list of values: OFF

Sort list of values: None

Allow selection of all values: ON

Allow selection of null values: OFF

Reset on refresh: OFF

+ Select values

OK Cancel

6. Click an available quota type

Select Values for Quota Type

Search or enter value(s) manually

Selected value(s)

No data

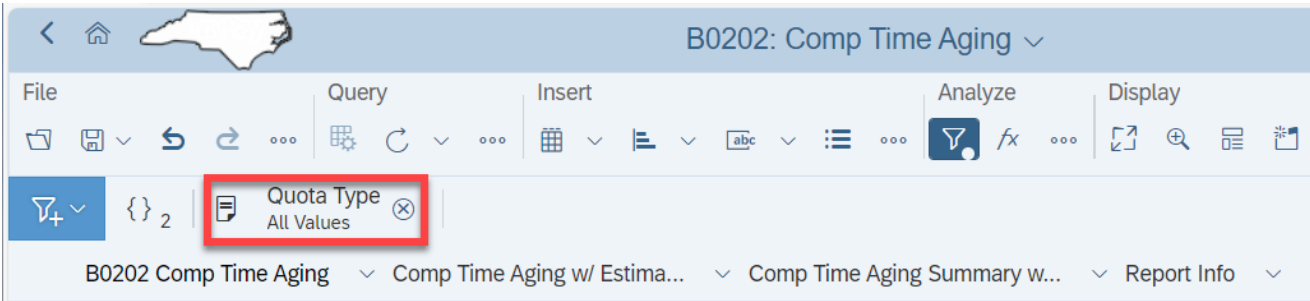
Holiday Compensatory Time

Holiday Leave Time

OT Compensatory Time

OK Cancel

7. Click OK
8. Your input control will now appear in the Filter bar.



[B0202: Comp Time Aging](#)

- 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.

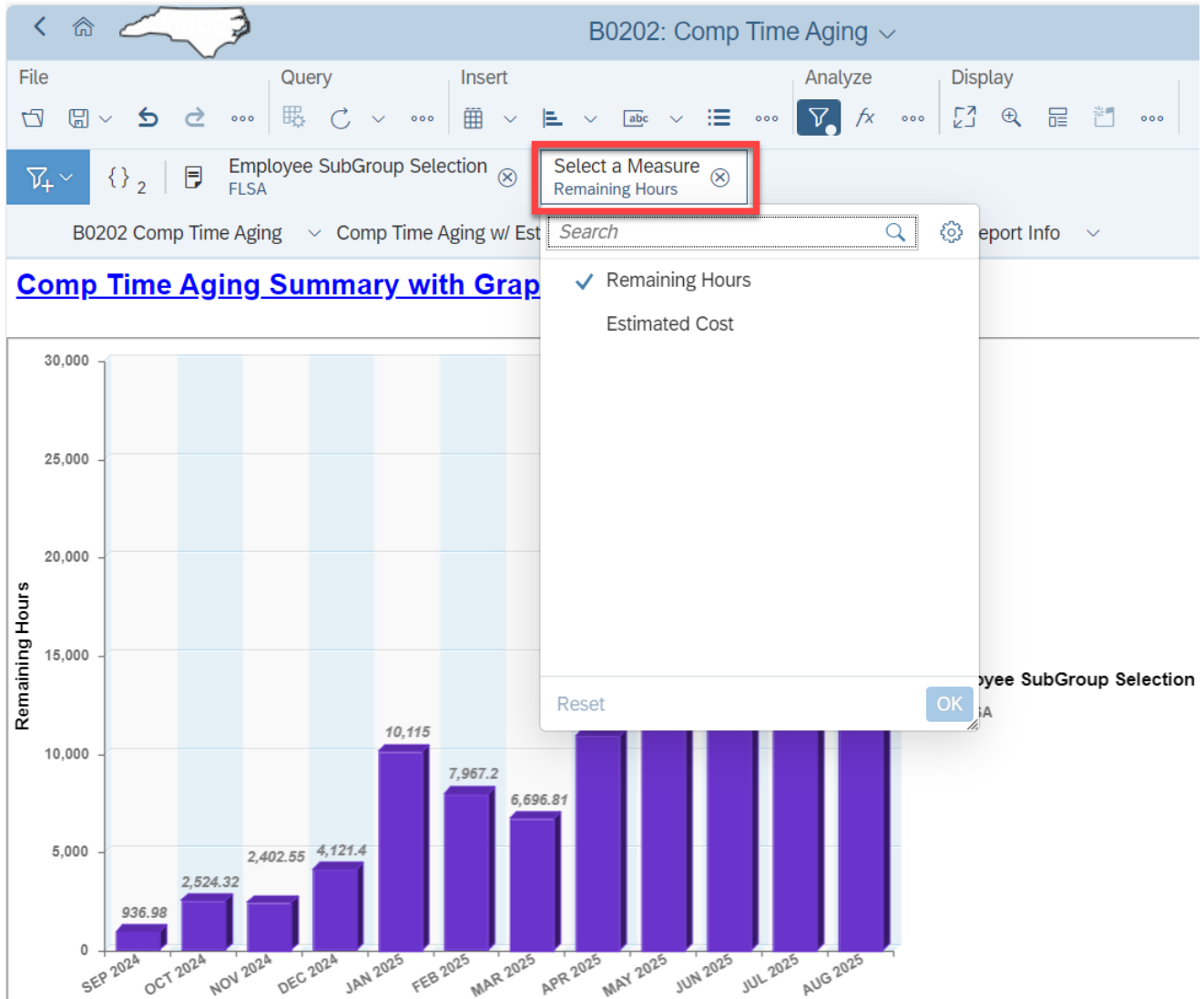
Report Description - B0202 Comp Time Aging

- By default, the “Comp Time Aging w/Estimated Payout Cost” report tab is displayed for FLSA EE Subgroup. Click the available filters when in design mode to include the other groups.

The screenshot displays the 'B0202: Comp Time Aging' report interface. At the top, there is a navigation bar with a map of North Carolina and the report title. Below this is a ribbon with tabs for 'Query', 'Insert', and 'Analyze'. A filter selection dialog box is open, titled 'Employee SubGroup Selection' with 'FLSA' listed below it. The dialog contains a search bar and a list of options: 'All', 'FLSA' (checked), 'Non-FLSA', and 'Temp/Other'. At the bottom of the dialog, it shows '1' selected, a 'Reset' button, and an 'OK' button. The background shows a table with columns for 'Name', 'EE Number', and 'OT' (Overtime). The table is partially obscured by the dialog box. To the right, there are columns for 'OCT 2024' and 'NOV 2024', and rows for 'Remaining Hours', 'Estimated Cost', and 'Remaining Hours'.

Report Description - B0202 Comp Time Aging

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



Report Description - B0202 Comp Time Aging

- The Employee Subgroups that correspond to a specific group are listed below.
- FLSA

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

Report Description - B0202 Comp Time Aging

- Non-FLSA

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

Report Description - B0202 Comp Time Aging

PT N-FLSA Perm 115C	PT N-FLSA TLProb 10C	PT N-FLSAOT Perm JBS
PT N-FLSA Perm 11C	PT N-FLSA TLProb 11C	PT N-FLSAOT Perm MAG
PT N-FLSA Perm 12C	PT N-FLSA TLProb 12C	PT N-FLSAOT Perm SC
PT N-FLSA Prob 10C	PT N-FLSAOT Perm	PT N-FLSAOT Prob
PT N-FLSA Prob 115C	PT N-FLSAOT Perm AD	PT N-FLSAOT TL
PT N-FLSA Prob 11C	PT N-FLSAOT Perm ADA	PT N-FLSAOT TL ACJP
PT N-FLSA Prob 12C	PT N-FLSAOT Perm CJP	PT N-FLSAOT TL AD
PT N-FLSA TL 10C	PT N-FLSAOT Perm CSC	PT N-FLSAOT TL ADA
PT N-FLSA TL 115C	PT N-FLSAOT Perm DA	PT N-FLSAOT TL CJP
PT N-FLSA TL 11C	PT N-FLSAOT Perm Dir	PT N-FLSAOT TL CSC
PT N-FLSA TL 12C	PT N-FLSAOT Perm JB1	PT N-FLSAOT TL SC
PT N-FLSAOTTemp ACJP	PT N-FLSAOT Perm JB2	PT N-FLSAOT TL JBS
PT N-FLSATLProb 115C	PT N-FLSAOT Perm JB3	PT N-FLSAOT TL JB1

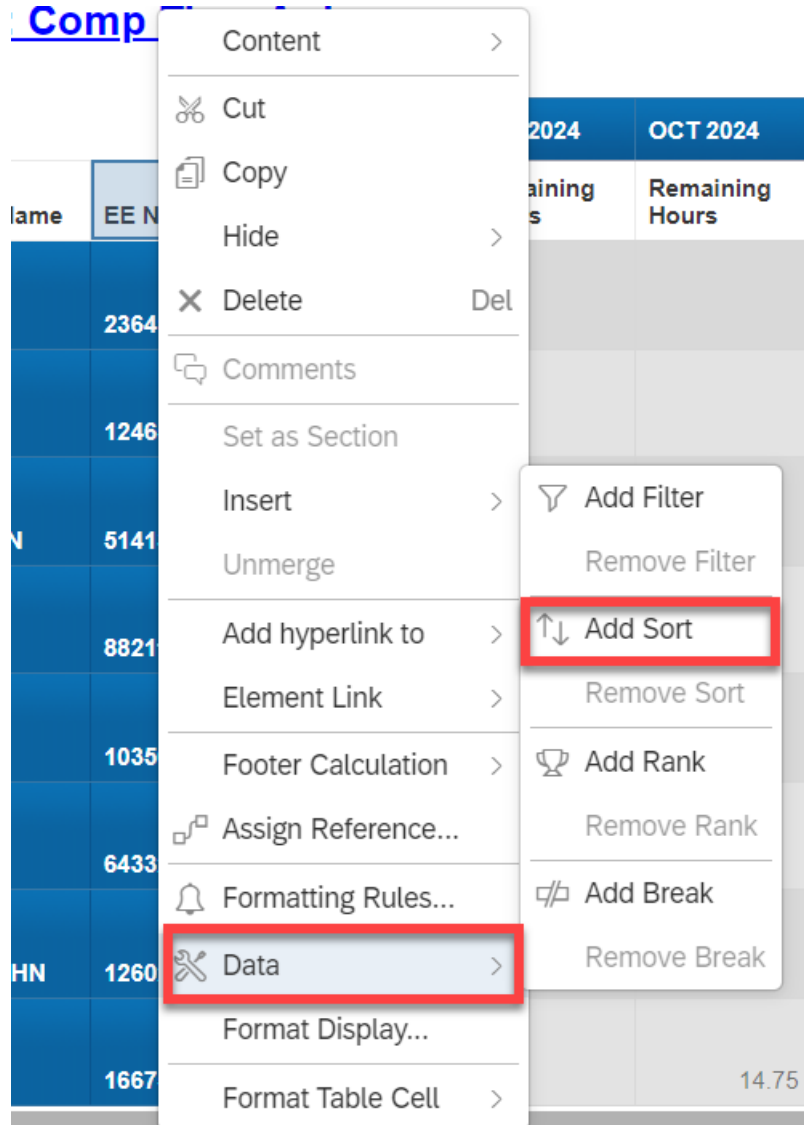
Temp/Other

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

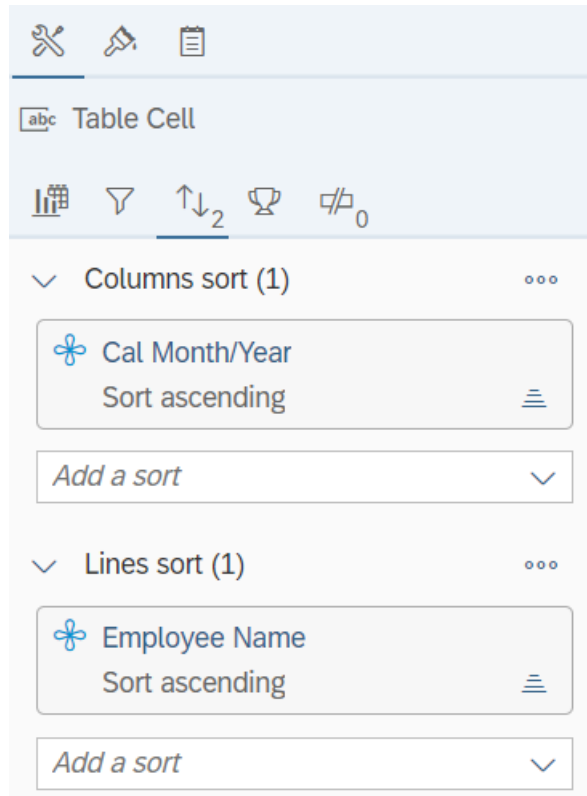
Report Description - B0202 Comp Time Aging

PT N-FLSAOT Temp JB3	PT N-FLSAOT Temp ACJP	Temp Sol FT N-FLSAOT
PT N-FLSAOT Temp JBS		Temp Sol FT S-FLSAOT
PT N-FLSAOT Temp MAG	Temp FT N-FLSAOT	Temp Sol PT N-FLSAOT
	Temp FT S-FLSAOT	Temp Sol PT S-FLSAOT
PT N-FLSAOT Temp SC	Temp FT N-FLSAOT	Volunteer
	Temp FT S-FLSAOT	

- Follow the steps to change the sorting for the desired column:
 1. By default, data is sorted by Employee Name (This can be changed as needed).
 2. Right click on the “desired column”
 3. Click on “Data”
 4. Click on “Add Sort”



5. Select ascending or descending sort order as needed



CHANGE LOG

- Effective Date 3/3/2016
 - Change
 - Initial Report
- Effective Date 9/2/2020
 - Change
 - Modified Screenshots. - L.Lee
- Effective Date 9/3/2020
 - Change
 - Updated format. – C. Ennis
- Effective Date 9/21/2020
 - Change
 - Alt text added to images. – L. Lee
- Effective Date 10/7/2024
 - Change
 - Update to Business Objects 4.3. – K. Cox