



LATE APPROVALS

REPORT DESCRIPTION B0208 | WEB INTELLIGENCE



The purpose of this Report Description is to explain how to run a report that displays time that has been approved late.

Report Description:

This report displays time that has been approved more than a specified number of dates after the release date.

Report Location:

PT: Timesheet Metrics

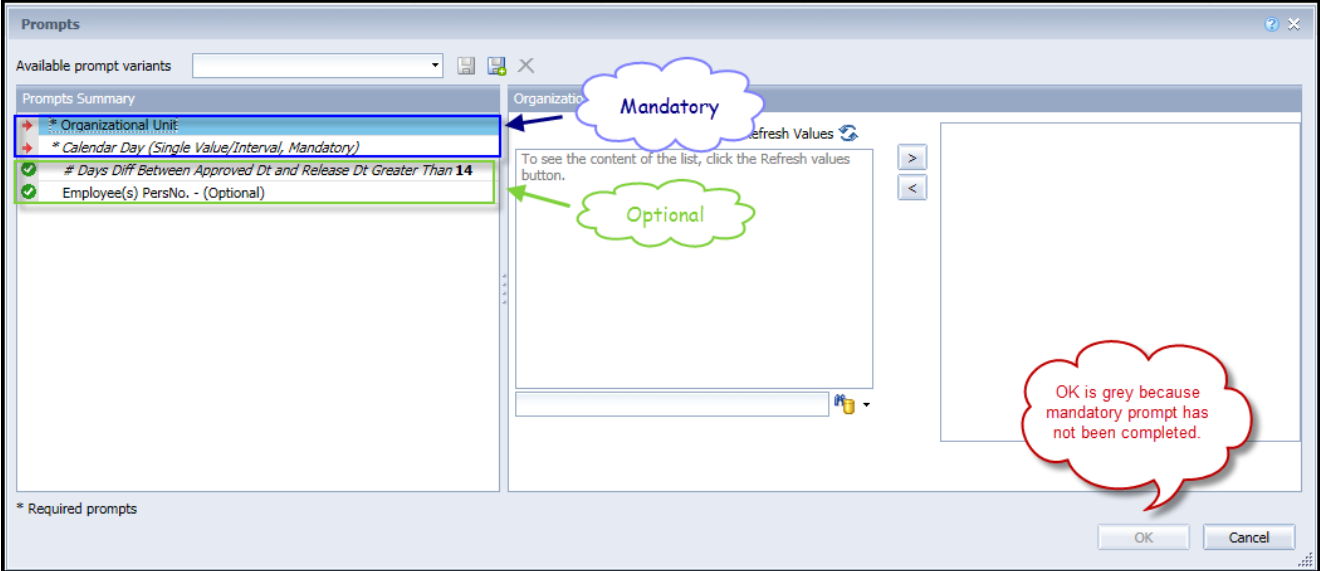
Report Uses:

Agencies use this to help identify how long it takes a Supervisor to approve an EE's time once the time has been released for approval. Best practice is for Supervisor to approve time within one week. Failure to approve time in a timely manner may cause issue with quota balances or accruals.

Quick Links

How to generate this report	2
Mandatory Prompts	3
Optional Prompts	5
Default Layout	7
Available Objects	8
Special Report Considerations/Features	8

How to generate this report

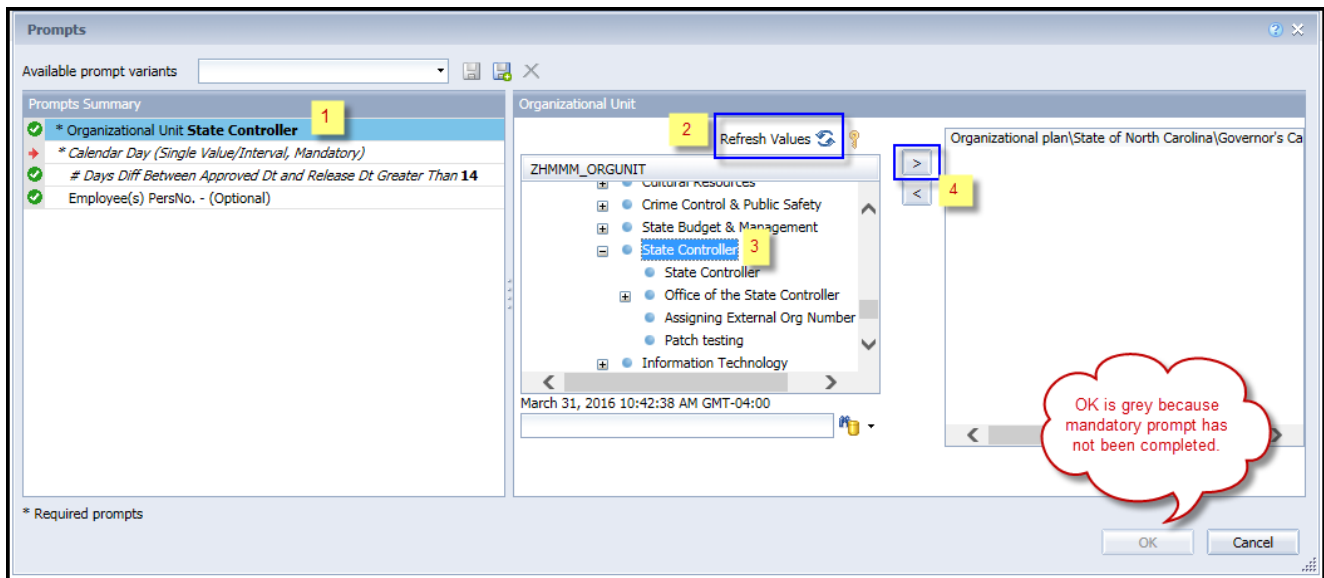


Mandatory Prompts

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:

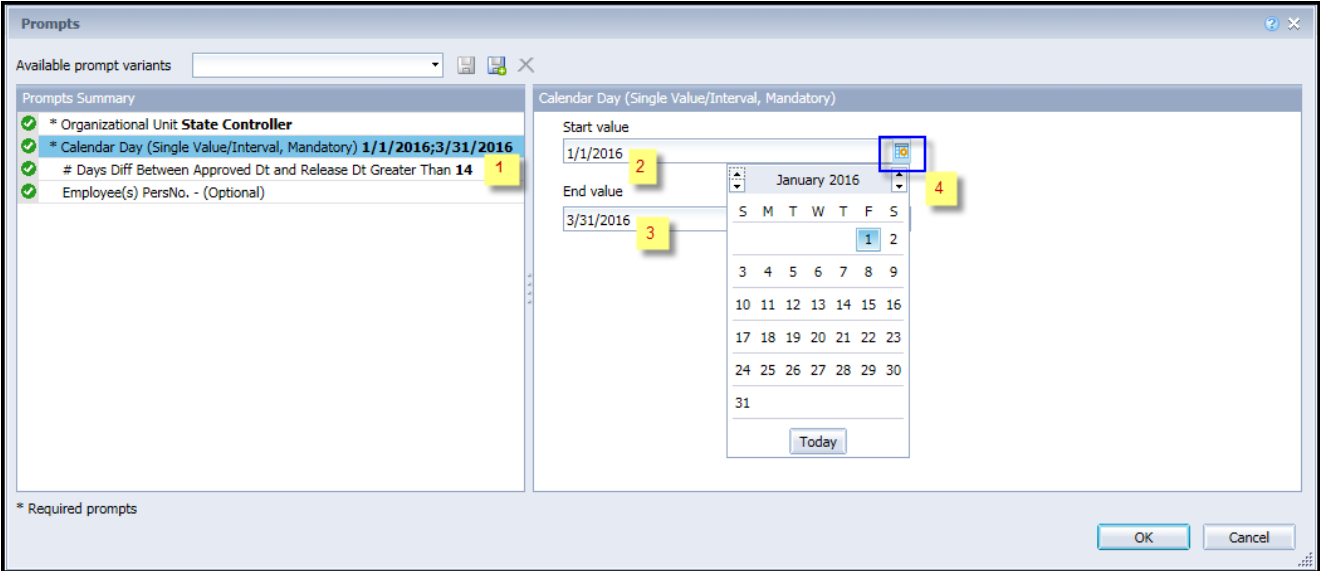
- Make sure the Organizational Unit prompt is selected (1).
- Click on the “Refresh Values” icon to see the list of Org Units (2).
- Navigate down to the desired Org Unit (3).
- Click on the right arrow to add it to the selection box (4).



→ *Calendar Day (Single Value/Interval, Mandatory):

This prompt is pre-filled with date range for previous month.
To select a different date range for this prompt:

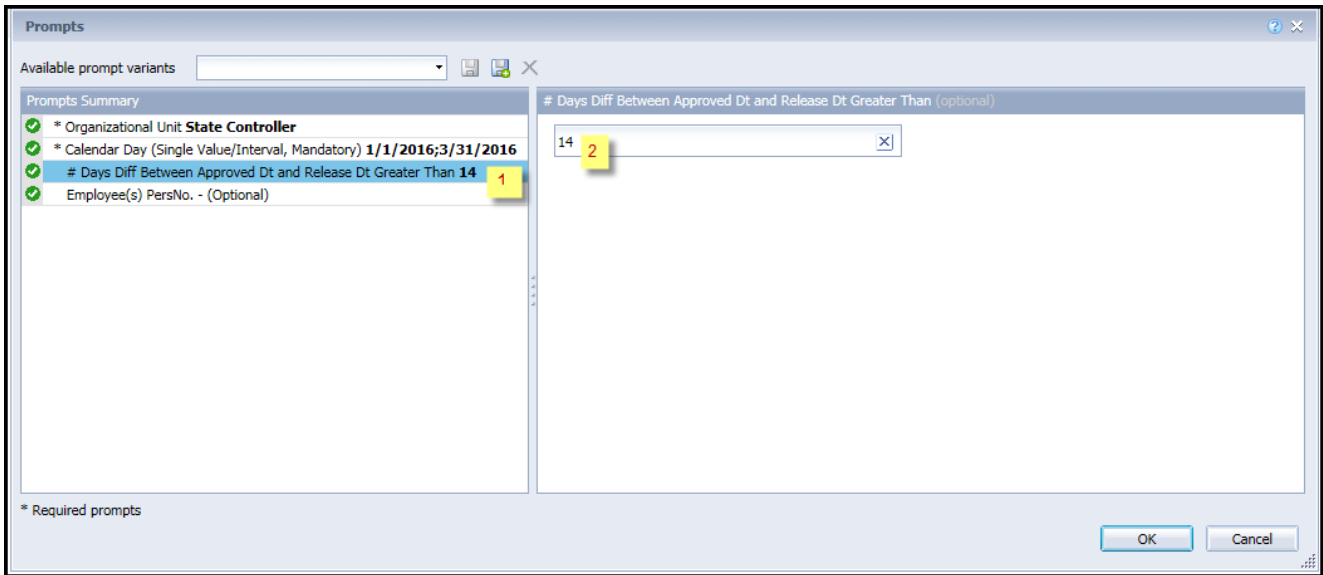
- Make sure the Calendar Day (Single Value/Interval, Mandatory) prompt is selected (1).
- Enter the “Start Value” date in M/d/yyyy format (2).
- Enter the “End Value” date in M/d/yyyy format (3).
- Start Value and End Value dates can be selected from Calendar help if needed (4).



Optional Prompts

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

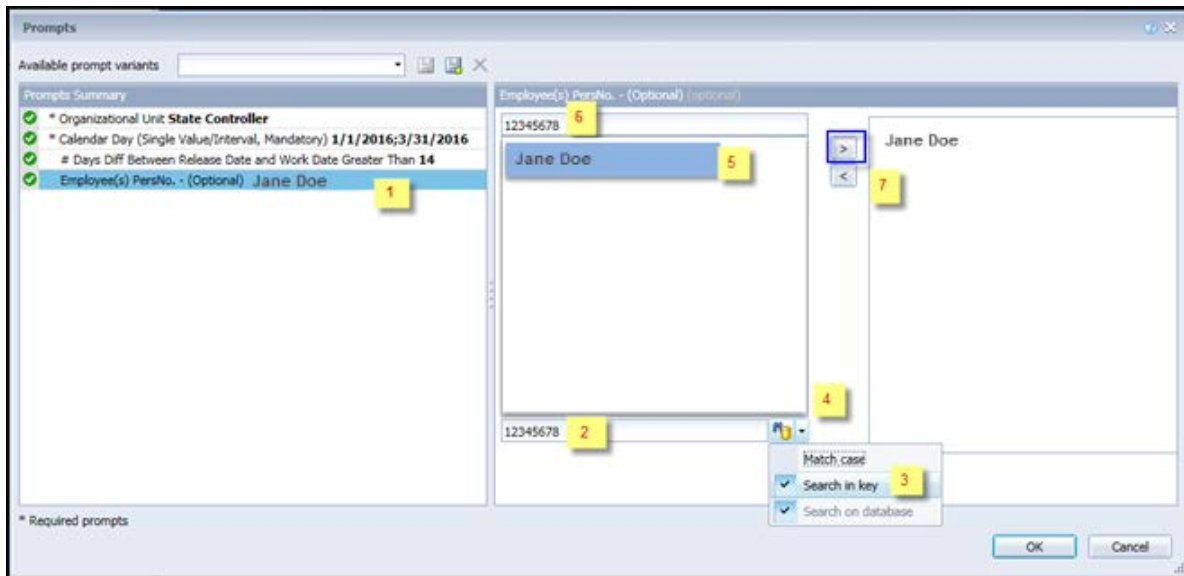
- ✓ **# Days Diff Between Approved Dt and Release Dt Greater Than:** To select data for this prompt:
 - Make sure the ‘# Days Diff Between Approved Dt and Release Dt Greater Than’ prompt is selected (1).
 - Prompt comes with a default value of 14 days. Enter a number in the box if other than 14 is needed. (2).



Note: This prompt value filters the report data based on the number of days to between the Approved Date and Release Date of EE time hours.

✓ **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).
- Click on the desired Employee (5).
- OR if the employee number is known, skip steps (2) through (5) and enter it directly in (6).
- Click on the right arrow to add the Employee to the selection box (7).



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

Jane*Doe*
*Doe

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

Default Layout

Below is a sample rendering of the report.

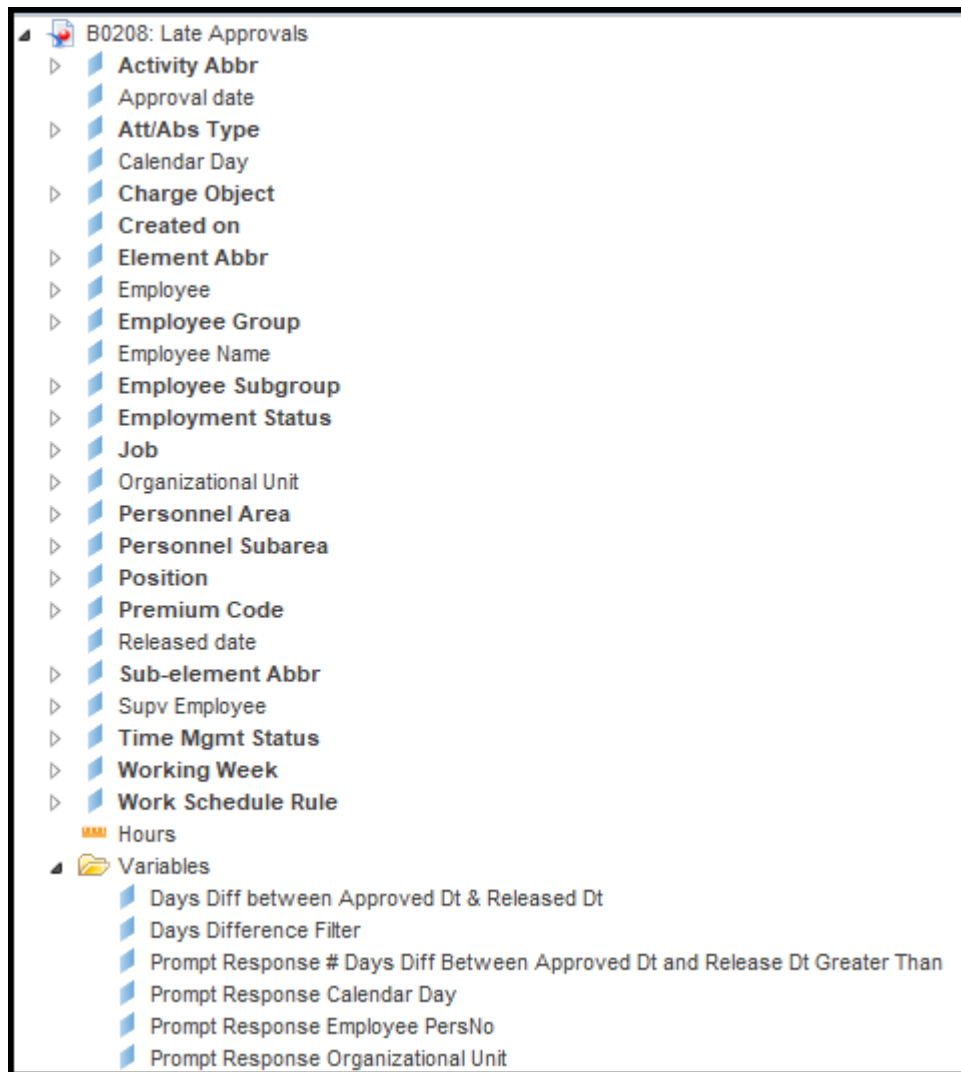
<u>B0208: Late Approvals</u>			
Calendar Day: 1/1/2015 - 3/3/2015			
Supv Employee	Organizational Unit	Employee Name	EE Nbr
John Doe	Media Specialist	BOB, ALICE	1234567

Continued...

Execution Date : 3/31/16				
Date Selected: 1/1/2015 - 3/3/2015				
Calendar Day	Released Date	Approval Date	Days Diff between Approved Dt & Released Dt	Hours
1/1/15	2/15/15	3/1/15	14	8.00
1/5/15	2/15/15	3/1/15	14	4.00
1/12/15	2/15/15	3/1/15	14	10.00
1/19/15	2/15/15	3/1/15	14	8.50
1/26/15	2/15/15	3/1/15	14	6.00
EE Nbr - 1234567				36.5

Available Objects

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



Special Report Considerations/Features

- Report shows active employee information only.
- Report shows only employees’ timesheet information that are available in Beacon. This report is applicable only for employees who enter time through ESS.
- Employees who have not entered and released their time will not show up on this report.

Change Log

- 8/15/2019 – The ‘Calendar Day’ prompt was modified to pre-fill with date range for previous month. However, a different date range may still be selected if needed. Activity Abbr, Charge Object, Element Abbr, and Sub-element Abbr data elements have been added to Available Objects.
- 8/28/2020 - Screenshots were modified.
- 9/17/2020 – Updated format, assigned reference number, and made accessible – C. Ennis and L. Lee
- 10/27/2020- Added Alt Text. -L.Lee