



# 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. The best practice is for Supervisor to approve time within one week. Failure to approve time in a timely manner may cause issues with quota balances or accruals.

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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 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 optional in parentheses beside the prompt.

The Optional prompts are:

- Employee(s) PersNo. – (Optional)
- Calendar Day (Single Value/Interval, Mandatory)
- # Days Diff Between Approved Dt and Release Dt Greater Than

Prompts

Search

Organizational Unit

Search

**Organizational Unit**  
Please select at least one value

- Calendar Day (Single Value/Interval, Mandatory) (1)  
8/1/2024-8/31/2024
- # Days Diff Between Approved Dt and Release Dt Greater Than (1)  
14
- Employee(s) PersNo. - (Optional)  
(All values)

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

Mandatory (2) Reset All Run Cancel

**Initial Layout**

Below is a sample rendering of the report.

<b><u>B0208: Late Approvals</u></b>			
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, from the Document Dictionary once in the Design mode:

### Dimensions:

- Activity Abbr
- Approval date
- Att/Abs Type
- Calendar Day
- Charge Object
- Created on
- Element Abbr
- Employee
- Employee Group
- Employee Name
- Employee Subgroup
- Employment Status
- Job
- Organizational Unit
- Personnel Area
- Personnel Subarea
- Position
- Premium Code
- Released date
- Sub-element Abbr
- Supv Employee
- Time Mgmt Status
- Working Schedule Rule
- Working Week

























### Measures:

- Hours

### Variables:

- Days Diff between Approved Dt & Released Dt
- Days Difference Filter
- Prompt Response # Days Diff Between Approved Dt and Release Dt Greater Than
- Prompt Response Calendar Day
- Prompt Response Employee PersNo
- Prompt Response Organizational Unit

▼ Dimensions

- >  **Activity Abbr**
  -  Approval date
- >  **Att/Abs Type**
  -  Calendar Day
- >  **Charge Object**
  -  **Created on**
- >  **Element Abbr**
- >  Employee
- >  **Employee Group**
  -  Employee Name
- >  **Employee Subgroup**
- >  **Employment Status**
- >  **Job**
- >  Organizational Unit
- >  **Personnel Area**
- >  **Personnel Subarea**
- >  **Position**
- >  **Premium Code**
  -  Released date
- >  **Sub-element Abbr**
- >  Supv Employee
- >  **Time Mgmt Status**
- >  **Work Schedule Rule**
- >  **Working Week**

▼ Measures

-  Hours

▼ Variables

-  Days Diff between Approved Dt & Released Dt
-  Days Difference Filter
-  Prompt Response # Days Diff Between Approved Dt and Release Dt Greater Than
-  Prompt Response Calendar Day
-  Prompt Response Employee PersNo
-  Prompt Response Organizational Unit

### Special Report Considerations/Features

- Report shows active employee information only.
- The 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

Effective 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.

Effective 8/28/2020

- Screenshots were modified.

Effective 9/17/2020

- Updated format, assigned reference number, and made accessible – C. Ennis and L. Lee

Effective 10/27/2020

- Added Alt Text. -L.Lee

Effective 10/7/2024

- Update for Business Objects 4.3 – LAS