



## BOBJ REPORT DESCRIPTION

### B0211 VSL Eligibility by Start Date

#### Report Description:

This report displays employees with a Voluntary Shared Leave (VSL) eligibility period that begins and ends during a specified date selection.

#### Report Location:

PT: Voluntary Shared Leave

#### Report uses:

This report is used to determine employees who may receive leave donations for selected VSL eligibility periods.

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#### How to run this report

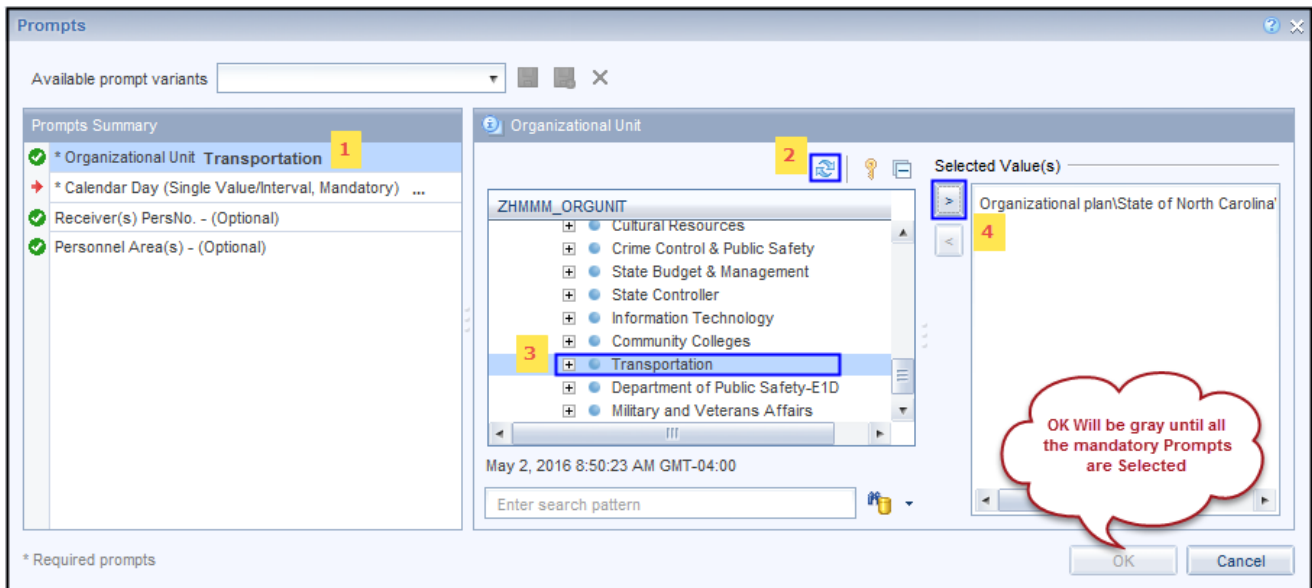
The screenshot shows the 'Prompts' dialog box with the following elements:

- Available prompt variants:** A dropdown menu at the top left.
- Prompts Summary:** A list of prompts on the left side.
  - \* Organizational Unit (Mandatory)
  - \* Calendar Day (Single Value/Interval, Mandatory) ... (Mandatory)
  - Receiver(s) PersNo. - (Optional)
  - Personnel Area(s) - (Optional)
- Selected Value(s):** A field on the right side for entering values.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.
- Callouts:**
  - A blue cloud callout labeled 'Mandatory' points to the first two prompts.
  - A green cloud callout labeled 'Optional' points to the last two prompts.
  - A red cloud callout labeled 'OK Will be gray until all the mandatory Prompts are Selected' points to the 'OK' button.

## 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):** To select data for this prompt:

- Make sure the Calendar Day (Single Value/Interval, Mandatory) prompt is selected (1).
- Enter the “Start Value” date (**Start Value of Eligibility Begin Date**) in MM/DD/YYYY format (2).
- Enter the “End Value” date (**End Value of Eligibility Begin Date**) in MM/DD/YYYY format (3).
- Start Value and End Value dates which represent **Eligibility Begin Dates** can be selected by using the pop-up Calendar help if needed (4).

The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' list on the left and a configuration panel for the selected prompt on the right. The 'Prompts Summary' list includes:

- \* Organizational Unit **Transportation**
- \* **Calendar Day (Single Value/Interval, Mandatory) 5/2/2015 ... 5/31/2016** (1)
- Receiver(s) PersNo. - (Optional)
- Personnel Area(s) - (Optional)

The configuration panel for 'Calendar Day (Single Value/Interval, Mandatory)' shows:

- Start Value:** 5/2/2015 (2)
- End Value:** 5/31/2016 (3)

A calendar pop-up for May 2015 is displayed, with the 2nd highlighted (4). The calendar shows the following dates:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
18	26	27	28	29	30	1	2
19	3	4	5	6	7	8	9
20	10	11	12	13	14	15	16
21	17	18	19	20	21	22	23
22	24	25	26	27	28	29	30
23	31	1	2	3	4	5	6

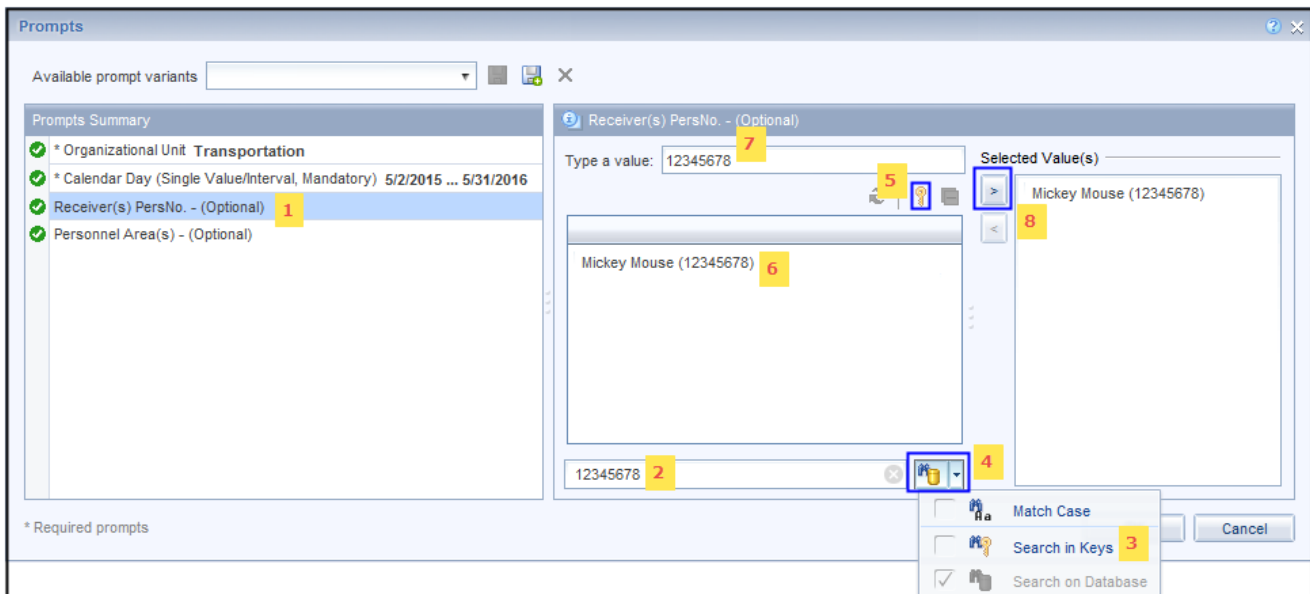
Buttons for 'Today', 'OK', and 'Cancel' are visible at the bottom of the dialog.

## 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.

✓ **Receiver(s) PersNo. - (Optional):** To select data for this prompt:

- Make sure the “Receiver(s) PersNo. - (Optional)” prompt is selected (1).
- Enter a Receiver personnel number in the search box to verify the Receiver 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 Receiver personnel number, click on the key icon (5).
- Click on the desired Receiver (6).
- OR if you do not need to verify the Receiver personnel number, then you can skip steps (2) through (6) and enter it directly in (7).
- Then click on the right arrow to add the Receiver to the selection box (8).



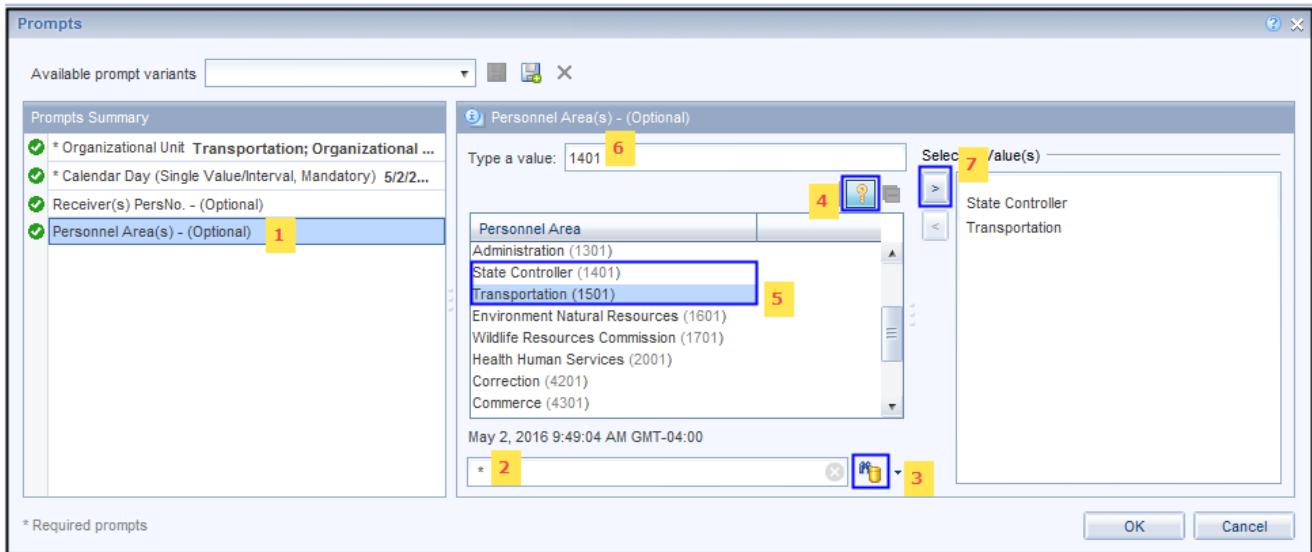
**NOTE:** Since we have a large number of employees in the system, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If you do not know the employee number and must do a name search, you can narrow down your search by using the wildcard with specific text strings when looking for an employee by name such as:

- Mickey\*Mouse\*
- \*Mouse

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

✓ **Personnel Area(s) - (Optional):** To select data for this prompt:

- Make sure the “Personnel Area(s) - (Optional)” prompt is selected (1).
- Enter a search text with an asterisk (\*) in the search box to view the list of values for Personnel Area (2).
- Click on the search icon (3).
- To see the key value for each Personnel Area, click on the key icon (4).
- Click on the desired Personnel Area (5).
- OR if you know the Personnel Area key or Personnel Area name already, then you can skip steps (2) through (5) and enter it directly in (6).
- Click on the right arrow to add the Personnel Area to the selection box (7).



# B0211 VSL ELIGIBILITY BY START DATE

## Initial Layout

This report displays employees with a VSL Eligibility period that begins and ends during a specified date selection:

<b><u>B0211: VSL Eligibility by Start Date</u></b>						Execution Date : 6/8/16
<b>Calendar Day: 5/1/2016 - 6/8/2016</b>						
Receiver Name	Receiver PERNR	Organizational Unit	Organizational Unit Desc	Elig. Begin Date	Elig. End Date	
MOUSE, MICKEY	1212121	16161616	INSURANCE Investigation	6/1/2016	12/31/9999	
DUCK, DONALD	1313131	17171717	DOT CD SH MS Systems Operations	5/6/2016	6/9/2016	
PIG, PORKY	1414141	18181818	HHS SO HS PH WCH CDSA FAYETTEVILLE G	5/1/2016	5/31/2016	
BUNNY, BUGS	1515151	19191919	HHS SO LTCFS SB AD RFS Area Two	5/15/2016	6/15/2016	

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

<b><u>Report Info</u></b>		Execution Date : 6/8/16
<b>Prompt Input</b>		
Organizational Unit	Organizational plan	
Calendar Day	5/1/2016 - 6/8/2016	
Personnel Area(s)		
Receiver(s) PersNo.		

**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

- If the Leave is used or returned, no more hours will be available. Employees shouldn't use received shared Leave Hours outside of dedicated LOA's.
- Time entry in ESS should be entered as Sick Leave (9200) and system will allocate the entries as Received Shared Leave Hours.
- By default, data is sorted by Receiver Name and Donor Name. This can be changed as desired.
  - ✓ To change the sorting to another column
    - 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).

Receiver Name	Receiver PERNR	Organizational Unit	Organizational Unit Desc	Elig. Begin Date	Elig. End Date
AAAA, BBBB	11111111	44444444	DOT PAYROLL & INSURANCE/PAYROLL	10/1/15	9/30/16
CCCC, DDDD	22222222	55555555	DOT DOH ALTERNATIVE DELIVERY SYS ADMIN	6/6/15	7/10/15
EEEE, UUUU	33333333	66666666	DOT DOH DIV 13/1 BURKE MNT	9/26/15	10/28/15

## Change Log:

### Effective Date 6/2/2016

- Initial report creation to convert from BI to BOBJ.