The purpose of this Report Description is to explain how to generate the VSL by Receiver report which displays by recipient the hours donated and from whom in the Integrated HR-Payroll System.

REPORT DESCRIPTION:

This report displays by recipient the hours donated and from whom during a selected time period. The donor may be within the recipient's agency or another BEACON agency. VSL hours from non-BEACON donors are not available in the report.
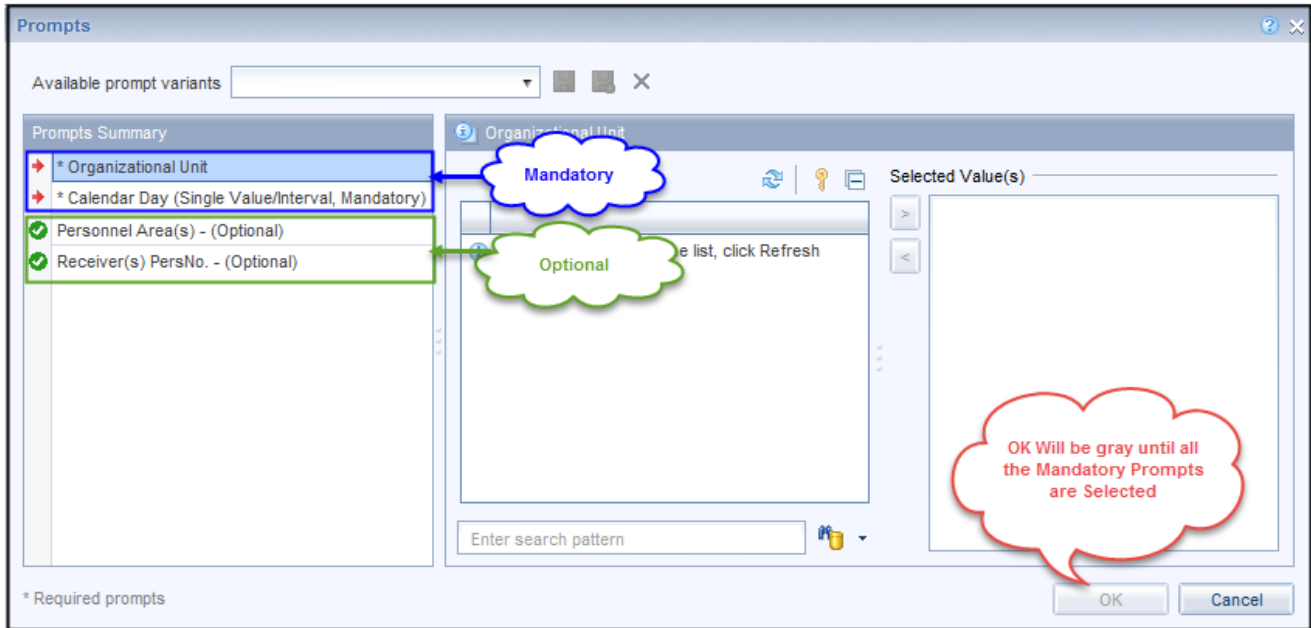
REPORT LOCATION:

PT: Voluntary Shared Leave

REPORT USES:

This report is useful in determining whom to grant excess leave back to when the receiver does not use all of the donated leave.

| Quick Links	

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).
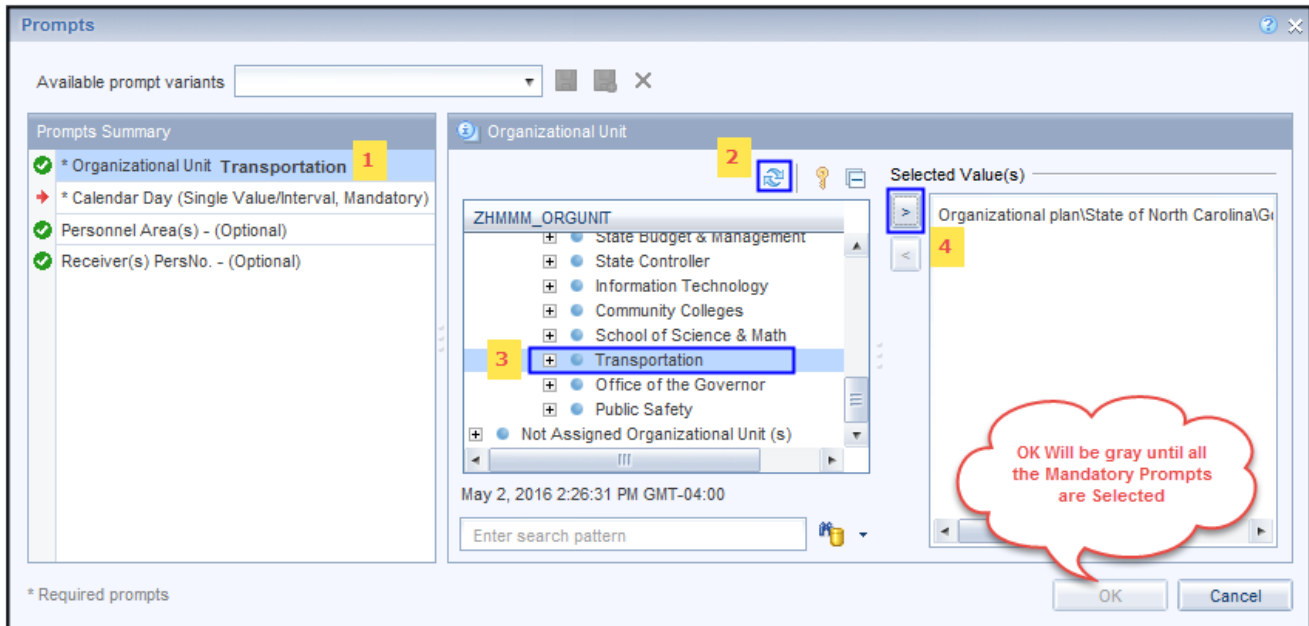
➡️ ***Calendar Day (Single Value/Interval, Mandatory):** To select data for this prompt:

- Make sure the Calendar Day (Single Value/Interval, Mandatory) prompt is selected (1).
- Enter the "Start Value" date **(Received Start Date)** in M/d/yyyy format (2).
- Enter the "End Value" date **(Received End Date)** in M/d/yyyy format (3).
- Start Value and End Value dates which represent **Received Dates** can be selected from Calendar help if needed (4).
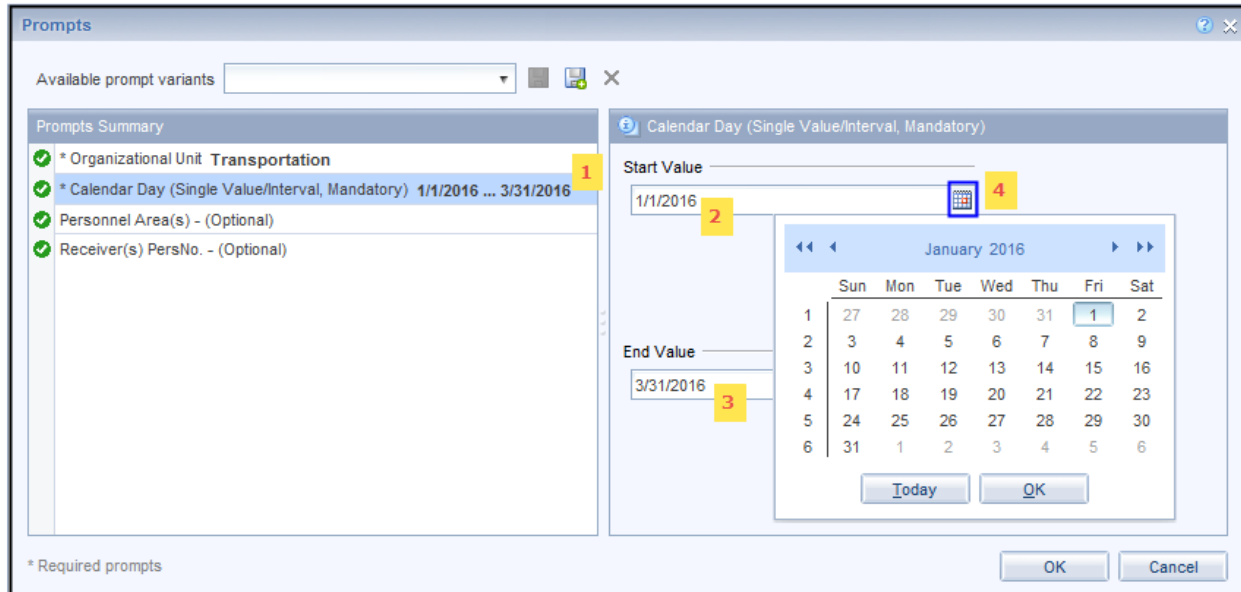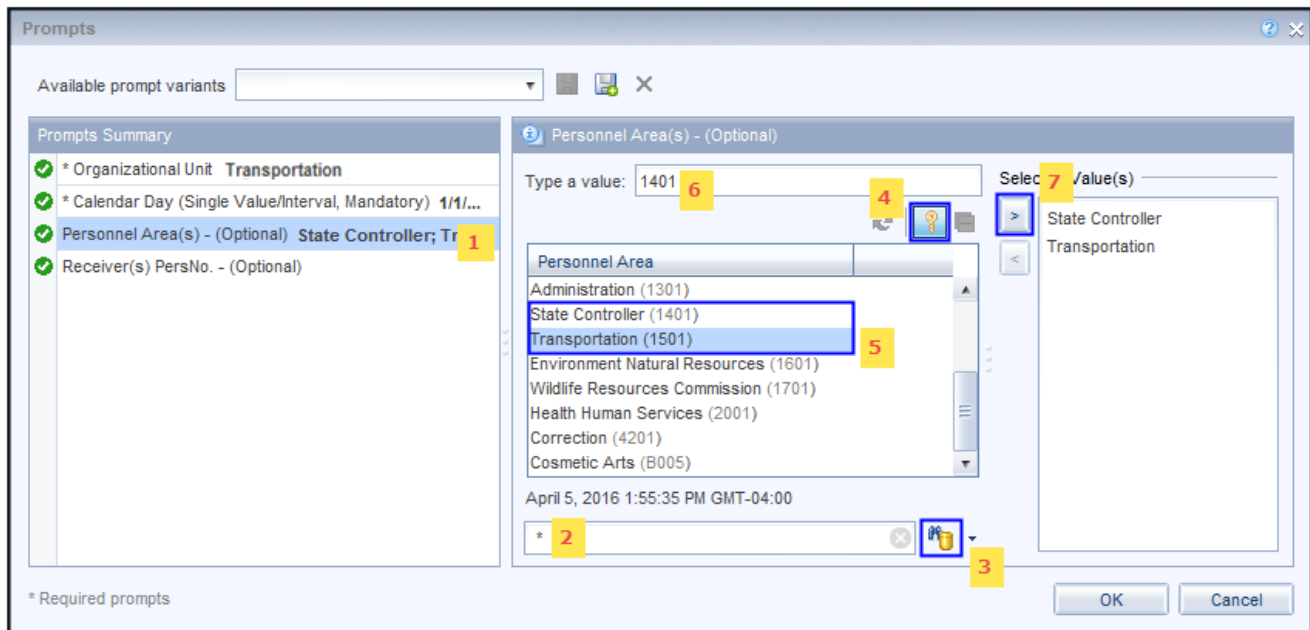
Optional Prompts

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

✓ **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 the Personnel Area key or Personnel Area name are known, 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).

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

- Make sure the "Receiver(s) PersNo. - (Optional)" prompt is selected (1).
- Enter a receiver 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 number, click on the key icon (5).
- Click on the desired Receiver (6).
- OR if the receiver number does not need to be verified, 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).
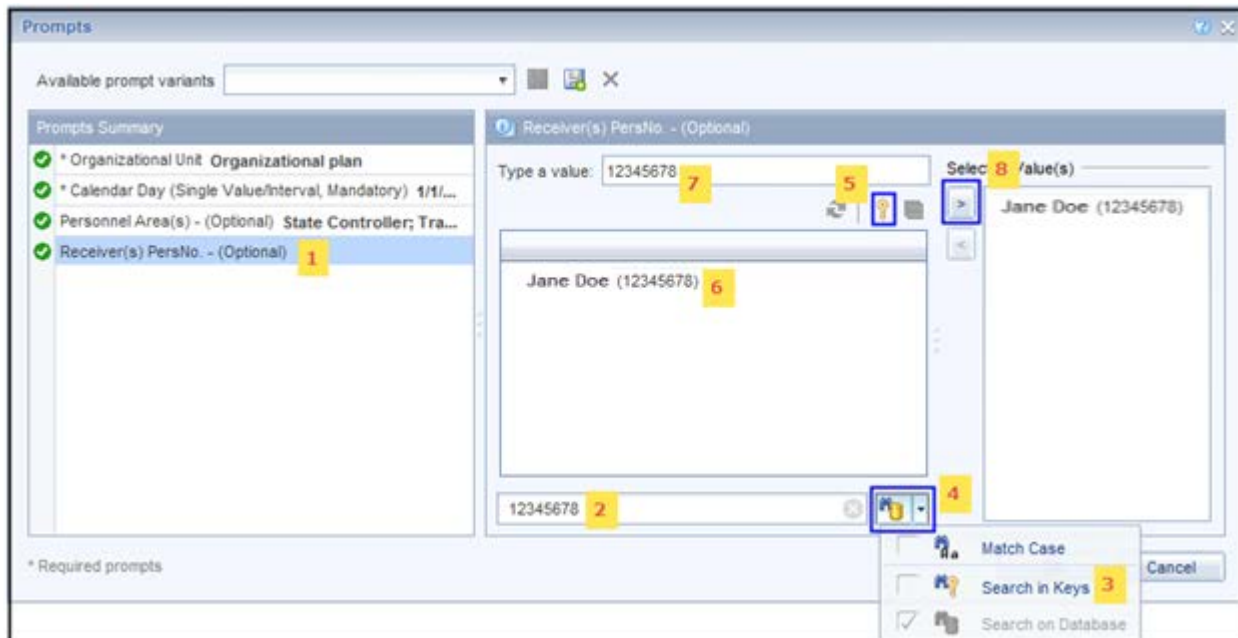
NOTE: Since the system has a large number of individuals, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down the search by using the wildcard with specific text 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 your selection.

Initial Layout

This report displays by recipient the hours donated and from whom during a selected time period:

B0212: VSL by Receiver

Execution Date : 4/7/16

Calendar Day: 9/30/2015 - 4/30/2016

Receiver Name	Receiver PERNR	Organizational Unit	Organizational Unit Desc	Donor Name	Donor PERNR	Received Shared Leave Hrs.
DOE, JANE	1111111	24444444	HHS SO SOS CH NS v/ADON/AAA/Day2E2W	DOE, JOHN	5555555	20.00
SHMOE, JANE	2222222	21111111	ST RETIRE Enrollment & Imaging	DOE, JOHN	6666666	11.11
SHMOE, JOE	3333333	23333333	COR SO DS2 PRI S Rob CS AS S04	DOE, JOHN	7777777	160.00
SMITH, JOHN	4444444	22222222	ST RETIRE OPS BENEFITS Disability	SMITH, JAMES	8888888	6.67
					Total	197.78

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

Report Info

Execution Date : 4/7/16

Prompt Input

Organizational Unit	Organizational plan
Calendar Day	9/30/2015 - 4/30/2016
Personnel Area(s)	State Treasurer;Health Human Services;Correction
Receiver(s) PersNo.	

Available Objects

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

Continued….

|	
Receiver - Employee's Name (Key)	Receiver - User Name (Key)
Receiver - Employee Subgroup (Key)	Receiver - User Name (Text)
Receiver - Employee Subgroup (Text)	Receiver - WageTyp Currency Key (Key)
Receiver - Employee Work Phone (Key)	Receiver - WageTyp Currency Key (Text)
Receiver - Employment Percent (Key)	Receiver - Wage Type Amount (Key)
Receiver - Employment Status (Key)	Receiver - Wage Type (Key)
Receiver - Employment Status (Text)	Receiver - Wage Type (Text)
Receiver - ES Grouping for CAP (Key)	Receiver - Work Contract (Key)
Receiver - First Name (Key)	Receiver - Work Contract (Text)
Receiver - Gender (Key)	Receiver - Working Week (Key)
Receiver - Gender (Text)	Receiver - Working Week (Text)
Receiver - Grade Range Referenc (Key)	Receiver - Work Schedule Rule (Key)
Receiver - Grade Range Referenc (Text)	Receiver - Work Schedule Rule (Text)
Receiver - Hours per week (Key)	Receiver Name
Receiver - Job (Key)	Receiver Name - Key
Receiver - Job (Text)	Record Changed By
Receiver - Key	Record Changed By - Key
Receiver - Last Name (Key)	Record Changed On
Receiver - Original Hire Date (Key)	Record Changed On - Key
Receiver - Payroll Area (Key)	SOC State Category
Receiver - Payroll Area (Text)	SOC State Category - Key
Receiver - Personnel Area (Key)	SOC State Subcat
Receiver - Personnel Area (Text)	SOC State Subcat - Key
Receiver - Personnel Subarea (Key)	Supervising Employee
Receiver - Personnel Subarea (Text)	Supervising Employee - Supervising Employee (
Receiver - Position (Key)	Received Shared Leave Hrs.
Receiver - Position (Text)	Variables
Receiver - Supervising Employee (Key)	Prompt Response Calendar Day
Receiver - Supervising Employee (Text)	Prompt Response Organizational Unit
Receiver - Supervising Position (Key)	Prompt Response Personnel Area
Receiver - Supervising Position (Text)	Prompt Response Receiver PersNo

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 LOAs.

- Time entry in ESS should be entered as Sick Leave (9200), and system will allocate the entries as Received Shared Leave Hours.

✓ To change the sorting for the desired column

By default, data is sorted by Receiver Name and Donor 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).
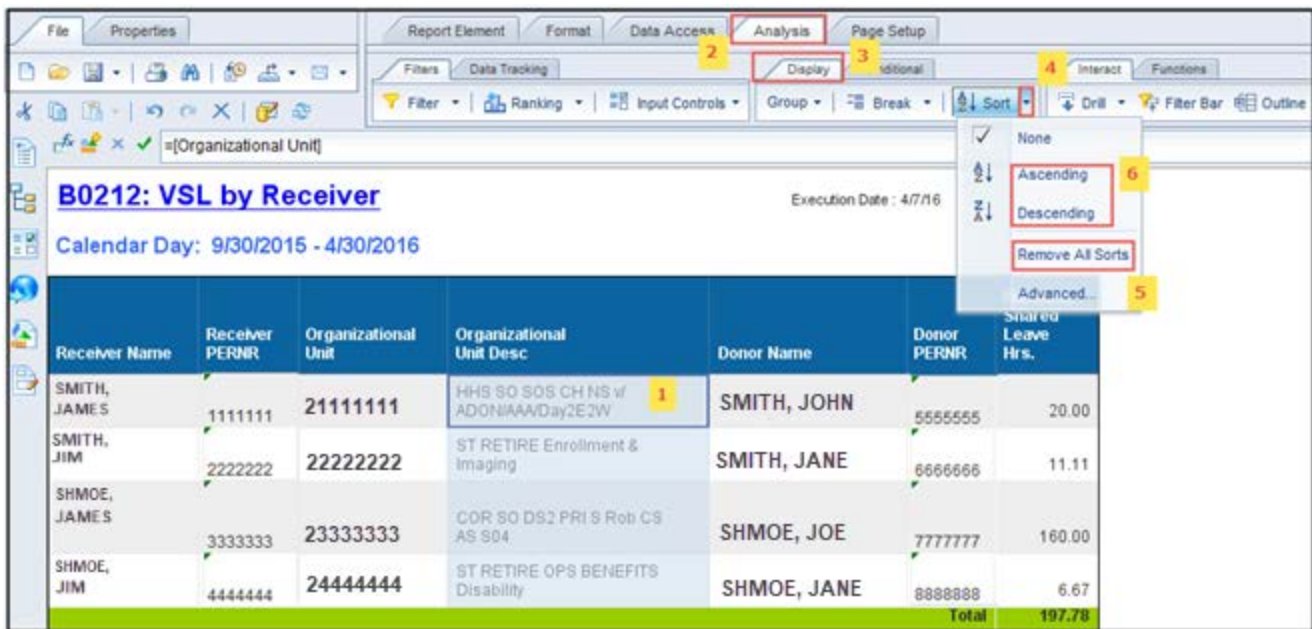
Change Log

Effective Date	Change description	Modifier
8/27/2020	Modified screenshots	L.Lee
8/31/2020	Updated format – Claire Ennis	C.Ennis
9/21/2020	Added Alt Text	L.Lee