VSL BY RECEIVER
REPORT DESCRIPTION B0212 | WEB INTELLIGENCE

BOBJ

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

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.
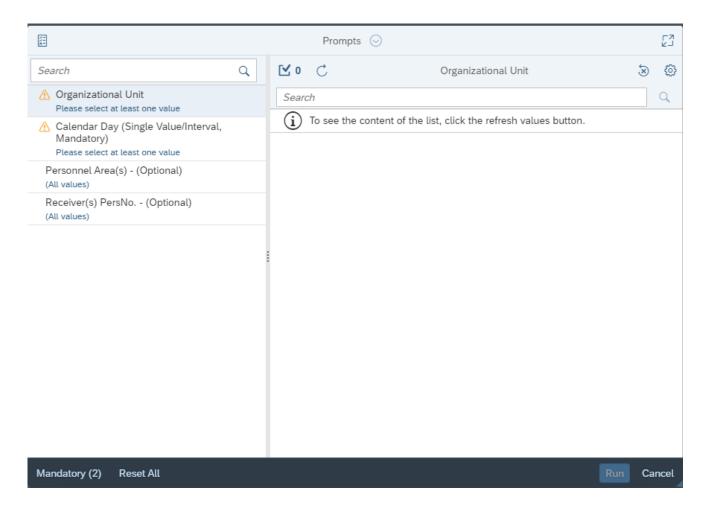
The Mandatory prompts for this report are:

- Organizational Unit
- Calendar Day (Single Value/Interval, Mandatory)

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:

- Personnel Area(s) – (Optional)
- Receiver(s) PersNo. – (Optional)

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 w/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 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, from the Document Dictionary once in the Design mode:

Dimensions:

- Age Range
- Business area
- Comments Exist
- Donor
- Donor Name
- Donor Orgunit
- Donor Personnel Area
- Donor Quota Type
- Employee Group
- Employee Subgroup

- Ethnic Origin
- Gender
- Job
- Job Branch
- Job Family
- Organizational Unit
- Personnel Area
- Personnel Subarea
- Position
- Received Date

- Received Month
- Received Quota Type
- Received Year
- Receiver
- Receiver Name
- Record Changed By
- Record Changed On
- SOC State Category
- State SOC Subcategory
- Supervising Employee

Measures:

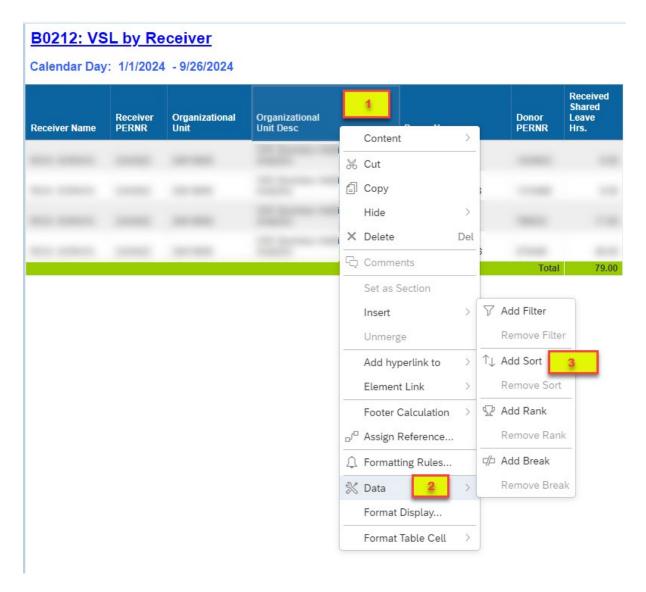- Received Shared Leave Hrs.

Variables:

- Prompt Response Calendar Day
- Prompt Response Organizational Unit
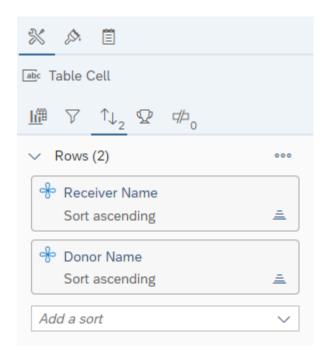- Prompt Response Personnel Area
- Prompt Response Receiver PersNo

- ∨ Dimensions
  - ⟩ ✛ **Age Range**
  - ⟩ ✛ **Business area**
  - ⟩ ✛ **Comments Exist**
  - ⟩ ✛ Donor
  - ⟩ ✛ Donor Name
  - ⟩ ✛ **Donor Orgunit**
  - ⟩ ✛ **Donor Personnel Area**
  - ⟩ ✛ **Donor Quota Type**
  - ⟩ ✛ **Employee Group**
  - ⟩ ✛ **Employee Subgroup**
  - ⟩ ✛ **Ethnic Origin**
  - ⟩ ✛ **Gender**
  - ⟩ ✛ **Job**
  - ⟩ ✛ **Job Branch**
  - ⟩ ✛ **Job Family**
  - ⟩ ✛ Organizational Unit
  - ⟩ ✛ **Personnel Area**
  - ⟩ ✛ **Personnel Subarea**
  - ⟩ ✛ **Position**
  - ⟩ ✛ **Received Date**
  - ⟩ ✛ **Received Month**
  - ⟩ ✛ **Received Quota Type**
  - ⟩ ✛ **Received Year**
  - ⟩ ✛ Receiver
  - ⟩ ✛ Receiver Name
  - ⟩ ✛ **Record Changed By**
  - ⟩ ✛ **Record Changed On**
  - ⟩ ✛ **SOC State Category**
  - ⟩ ✛ **State SOC Subcategory**
  - ⟩ ✛ **Supervising Employee**
- ∨ Measures
  - ▦ Received Shared Leave Hrs.
- ∨ Variables
  - ✛ Prompt Response Calendar Day
  - ✛ Prompt Response Organizational Unit
  - ✛ Prompt Response Personnel Area
  - ✛ 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 the 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).
    1. Make sure the "desired column" is selected.
    2. Right Click on "Data" Tab.
    3. Right Click "Add Sort" selected.

CHANGE LOG

Effective 8/27/2020

- Modified screenshots   L.Lee

Effective 8/31/2020

- Updated format – Claire Ennis   C.Ennis

Effective 9/21/2020

- Added Alt Text   L.Lee

Effective 10/7/2024

- Update Business Objects 4.3   L. Stubbs