



FFCRA ABSENCE/ATTENDANCE TYPE BY EMPLOYEE

BOBJ

JOB AID BOBJ-1

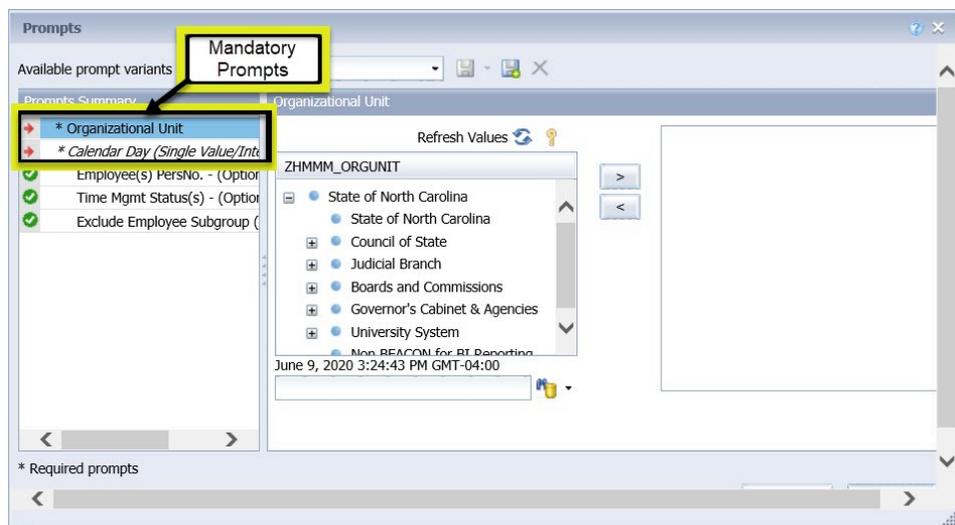
The purpose of this job aid is to generate report B0205: Time Leveling Exceptions Report (Planned Time vs. 2001/2002) with modifications to allow quick and effective tracking of State of Emergency and COVID related Attendance/Absence codes. After modification the report will display uses of the State of Emergency and COVID related Attendance/Absence codes.

How to Generate the Report

Generate the report B0205: Time Leveling Exceptions Report in the PT: Time Sheet Metrics folder from the HR-Payroll Public Folder.

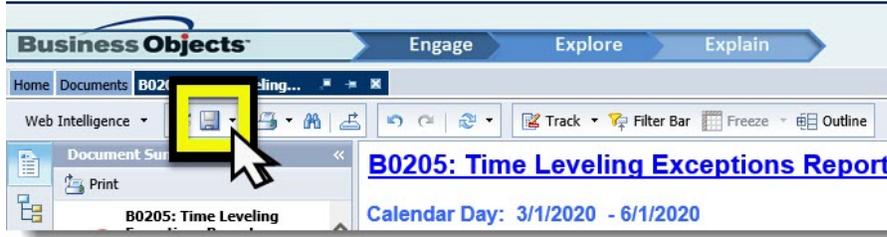


There are two mandatory prompts that must be selected in order to generate the report. These are Organizational Unit and Calendar Day. The data can be further defined using the three optional prompts. It is best to use the prompts to define a small subset of employees for the report. Once the report prompts are defined then press OK to Execute the report.

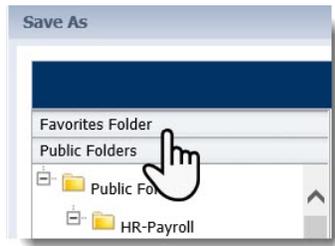


Saving the Report

1. Click the Save As button from the top left menu.



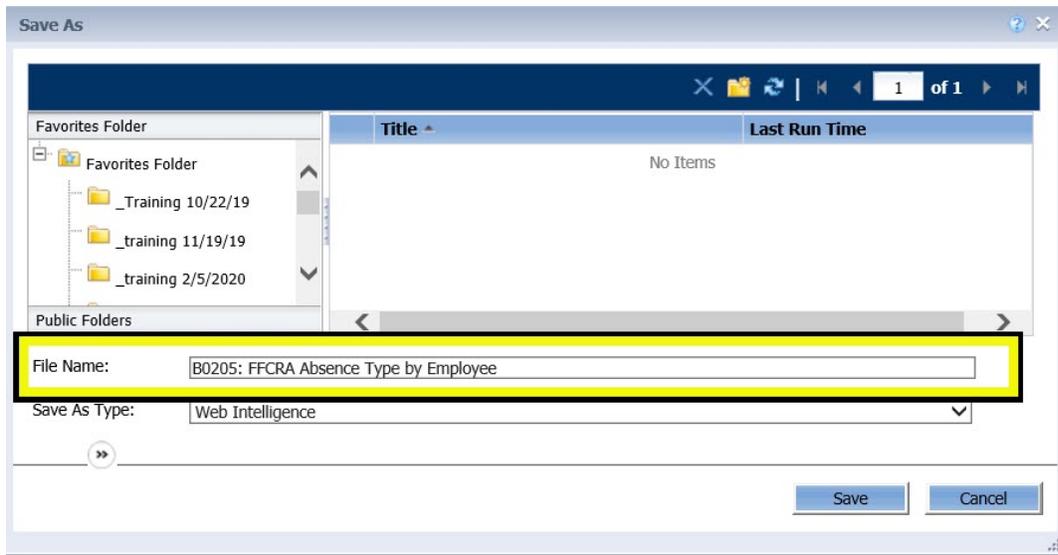
2. In the Save As pop up window, click the Favorites Folder.



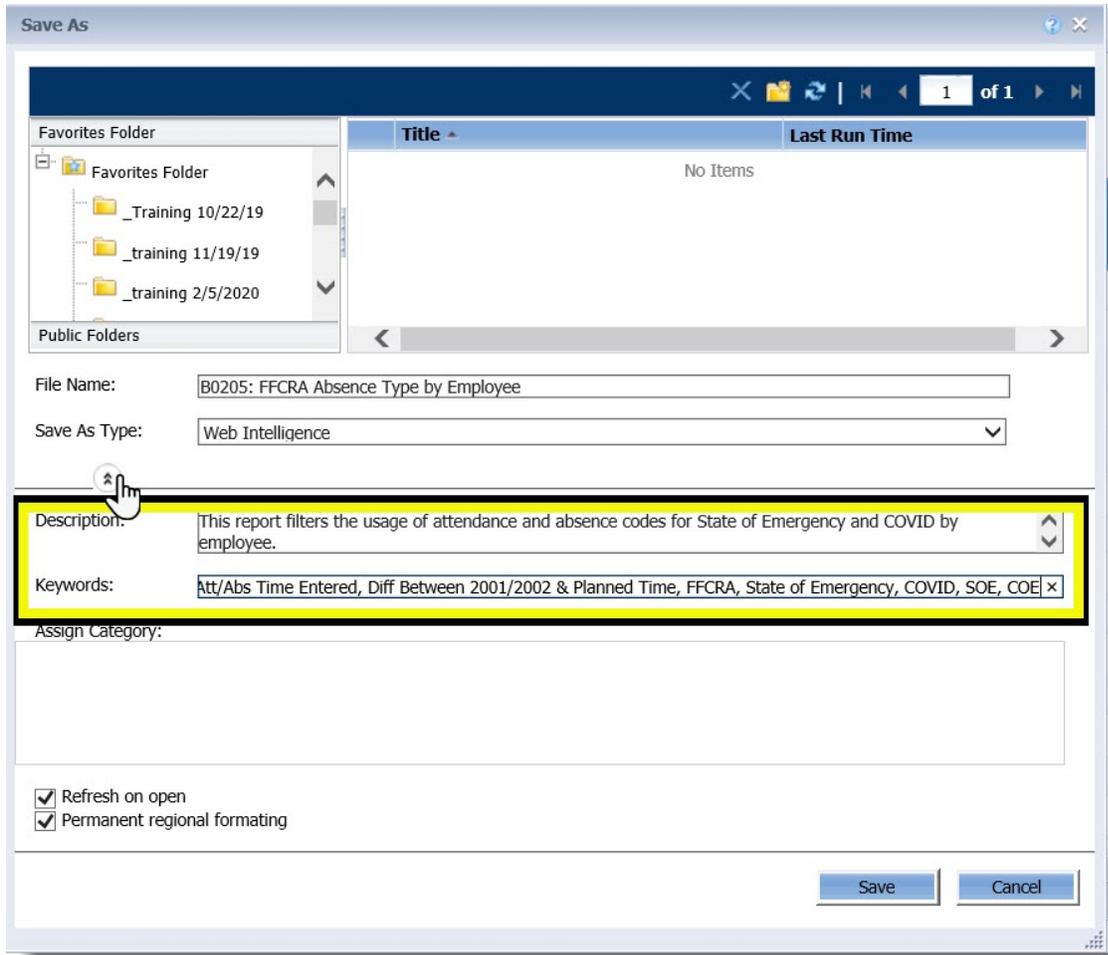
3. Select the folder where the report will be saved, or save it directly in the Favorites Folder.



4. Change the name of the report to B0205: FFCRA Absence Type by Employee.



5. The Keywords and Description can also be edited to assist with searching or distinguishing the report.



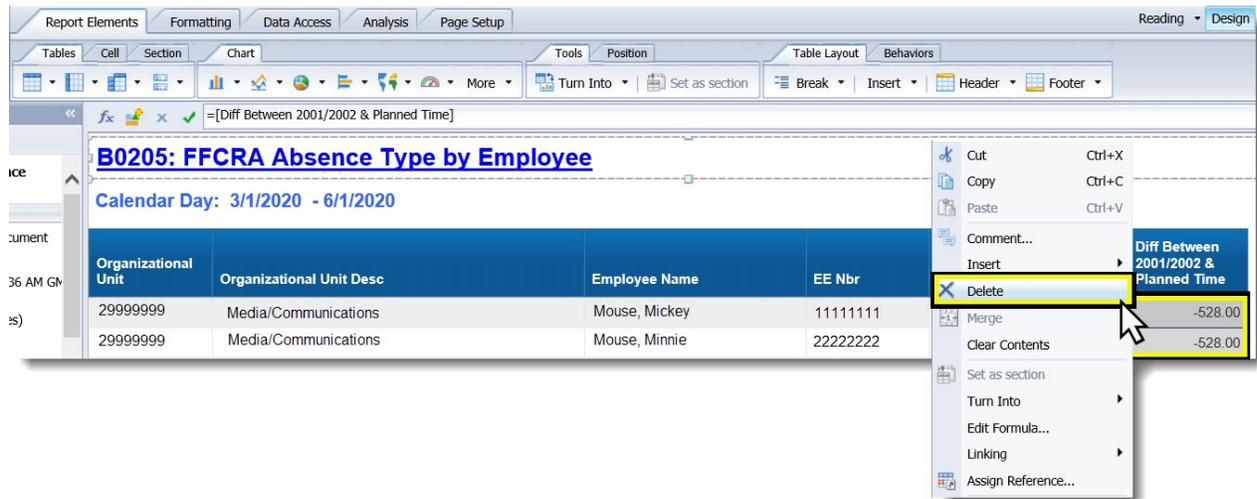
6. Click Save.

Removal of Excess Data Columns

1. After the report has generated, use the top right menu to change the Web Intelligence report into Design Mode.

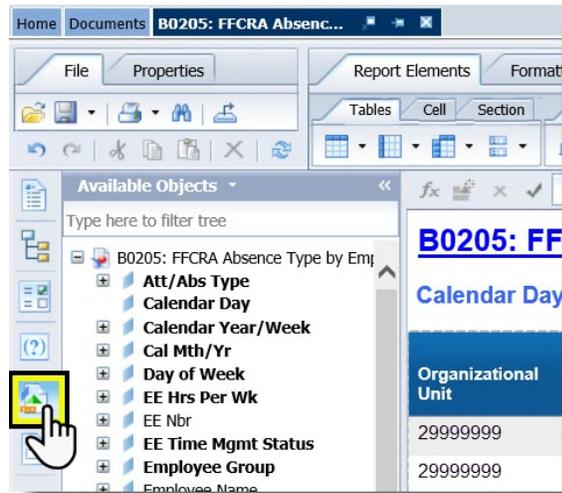


- Right click on any of the Data cells within the column Diff Between 2001/2002 & Planned Time. Then select Delete from the right click context menu.

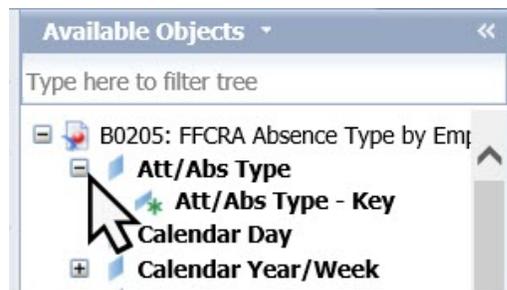


Adding Available Object Att/Abs Type-Key

- Select the Available Objects from the Navigation Left Side Panel.



- Expand the Available Object Att/Abs Type.



- Left click and drag over the Att/Abs Type-Key over the Planned Time Column Header. The cursor window prompt should state Drop here to replace cell.

B0205: FFCRA Absence Type by Employee

Calendar Day: 3/1/2020 - 6/1/2020

Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Att/Abs Type-Key	2001/2002 Att/Abs Time Entered
29999999	Media/Communications	Mouse, Mickey	11111111	528.00	
29999999	Media/Communications	Mouse, Minnie	22222222	528.00	

- Release the mouse button. The Att/Abs Type-Key should replace all data cells within the Planned Time Column.
- Double click in the Planned Time header cell and change it to Att/Abs Type-Key. Then press Enter on the keyboard.

B0205: FFCRA Absence Type by Employee

Calendar Day: 3/1/2020 - 6/1/2020

Desc	Employee Name	EE Nbr	Att/Abs Type-Key	2001/2002 Att/Abs Time Entered
	Employee Name	EE Nbr	Att/Abs Type-Key	2001/2002 Att/Abs Time Entered

- Click the refresh button to populate the data in the column.

Att/Abs Type-Key	2001/2002 Att/Abs Time Entered
#REFRESH	
#REFRESH	
#REFRESH	504.00
#REFRESH	
#REFRESH	17.00
#REFRESH	

Att/Abs Type-Key	2001/2002 Att/Abs Time Entered
PLHR	
PLHR	
9500	504.00
PLHR	
PLHR	
PLHR	

Report Info: Track changes: Off | Page 1 of 1+ | 100% | 1 hour ago

Modifying the Report Filters

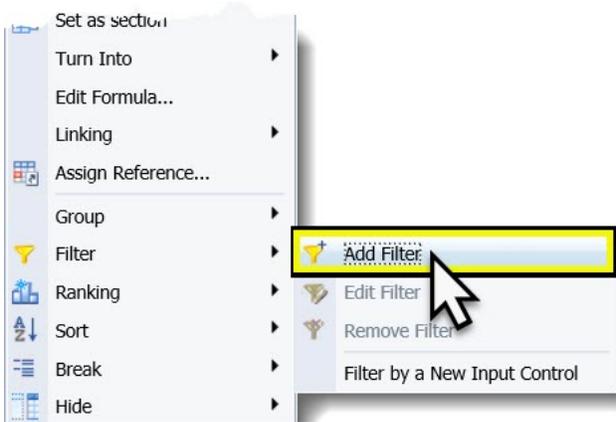
Report B0205 applies a filter to the data that suppresses the rows where the difference between the planned time and the 2001/2002 Att/Abs time entered is 0. In order to track all Attendance and Absence codes used for the State of Emergency and COVID, all filters must be removed and a new one applied.

1. Right click on a data cell within the column Att/Abs Type-Key.

B0205: FFCRA Absence Type by Employee
 Calendar Day: 3/1/2020 - 6/1/2020

Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Att/Abs Type-Key	2001/2002 Att/Abs Time Entered
29999999	Media/Communications	Mouse, Mickey	11111111	PLHR	
29999999	Media/Communications	Mouse, Minnie	22222222	PLHR	

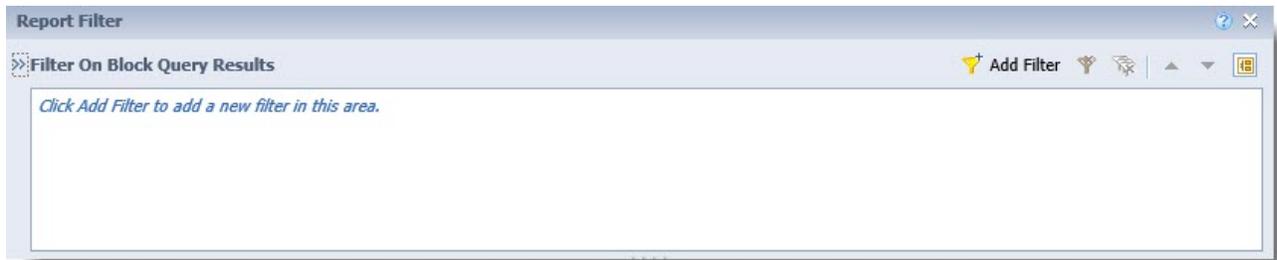
2. Hover over Filter and then select Add Filter.

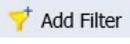


3. In the top right area of the Report Filter window click the icon  Remove All. This will remove all filters currently applied to the report.



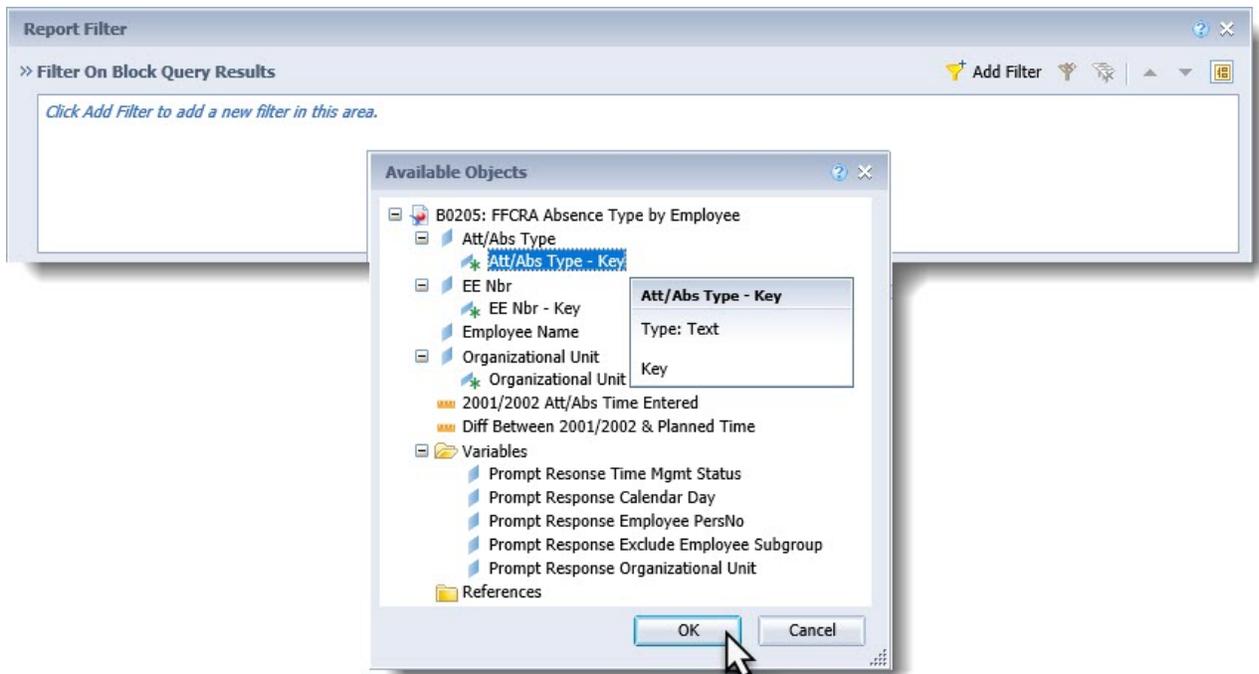
4. The Report Filter window should repopulate with all filters removed.



5. Click the icon  Add Filter.

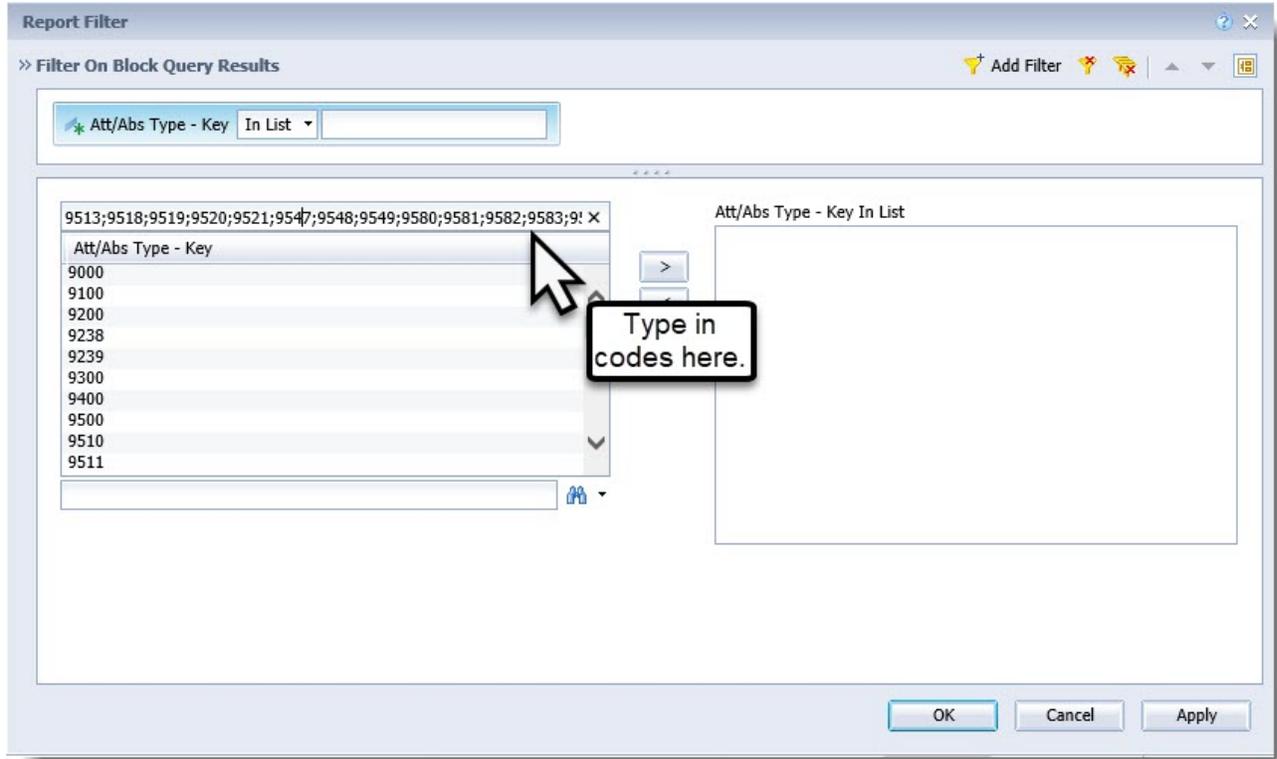


6. Select the Available Object Att/Abs Type-Key and click OK.



Not all attendance codes or absence types may be present in the calendar time period from which the report is being generated. For the report format to work on any calendar range, or employee subset all attendance and absence codes being tracked must be manually typed in.

- In the Report Filter window, use the text field above the list of codes. This text field states to “Type values here.” Type in all Attendance and/or Absences codes that are being tracked for the State of Emergency and COVID with a semicolon (;) in between each code.



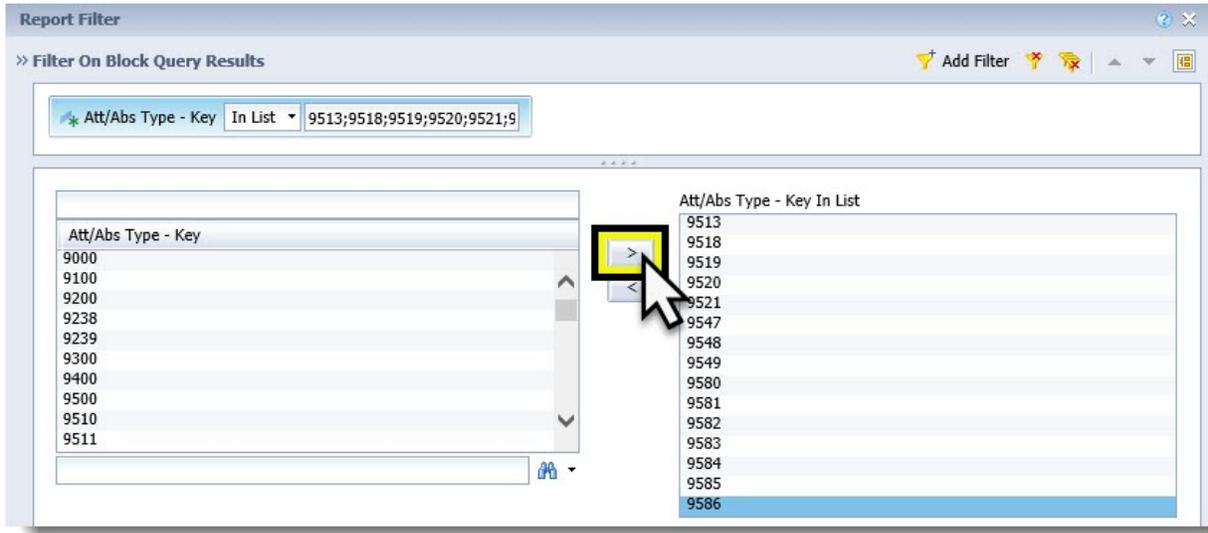
Attendance Codes Related to the State of Emergency and COVID

9513	CDE 1.50 Worked
9518	CDE 1.25 Worked
9519	CDE 1.20 Worked
9520	CDE 1.10 Worked
9521	CDE 1.05 Worked

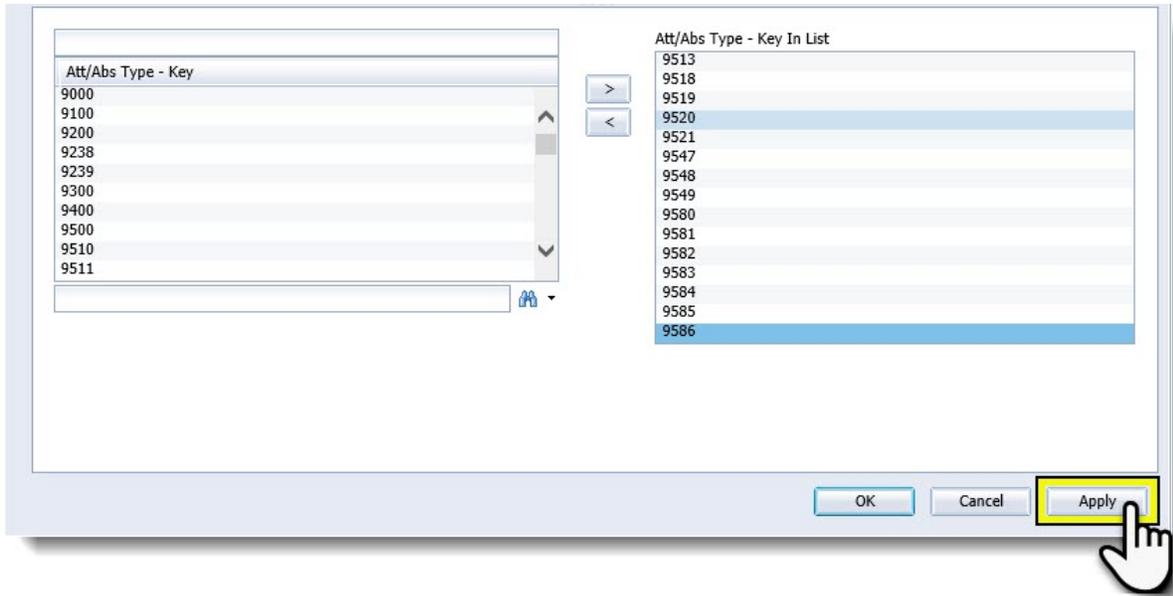
Absence Codes related to the State of Emergency and COVID.

9547	Admin. Leave CDE
9548	Admin Leave SOE
9549	CDE Care LV
9580	FFCRA Employee Care
9581	FFCRA Family Care
9582	FFCRA w/Care Leave Supp*
9583	FFCRA EFMLEA
9584	FFCRA EFMLEA w/Care LV*
9585	CDE Eldercare/No TLW
9586	CDE Eldercare/No TLW w/CL*

- Once all codes are typed in the field click the greater than arrow, which points to the right. This will input the code values into the filter.



- Verify the filter values are correct, click Apply, then click OK.



- The resulting report will display all State of Emergency and COVID related codes by employee.

B0205: FFCRA Absence Type by Employee Execution Date : 6/10/20

Calendar Day: 3/1/2020 - 6/1/2020

Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Att/Abs Type-Key	2001/2002 Att/Abs Time Entered
29999999	Media/Communications	MOUSE, MICKEY	11111111	9513	3.00
29999999	Media/Communications	MOUSE, MINNIE	22222222	9513	25.00
29999999	Media/Communications	DOO, SCOOBY	33333333	9513	60.00

- Make any other necessary changes and save the report.