



MANAGER – COMP TIME AGING REPORT

FIO-30 | JOB AID

FIO

The purpose of this Job Aid is to explain how to utilize the Comp Time Aging Report in the Integrated HR-Payroll System via the Fiori Interface. The Comp Time Aging Report helps supervisors monitor their direct reports compensatory time remaining hours by period. It can be used to help managers better understand and plan for the usage of Comp Hours expiration and/or the projected payout of those hours.

This report is available for ALL managers and Interface managers and is designed for browser use as well as mobile use.

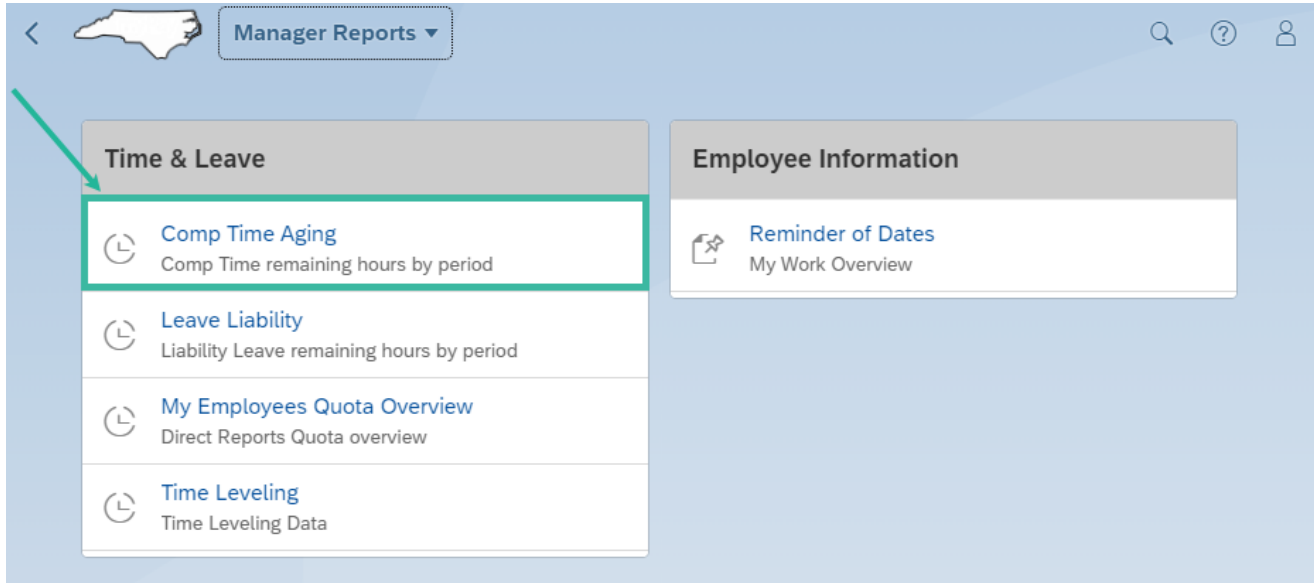
The Quotas included are:

- Callback Compensatory Time
- Communicable Disease Compensatory Time
- Emergency Closing Compensatory Time
- Gap Hours Compensatory Time
- Holiday Compensatory Time
- On Call Compensatory Time
- Overtime Compensatory Time

To access the **Comp Time Aging** report, click on the **Manager's tab** and then click on the **Manager Reports** tile.

The screenshot displays the Fiori interface for a manager. At the top, there is a navigation bar with a map of North Carolina, a 'Home' dropdown, and three tabs: 'Employee', 'Manager' (which is selected), and 'LMS & NCVIP'. Below the navigation bar, there are five main tiles. From left to right: 1. 'Approve Timesheets' with a sub-link 'Approve/Reject Time...' and a counter of '0 Employees'. 2. 'Working Time Report' with a sub-link 'View my employees t...'. 3. 'My Inbox' with a sub-link 'Approve Leave Requ...' and a counter of '6'. 4. 'My Team' with a sub-link 'Manage my team' and a sub-link 'My Team Manage my team'. 5. 'Manager Reports' with a sub-link 'Manager Reports'. A green arrow points to the 'Manager Reports' tile, which is also outlined with a green border.

Within the **Time & Leave** tile, select the **Comp Time Aging** card to access the report.

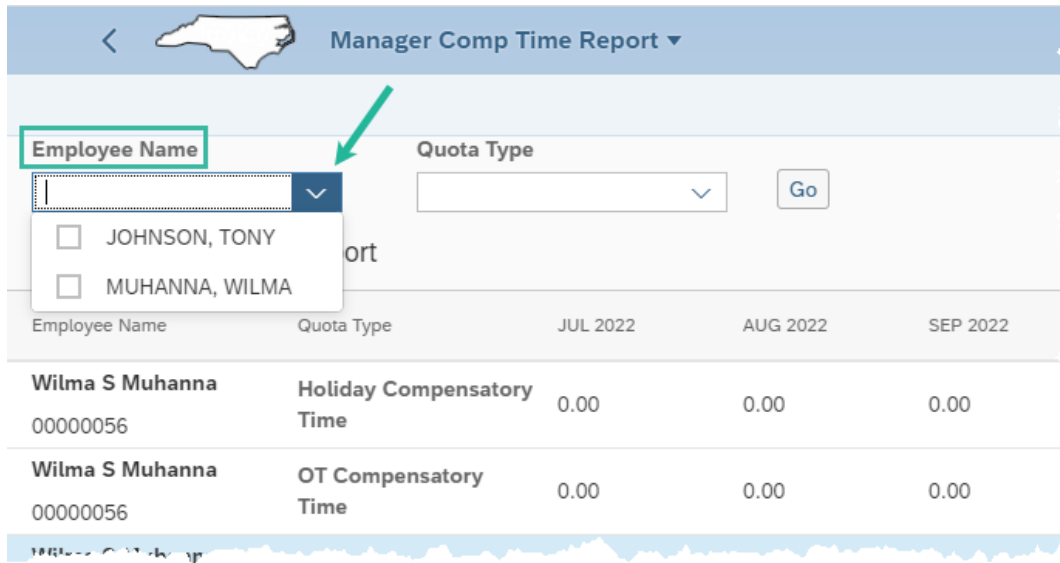


By default, the report displays remaining total hours for a twelve-month period on desktop and a three-month period on mobile. The columns representing the current and future months display the number of hours set to age out in that month.

In the below example, Wilma and Tony both have Holiday Compensatory Time. Wilma & Tony have 8 hours remaining for the respective periods; June 2022, August 2022 and October 2022 for an accumulative 12-month total remaining hours equal to 24.00. (Several months with 0.00 hours have been cut from the screen shot for visibility purposes.)

Employee Name	Quota Type	JUN 2022 Remaining Hours	JUL 2022 Remaining Hours	AUG 2022 Remaining Hours	SEP 2022 Remaining Hours	OCT 2022 Remaining Hours	NOV 2022 Remaining Hours	Records w/Zero Remaining Total Hours	MAY 2023 Remaining Hours	Total Remaining Hours
Wilma S Muhanna 00000056	Holiday Compensatory Time	8.00	0.00	8.00	0.00	8.00	0.00		0.00	24.00
Wilma S Muhanna 00000056		8.00	0.00	8.00	0.00	8.00	0.00		0.00	24.00
Tony R Johnson 00000057	Holiday Compensatory Time	8.00	0.00	8.00	0.00	8.00	0.00		0.00	24.00
Tony R Johnson 00000057		8.00	0.00	8.00	0.00	8.00	0.00		0.00	24.00
Total		16.00	0.00	16.00	0.00	16.00	0.00		0.00	48.00

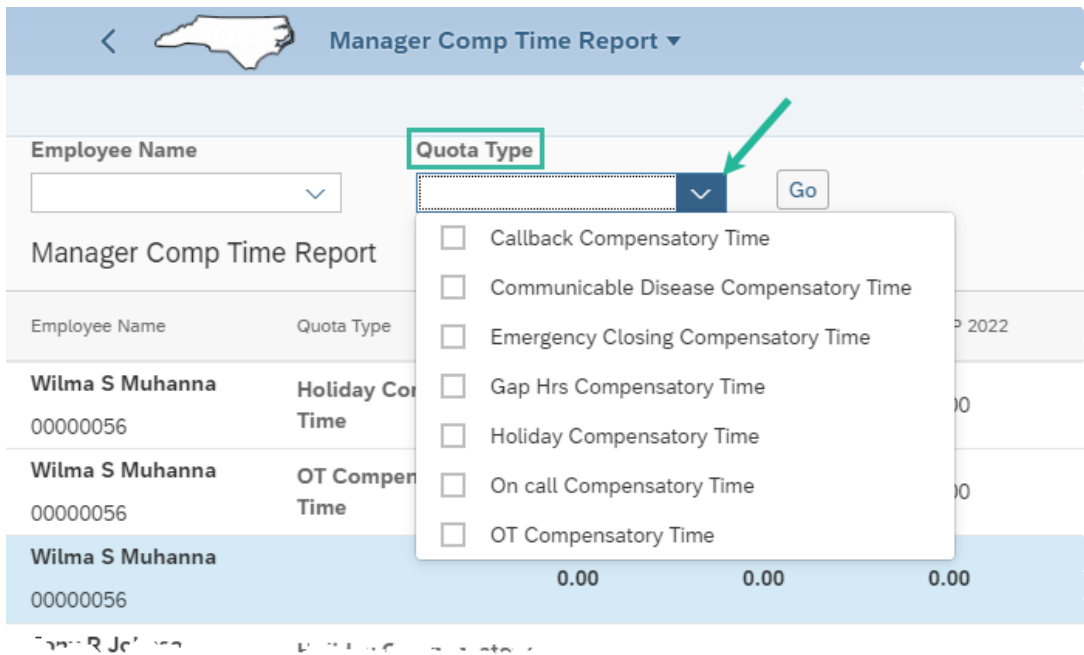
The Employee Name selection field delivers a list of all direct reports. The default report deliverable generates the available remaining hours data for all direct reports; however, a manager can select a single employee from the Employee Name selection list.



The Quota Type field delivers a list of the following quota types:

- Callback Compensatory Time
- Communicable Disease Compensatory Time
- Emergency Closing Compensatory Time
- Gap Hours Compensatory Time
- Holiday Compensatory Time
- On Call Compensatory Time
- Overtime Compensatory Time


The default report deliverable generates the available remaining hours data for all quotas; however, the manager can select specific quotas from the list



By design, the report filters off zero values and delivers only Total Remaining Hours for values greater than zero. To bring in the zero values, deselect the **Hide Records w/Zero Remaining Total Hours** checkbox.


When the Quota Type filter is used to select a quota type outside of the default "ALL", the Hide Records w/Zero Remaining Hours will deselect.

Employee Name	Quota Type	JUN 2022 Remaining Hours	JUL 2022 Remaining Hours	AUG 2022 Remaining Hours	SEP 2022 Remaining Hours	OCT 2022 Remaining Hours	NOV 2022 Remaining Hours	DEC 2022 Remaining Hours	JAN 2023 Remaining Hours	FEB 2023 Remaining Hours	MAR 2023 Remaining Hours	APR 2023 Remaining Hours	MAY 2023 Remaining Hours	Total Remaining Hours
Wilma S Muhanna 00000056	Holiday Compensatory Time	8.00	0.00	8.00	0.00	8.00						0.00	0.00	24.00
Wilma S Muhanna 00000056		8.00	0.00	8.00	0.00	8.00						0.00	0.00	24.00
Tony R Johnson 00000057	Holiday Compensatory Time	8.00	0.00	8.00	0.00	8.00						0.00	0.00	24.00
Tony R Johnson 00000057		8.00	0.00	8.00	0.00	8.00						0.00	0.00	24.00
Total		16.00	0.00	16.00	0.00	16.00						0.00	0.00	48.00

The desktop report allows a manager to use the download excel feature  to extract the report data to a savable excel spreadsheet. This feature is not delivered on the mobile version.

Employee Name	Quota Type	JUN 2022 Remaining Hours	JUL 2022 Remaining Hours	AUG 2022 Remaining Hours	SEP 2022 Remaining Hours	OCT 2022 Remaining Hours	NOV 2022 Remaining Hours	DEC 2022 Remaining Hours	JAN 2023 Remaining Hours	FEB 2023 Remaining Hours	MAR 2023 Remaining Hours	APR 2023 Remaining Hours	MAY 2023 Remaining Hours	Total Remaining Hours
Wilma S Muhanna 00000056	Holiday Compensatory Time	8.00	0.00	8.00	0.00	8.00						0.00	0.00	24.00
Wilma S Muhanna 00000056		8.00	0.00	8.00	0.00	8.00						0.00	0.00	24.00
Tony R Johnson 00000057	Holiday Compensatory Time	8.00	0.00	8.00	0.00	8.00						0.00	0.00	24.00
Tony R Johnson 00000057		8.00	0.00	8.00	0.00	8.00						0.00	0.00	24.00
Total		16.00	0.00	16.00	0.00	16.00						0.00	0.00	48.00

If all values for all quotas are equal to zero, then the report will deliver "No data".

<  Manager Comp Time Report ▾

Manager Comp Time Report

Employee Name Quota Type

Manager Comp Time Report

Employee Name	Quota Type
No data	

Change Record

- 07/15/22 – New Job Aid – Doug Genzlinger