B0213 Time Quota Compensation Payouts

Report Description:

This report displays the hours and associated quota that will be paid out in the next payroll that were created using IT0416. It also displays a cost estimate for each quota based on a calculated hourly rate.

Report Location:

PT: Quota Payouts

Report uses:

- Agencies use this report to project expected payouts for employees who are retiring or separating for other reasons.
- This report is used to help agencies verify hours that were keyed to IT0416 that will be paid out for Vacation, Holiday Comp, On Call, GAP, Call Back, Comp Time, or Bonus hours and to estimate the payroll cost.
- Report can be used to monitor different types of quota payouts per agency, org unit etc.
- Report can also be used by fiscal staff to determine estimated payroll cost.
- It can also be used to monitor improper payouts such as comp time for exempt employees, free compensation for VSL, or exhausting Sick leave payouts for Long Term Disability.
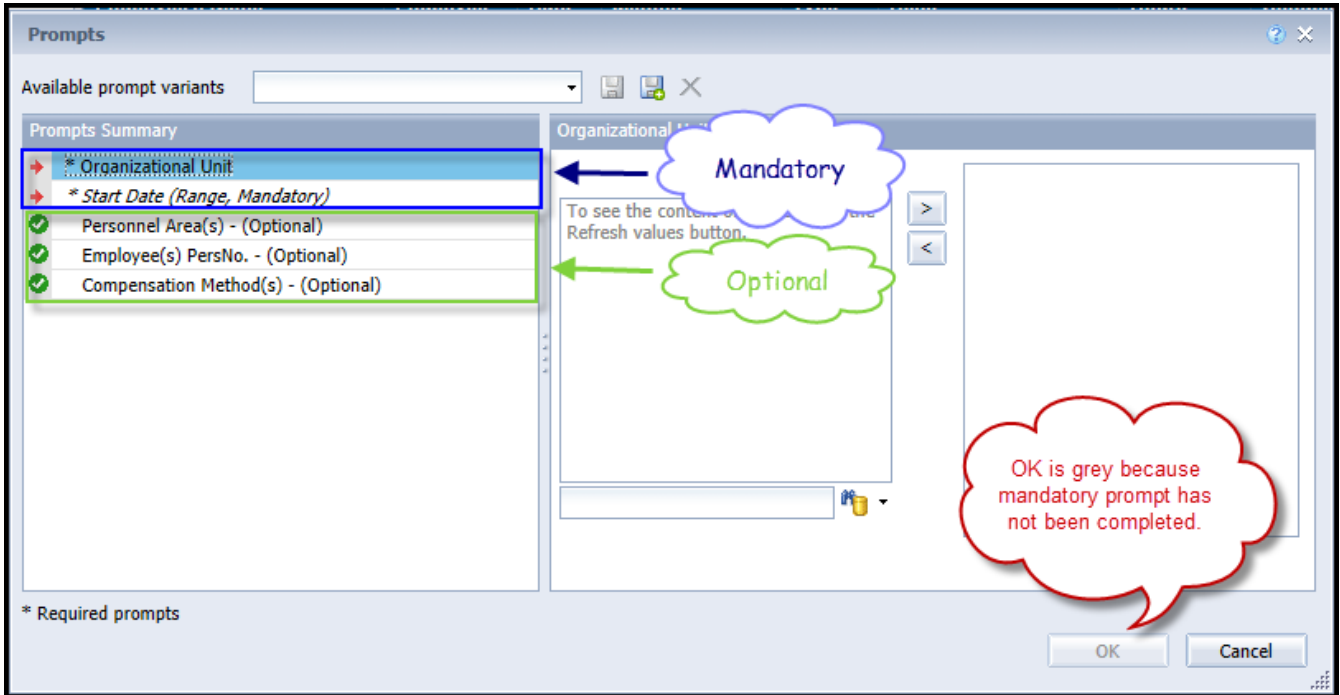
Data Load Frequency:

The Payout data being shown for this report is loaded every weekday morning, excluding holidays.

How to run 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 the "Refresh Values" icon to see the list of Organizational Units (2).
  - Navigate down to select the desired Org Unit (3).
  - Click the right arrow to add it to the selection box (4).
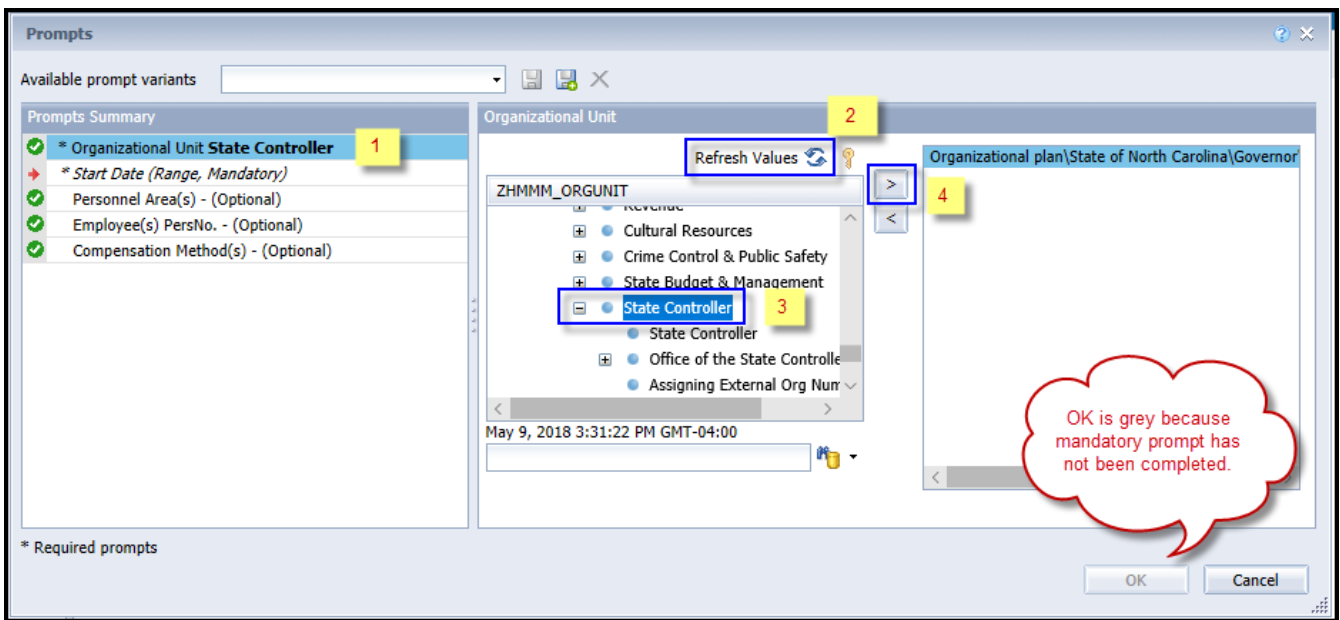
➔ ***Start Date:** To select data for this prompt:
- Make sure the *Start Date* prompt is selected (1).
- Type the desired date in Start value using the m/d/yyyy format (2).
- **OR** click the calendar icon to select a date from the calendar (3).
- Type the desired date in End value using the m/d/yyyy format (4).
- **OR** click the calendar icon to select a date from the calendar (5).

Optional Prompts

Optional prompts are indicated with a green check mark (✓) and are not required. These prompts 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 the search icon (3).
  - To see the key value for each Personnel Area, click the key icon (4).
  - Select the desired Personnel Area (5).
  - **OR**, if you know the Personnel Area key or Personnel Area name, you can skip steps 2 through 5 and enter it directly in (6).
  - Click the right arrow to add the Personnel Area to the selection box (7).
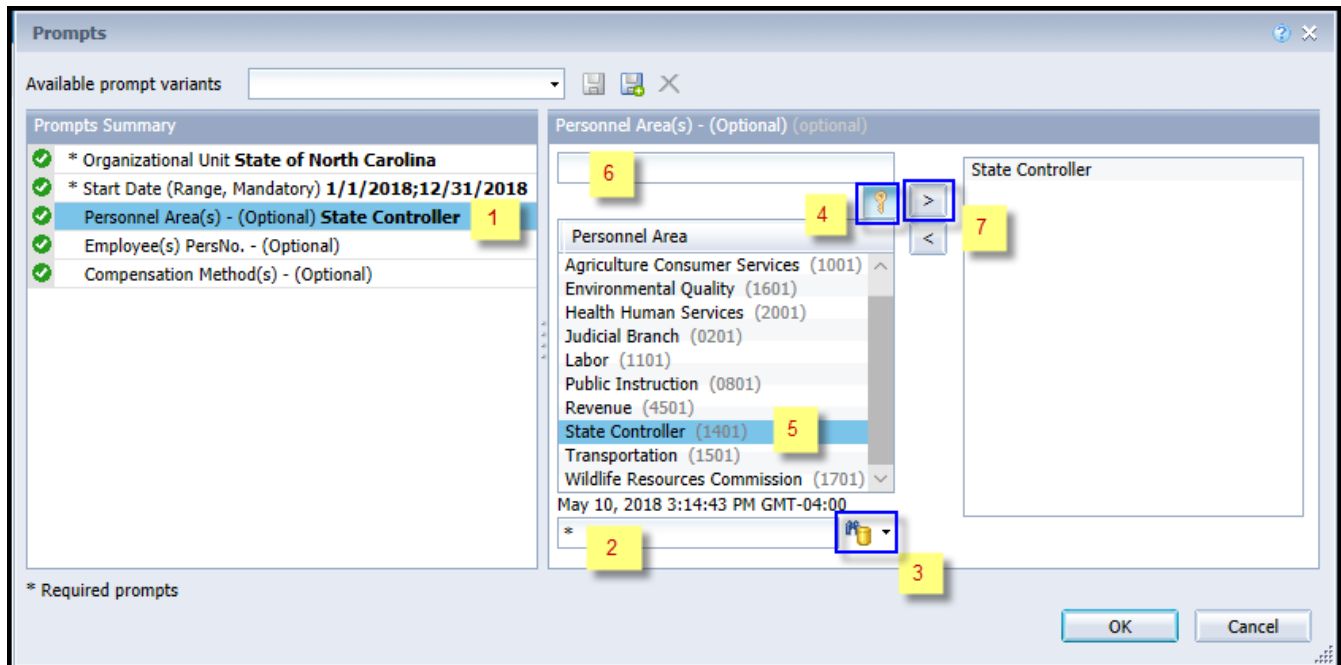
✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
- Make sure the *Employee(s) PersNo. - (Optional)* prompt is selected (1).
- Enter an employee number in the search box to verify the employee name (2).
- Click the search icon drop down arrow and select "Search in key" (3).
- Click the search icon (4).
- Click the key icon (5) to see the employee number.
- Select the desired Employee (6).
- **OR** if you do not need to verify the employee number, you can skip steps 2 through 6 and enter it directly in (7).
- Click the right arrow to add the Employee to the selection box (8).
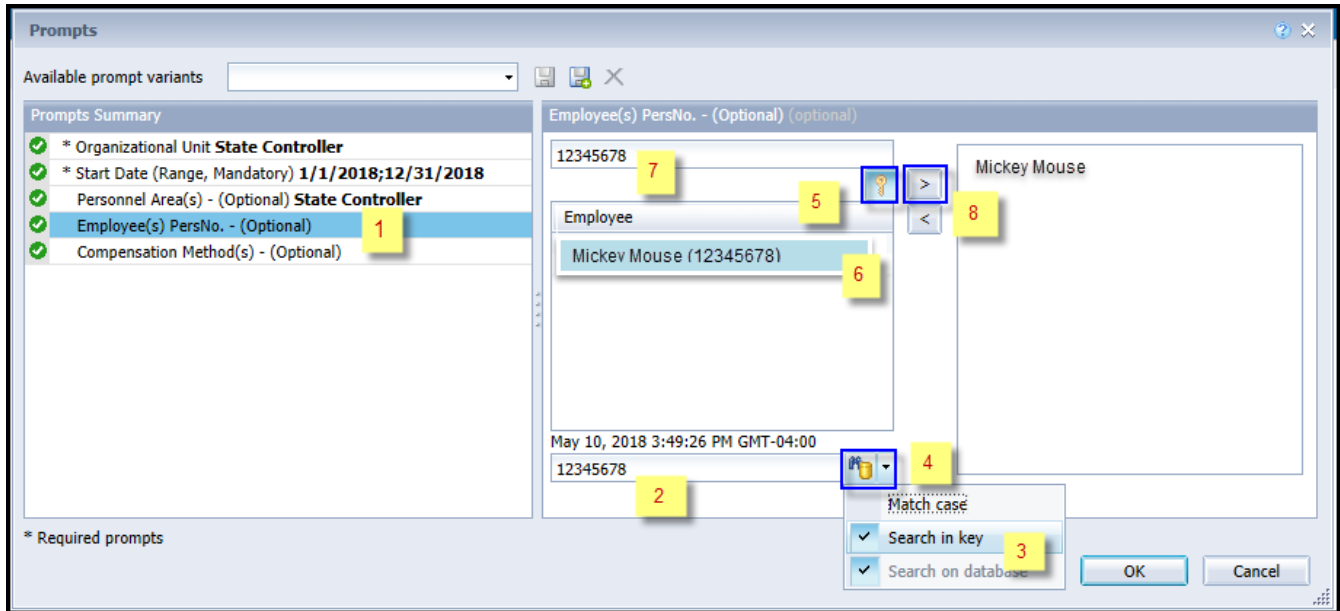
📁 *NOTE: Since we have a large number of employees in the system, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If you do not know the employee number and must do a name search, you can narrow down your search by using the wildcard with 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.

✓ **Compensation Method(s) - (Optional):** To select data for this prompt
- Make sure the 'Compensation Method(s) - (Optional)' prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Compensation Method (2).
- Click the search icon (3).
- To see the key value for each Compensation Method, click the key icon (4).
- Select the desired Compensation Method (5).
- **OR**, if you know the Compensation Method key or Compensation Method name, you can skip steps 2 through 5 and enter it directly in (6).
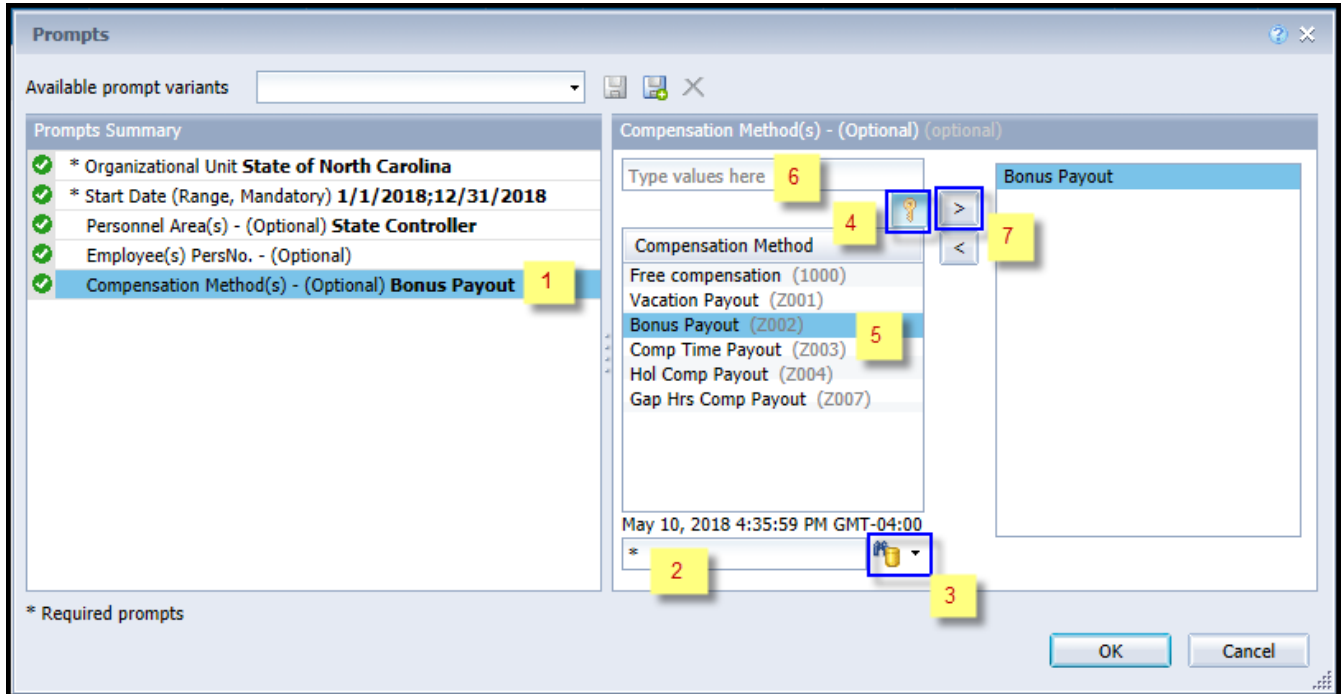- Click the right arrow to add the Compensation Method to the selection box (7).

Default Layout

The report lists quota balances and estimated cost for each employee as of the date selected. Below is a sample rendering.

B0213: Time Quota Compensation Payouts

Start Date: 1/1/2018 - 12/31/2018

Employee's Name	Employee	Start Date	Compensation Method	Time Quota Type	Time Quota Type Desc	Available Hours	Hours to Compensate	Remaining Hours	Estimated Cost	Comments
■■■	■■■	3/31/18	Z001	10	Vacation Leave	142.90	5.00	137.90	191.95	#
		4/4/18	Z001	10	Vacation Leave	147.90	10.00	137.90	383.90	X
		5/15/18	Z001	10	Vacation Leave	187.90	50.00	137.90	1,919.50	#
		5/30/18	Z001	10	Vacation Leave	147.90	10.00	137.90	383.90	#
		6/11/18	Z001	10	Vacation Leave	147.90	10.00	137.90	383.90	#
		4/4/18	Z003	20	Overtime Comp Time	-3.00	7.50	-10.50	287.93	#
		1/12/18	Z001	10	Vacation Leave	240.00	240.00	0.00	5,544.00	#
		1/12/18	Z003	20	Overtime Comp Time	12.39	12.39	0.00	286.21	#
		1/12/18	Z007	21	Gap Hrs Comp Time	1.50	1.50	0.00	34.65	#

Continued…

ion Payouts

Execution Date : 5/11/1

Compensation Method	Time Quota Type	Time Quota Type Desc	Available Hours	Hours to Compensate	Remaining Hours	Estimated Cost	Comments
Z001	10	Vacation Leave	142.90	5.00	137.90	191.95	#
Z001	10	Vacation Leave	147.90	10.00	137.90	383.90	X
Z001	10	Vacation Leave	187.90	50.00	137.90	1,919.50	#
Z001	10	Vacation Leave	147.90	10.00	137.90	383.90	#
Z001	10	Vacation Leave	147.90	10.00	137.90	383.90	#
Z003	20	Overtime Comp Time	-3.00	7.50	-10.50	287.93	#
Z001	10	Vacation Leave	240.00	240.00	0.00	5,544.00	#
Z003	20	Overtime Comp Time	12.39	12.39	0.00	286.21	#
Z007	21	Gap Hrs Comp Time	1.50	1.50	0.00	34.65	#

Click on "X" hyperlink to Jump to "B0022: Comments"

B0022: Comments

Execution Date: 5/11/18

Employee	98765432 - Donald Duck
Organizational Unit	22222222 - OSC BEACON PROD/TECH
Position	66666666 - Analyst
Infotype	0416 - Time Quota Compensation
Subtype	Z001 - 0416/Z001
Valid From - Valid To	4/4/18 - 4/4/18

EE Retired on 4/1/18#
Vacation balance paidout on 4/4/18

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

- **Estimated Quota Cost** - Calculated based on the EE hourly rate determined from the EE Annual salary, multiplied by the Hours to Compensate.

- **Available Hours** - Calculated based on the Total Lifetime Entitlement Hours minus the Deducted Hours plus the Hours to Compensate. Total Lifetime Entitlement Hours and Deducted Hours reflect the most current balances, including all approved time entries which have been processed during time evaluation.

  📁 *Deducted Hours include all leave taken (consumed) and all IT416, Time Quota Compensation within the selected date range.*

- **Remaining Hours** - Calculated based on the Total Lifetime Entitlement Hours minus the Deducted Hours.

- Contractors are not excluded by default on this report. This can be changed.

  ✓ To modify this default filter to exclude Contractors or Temporary Staff:
 > Choose the Design Mode (1).
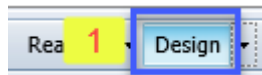
  > Click on the Input Controls icon located in the left side panel (2).
 > Uncheck Temporary check box (3) to exclude Contractors or Temporary Staff.
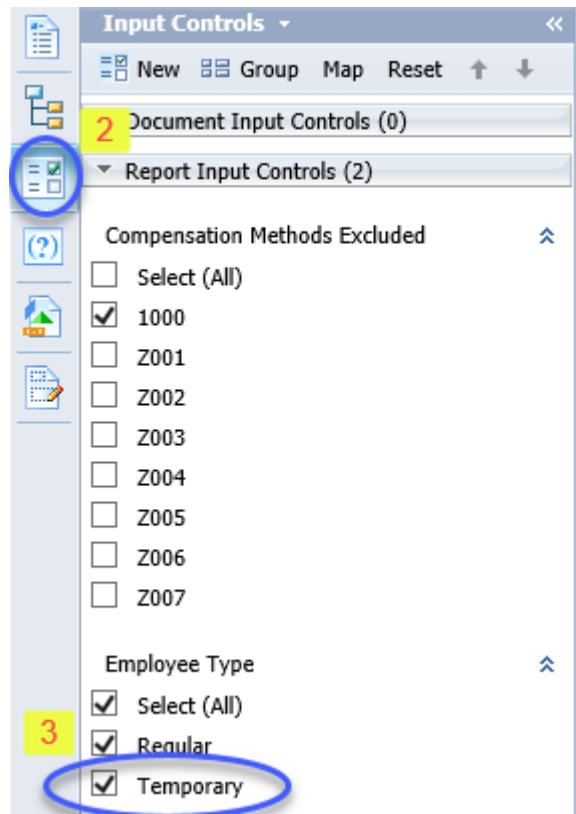
- There is a default filter through "Input Controls" applied to the report to exclude the following Compensation Method quotas:
  - 1000: Free compensation
  - Z010: STD/LTD Exhausting Vacation Leave
  - Z011: STD/LTD Exhausting Sick Leave
  - Z012: STD/LTD Exhausting Bonus Leave

- ✓ To modify this default filter to allow other quotas to be shown:
  - \> Choose the Design Mode (1).
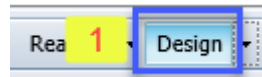
  - \> Click the Input Control icon located in the left side panel (2).
  - \> Uncheck the check boxes (3) to include them.
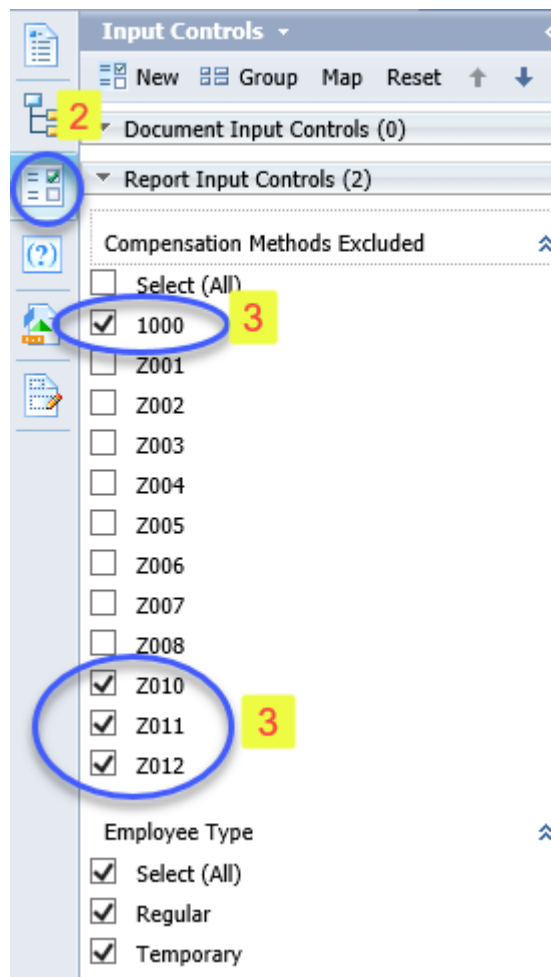
Change Log

Effective 5/10/2018
• Initial creation