



BOBJ REPORT DESCRIPTION

B0153 Time to Process LOA Metrics

Report Description

The B0153 Time to Process LOA Metrics report compares the effective date of the employee's leave of absence action to the date it was processed to determine whether the change was processed retroactively or not, and if so, by how many days. The report contains the following calculations:

- **Processed On Time
- **1 - 29 Days Retro
- **30 - 59 Days Retro
- **>59 Days Retro
- **Total Transactions

Report Location

Agency Performance Metrics

Report Uses

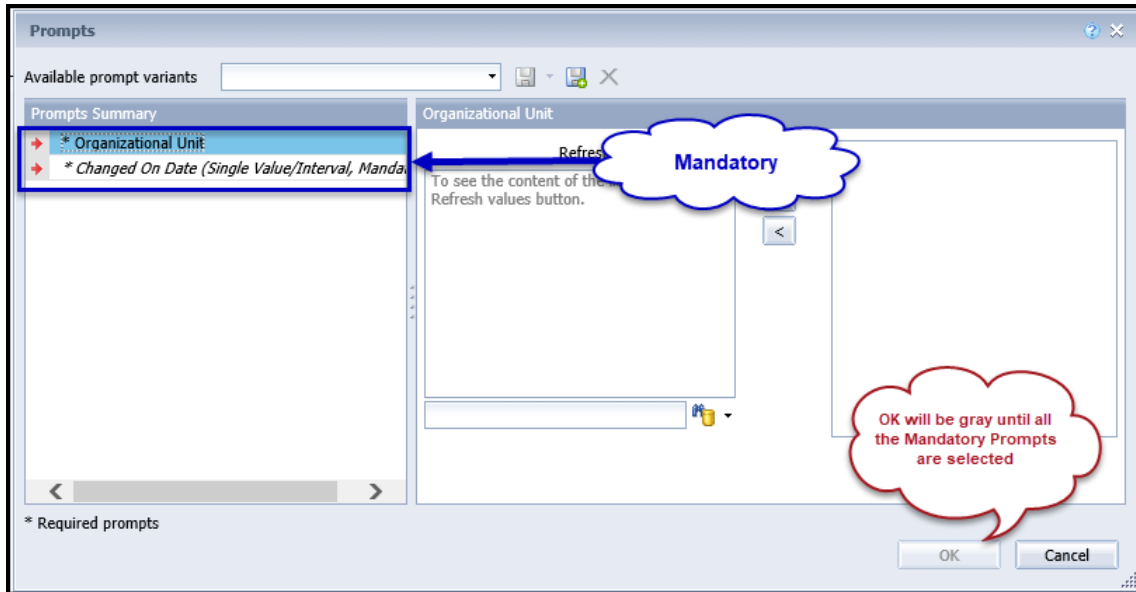
This Report is useful in identifying the timely processing of leave of absence separations, which is critical to ensure that the state is not erroneously paying employees after they have separated from State government.

This report is useful in identifying separations that were not processed in a timely manner. The employee is an available object on the report, and can be added to the base report. This would identify employees who may have been incorrectly paid. This list could be used by agencies when investigating to determine if funds need to be recouped from the employee.

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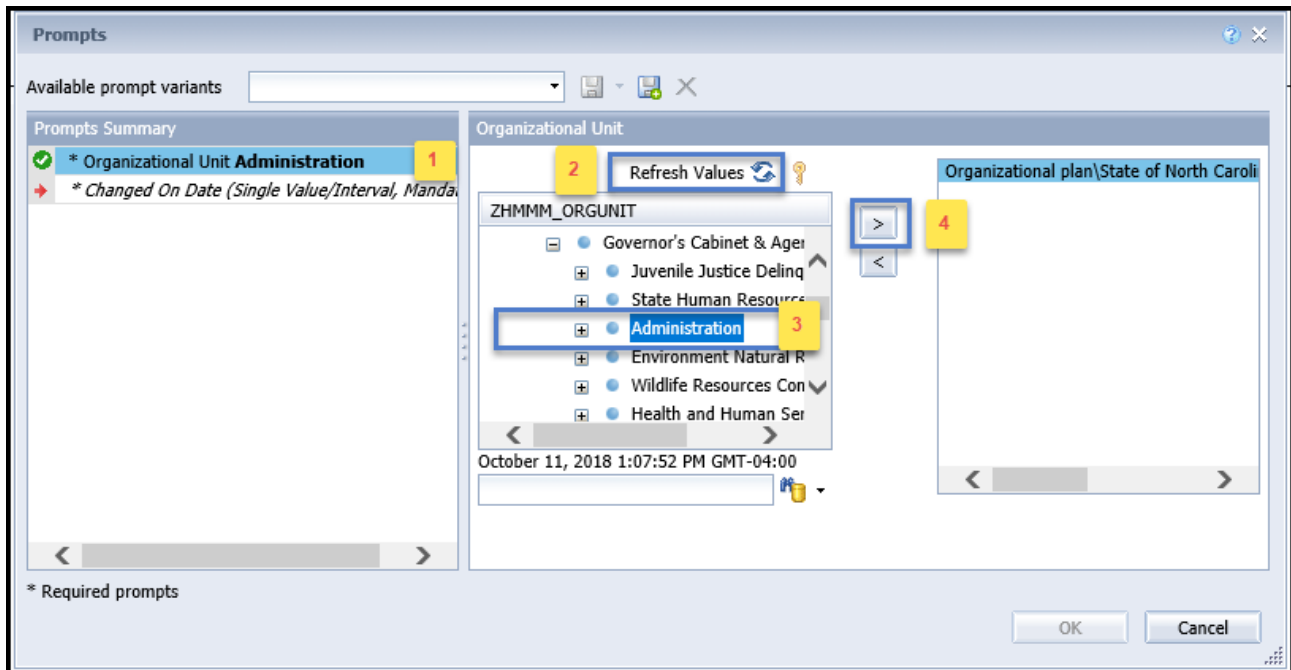
How to run this report



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 you have “Organizational Unit” prompt 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).



- ***Changed On Date (Single Value/Interval):** To select data for this prompt
- Make sure you have “Changed On Date” prompt selected (1).
 - Type date in the Start date field (2).
 - **OR** click on the calendar icon to select the Start date (3).
 - Type date in the End date field (4).
 - **OR** click on the calendar icon to select the End date (5).

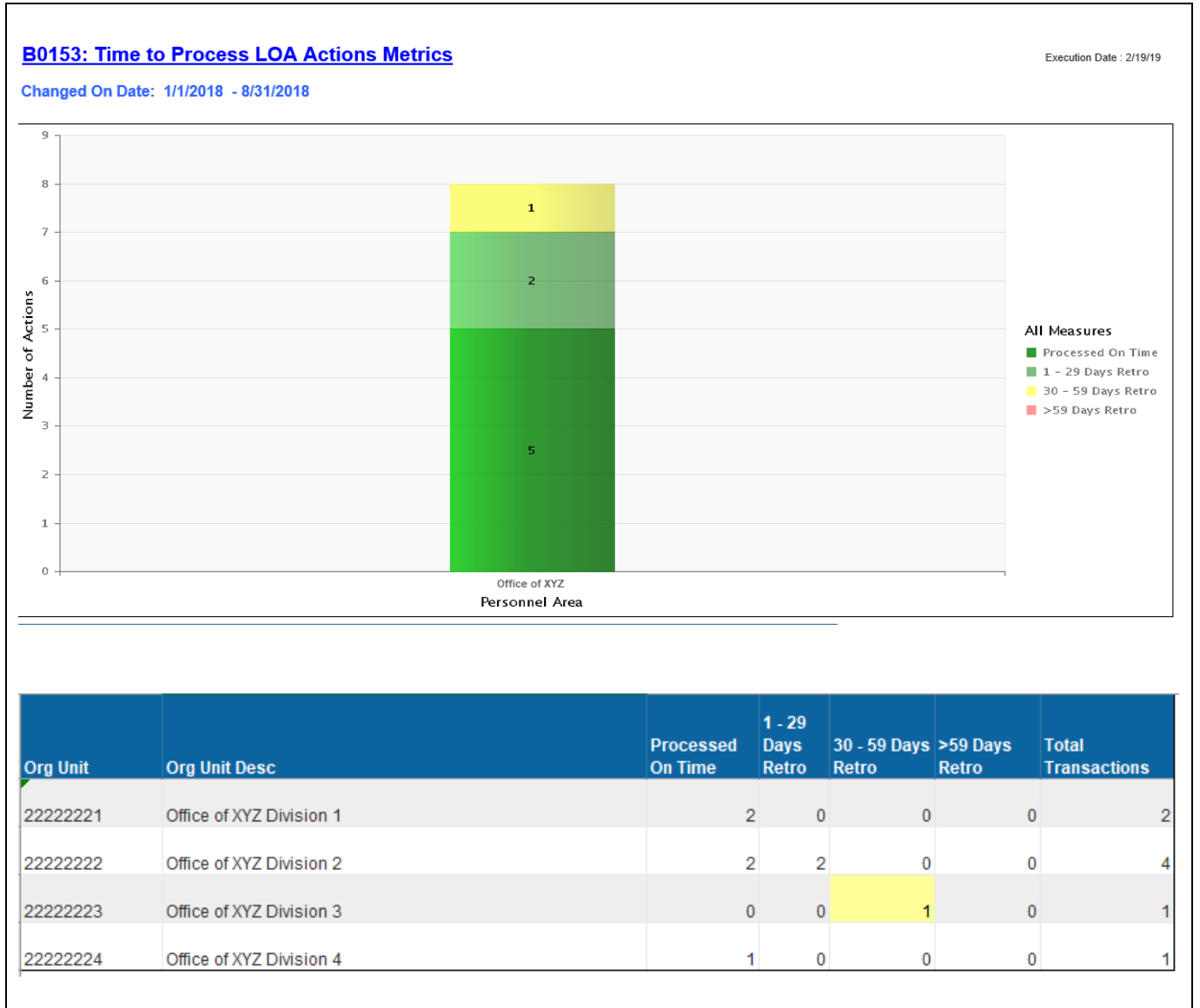
The screenshot shows a software window titled "Prompts". At the top, there is a dropdown menu for "Available prompt variants" and icons for save, refresh, and close. The main area is split into two panes. The left pane, "Prompts Summary", lists two prompts: "* Organizational Unit Administration" (with a green checkmark) and "* Changed On Date (Single Value/Interval, M" (with a red arrow and a yellow box labeled "1"). The right pane, "Changed On Date (Single Value/Interval, Mandatory)", contains two input fields. The "Start value" field has a text input with "M/d/yyyy" and a yellow box labeled "2", followed by a calendar icon in a blue box labeled "3". The "End value" field has a text input with "M/d/yyyy" and a yellow box labeled "4", followed by a calendar icon in a blue box labeled "5". At the bottom left, there is a note "* Required prompts". At the bottom right, there are "OK" and "Cancel" buttons.

B0153 TIME TO PROCESS LOA METRICS

Initial Layout

This report contains one report tab and one Report Info tab. Below are sample renderings from each tab.

B0153 Time to Process LOA Actions Metrics tab



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

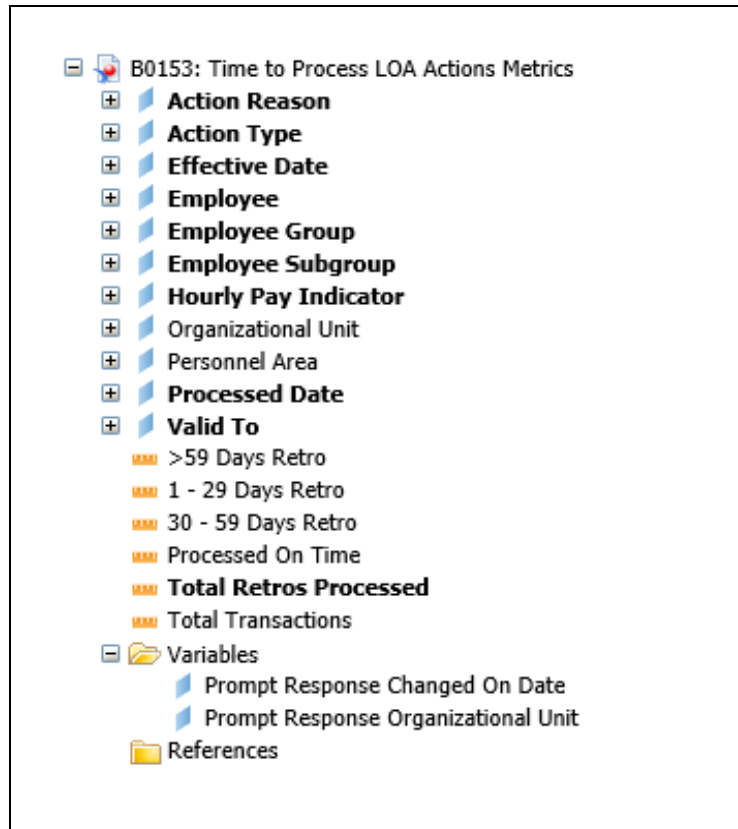
Report Info

Prompt Input

Organizational Unit	State Controller
Changed On Date	1/1/2018 - 8/31/2018

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:

- This report includes only Z3 Leave of Absence (LOA) actions.
- Scorecard colors are applied only to the Retro columns using the following criteria:
 - **1 - 29 Days Retro > 0 No color (Implied Green)
 - **30 - 59 Days Retro > 0: Yellow
 - **>59 Days Retro > 0: Red

Change Log

Effective Date	Change description
2/9/2017	Initial version of report migrated to BOBJ.
2/21/2019	Report description created and published