B0206 Holiday Activity

Report Description:

The B0206 Holiday Activity report displays the amount of holiday time accrued, used and moved to Holiday Comp during a selected date range within the current or three prior months.

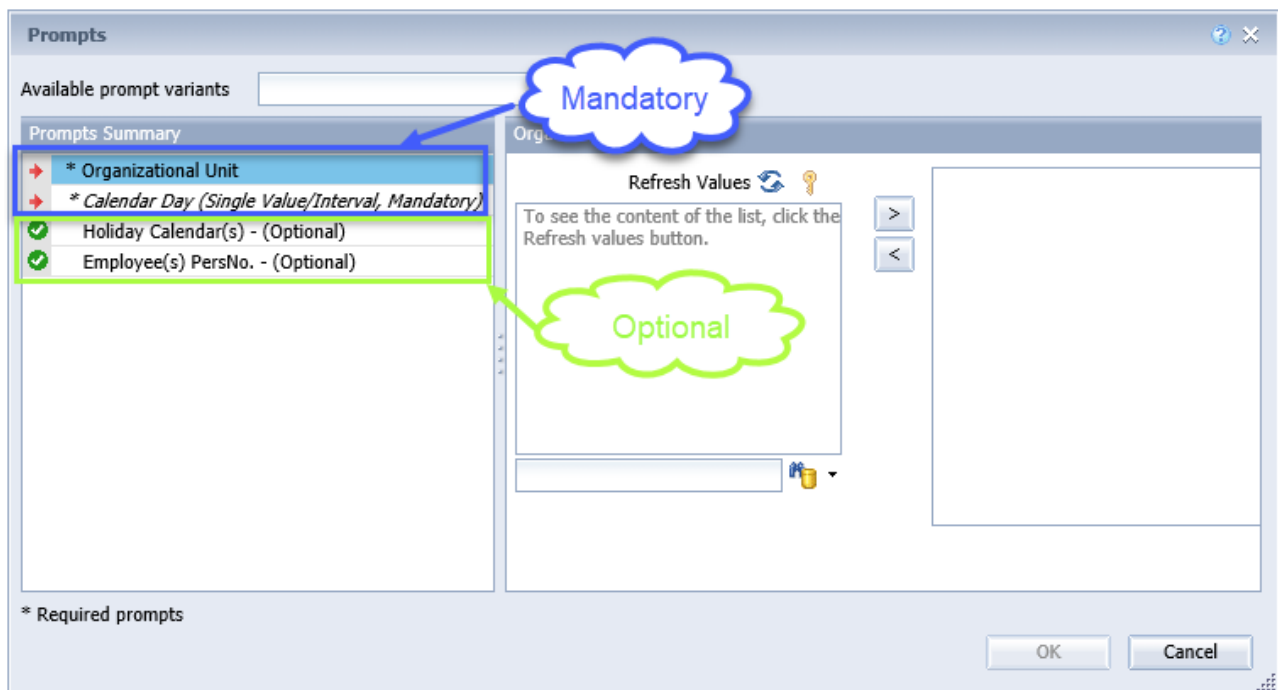**Report Location:**

PT: Timesheet Metrics

Report uses:

The report helps to verify that employees received all holiday quota to which they are entitled. It identifies the amount of holiday leave taken or moved to Holiday Comp for a specified date range.

How to run this report

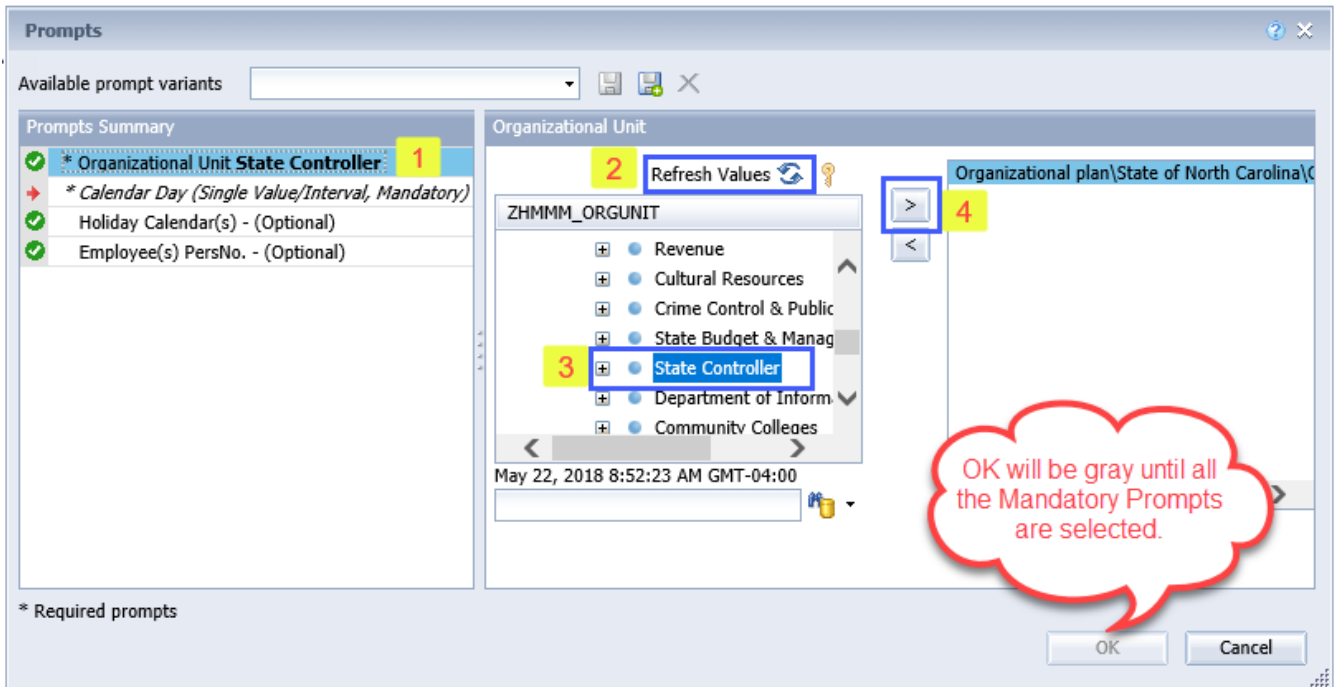## Mandatory Prompts

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).

➔ ***Calendar Day (Single Value/Interval, Mandatory):** To select data for this prompt:
  - Make sure the Calendar Day (Single Value/Interval, Mandatory) prompt is selected (1).
  - Enter the "Start Value" date in M/d/yyyy format (2).
  - Enter the "End Value" date in M/d/yyyy format (3).
 - Start Value and End Value dates can be selected from Calendar help if needed (4).

Optional Prompts

Optional prompts are indicated with a green check mark (✓) and are not required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

✓ **Holiday Calendar(s) - (Optional):** To select data for this prompt:
- Make sure the "Holiday Calendar(s) – (Optional) prompt is select (1).
- Type the wildcard ***** in the search box to see the list of Holiday Calendars (2).
- Click the search icon (3).
- Select the desired Holiday Calendar (4).
- OR if you know the Holiday Calendar, you can skip steps 2 through4 and enter it directly in the '*Type values here*' field (5).
- Click the right arrow to add the Holiday Calendar in the selection box (6).
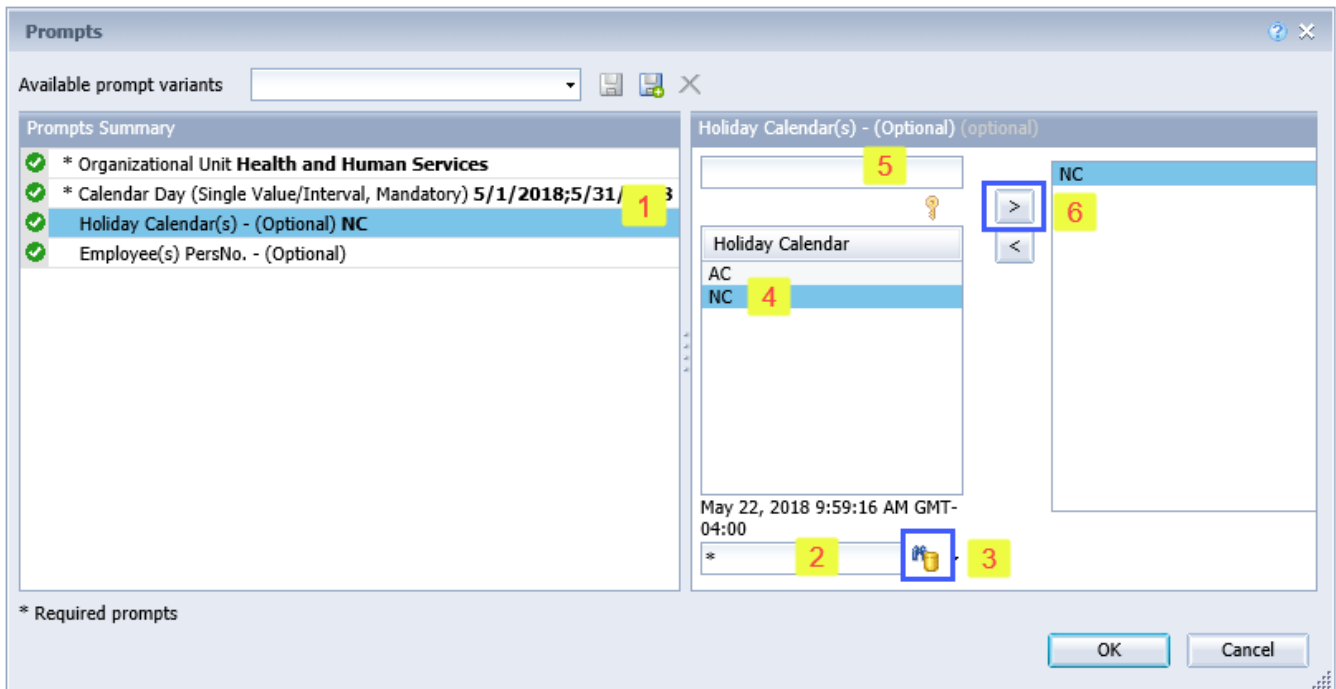
✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
- Make sure the "Employee(s) PersNo. - (Optional)" prompt is selected (1).
- Enter an employee number in the search box to verify the employee name (2).
- Click the search icon drop down arrow and select "Search in key" (3).
- Click the search icon (4).
- Click the key icon to see the employee number (5).
- 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: There are a large number of employees in the system, so using broad wildcard searches can be very slow. This 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, narrow down the 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

Initial Layout

The report has two report tabs.

- **B0206 Holiday Activity tab:** The report tab displays the amount of holiday time accrued, used and moved to Holiday Comp during a selected date range within the current or three prior months.

B0206: Holiday Activity Report Description

Execution Date : 7/6/17

Calendar Day: 1/1/2017 - 5/31/2017

Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Accrued Quota	Deducted Quota
22222222	Secretary's Office	MOUSE, MICKEY	12345678	8.00	0.00
		MOUSE, MICKEY	12345678	0.00	8.00
		MOUSE, MICKEY	12345678	8.00	0.00
		MOUSE, MICKEY	12345678	0.00	0.00
		DUCK, DUFFY	12121213	8.00	0.00
		DUCK, DUFFY	12121213	8.00	0.00

- **Report Info tab:** This report tab displays the values of the prompt selections for the executed report.

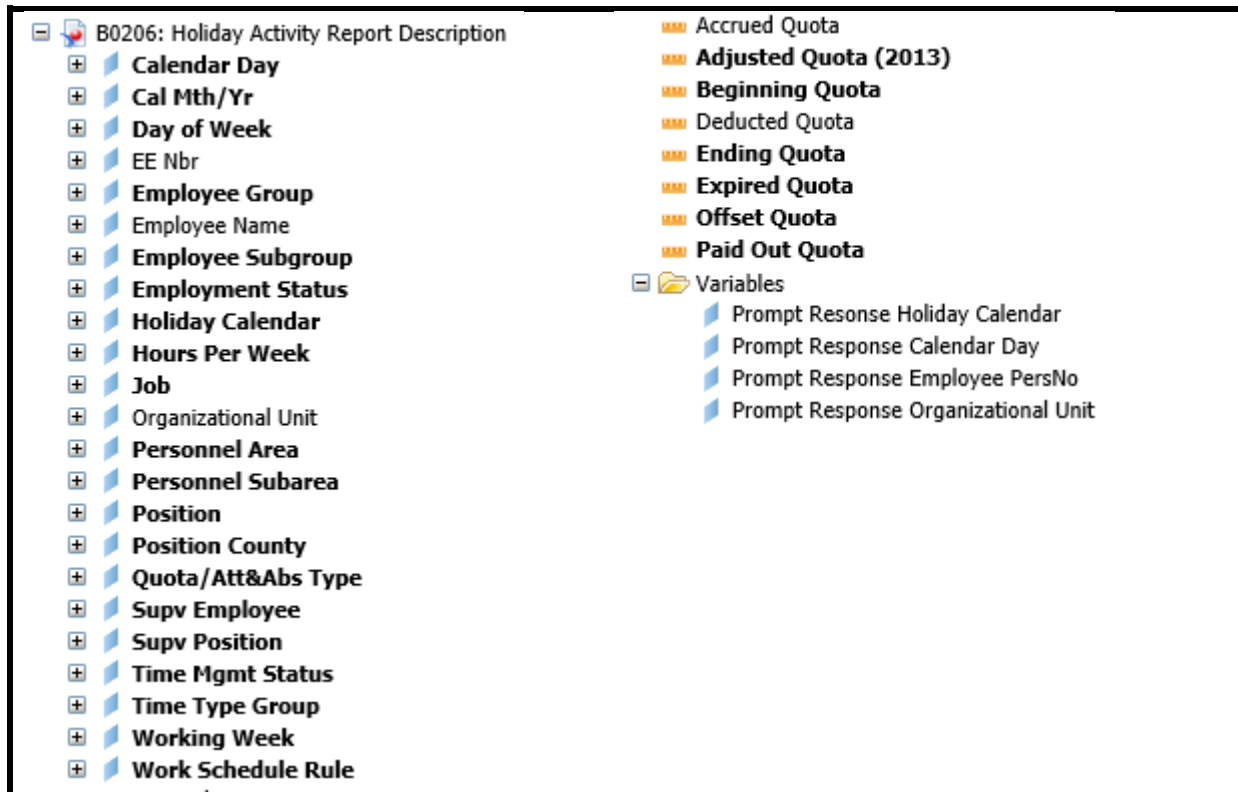### Report Info

Execution Date : 7/16/17

Prompt Input

Organizational Unit	Health and Human Services
Calendar Day	1/1/2017 - 5/31/2017
Holiday Calendar(s)	NC
Employee(s) PersNo.	

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

- Contractors (employee subgroup G1) are excluded from the report.
- This report includes only the following Quota/Attendance & Absence types:
  - 22: Holiday Comp Time
  - 40: Holiday Leave

Change Log

Effective 6/2/2017
• Initial creation of the report.