



B0203 Time Overview By Employee

BOBJ

Report Description B0203 | Web Intelligence

The purpose of this job aid is to explain how to generate the Time Overview by Employee report to show used quota types.

Report Description:

The B0203 Time Overview by Employee report displays the evaluated time for the selection period and how that time updated the quota balances for a single employee. This report is like the current time statement report in ERP (transaction ZNCTIME) but allows for a user defined date range within the current or three prior months. The report will show which quota balance/time type was used when an entry was made; for example: AA9000 (Approved leave) was deducted from quota type Q10 (vacation), Q22 (holiday comp time), or Q20 (overtime comp time), etc.

Report Location:

PT: Timesheet Metrics

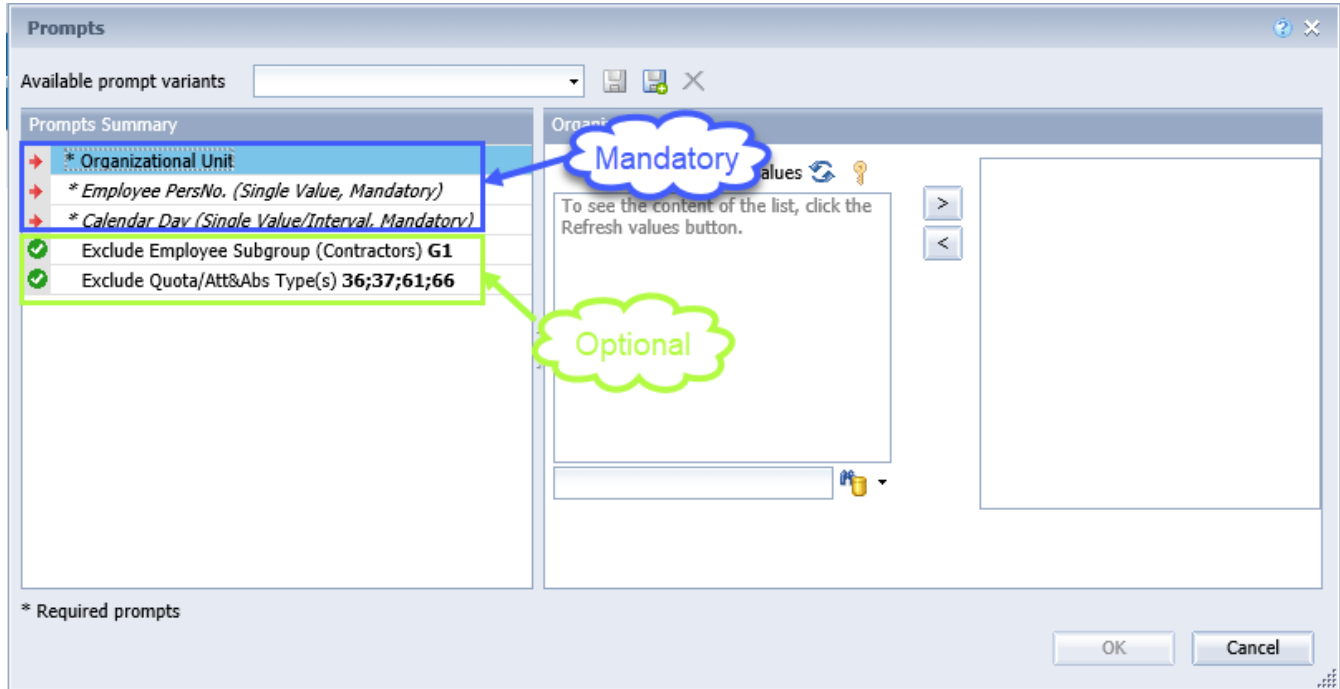
Report uses:

This report can be used to show which quota type was consumed when an absence was deducted from an Absence type that used a hierarchy. Examples are AA9000 (approved leave) or AA9200 (sick leave). The report displays specific quota(s) used for the time period specified, as there may be more than one quota used to satisfy the deduction.

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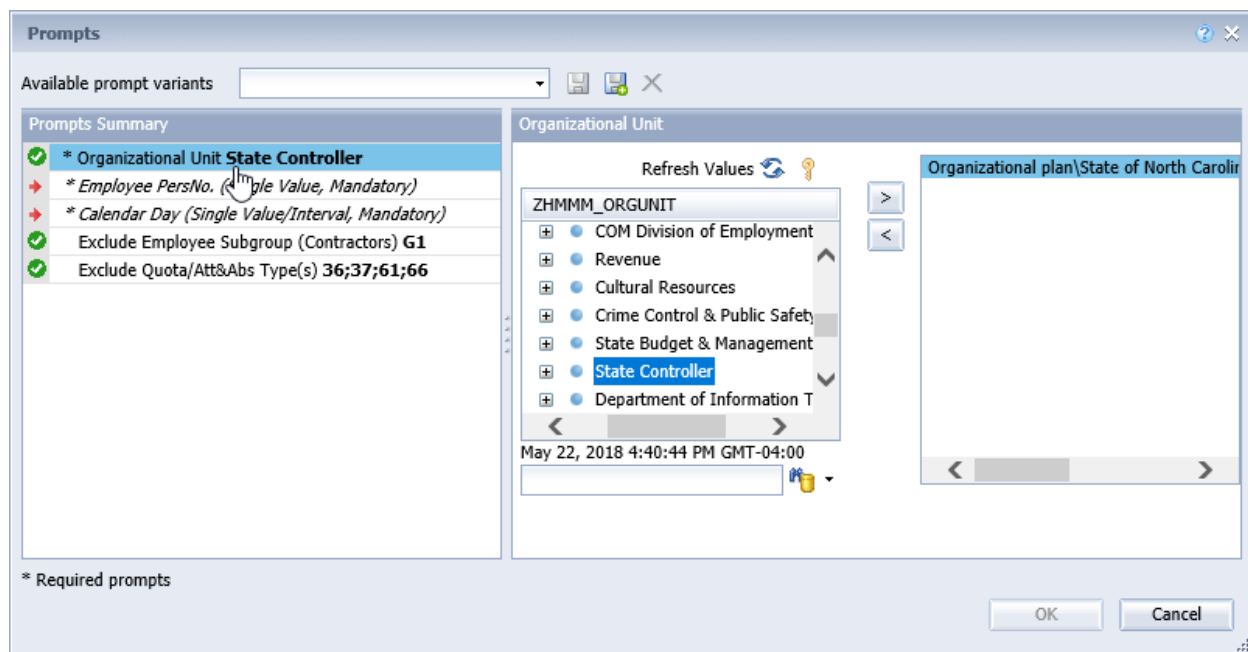
How to Generate this report



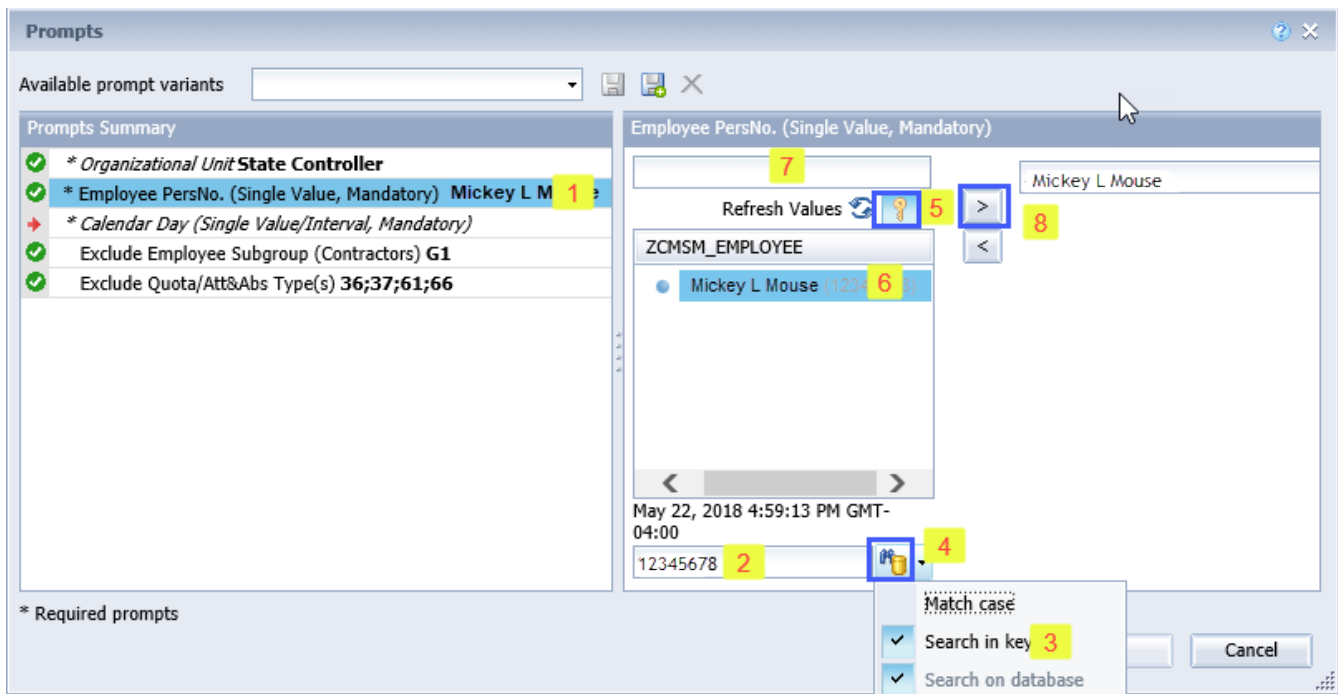
Mandatory Prompts

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 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).



- **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).
 - To see the employee number, click the key icon (5).
 - Select the desired Employee (6).
 - **OR**, if the employee number is known, 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 the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, 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 the employee number is known, it is best to use the manual entry field (in step 7) to enter your selection.

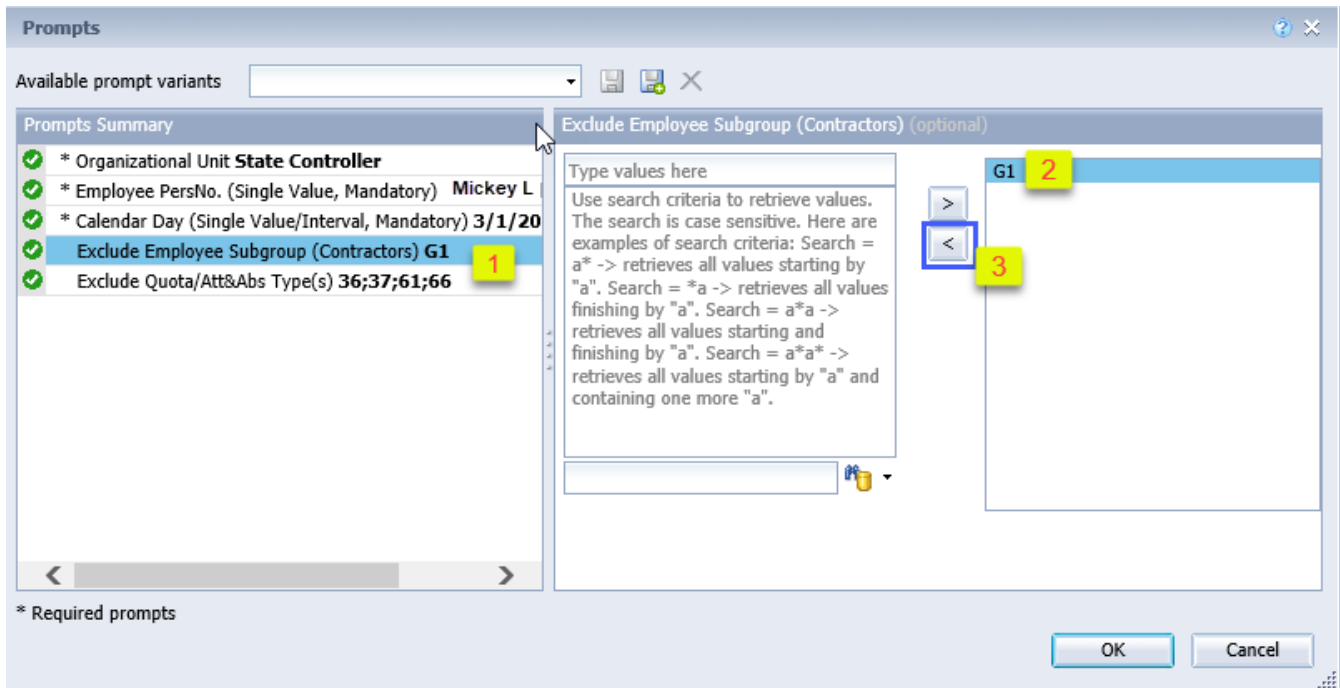
- **Calendar Day (Single Value/Interval, Mandatory):** To select data for this prompt:
- Make sure the Calendar Day (Single Value/Interval, Mandatory) prompt is selected (1).
 - Enter the “Start Value” date in M/d/yyyy format (2).
 - Enter the “End Value” date in M/d/yyyy format (3).
 - Start Value and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

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 window is split into two main sections. On the left is the "Prompts Summary" list, which contains several items, each with a green checkmark icon. The third item, "* Calendar Day (Single Value/Interval, Mandatory) 3/", is highlighted in blue and has a yellow callout box with the number "1" next to it. On the right is the configuration area for the selected prompt, titled "Calendar Day (Single Value/Interval, Mandatory)". It contains two text input fields. The "Start value" field contains "3/1/2018" and has a yellow callout box with the number "2" next to it. To the right of this field is a calendar icon with a yellow callout box with the number "4" next to it. The "End value" field contains "3/31/2018" and has a yellow callout box with the number "3" next to it. To the right of this field is another calendar icon with a yellow callout box with the number "4" next to it. At the bottom of the window, there is a "* Required prompts" label and two buttons: "OK" and "Cancel".

Optional Prompts

Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be fetched into the report.

- ✓ **Exclude Employee Subgroup (Contractors) G1:** To remove this exclusion:
 - Make sure the “Exclude Employee Subgroup (Contractors)” prompt is selected (1).
 - Select G1 in the selection box (2).
 - Click the left arrow to remove the value from the selection box (3).



- ✓ **Exclude Quota/Att&Abs Type(s):** To remove this exclusion:
 - Make sure the “Exclude Quota/Att&Abs Type(s)” prompt is selected (1).
 - Select 36, 37,61, and 66 in the selection box (2).
 - Click the left arrow to remove the values from the selection box (3).

The screenshot shows the 'Prompts' dialog box with the following components:

- Prompts Summary:** A list of prompts with checkboxes. The prompt 'Exclude Quota/Att&Abs Type(s) 36;37;61;66' is selected and highlighted in blue, with a yellow '1' next to it.
- Exclude Quota/Att&Abs Type(s) (optional):** A section containing a text area with search criteria examples and a list of values (36, 37, 61, 66). The values 36, 37, 61, and 66 are selected in the list, with a yellow '2' next to the list. A left arrow button is highlighted with a blue box and a yellow '3' next to it.
- Buttons:** 'OK' and 'Cancel' buttons are located at the bottom right.

Initial Layout

The report has two report tabs.

- B0203 Time Overview by Employee tab: The report tab can be used to show which quota type was consumed when an absence was deducted from an Absence type that used a hierarchy. Examples are AA9000 (approved leave) or AA9200 (sick leave).

B0203: Time Overview by Employee - Mickey L Mouse											Execution Date : 6/21/18
Calendar Day: 3/1/2018 - 3/31/2018											
Organizational Unit	29999999 - Media/Communications					Hours Per Week	40.00				
Position	69999999 - Audio/Visual Specialist					Working Week	Wk - Sun (mdnt) - Sat				
Employee	12345678 - Mickey L Mouse					Work Schedule Rule	D02N10_F - MTWH-10,FSaS-O				
Employee Subgroup	FT N-FLSAOT Perm					Time Mgmt Status	1 - Positive Time Recording				
Time Type Group	Quota/Att&Abs Type	Att/Abs Time Entered	Beginning Quota	Accrued Quota	Deducted Quota	Paid Out Quota	Expired Quota	Offset Quota	Adjustment Quota (2013)	Ending Quota	
Att/Abs Types	9000 : Approved Leave	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	9300 : Holiday Leave	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	9500 : Time Worked	178.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Time Type Group - Att/Abs Types		190.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Time Eval Results	10 : Vacation Leave	0.00	340.48	17.33	1.00	0.00	0.00	0.00	0.00	356.81	
	15 : Sick Leave	0.00	2,324.97	8.00	0.00	0.00	0.00	0.00	0.00	2,332.97	
	20 : Overtime Comp Time	0.00	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	
	40 : Holiday Leave	0.00	8.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	
	65 : Community Service Leave	0.00	24.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00	
Time Type Group - Time Eval Results		0.00	2,700.45	25.33	12.00	0.00	0.00	0.00	0.00	2,713.78	

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

Report Info	
Prompt Input	
Organizational Unit	State Controller
Employee PersNo.	Mickey L Mouse
Calendar Day	3/1/2018 - 3/31/2018
Exclude Employee Subgroup (Contractors)	G1
Exclude Quota/Att&Abs Type(s)	36;37;61;66

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

- Data for this report is extracted twice a week on Wednesdays and Saturdays. The data pulled at time of extraction is for previous three months up to current date.
- Contractors (employee subgroup G1) are excluded from the report by default, but they can be included by clearing the exclusion prompt.
- The following quota/attendance and absence types are excluded from the report:
 - MISC (Non A/A & Quota Types)
 - PLHR (Planned Hours)
- The following quota/attendance and absence types are excluded from the report by default, but these can be included by clearing the exclusion prompt:
 - 36: Advanced Vacation Hours Owed
 - 37: Advanced Sick Hours Owed
 - 61: Adverse Weather Hours Owed
 - 66: Community Service-Tutoring

Change Log

<p>Effective 6/2/2017</p> <ul style="list-style-type: none">• Initial creation of the report.
<p>Effective 9/19/2019</p> <ul style="list-style-type: none">• Update report formatting to current standards.• Parental Leave Quotas (38, 39) and Absence Types (9238, 9239) are included when used.• Custodial Level Eligibility and Premium Rate added to Position attributes list. This can be seen when expanding the Position data element under Available Objects.
<p>Effective 9/27/2019</p> <ul style="list-style-type: none">• Formatting update