

B0204 TOTAL TIMESHEET EXCEPTIONS

(CATS vs 2001/2002)

BOBJ

REPORT DESCRIPTION B0204 | WEB INTELLIGENCE

The purpose of this job aid is to explain how to generate the Time Timesheet Exceptions report to monitor discrepancies caused by transfer errors.

REPORT DESCRIPTION

The B0204 Total Timesheet Exceptions (CATS vs 2001/2002) report compares the Cross-Application Timesheet (CATS) recorded and approved hours to the Infotype 2001 (Absences) and Infotype 2002 (Attendances) records and calculates a difference.

REPORT LOCATION

PT: Timesheet Metrics

REPORT USES

This report is used to assist in monitoring discrepancies between the Infotype 2001/2002 records and CATS records caused by transfer errors.

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How to generate this report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found at https://www.osc.nc.gov/documents/files/web-intelligence-prompts.

The Mandatory prompts for this report are:

- Organizational Unit
- Calendar Day (Single Value/Interval, Mandatory)

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as optional in parentheses beside the prompt.

The Optional prompts are:

- Employee(s) PersNo. (Optional)
- Time Mgmt Status(s) (Optional)

Exclusion prompts exclude specified data by default while allowing customers the flexibility of changing them when necessary. Exclusion prompts are identified by the term Exclude followed by the prompt.

The Exclusion prompts are:

• Exclude Employee Subgroup (Contractors)

B0204 – Total Timesheet Exceptions (CATS vs 2001/2002)

			Pro	mpts 😔			LN RJ
Search	Q	1 0	C		Organizational Unit	, X	(j)
Organizational Unit Please select at least one value		Searc					Q
Calendar Day (Single Value/Interval, Mandatory) Please select at least one value		í	To see	e the content of th	he list, click the refresh values bu	tton.	
Employee(s) PersNo (Optional) (All values)							
Time Mgmt Status(s) - (Optional) (All values)							
 Exclude Employee Subgroup (Contractors) G1 	(1)						
Mandatory (2) Reset All						Run	Cancel

Initial Layout

The report has two report tabs.

• B0204 Total Timesheet Exceptions (CATS Vs 2001/2002) tab: The report tab is used to assist in monitoring discrepancies between the Infotype 2001/2002 records and CATS records caused by transfer errors.

B0204: Total Timesheet Exceptions (CATS vs 2001/2002)

Execution Date : 7/6/17

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

Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Planned Time	2001/2002 Att/Abs Time Entered	CATS Approved Time	Diff Between 2001/2002 & CATS
2000999	OSC Shared Services	MOUSE, MICKEY	12345678	160	184	148	36

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

Report Info

Prompt Input

Execution Date : 7/6/17

State Controller
5/1/2017 - 5/31/2017
12345678
G1

Available Objects

This is a list of the available objects that can be added to the report, from the Document Dictionary once in the Design mode:

Employee Name

Employee Subgroup

Employment Status

Organizational Unit

Personnel Subarea

CATS Released Time

Diff Between 2001/2002 &

Personnel Area

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CATS

Job

Dimensions

- Att/Abs Type
- Cal Mth/Yr
- Calendar Day
- EE Hrs Per Wk
- EE Nbr
- EE Time Mgmt Status
- Employee Group
- Measures
 - 2001/2002 Att/Abs Time Entered
 - CATS Approved Time

Variables

- Prompt Resonse Time Mgmt Status
- Prompt Response Calendar Day
- Prompt Response Employee PersNo
- Prompt Response Exclude Employee Group

- Position
- Position County
- Supv Employee
- Supv Position
- Work Schedule Rule
- Working Week
- Planned Time

• Prompt Response Organizational Unit

✓ Dimen	sions
> 🌸	Att/Abs Type
	Cal Mth/Yr
	Calendar Day
	EE Hrs Per Wk
> 📌	EE Nbr
> 📌	EE Time Mgmt Status
> &	Employee Group
> &	Employee Name
> 😽	Employee Subgroup
> 😽	Employment Status
> 📌	Job
> 🍫	Organizational Unit
> &	Personnel Area
> 📌	Personnel Subarea
> 📌	Position
> &	Position County
> 📌	Supv Employee
> 📌	Supv Position
> 📌	Work Schedule Rule
> 📌	Working Week
✓ Measu	res
	2001/2002 Att/Abs Time Entered
	CATS Approved Time
	CATS Released Time
	Diff Between 2001/2002 & CATS
	Planned Time
✓ Variab	
	Prompt Resonse Time Mgmt Status
	Prompt Response Calendar Day
	Prompt Response Employee PersNo
	Prompt Response Exclude Employee Group
æ	Prompt Response Organizational Unit

Special Report Considerations/Features

- Contractors (employee subgroup G1) are excluded from the report by default, but they can be included by clearing the exclusion prompt. See 'Exclusion Prompts' section above for instructions on how to clear this default exclusion.
- This report includes only the following Attendance/Absence types:
 - A000000 A9999999
 - o **9000 9999**
 - o PLHR: Planned Hours
 - Infotype 2001/2002 records that cover a range of dates are parsed into separate days based on the employee's work schedule. This report automatically applies to a condition to suppress the display of the rows where the difference between the employee's 2001/2002 time entered and the CATS approved time is 0.

NOTE: Below is an example of an employee who would **NOT** be listed in the report due to the applied condition.

Employee Name	EE Nbr	Planned Time	2001/2002 Att/Abs Time Entered	CATS Approved Time	Diff Between 2001/2002 & CATS
MOUSE, MICKEY	12345678	184.00	14.00	14.00	0.00

For the dates from 05/01/2018 – 05/31/2018, Mickey Mouse's 2001/2002 Time Entered is 14.00 hours. The CATS Approved Time is also 14.00 hours. The difference in his 2001/2002 Att/Abs Time Entered and CATS Approved Time is 0, so this employee would not be included in the report.

- The report filter can be modified to include only employees with zero balances:
 - 1. Make sure you are in Design Mode.
 - 2. Select any column in the report
 - 3. Click on the "Shows data/format panel icon

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File	Query Insert ♂ ~ ···< ⊞ < <		nalyze Display ? fx ∞ [2] ⊕	ि 💼 ···· │ Navigate	1 of 1+ > >	Contraction Contraction Contraction
B0204 To	tal Timesheet Exc $$ Report Info $$				+	X 🔉 🗎
B0204: To	tal Timesheet Exceptions (CAT	<u>S vs 2001/2002)</u>			A	Table Cell
Calendar Day	/: 1/1/2020 - 12/31/2020					IIII ▽ ↑↓ ₂ ♀ ≠ ² 2
Organizational Unit	Organizational Unit Desc	Employee Name	Planned EE Nbr Time	2001/2002 CATS Att/Abs Approved Time Entered Time	Diff Between 2001/2002 & CATS	> Turn Into
20000020	HHS Secretary's Office (SO)	Test User 1	111111	3,078.00	3,078.00	✓ Data Assignment ••••
		Test User 2	222222	2,334.95	2,334.95	✓ Columns (8) ····
0000114	HHS Policy & Operations	Test User 3	333333	1,299.50	1,299.50	
		Test User 4	44444	2,606.00	2,606.00	Crganizational Unit - Key
		Test User 5	555555	2,415.00	2,415.00	<i>≞ ⊄</i> >
		Test User 6	666666	426.00	426.00	😽 Organizational Unit
0000115	HHS SO HS Public Health Director Office	Test User 7	777777	2,085.00	2,085.00	<i></i> ⊈∕⊅
		Test User 8		2,096.00	2,096.00	
		Test User 9	888888	2,529.00	2,529.00	Reployee Name
0000116	HHS SO SOHF/DMH/ADA Mental Health/DD/SAS	Test User 10	999999	1,400.00	1,400.00	≞
0000118	HHS SO HS PH DIR OFFICE MINORITY HEALTH	Test User 11	101010	2,108.00	2,108.00	😽 EE Nbr - Key
		Test User 12	121212	1,971.00	1,971.00	
		Test User 13	131313	2,088.00	2,088.00	Ranned Time
		Test User 14	141414	2,533.00	2,533.00	Press 2001/2002 Att/Abs Time Entered
20000119	HHS SO HS Rural Health	Test User 15	151515	1,552.00	1.552.00 💌	Instant Apply Cance

4. Click on the "Display Filter panel" icon

5. Click on the ellipsis next to "Diff Between 2001/2002 & CATS" and select "Manage Filter"

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tal Timesheet Exceptions (CAT	<u>S vs 2001/2002)</u>					air Table Cell
y: 1/1/2020 - 12/31/2020						IIII ♥_1↓2 ♥ ₱2
Organizational Unit Desc	Employee Name	Planned EE Nbr Time	2001/2002 Att/Abs Time Entered	Approved	2001/2002 &	Filtered By Element Link
HHS Secretary's Office (SO)	Test User 1	111111	3,078.00		3,078.00	V Filters ••••
	Test User 2	222222	2,334.95		2,334.95	✓ AND
HHS Policy & Operations	Test User 3	333333	1,299.50		1,299.50	🐺 Diff Between 2001/2002 & CATS 🛛 🚥 🛞
	Test User 4	44444	2,606.00		2,606.00	≠ 0
	Test User 5		2,415.00		2,415.00	🔤 Diff Between 🇞 Manage filter
	Test User 6		426.00		426.00	
HHS SO HS Public Health Director Office	Test User 7		2,085.00		2,085.00	Drag and drop an object from the objects tab
	Test User 8		2,096.00		2,096.00	
	Test User 9		2,529.00		2,529.00	
HHS SO SOHF/DMH/ADA Mental Health/DD/SAS	Test User 10		1,400.00		1,400.00	
HHS SO HS PH DIR OFFICE MINORITY HEALTH	Test User 11		2,108.00		2,108.00	
	Test User 12		1,971.00		1,971.00	
	Test User 13	131313	2,088.00		2,088.00	
	Test User 14	141414	2,533.00		2,533.00	
HHS SO HS Rural Health	Test User 15	151515	1,552.00		1,552.00	v
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- 6. In the report Filter, click on the drop-down box. Change the "Not Equal" to "Equal to".
- 7. Click Ok.

		Report Filter	۲۸ سا
»			
 B0204: Total Timesheet Exceptions (CAT: B0204 Total Timesheet Exceptions (CAT: Vertical Table : Query Results 	Filler Off	Block Query Results	 × m ↑ ↓ □; > 2002 & CATS Not Equal to ⊗
			OK Apply Cancel

 The report now will list only employees with the Difference Between 2001/2002 & CATS Approved Time equal to 0:

B0204: Total Timesheet Exceptions (CATS vs 2001/2002)

Calendar Day: 1/1/2020 - 12/31/2020

Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Planned Time	2001/2002 Att/Abs Time Entered	Approved	Diff Between 2001/2002 & CATS
20003980	HHS SO SOHF WBJ ADMIN SVCS HOUSEKEEPING	Test User 1	111111	1	0.00		0.00
20003990	HHS SO SOHF WBJ Clinical Srvs OTP Prog	Test User 2	222222	2	0.00		0.00
20004780	HHS SO HuS CA CW Adm CFSR and QA	Test User 3	333333	3	0.00		0.00

CHANGE LOG

Effective 6/2/2017

• Initial creation of the report.

Effective 9/19/2019

- Update report formatting to current standards.
- Parental Leave 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.

Effective 9/27/2019

• Formatting Change

Effective 10/07/2024

• Update to Business Objects 4.3 - K. Bridges