



# B0207 Time Entry Other Than 9300 on Specified Holiday

## Report Description B0207 | Web Intelligence

BOBJ

The purpose of this job aid is to explain how to generate the Time Entry Other Than 9300 on Specified Holiday.

### Report Description

This report lists any time posted with an absence/attendance type other than 9300 on the selected day.

### Report Location

PT: Time Sheet Metrics

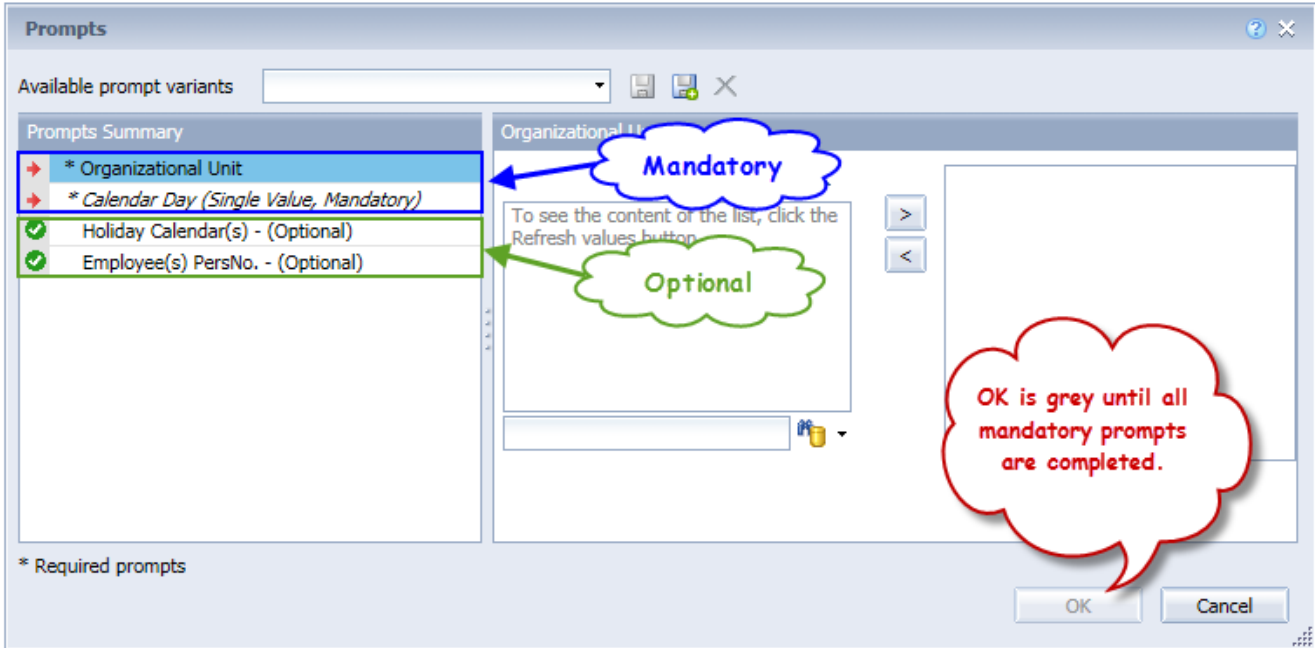
### Report uses

Agencies use this report to find errors in time recording - example EE records AA9500 (time worked) and they should have recorded holiday leave AA9300. EE would be overpaid by receiving holiday premium and would also earn holiday comp; with Holiday comp payable to all EEs, the risk of overpaying an EE is greater now for all Agencies

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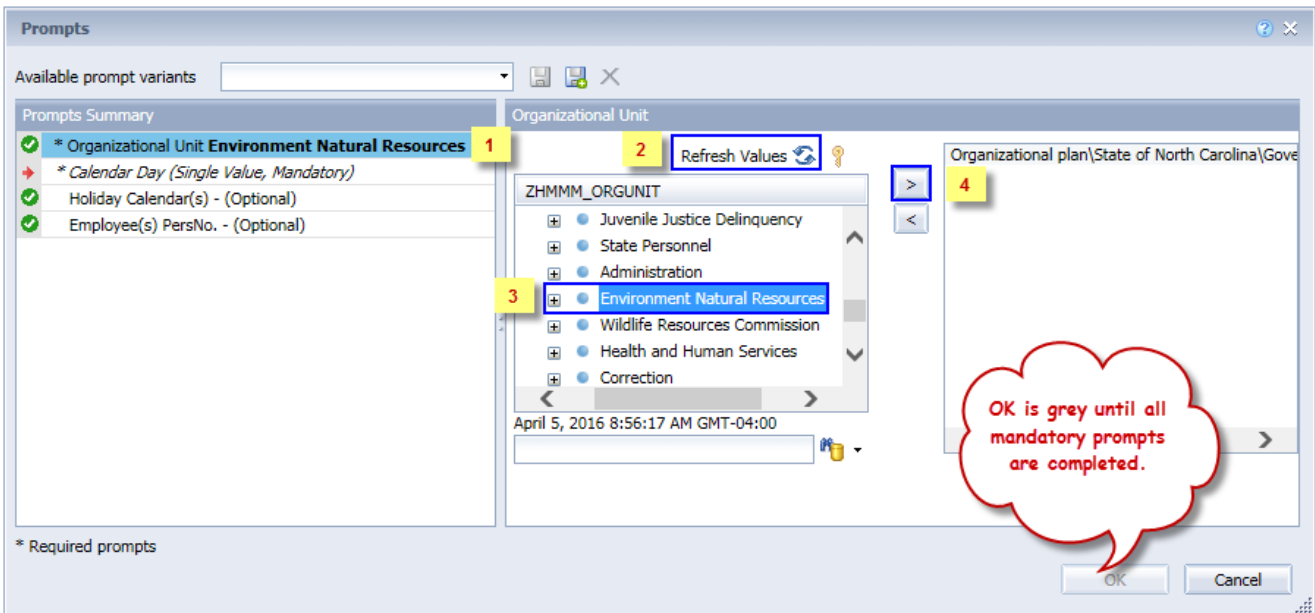
How to Generate this report



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).



- **\*Calendar Day:** To select data for this prompt:
- Make sure the Calendar Day prompt is selected (1).
  - Type in in the desired date (2).
  - OR click on the calendar icon to select a date from the calendar (3).

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

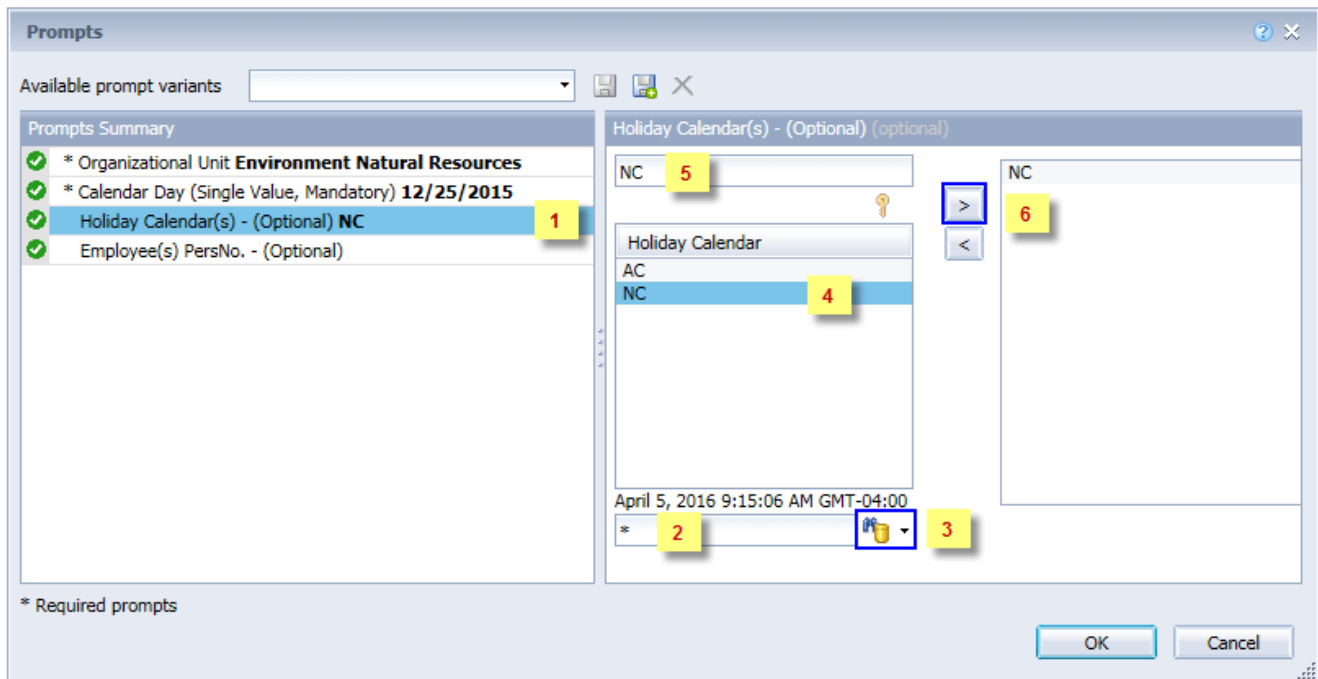
- Available prompt variants:** A dropdown menu.
- Prompts Summary:** A list of prompts with checkmarks. The selected prompt is '\* Calendar Day (Single Value, Mandatory) 12/25/2015' (marked with a yellow '1'). Other prompts include '\* Organizational Unit Environment Natural Resources', 'Holiday Calendar(s) - (Optional)', and 'Employee(s) PersNo. - (Optional)'.
- Calendar Day (Single Value, Mandatory):** A section containing a date field with '12/25/2015' (marked with a yellow '2') and a calendar icon (marked with a yellow '3'). Below the date field is a calendar for December 2015. The date '25' is highlighted in the calendar grid. A 'Today' button is located at the bottom of the calendar.
- \* Required prompts:** A label at the bottom left.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

**Optional Prompts**

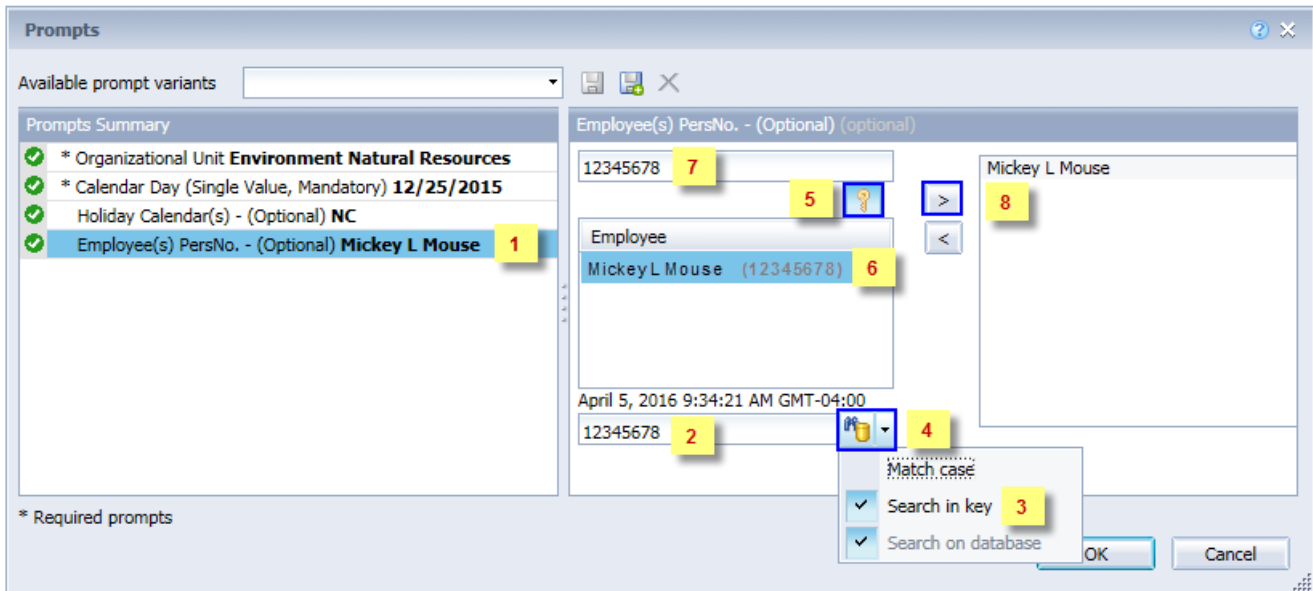
Optional prompts are indicated with a green check mark (✓) and are not required. These prompts are used to assist in further limiting the amount of data that is retrieved into the body of the report.

✓ **Holiday Calendar(s) - (Optional):** To select data for this prompt:

- Make sure the “Holiday Calendar(s) - (Optional)” prompt is selected (1)
- Enter a search text with an asterisk (\*) in the search box to view the list of values for Holiday Calendars (2).
- Click on the search icon (3).
- Navigate down to the desired Holiday Calendar (4).
- OR if the Holiday Calendar key is known, skip steps 2 through 4 and enter it directly in (5).
- Click on the right arrow to add the Holiday Calendar to 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 on the search icon drop down arrow and select “Search in key” (3).
  - Then click the search icon (4).
  - To see the employee number, click on the key icon (5).
  - Click on the desired Employee (6).
  - OR if the employee number is known, skip steps 2 through 6 and enter it directly in (7).
  - Click on the right arrow to add the Employee to the selection box (8).



**NOTE:** Since the system contains 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 your 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.

**Initial Layout**

The report lists all employees who have time entry other than 9300 for the selected date. Below is a sample rendering.

<b>B0207: Time Entry Other Than 9300 On Specified Holiday 12/25/2015</b>						
						Date Selected: 12/25/2015
Work Schedule Rule	Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Att/Abs Type	Att/Abs Time Entered
MTWHF-8, SaS-O	25555555	Communications	MOUSE, MICKEY	12345678	9300 : Time Worked	8.00
MTWHF-8, SaS-O	26666666	Public Relations	PIG, PETUNIA	12345679	9300 : Time Worked	8.00

**Available Objects**

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

<ul style="list-style-type: none"> <li> B0207: Time Entry Other Than 9300 On Specified Holiday</li> <li> Calendar Day</li> <li> Day of Week</li> <li> EE Hrs Per Wk</li> <li> Employee</li> <li> Employee Group</li> <li>Employee Name</li> <li> Employee Subgroup</li> <li> Employment Status</li> <li> Holiday Calendar</li> <li> Job</li> <li> Organizational Unit</li> <li> Personnel Area</li> <li> Personnel Subarea</li> </ul>	<ul style="list-style-type: none"> <li> Position</li> <li> Position County</li> <li> Quota/Att&amp;Abs Type</li> <li> Supv Employee</li> <li> Supv Position</li> <li> Time Mgmt Status</li> <li> Working Week</li> <li> Work Schedule Rule</li> <li> Att/Abs Time Entered</li> <li> Variables                             <ul style="list-style-type: none"> <li> Prompt Response Calendar Day</li> <li> Prompt Response Employee PersNo</li> <li> Prompt Response Holiday Calendar</li> <li> Prompt Response Organizational Unit</li> </ul> </li> </ul>
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**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 are excluded on this report.

**Change Log**

<p><b>Effective 4/7/2016</b></p> <ul style="list-style-type: none"><li>• Initial creation of the report.</li></ul>
<p><b>Effective 9/19/2019</b></p> <ul style="list-style-type: none"><li>• Update report formatting to current standards.</li><li>• Parental Leave Absence Types (9238, 9239) are included when used.</li><li>• Custodial Level Eligibility and Premium Rate added to Position attributes list. This can be seen when expanding the Position data element under Available Objects.</li></ul>
<p><b>Effective 9/27/2019</b></p> <ul style="list-style-type: none"><li>• Formatting Change</li></ul>