



# LIABILITY LEAVE

## REPORT DESCRIPTION B0210 | WEB INTELLIGENCE



The purpose of this Report Description is to explain how to generate information on outstanding liability leave in the Integrated HR-Payroll System.

### Report Description:

This report displays outstanding Liability Leave. Columns represent each future month and the total number of hours set to age out in that month per employee. Users have the ability to display hours by day for a more detailed report.

### Report Location:

PT: Comp and Liability Aging

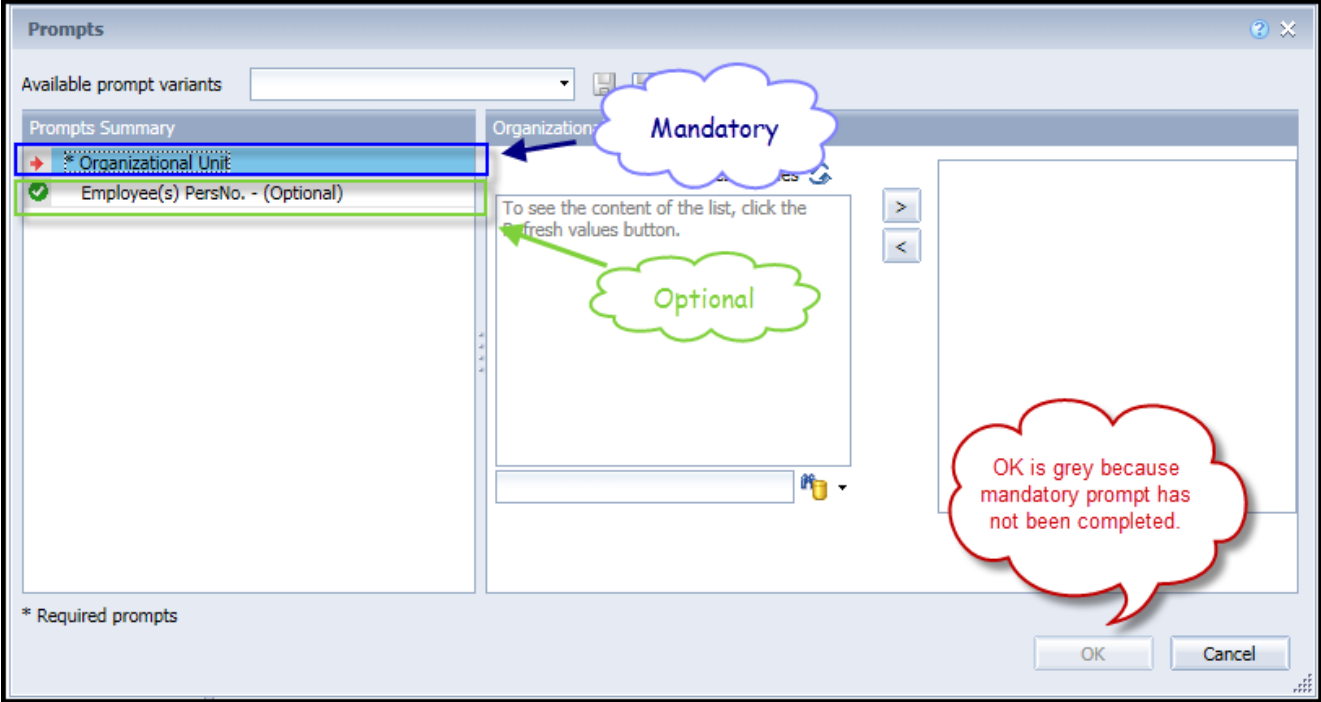
### Report Uses:

Agencies use this report to help determine when Liability Leave is going to expire. This will assist Agencies with either scheduling EE to make up time or create an IT2012 to repay liability using approved leave or LWOP. If liability ages out, EE will no longer process in time evaluation.

### Quick Links

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How to generate this report

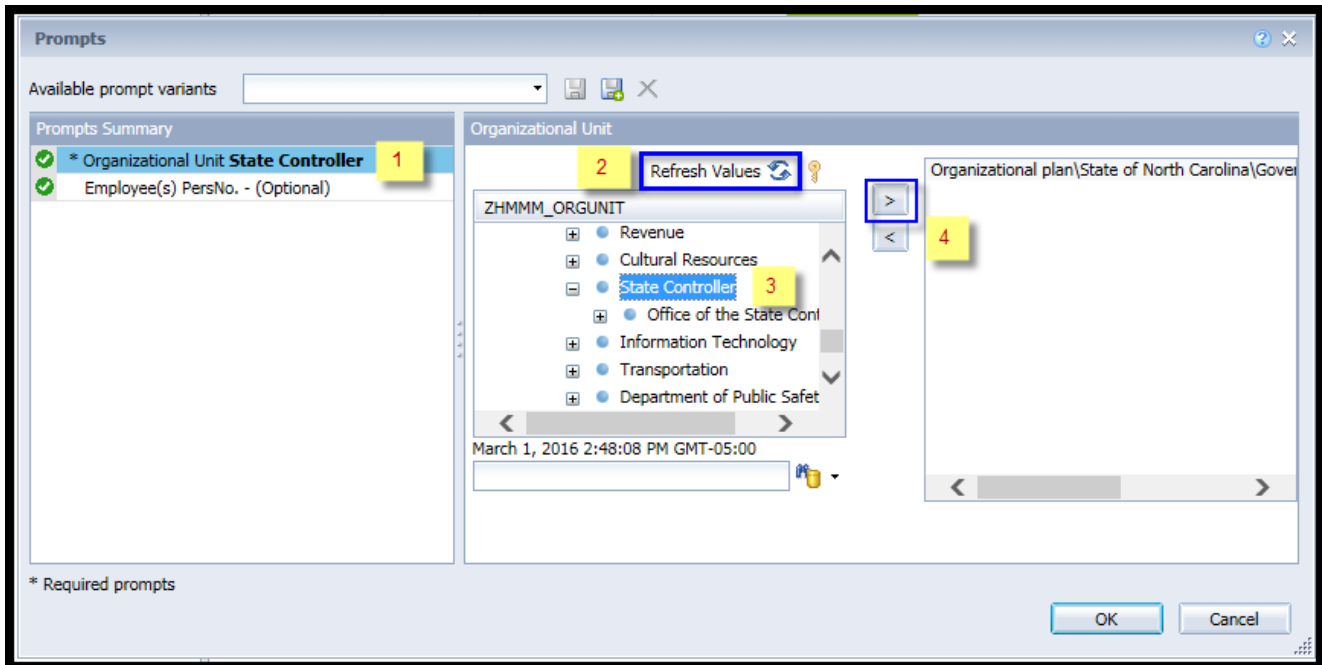


**Mandatory Prompts**

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).

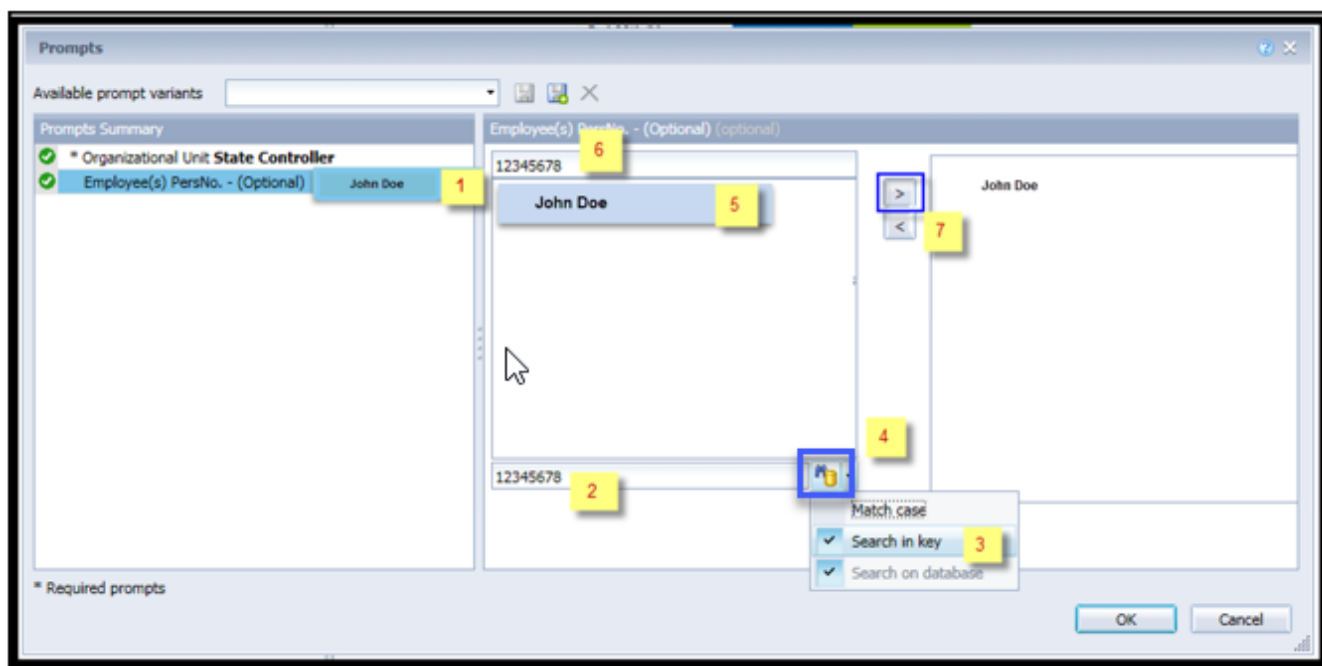


## Optional Prompts

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.

✓ **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).
- Click on the desired Employee (5).
- OR if the employee number is known, skip steps (2) through (5) and enter it directly in (6).
- Click on the right arrow to add the Employee to the selection box (7).



**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:

- John\*John\*
- \*Doe

If the employee number is known, it is best to use the manual entry field (in step 7) to enter the selection.

**Default Layout**

The report has two report tabs. Below is a sample rendering.

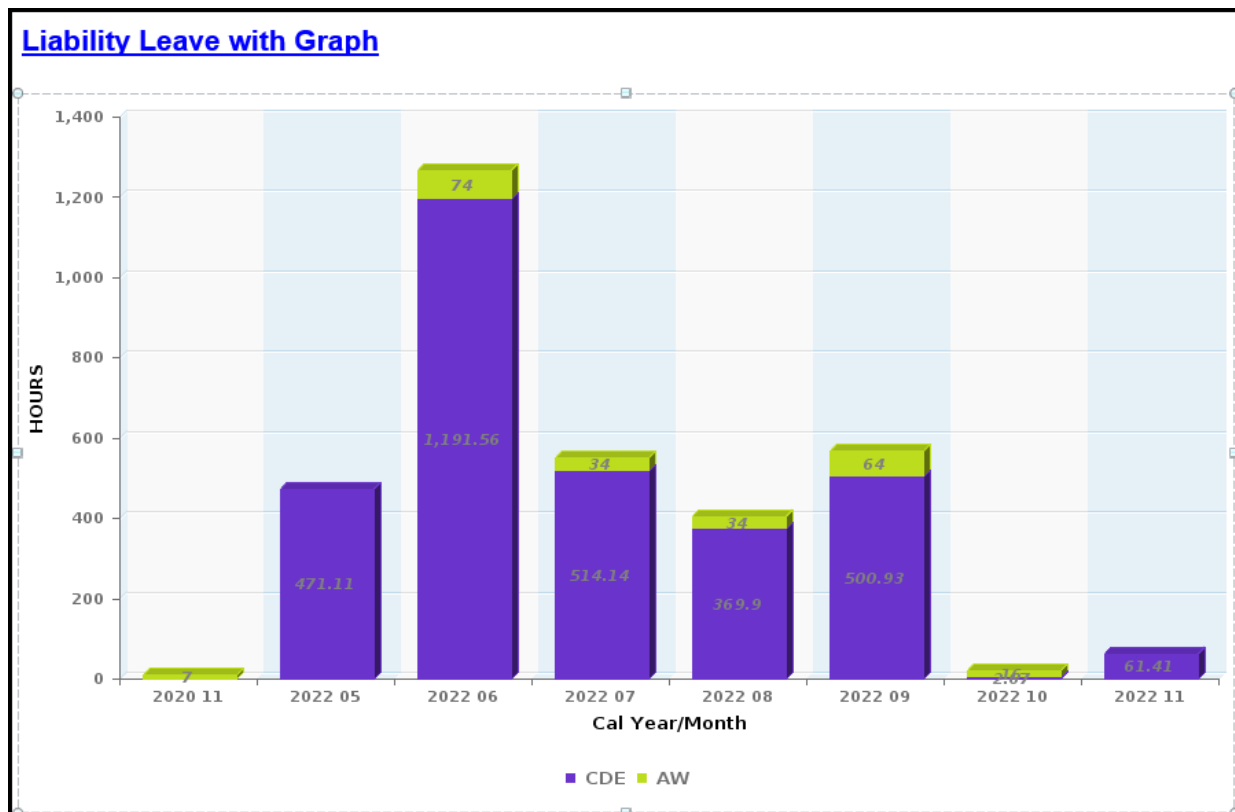
**B0210 Liability Leave**

This report lists liability leave hours remaining for each employee. Each employee number is subtotaled before the grand total of the remaining hours at the bottom of the report.

<u>B0210: Liability Leave</u>				Execution Date : 10/13/20							
			Cal Mth/Yr	NOV 2020	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEP 2022	OCT 2022	Total
Employee Name	EE Nbr	Quota Type	Leave Type	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours	Remaining Hours
DOE, JANE	12345678	Liability Leave	AW	3.00							3.00
12345678 - DOE, JANE				3.00							3.00
DOE, JOHN	12345999	Liability Leave	CDE		13.35	61.40	29.99				104.74
		Liability Leave	AW			50.00		10.00	24.00	16.00	100.00
12345999 - DOE, JOHN					13.35	111.40	29.99	10.00	24.00	16.00	204.74
<b>Total</b>				<b>3.00</b>	<b>13.35</b>	<b>111.40</b>	<b>29.99</b>	<b>10.00</b>	<b>24.00</b>	<b>16.00</b>	<b>207.74</b>

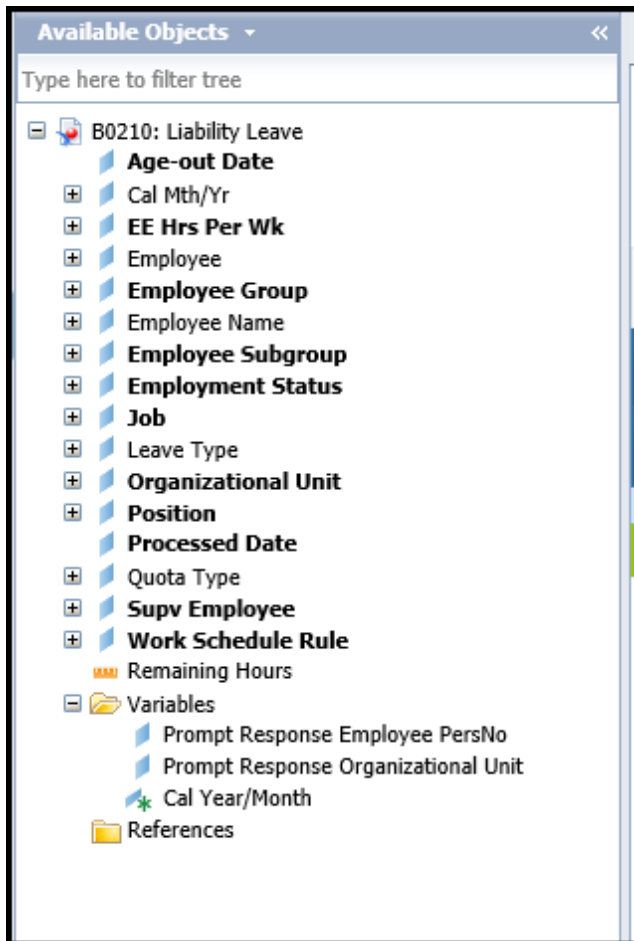
**Liability Leave with Graph**

This report graphically represents hours expiring by month. Month period in yyyy mm format.



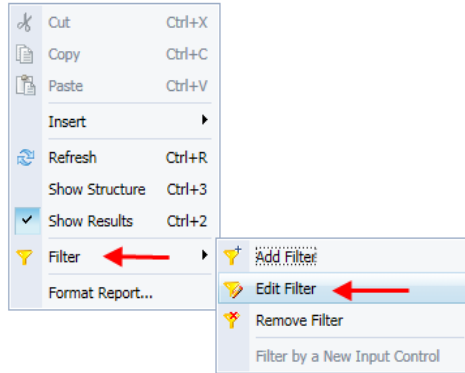
**Available Objects**

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

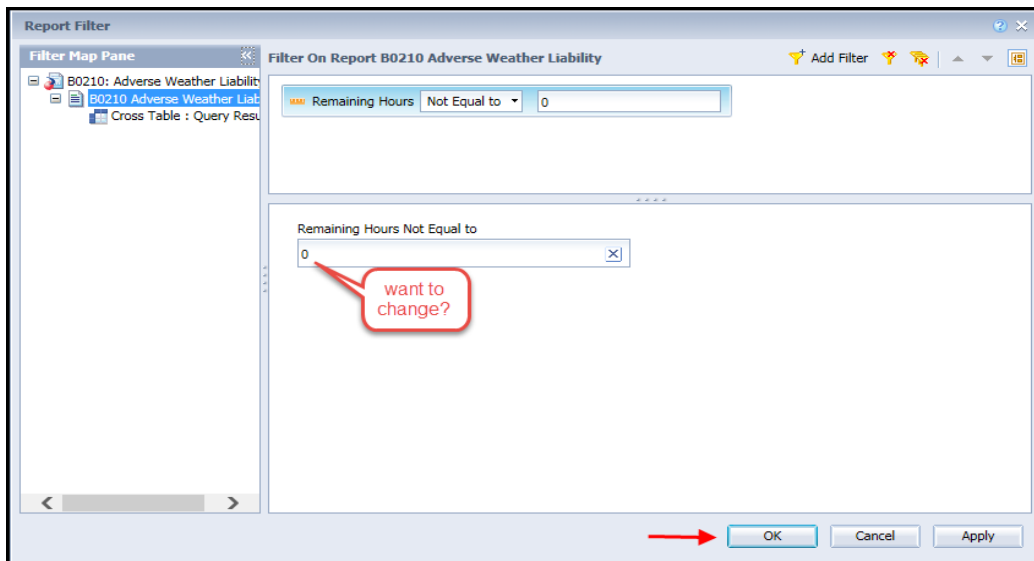
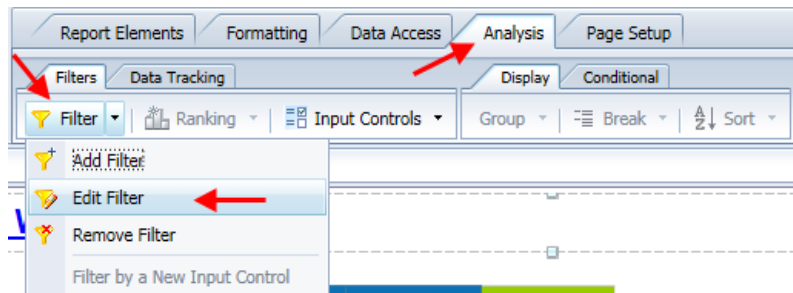


Special Report Considerations/Features

- Report only shows liability leave quota from infotype 9901, subtype 7000.
- Report indicates the hours aging out over next 90 days starting from the day of execution of the report.
- Report currently has a filter to show liability leave remaining hours > 0. User can modify this filter using right click menu or Analysis -> Filters tab.
  - Right Click Menu



- Analysis -> Filters Tab



**Change Record**

- 4/5/2016 – Initial report creation to convert from BI to BOBJ
- 10/19/2020 – Updated format and added alt text. Updated Liability Leave and Available Objects – L. Lee
- 10/22/2020 - Renamed the report title and updated the available objects to add new object Leave Type. Updated Report to include Leave Type in the layout. Also updated the report Leave Type with Graph to use Leave Type with a measurement by month instead of weekly.