



LIABILITY LEAVE

REPORT DESCRIPTION B0210 | WEB INTELLIGENCE

BOBJ

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.

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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

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)

The screenshot shows a 'Prompts' interface with a search bar at the top. Below the search bar, there are two prompts listed:

- Organizational Unit**: This prompt is mandatory, indicated by a yellow-orange triangle with an exclamation mark. Below the prompt name, it says 'Please select at least one value'. To the right of the prompt name is a search bar with the text 'Search' and a magnifying glass icon. Further right are icons for a checkmark with '0', a refresh icon, and a gear icon.
- Employee(s) PersNo. - (Optional)**: This prompt is optional, indicated by the text '(Optional)' and '(All values)' below it.

Below the prompts, there is an information icon (i) and a message: 'To see the content of the list, click the refresh values button.' At the bottom of the interface, there is a dark bar with the text 'Mandatory (1) Reset All' on the left and 'Run Cancel' on the right.

Initial Layout

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

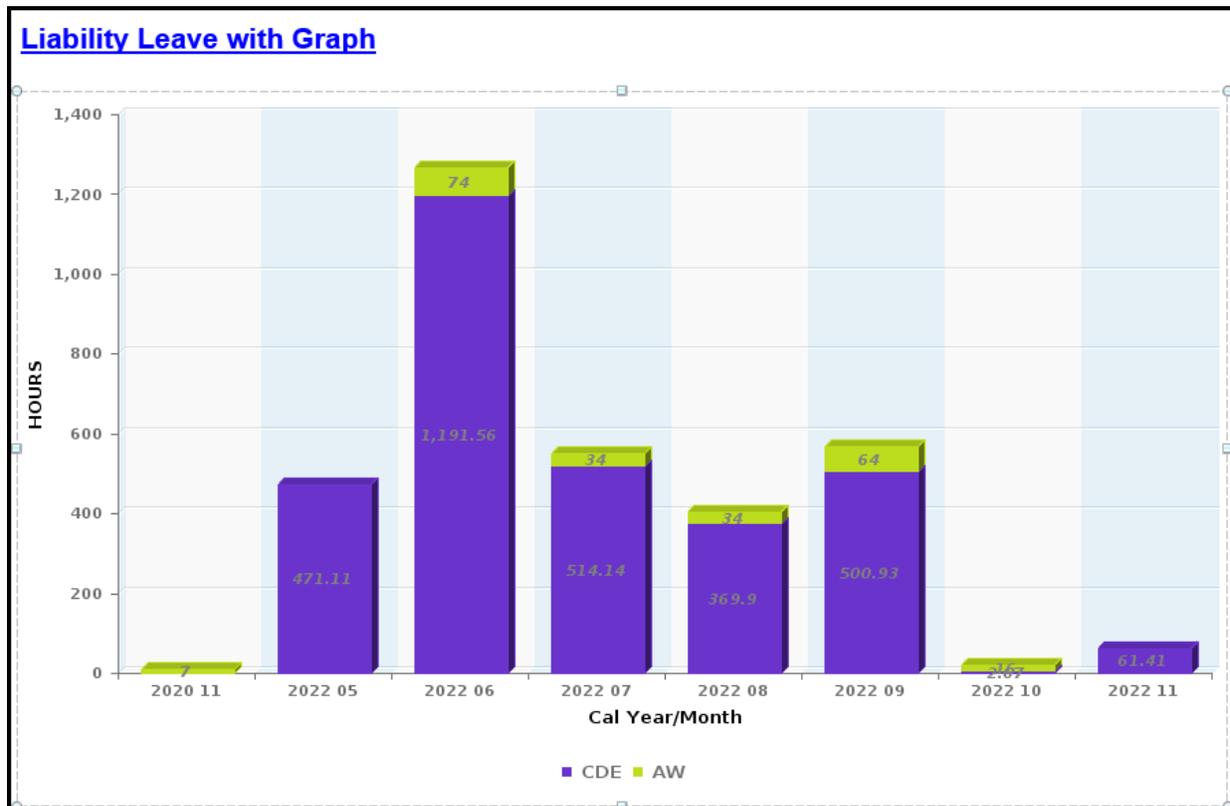
B0210 Liability Leave

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								
Employee Name	EE Nbr	Quota Type	Leave Type	Cal Mth/Yr	NOV 2020	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEP 2022	OCT 2022	Total
				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
12345999 - DOE, JOHN						13.35	61.40	29.99	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
Total					3.00	13.35	111.40	29.99	10.00	24.00	16.00	207.74

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, from the Document Dictionary once in the Design mode:

Dimensions:

- Age-out Date
- Cal Mth/Yr
- EE Hrs Per Wk
- Employee
- Employee Group
- Employee Name
- Employee Subgroup
- Employment Status
- Job
- Leave Type
- Organizational Unit
- Position
- Processed Date
- Quota Type
- Supv Employee
- Work Schedule Rule

Measures:

- Remaining Hours

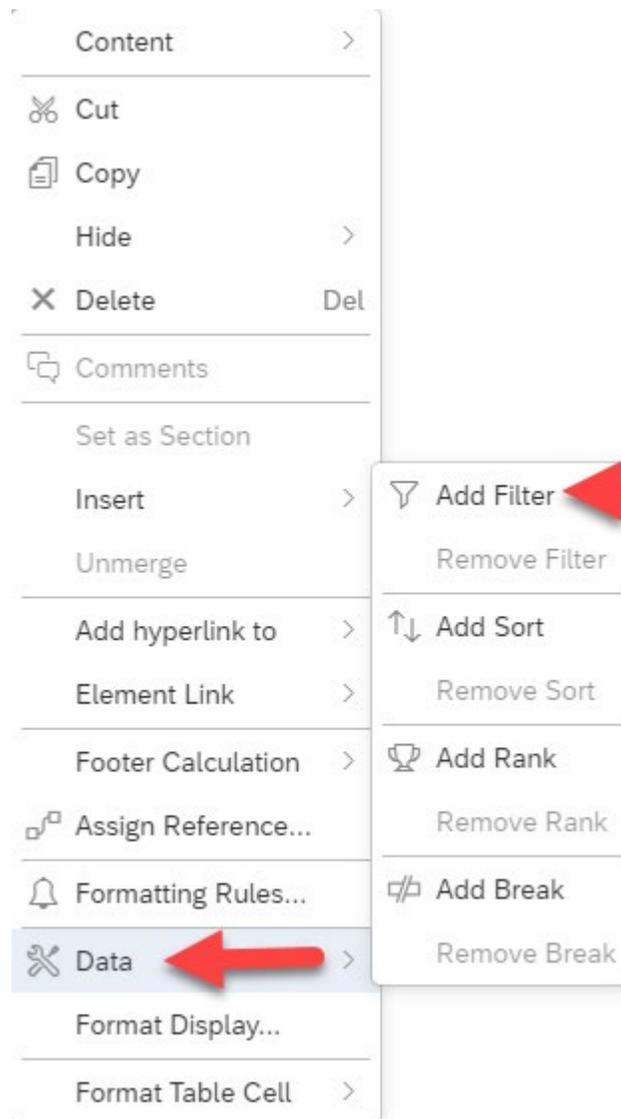
Variables:

- Prompt Response Employee PersNo
- Prompt Response Organizational Unit
- Cal Year/Month

- ▼ Dimensions
 - ✚ **Age-out Date**
 - > ✚ Cal Mth/Yr
 - > ✚ **EE Hrs Per Wk**
 - > ✚ Employee
 - > ✚ **Employee Group**
 - > ✚ Employee Name
 - > ✚ **Employee Subgroup**
 - > ✚ **Employment Status**
 - > ✚ **Job**
 - > ✚ Leave Type
 - > ✚ **Organizational Unit**
 - > ✚ **Position**
 - ✚ **Processed Date**
 - > ✚ Quota Type
 - > ✚ **Supv Employee**
 - > ✚ **Work Schedule Rule**
- ▼ Measures
 - 📊 Remaining Hours
- ▼ Variables
 - ✚ Prompt Response Employee PersNo
 - ✚ Prompt Response Organizational Unit
 - ✚ Cal Year/Month

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 by:
 1. Right click on column
 2. Click Data
 3. Add Filter.



Select values for Remaining Hours  

Search or manual entry 

Remaining Hours

No data

 0  

CHANGE RECORD

Effective 4/5/2016

- Initial report creation to convert from BI to BOBJ

Effective 10/19/2020

- Updated format and added alt-text. Updated Liability Leave and Available Objects – L. Lee

Effective 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.

Effective 10/7/2024

- Update Business Objects 4.3 - L. Stubbs