Overview

Trigger:

This report may be used by department payroll staff to display leave balances for all active employees (includes the beginning & ending leave balance, leave accrual, leave usage, pay out and quota correction information). Users may also identify and report on specific leave code(s), as well as negative leave balances. A new feature has been added which will list employees who have a combined total of leave hours, which are less than the criteria specified by the user.

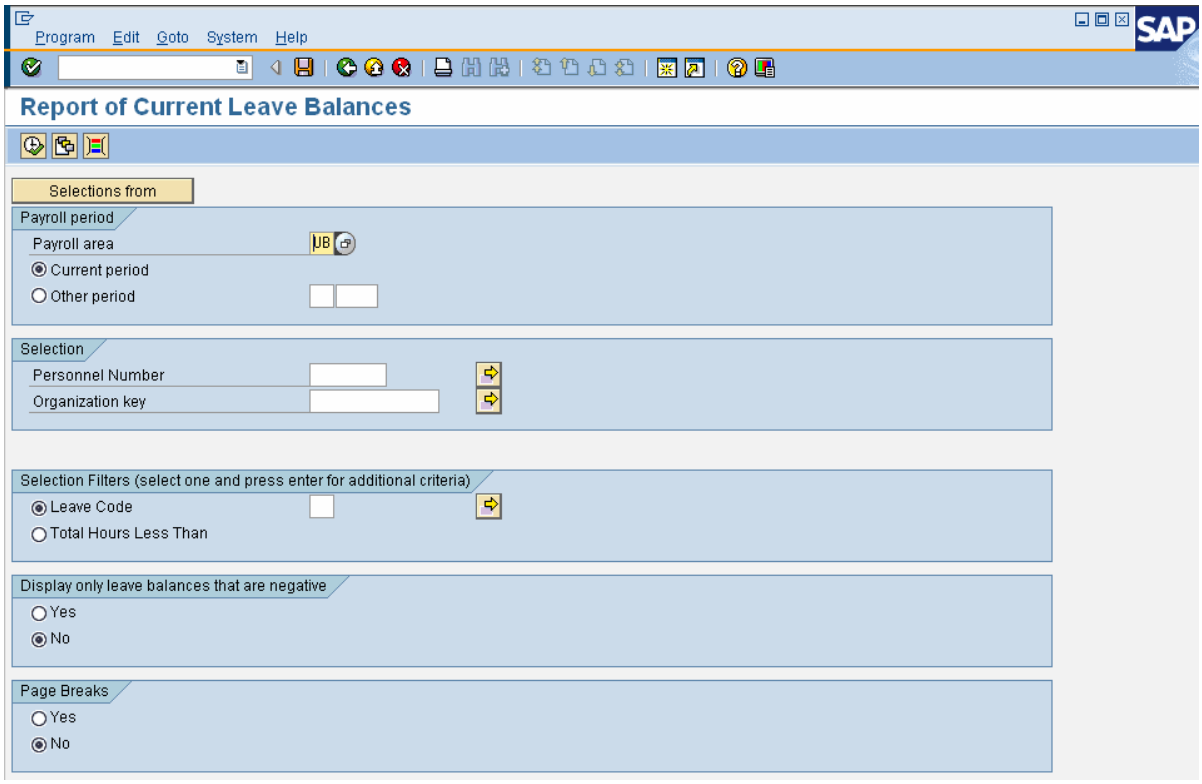
Business Process Procedure Overview
The system tracks all leave earned and used as well as available leave balances. This data may be viewed as follows: • Leave Reports ➢ Information in the report is current as of the last date time evaluation was run. ➢ If an employee's leave is reduced using a Quota Correction as in the case of sick leave bank donations it shows as a negative number in the quota correction column. If it was increased it shows as a positive number. • Quota Overview screen ➢ Information on the screen is always current. The ending balance will update immediately once leave has been posted to the time entry screen, or a leave payout or paydown, has been entered. ➢ Leave accrual is generated when time evaluation processes.

Procedural Steps

1.1. Access transaction by:

Via Menu	Time Entry Operator > Reports after Time Evaluation > Report of Current Leave Balances
Via Transaction Code	Z_LEAVE_BAL
Via Favorites Menu	Report of Current Leave Balances

Double click on "Report of current leave balances" and the following screen will appear:



Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Current period or Other period
Personnel number	Employee Identification Number of the employee (or employees)
Organization key	Department, Unit and Distribution Code
Leave Code	Numeric codes which identify the type of leave
Total Hours Less Than	Numeric value (as defined by the user). Displays the leave balances for employees who meet the specified criteria.
Display only leave balances that are negative	Yes or No
Page Breaks	Yes or No

1.2 **Specify the payroll area.** The screen defaults to the correct area, UB.

1.3 **Specify the pay period.** The screen allows the selection of current period or other period.

"Current period"

- Use this option when running the report during the week of payday for the period being paid.

"Other period"

- Use this option when running the report for a previous pay period.

1.4 **The "Personnel number" field may be left blank if using the agency "Organization key".** Specific employees may be selected by entering the employee identification number(s) in the "Personnel number" field. Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's.

1.5 **The "Organization key" field allows entry of the Department code followed by a blank space, the Unit code and the Distribution code to select a specific employee group.** Use the wild card symbol, *, in the selection criteria to display all employees within the same unit. For example, to print the report for all employees in department 560 and unit 5522, enter 560(space)5522*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys.

1.6 **The "Selection Filters" area is used to choose the type of data to be displayed on the report.** There are two types of selection filters: 1) Leave Code and 2) Total Hours Less Than.

1.7 **Click on the radial button next to the desired selection filter and press enter for additional criteria.** To make multiple entries using the "Leave Code" option, click on the multiple selection arrow next to the entry box.

1.8 **The "Leave Code" selection filter may be used to view specific leave types.** If nothing is input all leave types will be displayed for the requested employees. If a specific code is input only the employees that have a balance for that type of leave are displayed. Enter multiple leave codes by clicking on the arrow box to the right of the "Leave Code" field. A box appears that allows entry of multiple individual codes or a range of codes. The leave codes are listed below.

<u>Leave Codes/Types</u>:

91	Annual	**95**	Comp
92	Sick	**96**	Excess
93	Converted Sick	**82**	Pre 2006 Sick
94	Military	**83**	Pre 2006 Converted Sick

1.9 The "Total Hours Less Than" selection filter may be used to list employees who have a combined total of leave hours which are less than the criteria specified by the user. The "Leave Code" and "Display only leave balances that are negative Yes/No" selection filters cannot be used with this option. The user may input a numeric value and the report will list the employees who meet the specified criteria. For example, if the numeric value input is 100.00 the report will list employees who have a combined leave balance of less than 100 hours. This filter will allow entries in quarter hour (.25, .50, .75 or 1.00) increments.

1.10 The option to "Display only leave balances that are negative" may be used to view negative balances. The default is "No", show all leave balances. Select "Yes" to view any leave balance that is negative. This option may be combined with the leave code filter to view certain types of leave balances that are negative, rather than all leave types at once.

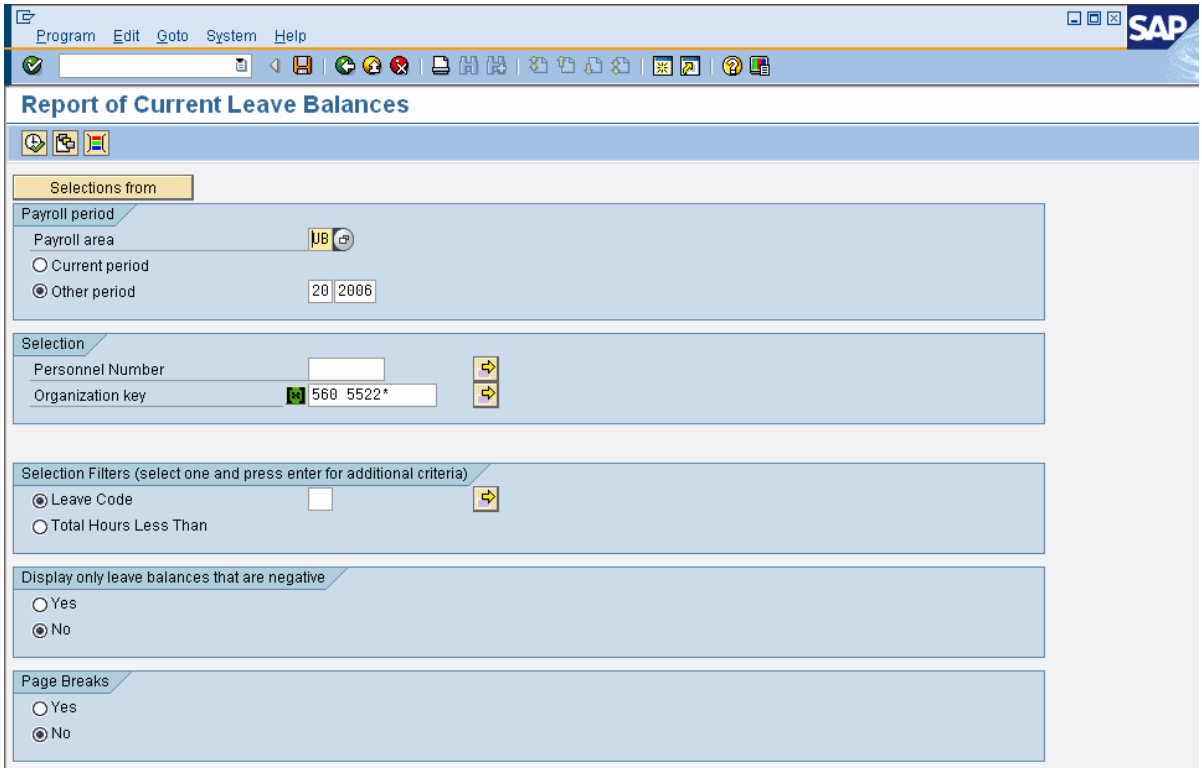
1.11 The default for "Page Breaks" is set to "No". Clicking on the radial button next to "Yes" allows you to create a page break after each Distribution code change.

1.12 Click on the Execute button in the upper left area that looks like a clock to view the report.

1.13 To print the report, click on the print icon or choose List > Print from the screen heading toolbar.

1.14 Examples of completed selection filters and the related reports follow:

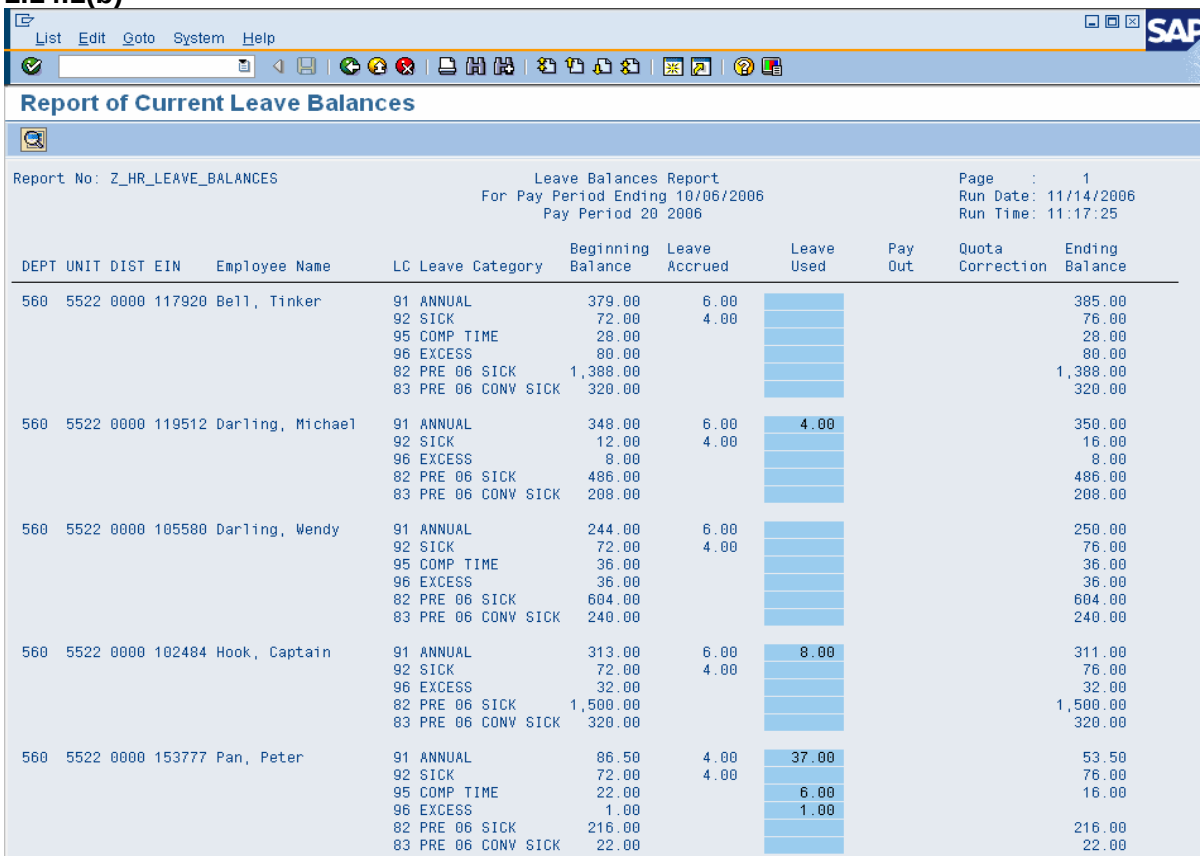
1.14.1(a) Selection criteria to display current leave balances (for <u>all</u> leave code types) for employees in Organization key 560 5522*.



The following selection filters were used and resulted in the following report:

1. Other period
2. Organization key
3. Leave Code (Default/Blank)
4. Display only leave balances that are negative (Default/No)
5. Page breaks (Default/No)
6. Execute

1.14.1(b)



List Edit Goto System Help

Report of Current Leave Balances

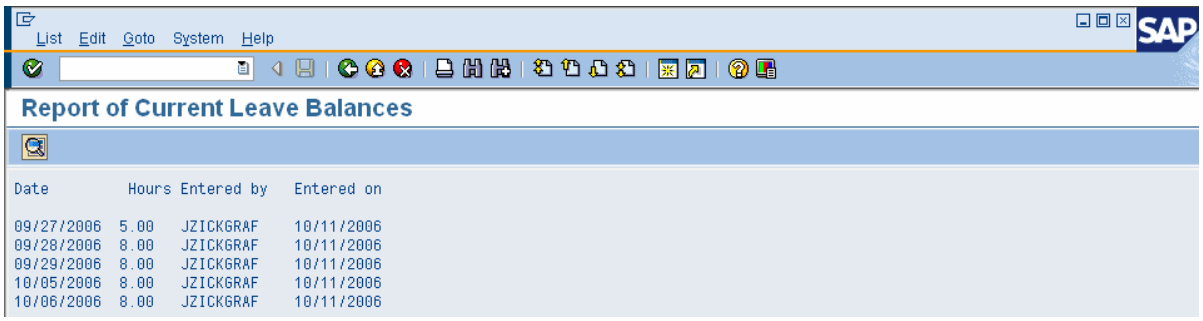
Report No: Z_HR_LEAVE_BALANCES

Leave Balances Report
For Pay Period Ending 10/06/2006
Pay Period 20 2006

Page : 1
Run Date: 11/14/2006
Run Time: 11:17:25

DEPT	UNIT	DIST	EIN	Employee Name	LC	Leave Category	Beginning Balance	Leave Accrued	Leave Used	Pay Out	Quota Correction	Ending Balance
560	5522	0000	117920	Bell, Tinker	91	ANNUAL	379.00	6.00				385.00
					92	SICK	72.00	4.00				76.00
					95	COMP TIME	28.00					28.00
					96	EXCESS	80.00					80.00
					82	PRE 06 SICK	1,388.00					1,388.00
					83	PRE 06 CONV SICK	320.00					320.00
560	5522	0000	119512	Darling, Michael	91	ANNUAL	348.00	6.00	4.00			350.00
					92	SICK	12.00	4.00				16.00
					96	EXCESS	8.00					8.00
					82	PRE 06 SICK	486.00					486.00
					83	PRE 06 CONV SICK	208.00					208.00
560	5522	0000	105580	Darling, Wendy	91	ANNUAL	244.00	6.00				250.00
					92	SICK	72.00	4.00				76.00
					95	COMP TIME	36.00					36.00
					96	EXCESS	36.00					36.00
					82	PRE 06 SICK	604.00					604.00
					83	PRE 06 CONV SICK	240.00					240.00
560	5522	0000	102484	Hook, Captain	91	ANNUAL	313.00	6.00	8.00			311.00
					92	SICK	72.00	4.00				76.00
					96	EXCESS	32.00					32.00
					82	PRE 06 SICK	1,500.00					1,500.00
					83	PRE 06 CONV SICK	320.00					320.00
560	5522	0000	153777	Pan, Peter	91	ANNUAL	86.50	4.00	37.00			53.50
					92	SICK	72.00	4.00				76.00
					95	COMP TIME	22.00		6.00			16.00
					96	EXCESS	1.00		1.00			
					82	PRE 06 SICK	216.00					216.00
					83	PRE 06 CONV SICK	22.00					22.00

1.14.1(c) The "Leave Used" column can be used to view the date, hours, entered by, and entered date, for leave posted in the pay period. Click on the leave used hours to view a screen that will display the detail of the leave used. For example, to view the detail for the 37.00 hours of annual leave used by Peter Pan, single click on 37.00 (under the Leave Used column). An example of the detail screen is below. Use the green ball with an arrow pointing to the left to get back to the full report.

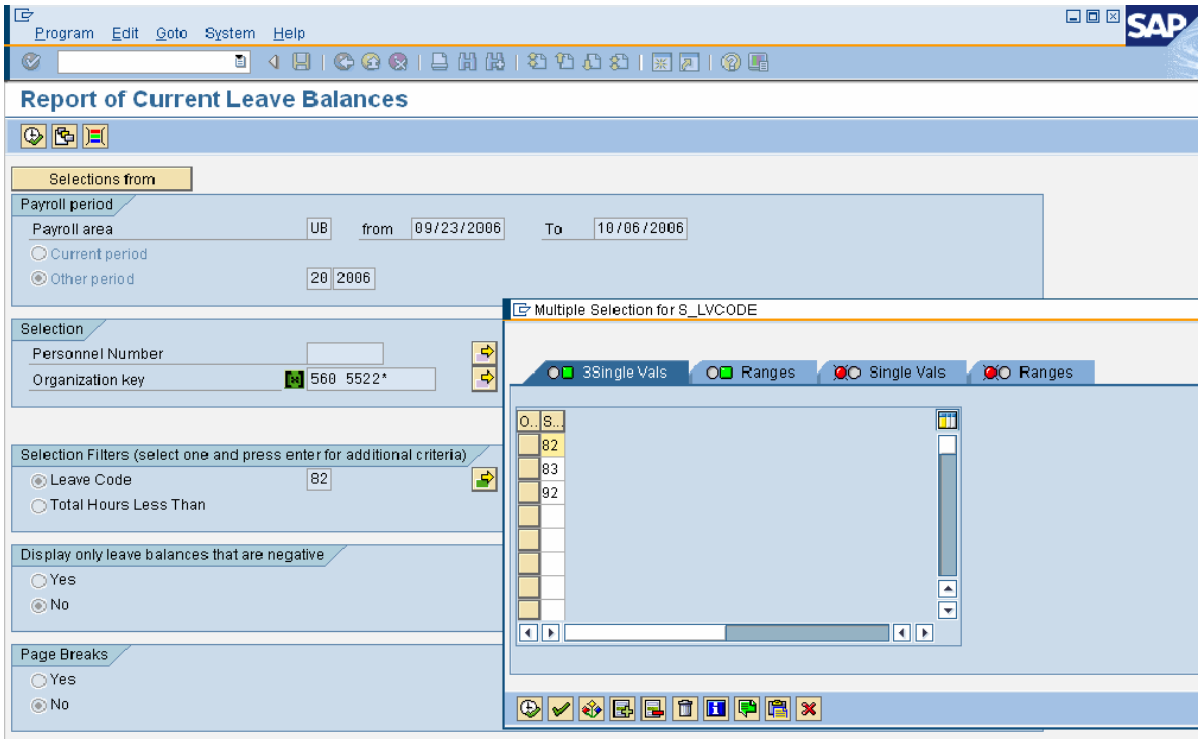


List Edit Goto System Help

Report of Current Leave Balances

Date	Hours	Entered by	Entered on
09/27/2006	5.00	JZICKGRAF	10/11/2006
09/28/2006	8.00	JZICKGRAF	10/11/2006
09/29/2006	8.00	JZICKGRAF	10/11/2006
10/05/2006	8.00	JZICKGRAF	10/11/2006
10/06/2006	8.00	JZICKGRAF	10/11/2006

1.14.2(a) Selection criteria to display current leave balances (for leave types 82, 83 and 92) in Organization key 560 5522*.



The selection filters used are listed below and resulted in the following report:

1. Other period
2. Organization Key
3. Leave Code
    a. Clicked on the Multiple Selection Arrow
    b. Entered 82, 83, 92 (under Single Vals column)
    c. Clicked on the clock icon to copy the criteria
4. Display only leave balances that are negative (Default/No)
5. Page breaks (Default/No)
6. Execute

1.14.2(b)

List Edit Goto System Help

Report of Current Leave Balances

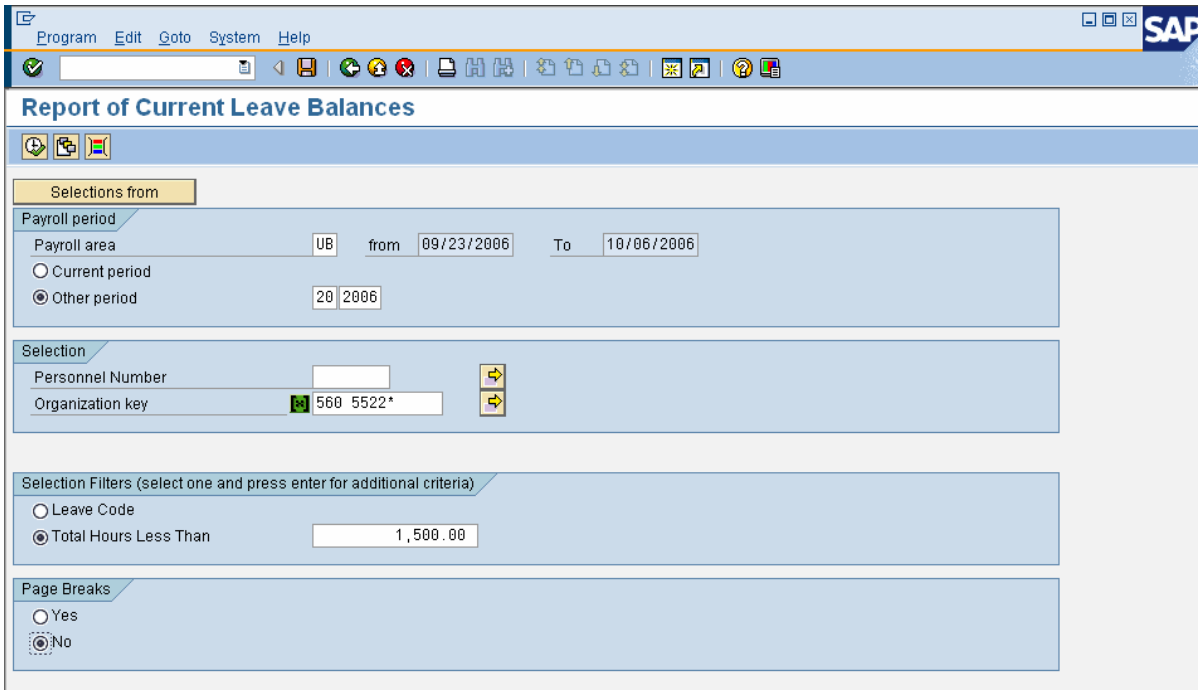
Report No: Z_HR_LEAVE_BALANCES

Leave Balances Report
For Pay Period Ending 10/06/2006
Pay Period 20 2006

Page : 1
Run Date: 11/13/2006
Run Time: 18:19:18

DEPT	UNIT	DIST	EIN	Employee Name	LC	Leave Category	Beginning Balance	Leave Accrued	Leave Used	Pay Out	Quota Correction	Ending Balance
560	5522	0000	117920	Bell, Tinker	92	SICK	72.00	4.00				76.00
					82	PRE 06 SICK	1,388.00					1,388.00
					83	PRE 06 CONV SICK	320.00					320.00
560	5522	0000	119512	Darling, Michael	92	SICK	12.00	4.00				16.00
					82	PRE 06 SICK	486.00					486.00
					83	PRE 06 CONV SICK	208.00					208.00
560	5522	0000	105580	Darling, Wendy	92	SICK	72.00	4.00				76.00
					82	PRE 06 SICK	604.00					604.00
					83	PRE 06 CONV SICK	240.00					240.00
560	5522	0000	102484	Hook, Captain	92	SICK	72.00	4.00				76.00
					82	PRE 06 SICK	1,500.00					1,500.00
					83	PRE 06 CONV SICK	320.00					320.00
560	5522	0000	153777	Pan, Peter	92	SICK	72.00	4.00				76.00
					82	PRE 06 SICK	216.00					216.00
					83	PRE 06 CONV SICK	22.00					22.00
560	5522	0000	100599	The, Lost Boys	92	SICK	72.00	4.00				76.00
					82	PRE 06 SICK	1,504.00					1,504.00
					83	PRE 06 CONV SICK	320.00					320.00

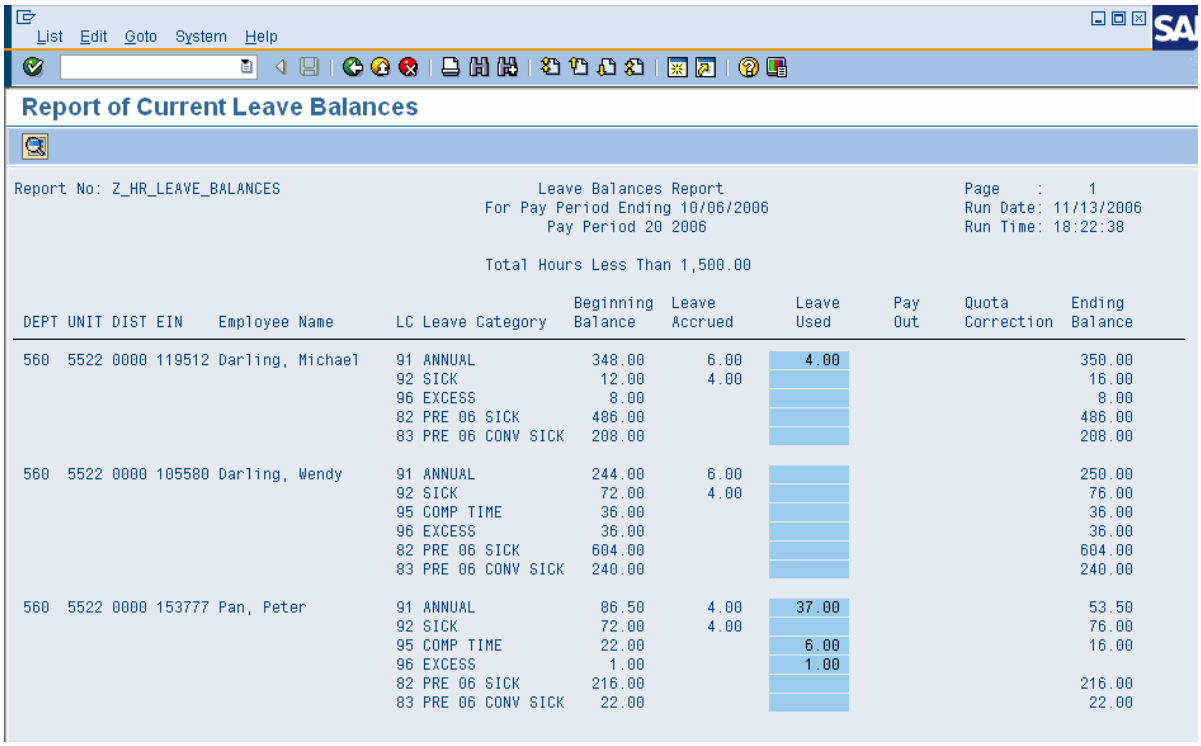
1.14.3(a) Selection criteria to display employees in Organization key 560 5522* who have a combined leave balance of less than 1,500.00 hours.



The selection filters used are listed below and resulted in the following report:

1. Other period
2. Organization key
3. Total Hours Less Than
   a. Hours criteria used (1500.00)
4. Page breaks (Default/No)
5. Execute

1.14.3(b)



List Edit Goto System Help

Report of Current Leave Balances

Report No: Z_HR_LEAVE_BALANCES

Leave Balances Report
For Pay Period Ending 10/06/2006
Pay Period 20 2006

Page : 1
Run Date: 11/13/2006
Run Time: 18:22:38

Total Hours Less Than 1,500.00

DEPT	UNIT	DIST	EIN	Employee Name	LC	Leave Category	Beginning Balance	Leave Accrued	Leave Used	Pay Out	Quota Correction	Ending Balance
560	5522	0000	119512	Darling, Michael	91	ANNUAL	348.00	6.00	4.00			350.00
					92	SICK	12.00	4.00				16.00
					96	EXCESS	8.00					8.00
					82	PRE 06 SICK	486.00					486.00
					83	PRE 06 CONV SICK	208.00					208.00
560	5522	0000	105580	Darling, Wendy	91	ANNUAL	244.00	6.00				250.00
					92	SICK	72.00	4.00				76.00
					95	COMP TIME	36.00					36.00
					96	EXCESS	36.00					36.00
					82	PRE 06 SICK	604.00					604.00
					83	PRE 06 CONV SICK	240.00					240.00
560	5522	0000	153777	Pan, Peter	91	ANNUAL	86.50	4.00	37.00			53.50
					92	SICK	72.00	4.00				76.00
					95	COMP TIME	22.00		6.00			16.00
					96	EXCESS	1.00		1.00			
					82	PRE 06 SICK	216.00					216.00
					83	PRE 06 CONV SICK	22.00					22.00

2.1 The report heading contains the following information:

- The report number
- The report title
- Page number
- Pay period end date
- Date the report was run
- Pay period number and year
- Time the report was run
- Total Hours Less Than Criteria (as determined by the user)

2.2 The columns on the report are listed below with a brief description.

DEPT	The employee's department number.
UNIT	The employee's home unit.
DIST	The employee's distribution code.
EIN	The employee's identification number.
Employee Name	The employee's name.
LC	The leave code.
Leave Category	The leave type.
Beginning Balance	The balance available to the employee at the start of the pay period.
Leave Accrued	The number of hours earned in the pay period.
Leave Used	The number of hours taken in the pay period.
Pay Out	The number of hours paid out or paid down in the pay period.
Quota Correction	Leave adjustments entered in the pay period.
Ending Balance	The number of hours available to the employee at the end of the pay period.