

Leave Activity Summary Report

Transaction Code:
ZHR_RPTTM398

Purpose Use this procedure to display leave balances, the monetary value of the leave balances and the number of employees who automatically accrue leave per time administrator.

Trigger Perform this procedure to display the monetary value of leave balances.

Prerequisites None.

End User Roles In order to perform this transaction you must be assigned one of the following roles:
Payroll processor, Payroll Supervisor, Time and Attendance Processor, Time and Attendance Inquirer, Time and Attendance Supervisor

Change History	Change Description
6/10/2009	Procedure created
4/26/2010	Selection screen shot updated to include Employment status and the Layout option

Menu Path None

Transaction Code ZHR_RPTTM398

Procedure

1. Start the transaction using the transaction code **ZHR_RPTTM398**.



2. Under the **Key date** section complete the following fields:

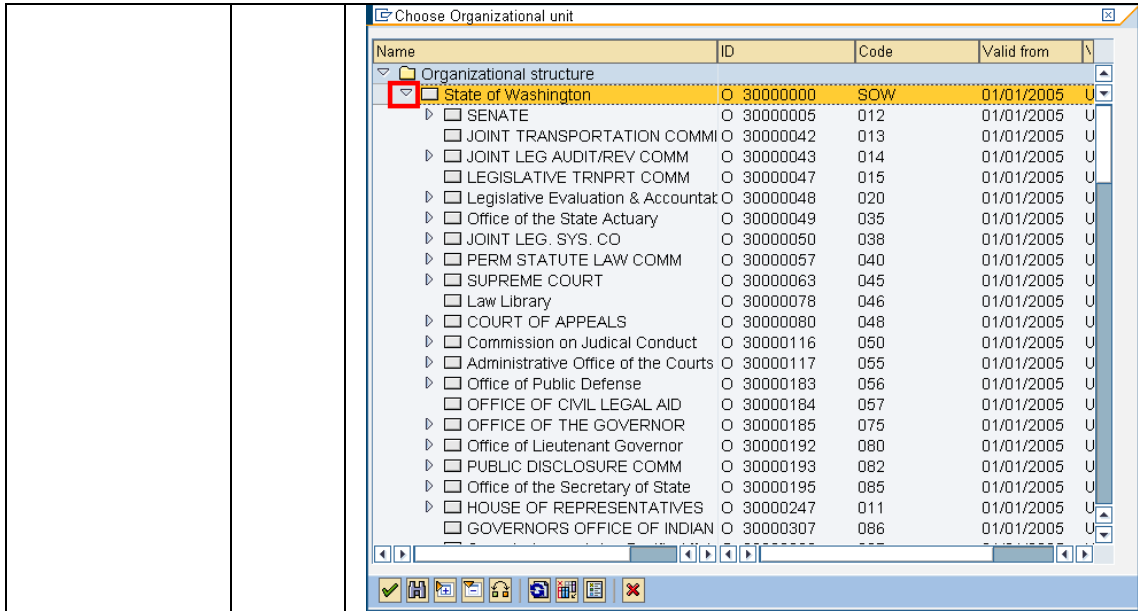
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Key date	R	This is the date on which a search for information is being performed. The Today radio button defaults in Example: Today
Other keydate	O	This selection option will run the report using the specified values

		for the person and data selection period. Example: 6/1/2009 (The report will display data as of the date entered).
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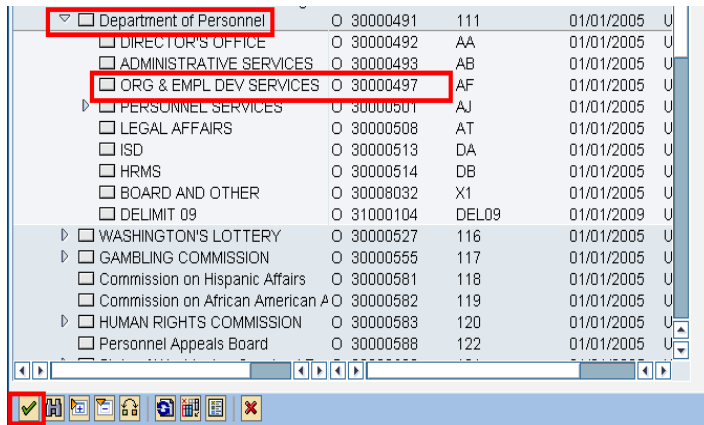
3.


Under the **Selection** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	O	The employee's unique identifying number. Example: 400000129
Employment Status	O	Describes the employee's employment status with the agency. Example: 3 (Active)
Personnel area	R	A specific agency/sub agency in the State of Washington Example: 1111 Information Services Division
Personnel subarea	O	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions. Example: 0001- Non represented
Employee group	O	Status of an employee or position within the State of Washington. Note: This is the status of the position only, not the employee. Example: 0 (Permanent)
Business Area	O	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN). Example: 1110 (Department of Personnel)
Organizational Unit	O	Represents departments, regions, divisions, units or other groupings within an Agency.  To run the report by Organizational Unit, 1. Place your cursor into the field and click on the  (Matchcode) 2. Select the triangle to the left of State of Washington



3. Select the triangle next to your agency and highlight the Org unit to view





4. Click  to accept and return to the selection criteria screen.

Example: **ORG & EMPL DEV SERVICES**

5. Under the **Quota selection** complete the following:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Quota Type	O	Type of quota

		 If you want to view all quota types, leave this field blank. Example: 30 (Sick Leave)
Deduction Period	R	The entries in the deduction from date and Deduction to date determine the quota period.  Dates entered in this section will be the dates used to generate the report. Example: 5/1/2009 to 5/15/2009

6. Under the **Data Format** complete the following:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Layout	O	Predefined formatting of the report Example: / Comp Abs Sn (Comp Abs 2006)

Program Edit Goto System Help

Leave Activity Summary Report

Selections from Search helps Org. structure

Key date

Today
 Other keydate
Key Date

Selection


Personnel Number		
Employment status	3	
Personnel area	1110	
Personnel subarea		
Employee group		
Business area		
Organizational unit	30000497	
Time recording administrator		

Quota selection

Quota type	30	to	31	
Deduction Period	5/1/2009		05/15/2009	

Data Format


Layout	/COMP ABS SN
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7. Click  (Execute) to generate the report

State of Washington - HRMS
Leave Activity Summary Report

Program: ZHR_RPTTM398
User: KELLYW
Date: 04/28/2010
Period: 05/01/2009 thru 05/15/2009

Personnel	Quota	Number of	Quota Type text	Begin bala	Begin bala	Earned hou	Earned ...	Taken hour	Taken v...	Paid hours	Paid value	Adjusted h	Adjusted v	Ending Bal	Ending Bal
0001	30	17	Sick Leave	2,910.30	85,310...	4.18	106.38	20.80	515.26	0.00	0.00	0.00	0.00	2,893.68	84,901.77
0001		1	Sick Leave	10.34	312.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.34	312.89
0003		1	Sick Leave	497.20	22,854...	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	497.20	22,854.06
0001		1	Sick Leave	40.50	729.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.50	729.70
0002		2	Sick Leave	359.00	14,335...	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	359.00	14,335.46
0001	31	16	Annual Leave/V...	350.26	7,962.02	5.58	142.01	20.00	561.84	0.00	0.00	0.00	0.00	335.84	7,542.20
0001		1	Annual Leave/V...	1.24	37.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.24	37.52
0003		1	Annual Leave/V...	103.62	4,762.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103.62	4,762.95
0002		2	Annual Leave/V...	223.83	9,027.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	223.83	9,027.81

8 To add the monetary value or display the number of employees who automatically accrue leave to the report click  (Change Layout) to add the columns to the report.

8.1 Select **Paid Value** and **Number of EE per time admin** from

Change Layout




Displayed Colu | Sort Order | Filter | View | Display

Displayed Columns

Column Name	Σ
Quota Type	
Begin balance Hours	<input checked="" type="checkbox"/>
Earned hours	<input checked="" type="checkbox"/>
Taken hours	<input checked="" type="checkbox"/>
Adjusted hours	<input checked="" type="checkbox"/>
Paid hours	<input checked="" type="checkbox"/>
Donated hours	<input checked="" type="checkbox"/>
Recieved hours	<input checked="" type="checkbox"/>
Donated Return hours	<input checked="" type="checkbox"/>
Ending Balance hours	<input checked="" type="checkbox"/>

Column Set


Time Administrator text
Quota Type text
Begin balance Value
Earned value
Taken value
Adjusted value
Donated value
Donated Return value
Recieved value
Ending Balance value
Paid value
Number of EE per time admin

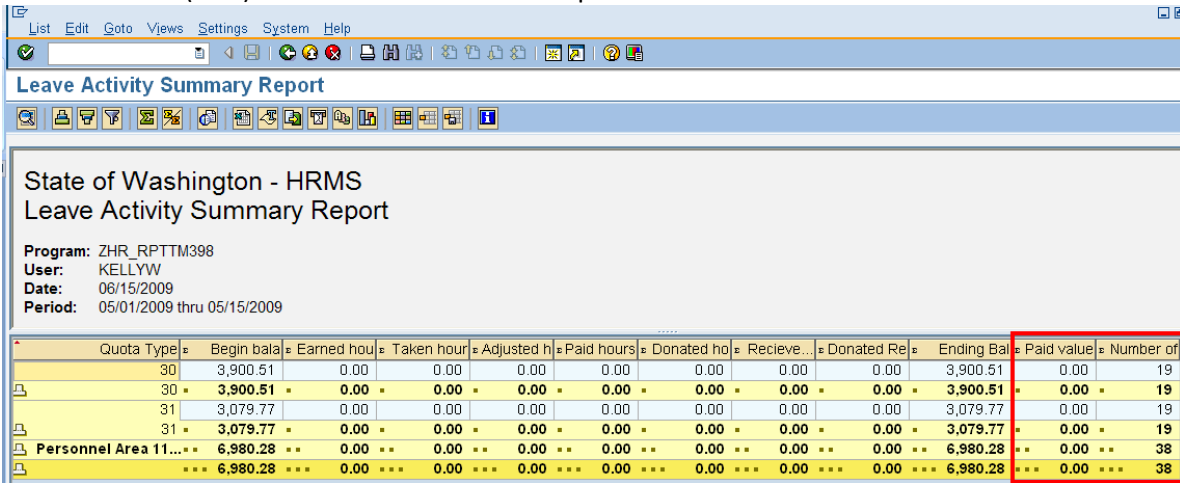
  



Columns listed under the **Displayed** Columns will display, in order as listed on the report. You

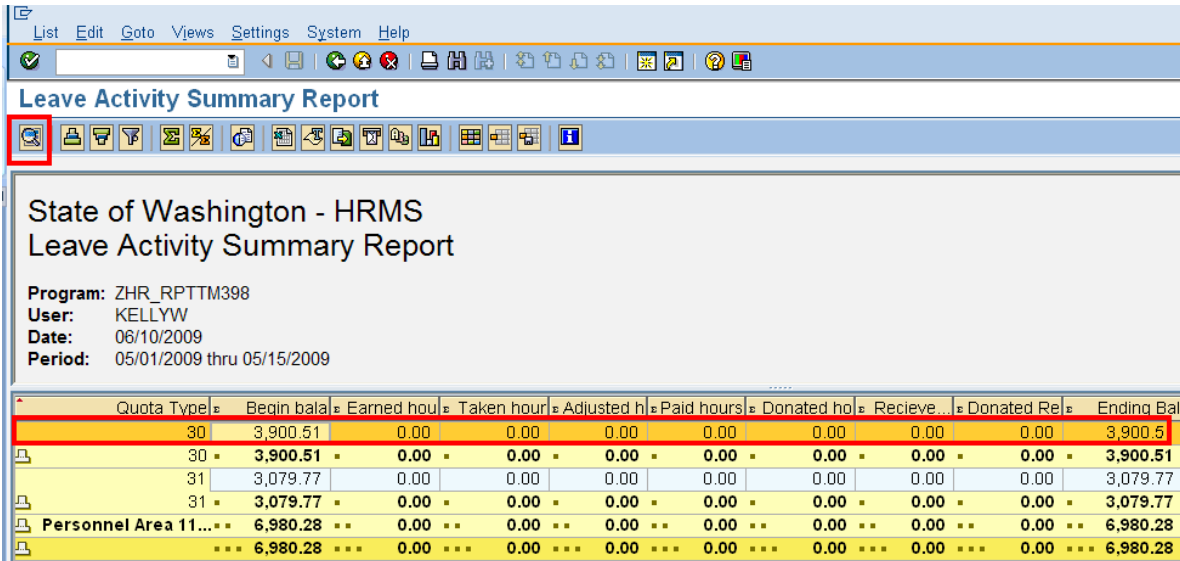
can reorder the columns using the . Columns listed in the **Column Set** will not display on the report unless they are moved into the **Displayed Columns**.

8.2 Click  transfer to return to the report




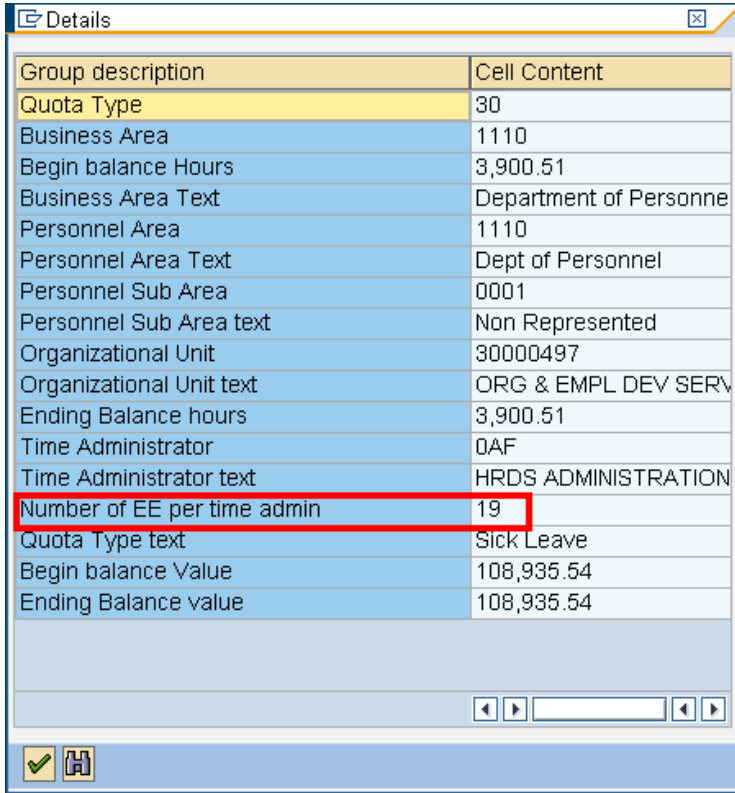
Quota Type	Begin bal	Earned hou	Taken hour	Adjusted h	Paid hours	Donated ho	Recieve...	Donated Re	Ending Bal	Paid value	Number of
30	3,900.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,900.51	0.00	19
30	3,900.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,900.51	0.00	19
31	3,079.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,079.77	0.00	19
31	3,079.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,079.77	0.00	19
Personnel Area 11...	6,980.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,980.28	0.00	38
***	6,980.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,980.28	0.00	38

9. To view the number of employees who accrued leave highlight the quota type to view per time administrator.




Quota Type	Begin bal	Earned hou	Taken hour	Adjusted h	Paid hours	Donated ho	Recieve...	Donated Re	Ending Bal
30	3,900.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,900.51
30	3,900.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,900.51
31	3,079.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,079.77
31	3,079.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,079.77
Personnel Area 11...	6,980.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,980.28
***	6,980.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,980.28

10. Click  (Choose) to display



Group description	Cell Content
Quota Type	30
Business Area	1110
Begin balance Hours	3,900.51
Business Area Text	Department of Personne
Personnel Area	1110
Personnel Area Text	Dept of Personnel
Personnel Sub Area	0001
Personnel Sub Area text	Non Represented
Organizational Unit	30000497
Organizational Unit text	ORG & EMPL DEV SERV
Ending Balance hours	3,900.51
Time Administrator	DAF
Time Administrator text	HRDS ADMINISTRATION
Number of EE per time admin	19
Quota Type text	Sick Leave
Begin balance Value	108,935.54
Ending Balance value	108,935.54



To close the detail view and return back to the report click the  (Continue).

Results

You have successfully generated the Leave Activity Summary Report