



PAID PARENTAL LEAVE

REPORT DESCRIPTION B0016 | WEB INTELLIGENCE



The purpose of this report description is to explain how to generate the Paid Parental Leave report.

Report Description

This report shows Employees who have been granted Paid Parental Leave. It provides Hours Awarded, Hours Used, Estimated Hourly Salary, and Estimated Cost by Personnel Area. Additional data elements such as Gender, Ethnicity, Age Range, and Job are also available for additional analysis.

Report Location

PA: Quota Usage

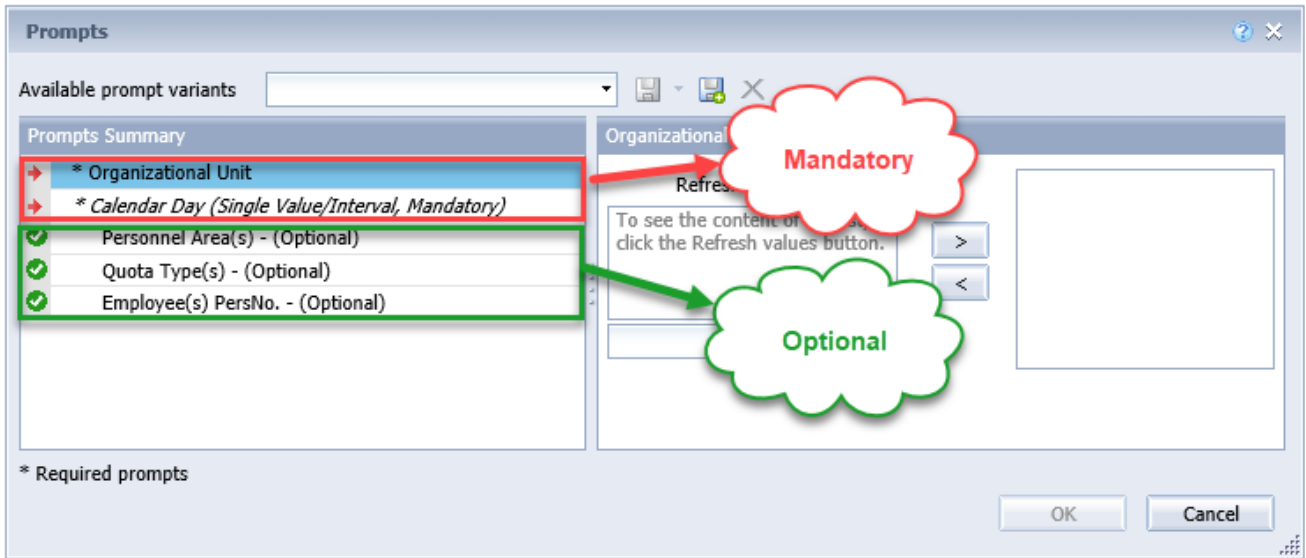
Report Uses

OSHR will use the report to provide the implementation and use of Paid Parental Leave to the Office of the Governor by September 2020. Agencies are required to collect and submit their information to OSHR by July 1, 2020 and every July thereafter. Report will be used to monitor Paid Parental Leave during the year and as an annual report.

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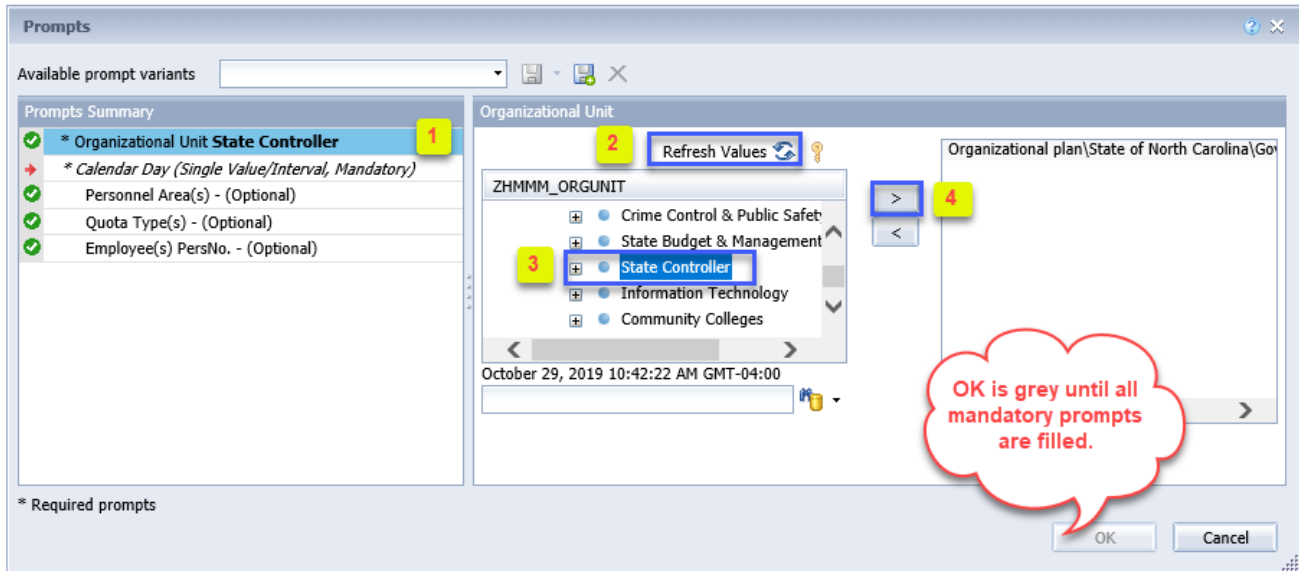
How to generate this report



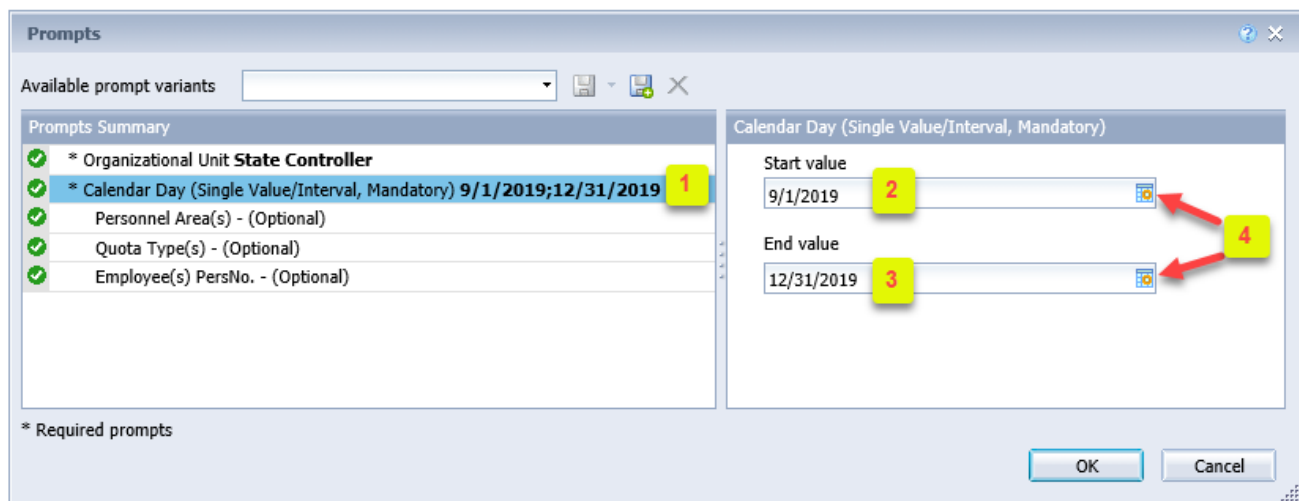
Mandatory Prompts

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 the “Refresh Values” icon to see the list of Org Units (2).
 - Navigate down to the desired Org Unit (3).
 - Click the right arrow to add it to the selection box (4).



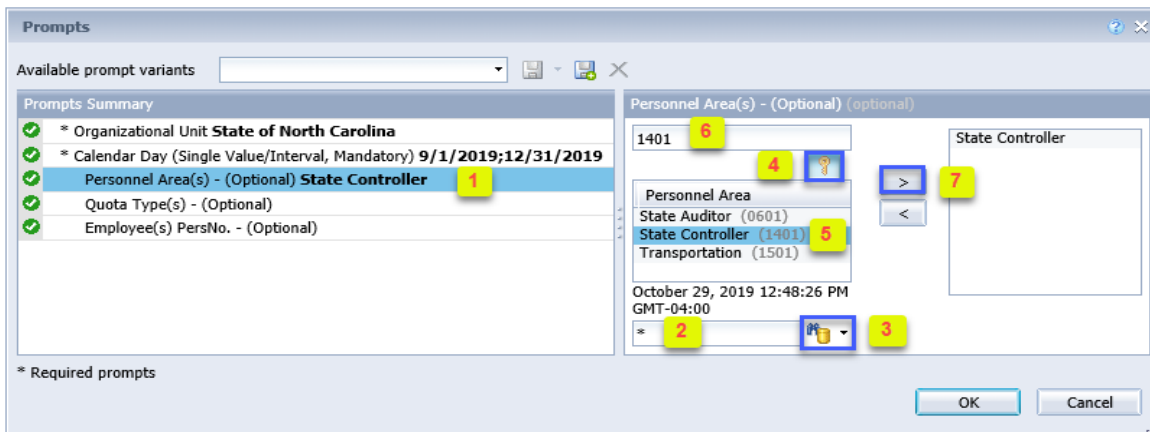
- ➔ **Calendar Day (Single Value/Interval, Mandatory):** To select data for this prompt:
 - Make sure the Calendar Day (Single Value/Interval, Mandatory) prompt is selected (1).
 - Enter the “Start Value” date in M/d/yyyy format (2).
 - Enter the “End Value” date in M/d/yyyy format (3).
 - Start Value and End Value dates can be selected from Calendar help if needed (4).



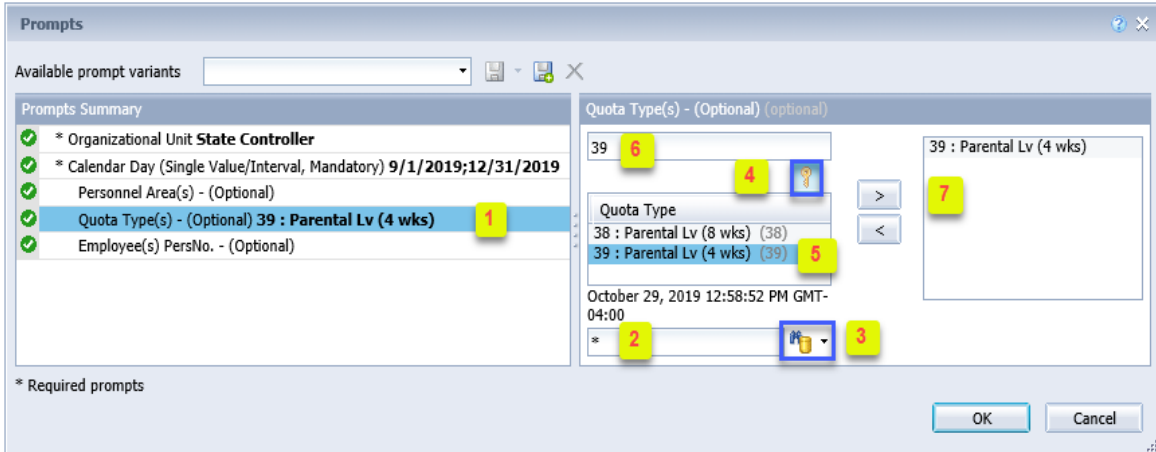
Optional Prompts

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

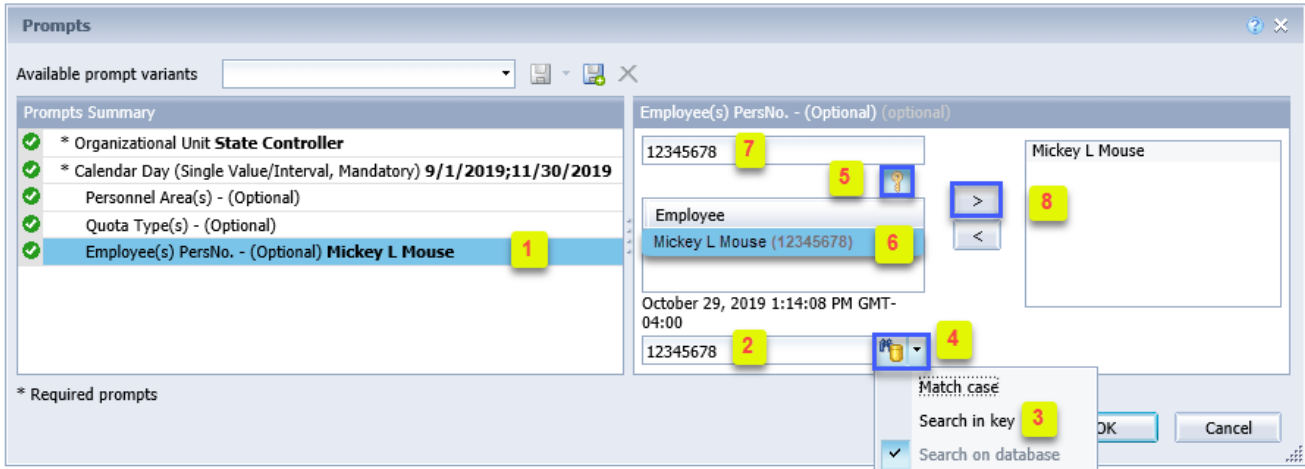
- ✓ **Personnel Area(s) - (Optional):** To select data for this prompt:
 - Make sure the “Personnel Area(s) - (Optional)” prompt is selected (1).
 - Enter search text with an asterisk (*) in the search box to view values for Personnel Area (2).
 - Click the search icon (3).
 - Click on the key icon (4) to see the key value for each Personnel Area.
 - Select the desired Personnel Area (5).
 - **OR**, if the Personnel Area key or Personnel Area name is known, skip steps 2 through 5 and enter it directly in (6).
 - Click the right arrow to add the Personnel Area to the selection box (7).



- ✓ **Quota Type(s) - (Optional):** To select data for this prompt:
 - Make sure the “Quota Type(s) - (Optional)” prompt is selected (1).
 - Enter search text with an asterisk (*) in the search box to view the values for Quota Type (2).
 - Click the search icon (3).
 - Click on the key icon (4) to see the key value for each Quota Type.
 - Select the desired Quota Type (5).
 - **OR**, if the Quota Type key or Quota Type name is known, skip steps 2 through 5 and enter it directly in (6). Click the right arrow to add the Quota Type to the selection box (7).



- ✓ **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 the search icon drop down arrow and select “Search in key” (3).
 - Click the search icon (4).
 - Click the key icon (5) to see the employee number.
 - Select the desired Employee (6).
 - OR, if the employee number is known, skip steps 2 through 6 and enter it directly in (7).
 - Click the right arrow to add the Employee to the selection box (8).



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 you must do a name search, narrow down the 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 the selection.

Initial Layout

Report lists employees that have taken Parental Leave within the time period corresponding to date range selection on the prompt. Below is a sample report rendering.

B0016: Paid Parental Leave									
Execution Date : 11/8/19									
Calendar Day: 9/1/2019 - 12/31/2019									
Agency	Employee's Name	Employee	Quota Type	Entitlement Deduction From	Entitlement Deduction To	Hours Awarded	Hours Used	Estimated Quota Cost	Estimated Hourly Salary
State Auditor	BUNNY, BUGS	01234567	39 : Parental Lv (4 wks)	9/6/2019	9/5/2020	160.00	128.00	7,421.44	57.98
Agency - State Auditor						160.00	128.00	7,421.44	
State Controller	MOUSE, MICKEY	12345678	39 : Parental Lv (4 wks)	9/1/2019	8/31/2020	160.00	144.00	8,144.64	56.56
	PIG, PETUNIA	23456789	38 : Parental Lv (8 wks)	9/1/2019	8/31/2020	320.00	24.00	1,188.48	49.52
Agency - State Controller						480.00	168.00	9,333.12	
Transportation	FUDD, ELMER	34567890	39 : Parental Lv (4 wks)	10/1/2019	9/30/2020	160.00	56.00	1,453.76	25.96
Agency - Transportation						160.00	56.00	1,453.76	
Total						800.00	352.00	18,208.32	

Available Objects

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

- [-] B0016: Paid Parental Leave
 - [+] Age Range
 - [+] Calendar Day
 - [+] Employee
 - Employee's Name
 - Entitlement Deduction From
 - Entitlement Deduction To
 - [+] Ethnic Origin
 - [+] First Name
 - [+] Gender
 - [+] Job
 - [+] Last Name
 - [+] Organizational Unit
 - [+] Personnel Area
 - [+] Quota Type
 - Estimated Hourly Salary
 - Estimated Quota Cost
 - Hours Awarded
 - Hours Used
 - [+] Variables
 - Prompt Response Calendar Day
 - Prompt Response Employee PersNo
 - Prompt Response Organizational Unit
 - Prompt Response Personnel Area
 - Prompt Response Quota Type

Special Report Considerations/Features

- The 'Calendar Day' date prompt is driven by leave usage. Data returned reflects Parental Leave usage in the time period corresponding to date range selected on the prompt.
- **Estimated Hourly Salary** is calculated as annualized salary divided by 2080.
- **Estimated Quota Cost** is calculated as **Hours Used** times **Estimated Hourly Salary**.

Change Log

Effective 11/14/2019

- Initial report creation.

Effective 3/30/2023

- Updated Alt Text L.Williams