

FFCRA ABSENCE/ATTENDANCE TYPE BY EMPLOYEE

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JOB AID BOBJ-1

The purpose of this job aid is to generate report B0205: Time Leveling Exceptions Report (Planned Time vs. 2001/2002) with modifications to allow quick and effective tracking of State of Emergency and COVID related Attendance/Absence codes. After modification the report will display uses of the State of Emergency and COVID related Attendance/Absence codes.

How to Generate the Report

Generate the report B0205: Time Leveling Exceptions Report in the PT: Time Sheet Metrics folder from the HR-Payroll Public Folder.

Business Objects	E	ngage Explore Explain	٩
View - New • Organize - More Actions -	Detail	k.	& H 4 1 of1 → H
My Documents Folders	-	Title -	Туре
Public Folders HR-Payroll HR-Payroll Training PT: Quota Payouts PT: Time Sheet Metrics PT: Time Sheet Metrics	• • • • • • • • • • • • • • • • • • •	B0203: Time Overview by Employee B0204: Total Timesheet Exceptions (CATS vs 2001/2002) B0205: Time Leveling Exceptions Report (Planned Time vs 2001/2002) B0206: Holiday Activity B0207: Time Entry Other Than 9300 On Specified Holiday B0208: Late Approvals B0209: Late Timesheets	Web Intelligence

There are two mandatory prompts that must be selected in order to generate the report. These are Organizational Unit and Calendar Day. The data can be further defined using the three optional prompts. It is best to use the prompts to define a small subset of employees for the report. Once the report prompts are defined then press OK to Execute the report.

Prompts Available prompt variants Prompts Summary	atory npts 🚽 - 🔛 X	* (*)
* Organizational Unit * Calendar Day (Single Value/Imi Employee(s) PersNo (Optio Time Mgmt Status(s) - (Optio Exclude Employee Subgroup	Refresh Values 😪 💡 ZHMMM_ORGUNIT	
< >		
* Required prompts		×

Saving the Report

1. Click the Save As button from the top left menu.

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Business Objects	Engage	Explore	Explain
Home Documents B02	×		
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Document Sur	B0205: Tim	e Leveling Ex	ceptions Report
B0205: Time Leveling	Calendar Day:	3/1/2020 - 6/1/202	0

2. In the Save As pop up window, click the Favorites Folder.



3. Select the folder where the report will be saved, or save it directly in the Favorites Folder.

Save As		2 ×
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Favorites Folder	Title Title Training5/28/2020 Training827	Last Run Time
	FFCRA Code tracking	

4. Change the name of the report to B0205: FFCRA Absence Type by Employee.

Favorites Folder Title -	Last Run Time
🖥 🔛 Favorites Folder	194629
 Training 10/22/19 	No Items
Public Folders	>
ile Name: B0205: FFCRA Absence Type by Employee	
Save As Type: Web Intelligence	~
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5. The Keywords and Description can also be edited to assist with searching or distinguishing the report.

Save As																					8 ×	
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Keywords:	Att/Abs Time Er	ntered,	Diff Be	tween	n 2001/2	l/2002	2 & P	Planne	ed Tin	ne, F	FCR	A, Sta	ate o	f Em	erge	ncy, C	COVIE), S	OE, C	OE ×	<u>د</u>	
Assign Category:																						
 ✓ Refresh on open ✓ Permanent regiona 	al formating																					
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6. Click Save.

Removal of Excess Data Columns

1. After the report has generated, use the top right menu to change the Web Intelligence report into Design Mode.

Explore Explain					p
ack • 🂱 Filter Bar 🔝 Freeze → 🗐 Outline Absence Type by Employee	2				Reading Design • • • Design • • • Display the report in Design
020 - 6/1/2020 ational Unit Desc	Employee Name	EE Nbr	Planned Time	2001/2002 Att/Abs Time Entered	Diff Between 2001/2002 & Planned Time

2. Right click on any of the Data cells within the column Diff Between 2001/2002 & Planned Time. Then select Delete from the right click context menu.

Report	Elements Format	ting Data Access Analysis Page Setup						Reading • Design
Tables	Cell Section	Chart	Tools Position	Table Layout Behavio	rs			
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*	fx 🚅 🗙 🖌	=[Diff Between 2001/2002 & Planned Time]						
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	Calendar Day	/: 3/1/2020 - 6/1/2020			ß	Paste C	trl+V	
cument					暍	Comment		Diff Between
26 414 61	Organizational	Organizational Unit Desc	Employee Name	EE Nbr		Insert	•	2001/2002 & Planned Time
36 AM GM	00000000	organizational onit besc	Linpioyee Name		×	Delete		rianned nine
es)	299999999	Media/Communications	Mouse, Mickey	11111111	11	Merge		-528.00
	29999999	Media/Communications	Mouse, Minnie	22222222		Clear Contents	r	-528.00
_						Set as section		
						Turn Into	•	
						Edit Formula		
						Linking	•	
						Assign Reference		

Adding Available Object Att/Abs Type-Key

1. Select the Available Objects from the Navigation Left Side Panel.



2. Expand the Available Object Att/Abs Type.



3. Left click and drag over the Att/Abs Type-Key over the Planned Time Column Header. The cursor window prompt should state Drop here to replace cell.

B0205: FF	CRA Absence Type by	Employee		
Calendar Day	r: 3/1/2020 - 6/1/2020			
Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Att Abs Type K 2001/2002 Flanned Time Att/Abs Type - Key (Drop here to replace cell)
29999999	Media/Communications	Mouse, Mickey	11111111	528.00
29999999	Media/Communications	Mouse, Minnie	22222222	528.00

- 4. Release the mouse button. The Att/Abs Type-Key should replace all data cells within the Planned Time Column.
- 5. Double click in the Planned Time header cell and change it to Att/Abs Type-Key. Then press Enter on the keyboard.

e Type by E	mployee			
2020				
Desc	Employee Name	EE Nbr	Att/Abs Type-Key Time Entered	
	Employee Name	EE NE	or Att/Abs Type-Key	2001/2002 Att/Abs Time Entered

6. Click the refresh button to populate the data in the column.

		Att/Abs Type-Key	2001/2002 Att/Abs Time Enter
	2001/2002 Att/Abs	PLHR	
Att/Abs Type-Key	Time Entered	PLHR	
REFRESH		9500	50
REFRESH		PLHR	
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Modifying the Report Filters

Report B0205 applies a filter to the data that suppresses the rows where the difference between the planned time and the 2001/2002 Att/Abs time entered is 0. In order to track all Attendance and Absence codes used for the State of Emergency and COVID, all filters must be removed and a new one applied.

1. Right click on a data cell within the column Att/Abs Type-Key.

<u>B0205: FF</u>	CRA Absence Type by E	mployee			
Calendar Day	y: 3/1/2020 - 6/1/2020				
Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Att/Abs Type-Key	2001/2002 Att/Abs Time Entered
29999999	Media/Communications	Mouse, Mickey	11111111	PLHR	
29999999	Media/Communications	Mouse, Minnie	22222222	PLHR 3	

2. Hover over Filter and then select Add Filter.



3. In the top right area of the Report Filter window click the icon Remove All. This will remove all filters currently applied to the report.

Report Filt	er	3 ×
Filter On	Block Query Results	💎 Add Filter 📍 🔯 🔺 👻 🐻
AND	□ Diff Between 2001/2002 & Planned Time Not Equal to ▼ 0 □ Diff Between 2001/2002 & Planned Time Is not Null ▼	
	Att/Abs Type - Key In List ▼	~

4. The Report Filter window should repopulate with all filters removed.

Report Filter	🔮 🗙
Filter On Block Query Results	🌱 Add Filter 🦞 🔯 🔺 💌 🖪
Click Add Filter to add a new filter in this area.	

5. Click the icon ^Y Add Filter</sup> Add Filter.

Report Filter	@ ×
Filter On Block Query Results	💙 Add Filter 👌 🐼 🔺 🔻 🖽
Click Add Filter to add a new filter in this area.	

6. Select the Available Object Att/Abs Type-Key and click OK.



Not all attendance codes or absence types may be present in the calendar time period from which the report is being generated. For the report format to work on any calendar range, or employee subset all attendance and absence codes being tracked must be manually typed in. 7. In the Report Filter window, use the text field above the list of codes. This text field states to "Type values here." Type in all Attendance and/or Absences codes that are being tracked for the State of Emergency and COVID with a semicolon (;) in between each code.

er off block query kesuits	Y Add Filter Y 🙀 🔺 🔻
* Att/Abs Type - Key In List •	

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9513;9518;9519;9520;9521;9547;9548;9549;9580;9581;9582;9583;9! ×	Att/Abs Type - Key In List
Att/Abs Type - Key	
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9500	
9510	
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Attendance Codes Related to the State of Emergency and COVID

9513	CDE 1.50 Worked
9518	CDE 1.25 Worked
9519	CDE 1.20 Worked
9520	CDE 1.10 Worked
9521	CDE 1.05 Worked

Absence Codes related to the State of Emergency and COVID.

9547	Admin. Leave CDE
9548	Admin Leave SOE
9549	CDE Care LV
9580	FFCRA Employee Care
9581	FFCRA Family Care
9582	FFCRA w/Care Leave Supp*
9583	FFCRA EFMLEA
9584	FFCRA EFMLEA w/Care LV*
9585	CDE Eldercare/No TLW
9586	CDE Eldercare/No TLW w/CL*

8. Once all codes are typed in the field click the greater than arrow, which points to the right. This will input the code values into the filter.

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ter On Block Query Results	🌱 Add Filter 脊 👼 🔺 🔻 🛛
Att/Abs Type - Key In List 🔹 9513;9518;9519;9520;9521;9	
	asaa
	Att/Abs Type - Key In List
Att/Abs Type - Key	9513
9000	> 9518
9100	9519
9200	< 19520 9521
9238	N 9521 9547
9239	9548
9300	9549
9400	9580
9500	9581
9510 🗸	9582
9511	9583
<u> </u>	9584
(80)	
	9585

9. Verify the filter values are correct, click Apply, then click OK.

Att/Abs Tune Key		9513
ALL/ADS Type - Key		9518
9000		9519
9100	^ <	9520
9200		9521
9238		9547
9239		9548
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9510	~	9582
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		9586
		OK Cancel Apply

10. The resulting report will display all State of Emergency and COVID related codes by employee.

B0205: FFCRA Absence Type by Employee Calendar Day: 3/1/2020 - 6/1/2020					
Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Att/Abs Type-Key	2001/2002 Att/Abs Time Entered
29999999	Media/Communications	MOUSE, MICKEY	11111111	9513	3.00
29999999	Media/Communications	MOUSE, MINNIE	22222222	9513	25.00
29999999	Media/Communications	DOO, SCOOBY	33333333	9513	60.00

11. Make any other necessary changes and save the report.