The purpose of this Report Description is to explain how to generate a report of voluntary shared leave by donors in the Integrated HR-Payroll System.

REPORT DESCRIPTION:

This report displays by donor the hours donated and to whom during a selected time period. The recipient may be within the donor's agency, within another Integrated HR-Payroll System agency, or outside of the Integrated HR-Payroll System.

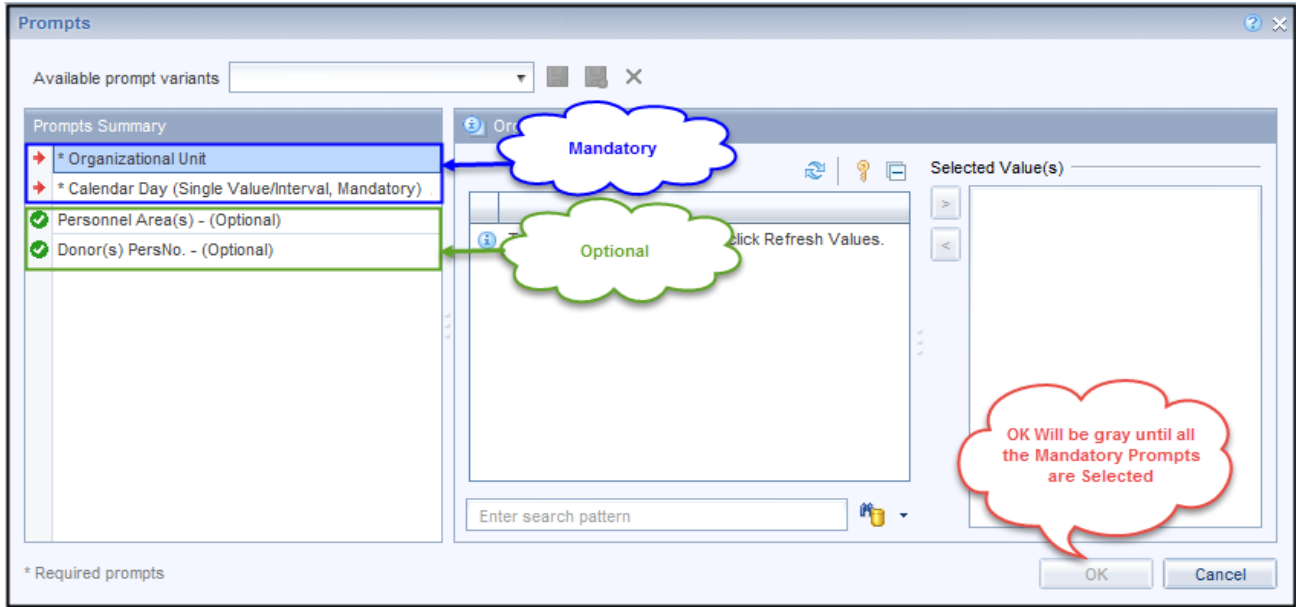## REPORT LOCATION:

PT: Voluntary Shared Leave

REPORT USES:

- This Report is used in determining donated VSL hours and identifying the recipient of the donated leave.
- This Report is used in identifying donors who will be given back pro-rated remaining received shared leave donated to a recipient.

## Quick Links

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 on the "Refresh Values" icon to see the list of Org Units (2).
- Navigate down to the desired Org Unit (3).
- Click on the right arrow to add it to the selection box (4).
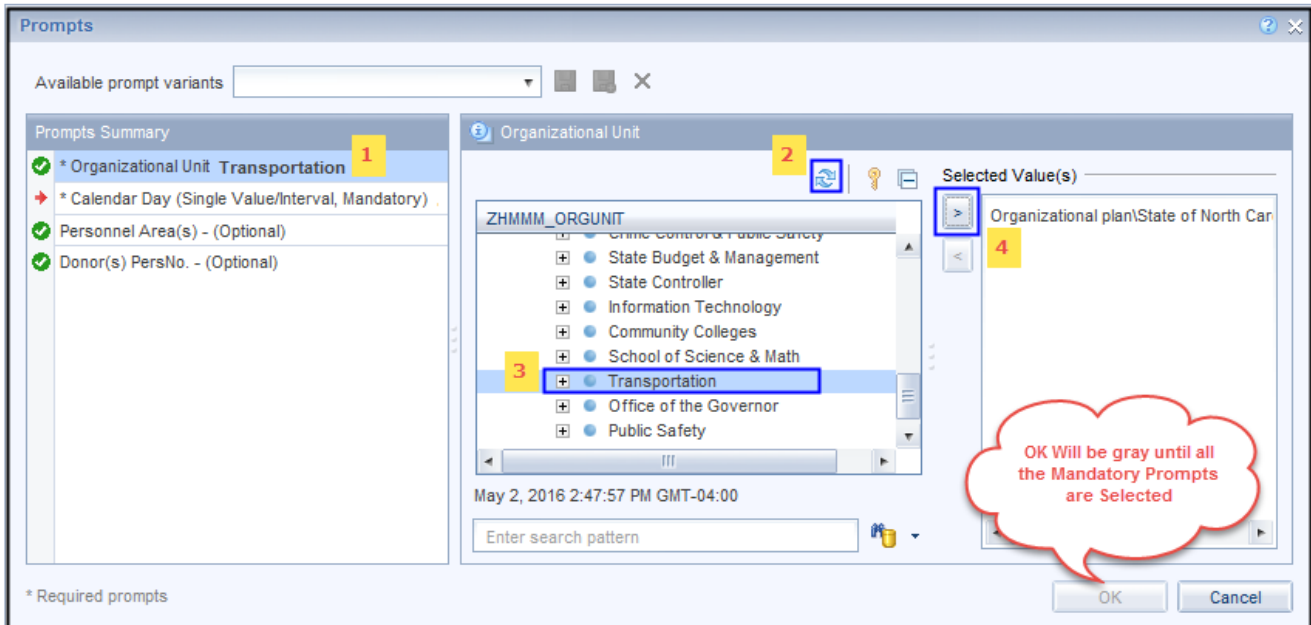
➡***Calendar Day (Single Value/Interval, Mandatory):** To select data for this prompt:

- Make sure the Calendar Day (Single Value/Interval, Mandatory) prompt is selected (1).
- Enter the "Start Value" date **(Donation Start Date)** in M/d/yyyy format (2).
- Enter the "End Value" date **(Donation End Date)** in M/d/yyyy format (3).
- Start Value and End Value dates which represent **Donation Dates** can be selected from Calendar help if needed (4).
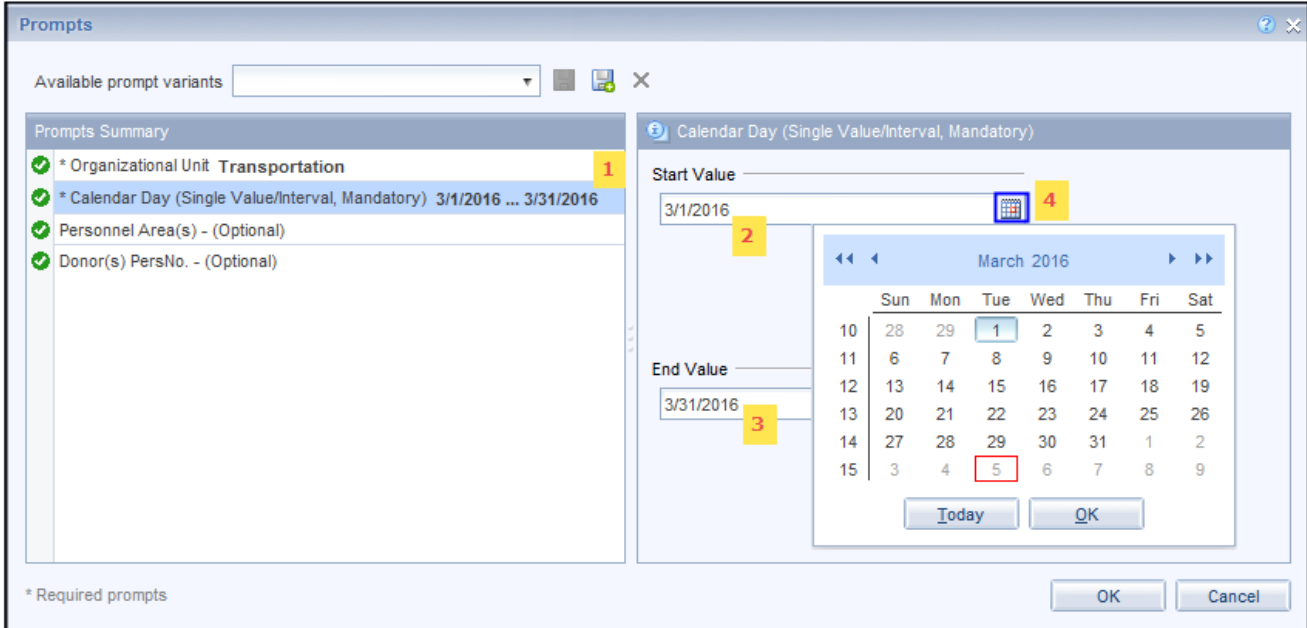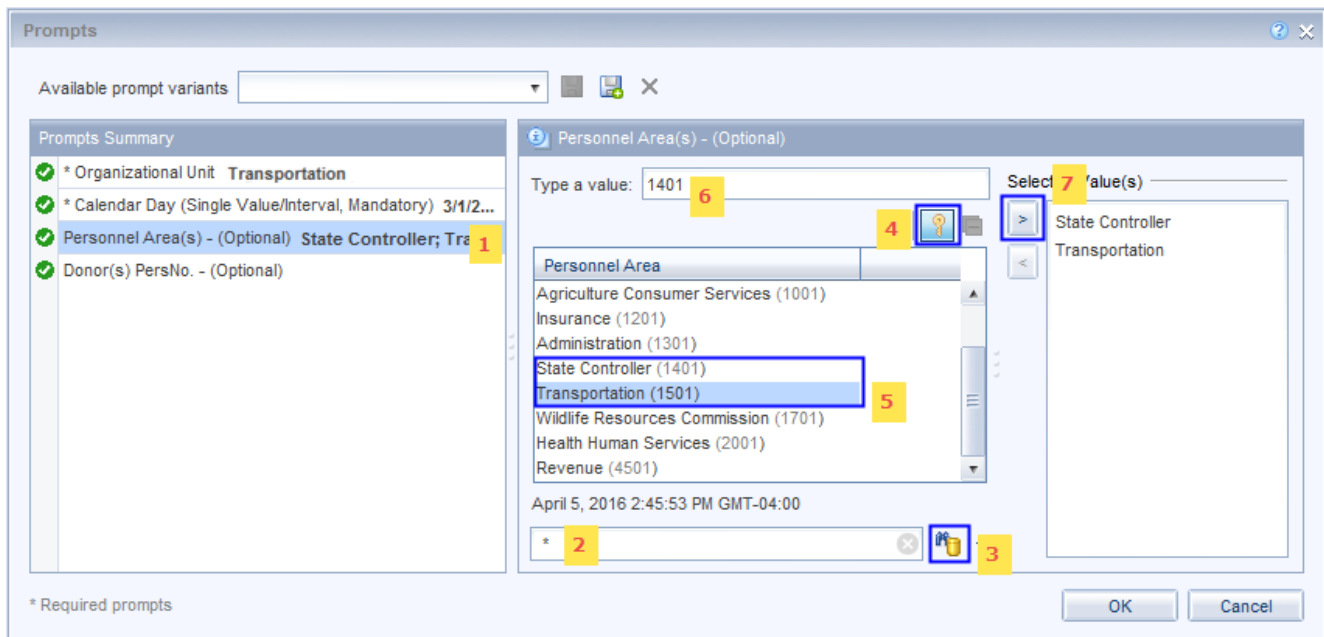
Optional Prompts

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 a search text with an asterisk (*) in the search box to view the list of values for Personnel Area (2).
- Click on the search icon (3).
- To see the key value for each Personnel Area, click on the key icon (4).
- Click on 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 on the right arrow to add the Personnel Area to the selection box (7).

✓ **Donor(s) PersNo. - (Optional):** To select data for this prompt:

- Make sure the "Donor(s) PersNo. - (Optional)" prompt is selected (1).
- Enter a donor number in the search box to verify the donor name (2).
- Click on the search icon drop down arrow and select "Search in key" (3).
- Then click the search icon (4).
- To see the donor number, click on the key icon (5).
- Click on the desired Donor (6).
- OR if the donor number is known, skip steps (2) through (6) and enter it directly in (7).
- Then click on the right arrow to add the Donor to the selection box (8).
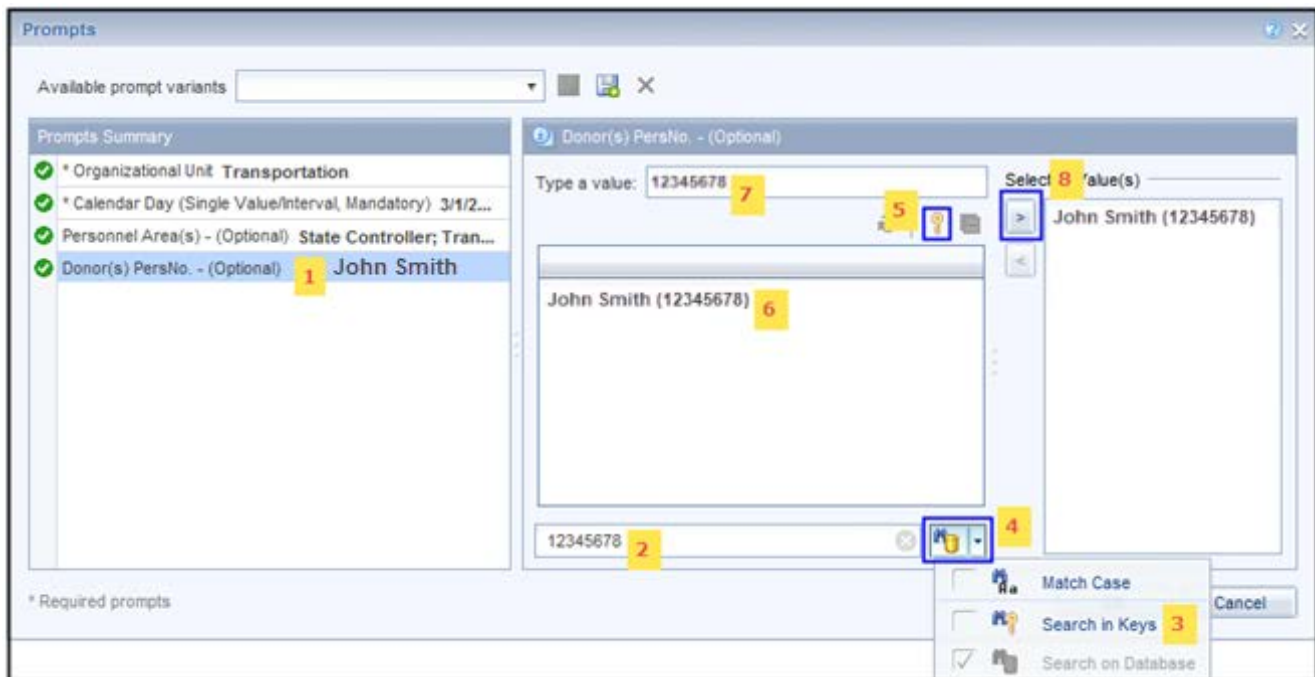
NOTE: Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down the search by using the wildcard with specific text strings when looking for an employee by name such as:

John *Smith*
*Smith

If the employee number is known, it is best to use the manual entry field (in step 7) to enter the selection.

Initial Layout

This report displays by donor the hours donated and to whom during a selected time period:

B0214: VSL by Donor   Execution Date : 4/7/16

Calendar Day: 9/30/2015 - 4/30/2016

Donor Name	Donor PERNR	Organizational Unit	Organizational Unit Desc	Receiver Name	Receiver PERNR	Hrs. Donated to Shared Leave
ALICE, BOB	1111111	21111111	State Records	DOE, JANE	2222222	11.11
DOE, JOHN	4444444	21111111	State Records	HANCOCK, JOHN	3333333	6.67
SMITH, JANE	7777777	21111111	State Records	ROE, JAMES	5555555	20.00
					Total	37.78

The Report Info tab displays the information about the prompts entered

Report Info   Execution Date : 4/7/16

Prompt Input

Organizational Unit	Organizational plan
Calendar Day	9/30/2015 - 4/30/2016
Personnel Area(s)	State Treasurer;Wildlife Resources Commission
Donor(s) PersNo.	

Available Objects

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

Available Objects ▾   «

Type here to filter tree

- ⊟ 📕 B0214: VSL by Donor
  - ⊟ 📕 Age Range
    - Age Range - Key
  - ⊟ 📕 Business area
    - Business area - Key
  - ⊟ 📕 Comments Exist
    - Comments Exist - Key
  - ⊟ 📕 Donated Month
    - Donated Month - Key
  - ⊟ 📕 Donated Quota Type
    - Donated Quota Type - Key
  - ⊟ 📕 Donated Year
    - Donated Year - Key
  - ⊟ 📕 Donation Date
    - Donation Date - Key
  - ⊟ 📕 Donor
    - Donor - Agency Hire Date (Key)
    - Donor - Business area (Key)
    - Donor - Business area (Text)
    - Donor - Contract Type (Key)
    - Donor - Contract Type (Text)
    - Donor - Date of Next Increas (Key)
    - Donor - EE Hours Per Week (Key)
    - Donor - EE Time Mngt. Status (Key)
    - Donor - EE Time Mngt. Status (Text)
    - Donor - E-Mail Address (Key)
    - Donor - Employee Group (Key)
    - Donor - Employee Group (Text)
    - Donor - Employee Pay Area (Key)
    - Donor - Employee Pay Area (Text)
    - Donor - Employee Pay Group (Key)
    - Donor - Employee Pay Group (Text)
    - Donor - Employee Pay Level (Key)
    - Donor - Employee Pay Level (Text)
    - Donor - Employee Pay Type (Key)
    - Donor - Employee Pay Type (Text)

Right column:
- Donor - Employee's Name (Key)
- Donor - Employee Subgroup (Key)
- Donor - Employee Subgroup (Text)
- Donor - Employee Work Phone (Key)
- Donor - Employment Percent (Key)
- Donor - Employment Status (Key)
- Donor - Employment Status (Text)
- Donor - ES Grouping for CAP (Key)
- Donor - First Name (Key)
- Donor - Gender (Key)
- Donor - Gender (Text)
- Donor - Grade Range Referenc (Key)
- Donor - Grade Range Referenc (Text)
- Donor - Hours per week (Key)
- Donor - Job (Key)
- Donor - Job (Text)
- Donor - Key
- Donor - Last Name (Key)
- Donor - Original Hire Date (Key)
- Donor - Payroll Area (Key)
- Donor - Payroll Area (Text)
- Donor - Personnel Area (Key)
- Donor - Personnel Area (Text)
- Donor - Personnel Subarea (Key)
- Donor - Personnel Subarea (Text)
- Donor - Position (Key)
- Donor - Position (Text)
- Donor - Supervising Employee (Key)
- Donor - Supervising Employee (Text)
- Donor - Supervising Position (Key)
- Donor - Supervising Position (Text)
- Donor - User Name (Key)
- Donor - User Name (Text)
- Donor - WageTyp Currency Key (Key)
- Donor - WageTyp Currency Key (Text)
- Donor - Wage Type Amount (Key)

Continued….

Left panel:
- Donor - Wage Type (Key)
- Donor - Wage Type (Text)
- Donor - Work Contract (Key)
- Donor - Work Contract (Text)
- Donor - Working Week (Key)
- Donor - Working Week (Text)
- Donor - Work Schedule Rule (Key)
- Donor - Work Schedule Rule (Text)
- Donor Name
  - Donor Name - Key
- Employee Group
  - Employee Group - Key
- Employee Subgroup
  - Employee Subgroup - Key
- Ethnic Origin
  - Ethnic Origin - Key (Not Compounded)
- Gender
  - Gender - Key
- Job
- Job Branch
  - Job Branch - Key
- Job Family
  - Job Family - Key
- Organizational Unit
- Personnel Area
  - Personnel Area - Key
- Personnel Subarea
  - Personnel Subarea - Key (Not Compounded)

Right panel:
- Position
- Received Quota Type
  - Received Quota Type - Key
- Receiver
  - Receiver - Key
- Receiver Name
  - Receiver Name - Key
- Receiver Orgunit
  - Receiver Orgunit - Key
- Receiver Personnel Area
  - Receiver Personnel Area - Key
- Record Changed By
  - Record Changed By - Key
- Record Changed On
  - Record Changed On - Key
- SOC State Category
  - SOC State Category - Key
- SOC State Subcat
  - SOC State Subcat - Key
- Supervising Employee
  - Supervising Employee - Supervising Employee
- Hrs. Donated to Shared Leave
- Variables
  - Prompt Response Calendar Day
  - Prompt Response Donor PersNo
  - Prompt Response Organizational Unit
  - Prompt Response Personnel Area

Special Report Considerations/Features

✓ To change the sorting for the desired column

By default, data is sorted by Donor Name and Receiver Name (This can be changed as needed).

- Make sure the "desired column" is selected (1).
- Click on "Analysis" Tab (2).
- By default, "Display" tab is selected (3).
- Click on the "Drop down icon" as shown (4).
- Click on "Remove all sorts" (5).
- Select ascending or descending sort order as needed (6).
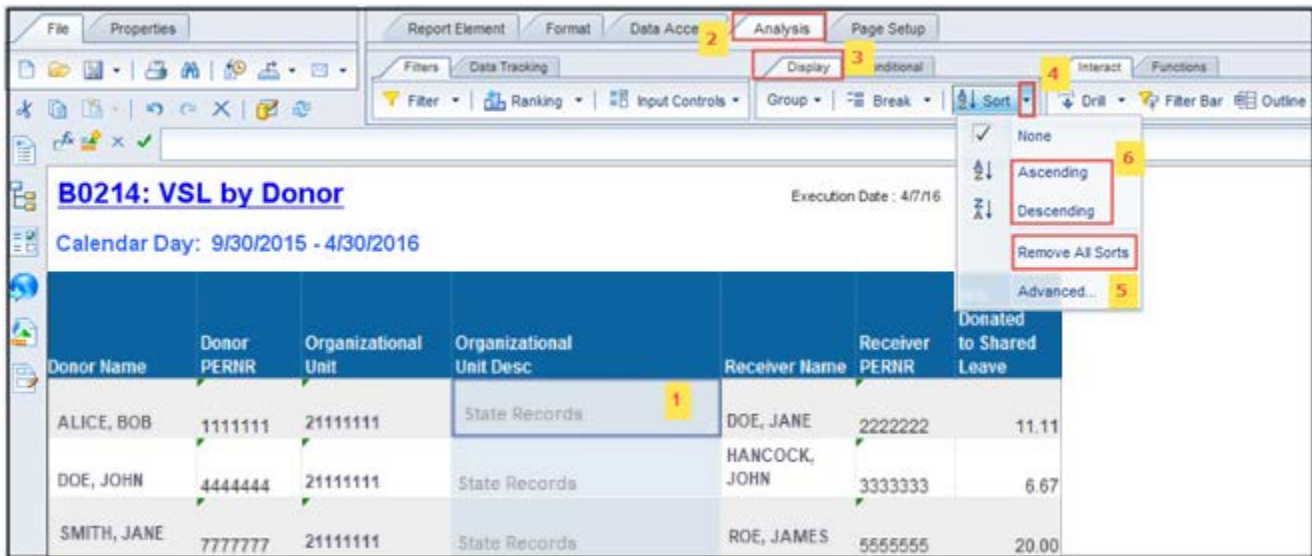
Changes

Date	Change Description	Modifier
9/8/2020	Screenshots Altered	Laura Lee
9/17/2020	Updated format, assigned reference number, and made accessible	Claire Ennis
9/17/2020	Alt text added	Laura Lee