Introduction

Description

Execute this report to view time quotas for these time types: vacation, sick, personal, and comp. Quotas can be viewed for a single month or a range on months for one or more employees in an Organizational Unit.

Access to this report is limited to Payroll Coordinators, Managers and Time Keepers.

Prerequisites

None

Menu Path

BUworks Central portal → Reporting → Human Capital Management (HCM) → Time Management → Employee Absence Tracking – Historical View

Tips and Tricks

- When specifying more than one employee via a field like Employee or BUID in the Variable Entry window, separate each number using a semi-colon and a space, e.g., U12345678; U23456789
- When specifying a calendar month in this report, using a form like 1/15 is sufficient to represent January, 2015. It is not necessary to enter the date in the familiar SAP form 01/2015.
- The bulk of the data in the report is based on historical activity. The exception to this is any time-off requests that have been approved for the current month. For example, if the report is run on June 2 for an employee who has approved time-off for June 15 and 16, those two days will be included in the **Quota Used** column.
- Because each employee has two or more quotas, you may want to add a subtotal line to separate employees and show where the entries for one employee ends and where those for another begin. Refer to the online Help document How to Add a Result-Subtotal Line for more information about this report feature.
- Time quotas are displayed within the report as hours. The **Work Schedule Rule** (available as a Free Characteristic) can be used to create a calculated Key Figure to display time in days. Refer to the section Converting Hours to Days at the end of this document to view a calculation example.
- Adding the Free Characteristic **Cal year / month** to the report (1) and generating a subtotal by month (2) simplifies viewing the results.

Cal. year / month ≜	Calendar day ≜	Begining Balance ≜≈	Quota Accrual ≜≈	Quota Used ≜≈	Paid Out ≜≈	Forfeited ≜≈	Ending Balance ≜≈
		HR	HR	HR	HR	HR	HR
10/2014 ①	10/01/2014	0.00	345.90	0.00	0.00	0.00	0.00
	10/31/2014	0.00	0.00	0.00	0.00	0.00	345.90
	Result ②	0.00	345.90	0.00	0.00	0.00	345.90
11/2014	11/01/2014	345.90	16.67	0.00	0.00	0.00	0.00
	11/03/2014	0.00	0.00	8.00	0.00	0.00	0.00
	11/26/2014	0.00	0.00	8.00	0.00	0.00	0.00
	11/30/2014	0.00	0.00	0.00	0.00	0.00	346.57
	Result	345.90	16.67	16.00	0.00	0.00	346.57

- Instructions calling for a mouse right-click can be executed on a Macintosh computer with a one-button mouse by holding down the **CTRL** key while clicking.

How-to guides useful when executing this BW report

- BW How to - Use the Matchcode or Search Box
- How to - Specify Report Dates
- How to Save and Use a View
- How to Filter Report Data
- How to Add a Result-Subtotal Line
- How to Export BW Report Data to Excel
- BW How to - Create a Calculated Key Figure

Procedure

Executing the Report

Enter selection criteria via the displayed *Variable Entry* screen (optional)

This report does not have any required variables. If nothing is entered when running the report, data returned will be restricted to the security permissions of the person running the report.

Alternatively, variable values can be entered to narrow the data returned.

Variable Definitions

Calendar Month/Year: the month and year for which employee quotas are to be displayed. To view a single month, data can be entered in the form 1/15 (for January, 2015), 11/16 (November, 2016), etc. A range of dates should be specified in a form like this: *from*-month – *to* month (where *from* and *to* are separated by a space, followed by a dash and another space). For example, 11/14 – 1/15 would indicate November, 2014 through January, 2015.

Employee: the SAP Personnel Number (PERNR) of one or more employees being researched. If you don't know the PERNR of the employee(s) you wish to view, use the search function available by clicking on the small white matchcode box to the right of the **Employee** text box. If you need help with searching, refer to the document BW How to - Use the Matchcode or Search Box.

BU ID: use this variable to identify one or more employees by specifying their BU identification numbers.

Organizational Unit: the SAP number assigned to an organizational unit.

Payroll Area: Monthly payroll (M1), Weekly payroll (W1), non-pay (NP).

Quota Type: quota can be limited to show balances for Comp Time, Personal Days, Sick Time, Vacation Time, etc.

Employment Status: entering a "3" (no quotes) in this field will restrict the search to active employees. Use the matchcode box for this field to see other values that can be specified.

Characteristic Definitions

Characteristic	Description
Assignment Duration	Assignment Duration is the months/weeks an employee is scheduled to work
BU ID	Boston University ID number
Calendar day	Day on which there was employee quota activity (e.g., Beginning Balance, Quota Accrual, Quota Used, etc.).
Date of Service (UA)	UA date sets the point from which the probationary period is determined and years of service accrual rates are adjusted
Employee	SAP Personnel Number
Employment Status	Employment Status indicator describes the status of the employee at BU. It is associated with actions and has values like Active, Withdrawn, Retired
First Name	The employee's first name
Last Name	The employee's last name
Middle Name	The employee's middle name or middle initial
Organizational Unit	Unit of an enterprise that has managerial potential, such as department, group, subgroup, or project
Payroll Area	The Payroll Area indicates how an employee is paid, e.g., weekly or monthly
Percent Time	The percentage of time an employee works. This is populated from the first three characters of Employment Percent (for example, 050.9% would display 50)
Quota Type	This indicates the type of absence related to the hours displayed in the respective balance fields (e.g., Beginning Balance, Quota Accrual, Quota Used, etc.). Types of absences include: Sick, Personal, Vacation, etc.)
Work Schedule Rule	The work schedule rule, WSR, details the employee's planned work schedule. It utilizes the period work schedule which indicates what days are worked and the number of hours per day

Key Figure Definitions

Key Figure	Description
Beginning Balance	The previous month's ending balance
Quota Accrual	Previous month's earned quota available to use on the first day of the month.
Quota Used	Hours used
Paid Out	Hours paid after termination
Forfeited	Forfeited hours are hours that were not used within an employee's Comp time validity period. Depending on union agreements, the validity period can vary from 6 months, 12 months, or up to the beginning of the following contract year.

Key Figure	Description
Ending Balance	End of month balance. This calculation shows the difference between the beginning balance and deductions made during the month

Understanding Report Output

Here are two examples that describe scenarios one might encounter when running this report.

Example 1: in this example, the report has been run for a monthly-paid employee over a two-month period, November and December of 2014.

Quota Type ≙	Calendar day ≙	Begining Balance ≙⁻ HR	Quota Accrual ≙⁻ HR	Quota Used ≙⁻ HR	Paid Out ≙⁻ HR	Forfeited ≙⁻ HR	Ending Balance ≙⁻ HR
Vacation Balance	11/01/2014	(A) 308.19	(B) 16.67	0.00	0.00	0.00	0.00
	11/24/2014	0.00	0.00	(C) 8.00	0.00	0.00	0.00
	11/30/2014	0.00	0.00	0.00	0.00	0.00	(D) 316.86
	12/01/2014	(E) 316.86	16.67	0.00	0.00	0.00	0.00
	12/31/2014	0.00	0.00	0.00	0.00	0.00	333.52

A Vacation balance as of the start of the month.
B Vacation hours accrued. Time earned in the previous month is shown at the start of the following month (in this case, the October accrual is reported in November).
C Vacation hours used during a particular day in November (in this case, on 11/24).
D Quota total as of the end of November.
E Vacation balance as of the start of December. This is the balance as of the end of the preceding month (see **D**).

Example 2: in this example, the report has been run for three months – November through January – for three monthly-paid employees.

Quota Type ≜	Calendar day ≜	Begining Balance ≜⊤ HR	Quota Accrual ≜⊤ HR	Quota Used ≜⊤ HR	Paid Out ≜⊤ HR	Forfeited ≜⊤ HR	Ending Balance ≜⊤ HR
Sick Balance	11/01/2014	1,032.00	8.00	0.00	0.00	0.00	0.00
	11/20/2014	0.00	0.00	8.00	0.00	0.00	0.00
(A)	11/21/2014	0.00	0.00	8.00	0.00	0.00	0.00
	11/30/2014	0.00	0.00	0.00	0.00	0.00	1,024.00
	12/01/2014	1,024.00	14.00	0.00	0.00	0.00	0.00
	12/31/2014	0.00	0.00	0.00	0.00	0.00	1,038.00
	01/01/2015	1,038.00	2.00	0.00	0.00	0.00	0.00
	01/31/2015	0.00	0.00	0.00	0.00	0.00	1,040.00
Sick Balance	11/01/2014	172.72	14.00	0.00	0.00	0.00	0.00
	11/05/2014	0.00	0.00	4.00	0.00	0.00	0.00
	11/07/2014	0.00	0.00	8.00	0.00	0.00	0.00
	11/30/2014	0.00	0.00	0.00	0.00	0.00	174.72
(B)	12/01/2014	174.72	14.00	0.00	0.00	0.00	0.00
	12/02/2014	0.00	0.00	8.00	0.00	0.00	0.00
	12/03/2014	0.00	0.00	8.00	0.00	0.00	0.00
	12/12/2014	0.00	0.00	8.00	0.00	0.00	0.00
	12/17/2014	0.00	0.00	8.00	0.00	0.00	0.00
	12/31/2014	0.00	0.00	0.00	0.00	0.00	156.72
	01/01/2015	156.72	14.00	0.00	0.00	0.00	0.00
	01/31/2015	0.00	0.00	0.00	0.00	0.00	170.72
Sick Balance	11/10/2014	1,040.00	0.00	6.00	0.00	0.00	0.00
	11/13/2014	0.00	0.00	8.00	0.00	0.00	0.00
(C)	11/30/2014	0.00	0.00	0.00	0.00	0.00	1,026.00
	12/01/2014	1,026.00	14.00	0.00	0.00	0.00	0.00
	12/31/2014	0.00	0.00	0.00	0.00	0.00	1,040.00
	01/31/2015	1,040.00	0.00	0.00	0.00	0.00	1,040.00

Employee A Three different accrual amounts are displayed, although one would expect that the amounts should be the same. In this case, the employee is very near the maximum amount allowed to accrue for sick time (currently 1040 hours for this exempt employee[1]). The 11/1 entry shows 8.00 hours because the maximum has not yet been reached. On 12/1, a full 14.00 hours can be accrued because the employee used 16.00 hours in November. The 1/1 entry shows 2.00 hours, which brings the total accrual amount to the maximum.

Employee B The sick time accrual amount is 14.00 hours for each month because this employee is well under the cap of 1040 hours.

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[1] Quota accrual amounts and maximum amounts allowed varies by employee. In this case, the exempt employee has a maximum allowable balance of 1040 hours. Refer to the Employee Handbook for a detailed description of accruals.

Employee C An amount of 0.00 hours is accrued on November 10 (this is the first day in November any accrual activity was recorded). Again, the accrual maximum amount has come into play. Because the employee is already at the maximum, no additional hours can be accrued. During November, the employee used 14.00 hours of sick time, so this amount can be restored at the start of the following month, thereby returning the employee to the maximum.

Converting Hours to Days

By default, time quotas are displayed in the report as hours. However, it is possible to convert hours to days by inserting a calculated Key Figure based on the **Work Schedule Rule** (this is available as a Free Characteristic). In the following example, **Work Schedule Rule** has already been added to the report. Before inserting a calculation to convert the Ending Balance, it is necessary to first select only those employee records that share a common Rule.

1. Filter **Work Schedule Rule** to select by a single rule. Given report output like that below, the majority of quotas are associated with the rule "8 Hour 5 Day," so this will be the target of the filter in this example.

Quota Type ≜	Work Schedule Rule ≜	Begining Balance ≜� HR	Quota Accrual ≜ HR	Quota Used ≜ HR	Paid Out ≜ HR	Forfeited ≜ HR	Ending Balance ≜ HR
Sick Balance	8 Hour 5 Day	0.00	0.00	0.00	0.00	0.00	127.15
Vacation Balance	8 Hour 5 Day	0.00	0.00	0.00	0.00	0.00	132.54
Personal Day Balance	8 Hour 5 Day	16.00	0.00	0.00	0.00	0.00	16.00
Sick Balance	8 Hour 5 Day	411.00	0.00	0.00	0.00	0.00	411.00
Vacation Balance	8 Hour 5 Day	240.00	0.00	0.00	0.00	0.00	240.00
Sick Balance	8 Hour 5 Day	52.00	0.00	0.00	0.00	0.00	52.00
Vacation Balance	8 Hour 5 Day	55.01	0.00	0.00	0.00	0.00	55.01
Personal Day Balance	8 Hour Flex Schedule	0.00	0.00	0.00	0.00	0.00	9.28
Sick Balance	8 Hour Flex Schedule	0.00	0.00	0.00	0.00	0.00	13.92
Vacation Balance	8 Hour Flex Schedule	0.00	0.00	0.00	0.00	0.00	11.60
Sick Balance	8 Hour 5 Day	0.00	0.00	0.00	0.00	0.00	80.50
Vacation Balance	8 Hour 5 Day	0.00	0.00	0.00	0.00	0.00	13.02
Sick Balance	8 Hour 5 Day	0.00	0.00	0.00	0.00	0.00	258.00
Vacation Balance	8 Hour 5 Day	0.00	0.00	0.00	0.00	0.00	247.93

For a detailed description of how to use the Filter command, refer to the Help document How to Filter Report Data.

2. To insert the calculation, right-click on one of the Key Figures and select *Calculations and Translations / Formulas / New Formula.*[2]

Note: to place your calculation in a specific location, right-click on the Key Figure one column to the left of where you want the calculation to be placed. For example, right-clicking on the **Ending Balance** Key Figure will result in the calculation being placed immediately to the right of **Ending Balance**.

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[2] The online Help document BW How to - Create a Calculated Key Figure provides step-by-step instructions for creating calculations based on Key Figures

Work Schedule Rule ≜	Begining Balance ▼	Quota Accrual ≜▼	Quota Used ≜▼	Paid Out ≜▼	Forfeited ≜▼	Ending Balance ≜▼
			HR	HR	HR	HR
8 Hour 5 Day			0.00	0.00	0.00	80.50
8 Hour 5 Day			0.00	0.00	0.00	13.02
8 Hour 5 Day			0.00	0.00	0.00	127.15
8 Hour 5 Day			0.00	0.00	0.00	132.54
8 Hour 5 Day			0.00	0.00	0.00	16.00
8 Hour 5 Day						
8 Hour 5 Day						
8 Hour 5 Day						
8 Hour 5 Day	0.00	0.00				
8 Hour 5 Day	52.00	0.00	0.00	0.00	0.00	52.00
8 Hour 5 Day	55.01	0.00	0.00	0.00	0.00	55.01

Menu overlay:
- Back ▶
- Filter ▶
- Change Drilldown ▶
- Broadcast and Export ▶
- Save View
- Personalize Web Application ▶
- Properties ▶
- Calculations and Translations ▶
  - Calculate Single Values As ▶
  - Calculate Results As ▶
  - Cumulate after applying single value calculations and result calculations
  - Formulas ▶ → New Formula
- Documents ▶
- Sort ▶

3. In the Formula Builder window:
   a. Enter the calculation description. This will be displayed as the column header (Key Figure name) in the report.
   b. Enter the calculation in the Formula field. The Work Schedule Rule we selected is based on an 8-hour day, so we divide the hours in the Key Figure **Ending Balance** by 8.
   c. Click the OK button to insert the completed calculation

Formula Editor

General | Display

Description:
Ending Balance - Days   Ⓐ

Formula:
'Ending Balance'/8   Ⓑ

Calculator keys: 1 2 3 4 5 6 7 8 9 0 .
Operators: + - * / % %_A ( ) Clear

Ⓒ OK Check Cancel

4. The resulting calculation will look like this:

Begining Balance ≜▼	Ending Balance - Days ≜▼	Quota Accrual ≜▼	Quota Used ≜▼	Paid Out ≜▼	Forfeited ≜▼	Ending Balance ≜▼
HR	HR	HR	HR	HR	HR	HR
0.00	10.1	0.00	0.00	0.00	0.00	80.50
0.00	1.6	0.00	0.00	0.00	0.00	13.02
0.00	15.9	0.00	0.00	0.00	0.00	127.15
0.00	16.6	0.00	0.00	0.00	0.00	132.54
16.00	2.0	0.00	0.00	0.00	0.00	16.00
411.00	51.4	0.00	0.00	0.00	0.00	411.00
240.00	30.0	0.00	0.00	0.00	0.00	240.00
0.00	32.3	0.00	0.00	0.00	0.00	258.00
0.00	31.0	0.00	0.00	0.00	0.00	247.93
52.00	6.5	0.00	0.00	0.00	0.00	52.00
55.01	6.9	0.00	0.00	0.00	0.00	55.01

Notes:

- The calculation appears as the second column in the Key Figures area. Keep in mind that the column position is determined by where your cursor was located when you right-clicked to create the calculation.
- Although the calculation displays days, the text indicates "HR. This text cannot be controlled by a user. You will need to make a mental note that the calculation represents days and not hours.

Results and Next Steps

None