



## BOBJ REPORT DESCRIPTION

### B0216 VSL Estimated Cost Summary by Agency

#### Report Description:

This report shows the Received Shared Leave hours, hours donated to Shared Leave, and the associated hours estimated cost by agency.

#### Report Location:

OSHR Executive Oversight

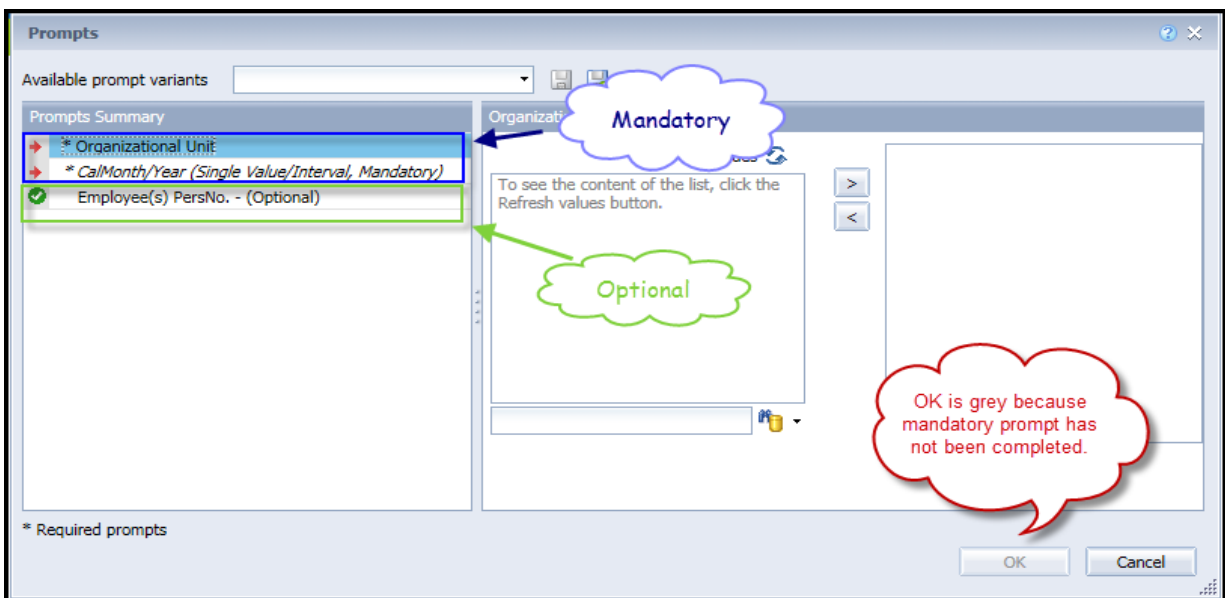
#### Report uses:

- This report complies with Section 3 of Session Law 2010-139. The State Personnel Commission is required to report annually on the Voluntary Shared Leave program for the prior fiscal year on or before October 15th each year.
- OSHR will be able to track and monitor the VSL Hours Donated, Received, and Used with the Estimated Cost of the VSL Hours by Agency.

#### Quick Links

How to run this report.....	1
Mandatory Prompts.....	2
Optional Prompts.....	4
Initial Layout.....	5
Available Objects .....	6
Special Report Considerations/Features.....	6

#### How to run this report

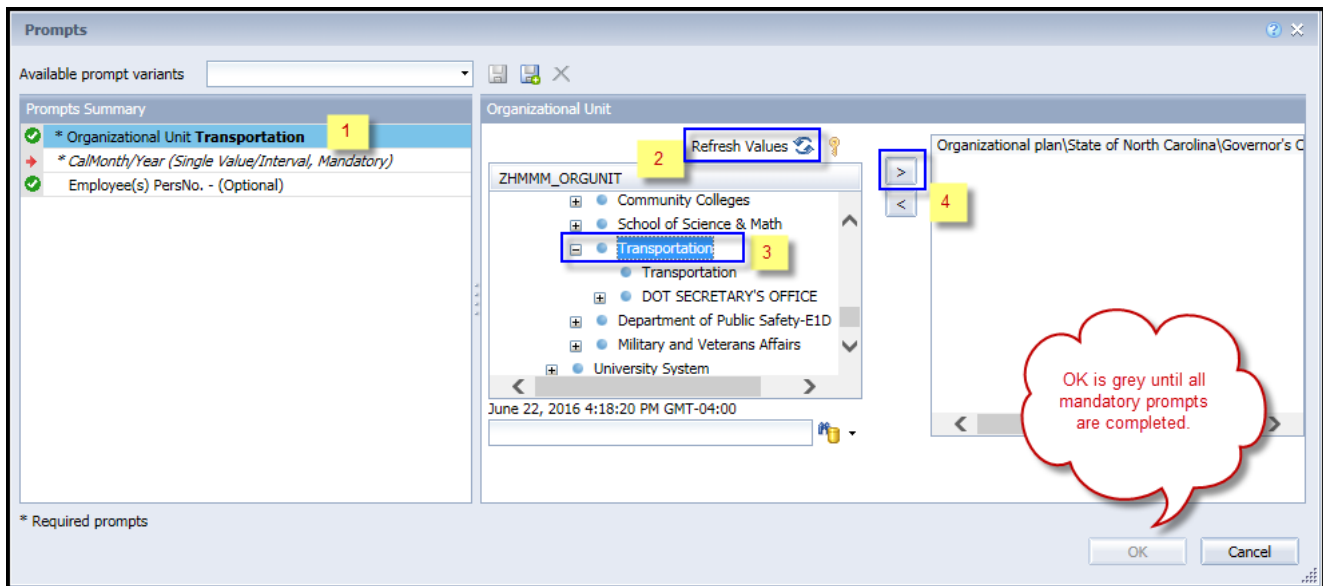


## Mandatory Prompts

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:

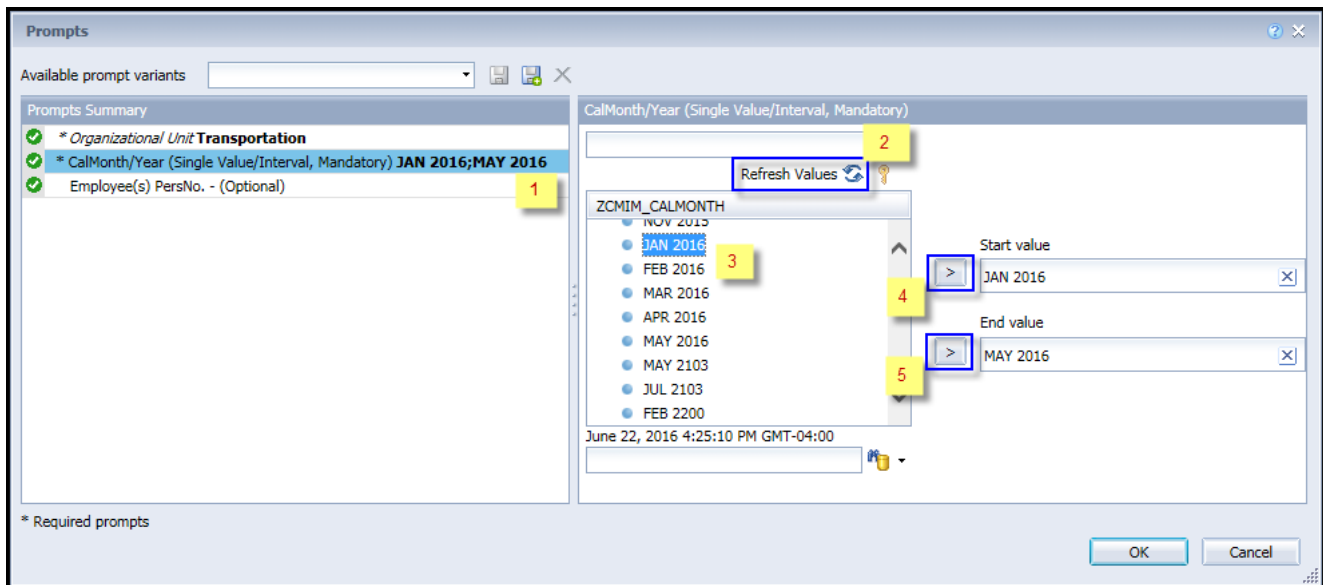
- Make sure the *Organizational Unit* prompt is selected (1).
- Click on the “Refresh Values” icon to see the list of Org Units (2).
- Navigate down to the desired Org Unit (3).
- Click on the right arrow to add it to the selection box (4).



# B0216 VSL ESTIMATED COST SUMMARY BY AGENCY

→ **CalMonth/Year (Single Value/Interval, Mandatory):** To select data for this prompt:

- Make sure the CalMonth/Year (Single Value/Interval, Mandatory) prompt is selected (1).
- Click on the “Refresh Values” icon to see the list of available values in Month/year (2).
- Select a month/year (3) and click on right arrow (4) to enter the “Start Value”.
- Select a month/year (3) and click on right arrow (5) to enter the “End Value”.
- Click on OK if no other Optional prompts are needed.

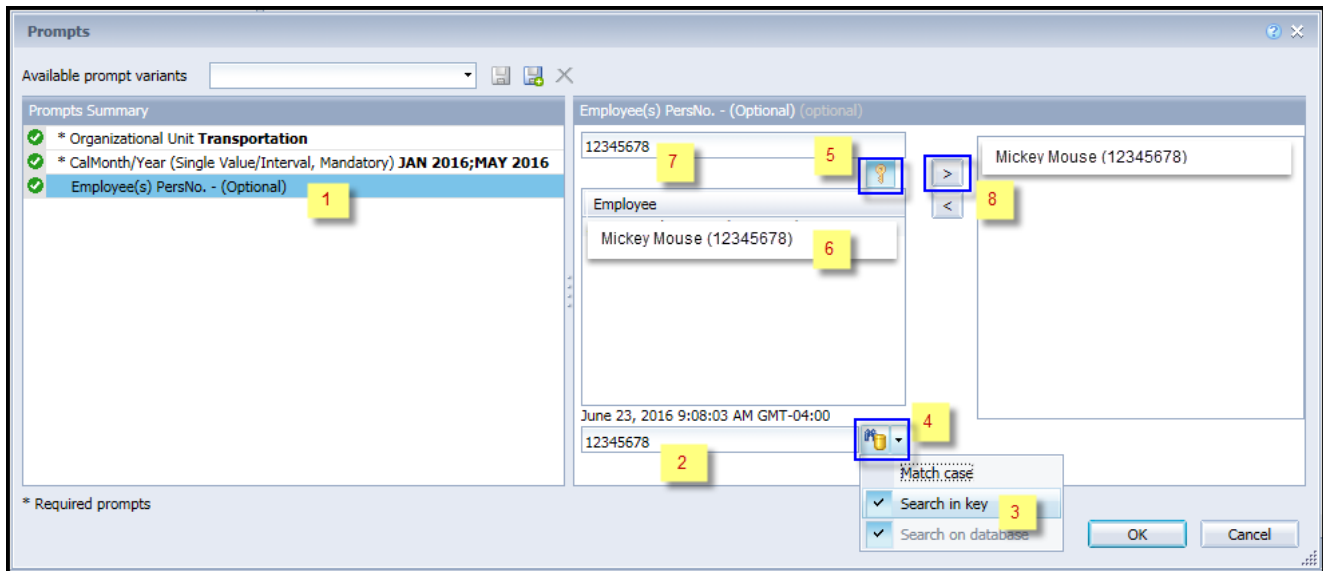


## Optional Prompts

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

✓ **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 on the search icon drop down arrow and select “Search in key” (3).
- Then click the search icon (4).
- To see the employee number, click on the key icon (5).
- Click on the desired Employee (6).
- OR if you do not need to verify the employee number, then you can skip steps 2 through 6 and enter it directly in (7).
- Click on the right arrow to add the Employee to the selection box (8).



**NOTE:** *Since we have a large number of employees in the system, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If you do not know the employee number and must do a name search, you can narrow down your search by using the wildcard with specific text strings when looking for an employee by name such as:*

- *Mickey\*Mouse\**
- *\*Mouse*

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

# B0216 VSL ESTIMATED COST SUMMARY BY AGENCY

## Initial Layout

The initial layout of the report is

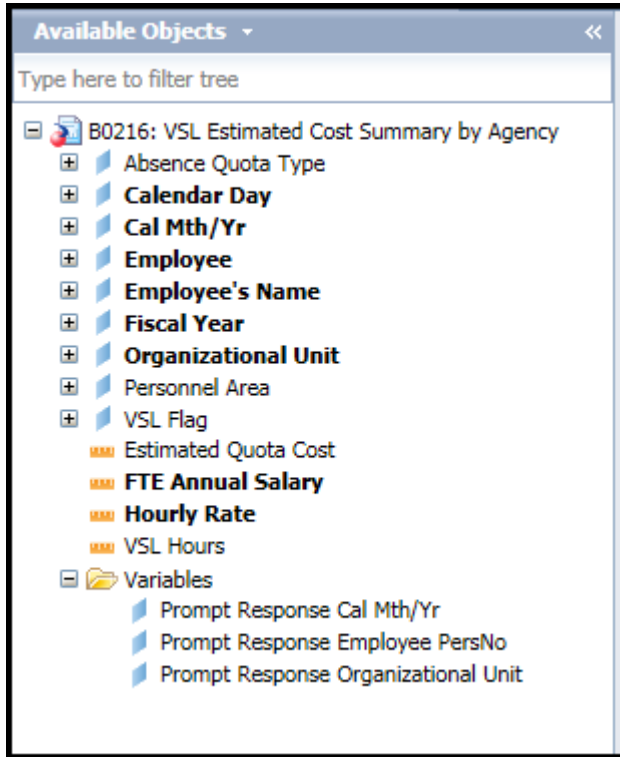
<u>B0216: VSL Estimated Cost Summary by Agency</u>					Execution Date : 6/22/16	
Calendar Month/Year: JAN 2016 - MAY 2016						
	VSL Flag	Used		Total		
Personnel Area	Absence Quota Type	VSL Hours	Estimated Quota Cost	VSL Hours	Estimated Quota Cost	
Transportation	80 : Received Shared Leave	462	9,608.89	462	9,608.89	
<b>Total</b>		<b>462</b>	<b>9,608.89</b>	<b>462</b>	<b>9,608.89</b>	

The Report Info tab displays the information about the prompts entered.

<u>Report Info</u>		Execution Date : 6/22/16
<b>Prompt Input</b>		
Organizational Unit	Transportation	
CalMonth/Year	JAN 2016 - MAY 2016	
Employee(s) PersNo.		

## Available Objects

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



## Special Report Considerations/Features

- Report provides information from Leave Donations and VSL Quota Deductions.
- If the Leave is used or returned, no more hours will be available. Employees shouldn't use received shared Leave Hours outside of dedicated LOA's.
- Time entry in ESS should be entered as Sick Leave (9200) and system will allocate the entries as Received Shared Leave Hours.

## Change Log:

Effective Date 6/23/2016

- Initial report creation to convert from BI to BOBJ.