

Subject: Three New Transactions to Time Display Role for Reports

Audience: HR Directors, Time Administrators

The SCEIS Team is pleased to announce that three new transactions have been added to the Time Display role. These new transactions provide access to the Leave Accrual Report, the Time Transaction Specifications (IT2012) Report and the Leave Pool Transaction Report. Below are details for each report.

1. Leave Accrual Report

Transaction code: ZHR_LEAVE_ACCRUAL

The Leave Accrual Report is a custom report containing leave accrual information for employees, as well as information regarding the Employee Group/Subgroup, Org Unit, and Position at the time of the accrued leave. This report updates daily with the time evaluation run, but it can be run at any time on current employees by agency personnel with the Display Time and Leave role.

The report displays the following data:

- Quota Type
- Date the leave was generated
- Hours generated
- A positive/negative accrual field called "Operation"

It also includes the deduction period to validate correct holiday comp time periods. In order to validate that certain employees are accruing holiday and normal comp time correctly, it includes time management status, work schedule rule and their working week as of the accrual date.

This report is restricted to return only the accrual types listed below:

- 10 - Annual Leave
- 11 - Sick Leave
- 12 - Holiday Comp
- 13 - Comp time
- 14 - Annual Lv recd from Pool
- 15 - Sick Lv recd from Pool
- 16 - Advanced Sick Leave

Similar to the PT_QTA10 report, the Leave Accrual Report can be run for a single employee or multiple employees. If the Personnel number field is left blank, the report will return all employees that the user has access to view. Also, the report can be drilled down to specific quota types, for example, if there is a need to research only Holiday Comp or Comp time.

Note: If an employee has a time evaluation error, the leave accruals will not post to their record and the report will not return results.

2. Time Transfer Specifications (IT2012) Report

Transaction code: ZHR_IT2012_REPORT

The Time Transfer Specifications (IT2012) Report is a custom report built to retrieve information from IT2012 – Time Transfer Specifications. The information returned for each employee is based on the End Date on each record in IT2012. This report updates daily with the time evaluation run, but it can be run at any time on current employees by agency personnel with the Display Time and Leave role.

For each IT2012 record, different information is needed to confirm the validity of the record. These data elements include Employee Group/Subgroup, Org Unit, Position, Time Management Status, Work Schedule Rule and Working Week.

The following is a list of subtypes in IT2012:

- ADLR - Admin Lv Reset to zero
- ALRL - Annual Leave Roll Over
- AYLO - An Lv Yrly Limit Override
- BMLR - Bone Mar Lv Reset to zero
- CALB - Callback Eligible
- CHRG - Charge Nurse Eligible
- EXTE - Exmpt only -Positive Time
- GHCF - LE/FF only Gap hrs comped
- GHPF - LE/FF only Gap hrs paid
- GPAB - Gap Hrs-Incl Paid Absence
- MLYR - Military Lv - Fiscal Year
- OTCE - Exmpt only- Comp Eligible
- OTPF - Overtime Paid Eligible
- SLRL - Sick Leave Roll Over

Note: Employees must have a record on IT2012 for the time period chosen in order to be shown on this report.

3. Leave Pool Transaction Report

Transaction code: ZHR_LEAVE_POOL_RPT

The Leave Pool Transaction report is a custom report built to retrieve information stored in IT0613 – Leave Pool Administration. This report includes employee donations to a pool, employee withdrawals from a pool, and/or returns from employees to a pool. This report updates daily with the time evaluation run, but it can be run at any time on current and past employees by agency personnel with the Display Time and Leave role.

If an employee has records in IT0613, the report will display the record along with pertinent information from IT0001 – Organizational Assignment, based on the IT0613 start date. In addition to the Foreign Pool ID, Number of hours, and Quota type, the report will include Employee Group/Subgroup, Org Unit, and Doc Distribution at the time of the donation/withdrawal/return. This report can be drilled down by Foreign Pool ID (i.e., D50A or D50S) if the agency needs information on transactions for only one of the leave pools.



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