

HGAWCONG-Employees With Negative COVID Leave

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| JobAid #                      | 1  |            |
| Version #                     | 1  |            |
| Release Date                  | 7/20/20  |            |
| Created By                    | Tracie B. Jones  |            |
| High Level Business Objective | This report lists employees with negative COVID Leave. |            |
| Revision Release Date         | Brief Description of Revision(s)                       | Updated By |
| 7/20/20                       | Original report  | TBJ        |
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## HGAWCONG-Employees With Negative COVID Leave

**Name of Report:** HGAWCONG\_v1.fex

**Purpose of Report:** This report lists current comp hours for employees with negative COVID Leave CONG which needs to be made up. This report will need to be run after each payroll after disposition 60. Any comp time balances for employees must be manually applied to the CONG bucket reducing the negative balance

**Parameters:** Report display format. (EXCL or PDF)

**Banner Tables/Views:** SPRIDEN, PERLEAV, PEBEMPL, FTVORGN

**Sort Order:** E-Class starting with SN first, then LE.

**Selection Criteria:** This program displays employees with a CONG balance not equal to zero and all other comp codes balances.

**Sample Report:** The report output displays Employee ID, Name, E-Class, Home Org code, Home Org Desc, CONG Hrs Taken, and all other comp time hours available where the CONG balance is not equal to zero.

Date: 07/22/2020 University Name - Database Page: 1

Time: 17.03.34 Employees With Negative COVID Leave

HGAWCONG\_v1 Sorted by E-Class

| Employee ID | Name            | E-Class | Home Org Code | Home Org Desc                 | CONG Hrs Taken | OCCT Hrs Avail | CTOT Hrs Avail | CTGP Hrs Avail | CTEX Hrs Avail | CTUC Hrs Avail | PAND Hrs Avail |
|-------------|-----------------|---------|---------------|-------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| XXXXXXXXXX  | Last, First, Mi | SN      | 180820        | Physical Plant - Housekeeping | .25            | .00            | 10.25          | .00            | .00            | .00            | .00            |
| XXXXXXXXXX  | Last, First, Mi | SN      | 180820        | Physical Plant - Housekeeping | -30.00         | .00            | 18.00          | .00            | .00            | .00            | .00            |
| XXXXXXXXXX  | Last, First, Mi | SN      | 180820        | Physical Plant - Housekeeping | -40.00         | .00            | .00            | .00            | .00            | .00            | .00            |
| XXXXXXXXXX  | Last, First, Mi | SN      | 180820        | Physical Plant - Housekeeping | -50.00         | .00            | .00            | .00            | .00            | .00            | .00            |
| XXXXXXXXXX  | Last, First, Mi | SN      | 152730        | Dean School of Education      | -1,555.00      | .00            | .00            | .00            | .00            | .00            | .00            |
| XXXXXXXXXX  | Last, First, Mi | SN      | 170725        | Controllers Office            | 10.00          | .00            | .00            | .00            | .00            | .00            | .00            |
| XXXXXXXXXX  | Last, First, Mi | SN      | 170725        | Controllers Office            | -20.00         | .00            | .00            | .00            | .00            | .00            | .00            |
| XXXXXXXXXX  | Last, First, Mi | SE      | 35820         | Enterprise Applications       | -10.00         | .00            | .00            | .00            | .00            | .00            | .00            |