

HGAWLAGE Leave Age Report

JobAid #	1	
Version #	1	
Release Date	3/10/21	
Created By	Tracie B. Jones	
High Level Business Objective	Provides a list of comp time balances and adverse weather balances that exceed the maximum time limit for EPA and SPA permanent employees with an active job.	
Revision Release Date	Brief Description of Revision(s)	Updated By
3/10/2021	Added pandemic leave (PAND) code to the report.	TBJ

HGAWLAGE Leave Age Report

Name of Report: HGAWLAGE_v15.fex

Purpose of Report: This report provides a list of comp time balances and adverse weather balances that exceed the maximum time limit for EPA and SPA permanent employees with an active job.

Parameters: Select End Year, End Month & report format (excel or PDF).

Banner Tables/Views: PTRCALN, AN_EMPLOYEE_POSITION, PERLEAV, PERLHIS, SPRIDEN

Sort Order: Leave Code, E-Class, Last Name, First Name, Middle Initial

Selection Criteria: This report selects active jobs as of a year back from the end year and end month entered along with their comp and adverse weather balances.

Sample Report: The report output is the Employee ID, Employee Name, E-Class, Hire Date, Leave Code, Current Balance, Total Accrued, Total Expired Amount along with subtotals per e-class and leave code and total employees. There are 2 tabs at the bottom of the Excel labeled COMP LEAVE BALANCES and ADWL Over 90 Days. See the first tab below.

Date: 03/10/2021 University Name - DATABASE Page: 1

Time: 15.33.52 Leave Age Report as of 07/01/2020 to 06/30/2021

HGAWLAGE_v15 Sorted by Leave, Emp. Class, Name

ID	Employee Name	Employee Class	Hire Date	Leave Code	Current Balance	Total Accrued	Total Expired Amount
xxxxxxxx	Last, First, Mid	SN	02/01/2008	CTGP	3.75	.00	3.75
xxxxxxxx	Last, First, Mid	SN	03/20/2017	CTGP	45.00	27.00	18.00
xxxxxxxx	Last, First, Mid	SN	06/01/2004	CTGP	30.00	8.00	22.00
Total for	SN				78.75	35.00	43.75
Total for	CTGP				78.75	35.00	43.75
xxxxxxxx	Last, First, Mid	LE	09/01/2015	PAND	65.00	.00	65.00
xxxxxxxx	Last, First, Mid	LE	11/09/2018	PAND	18.00	.00	18.00
xxxxxxxx	Last, First, Mid	LE	11/08/2019	PAND	22.50	.00	22.50
xxxxxxxx	Last, First, Mid	LE	04/29/1994	PAND	30.00	.00	30.00
xxxxxxxx	Last, First, Mid	LE	08/01/2016	PAND	49.00	.00	49.00
xxxxxxxx	Last, First, Mid	LE	06/03/2013	PAND	17.88	.00	17.88
xxxxxxxx	Last, First, Mid	LE	06/03/2019	PAND	31.00	.00	31.00
Total for	LE				233.38	.00	233.38
Total for	PAND				233.38	.00	233.38
	Total Employees: 10						