## WebFocus Report JobAid

# **HGAWLRDT Leave Report Detail**

JobAid #	3							
Version #	3.0 6/18/20							
Release Date	6/18/20							
Created By	Tracie B. Jones							
High Level								
<b>Business Objective</b>								
	This report displays leave and job detail for permanent employees.							
Revision								
Release Date	Brief Description of Revision(s)	Updated By						
	I added option to pull all timesheets and							
	an option to pull no subtotals. I added							
	calculations per earn code, org title, job							
	title, supervisor comments, subtotals by							
5/6/20	name and status of timesheet.	TBJ						
	Added all time entry comments and							
	date/time stamp for each							
6/18/20		TBJ						

### **HGAWLRDT Leave Report Detail**

Name of Report: HGAWLRDT\_v3.fex

**Purpose of Report**: This report displays leave and job detail for permanent employees.

**Parameters:** Begin and End Date of leave, Timesheet Status, Report display format. (EXCL or PDF)

**Banner Tables/Views:** SPRIDEN, PERHOUR, PERJOBS, NBRJOBS, PWBEAD, NWABPAD, PERJOBH, FTVORGN

Sort Order: Last Name, First Name, Middle Initial

<u>Selection Criteria:</u> This program displays leave and job detail of all permanent employees who have entered leave in the date range selected. The program has the option to display employees with a timesheet status of completed and approved OR all timesheet statuses.

<u>Sample Report:</u> The report output displays the Banner ID, Name, Pay ID, Status, Eclass, Home Org, Home Org Desc, Salary, Job Title, Pay Period Salary, Rate, Pay, FTE, Mandatory Status, Comment, Date/Time, and all Leave Hour totals and Salary calculations per employee per leave code.

Date: 05/08/2020 University I	Name -Database Name Page: 1									
Time: 10.22.26 Timesheet D	etails for all statuses									
HGAWLRDT_v2 <b>Activity from 04/01/2020 To 04/30/2020</b>										
ID	NAME	PAYID	ECLS	HOME ORG	HOME ORG DESG	SALARY	TITLE			
XXXXXXXXX	Last, First, MI	SB	SN	25030	Administrative Data Center	50206.00	Technology Support Analyst			
XXXXXXXXXX	Last, First, MI	SB	SN	25030	Administrative Data Center	50206.00	Technology Support Analyst			
				•						
XXXXXXXXX	Last, First, MI	SB	SN	25030	Administrative Data Center	50206.00	Technology Support Analyst			
Total for Last, First, MI										

### Report Continued....

PAY PERIOD SALARY	RATE	PAY	FTE	E STATUS MAND STATUS COMMENT		COMMENT	DATE/TIME	
					Please change May 25 to 8 hours			
2316.67	7 21.385275 12.0 .750 0		Completed		holiday taken.	2020/05/08 10:48:52		
2316.67	21.385275	12.0	.750	Pending		COVID19-telework not available	2020/05/22 09:46:23	
5197.75	29.987596	12.0	1.000	Pending				

### Report Continued....

WOF-Emergency Event Hours		WP1-On-call Scheduled Hrs .94		WPE-Pandemic Ma	ndatory Onsite Work	WPL-Parental Lea	ave (HR Approved)	WRG-Regular Hours Worked		
	HOURS	SALARY	HOURS	SALARY	HOURS	SALARY	HOURS	SALARY	HOURS	SALARY
					8.75	105.60			72.00	1,737.93
					7.25	87.50			32.00	772.41
									56.00	1,351.72
	00	00	00	00	16.00	193 10	00	00	160.00	3 862 07