HGAWLRHR   Leave Report Hours

JobAid #	5
Version #	8
Release Date	8/21/24
Created By	Tracie B. Jones
High Level Business Objective	This report lists active employees who recorded Leave Report hours on a specified date, date range or Leave Report cycle. Optionally, up to 4 Leave Report earn codes can be specified for analysis.

Revision Release Date	Brief Description of Revision(s)	Updated By
5/4/2020	Added supervisor comments	TBJ
2/8/2021	Added DEFAULT values to comply with new upgrade requirements	TBJ
1/31/2022	Added parameters to select by Banner ID and to select totals or no totals	TBJ
8/21/2024	Simplified report from 1400 lines to 500 lines, increasing efficiency and decreasing run time. Added the ability to enter lower case earn code without an error.	TBJ

HGAWLRHR   Leave Report Hours

Name of Report: HGAWLRHR_v8.fex

Purpose of Report: This report lists active employees who recorded Leave Report hours on a specified date, date range or Leave Report cycle. Optionally, up to 4 Leave Report earn codes can be specified for analysis.

Parameters: Year, Period, Pay ID OR Pay ID, Begin and End Date. Along with these 2 choices, you MAY also enter up to 4 earn codes OR leave blank to select all. You may also select by Employee ID and select Y or N for totals or no totals.

Parameters				
Select Database ECSUDEV ▾	Use Year and Period and PayID to select one Month ▾	or Use Begin and End Date to select a Range of dates ▾	Enter Up to 4 Earning Codes ▾	or Leave blank to select ALL ▾
Enter Banner ID or leave blank to select ALL ▾	**Select Leave Year** 0 ▾	**Employee Id** 0	**Select Leave Period** 0 ▾	**Select PayID** MN ▾
Totals or No Totals N ▾	**Begin Date (YYYYMMDD)** 0	**End Date (YYYYMMDD)** 0	**1st Earnings Code**	**2nd Earnings Code**
3rd Earnings Code	**4th Earnings Code**			

Banner Tables/Views: SPRIDEN, PERHOUR, PERJOBS, PWBBEAD, NWBBPAD

Sort Order: Earn Code, Last Name, First Name, Middle Initial

Selection Criteria: This reports selects hours work for all employees pay year, per period and pay ID and/or Banner ID, or by date range and/or Banner ID.

Sample Report:

The report output is the Employee Name, Employee ID, Employee Class, Status Indicator, Earn Code, Curr Hours. Mandatory Status, Time Entry Date, EE Comments, and Other Comments

No Totals

Date: 02/01/2022 The University Name - DATABASE Page: 1
Time: 12.36.14 Leave Reporting Hours Worked
HGAWLRHR_v7 Payroll Year: 2022 Leave Period: 01 Payroll Id: SB
No Selected Codes
Sorted by Earn Code, Name: No Subtotals

Employee Name	Employee ID	Employee Class	Status Indicator	Time Entry Date	Earn Code	Curr Hours	Mandatory Status	Comments	Other Comments
Last, First MI	XXXXXXXXX	SN	Completed	12/20/2021	WBN-Bonus Leave Taken	8.00	Pandemic Mandatory On Site		
Last, First MI	XXXXXXXXX	SN	Completed	12/21/2021	WBN-Bonus Leave Taken	8.00			
Last, First MI	XXXXXXXXX	SN	Completed	12/29/2021	WBN-Bonus Leave Taken	8.00			
Last, First MI	XXXXXXXXX	SN	Completed	12/30/2021	WBN-Bonus Leave Taken	8.00			
Last, First MI	XXXXXXXXX	SN	Completed	12/31/2021	WBN-Bonus Leave Taken	8.00			
Last, First MI	XXXXXXXXX	SN	Completed	12/21/2021	WCM-Comm Serv Lv Taken	8.00			
Last, First MI	XXXXXXXXX	SN	Completed	12/22/2021	WCM-Comm Serv Lv Taken	8.00			
Last, First MI	XXXXXXXXX	SN	Completed	12/21/2021	WCM-Comm Serv Lv Taken	4.00	Pandemic Mandatory On Site		
Last, First MI	XXXXXXXXX	SN	Completed	12/22/2021	WCM-Comm Serv Lv Taken	8.00	Pandemic Mandatory On Site		
Last, First MI	XXXXXXXXX	SN	Completed	12/20/2021	WCM-Comm Serv Lv Taken	8.00	All - Emergency and Pandemic On Site		12/31: *Use of special leave, compensatory, vacation or bonus leave is encouraged
Last, First MI	XXXXXXXXX	SN	Completed	12/22/2021	WCM-Comm Serv Lv Taken	5.00	All - Emergency and Pandemic On Site		12/31: *Use of special leave, compensatory, vacation or bonus leave is encouraged

HGAWLRHR   Leave Report Hours

With Totals

					Time				

Date: 01/31/2022 Universtiy Name - DATABASE Page: 1
Time: 13.00.54 Leave Reporting Hours Worked
HGAWLRHR_v7 Payroll Year: 2021 Leave Period: 12 Payroll Id: MN
Selected Codes WAL 100 CON 115
Sorted by Earn Code, Name: With Totals

Employee Name	Employee ID	Employee Class	Status Indicator	Mandatory Status	Time Entry Date	Comments	Other Comments	Earn Code	Curr Hours
Last, First, MI	xxxxxxxxx	EN	Completed	Emergency	12/23/2021			WAL-Other Leave Taken	8.00
Last, First, MI	xxxxxxxxx	EN	Completed	Emergency	12/24/2021			WAL-Other Leave Taken	8.00
Last, First, MI	xxxxxxxxx	EN	Completed	Emergency	12/27/2021			WAL-Other Leave Taken	8.00
Last, First, MI	xxxxxxxxx	EN	Completed	Emergency	12/28/2021			WAL-Other Leave Taken	8.00
Total for Watkins, Andrew									32.00
	Total Employees for:			WAL-Other Leave Taken	1				
	Total Employees:	1							
Total Hours Worked									32.00

By ID With Totals

Date: 02/01/2022 University Name - DATABASE Page: 1
Time: 12.49.35 Leave Reporting Hours Worked
HGAWLRHR_v7 Payroll Year: 2022 Leave Period: 01 Payroll Id: SB
No Selected Codes
Sorted by Earn Code
With Totals, By ID: XXXXXXXXX

Employee Name	Employee ID	Employee Class	Status Indicator	Time Entry Date	Mandatory Status	Comments	Other Comments	Earn Code	Curr Hours
Last, First MI	XXXXXXXXX	SN	Completed	12/29/2021			Code 30th as vacation.	WCO-Comp Time Taken	8.00
Last, First MI	XXXXXXXXX	SN	Completed	12/31/2021			Code 30th as vacation.	WCO-Comp Time Taken	8.00
Total for Last, First MI									16.00
	Total Employees for:		WCO-Comp Time Taken	1					
Last, First MI	XXXXXXXXX	SN	Completed	12/23/2021			Code 30th as vacation.	WHL-Paid Holiday	8.00
Last, First MI	XXXXXXXXX	SN	Completed	12/24/2021			Code 30th as vacation.	WHL-Paid Holiday	8.00
Last, First MI	XXXXXXXXX	SN	Completed	12/27/2021			Code 30th as vacation.	WHL-Paid Holiday	8.00
Last, First MI	XXXXXXXXX	SN	Completed	12/28/2021			Code 30th as vacation.	WHL-Paid Holiday	8.00
Total for Last, First MI									32.00

By ID No Totals

Date: 02/01/2022 University Name - DATABASE Page: 1
Time: 13.09.07 Leave Reporting Hours Worked
HGAWLRHR_v7 Payroll Year: 2022 Leave Period: 01 Payroll Id: SB
No Selected Codes
Sorted by Earn Code, Name
No Totals, By ID: XXXXXXXXX

Employee Name	Employee ID	Employee Class	Status Indicator	Time Entry Date	Earn Code	Curr Hours	Mandatory Status	Comments	Other Comments
Last, First MI	XXXXXXXXX	SN	Completed	12/29/2021	WCO-Comp Time Taken	8.00			Code 30th as vacation.
Last, First MI	XXXXXXXXX	SN	Completed	12/31/2021	WCO-Comp Time Taken	8.00			Code 30th as vacation.
Last, First MI	XXXXXXXXX	SN	Completed	12/23/2021	WHL-Paid Holiday	8.00			Code 30th as vacation.
Last, First MI	XXXXXXXXX	SN	Completed	12/24/2021	WHL-Paid Holiday	8.00			Code 30th as vacation.
Last, First MI	XXXXXXXXX	SN	Completed	12/27/2021	WHL-Paid Holiday	8.00			Code 30th as vacation.
Last, First MI	XXXXXXXXX	SN	Completed	12/28/2021	WHL-Paid Holiday	8.00			Code 30th as vacation.
Last, First MI	XXXXXXXXX	SN	Completed	12/20/2021	WVC-Vacation Lv Taken	8.00			Code 30th as vacation.
Last, First MI	XXXXXXXXX	SN	Completed	12/21/2021	WVC-Vacation Lv Taken	8.00			Code 30th as vacation.
Last, First MI	XXXXXXXXX	SN	Completed	12/22/2021	WVC-Vacation Lv Taken	8.00			Code 30th as vacation.
Last, First MI	XXXXXXXXX	SN	Completed	12/30/2021	WVC-Vacation Lv Taken	8.00			Code 30th as vacation.

HGAWLRHR   Leave Report Hours

By Date Range, By ID, and No Totals

Date: 02/01/2022 University Name - DATABASE Page: 1									
Time: 14.32.32 Leave Reporting Hours Worked									
HGAWLRHR_v7 Activity from 12/01/2021 To 04/30/2022 for Payroll Id: SB									
No Selected Codes									
Sorted by Earn Code, Name									
No Totals , By ID: XXXXXXXXX									

Employee Name	Employee ID	Employee Class	Status Indicator	Time Entry Date	Earn Code	Curr Hours	Mandatory Status	Comments	Other Comments
Last, First MI	XXXXXXXXX	SN	Pending	01/21/2022	WCO-Comp Time Taken	8.00			
Last, First MI	XXXXXXXXX	SN	Pending	01/24/2022	WCO-Comp Time Taken	2.00			
Last, First MI	XXXXXXXXX	SN	Completed	12/17/2021	WCO-Comp Time Taken	8.00			Need to correct Friday, December 10th and take off 2 hours of comp. time. You left at 5pm.
Last, First MI	XXXXXXXXX	SN	Completed	12/29/2021	WCO-Comp Time Taken	8.00			Code 30th as vacation.
Last, First MI	XXXXXXXXX	SN	Completed	12/31/2021	WCO-Comp Time Taken	8.00			Code 30th as vacation.
Last, First MI	XXXXXXXXX	SN	Completed	01/04/2022	WFF-NC COVID Admin Leave	2.00			Need to change Jan. 3rd. to paid holiday.
Last, First MI	XXXXXXXXX	SN	Completed	01/05/2022	WFF-NC COVID Admin Leave	8.00			Need to change Jan. 3rd. to paid holiday.
Last, First MI	XXXXXXXXX	SN	Completed	01/06/2022	WFF-NC COVID Admin Leave	8.00			Need to change Jan. 3rd. to paid holiday.
Last, First MI	XXXXXXXXX	SN	Completed	01/07/2022	WFF-NC COVID Admin Leave	8.00			Need to change Jan. 3rd. to paid holiday.
Last, First MI	XXXXXXXXX	SN	Completed	01/10/2022	WFF-NC COVID Admin Leave	8.00			Need to change Jan. 3rd. to paid holiday.
Last, First MI	XXXXXXXXX	SN	Completed	01/11/2022	WFF-NC COVID Admin Leave	8.00			Need to change Jan. 3rd. to paid holiday.
Last, First MI	XXXXXXXXX	SN	Completed	01/12/2022	WFF-NC COVID Admin Leave	8.00			Need to change Jan. 3rd. to paid holiday.

By Date Range, No Totals, All Employees

Date: 02/01/2022 University Name - DATABASE Page: 1									
Time: 14.50.37 Leave Reporting Hours Worked									
HGAWLRHR_v7 Activity from 12/01/2021 To 01/01/2022 for Payroll Id: SB									
No Selected Codes									
Sorted by Earn Code, Name									
No Totals									

Employee Name	Employee ID	Employee Class	Status Indicator	Time Entry Date	Earn Code	Curr Hours	Mandatory Status	Comments	Other Comments
Last, First MI	XXXXXXXXX	SN	Completed	12/16/2021	WAL-Other Leave Taken	8.00			16 hours other leave coded for LWOP status effective 12/16
Last, First MI	XXXXXXXXX	SN	Completed	12/17/2021	WAL-Other Leave Taken	8.00			16 hours other leave coded for LWOP status effective 12/16
Last, First MI	XXXXXXXXX	SN	Completed	12/01/2021	WAL-Other Leave Taken	8.00			other leave taken used because of promotion/position change
Last, First MI	XXXXXXXXX	SN	Completed	12/02/2021	WAL-Other Leave Taken	8.00			other leave taken used because of promotion/position change
Last, First MI	XXXXXXXXX	SN	Completed	12/13/2021	WAL-Other Leave Taken	4.00			termed as of 12/13
Last, First MI	XXXXXXXXX	SN	Completed	12/14/2021	WAL-Other Leave Taken	8.00			termed as of 12/13
Last, First MI	XXXXXXXXX	SN	Completed	12/15/2021	WAL-Other Leave Taken	8.00			termed as of 12/13
Last, First MI	XXXXXXXXX	SN	Completed	12/16/2021	WAL-Other Leave Taken	8.00			termed as of 12/13
Last, First MI	XXXXXXXXX	SN	Completed	12/17/2021	WAL-Other Leave Taken	8.00			termed as of 12/13
Last, First MI	XXXXXXXXX	SN	Completed	12/20/2021	WBN-Bonus Leave Taken	8.00	Pandemic Mandatory On Site		