



## **Time and Labor (OTL)**

Review Absence Management  
Report

R12 Work Instructions



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## Document Control

### Change Record

Date	Author	Version	Change Reference
12-Feb-2015	Robin Hardy	1.0	R12 Upgrade

### Reviewers

Date	Name	Position
12-Feb-2015	Bill Mohamed	Workforce Preparation Lead

### Distribution

Copy No.	Name	Location
1	R12_WI_OTL_Review Absence Management Rpt	DAI DEPS

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## Business Process Description

The Absence Management Report (Audit & Detail) is designed to assist the Customer Service Representative (CSR) with payroll processing and leave requests. It displays the employee(s) leave request status for a specific payroll as well as tracks the approval notification.

### Major Features

The **Absence Management Report** provides the following information:

Column Heading	Description
<b>Organization</b>	Name of the organization to which the employee belongs
<b>Employee Name</b>	Name of the employee
<b>Period Start Date</b>	Period start date of the leave request
<b>Period End Date</b>	Period end date of the leave request
<b>Supervisor</b>	Supervisor of the employee / Approver of the leave request
<b>Absence Request Status</b>	Status of the Absence Request
<b>Absence Type</b>	Type of absence request such as "Annual Leave" or "Court Leave"
<b>FMLA Leave Code</b>	Family Medical Leave Act leave code
<b>Time Entered</b>	Total number of leave request hours
<b>UoM</b>	Unit of Measure, i.e., Hours
<b>Absence Start Date</b>	Start date of absence
<b>Start Date Full Day</b>	Indicates whether the start date is a full day
<b>Start Date Start Time</b>	Specifies the start date start time
<b>Start Date End Time</b>	Specifies the start date end time
<b>Absence End Date</b>	Specifies the absence end date
<b>End Date Full Day</b>	Indicates whether the end date is a full day
<b>End Date Start Time</b>	Specifies the end date start time
<b>End Date End Time</b>	Specifies the end date end time
<b>Last Submitted By</b>	Name of the employee who last submitted the leave request
<b>Last Submission Date</b>	Specifies the last submission date of the leave request
<b>Approval Date</b>	Approval date of the leave request
<b>Approval Name</b>	Name of person who approved the timecard
<b>Last Update Date</b>	Indicates the last update date
<b>Last Updated By</b>	Specifies the name of the employee who last updated the leave request
<b>Timecard Entry Created</b>	Specifies whether a timecard entry was created and if there were any errors
<b>Timecard Entry Error Message</b>	Indicates the timecard entry error message and corrective action

An electronic copy of the report can be generated on demand as a concurrent request. The output is tab-delimited, so it can be easily exported into Excel.



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**Trigger**

- Run this report when you need to determine the status of the leave requests.

**Responsibilities**

- OTL CSR – Agency
- OTL Super Timekeeper – Agency

**Prerequisites**

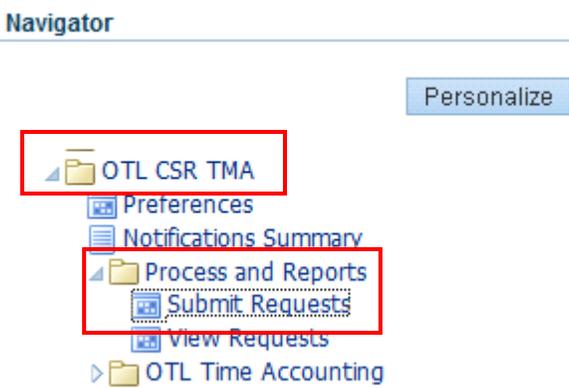
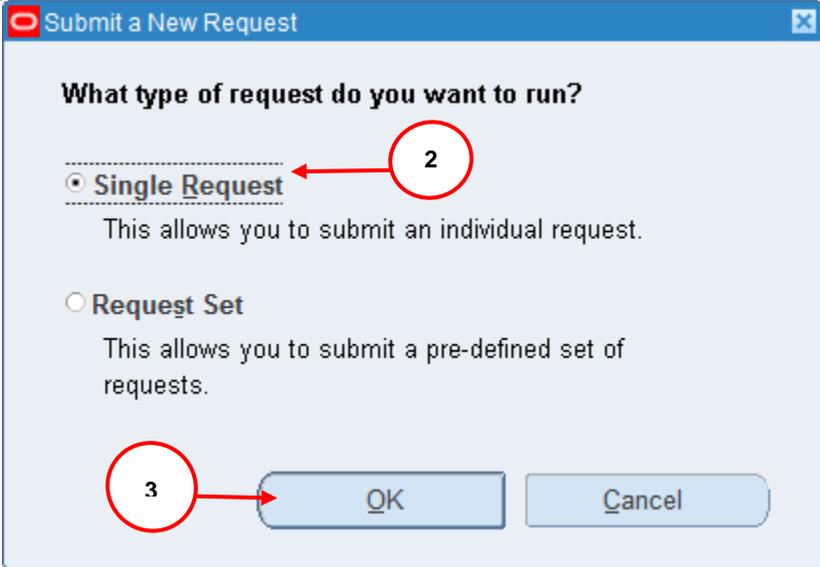
- Users, Supervisors, Timecard, and Leave Request information must be loaded.

**Menu Path**

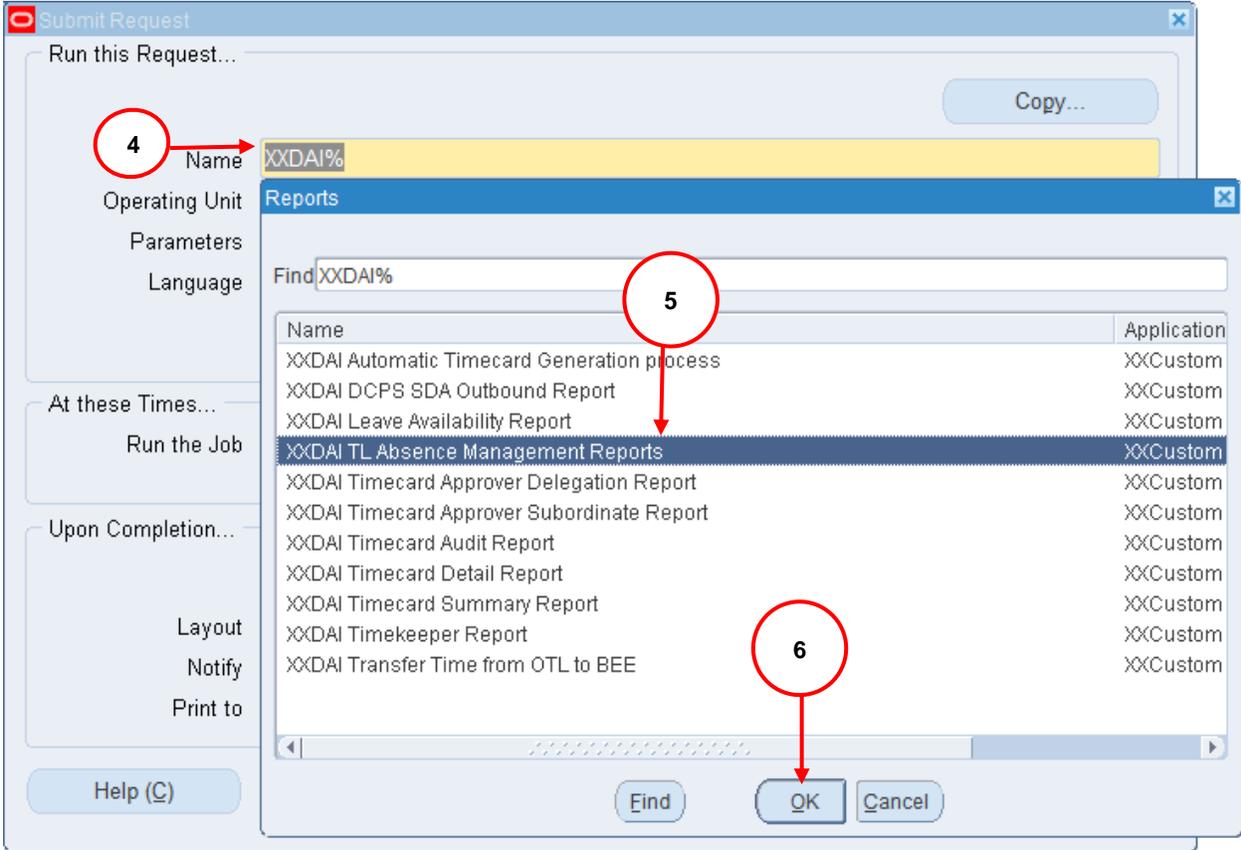
- Process and Reports → Submit Request

**Training Exercise**

**Create an Absence Management Report**

Review Absence Management Report	
1.	Start the task using the following responsibility and menu path to open the <b>Submit a New Request</b> form: <b>Responsibility:</b> OTL CSR – Agency <b>Menu Path:</b> Process and Reports → Submit Requests
	
	
2.	Select the <b>Single Request</b> radio button. (Default)
3.	Click the <b>OK</b> button to open the <b>Submit Request</b> form.

**Submit Request**

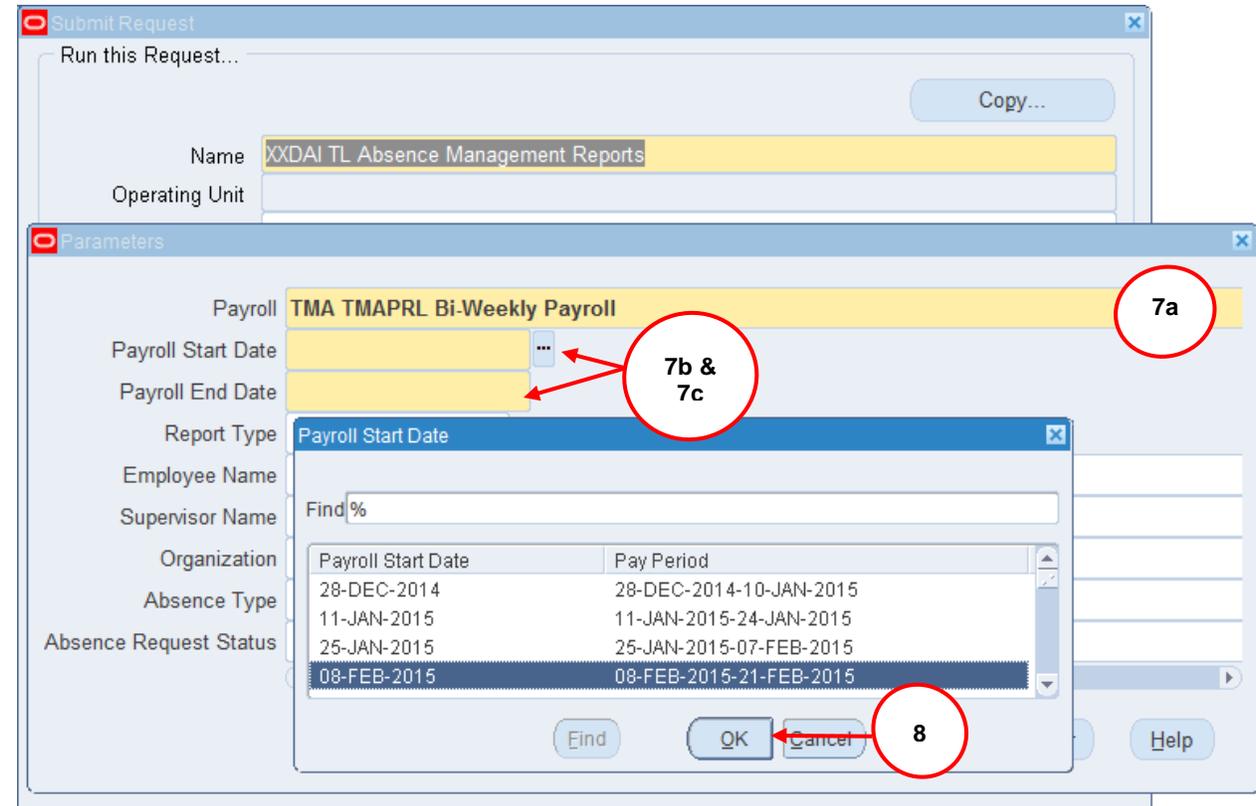


The screenshot shows the 'Submit Request' dialog box. The 'Name' field contains 'XXDAI%'. A 'Reports' dialog box is open, showing a list of reports. The 'Find' field contains 'XXDAI%'. The report 'XXDAI TL Absence Management Reports' is selected. The 'OK' button is highlighted.

Name	Application
XXDAI Automatic Timecard Generation process	XXCustom
XXDAI DCPS SDA Outbound Report	XXCustom
XXDAI Leave Availability Report	XXCustom
<b>XXDAI TL Absence Management Reports</b>	XXCustom
XXDAI Timecard Approver Delegation Report	XXCustom
XXDAI Timecard Approver Subordinate Report	XXCustom
XXDAI Timecard Audit Report	XXCustom
XXDAI Timecard Detail Report	XXCustom
XXDAI Timecard Summary Report	XXCustom
XXDAI Timekeeper Report	XXCustom
XXDAI Transfer Time from OTL to BEE	XXCustom

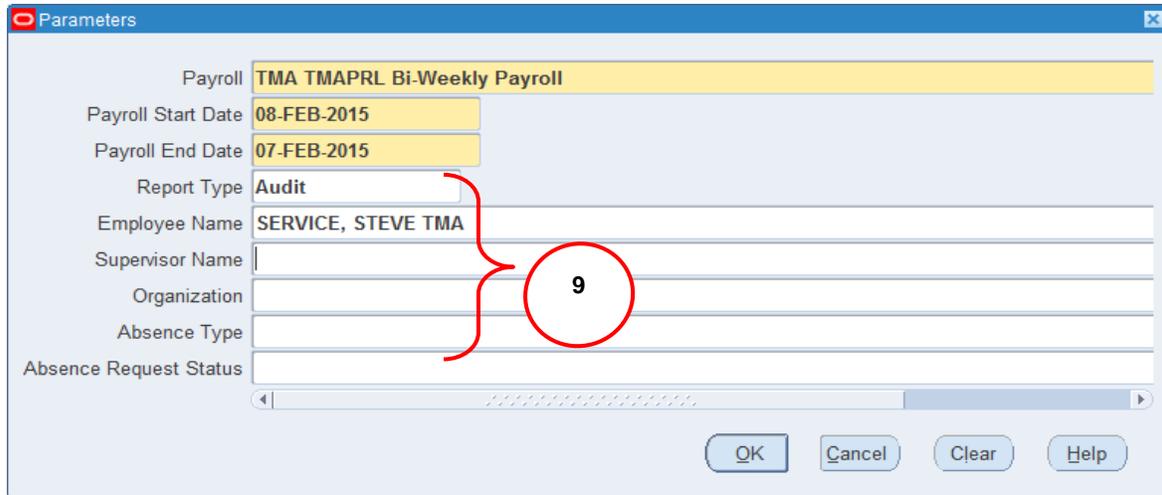
4.	Enter <b>XXDAI%</b> in the <b>Name</b> field and press the <b>Tab</b> key for a list of standard reports available to this responsibility.
5.	Select the “ <b>XXDAI TL Absence Management Reports</b> ” from the <b>Reports</b> list.
6.	Click the <b>OK</b> button to open the <b>Parameters</b> form for this report

### Submit Request – Parameters



- 7.
- a) **Payroll:** Click the **Payroll List of Values (LOV)** button to auto-populate the **Payroll** field.
  - b) **Payroll Start Date:** Click the **Payroll Start Date LOV** to select the **Pay Period** of the report.
  - c) **Payroll End Date:** Click the **Payroll End Date LOV** to select the **Pay Period** of the report.
- Note:** Yellow fields are required parameter fields.
8. Click the **OK** button to close the **Payroll Start** and **End Date** prompts.

### Submit Request - Parameters



9.

The following parameters are optional; however, it is recommended that you populate some of the optional parameters such as “**Report Type**” and/or “**Employee Name**” to reduce the report’s output.

**Note:** In the event that you do not select any of the optional parameters, the report’s output will be generated for all employees in the organization.

- **Report Type:** Select “**Audit**” (used for Employees) or “**Detail**” (used for Supervisors).
- **Employee Name:** Select an employee’s name to review a single employee’s leave request.
- **Supervisor Name:** Select a supervisor’s name to review a single supervisor’s assigned employees leave requests.
- **Organization:** Select an organization to review the organization’s leave requests.
- **Absence Type:** Select a specific “Absence Type” such as:
  - Annual Leave
  - BRAC Restored Leave
  - Comp Time Taken
  - Court Leave
  - Leave Without Pay (LWOP)
  - Religious Comp Time Taken
  - Restored Annual Leave 1
  - Restored Annual Leave 2
  - Restored Annual Leave 3
  - Sick Leave
  - Time off award
  - Travel Comp Time Taken



### Submit Request - Parameters

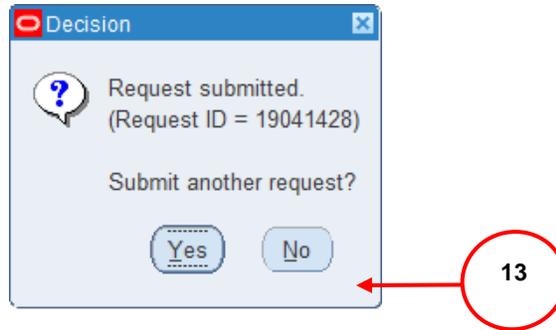
- |            |   |
|------------|---|
| <b>10.</b> | <b>Absence Request Status:</b> Select a specific “Absence Request Status” such as: <ul style="list-style-type: none"><li>• Approved</li><li>• Rejected</li><li>• Saved for later</li><li>• Pending Approval</li><li>• Return for correction</li><li>• Withdrawn</li></ul> |
| <b>11.</b> | Click the <b>OK</b> button to close the <b>Parameters</b> prompts. This will complete the <b>Parameters</b> entry.  |



### Submit Request

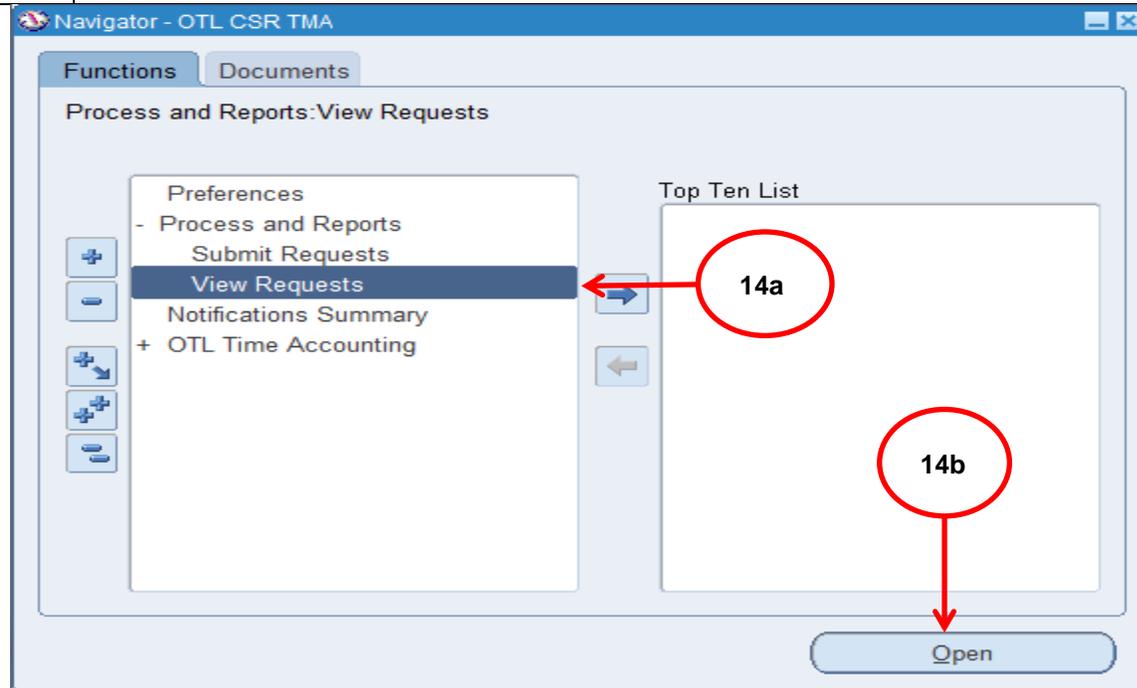
12. Click the **Submit** button to run the report.

**Decision**



13.

**Decision** – If you would like to submit another request, click the  button. Otherwise, click the  button to submit the request.

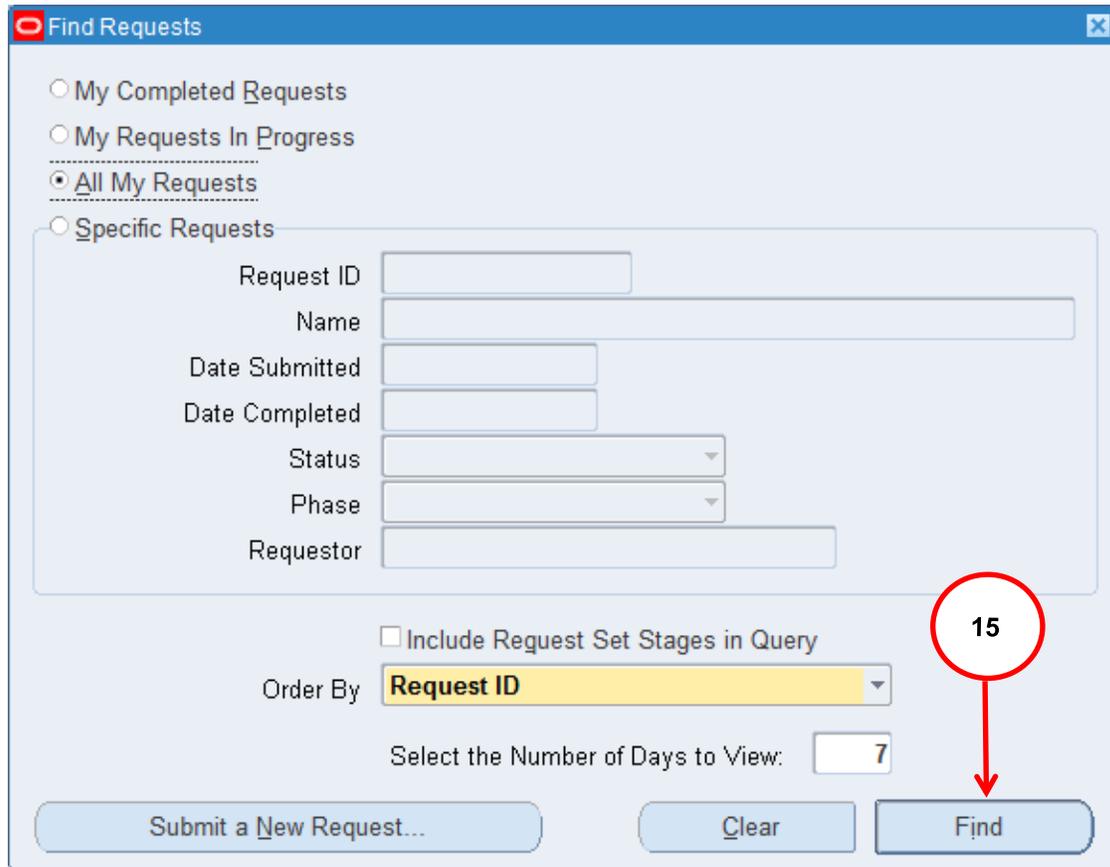


14.

- a) Select the **View Requests** function.
- b) Click the **Open** button to open the **Find Requests** form.

**Note:** Double-clicking the **View Requests** function will open the **Find Requests** form.

### Find Request



15. Click the **Find** button to display the **Find Requests** form.

**Note:** The **Find Requests** form defaults to **All My Requests**.

**Requests**

Request ID	Name	Parent	Phase	Status	Parameters
19041428	XXDAI TL Absence Manage		Completed	Normal	OTL CSR TMA, 58009, 0, 86, ;
19041113	XXDAI TL Absence Manage		Completed	Normal	Super Timekeeper DAU, 58009
19040973	XXDAI TL Absence Manage		Completed	Normal	Super Timekeeper TMA, 58009
19040960	XXDAI TL Absence Manage		Completed	Normal	Super Timekeeper TMA, 58009
19040951	XXDAI TL Absence Manage		Completed	Normal	Super Timekeeper TMA, 58009

16.

- a) Click the **Refresh Data** button if the report does not display as **Completed** in the **Phase** column and **Normal** in the **Status** column.
- b) Click the **View Output** button to view the **Absence Management Report**. The **Request ID** number should match the number show on the **Decision** prompt in step 12.

**Note:** This process may require the **Refresh Data** button to be clicked multiple times. If the report does not display in a **Complete** and **Normal** status, please contact the **DAI Agency Help Desk** for assistance.



### Absence Management Report

Absence Request Audit Report for Period Starting 08-FEB-15 as of 23-FEB-2015 12:07:29			
Organization	Employee Name	Period Start Date	Period End Date
TMA TEST ORGANIZATION	SERVICE, STEVE	8-Feb-15	21-Feb-15
TMA TEST ORGANIZATION	SERVICE, STEVE	8-Feb-15	21-Feb-15

Supervisor	Absence Request Status	Absence Type	FMLA Leave Code
SERVICE, ADAM	Approved	Annual Leave	
SERVICE, ADAM	Approved	Annual Leave	

Time Entered	UoM	Absence Start Date	Start Date Full Day	Start Date Start Time	Start Date End Time	Absence End Date
16 Hours		19-Feb-15	Y			20-Feb-15
16 Hours		19-Feb-15	Y			20-Feb-15

End Date Date Full Day	End Date Start Time	End Date End Time	Last Submitted By	Last Submission Date
Y				18-Feb-15
Y				18-Feb-15

Approval Date	Approver Name	Last Update Date	Last Updated By
18-Feb-15	SERVICE, ADAM	2/18/2015 8:29	SERVICE, ADAM
18-Feb-15	SERVICE, ADAM	2/18/2015 8:29	SERVICE, ADAM

Timecard Entry Created	Timecard Entry Error Message
Error	Timecard creation/update failed because of Key member security validation. You have not been setup as a Key Member on the Default Project/Task assigned to you. Please follow up with Time keeper/Cost Accounting user to correct the Key member

(Note: Report image compressed due to the number of columns.)

**Result**

Congratulations! You have successfully generated and reviewed the **Absence Management Report**.