

Type: System Enhancements	ID Number: SE 55
Date: July 9, 2009	Subject: Leave Without Pay Report

Suggested Audience

Agency HR Staff

Summary

The Leave Without Pay Report will be updated to include new data elements and filters, modify existing data elements and properly identify Leave Without Pay (LWOP) hours for the defined report criteria (e.g., date range).

Report Details

Who will have access to run the report? Users with a security role code of A, C, F, G, H, M, R and S, within an agency that uses the time and attendance module, will be able to process the report.

What is the report title? Leave Without Pay Report (CLR028)

Is this a new report or an update to an existing report? The existing report titled Leave Without Pay Report (CLR028) is being updated.

What changes are being made to this report?

- New Data Elements:
 - "Org Code" – will be pulled from the 24-digit "Organization Code" field on the position.
 - "FLAIR Org" – will be pulled from the "FLAIR Organization Code" field on the position.
 - "FLAIR Account Code" - will be pulled from the "FLAIR Account Code" field on the position.
 - "Class Title" – will be pulled from the "Class Code" field on the position.
 - "Timesheet Approval Date" – will be pulled from the employee's approved timesheet.
 - "Leave Code" – will be pulled from the "Hours Type" on the employee's approved timesheet.
 - "PAR Reason" – will be pulled from the PAR "Reason Code" when there is a completed LWOP PAR for the employee during the defined date range.
 - "PAR Effective Date" - will be pulled from the "Effective Date" field on the Action History record when there is a completed LWOP PAR for the employee during the defined date range.
- The following column headings have been changed:

- "Employee Name" to "Last Name", "First Name" and "MI"
- "Interdept No." to "Interdept"
- "Leave Type" to "Timesheet Leave Type Description"
- New Selection Filters – "Org Between", "FLAIR Org Between" and "Central Person ID"
- In addition, the report will include the employee's scheduled work hours when a LWOP or Suspension PAR Action has been completed, with an "Effective Date" that falls within the defined date range and there is no approved timesheet with compensable hours that override the PAR Action.
- The report selection criteria will be displayed on the last page of the report.

Report Specifications

- **Type of Report:** External Report
- **Available Filters:**
 - **OLO Code** – Required filter, will default to your agency's OLO code.
 - **Org Between** (HR Org Code) – Optional filter, if left blank data will default to OLO code. If using, filter requires both to and from value.
 - **FLAIR Org Between** – Optional filter, if left blank data will default to OLO code. If using, filter requires both to and from value.
 - **Start Date** – Required filter.
 - **End Date** – Required filter.
 - **Central Person ID** – Optional filter, if processing the report for one employee, enter either the employee's User ID (i.e., Login ID, Central Person ID) or Employee ID.
- **Sort Hierarchy:** Org Code, employee name (last name, first name, then middle initial), timesheet approval date, and then by PAR approval date.
- **The following Timesheet Hours Types will be included in the report:**
 - 0048 - FSWP LWOP
 - 0049 - FMLA LWOP
 - 0058 - Authorized LWOP
 - 0059 - Unauthorized LWOP
 - 0060 - Worker's Comp LWOP
 - 0063 - Educational Leave Without Pay
 - 0064 - Furlough LWOP
 - 0068 - Parental Leave LWOP
 - 0082 - Active Military with Pay Supplement
 - 0083 - Active Military without Pay Supplement
- **The following PAR Actions will be included in the report:**
 - 11 - LOA Without Pay
 - 09 - Suspension
- **Availability Date:** July 20, 2009
- **Data as of:** Previous day
- **Validity Period:** Only LWOP entries and active LWOP PARs that are effective within the past 90 days (based on day report is processed) will be captured.

Important Notes

- This report should be printed as **landscape, on legal sized paper**. If printing on letter sized paper part of the data may not be visible.
- This report captures approved timesheet hours that fall within the defined date range. In addition, the report will include the employee's scheduled work hours when a LWOP or Suspension PAR Action has been completed, with an "Effective Date" that falls within the defined date range and there is no approved timesheet with compensable hours that override the PAR Action.
- This report is **not** valid for use by the Justice Administrative Commission, the State Courts System or the Benefit only entities as they do not use the time and attendance module within the People First system.
- As part of the **July 2010** People First system release, this report will be updated to include the ability to download the report in Microsoft Excel, Adobe Acrobat (PDF) or text format (tab or comma delimited).

If you have any questions related to the Leave Without Pay Report, please contact the data warehouse team at PeopleFirstDataWarehouse@dms.myflorida.com.