

## **FIO-12 Employee Quota Balance**

[View Employee Quota Balance Tutorial Video](#)

### **Purpose**

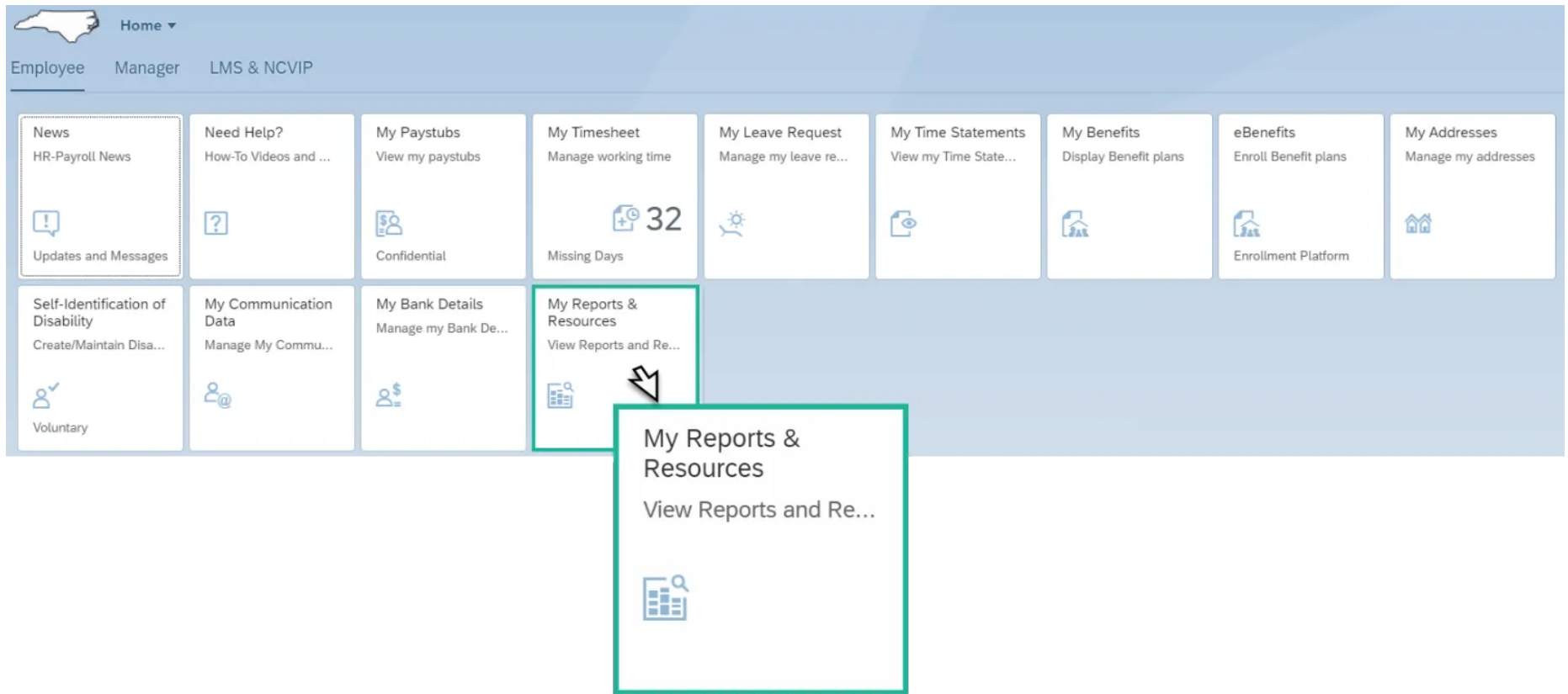
The purpose of the Employee Quota Balance Report BPP is to introduce the display of employee leave balances within the Reports and Resources tile.

### **Step by Step for Employee Quota Balance**

There are 4 steps to complete this process.

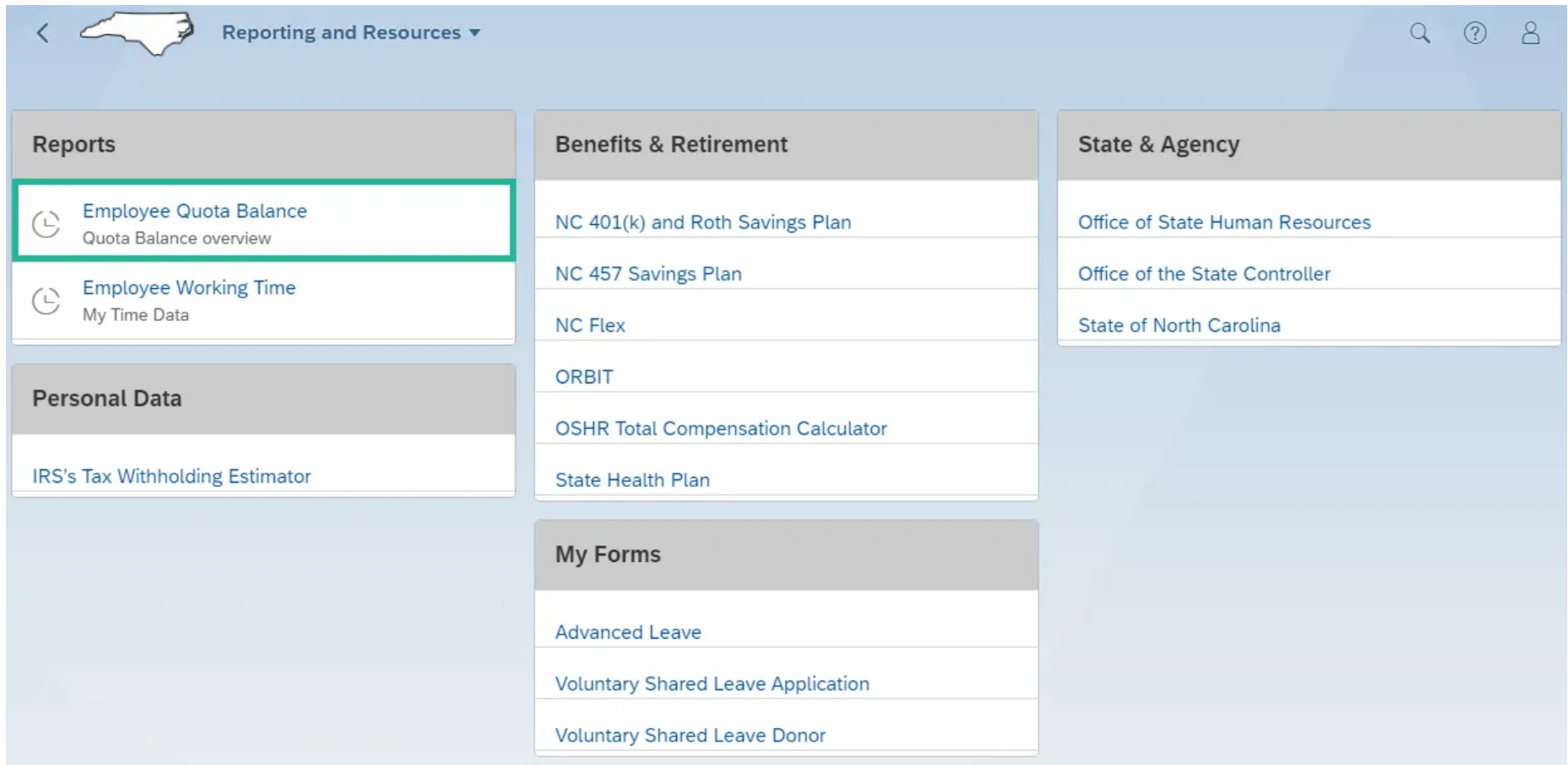
Step 1. The Employee Quota Balance report can be found within the My Reports & Resources tile.

Image



Step 2. Once you have clicked on **My Reports & Resources**, click on **Employee Quota Balance** link to display the report.

Image



Step 3. The report is a display of your leave balances as of the day you view the report. The report displays Leave Type, Validity of each Leave Type, Available hours, Used hours and Entitlement hours.

- All available hours are shown in GREEN
- All zero hours are shown in BLACK
- All negative hours are shown in RED

You will notice that most leave types have an open validity date, meaning the validity does not expire.

Community Service Leave, however, has a validity period for the current year. Parental Leave, if applicable, has a

validity period of one year beginning when the entitlement was granted. Expired Quota will not be shown.

Note: There is no name on this report. By design, because employees execute this report on their behalf, the name is understood as the employee’s name.

Image

| Leave Type              | Validity                | Available    | Used         | Entitlement  |
|-------------------------|-------------------------|--------------|--------------|--------------|
| Vacation Leave          | 10/31/2013 – 12/31/9999 | 91.25 Hours  | 802.12 Hours | 893.37 Hours |
| Sick Leave              | 10/31/2013 – 12/31/9999 | 127.00 Hours | 586.50 Hours | 713.50 Hours |
| Overtime Comp Time      | 10/24/2013 – 12/31/9999 | 0.00 Hours   | 307.88 Hours | 307.88 Hours |
| Gap Hrs Comp Time       | 01/23/2014 – 12/31/9999 | 0.00 Hours   | 18.50 Hours  | 18.50 Hours  |
| Holiday Comp Time       | 12/28/2013 – 12/31/9999 | 0.00 Hours   | 18.00 Hours  | 18.00 Hours  |
| Holiday Leave           | 10/14/2013 – 12/31/9999 | 8.00 Hours   | 718.00 Hours | 726.00 Hours |
| Bonus Leave             | 09/01/2014 – 12/31/9999 | 40.00 Hours  | 0.00 Hours   | 40.00 Hours  |
| Special Bonus FY2018    | 07/01/2017 – 12/31/9999 | 0.00 Hours   | 24.00 Hours  | 24.00 Hours  |
| Special Bonus FY19-20   | 07/01/2018 – 12/31/9999 | 40.00 Hours  | 40.00 Hours  | 80.00 Hours  |
| Community Service Leave | 01/01/2021 – 12/31/2021 | 24.00 Hours  | 0.00 Hours   | 24.00 Hours  |

Mobile

The mobile display of the My Quota Overview report is different than the browser version. Upon executing the report, the data delivered includes the Leave Type and Available hours across the top and additional detail along the side. By default, all valid Leave Types are delivered.

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My Quota Overview ▾



Leave Type

Available

**Vacation Leave**

**91.25** Hours

Validity:

10/31/2013 – 12/31/9999

Used:

802.12 Hours

Entitlement:

893.37 Hours

**Sick Leave**

**127.00** Hours

Validity:

10/31/2013 – 12/31/9999

Used:

586.50 Hours

Entitlement:

713.50 Hours

**Overtime Comp Time**

**0.00** Hours

Validity:

Step 4. To go back to the Homepage, click on **My Quota Overview** and click on **Home**.

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Wed, 11/10/2021

## Last Updated

Wed, 10/08/2025

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