

B0201 Quota Balances with Estimated Cost

Purpose

The purpose of this report description is to explain how to generate the Quota Balances with Estimated Cost report.

Report Description

This report displays the ending quota balances for one or more employees on a specified day within the current or three prior months. It also displays a cost estimate for each quota based on a calculated hourly rate.

Report Location

PT: Leave Quotas

Report Uses

Agencies use this report to project expected payouts for employees who are retiring or separating for other reasons.

How to Generate This Report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found on the [Web Intelligence Prompt List](#) on the [OSC website](#).

The Mandatory prompts for this report are:

- Organizational Unit
- Calendar Day (Single Value, Mandatory)

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as optional in parentheses beside the prompt.

The Optional prompts are:

- Employee(s) PersNo. - (Optional)

Exclusion prompts exclude specified data by default while allowing customers the flexibility of changing them when necessary. Exclusion prompts are identified by the term Exclude followed by the prompt.

The Exclusion prompts are:

- Exclude Employee Subgroup (Contractors)

Image

Prompts

Search

Organizational Unit

Please select at least one value

Calendar Day (Single Value, Mandatory)

Please select at least one value

Employee(s) PersNo. - (Optional)

(All values)

✓

Exclude Employee Subgroup (Contractors)

(1)

G1

✓ 0

Organizational Unit

Search

Dependencies (0/1)

Calendar Day (Single Value, Mandatory)

i

Fill the dependencies above to get the list of values

Mandatory (2)

Reset All

Run

Cancel

Initial Layout

The report lists quota balances and estimated cost for each employee as of the date selected. Below is a sample rendering.

Image

B0201: Quota Balances with Estimated Cost as of 9/30/2015

Organizational Unit	Organizational Unit Desc	Employee Name	Quota/ Att&Abs Type Employee	10 : Vacation Leave		15 : Sick Leave	
				Ending Balance	Estimated Cost	Ending Balance	Estimated Cost
25555555	Communications	MOUSE, MICKEY	12345678	141.01	2,309.74	427.00	6,994.26
26666666	Public Relations	PIG, PETUNIA	12345679	55.98	849.78	48.00	728.64
Total				196.99	3,159.52	475.00	7,722.90

Continued...

Image

20 : Overtime Comp Time		21 : Gap Hrs Comp Time		22 : Holiday Comp Time		50 : Bonus Leave		Total	
Ending Balance	Estimated Cost	Ending Balance	Estimated Cost	Ending Balance	Estimated Cost	Ending Balance	Estimated Cost	Ending Balance	Estimated Cost
95.13	1,558.23	3.00	49.14			40.00	655.20	706.14	11,566.57
11.64	176.70			8.00	121.44			123.62	1,876.56
106.77	1,734.93	3.00	49.14	8.00	121.44	40.00	655.20	829.76	13,443.13

Available Objects

This is a list of the available objects that can be added to the report, from the Document Dictionary once in the Design mode.

Dimensions

- Age Range
- Cal Mth/Yr
- EE Hrly Rate
- EE Hrs Per Wk
- Employee
- Employee Group
- Employee Name
- Employee Subgroup
- Employment Status
- Job
- Mths of Svc
- Organizational Unit
- Personnel Area
- Personnel Subarea
- Position
- Position County
- Quota/Att&Abs Type
- Supv Employee
- Supv Position
- Time Mgmt Status
- Time Type Group
- Work Schedule Rule
- Working Week

Measures

- Ending Balance
- Estimated Cost

Variables

- Prompt Response Calendar Day
- Prompt Response Employee PersNo
- Prompt Response Exclude Employee Subgroup
- Prompt Response Organizational Unit

Image

▼ Dimensions

- > ✿ **Age Range**
- > ✿ **Cal Mth/Yr**
 - ✿ **EE Hrly Rate**
 - ✿ **EE Hrs Per Wk**
- > ✿ **Employee**
- > ✿ **Employee Group**
 - ✿ **Employee Name**
- > ✿ **Employee Subgroup**
- > ✿ **Employment Status**
- > ✿ **Job**
 - ✿ **Mths of Svc**
- > ✿ **Organizational Unit**
- > ✿ **Personnel Area**
- > ✿ **Personnel Subarea**
- > ✿ **Position**
- > ✿ **Position County**
- > ✿ **Quota/Att&Abs Type**
- > ✿ **Supv Employee**
- > ✿ **Supv Position**
- > ✿ **Time Mgmt Status**
- > ✿ **Time Type Group**

Special Report Considerations/Features

- Quota data in BI is extracted twice a week on Wednesdays and Saturdays, so the “Calendar Day” date prompt needs to include a date that falls on a Wednesday or Saturday.
- This report will include only data that is extracted for the previous 3 months up to the current date.
- Contractors are excluded by default on this report. This can be changed.
- There is a known issue with the precision in the quota balance hours when a position is split funded. For example, 40.00 hours may be presented as 40.02 hours. This is caused by a rounding issue when the hours are broken down by the split fund percentages.
- There is a default filter applied to the crosstab table to only show the following quotas:
 - 10: Vacation Leave
 - 15: Sick Leave
 - 20: Overtime Comp Time
 - 21: Gap Hrs Comp Time
 - 22: Holiday Comp Time
 - 30: PTO EHRA Personal Lv
 - 50: Bonus Leave
 - To modify this default filter to allow other quotas to be shown, please follow the steps below. There are 6 steps to complete this process.

Step 1: In Design Mode, click on any row in the report and click Show data/format panel icon.

Step 2: Click on the Filter Icon.

Step 3: Click on the ellipses next to “Quotas/Att&Abs” Type and click Manage filter button.

Image

The screenshot displays a software interface with a table titled "B0201: Quota Balances with Estimated Cost as of 8/1/2024". The table has columns for Organizational Unit, Organizational Unit Desc, Employee Name, Employee, Ending Balance, Estimated Cost, and Ending Balance. The data includes 10 test users, each with a specific organizational unit and employee ID.

On the right side, there is a "Query Results" panel. It shows a "Filtered By" section with a filter named "Quota/Att&Abs Type". A red arrow points to the "Manage filter" button in the "Filters" section. Another red arrow points to the "Quota/Att&Abs Type" filter box. A third red arrow points to the "Design" button in the top right corner.

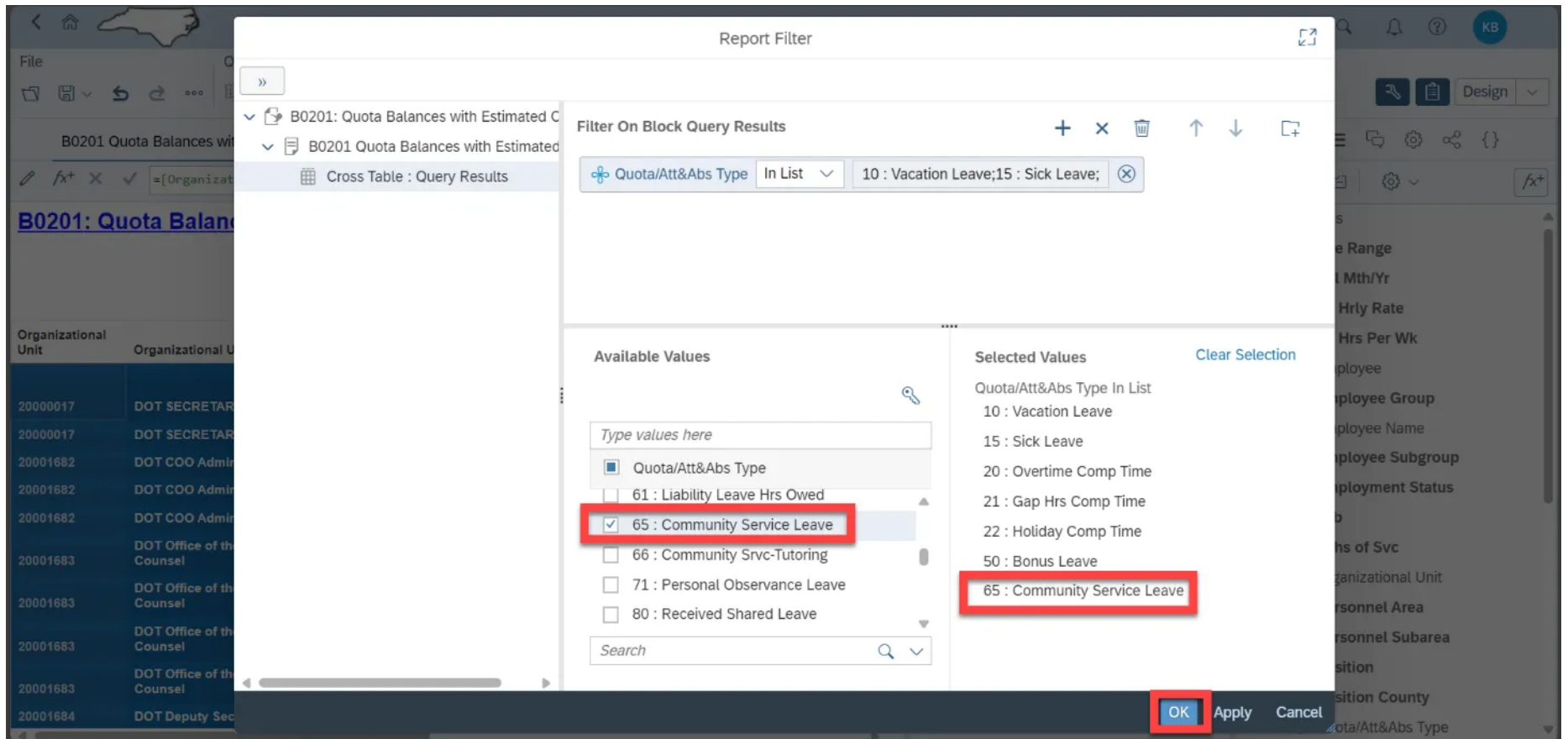
Organizational Unit	Organizational Unit Desc	Employee Name	Employee	Ending Balance	Estimated Cost	Ending Balance	Esti Cost
20000018	Dept of Environmental Quality	Test User 1	01111111			52.00	
20000018	Dept of Environmental Quality	Test User 2	00322222	152.98	5,055.99	260.17	
20000018	Dept of Environmental Quality	Test User 3	00222222	205.26	12,475.70	256.00	1
20000018	Dept of Environmental Quality	Test User 4	00111111	186.09	13,945.58	184.00	1
20000018	Dept of Environmental Quality	Test User 5	11111111	319.31	15,515.27	747.97	3
20000018	Dept of Environmental Quality	Test User 6	00221111	223.92	11,975.24	272.00	1
20000018	Dept of Environmental Quality	Test User 7	00211111	64.25	2,577.07	156.00	
20000126	ENR SO ASEN DWR Wtr Scs Estuarine Mon	Test User 8	00222221	260.31	7,903.01	924.01	2
20000126	ENR SO ASEN DWR Wtr Scs Estuarine Mon	Test User 9	00222111	300.77	10,388.60	660.75	2
20000126	ENR SO ASEN DWR Wtr Scs Estuarine Mon	Test User 10	00332222	333.31	10,265.95	358.42	1

Step 4: When the Manage Filter pops up, click on any additional desired Quota/Att&Abs Type(s) boxes in the Available Values tab.

Step 5: A checkmark will appear, and the value selected will appear in the Selected Values tab on the right side.

Step 6: Click OK.

Image



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