

# Employee Absence Tracking Report–Historical View

The Employee Absence Tracking report gives information about Quota accruals and usage for vacation, sick, personal days and other types of absences. It can be run for one employee or for all employees within an Org. Unit (department) over a specified date range. Please note that once an employee reaches maximum accrual hours, the accrual stops until available balance is used in that quota.



1. Log on to **BUworks Central** <https://ppo.buw.bu.edu>
2. Click on **Reporting** tab
3. Click on **Human Capital Management (HCM)**
4. Click on **Time Management**. The view expands to show all the reports under Time Management
5. Click on **Employee Absence Tracking – Historical View**

## Employee Absence Tracking Report–Historical View

**Variable Entry**

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable <sup>≠</sup>	Current Selection	Description
Calendar Month/Year	01/2018	<input type="checkbox"/> January 2018
Employee		<input type="checkbox"/>
BU ID		<input type="checkbox"/>
Organizational Unit		<input type="checkbox"/>
Personnel Area		<input type="checkbox"/>
Personnel Subarea		<input type="checkbox"/>
Employee Group		<input type="checkbox"/>
Employee Subgroup		<input type="checkbox"/>
Payroll Area		<input type="checkbox"/>
Quota Type		<input type="checkbox"/>
Employment Status	3	<input type="checkbox"/> 3 Active

OK Check

6. Enter **Calendar Month/Year** to specify a date period. (e.g. 01/2018: January, 2018). To specify a range of dates, enter 01/2018 – 02/2018 or alternatively, click on the match code box in the Calendar/Month field

Select values for Calendar Month/Year (ZVAR\_CALMNTY1YR)

Show tool: Single values Show view: All

Maximum Records: 1000 Refresh

Select all

Calendar year/month: Text<sup>≠</sup>

- April 2017
- July 2017
- August 2017
- September 2017
- October 2017
- November 2017
- December 2017
- January 2018
- February 2018
- March 2018

Enter a value for Calendar year/month:

Add Remove

Type	Description
<input checked="" type="checkbox"/>	January 2018
<input checked="" type="checkbox"/>	February 2018

Change Order

OK Cancel

7. Click on a **specific month**, hold down the CTRL+SHIFT keys and drag cursor to click on one or more subsequent months. Click on **Add** to add the selection. Click on **OK**

## Employee Absence Tracking Report–Historical View

General Variables		
Variable <sup>≠</sup>	Current Selection	Description
Calendar Month/Year	01/2018 - 02/2018	<input type="checkbox"/> January 2018 - February 2018
Employee		<input type="checkbox"/>
BU ID		<input type="checkbox"/>
Organizational Unit	10001330	<input type="checkbox"/> 10001330 HR - Systems
Personnel Area		<input type="checkbox"/>
Personnel Subarea		<input type="checkbox"/>
Employee Group		<input type="checkbox"/>
Employee Subgroup		<input type="checkbox"/>
Payroll Area		<input type="checkbox"/>
Quota Type		<input type="checkbox"/>
Employment Status	3	<input type="checkbox"/> 3 Active

8. To make additional selections, click on any variable and enter values. (e.g. Organizational Unit 10001330 and Employee Status 3 for Active employees). Click on **Check** to validate the entries. Click on **OK**

9. The resulting report shows Employee Last Name, First Name, Middle Name, BUID, Quota Type, Calendar Day, beginning balance, quota accrual, quota used etc. If an entire Org. Unit is selected, all the employees in the Org. Unit are displayed in the report. (e.g. Months of Jan and Feb 2018 for all employees of Org. Unit 10001330). You may **save** and **export** the report to a PDF or Excel format file on your computer by clicking on the available options on the menu

<span>Variable Screen</span> <span>Open</span> <span>Save As...</span> <span>Display As Table</span> <span>Info</span> <span>Print Version</span> <span>Export to Microsoft Excel</span> <span>Export to PDF</span> <span>Filter</span> <span>Settings</span>											
Last Name	First Name	BU ID	Quota Type	Calendar day	Beginning Balance <sup>≠</sup>	Quota Accrual <sup>≠</sup>	Quota Used <sup>≠</sup>	Paid Out <sup>≠</sup>	Forfeited <sup>≠</sup>	Ending Balance <sup>≠</sup>	
					HR	HR	HR	HR	HR	HR	
			Sick Balance	01/31/2018	0.00	0.00	0.00	0.00	0.00	B	494.00
			A	02/01/2018	C	494.00	D	14.00	0.00	0.00	0.00
				02/12/2018	0.00	0.00	E	8.00	0.00	0.00	0.00
				02/20/2018	0.00	0.00	4.00	0.00	0.00	0.00	0.00
				02/28/2018	0.00	0.00	0.00	0.00	0.00	F	496.00
			Vacation Balance	01/01/2018	303.98	13.33	0.00	0.00	0.00	0.00	0.00

- A. Quota Type: Sick balance
- B. Ending Balance on January 31, 2018 is 494.00 hours
- C. Beginning Balance on February 1, 2018 is 494.00 hours
- D. Quota Accrual is 14 hours for the month of February, 2018
- E. Quota used is 8 hours on February 12, 2018 and 4 hours on February 20, 2018 making it a total of 12 sick hours in February
- F. Ending Balance on Feb. 28, 2018 is (494 Beginning Balance hours + 14 Hours accrued) – (12 Hours used ) = 496.00