Exempt Time Off and eTimesheet

BI launch pad Reports Guide

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I. How do I access BI launch pad ETO / ETS reports?

ETO and ETS reports are Business Objects reports and are available through BI launch pad. You can find BI launch pad login links at the following websites:

1. **BI4**
2. **E-Business**
3. **HR System Links**

Steps:

1. BI launch pad uses Vanderbilt’s single sign on system. Enter your VUNetID and ePassword.

   ![SAP BusinessObjects Login](image)

   **Note:** Make sure that the authentication is set to Windows AD.
2. The default landing page for all users will be the **Documents** tab with **Corporate Categories** expanded showing all BI launch pad categories to which you have access. Click on the plus sign in front of the Human Resources category to see the subcategories.

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**II. How do I navigate the Documents tab?**

1. Select ‘Exempt Time Off’ from the category list.

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**Note:** If you land on the Home tab, simply click on the Documents tab and navigate.

**Note:** See Section XI for details regarding the Report Inventory spreadsheet for more information on ETO Reports and Categories.
2. Once you have selected a subcategory, the list of available documents within that subcategory will appear in the Documents window.

**Note:** BI launch pad uses the term ‘Documents’ when referring to the list below. Once a Document is generated, individual tabs within the Document are referred to as ‘Reports.’ Use this terminology when navigating, saving, or printing from BI launch pad.
III. How do I run ETO / ETS Documents?

Documents have unique prompts that must be entered to run each specific Document. As an example, below are the steps to run the ETO Time Off Detail Document. The ETO Time Off Detail Document provides time off hours taken by Employee, Department and month. Please note, the example below is for an ETO document. An ETS document may look different but the functionality is the same.

Steps:

1. Select ‘Exempt Time Off’ from the Human Resources Corporate Category in BI launch pad.

2. Scroll down the alphabetical list of Documents and double click ‘Time Off Detail’ to run the Document.
3. To display the Prompts when the Document opens, Click either:

(a) Click ‘Advanced’ at the top left corner of the ‘User Prompt Input’ box;
or
(b) Click on the ‘Refresh’ icon at the bottom right corner of the screen.

All prompts must have a green check mark indicating a value has been selected, or the prompt is optional. The first three prompts on the ‘Time Off Detail’ Document are required. You are required to enter a value on for each of these prompts (Employee Name, Pay End Date(Start) and Pay End Date(End)). Wildcards can be used (except for date values). There are two wildcards available to use. The “%” is used in the actual prompt when the operator is “Matches Pattern”. For example, if you want a report for all persons with the last name of Smith, you would enter Smith% in the prompt box. The “*” is used to filter a list of prompt values. For example, if you wanted to run a report with approvers with the last name of Jones, you would enter Jones* in the filtering box to limit the list to Jones. Then select the desired approver(s), and use the arrow to select your choice.

4. Click ‘Enter Employee Name’ to highlight it, and then enter the employee name for which you want to run the Document. You may enter the ‘%’ to run the document for all employees in your purview.

7. Click ‘Enter Pay End Date(Start)’ and ‘Pay End Date(End)’ to enter dates that limit the transactions shown in the Document.

6. Click ‘Department’ and enter the department(s) you want to report on. You may enter the ‘%’ to run the Document for all departments in your purview.

7. Click ‘Enter value(s) for Employee ID’ and enter the employee ID(s) you want to report on. This is an optional filter. To report on all employees in your purview leave this criteria blank. (this is true for all optional criteria)

8. Click ‘Enter value(s) for Preferred Approver Name’ to designate a specific Approver. The Document will run for all Approvers by default unless specifically designated here. You can search for approvers using the binocular find tool. Enter a partial Preferred approver name with the * at the end and all Preferred Approvers matching that pattern are provided. Click to select your desired Approver, and use the arrow to select your choice.
Once all prompts have a green check mark ✅, you may run the Document (see Step 10). Other optional prompts for this Document are demonstrated below. “All” is the default for the three remaining prompts unless altered.

9. Click ‘Run’ or ‘OK’ when ready to run the Document.
IV. How do I work with a Document once generated?

Once a document has been generated and displayed in the right panel based on the selection criteria, BI launch pad provides many functions for working with the Document.

Steps:
1. When the Document is displayed, a series of buttons on the top and bottom of the Document are available for performing various functions.
2. Buttons from both menus are described below:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Print icon" /></td>
<td><strong>Print</strong>: exports the resulting file to a PDF for printing.</td>
</tr>
<tr>
<td><img src="image" alt="Find icon" /></td>
<td><strong>Find</strong>: use to search data within the resulting Document to find a specific item.</td>
</tr>
<tr>
<td><img src="image" alt="Export icon" /></td>
<td><strong>Export</strong>: export as a PDF, Excel, or CSV format to computer.</td>
</tr>
</tbody>
</table>
3. The **Navigation Map** displays the available tabs and section breaks of the Document making it easy to navigate between each section by simply clicking the desired section.
4. The icon displays the **User Prompt Input** menu which may be used in lieu of bringing up an additional prompt box for defining values to run the Document.
V. How do I use Input Controls?

Input Controls enable you to save time by customizing the displayed Document to meet your needs without re-running the Document from the database. They are specific to the tab (Report) of the Document in which they are created.

1. **Input Controls** allow you to quickly display only desired criteria on the Document based on the dynamic selection criteria boxes that are checked or unchecked. Please note, Input Controls are not part of every report.

2. Selecting desired department(s) will quickly display only the desired department information without having to re-run the Document.
VI. How can I work with multiple Documents at the same time?

The **Documents** tab may be used to open multiple Documents in BI launch pad simultaneously. Each open Document will reside on its own tab at the top of the application.

**Steps:**
1. With any Document still open, click on the **Documents** tab.
2. Open and run an additional Document from the existing menu, or navigate to a different universe in the **Categories** menu.
3. Once open, both Documents can be accessed using the tabs at the top of the application.

VII. How do I use hyperlinks within a Document?

Some Documents will include Hyperlinks to other Documents within BI launch pad. Hyperlinks are displayed by **blue** text which when clicked, open and generate additional Documents.

VIII. How do I Pin and Unpin Documents?

You may save time by pinning your frequently used Documents to your BI launch pad view. Once pinned, the Document tab will be available whenever you open BI launch pad enabling you to quickly enter prompts and run the Document.
1. Click the **Pin** icon to pin the Document to your BI launch pad view.

2. Clicking the **Pin** icon again will unpin the Document from your default view.

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**IX. How do I export and save Documents?**

You may export and save Documents or reports in multiple formats including Excel, CSV and PDF.

1. Click the **Export** icon, hover over ‘Export Document As,’ and click on the desired format for exporting the Document.

2. Save the Document in the desired file location on your computer.

**Note:** Choose **Export Document As** to export the entire Document including all reports (tabs) and formatting. Choose **Export Current Report As** to export just the current report with all formatting. Choose **Export Data to CSV** to export all the query data with no formatting.
## X. Report Definitions

<table>
<thead>
<tr>
<th>Unv</th>
<th>Report Name</th>
<th>Description</th>
<th>Output</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| ETO | Time Off Detail                   | This report will be the primary report you’ll use to retrieve ETO information. The report can be generated for a single employee, an entire department or multiple departments, for a single month or for a range of months. | • Employee name and ID number  
• Department name and number  
• The month in which the time-off hours were reported  
• The day of the month in which the time-off hours were taken  
• The type of time-off taken (vacation, sick, holiday, bereavement, etc)  
• The number of time-off hours reported by day  
• The approver who actually approved the report | Employee Name (R)  
Pay End Date (Start) (R)  
Pay End Date (End) (R)  
Department Number (O)  
Employee ID (O)  
Preferred Approver Name (O) |
| ETO | Prior Time Off Reported           | This report provides information reported by employees outside of the current period (e.g. time off for January was reported in March). The report can be generated for a single employee, an entire department or multiple departments for a single month or for a range of months. | • Employee name and ID number  
• Department name and number  
• The month in which the prior period hours were reported  
• The type of time-off taken (vacation, sick, holiday, bereavement, etc)  
• The number of hours reported for the month  
• Comments the employee included to document the usage. | Department Number (R)  
Employee Name (R)  
Employee ID (O)  
Pay End Date (Start) (R)  
Pay End Date (End) (R) |
| ETO | Preferred Approver Report – No Action Taken | This report identifies situations in which an employee’s submitted time-off information was processed without action by the preferred approver. The report can be generated for a single employee, an entire department or multiple departments for a single month or for a range of months. | • Employee name and ID number  
• Department name and number  
• The month in which the prior period hours were reported  
• The day of the month in which the time-off hours were taken  
• The type of time-off taken (vacation, sick, holiday, bereavement, etc)  
• The number of hours reported for the month | Department Number (R)  
Pay End Date (Start) (R)  
Pay End Date (End) (R)  
Preferred Approver Name (O)  
Employee Name (R) |
| **ETO** | **Time Off Report Not Processed** | This report identifies situations in which an employee’s submitted time-off information was not processed because the employee did not submit their report, or their submitted report was rejected by their approver and the employee did not resubmit their corrected report. In these situations, the employee must resubmit their time-off information using the prior period reporting capability in the ETO tool. | • Department name and number  
• Employee name and ID number  
• The month in which the time-off hours were not processed  
• The preferred approver for the time-off report  
• The status of the time report  
• The approver who rejected the time-off report (if applicable)  
• Comments the approver included when they rejected the time-off report (if applicable) | Department Number (R)  
Pay End Date (Start) (R)  
Pay End Date (End) (R) |
|---|---|---|---|
| **ETO** | **FMLA Leave Reported** | This report provides the number of FMLA hours reported by month. The report can be generated for a single employee, an entire department or multiple departments for a single month or for a range of months. | • Employee name and ID number  
• Department name and number  
• The month in which the FMLA hours were used  
• The number of FMLA hours reported for the month  
• Time Report status (e.g. LOADED)  
Note: A LOADED time report has been processed.) | Department Number (R)  
Employee Name (R)  
Employee ID (O)  
Pay End Date (Start) (R)  
Pay End Date (End) (R) |
| **ETS** | **Timesheet Detail Report by Employee Name** | Provides a copy of the timesheet by employee name. The output appears in much the same format as the original eTimesheet. | • Employee name and ID number  
• Department name and number  
• Other job and pay period information  
• The status of the timesheet (e.g. LOADED. Note: A LOADED timesheet has been processed.)  
• All start and end times by day for both weeks of the pay period  
• All leave usage and other paid hours by day  
• Timesheet center distributions (and any change to the distribution)  
• Date and time the timesheet was submitted  
• Name of the timesheet approver and date/time the timesheet was approved | Employee Name (R)  
Timesheet Status (R)  
Pay End Date (Start) (R)  
Pay End Date (End) (R) |
| ETS | Timesheet Detail Report by Employee ID | Provides a copy of the timesheet by employee ID. The output appears in much the same format as the original eTimesheet. | • Employee name and ID number  
• Department name and number  
• Other job and pay period information  
• The status of the timesheet (e.g. LOADED. Note: A LOADED timesheet has been processed.)  
• All start and end times by day for both weeks of the pay period  
• All leave usage and other paid hours by day  
• Timesheet center distributions (and any change to the distribution)  
• Date and time the timesheet was submitted  
• Name of the timesheet approver and date/time the timesheet was approved | Employee ID (R)  
Timesheet Status (R)  
Pay End Date (Start) (R)  
Pay End Date (End) (R) |
| ETS | Timesheet Detail Report by Department | Provides a copy of the timesheet by department. The output appears in much the same format as the original eTimesheet. | • Employee name and ID number  
• Department name and number  
• Other job and pay period information  
• The status of the timesheet (e.g. LOADED. Note: A LOADED timesheet has been processed.)  
• All start and end times by day for both weeks of the pay period  
• All leave usage and other paid hours by day  
• Timesheet center distributions (and any change to the distribution)  
• Date and time the timesheet was submitted  
• Name of the timesheet approver and date/time the timesheet was approved | Department Number (R)  
Timesheet Status (R)  
Pay End Date (Start) (R)  
Pay End Date (End) (R) |
| ETS | Timesheet Summary Report by Department | This report is designed for reconciling eTimesheet hours to the WALDO Home Department Labor Distribution by Hours report. | • Department name and number  
• Employee name and ID number  
• Pay period information  
• Total hours worked, leave usage, and other paid hours for the pay period by employee  
• Hours totaled by job code  
• Hours totaled for the entire home department | Department Number (R)  
Pay End Date (Start) (R)  
Pay End Date (End) (R) |
<table>
<thead>
<tr>
<th>ETS</th>
<th>Timesheet Administration Approved Report</th>
<th>This report identifies any timesheet which was processed without preferred approver action.</th>
<th>Department name and number</th>
<th>Employee name and ID number</th>
<th>Pay period information</th>
<th>Name of the Preferred Approver</th>
<th>Department Number (R)</th>
<th>Pay End Date (Start) (R)</th>
<th>Pay End Date (End) (R)</th>
</tr>
</thead>
</table>

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XI. Useful Links and Support

HR Business Objects Help Site
http://hr.vanderbilt.edu/apps/business-objects/

Business Objects Security Form:

Business Objects Resources
https://finance.vanderbilt.edu/fis/bo/