

Exempt Time Off (ETO) Business Objects Reports

General Information:

1. The “%” key serves as a helpful “wildcard” for retrieving specific information. As examples:
 - “%” in the Department field pulls all the departments in an approver’s purview.
 - LastName% in the Name Field pulls anyone with that last name in the approver’s purview.
2. Any of the reports can be saved as a PDF or downloaded to Excel from the “Document” drop-down menu on the left side of the page.
3. After the BO report has been generated on screen, the tabs at the bottom of the report provide other format options for viewing the report, such as by employee, by department, by preferred approver, or in a table format for downloading into Excel.

Descriptions of Available Reports:

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. Output provided:

- 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 (flexPTO, vacation, sick, holiday, bereavement, etc)
- The number of time-off hours reported by day
- The preferred approver for the time-off report
- The approver who actually approved the report

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. Output provided:

- 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 (flexPTO, vacation, sick, holiday, bereavement, etc)
- The number of hours reported for the month
- Comments the employee included to document the usage.

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. Output provided:

- 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 (flexPTO, vacation, sick, holiday, bereavement, etc)
- The number of hours reported for the month

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.

The report can be generated for an entire department or multiple departments for a single month or for a range of months. Output provided:

- 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)

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. Output provided:

- 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.)