Understanding Cognos Employee Leave Reports

01/20/09

This guide is provided as a resource and may be become outdated as processes and procedures change. Further questions about the Cognos Leave Reports should be addressed with Payroll Services or to Human Resources for policy interpretation assistance. Online TTUHSC personnel policies should supersede information provided within this guide.

01/20/09

Where to Find Leave Reports

1. Log into webraider.ttuhsc.edu.

2. Go to the F & A WorkTools tab.

3. Under the Human Resources section, click Reports.

4. Double-click Cognos Connection.

5. Double-click the Human Resources and Departmental Users folders.

6. Double-click the appropriate report to run such as HR028 – Leave Taken or HR030 – Employee Current Leave Balances.
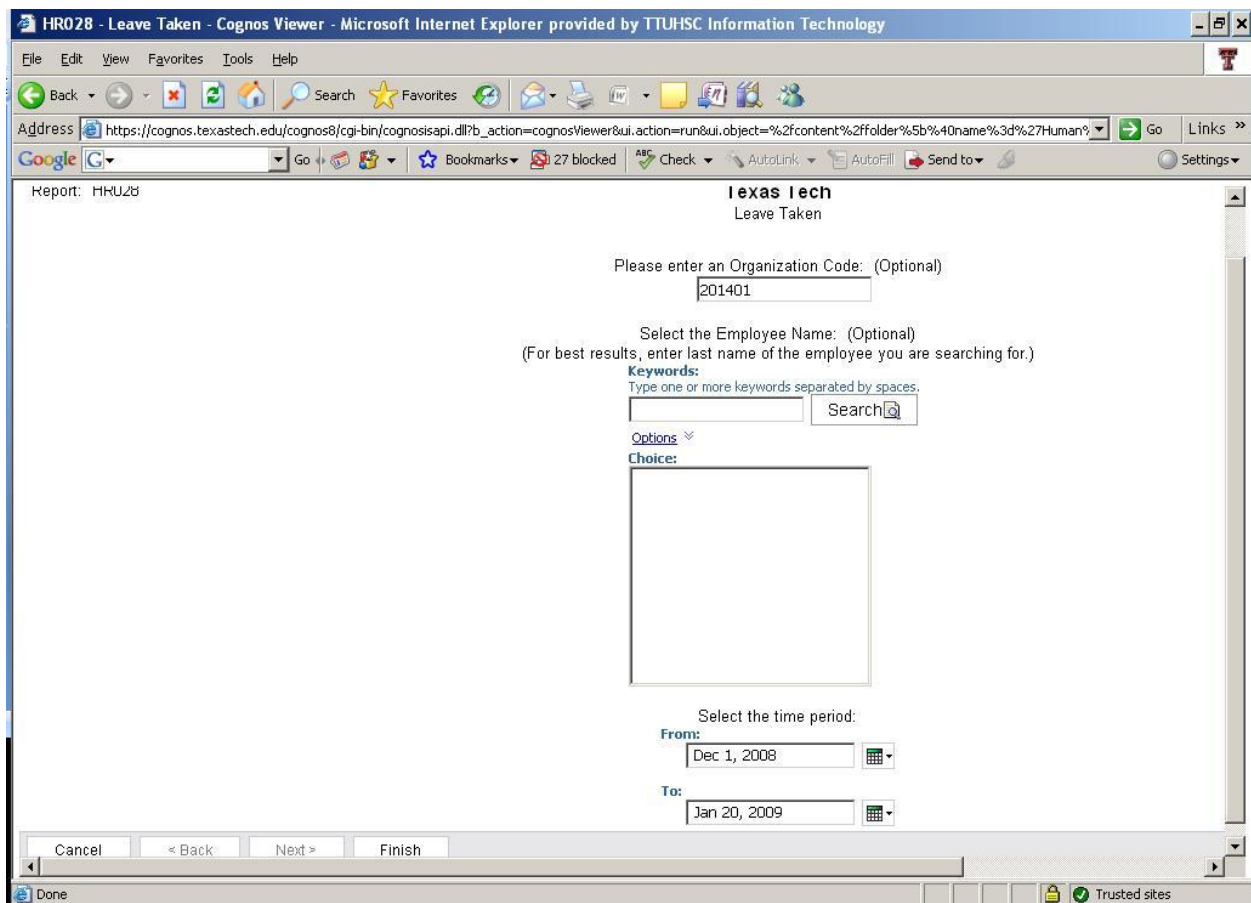
Public Folders > Human Resources > Departmental Users

Entries: 1 – 15

		Name ⇕	Modified ⇕	Actions
☐	📁	Departmental Packages	November 25, 2008 11:22:46 AM	Mor
☐	📁	Departmental Staging Area	November 25, 2008 1:41:14 PM	Mor
☐	📁	SPAR Packages	November 25, 2008 11:23:19 AM	Mor
☐	📁	SPAR Staging Area	November 25, 2008 11:24:02 AM	Mor
☐		HR005 - Departmental Payroll Register	January 12, 2009 5:15:04 PM	
☐		HR009 - Salary Roster by Organization	November 25, 2008 11:25:56 AM	
☐		HR010 - Vacant Positions by Organization	January 6, 2009 10:28:40 AM	
☐		HR020 - New Hire Report for Departmental Users	November 25, 2008 11:26:04 AM	
☐		HR022 - Termination Report for Departmental Users	November 25, 2008 11:26:11 AM	
☐		HR023 - Fringe Benefit Report	November 25, 2008 12:12:11 PM	
☐		HR027 - Non-Exempt Employee Hours Paid by Earn Type	January 12, 2009 3:09:10 PM	
☐		HR028 - Leave Taken	January 12, 2009 3:09:24 PM	
☐		HR030 - Employee Current Leave Balances	December 1, 2008 11:51:14 AM	
☐		HR035 - Employee Search Report	November 25, 2008 11:26:21 AM	
☐		RPT_EMPL_007 - Employee List by Home ORGN	December 15, 2008 11:36:34 AM	

HR 028 Leave Taken Report – How to Run

1. Double-click ▶ HR028 - Leave Taken

2. Enter Organization Code (optional).

3. Select the Employee (optional).

4. Select the From and To dates for the time period of the report.

5. Click Finish to run the report.

How Do I Know It is Running?

Once you've clicked finish, the hour glass icon will appear as the report is running.

If you are not able to wait for the report, you can select a deliver method by clicking on the Select a delivery method link and selecting the delivery method.

HR 028 Leave Taken Report – Output

1. Below is sample output of the Leave Taken Report.

2. Use the Page Down, Page Up, Bottom, and Top links at the bottom of the report to maneuver within the report.

Employee ID	Employee Name	Day of the Month	Leave Type	Hours Taken
Home Organization: 201401 - Human Resources Lbk				
R00121035	Grant-Trice, Denise A.	Dec 18, 2008	HCP - HSC HolidayComp	1
R00121035	Grant-Trice, Denise A.	Dec 19, 2008	SCK - Sick Leave	2
R00121035	Grant-Trice, Denise A.	Dec 29, 2008	HCP - HSC HolidayComp	1
R00121035	Grant-Trice, Denise A.	Dec 29, 2008	VAC - Vacation Pay	7
R00121035	Grant-Trice, Denise A.	Dec 30, 2008	VAC - Vacation Pay	8
R00121035	Grant-Trice, Denise A.	Jan 7, 2009	SCK - Sick Leave	0.50
R00121035	Grant-Trice, Denise A.	Jan 9, 2009	SCK - Sick Leave	1
R00301742	Salazar, Melinda M.	Dec 15, 2008	HCP - HSC HolidayComp	1.50
R00519256	Calderon, Theresa A.	Dec 2, 2008	VAC - Vacation Pay	1
R00519256	Calderon, Theresa A.	Dec 3, 2008	VAC - Vacation Pay	1.50
R00519256	Calderon, Theresa A.	Dec 4, 2008	VAC - Vacation Pay	1
R00519256	Calderon, Theresa A.	Dec 5, 2008	VAC - Vacation Pay	2
R00519256	Calderon, Theresa A.	Dec 9, 2008	VAC - Vacation Pay	1
R00519256	Calderon, Theresa A.	Dec 19, 2008	VAC - Vacation Pay	2
R00519256	Calderon, Theresa A.	Jan 2, 2009	VAC - Vacation Pay	4
R00519256	Calderon, Theresa A.	Jan 5, 2009	VAC - Vacation Pay	1.50
R00527247	Mireles, Adriana	Jan 2, 2009	VAC - Vacation Pay	4
R00538241	Martinez, Ricardo H.	Jan 2, 2009	VAC - Vacation Pay	8
R00538241	Martinez, Ricardo H.	Jan 7, 2009	VAC - Vacation Pay	4

Top Page up Page down Bottom

HR030 Employee Current Leave Balances- How to Run

1. Double-click ![HR030 - Employee Current Leave Balances]

2. Enter Organization Code (optional).

3. Select Employee (optional).

4. Click Finish to run the report.
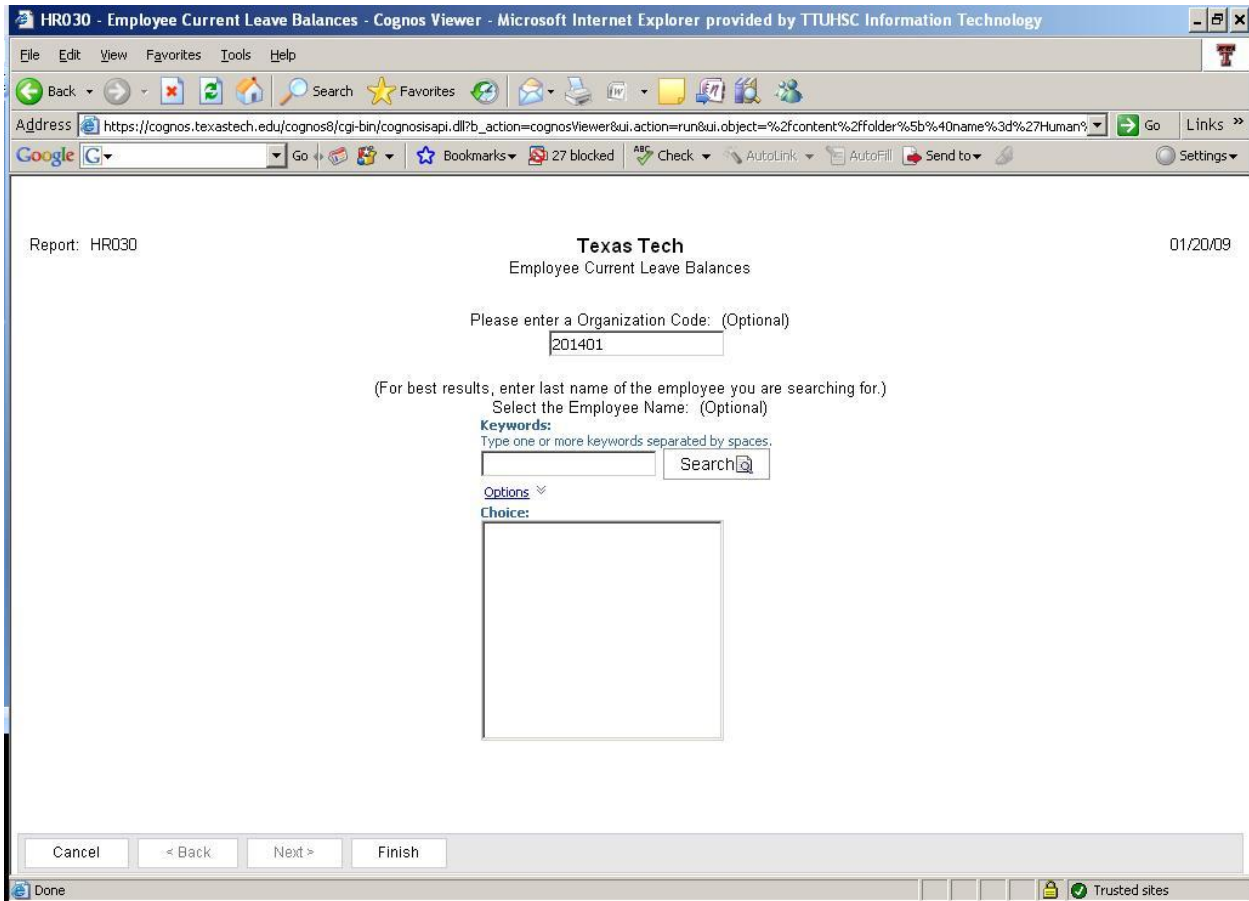
HR030 Employee Current Leave Balances - Output

1. Below is sample output of the Employee Current Leave Balances Report.

2. Use the Page Down, Page Up, Bottom, and Top links at the bottom of the report to maneuver within the report.

3. Notes on accruals and leave taken in relation to payroll processing:

For nonexempt employees: the current month's accruals will NOT be listed in either the Leave Accrual or Ending Balance unless the first nonexempt payroll of the month has completed. In addition, any leave taken within a pay period, where the pay period has not been processed through a payroll will not include that pay period's leave in the Leave Taken and Ending Balance. Employee Leave Balances are NOT listed within the Web Time Entry (WTE) system for WTE approvers.

For exempt employees: the current month's accruals will NOT be listed in either the Leave Accrual or Ending Balance unless the first exempt payroll of the month has completed. In addition, any leave taken within a leave period, where the leave period has not yet been approved by the approver will not include that leave period's leave in the Leave Taken and Ending Balance. Employee Leave Balances are listed within the Web Leave Reporting (WLR) system for WLR approvers.

Keep this version ▼ | ▶ | 🖶 🖶 📊 ▼ | 🗐 ▼ | 📄 Add this repo

Report: HR030   **Texas Tech**   01/
Employee Current Leave Balances

Return to Prompt

Employee ID	Employee Name	Leave Type	Beginning Balance	Leave Accrual	Leave Taken	Ending Balance	Banked Hours (Not Available for use)
Home Organization: 201401 - Human Resources Lbk							
R00121035	Grant-Trice, Denise A.	ADOG - AsistDog	80.00	0.00	0.00	80.00	0.00
R00121035	Grant-Trice, Denise A.	BMTL - BoneMaro	40.00	0.00	0.00	40.00	0.00
R00121035	Grant-Trice, Denise A.	HCMP - HolComp	2.00	2.00	2.00	2.00	0.00
R00121035	Grant-Trice, Denise A.	MILL - Military	0.00	0.00	0.00	0.00	0.00
R00121035	Grant-Trice, Denise A.	ORDL - OrgDonor	240.00	0.00	0.00	240.00	0.00
R00121035	Grant-Trice, Denise A.	REDC - RedCross	80.00	0.00	0.00	80.00	0.00
R00121035	Grant-Trice, Denise A.	SELA - SrvExcel	0.00	0.00	0.00	0.00	0.00
R00121035	Grant-Trice, Denise A.	SICK - Sick	78.50	8.00	2.00	84.50	0.00
R00121035	Grant-Trice, Denise A.	SLEX - SickExep	0.00	0.00	0.00	0.00	0.00
R00121035	Grant-Trice, Denise A.	SLPA - SickPool	0.00	0.00	0.00	0.00	0.00
R00121035	Grant-Trice, Denise A.	VACA - Vacation	50.75	8.00	15.00	43.75	0.00
R00301742	Salazar, Melinda M.	ADOG - AsistDog	80.00	0.00	0.00	80.00	0.00
R00301742	Salazar, Melinda M.	BMTL - BoneMaro	40.00	0.00	0.00	40.00	0.00
R00301742	Salazar, Melinda M.	HCMP - HolComp	4.00	2.00	1.50	4.50	0.00

⊼ Top ⊼ Page up ▼ Page down ⊻ Bottom

Report Options - Keep this Version

Use the drop-down box next to Keep this version to email the report or save the report view.

Report Options - View in Other Formats

Use the Global Document icon drop-box to select a different format to view the report within.

Report Options - Add This Report As

Use the Add This Report As drop-down box to add the report link to your My Folders or My Bookmarks locations.

When adding to My Folders, you will not have to drill down through the Public Folders (and Human Resources and Departmental Users folders) and instead can access this report through your My Folders section instead.