

Payroll / Absence
Coordinator

**CV360 Leave
Balance Report**



CloudVergent 360

Payroll / Absence Coordinators

Leave Balance Report

Make sure to use either Chrome or Firefox as your browser

Shared Folders > DC Custom > HCM Reports > Absence > Non-Sensitive > BIP >
Reports > DC_R_AB011_Leave Balance Report

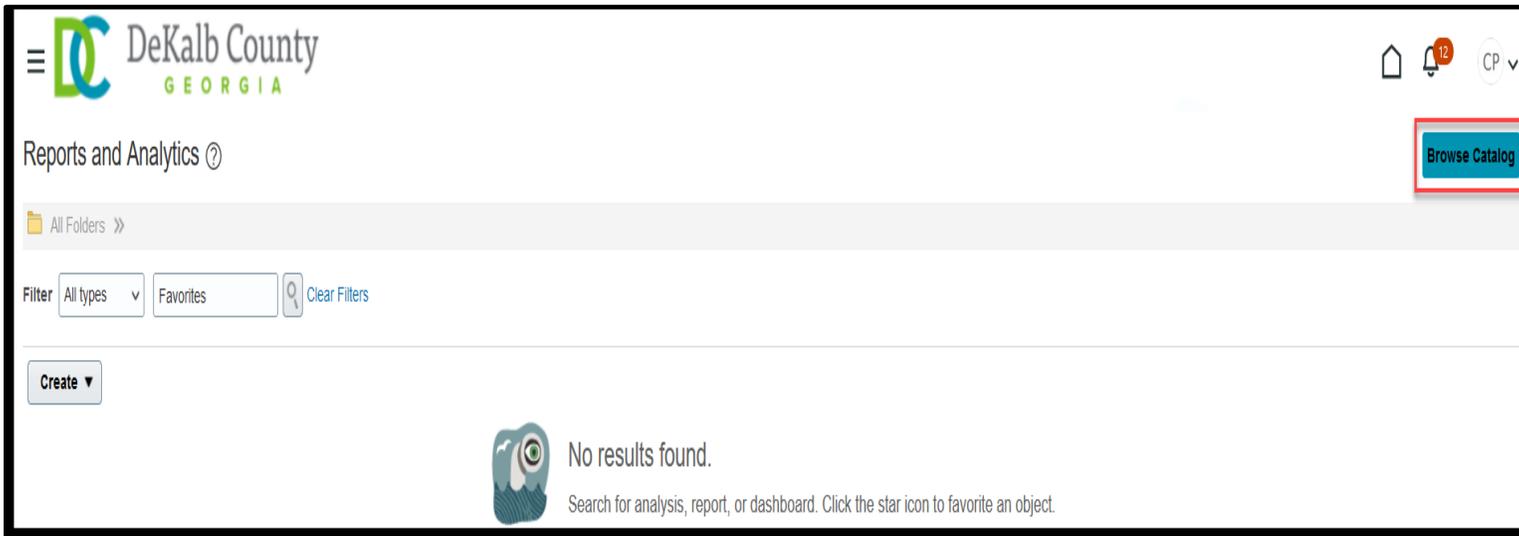
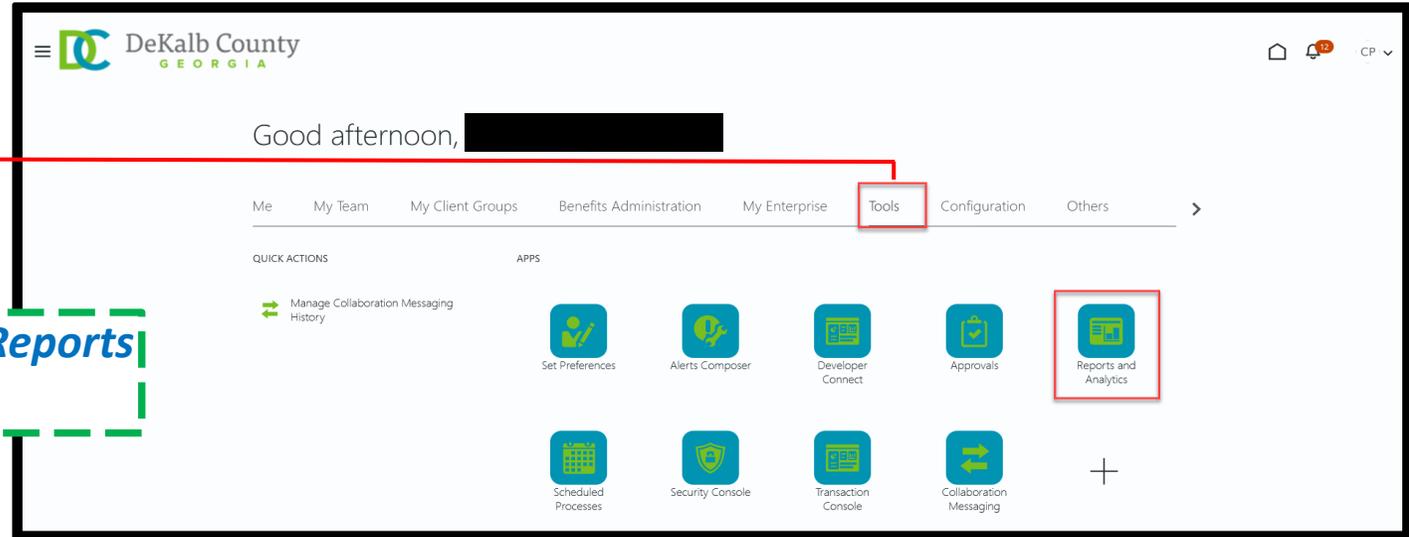


CloudVergent 360

Leave Balance Report

1

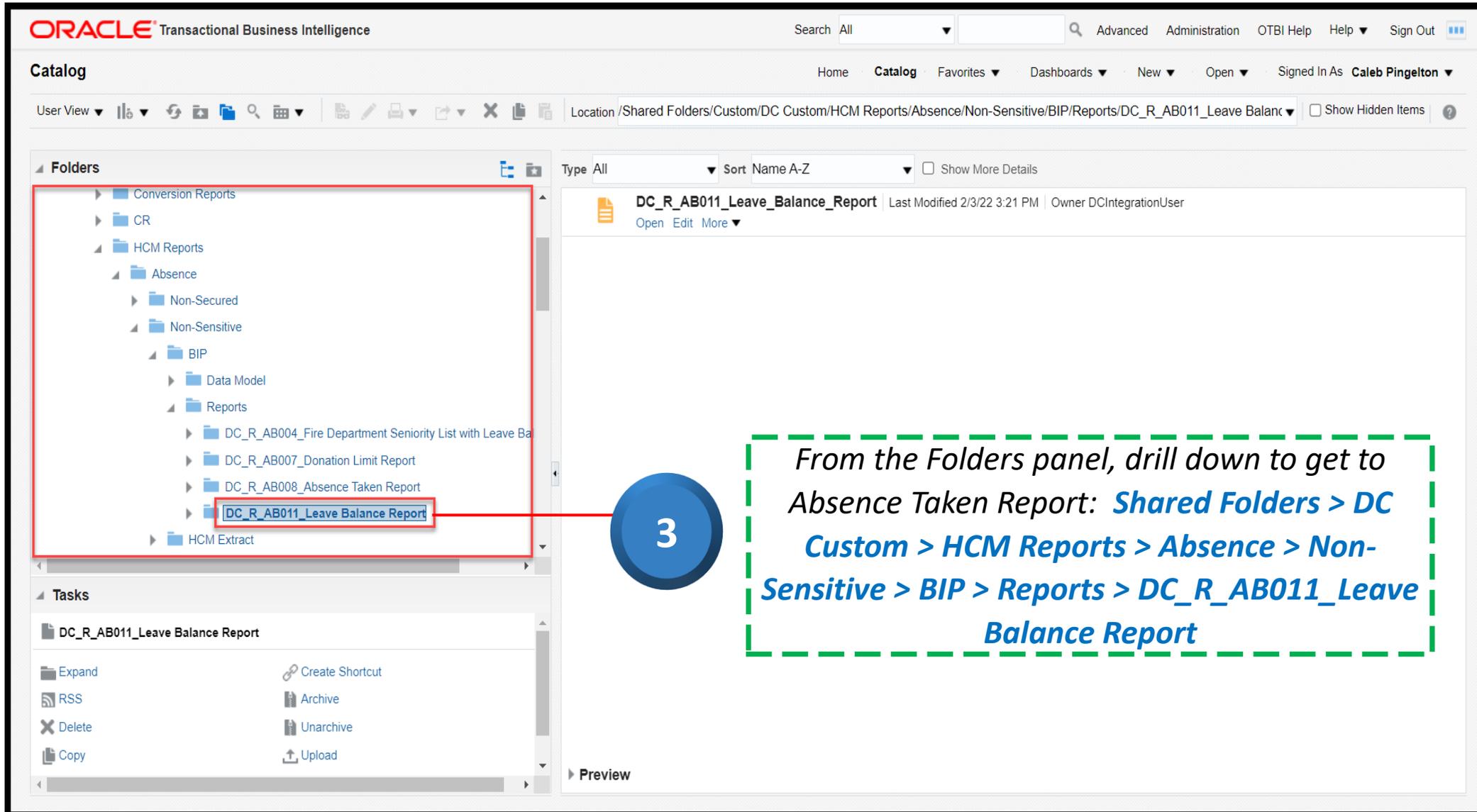
CV360 Navigation: **Tools > Reports and Analytics**



2

Select the **Browse Catalog** button.
This will open a new browser tab.

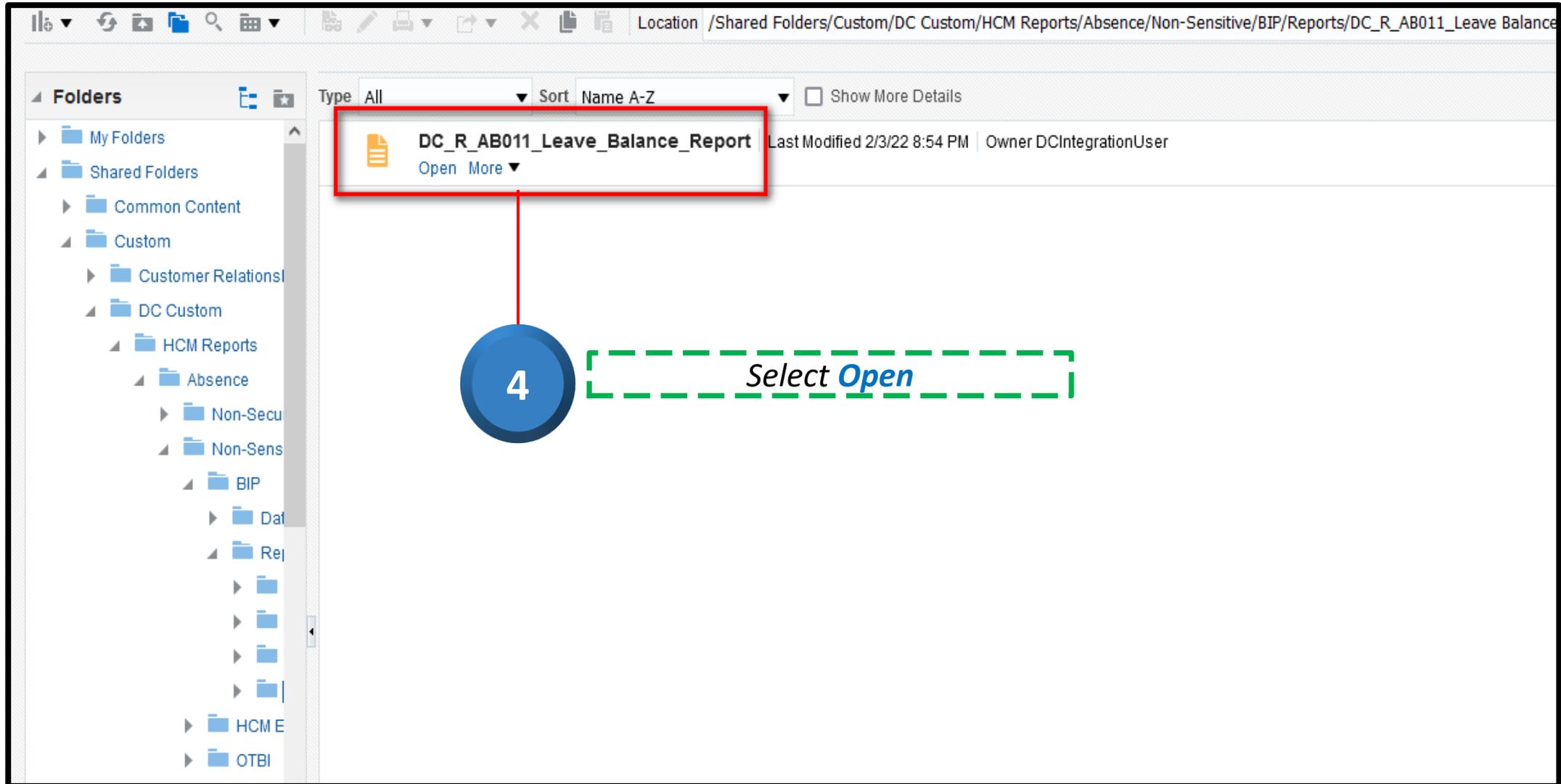
Leave Balance Report



The screenshot displays the Oracle Transactional Business Intelligence (OTBI) interface. The top navigation bar includes the Oracle logo, search bar, and user information (Signed In As: Caleb Pingelton). The main area is divided into a 'Folders' panel on the left and a 'Preview' area on the right. The 'Folders' panel shows a hierarchical tree structure under 'Shared Folders/Custom/DC Custom/HCM Reports/Absence/Non-Sensitive/BIP/Reports/DC_R_AB011_Leave Balance'. The 'DC_R_AB011_Leave Balance Report' is highlighted with a red box. A blue circle with the number '3' is positioned next to the report name, with a red line pointing to the highlighted report in the folder tree. The 'Preview' area shows the report details, including the name 'DC_R_AB011_Leave Balance Report', last modified date '2/3/22 3:21 PM', and owner 'DCIntegrationUser'. A green dashed box contains the following text:

*From the Folders panel, drill down to get to Absence Taken Report: **Shared Folders > DC Custom > HCM Reports > Absence > Non-Sensitive > BIP > Reports > DC_R_AB011_Leave Balance Report***

Leave Balance Report



The screenshot shows a file explorer window with the following details:

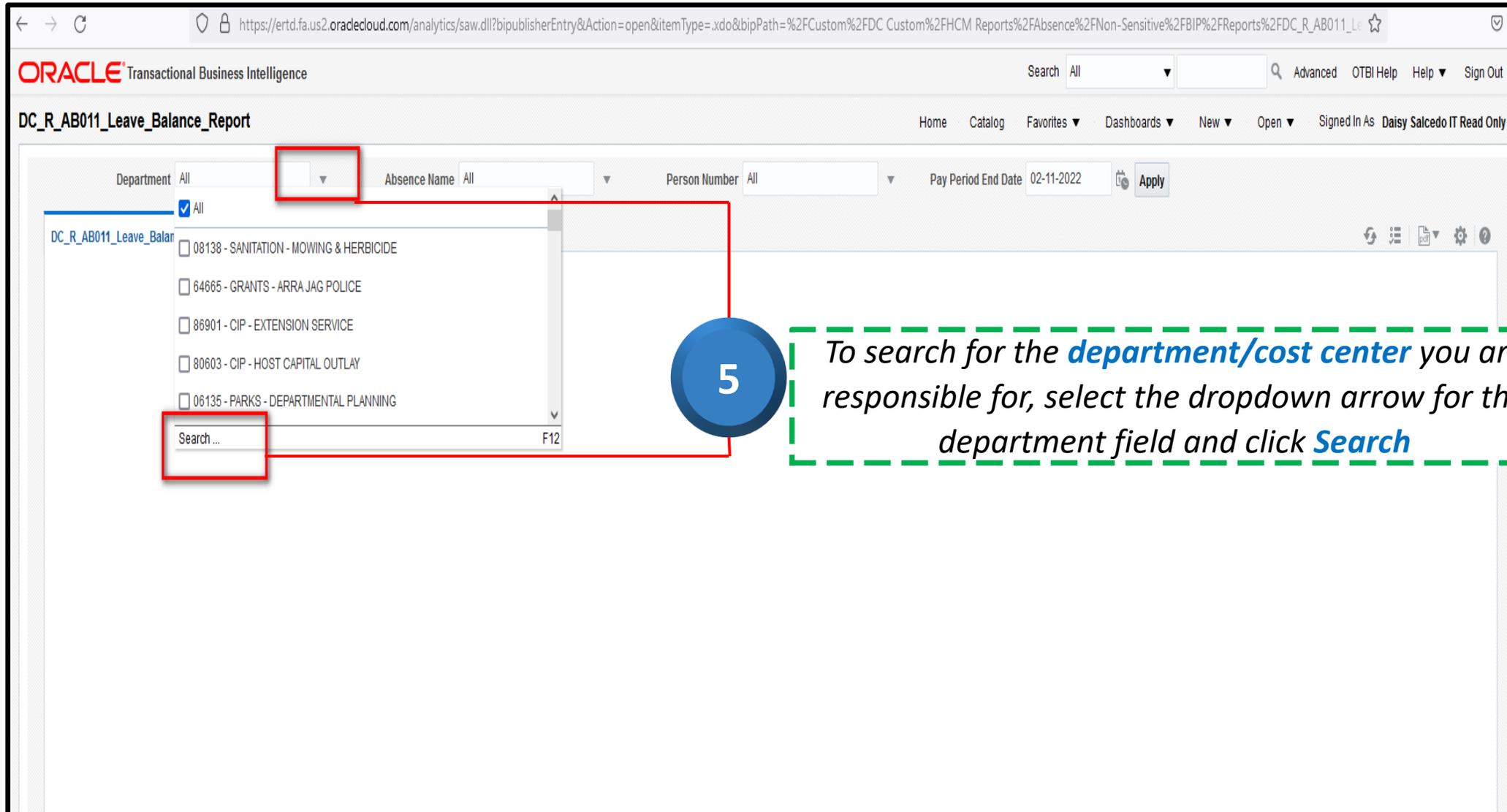
- Location:** /Shared Folders/Custom/DC Custom/HCM Reports/Absence/Non-Sensitive/BIP/Reports/DC_R_AB011_Leave Balance
- File List:**

Type	Name	Sort	Details
Document	DC_R_AB011_Leave_Balance_Report	Name A-Z	Last Modified 2/3/22 8:54 PM Owner DCIntegrationUser

An annotation is present in the center of the image:

- A blue circle containing the number **4**.
- A red line connects the circle to the **Open** link of the file.
- A green dashed box contains the text *Select **Open***.

Leave Balance Report



ORACLE Transactional Business Intelligence

DC_R_AB011_Leave_Balance_Report

Department: All Absence Name: All Person Number: All Pay Period End Date: 02-11-2022

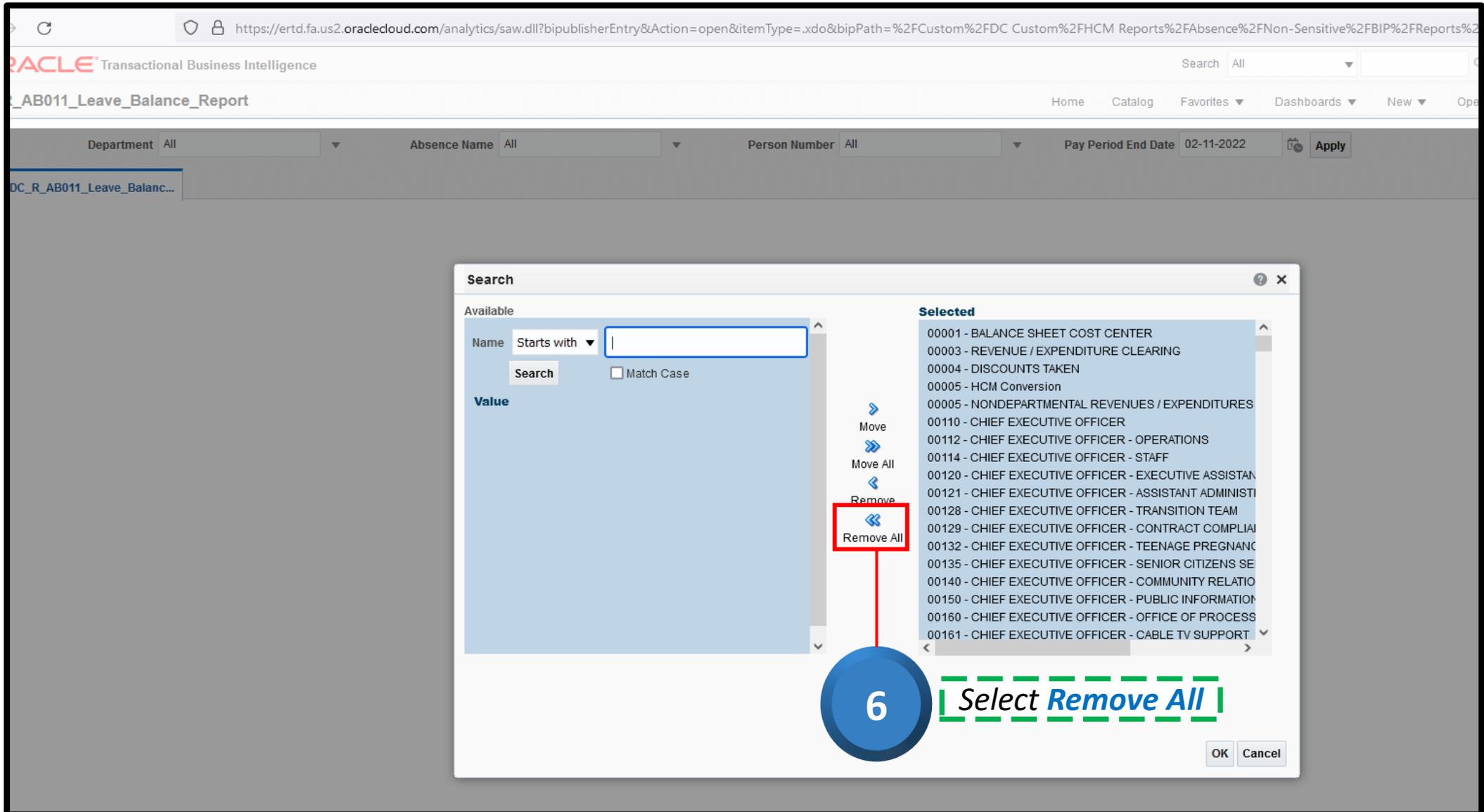
- All
- DC_R_AB011_Leave_Bal
- 08138 - SANITATION - MOWING & HERBICIDE
- 64665 - GRANTS - ARRA JAG POLICE
- 86901 - CIP - EXTENSION SERVICE
- 80603 - CIP - HOST CAPITAL OUTLAY
- 06135 - PARKS - DEPARTMENTAL PLANNING

Search... F12

5

To search for the **department/cost center** you are responsible for, select the dropdown arrow for the department field and click **Search**

Leave Balance Report



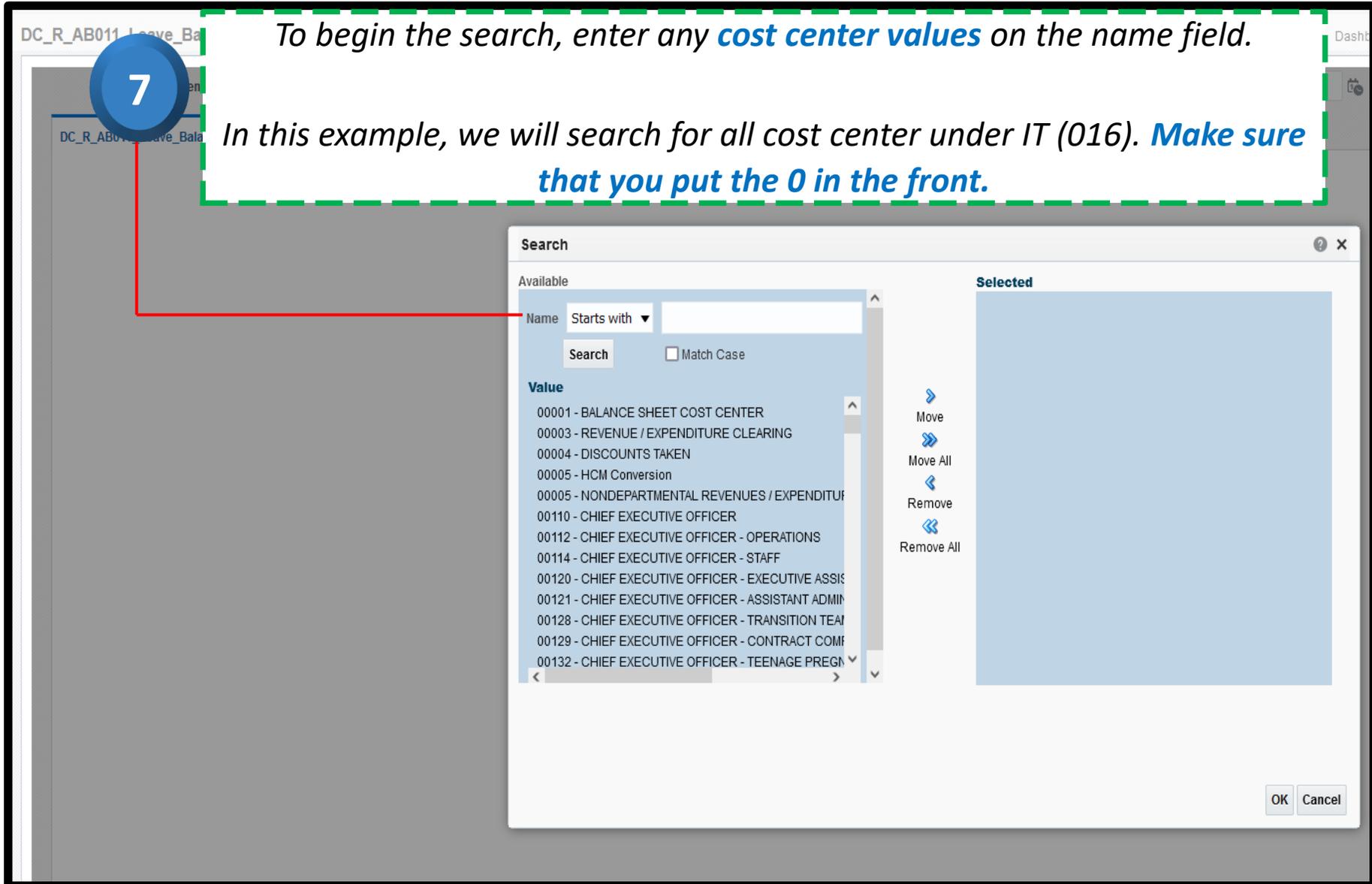
The screenshot displays the Oracle Transactional Business Intelligence (OTBI) interface. At the top, the URL is https://ertd.fa.us2.oraclecloud.com/analytics/saw.dll?bipublisherEntry&Action=open&itemType=.xdo&bipPath=%2FCustom%2FDC%20Custom%2FHCM%20Reports%2FAbsence%2FNon-Sensitive%2FBIP%2FReports%2FAB011_Leave_Balance_Report. The page title is "AB011_Leave_Balance_Report". Below the title, there are filter controls for "Department" (All), "Absence Name" (All), "Person Number" (All), and "Pay Period End Date" (02-11-2022). An "Apply" button is visible. A search dialog box is open in the foreground, titled "Search". It has two panes: "Available" and "Selected". The "Available" pane has a search field with "Starts with" selected and a "Search" button. The "Selected" pane contains a list of cost centers, including "00001 - BALANCE SHEET COST CENTER", "00003 - REVENUE / EXPENDITURE CLEARING", "00004 - DISCOUNTS TAKEN", "00005 - HCM Conversion", "00005 - NONDEPARTMENTAL REVENUES / EXPENDITURES", "00110 - CHIEF EXECUTIVE OFFICER", "00112 - CHIEF EXECUTIVE OFFICER - OPERATIONS", "00114 - CHIEF EXECUTIVE OFFICER - STAFF", "00120 - CHIEF EXECUTIVE OFFICER - EXECUTIVE ASSISTANT", "00121 - CHIEF EXECUTIVE OFFICER - ASSISTANT ADMINISTRATIVE", "00128 - CHIEF EXECUTIVE OFFICER - TRANSITION TEAM", "00129 - CHIEF EXECUTIVE OFFICER - CONTRACT COMPLIANCE", "00132 - CHIEF EXECUTIVE OFFICER - TEENAGE PREGNANCY", "00135 - CHIEF EXECUTIVE OFFICER - SENIOR CITIZENS SERVICES", "00140 - CHIEF EXECUTIVE OFFICER - COMMUNITY RELATIONS", "00150 - CHIEF EXECUTIVE OFFICER - PUBLIC INFORMATION", "00160 - CHIEF EXECUTIVE OFFICER - OFFICE OF PROCESS", and "00161 - CHIEF EXECUTIVE OFFICER - CABLE TV SUPPORT". In the center of the dialog, there are four action buttons: "Move", "Move All", "Remove", and "Remove All". The "Remove All" button is highlighted with a red box. A blue circle with the number "6" is positioned below the "Remove All" button, with a red line connecting it to the button. To the right of the circle, the text "Select Remove All" is enclosed in a green dashed box. At the bottom right of the dialog, there are "OK" and "Cancel" buttons.

Leave Balance Report

7

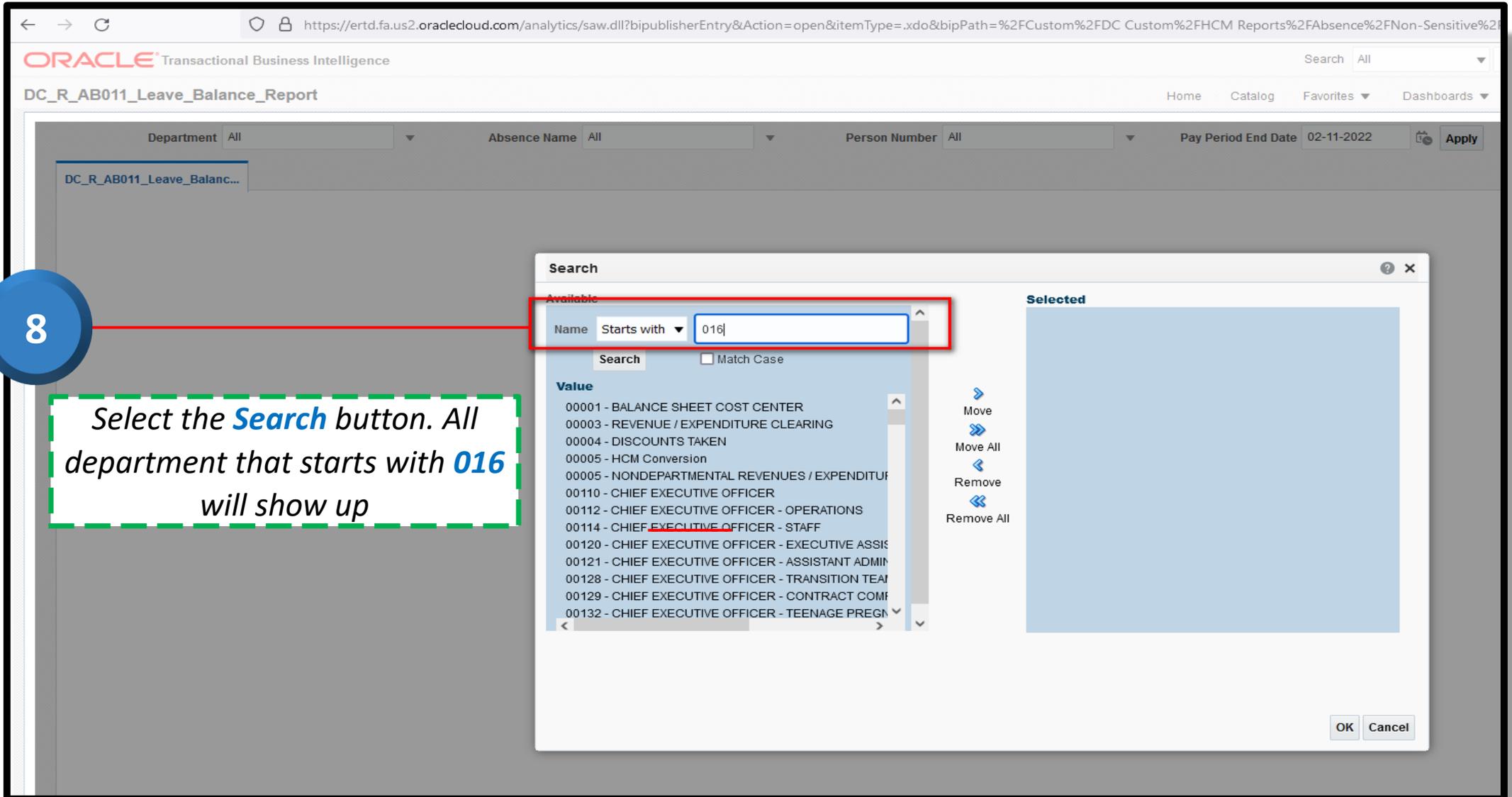
To begin the search, enter any **cost center values** on the name field.

In this example, we will search for all cost center under IT (016). **Make sure that you put the 0 in the front.**



Value	Action
00001 - BALANCE SHEET COST CENTER	Move
00003 - REVENUE / EXPENDITURE CLEARING	Move All
00004 - DISCOUNTS TAKEN	Remove
00005 - HCM Conversion	Remove All
00005 - NONDEPARTMENTAL REVENUES / EXPENDITURE	
00110 - CHIEF EXECUTIVE OFFICER	
00112 - CHIEF EXECUTIVE OFFICER - OPERATIONS	
00114 - CHIEF EXECUTIVE OFFICER - STAFF	
00120 - CHIEF EXECUTIVE OFFICER - EXECUTIVE ASSISTANT	
00121 - CHIEF EXECUTIVE OFFICER - ASSISTANT ADMINISTRATIVE	
00128 - CHIEF EXECUTIVE OFFICER - TRANSITION TEAM	
00129 - CHIEF EXECUTIVE OFFICER - CONTRACT COMPLIANCE	
00132 - CHIEF EXECUTIVE OFFICER - TEENAGE PREGNANCY	

Leave Balance Report



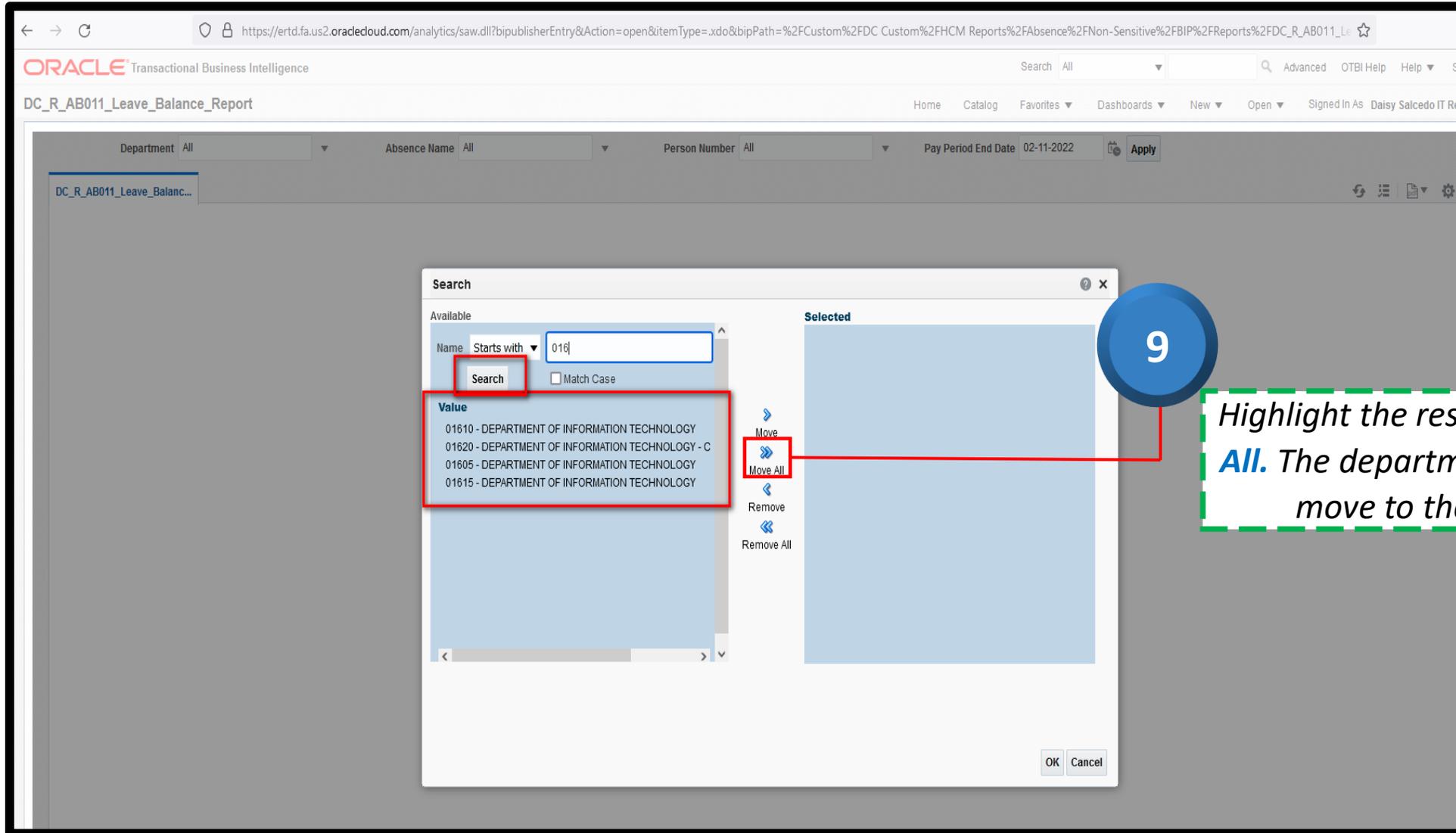
The screenshot displays the Oracle Transactional Business Intelligence (OTBI) interface for a report titled "DC_R_AB011_Leave_Balance_Report". The report parameters are set to Department: All, Absence Name: All, Person Number: All, and Pay Period End Date: 02-11-2022. A search dialog box is open, showing a list of department values starting with "016". The search criteria are "Name Starts with" and "016". The search button is highlighted with a red box. A blue circle with the number "8" is positioned to the left of the search dialog, with a red line pointing to the search button.

8

Select the **Search** button. All department that starts with **016** will show up

Value	Action
00001 - BALANCE SHEET COST CENTER	Move
00003 - REVENUE / EXPENDITURE CLEARING	Move All
00004 - DISCOUNTS TAKEN	Remove
00005 - HCM Conversion	Remove All
00005 - NONDEPARTMENTAL REVENUES / EXPENDITURE	
00110 - CHIEF EXECUTIVE OFFICER	
00112 - CHIEF EXECUTIVE OFFICER - OPERATIONS	
00114 - CHIEF EXECUTIVE OFFICER - STAFF	
00120 - CHIEF EXECUTIVE OFFICER - EXECUTIVE ASSISTANT	
00121 - CHIEF EXECUTIVE OFFICER - ASSISTANT ADMINISTRATIVE	
00128 - CHIEF EXECUTIVE OFFICER - TRANSITION TEAM	
00129 - CHIEF EXECUTIVE OFFICER - CONTRACT COMPLIANCE	
00132 - CHIEF EXECUTIVE OFFICER - TEENAGE PREGNANCY	

Leave Balance Report



The screenshot shows the Oracle Transactional Business Intelligence (OTBI) interface. At the top, there is a search bar and navigation links. Below that, there are filters for Department, Absence Name, Person Number, and Pay Period End Date. The main area displays a report titled "DC_R_AB011_Leave_Balance_Report". A search dialog box is open, showing a list of available values for the department name, filtered by "Starts with" 016. The "Move All" button is highlighted with a red box, and a blue circle with the number 9 is next to it. A callout box with a green dashed border contains the text: "Highlight the results and select **Move All**. The department you selected will move to the Selected area."

Search

Available

Name Starts with 016

Search Match Case

Value

- 01610 - DEPARTMENT OF INFORMATION TECHNOLOGY
- 01620 - DEPARTMENT OF INFORMATION TECHNOLOGY - C
- 01605 - DEPARTMENT OF INFORMATION TECHNOLOGY
- 01615 - DEPARTMENT OF INFORMATION TECHNOLOGY

Move

Move All

Remove

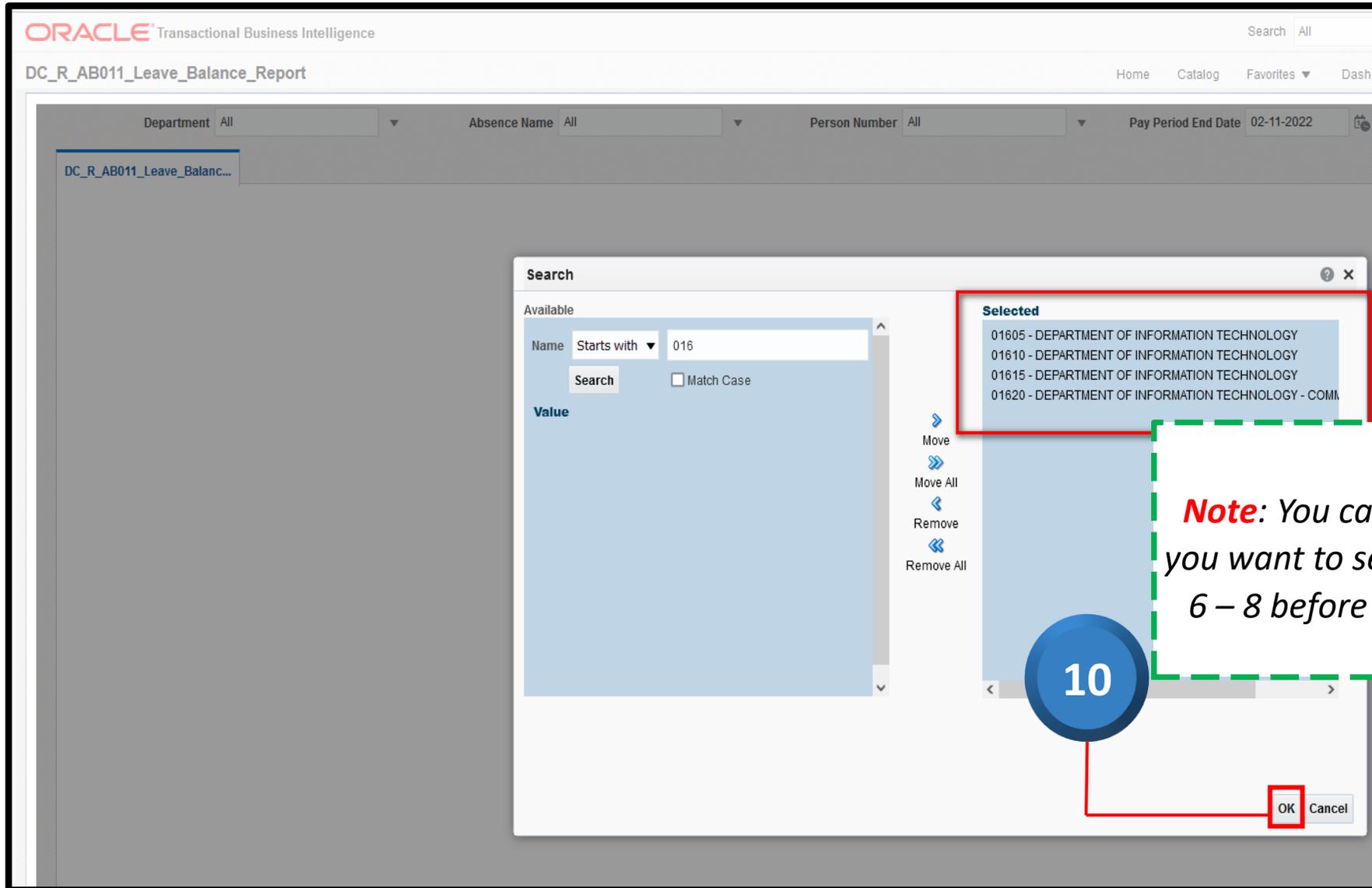
Remove All

Selected

9

Highlight the results and select **Move All**. The department you selected will move to the Selected area.

Leave Balance Report

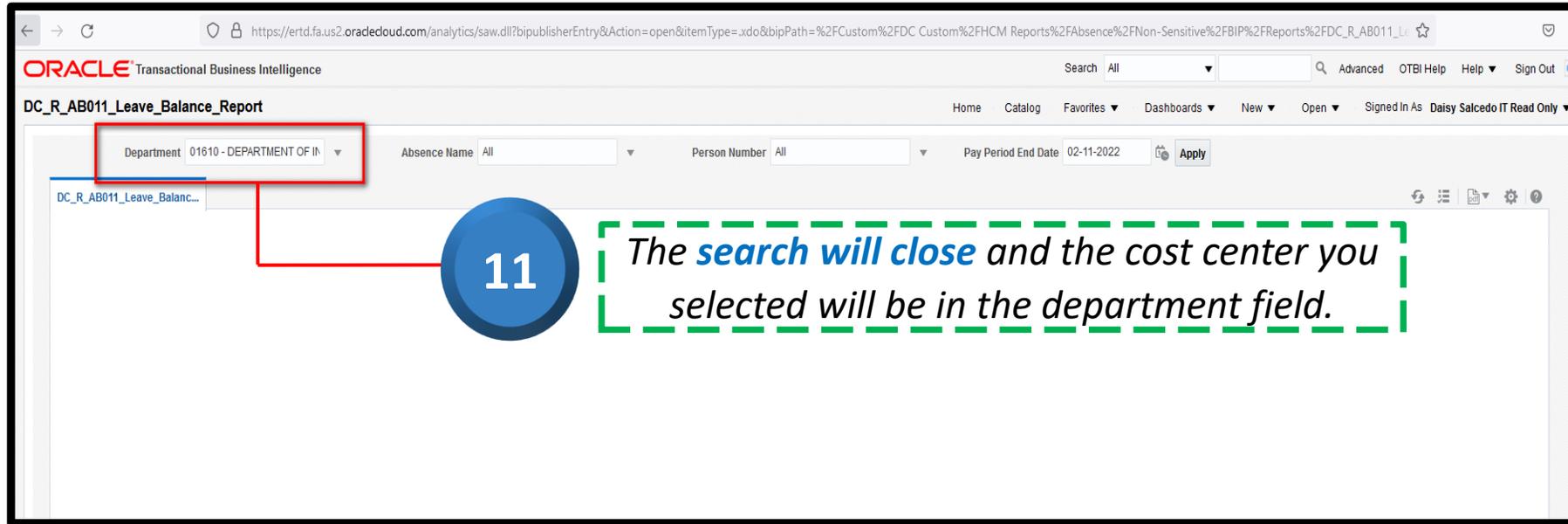


The screenshot shows the Oracle Transactional Business Intelligence interface. At the top, it says "ORACLE Transactional Business Intelligence" and "DC_R_AB011_Leave_Balance_Report". There are filters for "Department", "Absence Name", "Person Number", and "Pay Period End Date". A search dialog box is open, titled "Search". It has a search criteria field set to "Starts with" and "016". Below the search criteria are two lists: "Available" and "Selected". The "Selected" list contains four items: "01605 - DEPARTMENT OF INFORMATION TECHNOLOGY", "01610 - DEPARTMENT OF INFORMATION TECHNOLOGY", "01615 - DEPARTMENT OF INFORMATION TECHNOLOGY", and "01620 - DEPARTMENT OF INFORMATION TECHNOLOGY - COMM". A blue circle with the number "10" is overlaid on the dialog, pointing to the "OK" button at the bottom right. A green dashed box highlights the "Selected" list and the "OK" button.

Select OK

Note: You can add cost centers that you want to search by repeating steps 6 – 8 before proceeding in the next steps.

Leave Balance Report



ORACLE Transactional Business Intelligence

DC_R_AB011_Leave_Balance_Report

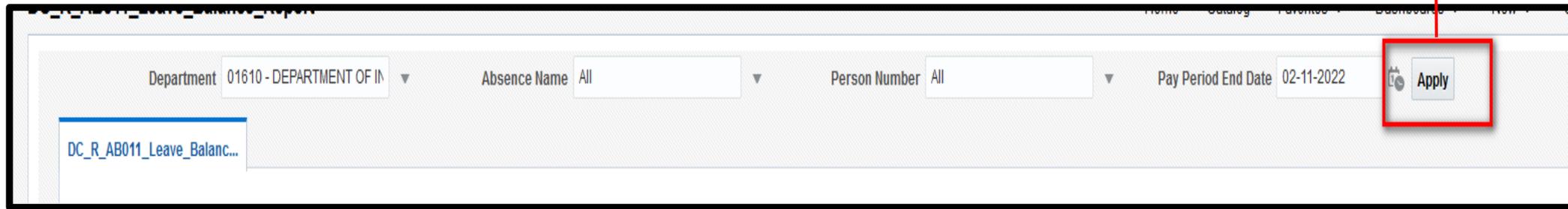
Department: 01610 - DEPARTMENT OF IN | Absence Name: All | Person Number: All | Pay Period End Date: 02-11-2022 | Apply

11

The *search will close* and the cost center you selected will be in the department field.

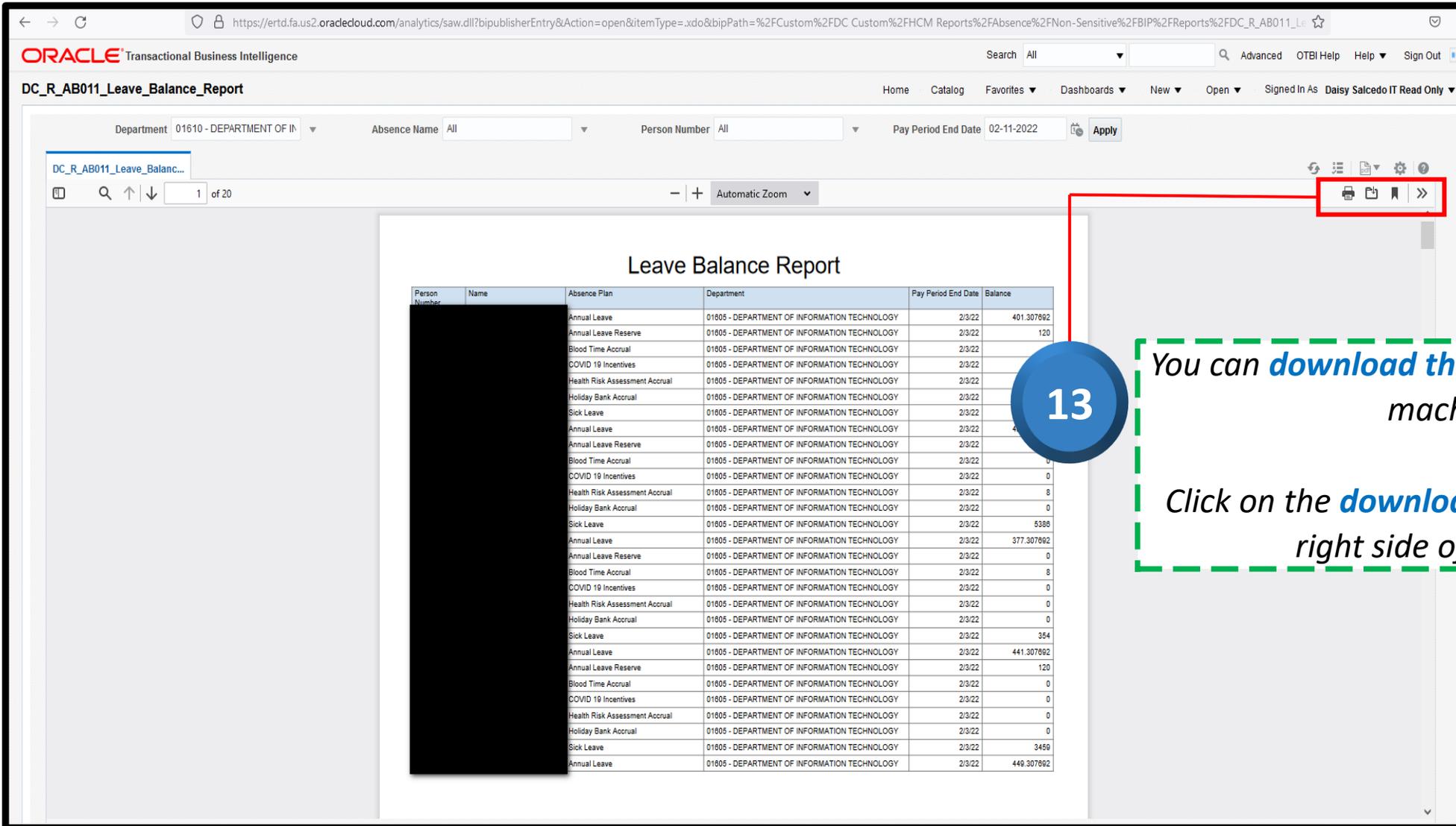
12

Select *Apply*



Department: 01610 - DEPARTMENT OF IN | Absence Name: All | Person Number: All | Pay Period End Date: 02-11-2022 | Apply

Leave Balance Report



Department: 01610 - DEPARTMENT OF INFORMATION TECHNOLOGY
Absence Name: All
Person Number: All
Pay Period End Date: 02-11-2022

DC_R_AB011_Leave_Balanc...

1 of 20

Leave Balance Report

Person Number	Name	Absence Plan	Department	Pay Period End Date	Balance
		Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	401.307692
		Annual Leave Reserve	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	120
		Blood Time Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		COVID 19 Incentives	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		Health Risk Assessment Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		Holiday Bank Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		Sick Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	4
		Annual Leave Reserve	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		Blood Time Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		COVID 19 Incentives	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		Health Risk Assessment Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	8
		Holiday Bank Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		Sick Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	5388
		Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	377.307692
		Annual Leave Reserve	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		Blood Time Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	8
		COVID 19 Incentives	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		Health Risk Assessment Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		Holiday Bank Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		Sick Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	354
		Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	441.307692
		Annual Leave Reserve	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	120
		Blood Time Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		COVID 19 Incentives	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		Health Risk Assessment Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		Holiday Bank Accrual	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	0
		Sick Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	3459
		Annual Leave	01605 - DEPARTMENT OF INFORMATION TECHNOLOGY	2/3/22	449.307692

13

You can **download the report** in your local machine.

Click on the **download icon** found at the right side of the page.

Leave Balance Report

DC_R_AB011_Leave_Balance_Report

Home Catalog Favorites ▾ Das

Department N TECHNOLOGY Absence Name Person Number Pay Period End Date 02-04-2022 Apply

DC_R_AB011_Leave_Balanc... 1 of 20 Automatic Zoom

Leave Balance Report

Person Number	Name	Pay Period End Date	Balance
		2/3/22	401.31
		2/3/22	120
		2/3/22	0
		2/3/22	0
		2/3/22	0
		2/3/22	1303
		2/3/22	481.31
		2/3/22	0
		2/3/22	0
		2/3/22	0
		2/3/22	8
		2/3/22	0
		2/3/22	5388
		2/3/22	377.31
		2/3/22	0
		2/3/22	8
		2/3/22	0
		2/3/22	0
		2/3/22	0
		2/3/22	354
		2/3/22	441.31
		2/3/22	120
		2/3/22	0
		2/3/22	0
		2/3/22	0
		2/3/22	0
		2/3/22	0
		2/3/22	3459
		2/3/22	485.31

Opening DC_R_AB011_Leave_Balance_Report_DC_R_AB011_Leave_Balanc... X

You have chosen to open:

 ...eave_Balance_Report_DC_R_AB011_Leave_Balance_Report.pdf
which is: Portable Document Format (PDF) (36.4 KB)
from: https://ertd.fa.us2.oraclecloud.com

What should Firefox do with this file?

Open with Adobe Acrobat DC (default) ▾

Save File

Do this automatically for files like this from now on.

OK Cancel

14

This will download the report output to the user's local machine.

Note: Users may Save the file or print if applicable.

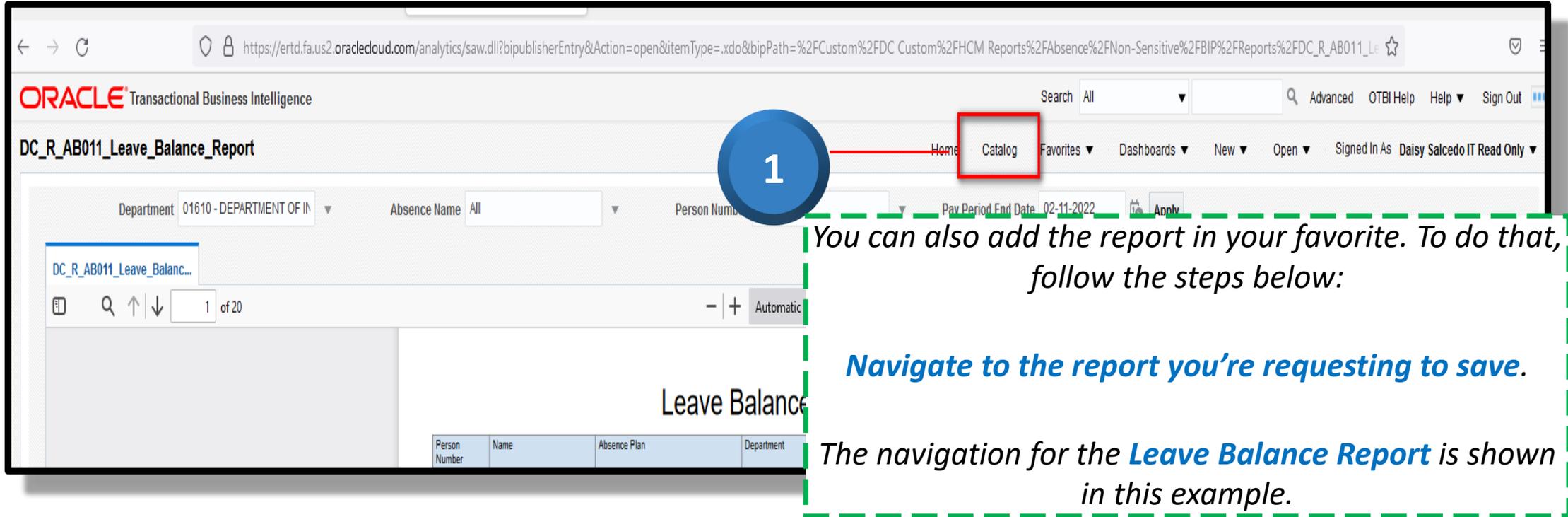
Payroll / Absence Coordinators

Save Report to Favorite

Make sure to use either Chrome or Firefox as your browser



Save Report to Favorite



ORACLE Transactional Business Intelligence

DC_R_AB011_Leave_Balance_Report

Department: 01610 - DEPARTMENT OF IN Absence Name: All Person Number: Pay Period End Date: 02-11-2022

DC_R_AB011_Leave_Balanc...

1 of 20

Automatic

Leave Balance

Person Number	Name	Absence Plan	Department
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1

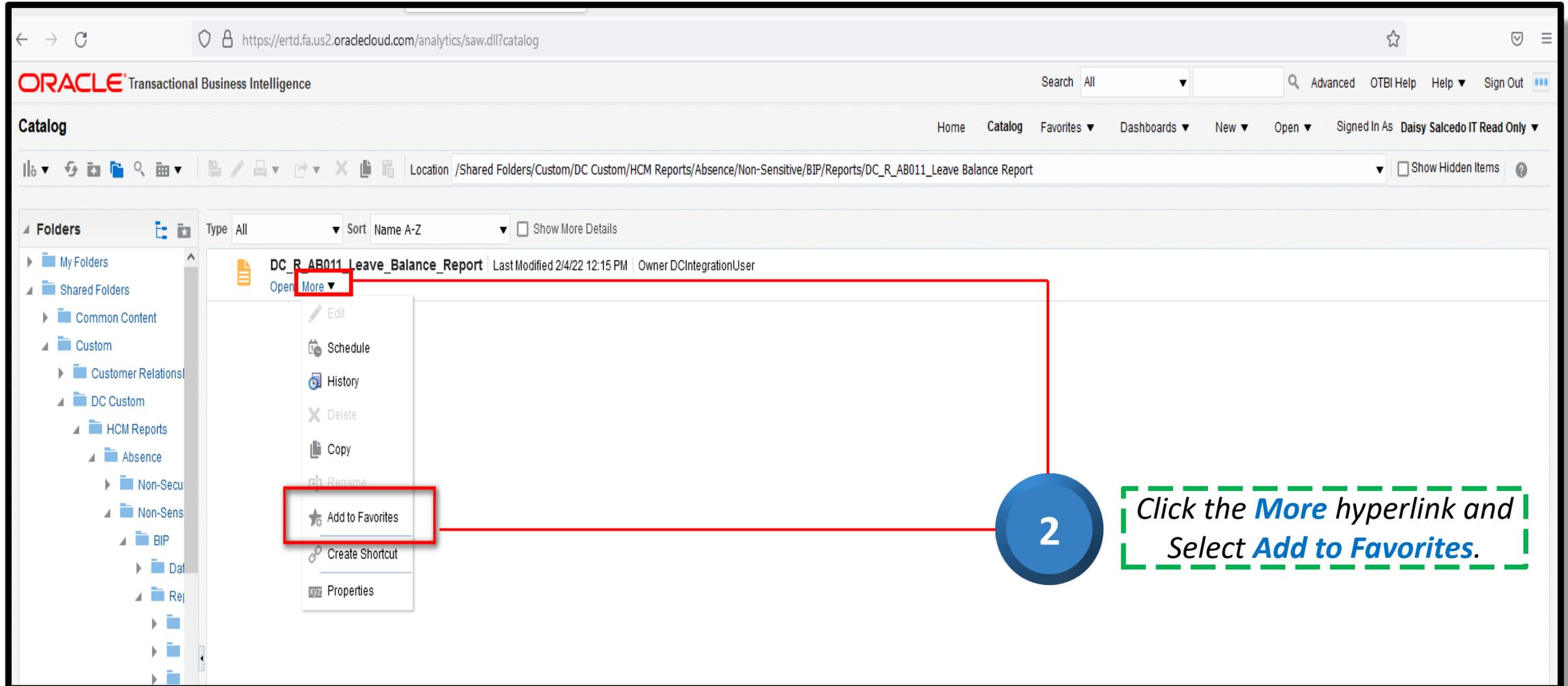
Home Catalog Favorites Dashboards New Open Signed In As Daisy Salcedo IT Read Only

You can also add the report in your favorite. To do that, follow the steps below:

Navigate to the report you're requesting to save.

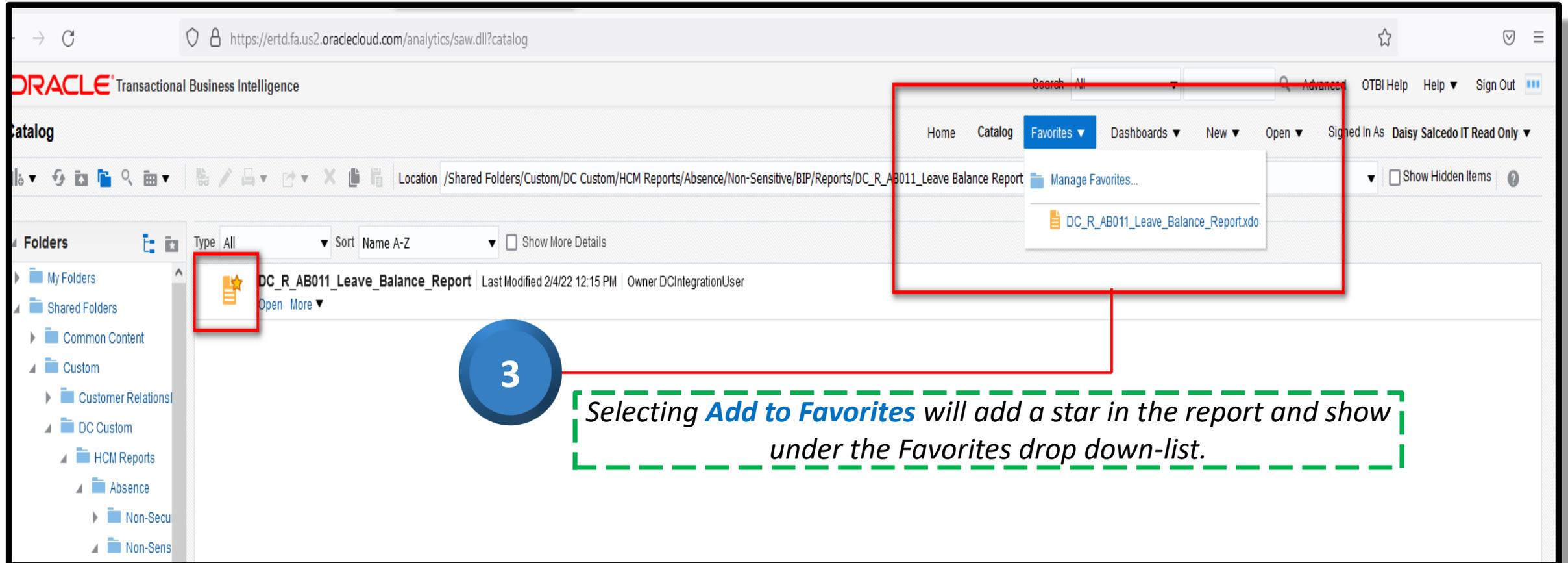
*The navigation for the **Leave Balance Report** is shown in this example.*

Save Report to Favorite



The screenshot shows the Oracle Transactional Business Intelligence (OTBI) interface. The browser address bar displays <https://ertd.fa.us2.oraclecloud.com/analytics/saw.dll?catalog>. The page title is "ORACLE Transactional Business Intelligence". The "Catalog" section is active, showing a breadcrumb path: Home > Catalog > Favorites > Dashboards > New > Open > Signed In As Daisy Salcedo IT Read Only > /Shared Folders/Custom/DC Custom/HCM Reports/Absence/Non-Sensitive/BIP/Reports/DC_R_AB011_Leave Balance Report. The left sidebar shows a folder tree with "DC Custom" > "HCM Reports" > "Absence" > "Non-Sens" > "BIP" > "DC_R_AB011_Leave_Balance_Report" selected. The main content area shows the report details: "DC_R_AB011_Leave_Balance_Report" (Last Modified 2/4/22 12:15 PM, Owner DCIntegrationUser). A red box highlights the "More" dropdown menu, which is open and shows options: Edit, Schedule, History, Delete, Copy, Rename, Add to Favorites (highlighted with a red box), Create Shortcut, and Properties. A blue circle with the number "2" is connected by a red line to the "Add to Favorites" option. A green dashed box contains the text: "Click the **More** hyperlink and Select **Add to Favorites**."

Save Report to Favorite



The screenshot displays the Oracle Transactional Business Intelligence (OTBI) interface. The browser address bar shows the URL: <https://ertd.fa.us2.oraclecloud.com/analytics/saw.dll?catalog>. The page title is "ORACLE Transactional Business Intelligence". The navigation menu includes "Home", "Catalog", "Favorites", "Dashboards", "New", and "Open". The "Favorites" dropdown menu is open, showing "Manage Favorites..." and "DC_R_AB011_Leave_Balance_Report.xdo".

The main content area shows a report titled "DC_R_AB011_Leave_Balance_Report" with a star icon next to it, indicating it is a favorite. The report details include "Last Modified 2/4/22 12:15 PM" and "Owner DCIntegrationUser".

A red box highlights the star icon next to the report name. A blue circle with the number "3" is positioned next to the star icon. A red line connects the star icon to the "Favorites" dropdown menu.

3 Selecting **Add to Favorites** will add a star in the report and show under the Favorites drop down-list.

Payroll / Absence Coordinators- Appendix 2



Leave Request Type

Sick Leave

Annual Leave

Family Medical Leave Act

Comp Time Taken

Jury Duty

Military Leave

Blood Time Used

Liberty Sod Day

Donation of Leave

Donation of Leave Used

Holiday Bank With Pay - Taken

Health Risk Assessment Taken

Bereavement

Exempt Employee Absence

Military Leave Without Pay

Payroll / Absence Coordinators- Appendix 2



Leave Request Type

COVID-19 INCENTIVE Taken

COVID- 19 Families First Act

Payroll / Absence Coordinators Summary

You have reached the end of the Leave Submission for Payroll Coordinators course. You should now be able to:

For additional information on the topics covered in this course, please consider using the following resources:

- DeKalb POC:
 - Katherine Furlong | kdfurlong@dekalbcountyga.gov