

Payroll / Absence  
Coordinator

**CV360 Leave  
Taken Report**



CloudVergent 360

# Payroll / Absence Coordinators

## Leave Taken Report

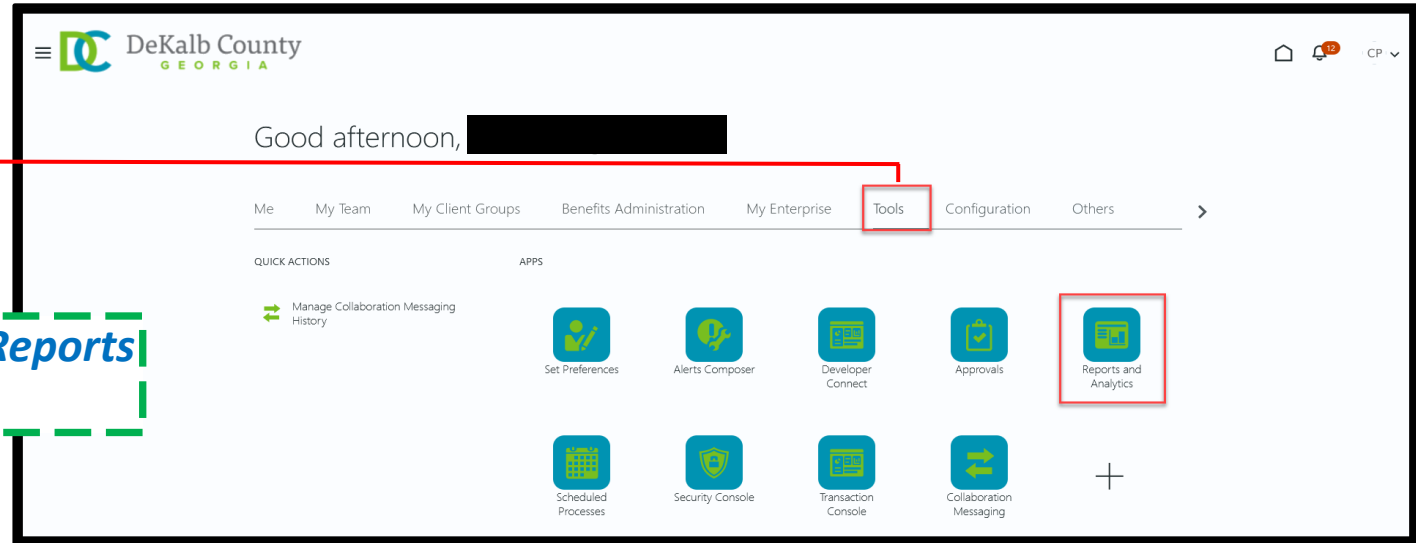
Make sure to use either Chrome or Firefox as your browser



# Leave Taken Report

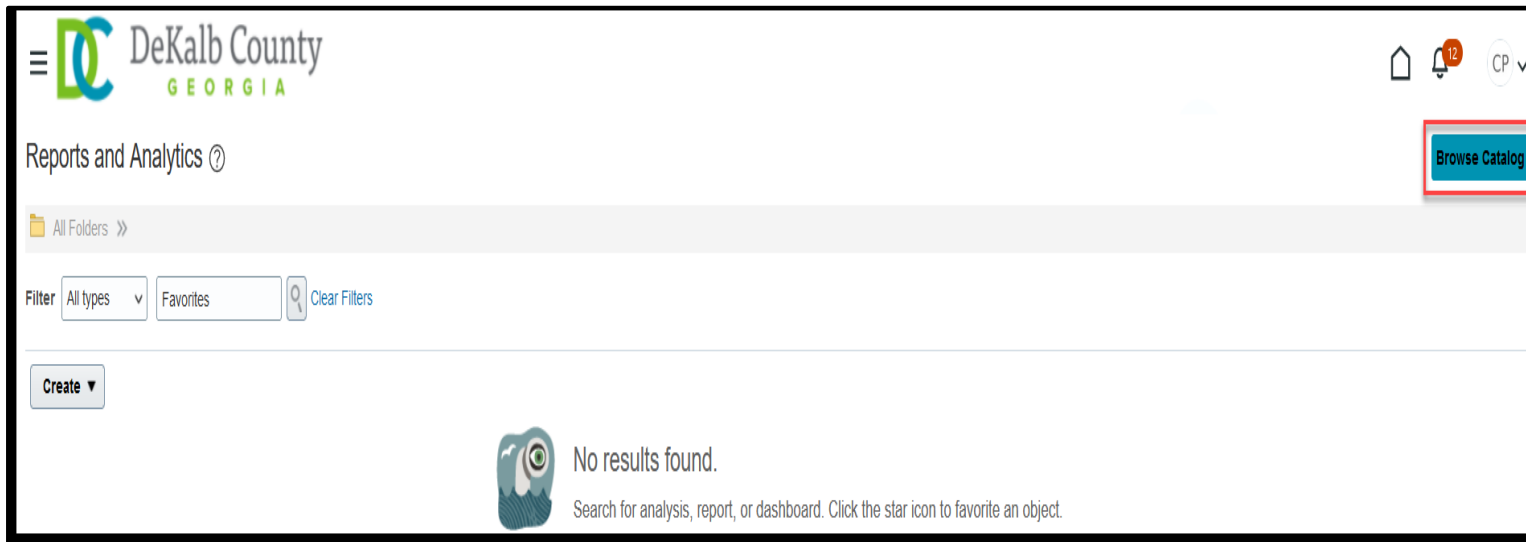
1

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

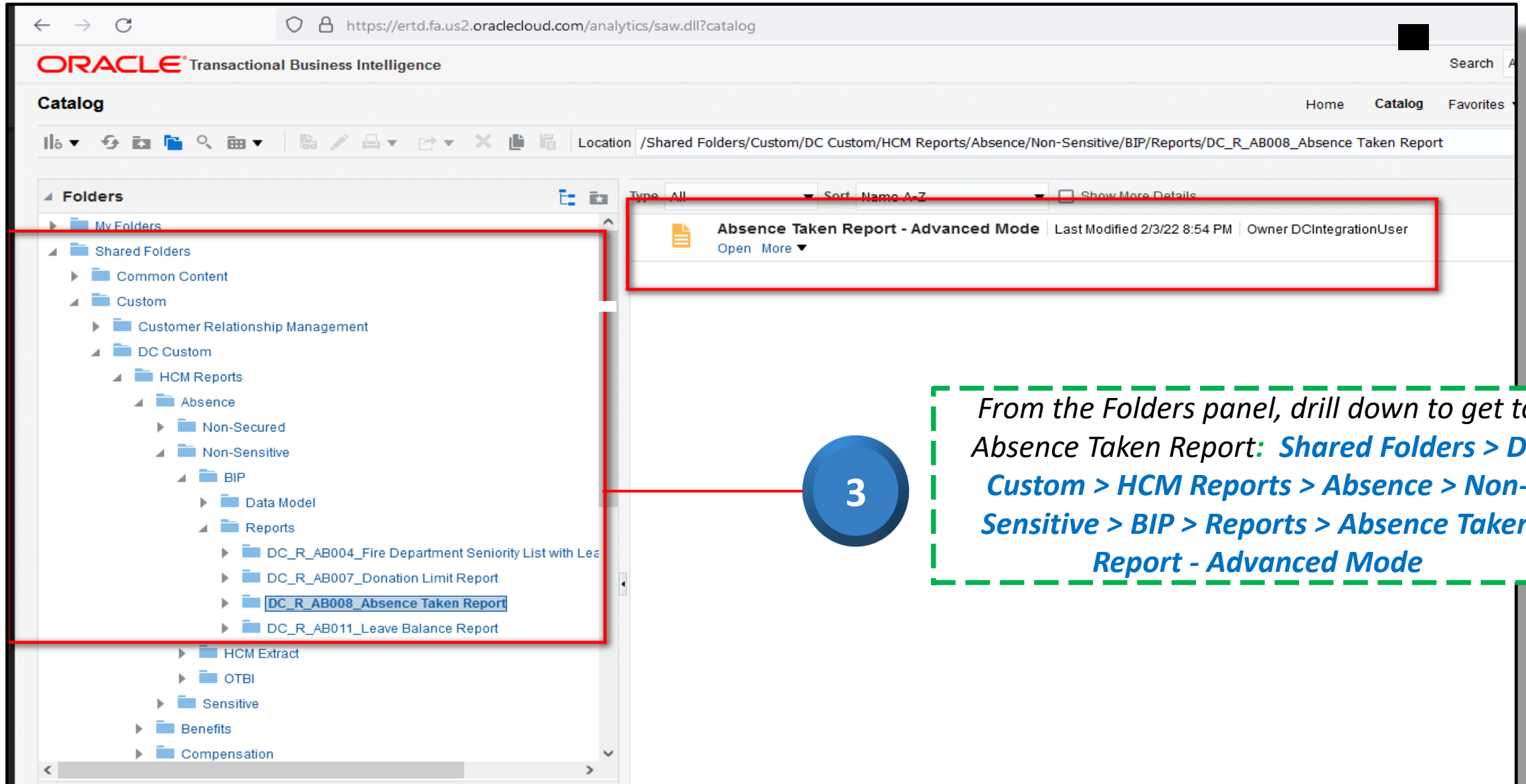


2

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



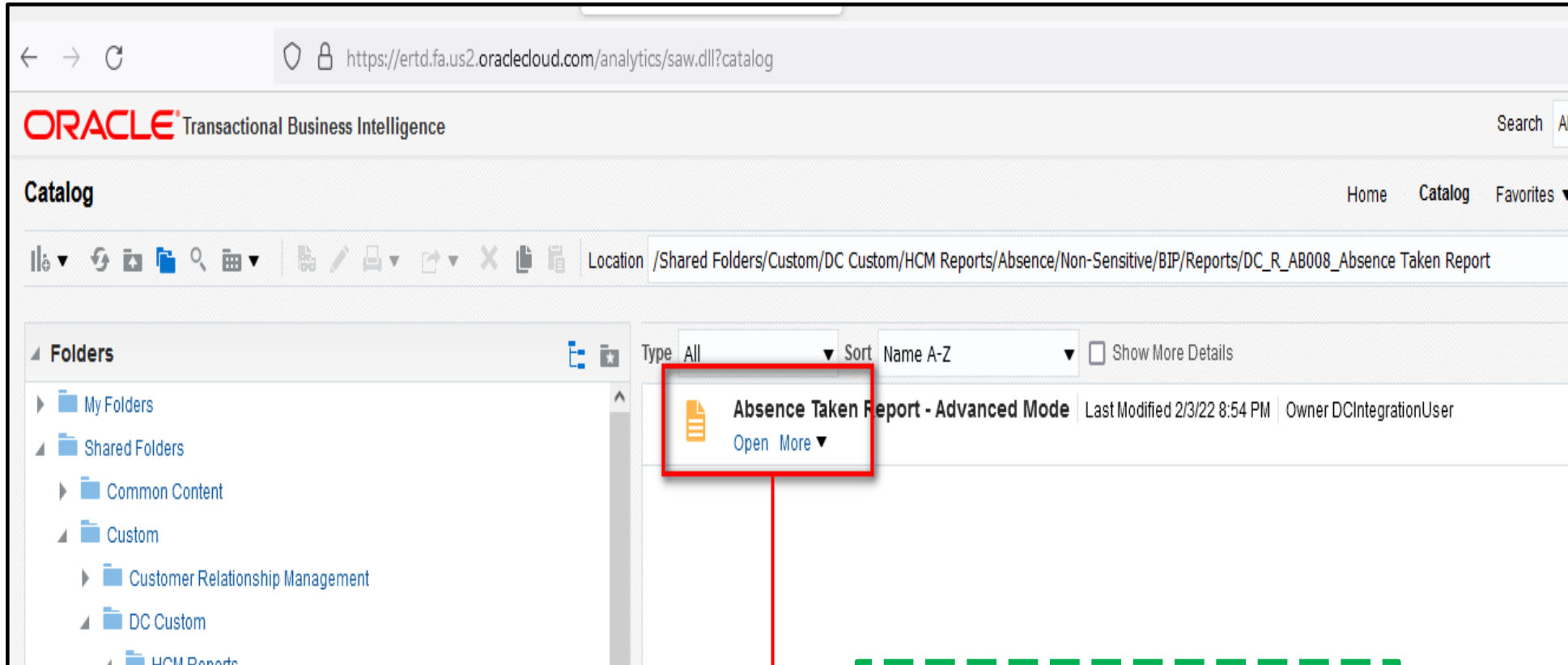
# Leave Taken Report



The screenshot shows the Oracle Transactional Business Intelligence (OTBI) Catalog interface. The breadcrumb path is: /Shared Folders/Custom/DC Custom/HCM Reports/Absence/Non-Sensitive/BIP/Reports/DC\_R\_AB008\_Absence Taken Report. The left-hand 'Folders' panel is expanded to show the following hierarchy: Shared Folders > DC Custom > HCM Reports > Absence > Non-Sensitive > BIP > Reports > DC\_R\_AB008\_Absence Taken Report. The report itself is displayed in the main area, titled 'Absence Taken Report - Advanced Mode', with a last modified date of 2/3/22 8:54 PM and owner DCIntegrationUser. A red box highlights the folder path in the left panel and the report details in the main area. A blue circle with the number '3' is connected by a red line to the 'DC\_R\_AB008\_Absence Taken Report' folder in the left panel.

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

# Leave Taken Report

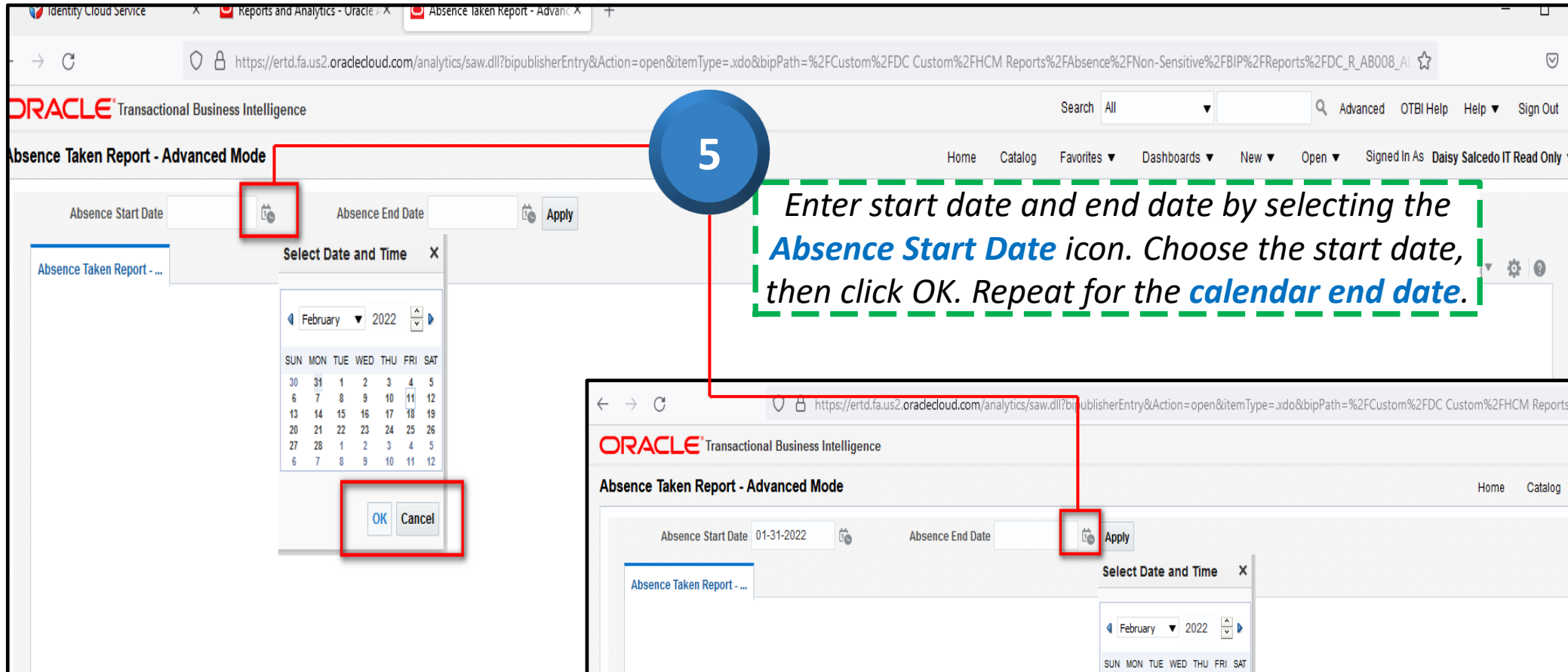


The screenshot shows the Oracle Transactional Business Intelligence (OTBI) Catalog interface. The browser address bar displays the URL: <https://ertd.fa.us2.oraclecloud.com/analytics/saw.dll?catalog>. The Oracle logo and 'Transactional Business Intelligence' text are visible at the top left. A search bar is located at the top right. The main content area shows a file explorer view with a 'Folders' pane on the left and a file list on the right. The file list shows a file named 'Absence Taken Report - Advanced Mode' with a document icon, last modified on 2/3/22 at 8:54 PM, and owned by DCIntegrationUser. A red box highlights the file name and the 'Open More' link below it. A red line connects this box to a blue circle containing the number '4'.

4


From the Employment page,  
select the **Panel Drawer** icon

# Leave Taken Report



ORACLE Transactional Business Intelligence

Absence Taken Report - Advanced Mode

Absence Start Date   Absence End Date

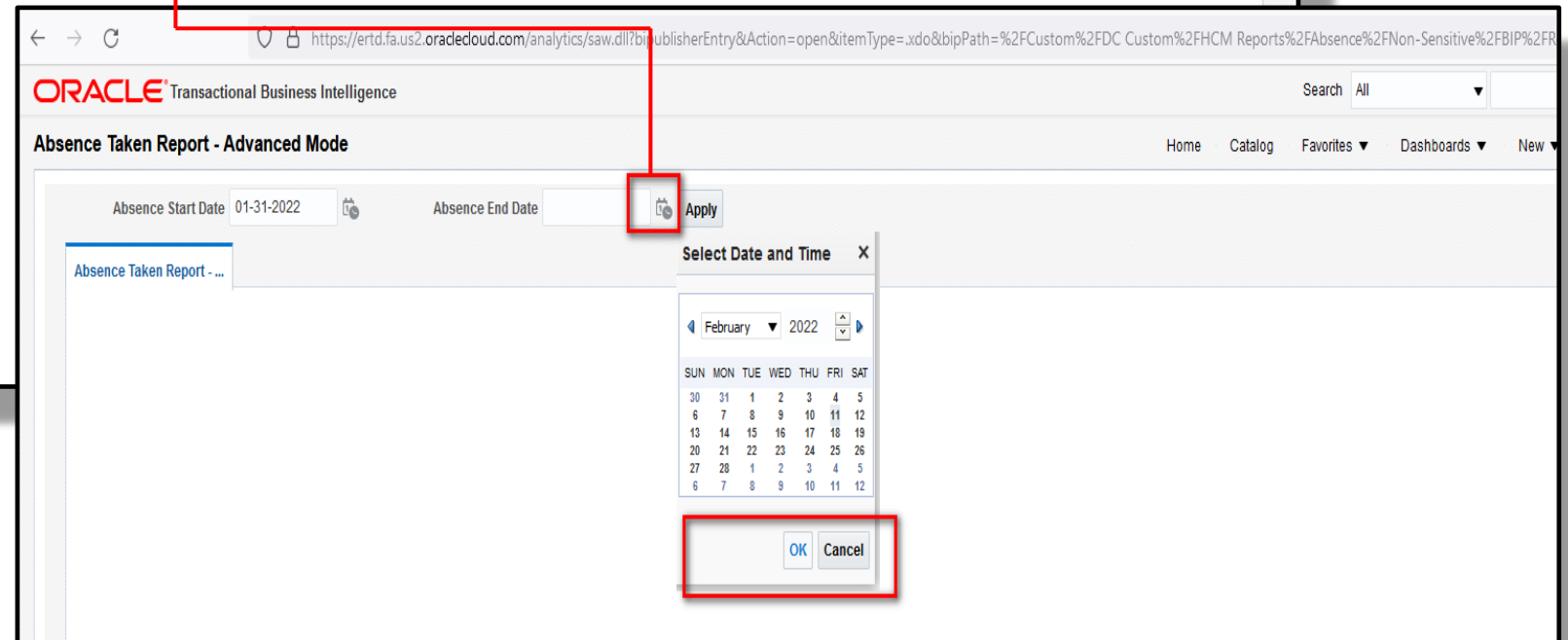
Select Date and Time X

February 2022

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12



5

Enter start date and end date by selecting the **Absence Start Date** icon. Choose the start date, then click OK. Repeat for the **calendar end date**.



ORACLE Transactional Business Intelligence

Absence Taken Report - Advanced Mode

Absence Start Date 01-31-2022  Absence End Date  

Absence Taken Report - ...

Select Date and Time X



February 2022

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

# Leave Taken Report


ORACLE<sup>®</sup> Transactional Business Intelligence

## Absence Taken Report - Advanced Mode

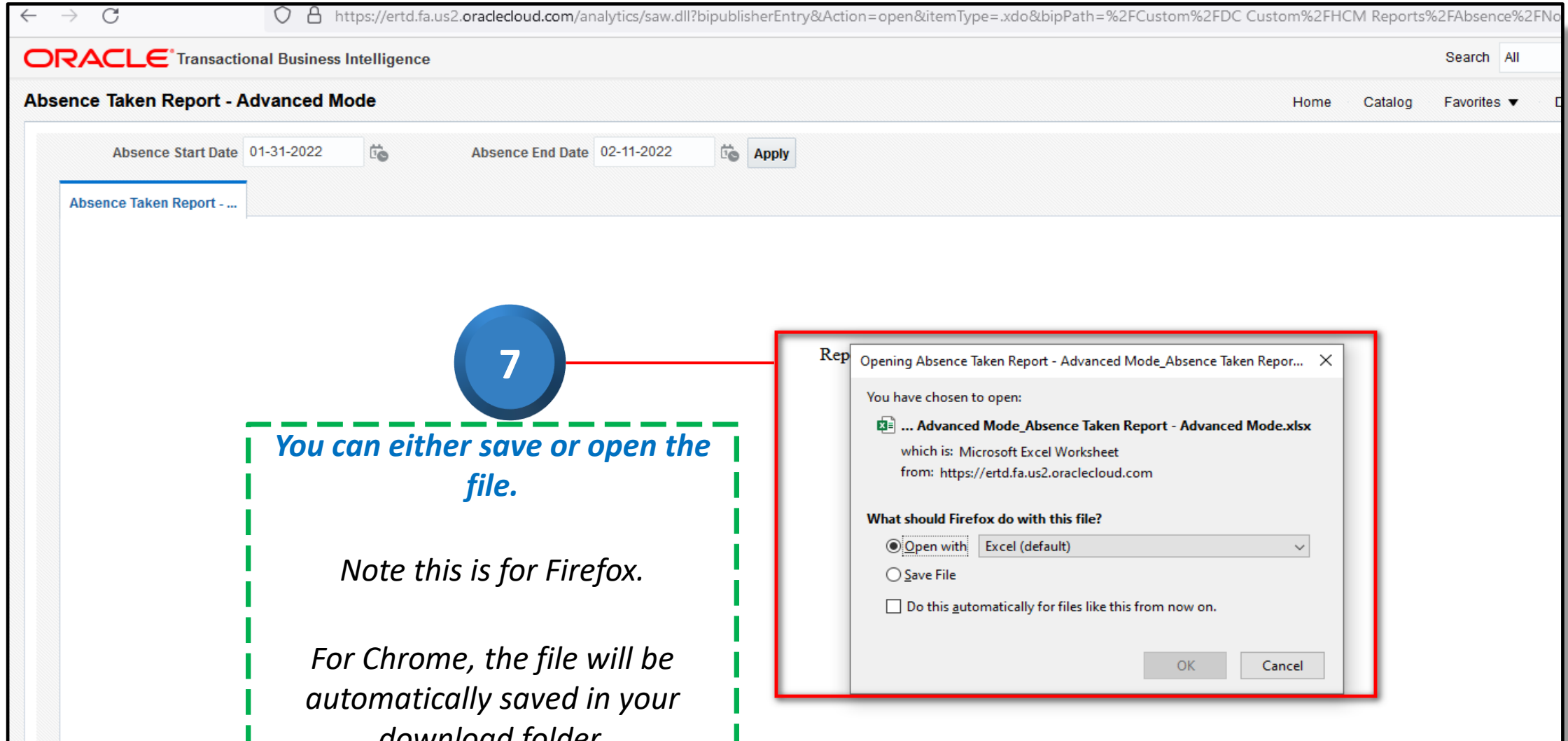
Absence Start Date   Absence End Date   **Apply**

Absence Taken Report - ...

**6** Click *Apply*

Processing.....  To cancel, click [here](#)

# Leave Taken Report



ORACLE Transactional Business Intelligence

Absence Taken Report - Advanced Mode

Absence Start Date 01-31-2022 Absence End Date 02-11-2022 Apply

Absence Taken Report - ...

7

*You can either save or open the file.*

*Note this is for Firefox.*

*For Chrome, the file will be automatically saved in your download folder.*

Opening Absence Taken Report - Advanced Mode\_Absence Taken Repor... X

You have chosen to open:

... Advanced Mode\_Absence Taken Report - Advanced Mode.xlsx  
which is: Microsoft Excel Worksheet  
from: https://ertd.fa.us2.oraclecloud.com

What should Firefox do with this file?

Open with Excel (default)

Save File



Do this automatically for files like this from now on.

OK Cancel



# Leave Taken Report

**Absence Taken Report - Advanced Mode**

Absence Start Date   Absence End Date  


Absence Taken Report - ...

8


*If you choose to **Save File**,  
click on the save radio button  
and then click **OK**.*

Opening Absence Taken Report - Advanced Mode\_Absence Taken Repor... X

You have chosen to open:

 ... **Advanced Mode\_Absence Taken Report - Advanced Mode.xlsx**  
which is: Microsoft Excel Worksheet  
from: <https://ertd.fa.us2.oraclecloud.com>

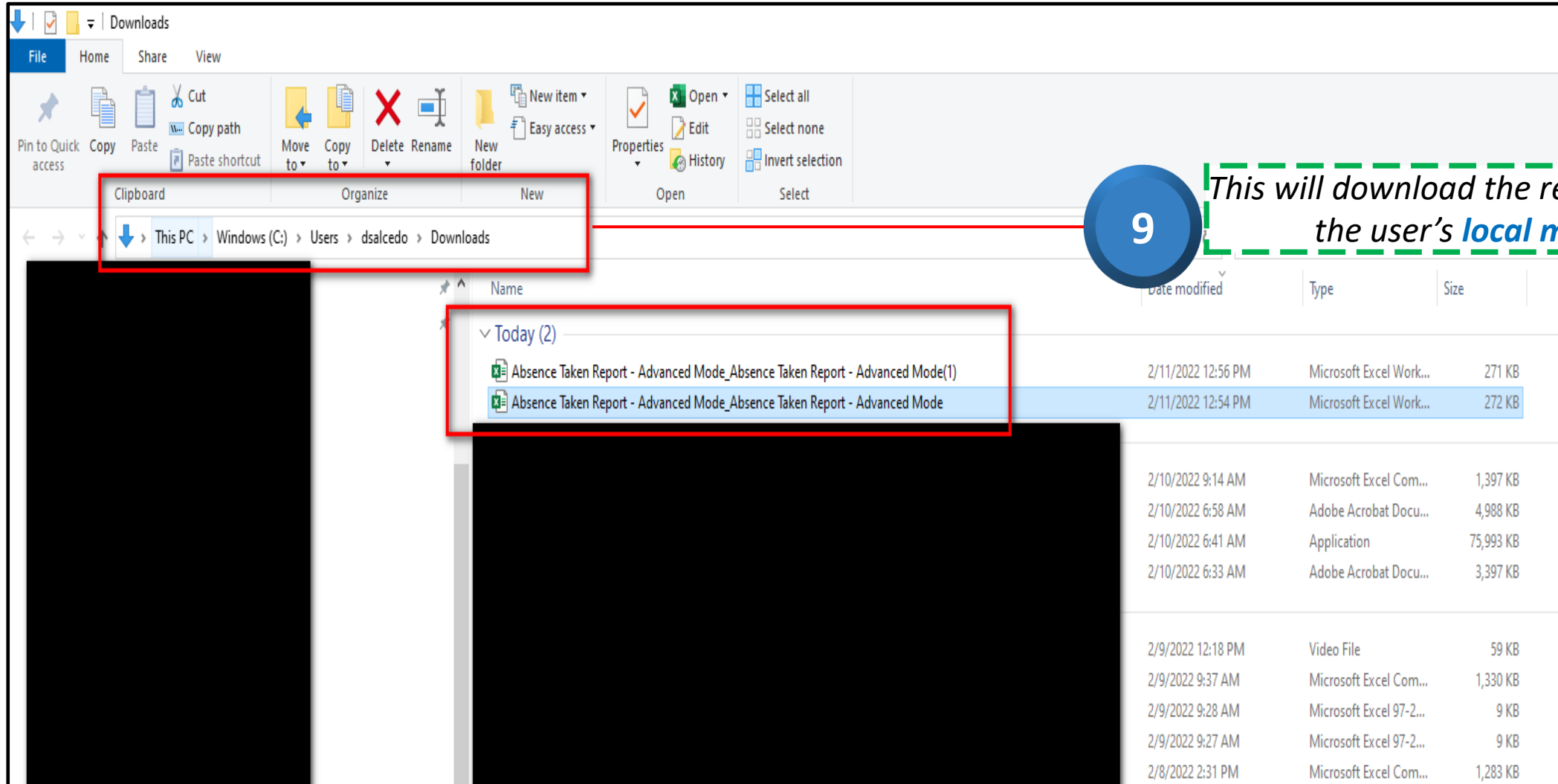
What should Firefox do with this file?

Open with  

**Save File**

Do this automatically for files like this from now on.

# Leave Taken Report



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

Name	Date modified	Type	Size
Today (2)			
Absence Taken Report - Advanced Mode_Absence Taken Report - Advanced Mode(1)	2/11/2022 12:56 PM	Microsoft Excel Work...	271 KB
Absence Taken Report - Advanced Mode_Absence Taken Report - Advanced Mode	2/11/2022 12:54 PM	Microsoft Excel Work...	272 KB
	2/10/2022 9:14 AM	Microsoft Excel Com...	1,397 KB
	2/10/2022 6:58 AM	Adobe Acrobat Docu...	4,988 KB
	2/10/2022 6:41 AM	Application	75,993 KB
	2/10/2022 6:33 AM	Adobe Acrobat Docu...	3,397 KB
	2/9/2022 12:18 PM	Video File	59 KB
	2/9/2022 9:37 AM	Microsoft Excel Com...	1,330 KB
	2/9/2022 9:28 AM	Microsoft Excel 97-2...	9 KB
	2/9/2022 9:27 AM	Microsoft Excel 97-2...	9 KB
	2/8/2022 2:31 PM	Microsoft Excel Com...	1,283 KB

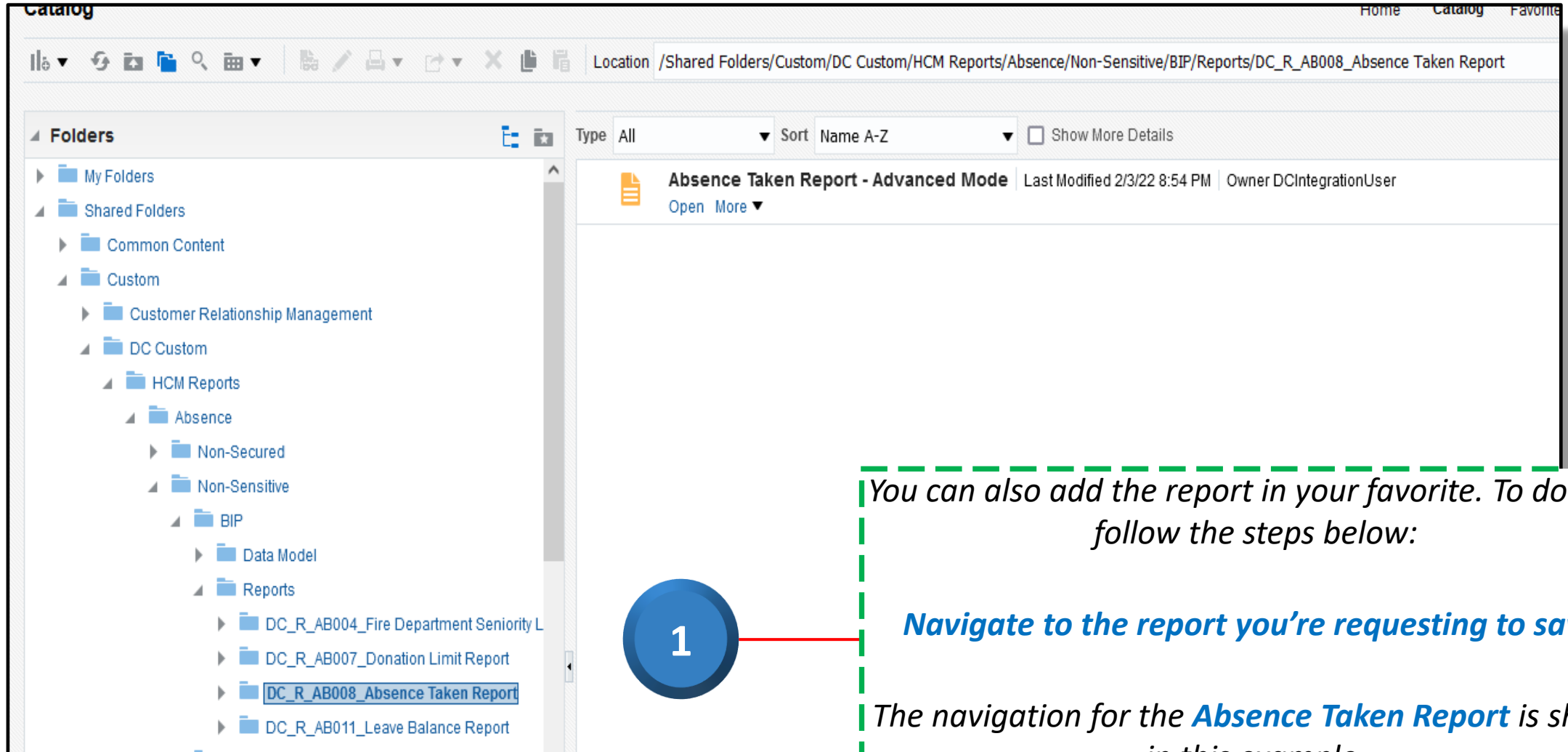
# Payroll / Absence Coordinators

## Save Report to Favorite

Make sure to use either Chrome or Firefox as your browser



# Save Report to Favorite



The screenshot shows the 'Catalog' interface with the following elements:

- Location:** /Shared Folders/Custom/DC Custom/HCM Reports/Absence/Non-Sensitive/BIP/Reports/DC\_R\_AB008\_Absence Taken Report
- Folders:** My Folders, Shared Folders, Common Content, Custom, Customer Relationship Management, DC Custom, HCM Reports, Absence, Non-Secured, Non-Sensitive, BIP, Data Model, Reports, DC\_R\_AB004\_Fire Department Seniority L, DC\_R\_AB007\_Donation Limit Report, **DC\_R\_AB008\_Absence Taken Report**, DC\_R\_AB011\_Leave Balance Report
- Report Details:** Absence Taken Report - Advanced Mode, Last Modified 2/3/22 8:54 PM, Owner DCIntegrationUser

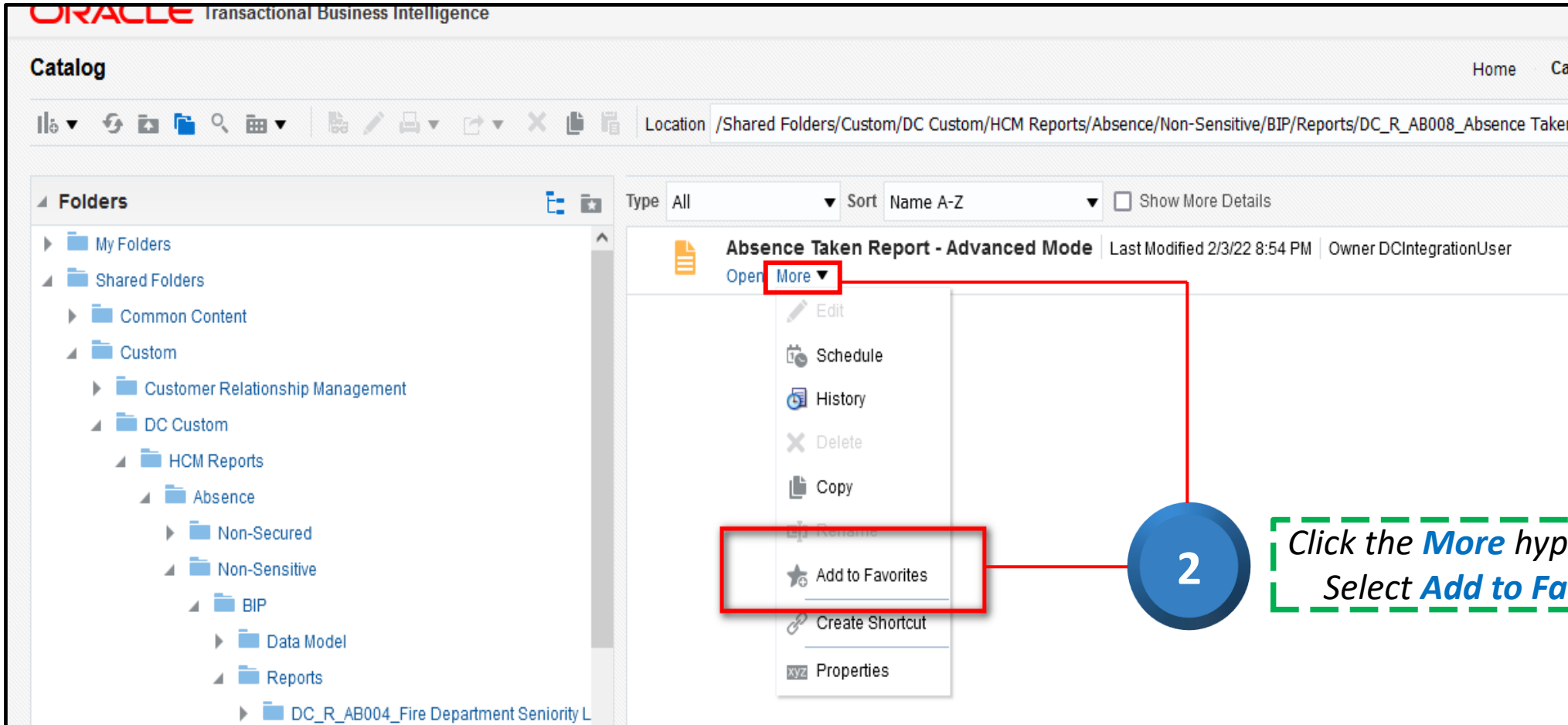
1

*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.**

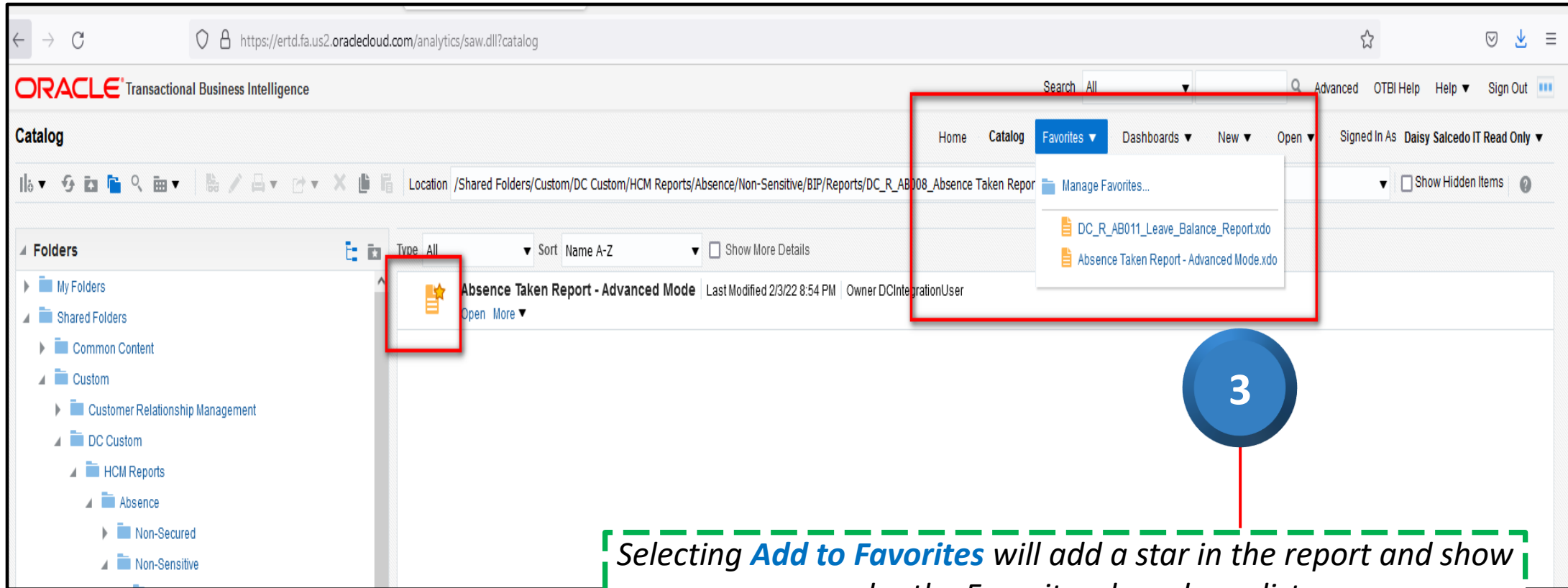
*The navigation for the **Absence Taken Report** is shown in this example.*

# Save Report to Favorite



The screenshot displays the Oracle Transactional Business Intelligence (OTBI) interface. The breadcrumb path is: /Shared Folders/Custom/DC Custom/HCM Reports/Absence/Non-Sensitive/BIP/Reports/DC\_R\_AB008\_Absence Taken. The report title is "Absence Taken Report - Advanced Mode", last modified on 2/3/22 at 8:54 PM, with owner DCIntegrationUser. A "More" dropdown menu is open, showing options: Edit, Schedule, History, Delete, Copy, Add to Favorites (highlighted with a red box), Create Shortcut, and Properties. A blue circle with the number "2" is connected to the "Add to Favorites" option. A green dashed box contains the instruction: "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 main navigation bar includes "Home", "Catalog", "Favorites", "Dashboards", "New", and "Open". The "Favorites" dropdown menu is open, showing "Manage Favorites...", "DC\_R\_AB011\_Leave\_Balance\_Report.xdo", and "Absence Taken Report - Advanced Mode.xdo". The "Absence Taken Report - Advanced Mode" report is highlighted in the main content area, with a star icon next to its name. A red box highlights the star icon, and another red box highlights the "Favorites" dropdown menu. A blue circle with the number "3" is positioned below the report name, with a red line pointing to the star icon. A green dashed box contains the text: "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](mailto:kdfurlong@dekalbcountyga.gov)