JOHNS HOPKINS
UNIVERSITY

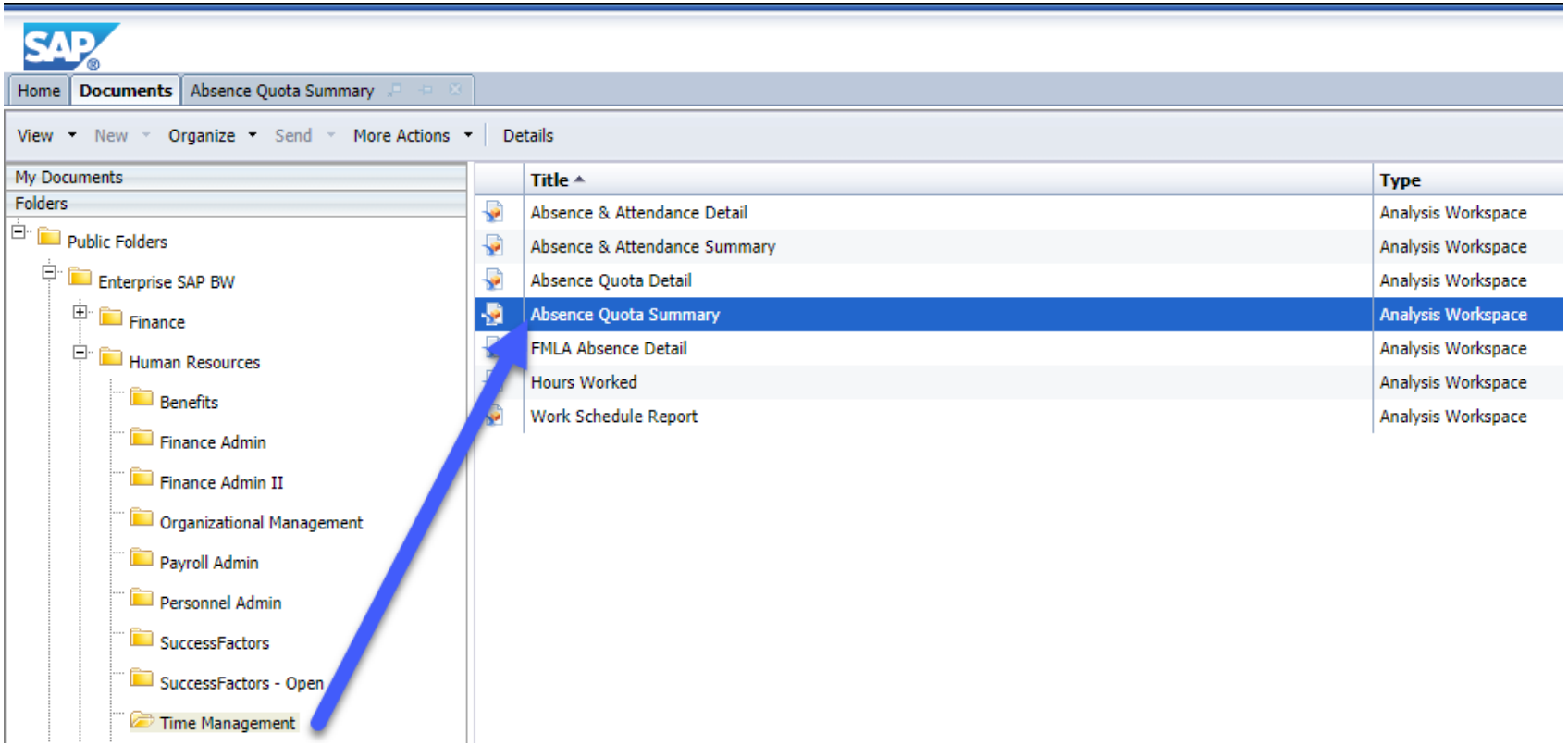
Absence Quota Summary

Using the Analysis report to view Sick and Safe Leave balances for S1 hourly PERNRS in SAP

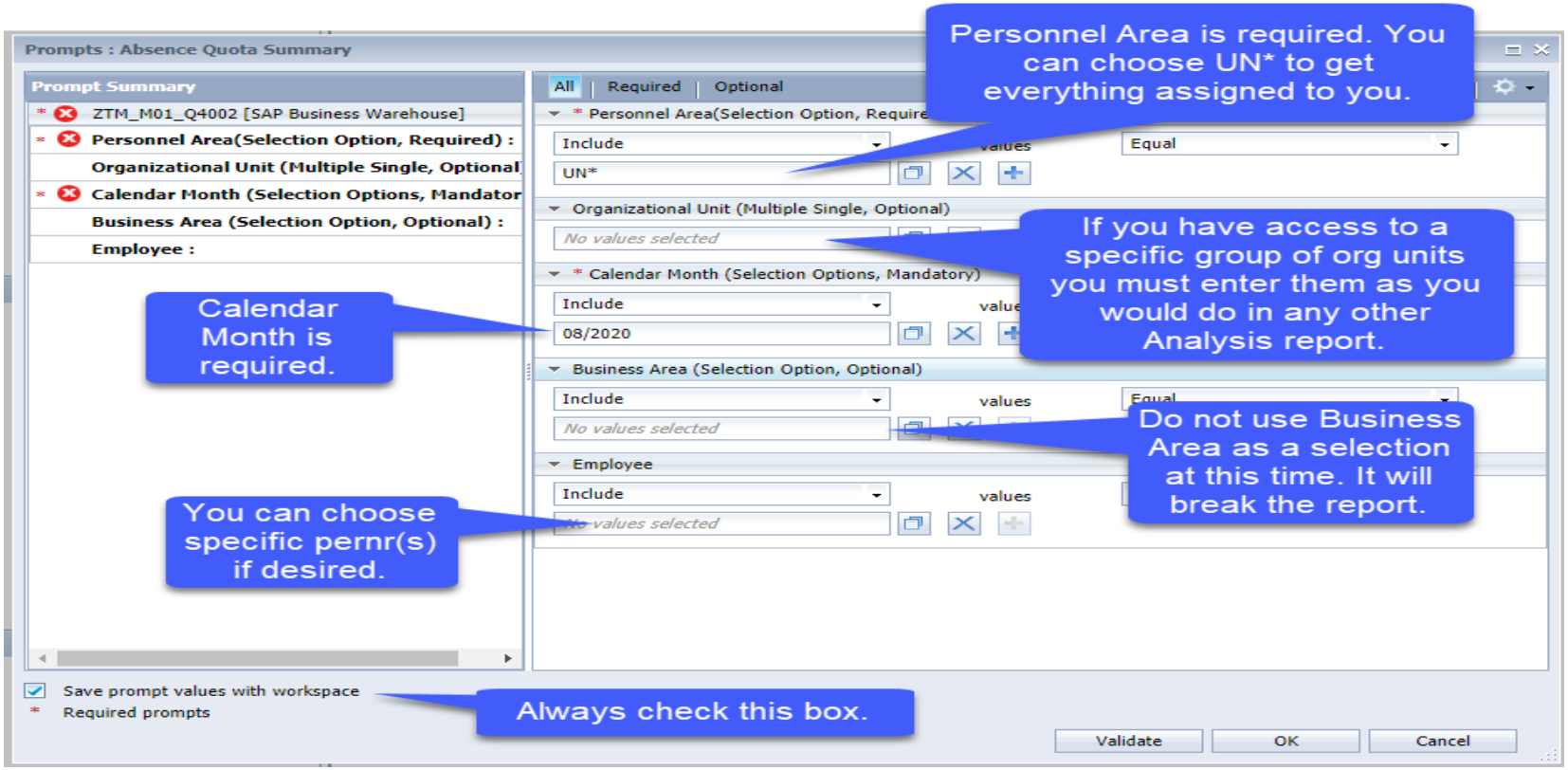
HR Business Services

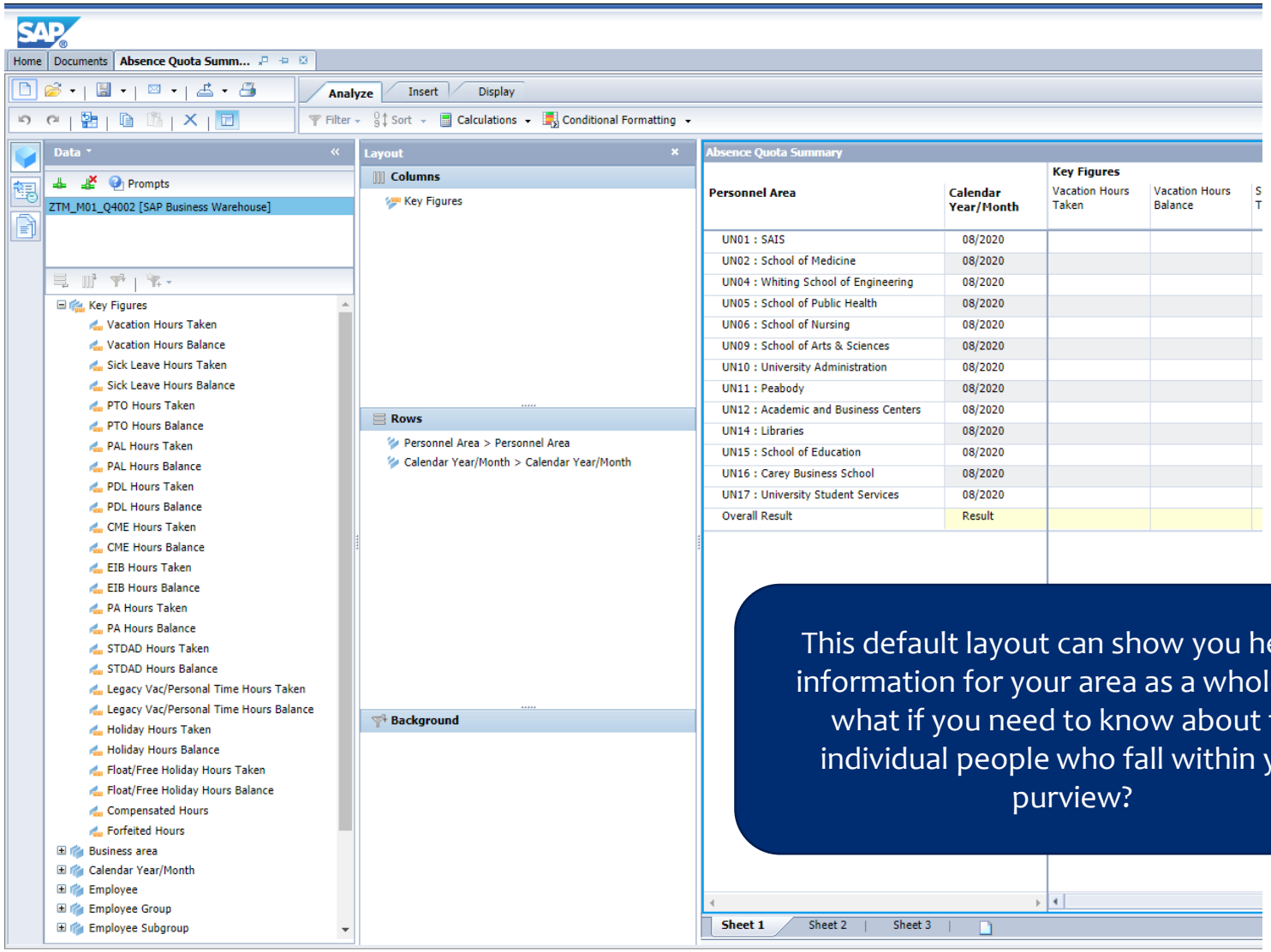
Central Human Resources

Where to find the report



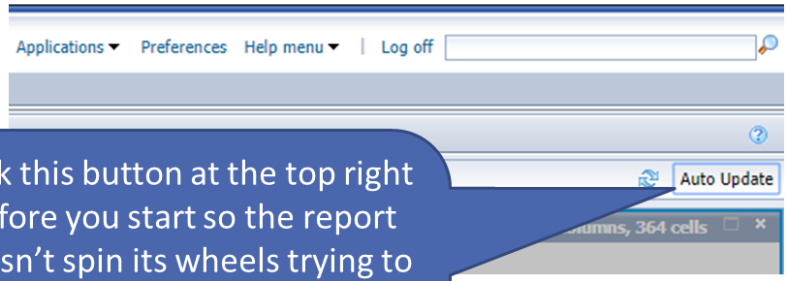
Select your criteria





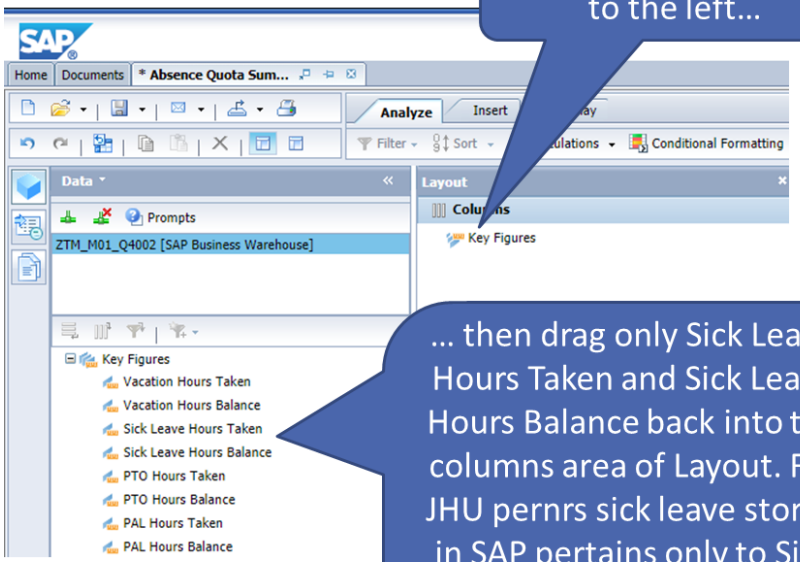
This default layout can show you helpful information for your area as a whole, but what if you need to know about the individual people who fall within your purview?

Let's add and remove some of the defaults…

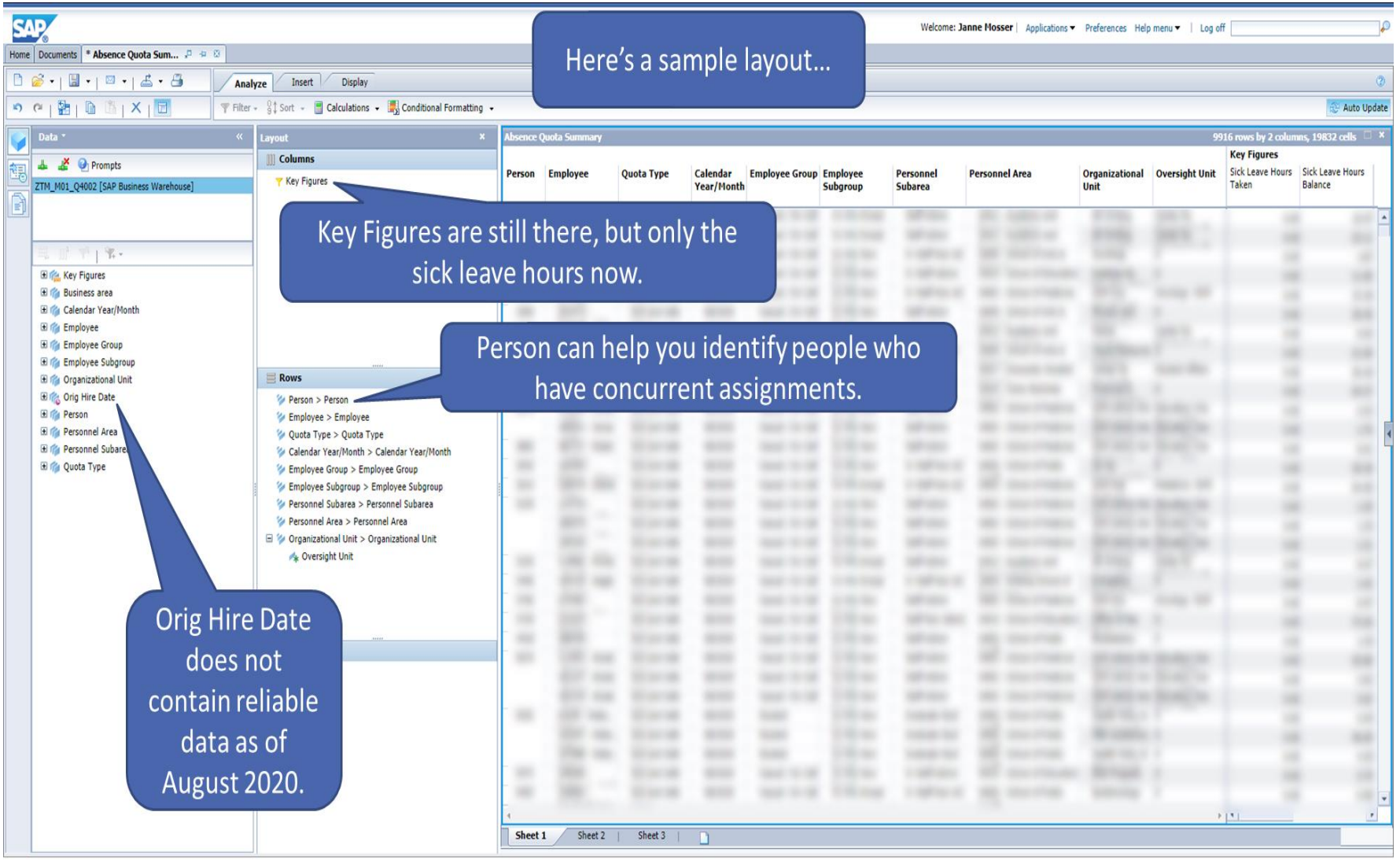


Click this button at the top right before you start so the report doesn't spin its wheels trying to update each time you add or remove something. You will turn it back on when you are finished.

Drag "Key Figures" off to the left…



… then drag only Sick Leave Hours Taken and Sick Leave Hours Balance back into the columns area of Layout. For JHU pernrs sick leave stored in SAP pertains only to Sick and Safe Leave. Individuals who use E210 might have both sick leave and SSL.


Here's a sample layout...
Key Figures are still there, but only the sick leave hours now.
Person can help you identify people who have concurrent assignments.
Orig Hire Date does not contain reliable data as of August 2020.
Absence Quota Summary
9916 rows by 2 columns, 19832 cells
Person
Employee
Quota Type
Calendar Year/Month
Employee Group
Employee Subgroup
Personnel Subarea
Personnel Area
Organizational Unit
Oversight Unit
Key Figures
Sick Leave Hours Taken
Sick Leave Hours Balance