



# 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

The screenshot shows the SAP interface with the 'Absence Quota Summary' report highlighted. The left sidebar shows a folder structure under 'My Documents' with 'Public Folders' expanded to show 'Enterprise SAP BW', 'Finance', and 'Human Resources'. The 'Time Management' folder is highlighted in the sidebar, and a blue arrow points from it to the 'Absence Quota Summary' report in the main list.

Title ^	Type
Absence & Attendance Detail	Analysis Workspace
Absence & Attendance Summary	Analysis Workspace
Absence Quota Detail	Analysis Workspace
<b>Absence Quota Summary</b>	<b>Analysis Workspace</b>
FMLA Absence Detail	Analysis Workspace
Hours Worked	Analysis Workspace
Work Schedule Report	Analysis Workspace

# Select your criteria

The screenshot shows the 'Prompts : Absence Quota Summary' dialog box. The 'Prompt Summary' pane on the left lists several criteria with red 'X' icons indicating they are required: 'ZTM\_M01\_Q4002 [SAP Business Warehouse]', 'Personnel Area (Selection Option, Required)', 'Organizational Unit (Multiple Single, Optional)', 'Calendar Month (Selection Options, Mandatory)', 'Business Area (Selection Option, Optional)', and 'Employee'. The main area shows the configuration for these prompts. Callouts provide the following instructions:

- Personnel Area is required. You can choose UN\* to get everything assigned to you.** (Points to the 'Personnel Area' dropdown menu)
- Calendar Month is required.** (Points to the 'Calendar Month' dropdown menu)
- You can choose specific pernr(s) if desired.** (Points to the 'Employee' dropdown menu)
- If you have access to a specific group of org units you must enter them as you would do in any other Analysis report.** (Points to the 'Organizational Unit' dropdown menu)
- Do not use Business Area as a selection at this time. It will break the report.** (Points to the 'Business Area' dropdown menu)
- Always check this box.** (Points to the 'Save prompt values with workspace' checkbox)

At the bottom, there are buttons for 'Validate', 'OK', and 'Cancel'. The 'Save prompt values with workspace' checkbox is checked, and the text '\* Required prompts' is visible below it.

The screenshot shows the SAP Absence Quota Summary report. The interface includes a top navigation bar with 'Home', 'Documents', and 'Absence Quota Summ...'. Below this is a ribbon with 'Analyze', 'Insert', and 'Display' tabs. The main area is divided into three panes: 'Data', 'Layout', and 'Absence Quota Summary'.

The 'Data' pane shows the selected data source: 'ZTM\_M01\_Q4002 [SAP Business Warehouse]'. The 'Layout' pane shows the current column and row definitions:

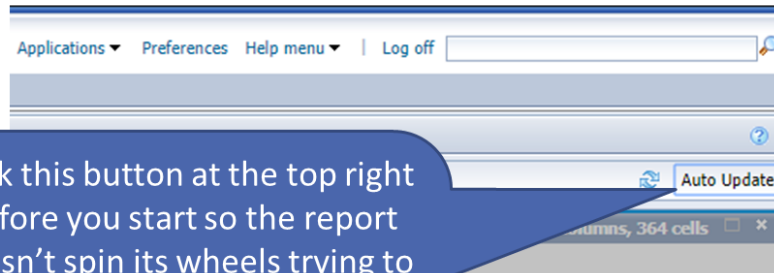
- Columns:** Key Figures
- Rows:** Personnel Area > Personnel Area, Calendar Year/Month > Calendar Year/Month
- Background:** (empty)

The 'Absence Quota Summary' table displays the following data:

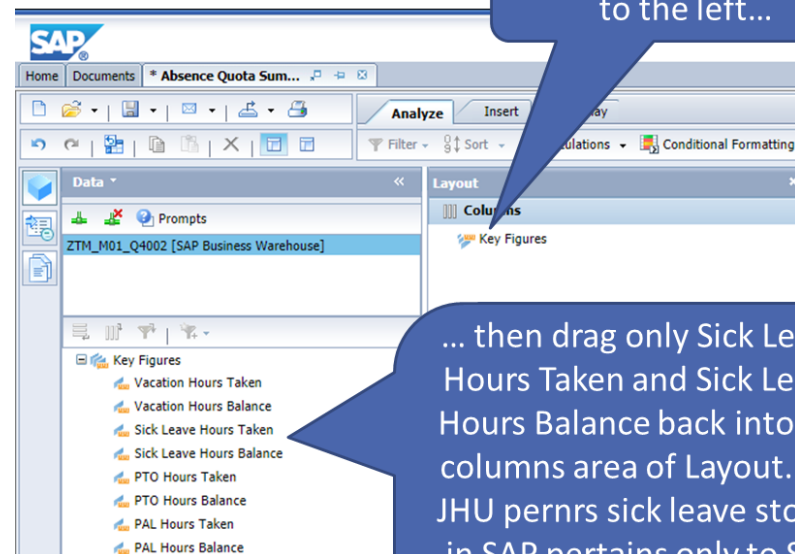
Personnel Area	Calendar Year/Month	Vacation Hours Taken	Vacation Hours Balance	S	T
UN01 : SAIS	08/2020				
UN02 : School of Medicine	08/2020				
UN04 : Whiting School of Engineering	08/2020				
UN05 : School of Public Health	08/2020				
UN06 : School of Nursing	08/2020				
UN09 : School of Arts & Sciences	08/2020				
UN10 : University Administration	08/2020				
UN11 : Peabody	08/2020				
UN12 : Academic and Business Centers	08/2020				
UN14 : Libraries	08/2020				
UN15 : School of Education	08/2020				
UN16 : Carey Business School	08/2020				
UN17 : University Student Services	08/2020				
Overall Result	Result				

A callout box in the bottom right corner contains the text: "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 pennrs 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.

The screenshot shows the SAP Absence Quota Summary report interface. The main table has the following columns: Person, Employee, Quota Type, Calendar Year/Month, Employee Group, Employee Subgroup, Personnel Subarea, Personnel Area, Organizational Unit, Oversight Unit, and Key Figures. The Key Figures section includes Sick Leave Hours Taken and Sick Leave Hours Balance. The left sidebar shows a tree view of fields, with 'Orig Hire Date' highlighted. The bottom of the interface shows 'Sheet 1', 'Sheet 2', and 'Sheet 3' tabs.