

Compensatory Hours Greater than 100 / Annual Hours Less than End of Year Maximum Reporting Instructions for Managers



101 KAR 2:102 and 101 KAR 3:015 state that an appointing authority may require an employee who has a balance of at least 100 hours of compensatory leave to use compensatory leave before the employee's request to use annual leave is granted, unless the employee's annual leave balance exceeds the maximum number of hours that may be carried forward.

To assist managers, a report has been made available in KHRIS Manager Self-Service (MSS) to identify these employees. This report should be run by managers to identify those individuals who meet the criteria before approving their time for the current payroll period.

After logging into the KHRIS portal, select the **Excess Comp Balances** > **100 Hours** tile (shown below) under Manager-Service Service.

Manager Self-Service								
Time Approval Approve/Reject time	Team Calendar	Employee Information	Excess Comp Balances > 100 hours	Master Position Listing	Employee Leave Balance Report			
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Pending Entries								
Tutorials and Report Instructional Guides Resource Page								

Once you click on the link, the report selection screen appears.

Display Comp Balances > 100							
Menu							
Selection							
Enter the Personnel Number of your employee or a Cost Center and click							
"Execute". Note that you can optionally enter multiple Personnel Numbers							
or ranges. To avoid potentially adverse effects on system performance,							
this report will not return more than 300 employees per run.							
Pers onnel number							
Cost Center							

This report can be run a few different ways: 1.) for a single employee within your line of supervision, 2.) for a selection of employees within your line of supervision, or 3.) for an organizational unit you have authority over.

1.) To run the report for a single employee, enter the employee's personnel number (PERNR) in the Personnel

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number field Personnel number
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123456 and then click the Execute button

PC/DHRA/DEM/PY 8/4/17

Execute

2.) To run the report for a selection of employees, click on the expand button . A new window will appear. Enter all of the PERNRs you wish to check.

Select Single Values	Select Ranges	Exclude Single Values	
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789456			
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Once you are finished entering the PERNRs, click the Execute icon to close that window.

NOTE: If you anticipate running this report using this same selection of employees repeatedly, you can save this selection criteria as a variant which you can access to use again later. This will eliminate the need to reenter the same PERNRs each time.

To save a variant (selection criteria), once you've entered the PERNRs and closed the window, select the Save as Variant. Save as Variant. button.

When the variant screen appears, enter a name and description.

Variant Attributes										
Menu A Sav	e Back	k Exit Cance	System_	Copy Screen A	ssignment Information about variant at	ributes				
/ariantName 55793										
Description Report for 55793 Staff				Screen Ass	ignment					
Only for Background Processing				Ph Created	Selection Screen					
Protect Variant				1	1000					
Only Display in Catalog										
System Variant (Automatic Transport)										
Objects for selection screen										
📇 🐺 🛗 🛄 🔁 Technical name										
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Click the Save button		and	you w	ill retur	n to the main scre	en. m the	Tuture, I	instead of (enteri	ng the

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Variant Catal	og for Program ZTMR_RPTER	L00	
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Variant name	Short Description		
55793	Report for 55793 Staff		
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3.) To run the report on a particular organizational unit, you can enter the Cost Center number Cost Center 5579300000

Once the PERNR(s) or Cost Center are entered*, click the Execute button **Execute** to run the report.

The report display is as follows:

Time Evaluation Messages Display									
Menu A Back Exit Cancel System Details Sort in Ascending Order									
Time Evaluation Messages Display									
MessTy	Message long text	PersNo Employee/Appl.Name	Logical date						
ZL	Comp > 100, Annual < End of Yr. Max		SA04/16/2016						

The report will only display those non-policy making employees who fall within the category of employees that have more than 100 hours of compensatory leave AND whose annual leave balance is below the maximum number of hours that may be carried forward. If you execute the report and no names appear, there are no employees that currently fall within described category.

Once finished, simply close the entire tab.