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

[Image of a computer screen showing a file tree with folders and files related to human resources, with an arrow pointing to the "Absence Quota Summary" file in an Analysis Workspace folder.]
Select your criteria

- **Personnel Area** is required. You can choose **UN** to get everything assigned to you.
- Calendar Month is required.
- You can choose specific pernr(s) if desired.
- If you have access to a specific group of org units, you must enter them as you would do in any other Analysis report.
- Do not use Business Area as a selection at this time. It will break the report.
- Always check this box.
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 persons 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.