HR Management Quota Activity (QU-001)

Description: Quota usage and balances by specified quota types such as Sick Leave for HR Management workforce reporting. Individual views include Quota Hours Used and Quota Hours Balance. Includes withdrawn employees. Excludes non-employees.

- **Universe**: WWA EDW Quota.unx
- **Required filter prompt**: Calendar Year Month
- **Quota Hours Used (default)**: Average quota hours used by Business Area and Quota Type.
- **Quota Hours Balance**: Average quota hours balance by Business Area and Quota Type.

The standard report is located in the Washington Workforce Analytics Reports – Web Intelligence > Quota folder.

### Sample - HR Management Quota Activity > Quota Used View

**Quota Used**

- **Report Name**: QU-001

**Description**: Average quota used per month by Business Area and Quota Type. Excludes non-employees.

**Note**: Adding additional dimensions to the results will impact overall averages.

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<tbody>
<tr>
<td>3359</td>
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<td>Jan. Excess Leave</td>
<td>Hours</td>
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<td>Personal Holiday - SHR</td>
<td>Days</td>
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<td>0.10999</td>
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<tr>
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<td>Personal Leave : Day</td>
<td>Days</td>
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<td>0.08239</td>
<td>0.08483</td>
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<tr>
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<td>Department of Corrections</td>
<td>P-H - Shared U. Creation</td>
<td>Hours</td>
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**Average Quota Used**
Prompts

Prompt values restrict the data pulled from the Enterprise Data Warehouse.

**Required Prompts** must include value(s) for Calendar Year Month.

**Optional Prompts**

- Business Area (EE)
- Business Area Code (EE)
- Employment Status
- Employment Status Code
- Job (EE)
- Job Class Abbr (EE)
- Job Code (EE)
- Organizational Unit
- Organizational Unit Code
- Personnel Area (EE)
- Personnel Area Code (EE)
- Personnel Subarea (EE)
- Personnel Subarea Code (EE)
- Quota Type

Query Results

**Default Data Fields**

These fields are included in the standard report by default and should not be removed. Adding or removing default data fields will impact the overall averages.

**Quota Used:**

- Business Area Code (EE)
- Business Area (EE)
- Quota Type
- Unit of Measure
- Calendar Year Month
- Average Quota Used

**Quota Balance:**

- Business Area Code (EE)
- Business Area (EE)
- Quota Type
- Unit of Measure
- Calendar Year Month
- Average Quota Balance

**Additional Fields**

These optional fields may be added to the standard report for additional analysis. Adding or removing optional data fields will not impact the integrity of the data.

- Calendar Year
- Calendar Year Month
- Calendar Year Quarter
- Contract Type
- Duty Station County
- Employee Group (EE)
- Employee Subgroup (EE)
- Employment Status
- Fiscal Year
- Fiscal Year Month
- Fiscal Year Quarter
- Job (EE)
- Job Class Abbr (EE)
- Job Code (EE)
- Name – Full
- Organizational Unit
- Organizational Unit Code
- Part Time Indicator
- Pay Area (EE)
- Pay Area Code (EE)
- Payroll Indicator
- Personnel Area (EE)
- Personnel Area Code (EE)
- Personnel Number
- Personnel Subarea (EE)
- Position
- Position Code
- Quota End Balance
- Quota Used
- Unemployment County
- Unemployment County Code
- Work Contract
- Work Contract Code
- Workforce Indicator (EE)
- Workforce Indicator Code (EE)

**Measures**

These measures are included in the standard report and should not be removed. Adding or removing measures will impact the integrity of the data.

- Distinct Employee Count
- Quota End Balance
- Quota Used
Restrictions and Calculations

Restrictions and calculations are built in to the report to create standardized results across the enterprise.

Average Employee Count

✓ Distinct Employee Count divided by the number of months queried.

Non-Employee Exclusions

Excludes the following Organizational Unit Codes:

✓ 30002393 FPB – Preparedness - Mobes
✓ 31000100 EMERGENCY FIRE FIGHTERS
✓ 31000101 EMERGENCY FIRE FIGHTERS
✓ 31000175 EMERGENCY FIRE FIGHTERS
✓ 31000176 EMERGENCY FIRE FIGHTERS
✓ 31007000 FPB – Preparedness – Fire Mobes

Excludes the following Pay Area Code (EE):

✓ 44 Work Study Student

Excludes the following Personnel Area Codes (EE):

✓ 2201 Vol Firefighters/Res Officers
✓ 2251 WSP Disabled Non-Employee
✓ 2451 Mil Dept Misc Active Duty
✓ 3430 Higher Ed Coor Board
✓ 3460 Higher Ed Facilities
✓ 4611 Ecology Youth Corps
✓ 4612 Wa Conservation Corps
✓ 5401 Aberdeen Wex
✓ 5402 Bingen Wex
✓ 5403 Clallum Wex
✓ 5404 Kitsap Wex
✓ 5405 Okanogan Wex
✓ 5406 Okanogan Wex 2
✓ 5407 Rainier Wex
✓ 5408 Snohomish Wex
✓ 5409 Spokane Wex
✓ 5410 Tri-Cities Wex
✓ 5411 Americorp Star Vista
✓ 5412 Wa St Americorps
✓ 5413 JTPA 402 Prog Wen
✓ 5414 Washington Service Corps
✓ 5415 Washington Service Team
✓ 5416 Yakima Wex

Excludes the following Personnel Subarea Code:

✓ 0005 Non-Employee

Excludes the following Work Contract Code:

✓ 24 Non-Employee

Average Quota Balance

✓ The average of the average quota balance for the each calendar year month queried.

Average Quota Used

✓ The average of the average quota used for each calendar year month queried.