
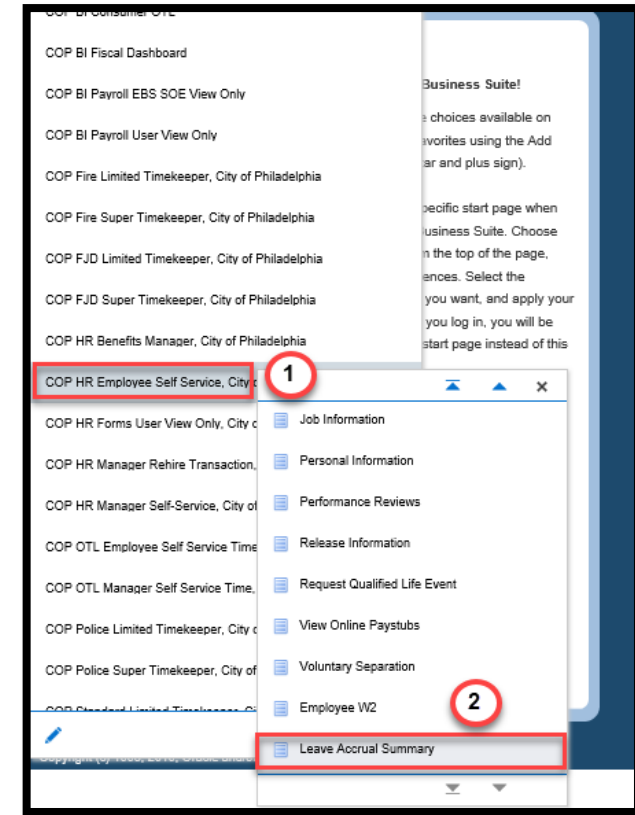


NAVIGATE THE HOME PAGE

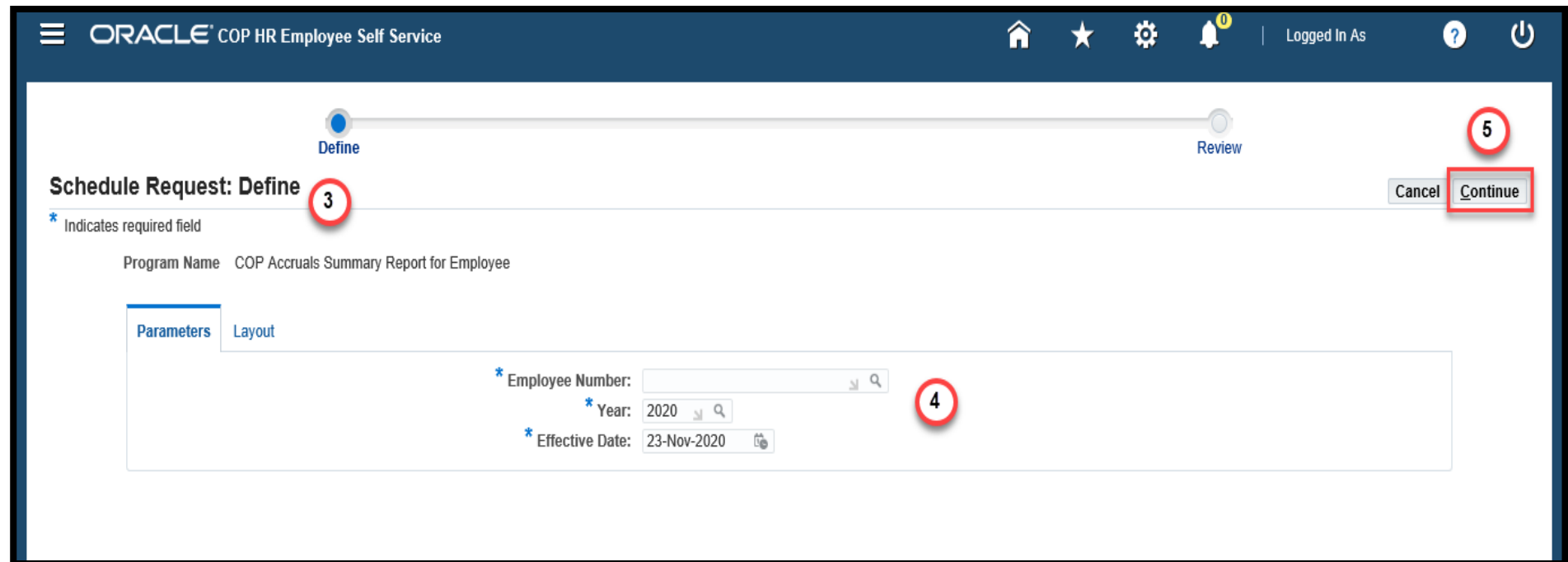
In Oracle, the Navigator icon  is the entry point to access Oracle E-Business Suite functions.

1. On the Home page, select the global **Navigator** button to invoke a drop-down menu of responsibilities and functions.
2. Once the drop-down menu appears, click the **COP HR Employee Self Service, City of Philadelphia** responsibility, then click **Leave Accrual Summary** to launch the report parameters.



SEARCH CRITERIA

3. The Schedule Request: Define window appears with the **Parameters** tab.
4. Click in the **Employee Number** field and add your payroll number. Accept the defaults for the **Year** and **Effective Date** fields.
4. Click **Continue**.



- 5. Review your request parameters.
- 6. Click **Submit**.

ORACLE COP HR Employee Self Service

Define Review

Schedule Request: Review

Cancel Back **Submit**

Name

Concurrent Program Name COP Accruals Summary Report for Employee

Parameters

Employee Number: **5**

Year: 2020

Effective Date: 23-Nov-2020

- 7. An information box displays when the request is submitted. Click **OK**.

Information

Your request for COP Accruals Summary Report for Employee has been scheduled. The Request ID is 8031323

OK

8. A list of your requests will display on the **Request** screen. Click **Refresh** until the **Phase** changes to **Completed**.

Requests

Request Query Type: All My Requests Advanced Search Submit Request

Requests Summary Table

8

TIP Click the Refresh Button until the Phase says Completed, then Click on the Output icon to view your report.

Request ID	Name	Phase	Status	Scheduled to Run	Details	Output	Republish
7699461	COP Accruals Summary Report for Employee	Running	Normal	23-Nov-2020 15:36:50			
7698897	COP Accruals Summary Report for Employee	Completed	Normal	17-Nov-2020 15:16:11			

9. Click the **Output** icon to see the report.

Requests

Request Query Type: All My Requests Advanced Search Submit Request

Requests Summary Table

TIP Click the Refresh Button until the Phase says Completed, then Click on the Output icon to view your report.

Request ID	Name	Phase	Status	Scheduled to Run	Details	Output	Republish
7699479	COP Accruals Summary Report for Employee	Completed	Normal	24-Nov-2020 09:36:04			
7699461	COP Accruals Summary Report for Employee	Completed	Normal	23-Nov-2020 15:36:50			
7698897	COP Accruals Summary Report for Employee	Completed	Normal	17-Nov-2020 15:16:11			

10. Review your report which is displayed in the **PDF** format. You can **print**, **save** and **download** the report as needed.
11. Use the **scrollbar** to view additional pages of the report.

Run Date: 11/24/2020 9:36:21 AM

CITY OF PHILADELPHIA
Accruals Summary

Employee Number:
Effective Date : 11/24/2020

10

Employee Number	Name	Longevity (YYmm)	Longevity Date	Organization	Union
		31.8	06-FEB-1989	FIN Finance	E

Accrual Plan	Hours Earned	Balance Available	Cur. Earnings Rate per Month	Projected Balance at End of Year
Admin Leave Carry Over	0	0	0	0

Accruals Details			Absence Details		
Type of Leave	Eff Start Date	Hours Accrued	Leave Used	Date Used	Hours Used
Total			Admin Leave	18-FEB-2020	7.5
				04-MAR-2020	7.5
				21-MAY-2020	7.5
				22-MAY-2020	7.5
			Total		
			30		

Accrual Plan	Hours Earned	Balance Available	Cur. Earnings Rate per Month	Projected Balance at End of Year
Administrative Leave	30	112.5	0	112.5

Accruals Details			Absence Details		
Type of Leave	Eff Start Date	Hours Accrued	Leave Used	Date Used	Hours Used
Admin Lv Adjust	01-JUL-2020	15	Admin Leave	18-FEB-2020	7.5
	01-JUL-2020	22.5		04-MAR-2020	7.5
	05-JUL-2020	7.5		21-MAY-2020	7.5
	14-AUG-2020	37.5		22-MAY-2020	7.5
Total			Total		
			30		

Accrual Plan	Hours Earned	Balance Available	Cur. Earnings Rate per Month	Projected Balance at End of Year
Comp Time	0	82	0	82

Accruals Details			Absence Details		
Type of Leave	Eff Start Date	Hours Accrued	Leave Used	Date Used	Hours Used
Comp Time Carried Over		85.5	Comp Taken	02-JAN-2020	7.5
Total				03-JAN-2020	7.5
				14-JUL-2020	3.5
			Total		
			18.5		

Hours Earned	Balance Available	Cur. Earnings Rate per Month	Projected Balance at End of Year
			7.5

The PDF features to save, print and open in Adobe Acrobat

📄
🖨️
⬆️
⬆️
1 / 3
⊖
⊕
📄

11



If you have questions about your leave time, please contact your Departmental Human Resources/Payroll Team.