COP HR Employee Self Service, City of Philadelphia

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.
- Click in the Employee Number field and add your payroll number. Accept the defaults for the Year and Effective Date fields.

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

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Define Schedule Request: Review			Review	Can	6 cel Bac <u>k</u> S	ubmit
Name Concurrent Program Name COP Accruals Summary Report for Employee Parameters						
5 Employee Number: Year: 2020 Effective Date: 23-Nov-2020						

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

(i) Information	
Your request for COP A is 8031323	ccruals Summary Report for Employee has been scheduled. The Request ID





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

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7699461	COP Accruals Summary Report for Employee	Running	Normal	23-Nov-2020 15:36:50				50 50
7698897	COP Accruals Summary Report for Employee	Completed	Normal	17-Nov-2020 15:16:11			æ	

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

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Requests							
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- 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.

Employee Number Name Longevity (Ymm) Longevity Date Organization Onion 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 0 Accruals Details Absence Details Option Option Type of Leave Eff Start Date Hours Accrued Leave Used Date Used Hours Used Total Admin Leave 18-FEB-2020 7.5
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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
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The PDF features to Hours Earned Balance Available Cur, Earnings Rate per Month Projected Balance at End of Year
7.5



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



