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.
- 4. Click **Continue**.

	COP HR Employee Self Serv	ice				î	*	0	↓ ⁰ Log	ged In As	? ()
Schedule Request * Indicates required field Program Name Parameters	Define 1: Define 3 COP Accruals Summary Report	t for Employee							Review	Cance	5 I <u>C</u> ontinue
		* Employee Number: * Year: * Effective Date:	2020 🖌 🤉 23-Nov-2020 🛱	<u></u> ⊿ Q,	4						



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COP BI Fiscal Dashboard				
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COP BI Payroll User View Only		e choices avorites u		
COP Fire Limited Timekeeper, City of	Philadelphia	ar and pl	lus sign).	
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COP HR Benefits Manager, City of Phi	ladelphia	you log i start pag		
COP HR Employee Self Service, City	1	-		×
COP HR Forms User View Only, City of	Job Information			
COP HR Manager Rehire Transaction,	Personal Information			
COP HR Manager Self-Service, City of	Performance Reviews			
COP OTL Employee Self Service Time	Release Information			
COP OTL Manager Self Service Time,	Request Qualified Life	Event		
COP Police Limited Timekeeper, City of	View Online Paystubs			
COP Police Super Timekeeper, City of	Voluntary Separation			
COD Observational Line World Time Income O	Employee W2	C	2)	
	Leave Accrual Summa	ary		
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- 5. Review your request parameters.
- 6. Click Submit.

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Define Schedule Request: Review			Review	Car	6 Icel 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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Requests								
equest Query Type All M equests Summary Table Refresh 8	ly Requests 🗸 Go						Advan	ced Search Submit Requ
	Button until the Phase says Completed,then Click on the Name	ne Output icon to view yo	our report. Status	Scheduled to Run $ rianglequence$		Details	Output 🛆	Republish 🛆
7699461	COP Accruals Summary Report for Employee	Running	Normal	23-Nov-2020 15:36:50		Ē		50
700007	COP Accruals Summary Report for Employee	Completed	Normal	17-Nov-2020 15:16:11		Ē	J.	R.

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

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Requests							
Request Query Type Al Requests Summary Tabl Refresh		e Output icon to view vo		•••		Advanced	Search Submit Reques
Request ID 🛆	Name 스	Phase 🛆	Status	Scheduled to Run	Details		Republish 🛆
76994	79 COP Accruals Summary Report for Employee	Completed	Normal	24-Nov-2020 09:36:04	Ē	æ	<u></u>
76994	61 COP Accruals Summary Report for Employee	Completed	Normal	23-Nov-2020 15:36:50	Ē	æ	6





- 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 Nor	ah ar Nama		Longovity Data	Organization	Effective Date : 11/24/2020	
Employee Nur	nber Name	Longevity (YYmm) 31.8	Longevity Date	Organization	Union	
		31.0	06-FEB-1989	FIN Finance	E	
Accrual Pla	n Hours Earned	Balance Available	Cur. Earnings Rate p	per Month Projected	Balance at End of Year	
Admin Leave Carr		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 22-MAY-2020	7.5	
				ZZ-WIA 1-2020 Tota		
				101		
Accrual Pla	n Hours Earned	Balance Available	Cur. Earnings Rate p	per Month Projected	Balance at End of Year	
Administrative L				0	112.5	
	Accruals Details	1		Absence Details		
Type of Leave	Eff Start Date	Hours Accrued	Leave Used	Date Used	Hours Used	
Admin Lv Adju		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 Total	37.5 82.5		22-MAY-2020 Tota	7.5	
	l otal	02.0		1012		
Accrual Pla	n Hours Earned	Balance Available	Cur. Earnings Rate p	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 Carrie	i Over Total	85.5	Comp Taken	02-JAN-2020	7.5	
	lotal	85.5		03-JAN-2020 14-JUL-2020	7.5	
				Tota		
The PDF features	to Hours Earned	Balance Available	Cur. Earnings Rate p	per Month Projected	Balance at End of Year	
save, print and oper					7.5	



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



