Quotas – View in ESS

Quota Overview

1. Click on the ESS tab. (The name of the tab varies by employee type.) Click the Quota Overview link. The Quota Overview window opens displaying data as of current date.
2. Select date you wish to report for if looking for historical balances.
3. When finished viewing, click the Exit button.

The Remainder column in the Quota Overview shows current balances as of the date selected, including:
- Any approved and evaluated entries. The evaluation process runs nightly, so approved entries do not show up until the following day.
- For biweekly employees, sick time accruals credited biweekly and vacation accruals credited on the last day of the month.
- For monthly employees, both sick time and vacation accruals credited on the last day of the month.

The Accrued Quotas column shows total hours accrued up through the date selected.

The Vacation Service Months column shows vacation service months as of the date selected.

Variations

To view Quota Overview for a single assignment if you have multiple assignments, select the assignment from the Personnel Assignment drop-down list.

Time Usage and Quota Balance

1. The Time Usage and Quota Balance report shows balances, quota details and information on FMLA requests through the previous month.
2. Click on the ESS tab. (The name of the tab varies by employee type.) Click the Time Management link, then the Time Usage and Quota Balance link. The Time Usage and Quota Balance Report window opens.
3. Set the date range to a prior full month to have all the accruals or deductions included. This provides the most complete picture.
4. Do one of the following:
   - Click the Summary button to view quota balance summaries.
   - Click the Details button to view quota details. For each day on which quota was used the report shows the quota name and the number of hours.
5. Click the FMLA button to view information on current FMLA requests. To see additional detail, click the button to the left of line, then click the More Info button. Click the OK button when finished viewing additional detail.