

## ZHRT - Quota Audit

### Overview:

This custom report was created to display detail quota data. The report is able to display starting balance, end balance, and detail daily quotas earned, accrued, used, paid out, and system adjustments, and manual corrections/adjustments.

### **Suggested uses for this document:**

- Researching the sequence and totaling of quota accruals, adjustments & used for a time period desired for issue analysis
- Report when Non-Rep employees have earned the max 80.0 hrs allowed for comp accrual for the calendar year
- Display the day by day quota adjustments for PFFA such as WS adjustment to Dependent Sick or banking hour adjustments
- Detail YTD balances with daily entries/adjustments/corrections/etc.
- Employee Quota Data Tracking

✪ Report can be run for any period of time, for specific quota(s) or all quotas.

✪ Results can be sorted and/or exported for analysis or dissemination.

This report also provides an indicator if the running total of quotas does not match the remaining balance on the PT50 transaction.

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**Transaction:** ZHRT\_Quota\_Audit

**Text:** Quota Leave Balance Audit

### Role Assignment:

- CTA: RP\_S\_TM\_CENTRAL\_TIME\_ADMINISTR
- Timekeeper: RP\_S\_TM\_TIMEKEEPER
- Time Reviewer: RP\_S\_TM\_TIME\_REVIEWER

**Selection Screen:**

**Leave Balance Audit**

Further selections   Search helps   Org. structure

**Period**

Today    Current month    Current year  
 Up to today    From today  
 Other period

Data Selection Period   To   Person selection period   To

Enter date range to be included in results  
--> Current year  
--> Up to today  
--> Other Period (enter specific period dates)

**Selection**

Personnel Number   186679  
Employment status  
Personnel area  
Personnel subarea  
Employee group  
Employee subgroup

--> Enter Perrn or select the yellow arrow to add multiple Perrns  
**OR**  
--> Enter Personnel Area to pull up entire bureau data, add Personnel SubArea to run a specific bargaining unit within bureau, etc.

**Program selections**

Absence Quota Type   to

Output  
You can select a specific quota type to review such as 02(Vacation), or select the yellow arrow to select more than one specific quota. \*\*RECOMMENDATION: Run report open (do not select specific quota) which will result with all quota types. The layout options for each column result can be sorted or filtered for specific quota type.

SAP List Viewer

**Results:**

Leave Balance Audit													
Pers.No.	Personnel Nu.	Person...	Absence Quota Type	Date	Quota - Info	Hours	Running ...	PT50-Req...	PT50-Ent...	PT50-Rem.	PT50-Co...	UnBalance?	Work Schedule Rule
00209124	BRIE SCHWESER	Non Rep	Sick Dependent Care	06/10/2009	11 - Start Bal:	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		MF 0800-1630
				06/10/2009	11 - Correction	40.00000	40.00000	0.00000	0.00000	0.00000	0.00000		MF 0800-1630
				12/31/2009	11 - END BAL:	0.00000	40.00000	0.00000	40.00000	40.00000	0.00000		MH 0700-1630 F0700-1530,O
			Sick Leave	06/10/2009	01 - Start Bal:	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		MF 0800-1630
				06/10/2009	01 - Correction	74.25000	74.25000	0.00000	0.00000	0.00000	0.00000		MF 0800-1630
				06/24/2009	01 - Sick Accrual	4.00000	78.25000	0.00000	0.00000	0.00000	0.00000		MF 0800-1630
				07/08/2009	01 - Sick Accrual	4.00000	82.25000	0.00000	0.00000	0.00000	0.00000		MF 0800-1630
				07/22/2009	01 - Sick Accrual	4.00000	86.25000	0.00000	0.00000	0.00000	0.00000		MF 0800-1630
				08/05/2009	01 - Sick Accrual	4.00000	90.25000	0.00000	0.00000	0.00000	0.00000		MF 0800-1630
				08/07/2009	ASCK - Absence	5.00000-	85.25000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				08/19/2009	01 - Sick Accrual	4.00000	89.25000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				09/02/2009	01 - Sick Accrual	4.00000	93.25000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				09/02/2009	ASCK - Absence	2.50000-	90.75000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				09/16/2009	01 - Sick Accrual	4.00000	94.75000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				09/30/2009	01 - Sick Accrual	4.00000	98.75000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				10/06/2009	ASCK - Absence	9.00000-	89.75000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				10/07/2009	ASCK - Absence	9.00000-	80.75000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				10/14/2009	01 - Sick Accrual	4.00000	84.75000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				10/28/2009	01 - Sick Accrual	4.00000	88.75000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				11/03/2009	ASCK - Absence	3.50000-	85.25000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				11/10/2009	ASCK - Absence	9.00000-	76.25000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				11/11/2009	01 - Sick Accrual	4.00000	80.25000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				11/16/2009	ASCK - Absence	1.75000-	78.50000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				11/17/2009	ASCK - Absence	9.00000-	69.50000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				11/25/2009	01 - Sick Accrual	4.00000	73.50000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O
				12/09/2009	01 - Sick Accrual	4.00000	77.50000	0.00000	0.00000	0.00000	0.00000		MH 0700-1630 F0700-1530,O

**Columns:**

Pers. No.	Employee Personnel Number (PERNR)
Personnel Number	Employee Name
Personnel Area	Personnel Area - Bureau
Personnel SubArea	Personnel SubArea – Bargaining Unit
Absence Quota Type	Absence Quota Type
Date	Date
Quota-Info	Quota entry line description (i.e. Start Balance, End Balance, Correction, Accrual, Absence, Payout, etc.)
Hours	Hours used
Running Total	Sum of the hours from the Start Balance to last entry which are added up with each entry and result in the End Balance entry line hours.
PT50-Requested	Data taken directly from PT50
PT50-Entitlement	Data taken directly from PT50
PT50-Remaining	Data taken directly from PT50
PT50-Compensated	Data taken directly from PT50
UnBalance?	Compares the End Balance hours – running total to the data on the PT50 report - PT50-Remaining (current remaining balance). If the values do not match – it identifies a potential issue that needs research.
Work Schedule Rule	Work Schedule Rule the employee was assigned on that date.
Number	(aka counter) Report Field, no result displays

**Sample Results:**

- Absences taken

Leave Balance Audit							
Absence Quota Type	Date	Quota - Info	Hours	Running To...	PT50-Entitle	PT50-Requested	PT50-Rem. U
Deferred Holiday Leave	01/01/2013	09 - Start Bal:	8.55000	8.55000	0.00000	0.00000	0.00000
	01/03/2013	DHOL - Absence	8.00000-	0.55000	0.00000	0.00000	0.00000
	01/09/2013	DHOL - Absence	0.55000-	0.00000	0.00000	0.00000	0.00000
	12/31/2013	09 - END BAL:	0.00000	0.00000	106.40000	106.40000	0.00000
Personal Time	01/03/2013	03 - Start Bal:	0.00000	0.00000	0.00000	0.00000	0.00000
	01/03/2013	03 - Pers.Time Accru	12.00000	12.00000	0.00000	0.00000	0.00000
	01/09/2013	AVAC - Absence	0.95000-	11.05000	0.00000	0.00000	0.00000
	01/10/2013	AVAC - Absence	3.00000-	8.05000	0.00000	0.00000	0.00000
	01/24/2013	AVAC - Absence	1.00000-	7.05000	0.00000	0.00000	0.00000
	01/31/2013	AVAC - Absence	1.00000-	6.05000	0.00000	0.00000	0.00000
	02/14/2013	AVAC - Absence	4.00000-	2.05000	0.00000	0.00000	0.00000
	02/28/2013	AVAC - Absence	2.05000-	0.00000	0.00000	0.00000	0.00000
	12/31/2013	03 - END BAL:	0.00000	0.00000	12.00000	12.00000	0.00000
Sick Dependent Care	01/01/2013	11 - Start Bal:	0.00000	0.00000	0.00000	0.00000	0.00000
	01/01/2013	11 - SickDep. Accrua	40.00000	40.00000	0.00000	0.00000	0.00000
	02/20/2013	11 - Taken	8.00000-	32.00000	0.00000	0.00000	0.00000
	02/21/2013	11 - Taken	8.00000-	24.00000	0.00000	0.00000	0.00000
	03/26/2013	11 - Taken	8.00000-	16.00000	0.00000	0.00000	0.00000
	12/31/2013	11 - END BAL:	0.00000	16.00000	16.00000	0.00000	16.00000
Sick Leave	01/01/2013	01 - Start Bal:	56.98000	56.98000	0.00000	0.00000	0.00000
	01/03/2013	01 - Sick Accrual	3.04000	60.02000	0.00000	0.00000	0.00000
	01/17/2013	01 - Sick Accrual	3.20000	63.22000	0.00000	0.00000	0.00000
	01/31/2013	01 - Sick Accrual	3.12000	66.34000	0.00000	0.00000	0.00000
	02/14/2013	01 - Sick Accrual	3.20000	69.54000	0.00000	0.00000	0.00000
	02/20/2013	DSCK - Absence	8.00000-	61.54000	0.00000	0.00000	0.00000
	02/21/2013	DSCK - Absence	8.00000-	53.54000	0.00000	0.00000	0.00000
	02/28/2013	01 - Sick Accrual	3.12000	56.66000	0.00000	0.00000	0.00000

- Quota corrections entered via IT2013

Leave Balance Audit							
Absence Quota Type	Date	Quota - Info	Hours	Running To...	PT50-Entitle	PT50-Requested	PT50-Rem. U
Vacation Leave	02/14/2013	02 - Vac. Accrual	4.62000	136.56000	0.00000	0.00000	0.00000
	02/28/2013	02 - Vac. Accrual	4.62000	141.18000	0.00000	0.00000	0.00000
	08/30/2013	AVAC - Absence	9.00000-	179.74000	0.00000	0.00000	0.00000
	09/03/2013	02 - Correction	20.00000-	159.74000	0.00000	0.00000	0.00000
	09/12/2013	02 - Vac. Accrual	4.62000	164.36000	0.00000	0.00000	0.00000
	09/26/2013	02 - Vac. Accrual	4.62000	168.98000	0.00000	0.00000	0.00000
	10/10/2013	02 - Vac. Accrual	4.62000	173.60000	0.00000	0.00000	0.00000
	10/24/2013	02 - Vac. Accrual	4.62000	178.22000	0.00000	0.00000	0.00000
	10/25/2013	AVAC - Absence	9.00000-	169.22000	0.00000	0.00000	0.00000

- Automatic payouts (7Q\*\*)

Leave Balance Audit							
Absence Quota Type	Date	Quota - Info	Hours	Running To...	PT50-Entitle	PT50-Requested	PT50-Rem. U
Comp Time	01/01/2013	06 - Start Bal:	15.50000	15.50000	0.00000	0.00000	0.00000
	04/21/2013	COMP - Absence	1.50000-	14.00000	0.00000	0.00000	0.00000
	06/18/2013	COMP - Absence	1.00000-	13.00000	0.00000	0.00000	0.00000
	06/30/2013	06 - Auto Payout	13.00000-	0.00000	0.00000	0.00000	0.00000
	12/31/2013	06 - END BAL:	0.00000	0.00000	85.97000	85.97000	0.00000

- WS changes

Leave Balance Audit											
Absence Quota Type	Date	Quota - Info	Hours	Running To...	PT50-Entitle	PT50-Requested	PT50-Rem.	UnBalance?	PT50-Comp.	WS rule	Work Schedule Rule
Sick Dependent Care	01/01/2013	11 - Start Bal:	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	880G6_05	TF 0630-1700
	01/01/2013	11 - SickDep. Accrua	40.00000	40.00000	0.00000	0.00000	0.00000	0.00000	0.00000	880G6_05	TF 0630-1700
	01/31/2013	11 - WS Adjustment	8.00000	48.00000	0.00000	0.00000	0.00000	0.00000	0.00000	FIRE B4	Fire 51.69 B4 Blue
	12/31/2013	11 - END BAL:	0.00000	48.00000	48.00000	0.00000	48.00000		0.00000	FIRE A3	Fire 51.69 A3 Red
Sick Leave	01/01/2013	01 - Start Bal:	285.23000	285.23000	0.00000	0.00000	0.00000	0.00000	0.00000	880G6_05	TF 0630-1700
	01/03/2013	01 - Sick Accrual	4.00000	289.23000	0.00000	0.00000	0.00000	0.00000	0.00000	880H0_00	MH 0700-1730
	01/17/2013	01 - Sick Accrual	4.00000	293.23000	0.00000	0.00000	0.00000	0.00000	0.00000	880H0_00	MH 0700-1730
	01/31/2013	01 - Sick Accrual	4.00000	297.23000	0.00000	0.00000	0.00000	0.00000	0.00000	FIRE B4	Fire 51.69 B4 Blue
	01/31/2013	01 - WS Adjustment	89.76000	386.99000	0.00000	0.00000	0.00000	0.00000	0.00000	FIRE B4	Fire 51.69 B4 Blue
	02/14/2013	01 - Sick Accrual	5.21000	392.20000	0.00000	0.00000	0.00000	0.00000	0.00000	FIRE B4	Fire 51.69 B4 Blue
	02/28/2013	01 - Sick Accrual	5.21000	397.41000	0.00000	0.00000	0.00000	0.00000	0.00000	FIRE B4	Fire 51.69 B4 Blue
	03/14/2013	01 - Sick Accrual	5.21000	402.62000	0.00000	0.00000	0.00000	0.00000	0.00000	FIRE B4	Fire 51.69 B4 Blue
	03/23/2013	ASCK - Absence	24.00000-	378.62000	0.00000	0.00000	0.00000	0.00000	0.00000	FIRE B4	Fire 51.69 B4 Blue
	03/28/2013	01 - Sick Accrual	5.21000	383.83000	0.00000	0.00000	0.00000	0.00000	0.00000	FIRE B4	Fire 51.69 B4 Blue

- PFFA Payroll Bank Accruals (+/-)


Leave Balance Audit							
Absence Quota Type	Date	Quota - Info	Hours	Running To...	PT50-Entitle	PT50-Requested	PT50-Rem.
PFFA Payroll Bank	01/01/2013	42 - Start Bal:	7.54000-	7.54000-	0.00000	0.00000	0.00000
	02/13/2013	42 - PFFA Bank Accru	7.84000-	15.38000-	0.00000	0.00000	0.00000
	02/27/2013	42 - PFFA Bank Accru	16.16000	0.78000	0.00000	0.00000	0.00000
	03/13/2013	42 - PFFA Bank Accru	7.84000-	7.06000-	0.00000	0.00000	0.00000
	03/27/2013	42 - PFFA Bank Accru	7.84000-	14.90000-	0.00000	0.00000	0.00000
	04/10/2013	42 - PFFA Bank Accru	16.16000	1.26000	0.00000	0.00000	0.00000
	04/24/2013	42 - PFFA Bank Accru	16.16000	17.42000	0.00000	0.00000	0.00000
	05/08/2013	42 - PFFA Bank Accru	7.84000-	9.58000	0.00000	0.00000	0.00000
	05/22/2013	42 - PFFA Bank Accru	16.16000	25.74000	0.00000	0.00000	0.00000
	06/05/2013	42 - PFFA Bank Accru	31.84000-	6.10000-	0.00000	0.00000	0.00000
	06/19/2013	42 - PFFA Bank Accru	16.16000	10.06000	0.00000	0.00000	0.00000
	07/03/2013	42 - PFFA Bank Accru	7.84000-	2.22000	0.00000	0.00000	0.00000
	07/17/2013	42 - PFFA Bank Accru	7.84000-	5.62000-	0.00000	0.00000	0.00000
	07/31/2013	42 - PFFA Bank Accru	16.16000	10.54000	0.00000	0.00000	0.00000
	08/14/2013	42 - PFFA Bank Accru	7.84000-	2.70000	0.00000	0.00000	0.00000
	08/28/2013	42 - PFFA Bank Accru	16.16000	18.86000	0.00000	0.00000	0.00000
09/11/2013	42 - PFFA Bank Accru	7.84000-	11.02000	0.00000	0.00000	0.00000	
09/25/2013	42 - PFFA Bank Accru	7.84000-	3.18000	0.00000	0.00000	0.00000	
10/09/2013	42 - PFFA Bank Accru	16.16000	19.34000	0.00000	0.00000	0.00000	
10/10/2013	42 - Payout	9.34000-	10.00000	0.00000	0.00000	0.00000	
10/23/2013	42 - PFFA Bank Accru	31.84000-	21.84000-	0.00000	0.00000	0.00000	
12/31/2013	42 - END BAL:		0.00000	21.84000-	12.50000-	0.00000	21.84000-

- Pre-Eligible Bank

Leave Balance Audit							
Absence Quota Type	Date	Quota - Info	Hours	Running To...	PT50-Requested	PT50-Entitle	PT50-Rem.
Vacation Leave	02/18/2011	02 - Start Bal:	0.00000	0.00000	0.00000	0.00000	0.00000
	02/18/2011	02 - Vac. Accrual	6.78000	6.78000	0.00000	0.00000	0.00000
	03/03/2011	02 - Vac. Accrual	3.08000	9.86000	0.00000	0.00000	0.00000
	03/17/2011	02 - Vac. Accrual	3.08000	12.94000	0.00000	0.00000	0.00000
	03/31/2011	02 - Vac. Accrual	3.08000	16.02000	0.00000	0.00000	0.00000
	04/14/2011	02 - Vac. Accrual	3.08000	19.10000	0.00000	0.00000	0.00000
	04/28/2011	02 - Vac. Accrual	3.08000	22.18000	0.00000	0.00000	0.00000
	05/12/2011	02 - Vac. Accrual	3.08000	25.26000	0.00000	0.00000	0.00000
	05/26/2011	02 - Vac. Accrual	3.08000	28.34000	0.00000	0.00000	0.00000
	06/09/2011	02 - Vac. Accrual	3.08000	31.42000	0.00000	0.00000	0.00000
	06/23/2011	02 - Vac. Accrual	3.08000	34.50000	0.00000	0.00000	0.00000
	07/07/2011	02 - Vac. Accrual	3.08000	37.58000	0.00000	0.00000	0.00000
	07/21/2011	02 - Vac. Accrual	3.08000	40.66000	0.00000	0.00000	0.00000
	08/04/2011	02 - Vac. Accrual	3.08000	43.74000	0.00000	0.00000	0.00000
	08/18/2011	02 - Vac. Accrual	3.08000	46.82000	0.00000	0.00000	0.00000
	09/01/2011	02 - Vac. Accrual	3.08000	49.90000	0.00000	0.00000	0.00000
	09/15/2011	02 - Vac. Accrual	3.08000	52.98000	0.00000	0.00000	0.00000
	09/28/2011	02 - Payout	56.06000-	3.08000-	0.00000	0.00000	0.00000
	09/28/2011	02 - Vac. Accrual	3.08000	0.00000	0.00000	0.00000	0.00000
	01/02/2014	02 - END BAL:	0.00000	0.00000	0.00000	56.06000	0.00000
Vacation Pre-Eligible	01/20/2011	82 - Start Bal:	0.00000	0.00000	0.00000	0.00000	0.00000
	01/20/2011	82 - PreVac. Accrual	0.62000	0.62000	0.00000	0.00000	0.00000
	02/03/2011	82 - PreVac. Accrual	3.08000	3.70000	0.00000	0.00000	0.00000
	02/17/2011	82 - PreVac. Accrual	3.08000	6.78000	0.00000	0.00000	0.00000
	02/18/2011	82 - PreVac. Accrual	6.78000-	0.00000	0.00000	0.00000	0.00000
	08/15/2013	82 - PreVac. Accrual	2.46000	2.46000	0.00000	0.00000	0.00000
	08/29/2013	82 - PreVac. Accrual	3.08000	5.54000	0.00000	0.00000	0.00000
	09/12/2013	82 - PreVac. Accrual	3.08000	8.62000	0.00000	0.00000	0.00000
	09/26/2013	82 - PreVac. Accrual	3.08000	11.70000	0.00000	0.00000	0.00000
	10/10/2013	82 - PreVac. Accrual	3.08000	14.78000	0.00000	0.00000	0.00000
	01/02/2014	82 - END BAL:	0.00000	14.78000	0.00000	14.78000	14.78000

The unbalance column compares the end value of the hours (*running total*) to the value in the PT50 Total remaining balance. If the values do not match –a potential issue need validation.

Leave Balance Audit														
Pers.No.	Per...	Person...	Absence Quota Type	Date	Quota - Info	Hours	Running Total	PT50-Requested	PT50-Entitle	PT50-Rem.	PT50-Comp.	UnBalance?	Work Schedule Rule	
00209124	Britt...	Non-Rep	Deferred Holiday Leave	06/06/2013	09 - Start Bal:	8.00000	8.00000	0.00000	0.00000	0.00000	0.00000		MF 0800-1700	
				06/20/2013	09 - END BAL:	0.00000	8.00000	16.00000	24.00000	8.00000	0.00000		MF 0800-1700	
			Management Leave	06/06/2013	17 - Start Bal:	80.00000	80.00000	0.00000	0.00000	0.00000	0.00000	0.00000		MF 0800-1700
				06/20/2013	17 - END BAL:	0.00000	80.00000	80.00000	80.00000	80.00000	0.00000	0.00000		MF 0800-1700
			Personal Time	06/06/2013	03 - Start Bal:	24.00000	24.00000	0.00000	0.00000	0.00000	0.00000	0.00000		MF 0800-1700
				06/20/2013	03 - END BAL:	0.00000	24.00000	0.00000	24.00000	24.00000	0.00000	0.00000		MF 0800-1700
			Sick Dependent Care	06/06/2013	11 - Start Bal:	40.00000	40.00000	0.00000	0.00000	0.00000	0.00000	0.00000		MF 0800-1700
				06/20/2013	11 - END BAL:	0.00000	40.00000	0.00000	40.00000	40.00000	0.00000	0.00000		MF 0800-1700
			Sick Leave	06/06/2013	01 - Start Bal:	161.75000	161.75000	0.00000	0.00000	0.00000	0.00000	0.00000		MF 0800-1700
				06/06/2013	01 - Sick Accrual	4.00000	165.75000	0.00000	0.00000	0.00000	0.00000	0.00000		MF 0800-1700
			06/20/2013	01 - Sick Accrual	4.00000	169.75000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		MF 0800-1700
				01 - END BAL:	0.00000	169.75000	324.50000	494.25000	169.75000	0.00000		MF 0800-1700		
			Vacation Leave	06/06/2013	02 - Start Bal:	162.41000	162.41000	0.00000	0.00000	0.00000	0.00000	0.00000		MF 0800-1700
				06/06/2013	02 - Vac. Accrual	4.62000	167.03000	0.00000	0.00000	0.00000	0.00000	0.00000		MF 0800-1700
				06/20/2013	02 - Vac. Accrual	4.62000	171.65000	0.00000	0.00000	0.00000	0.00000	0.00000		MF 0800-1700
				06/20/2013	02 - END BAL:	0.00000	171.65000	251.00000	422.65000	171.65000	0.00000		MF 0800-1700	

RECOMMENDATION: When sorting results, highlight the Pers.No, Personnel Number, Absence Quota Type, and Date columns and select  *Sort in Ascending Order*. This will allow the results to group together by quota type if an employee has transfer between bargaining units or bureaus.