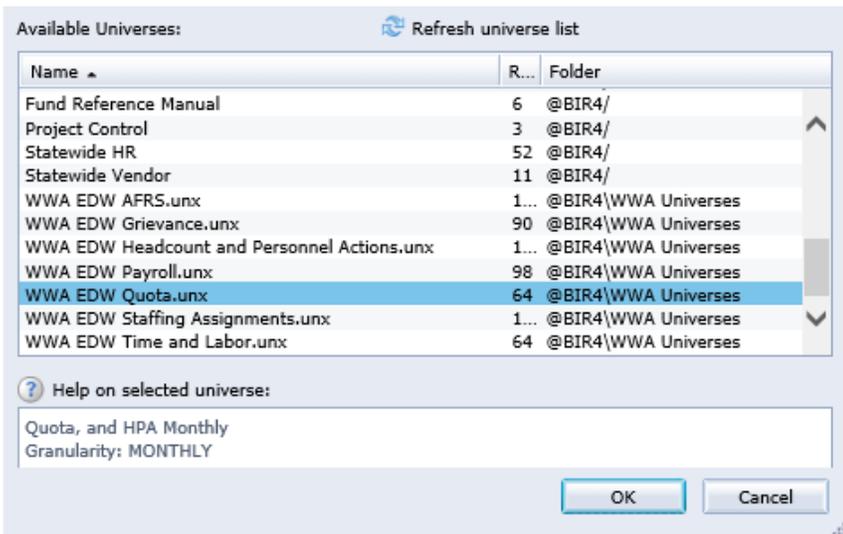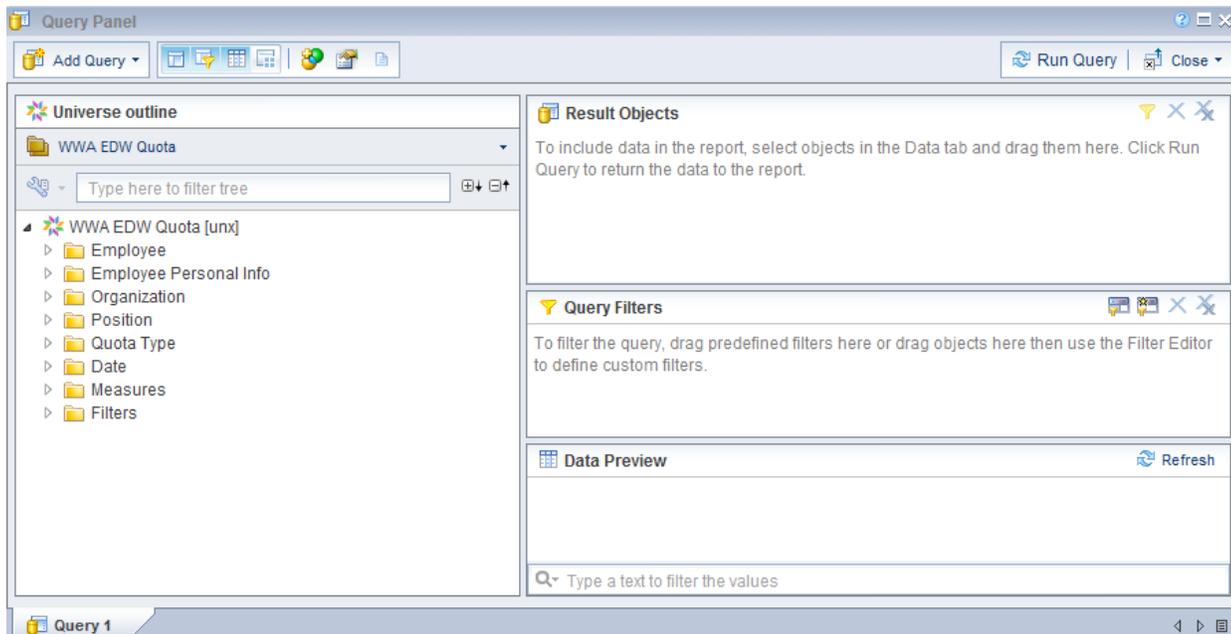## Quota Universe

Quota universe provides information about leave balances and activity recorded in HRMS. **Data will not include leave balances and activity processed in agency shadow systems.**

- ✓ **Universe Name** WWA EDW Quota.unx
- ✓ **Granularity** Monthly
- ✓ **Data Load** Monthly, by 6:00 a.m. HRMS Payroll Processing Day 7 (data load will not load during State Holidays).
- ✓ **Facts/Measures** Quota (leave) balances, accruals, usage, donations, payouts, and adjustments with headcount measures at the monthly level.

Sample - WWA EDW Quota Universe

Quota Universe

Measures
- ✓ Count of Quota Accrued
- ✓ Count of Quota Adjustment
- ✓ Count of Quota Beg Balance
- ✓ Count of Quota Compensated
- ✓ Count of Quota Donated
- ✓ Count of Quota Donations Received
- ✓ Count of Quota Donations Returned
- ✓ Count of Quota End Balance
- ✓ Count of Quota Used
- ✓ Quota Accrued
- ✓ Quota Adjustment
- ✓ Quota Beg Balance
- ✓ Quota Compensated
- ✓ Quota Donated
- ✓ Quota Donations Received
- ✓ Quota Donations Returned
- ✓ Quota End Balance
- ✓ Quota Used

Headcount Measures
- ✓ Age (Years)
- ✓ Distinct Employee Count
- ✓ Present Appointment (Years)
- ✓ Salary - Annual
- ✓ Salary - Monthly
- ✓ Salary - Unit Amount
- ✓ Service Years (Anniversary)
- ✓ Service Years (Seniority)

Pre-defined Filters
Date Filters
- ✓ Current Calendar Year Month
- ✓ Last Calendar Day of Month Values
- ✓ Last Calendar Day of Quarter Values
- ✓ Last Calendar Day of Year Values
- ✓ Last Day of Fiscal Month Values
- ✓ Last Day of Fiscal Quarter Values
- ✓ Last Day of Fiscal Year Values
- ✓ Previousl Calendar Year Month

Other Filters
- ✓ Branches - Executive (EE)
- ✓ Branches - Executive (POS)
- ✓ Branches - Judicial (EE)
- ✓ Branches - Judicial (POS)
- ✓ Branches - Legislative (EE)
- ✓ Branches - Legislative (POS)
- ✓ Non-Employee Exclusions (EE)
- ✓ Non-Employee Exclusions (POS)
- ✓ Overtime Eligible (EE)
- ✓ Overtime Eligible (POS)
- ✓ Work Contracts - Non Permanent
- ✓ Work Contracts – Permanent
- ✓ Work Contracts - Seasonal

Things to Know

Count of Quota calculations
- ✓ The quota measures are 5 decimal points. If there is *any* value in this measure, the corresponding count measure will be 1.
  - o For example, a Quota End Balance measure of .00005 will result in a Count of Quota End Balance measure of 1.

Withdrawn Employees
- ✓ All universes contain employee data within the Employee folder for employees with Employment Status Withdrawn. This data can be queried without measures, dates or other folder attributes.
- ✓ Withdrawn employee records display if any remaining quota balance exists.