

Sort out employees with Non Benefit Earning Appointments from all reports.

### **Employee ETR Detail -** Employee time record information by employee.

**What is this report?** Individual employee leave report noting date and hours absent, type of absence by code, for the period of the most recent ETR and to the earlier of 1999 or their start date of employment.

**When would I use this report?** To see a quick overview of an individual employee's absence. This report does not give the day of absence, it gives the date.

#### How do I find this report?

- Log into Employee Self Service
- Click on the Administration tab
- Under Data Access click HR Reports
- Click on Leave Reports then Employee ETR Detail
- Under <u>Select Criteria</u>, enter search criteria, and under <u>Choose Format</u>, select Excel Format (best option to sort/analyze data)
- Click Continue
- Open file in Excel workbook, click yes if prompted when opening file.

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## Sort out employees with Non Benefit Earning Appointments from all reports.

#### **Employee Leave Detail -** Vacation/Sick leave detail information by employee.

What is this report? This report provides the hours an employee accrues and uses by employee name, # hours, code, and action date (date used/earned).

When would I use this report? When wanting to review what an employee accrues.

#### How do I find this report?

- Log into Employee Self Service
- Click on the Administration tab
- Under Data Access click HR Reports
- Click on Leave Reports then Employee Leave Detail
- Under <u>Select Criteria</u>, enter search criteria, and under <u>Choose Format</u>, select Excel Format (best option to sort/analyze data)
- Click Continue

Open file in Excel workbook, click yes if prompted when opening file.

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Sort out employees with Non Benefit Earning Appointments from all reports.

**Employee Vac/Sick by Dept** - List of a department's employee's used sick, vacation, family care giving leave, adoption, and FMLA for a given period of time.

**What is this report?** When wanting to review accruals of all employees in a specific org or department within a date range. Report provides a listing of employees with leave used during a specified time period. Leave is identified as Vacation, Sick, FCGL, Adoption and FMLA.

**When would I use this report?** Shows a department at a glance and who is using leave and who is not, the amount of leave used, and can be a tool to evaluate if employees are over or under using leave.

### How do I find this report?

- Log into Employee Self Service
- Click on the Administration tab
- Under Data Access click HR Reports
- Click on Leave Reports then Employee Vac/Sick by Dept
- Under <u>Select Criteria</u>, enter start/end months and Org, then under <u>Choose Format</u>, select Excel Format (best option to sort/analyze data)
- Click Continue
- Open file in Excel workbook, click yes if prompted when opening file.

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Sort out employees with Non Benefit Earning Appointments from all reports.

### Vacation/Sick by Dept - Vacation/Sick information by department.

**What is this report?** This report shows the all department employees most recent ETR submitted to HRIS. It will list all accrual balances and leave used in the most recently submitted ETR. It does not show FMLA used.

**When would I use this report?** When wanting to review the department as a whole and evaluate who has sufficient balances, those employees using leave, and review at a glance all employees accrual balances.

#### How do I find this report?

- Log into Employee Self Service
- Click on the Administration tab
- Under Data Access click HR Reports
- Click on Leave Reports then Vacation/Sick by Dept
- Under <u>Select Criteria</u>, enter search criteria, then under <u>Choose Format</u>, select Excel Format (best option to sort/analyze data)
- Click Continue

Open file in Excel workbook, click yes if prompted when opening file.

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7 05-0315	Employee 6	05/31/2013	336.857	0	16	0	36	384	264.64	12	41	0	40	40	41	39	0	0	0	0		0	0 0	0
8 05-0315	Employee 7	05/31/2013	431	0	16	0	17	432	479.95	12	0	0	18.5	40	23.5	35	0	0	0	0		0	0 0	0
05-0315	Employee 8	05/31/2013	491	25	16	0	2	480	693.8	12	13.6	0	40	40	0	80	0	0	0	0 0		0	0 0	0
0 05-0315	Employee 9	05/31/2013	114.571	0	16	0	8.5	384	391.92	12	2	0	40	40	20	60	0	0	0	0 0		0	0 0	0
1 05-0315	Employee 10	05/31/2013	496	16	14.8	0	14.8	480	1728.36	12	4.5	0	40	40	0	80	0	0	0	0 0		0	0 0	0
2 05-0315	Employee 11	05/31/2013	71.59	0	16	0	- 4	432	341.37	12	8.5	0	0	40	16	24	0.8	0.8	4	0		0	0 0	0
3 05-0315	Employee 12	05/31/2013	23.109	0	8	0	8	192	221.91	12	0	0	40	40	14	66	0	0	0	0 0		0	0 0	0
4 05-0315	Employee 13	05/31/2013	369	0	16	4	48	480	1335.5	12	0	12	40	40	8	72	0	0	0	0 0		0	0 0	0
5 05-0315	Employee 14	05/31/2013	264.738	0	16	0	21	384	1142.92	12	2	0	40	40	0	80	0	0	0	0 0		0	0 0	0
6 05-0315	Employee 15	05/31/2013	63.304	0	16	0	8	384	59.48	12	0	0	0	40	0	40	0	0	0	0		0	0 0	0
05-0315	Employee 16	05/31/2013	60.125	4	7.333	0	12	224	447.32	6	8	0	20	20	0	40	0	0	0	0 0		0	0 0	0
8 05-0315	Employee 17	05/31/2013	360.087	0	16	0	24	384	622.06	12	0	0	40	40	0	80	0	0	0	0 0		0	0 0	0
9 05-0315	Employee 18	05/31/2013	102.661	0	16	4	24	440	857.58	12	0	12	40	40	48	32	0	0	0	0 0		0	0 0	0
0 05-0315	Employee 19	05/31/2013	75.522	0	16	0	0	384	158.89	12	0	0	40	40	0	80	0	0	0	0 0		0	0 0	0
1 05-0315	Employee 20	05/31/2013	72	0	16	0	0	384	61.7	12	3.7	0	36	40	30	46	0	0	0	0 0		0	0 0	0
2 05-0315	Employee 21	05/31/2013	218.1	0	10.4	0	38.5	312	889.3	7.8	0	0	26	26	0	52	0	0	0	0 0		0	0 0	0
3 05-0315	Employee 22	05/31/2013	315.2	0	16	4	40	480	611.9	12	0	12	40	40	0	80	0	0	0	0 0		0	0 0	0
4 05-0315	Employee 23	05/31/2013	238.338	0	14.67	0	8	352	154.13	12	4.7	0	0	40	39.2	0.8	5.7	0	8	3 0		0	0 0	0
5 05-0315	Employee 24	05/31/2013	291	0	10.4	2.6	34	312	714	7.8	0	7.8	26	26	9	43	0	0	0	0 0		0	0 0	0
6 05-0315	Employee 25	05/31/2013	427	0	16	0	16	476	373.85	12	0	0	40	40	0	80	0	0	0	0 0		0	0 0	0
7 05-0315	Employee 26	05/31/2013	33.739	0	16	0	24	384	52.8	12	0	0	0	40	0	40	0	0	0	0 0		0	0 0	0
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Sort out employees with Non Benefit Earning Appointments from all reports.

Vacation/Sick by Emplid - Employee's vacation, sick, family caregiving leave, comp, holidays accrued, used, balance and maximum amounts YTD.

What is this report? Displays the accruals and is similar data to the first report (Employee ETR Detail).

When would I use this report? To view an easy to read summary of accrual use for an employee YTD.

#### How do I find this report?

- Log into Employee Self Service
- Click on the Administration tab
- Under Data Access click HR Reports
- Click on Leave Reports then Employee Vac/Sick by Emplid
- Under <u>Select Criteria</u>, enter search criteria, then under <u>Choose Format</u>, select Excel Format (best option to sort/analyze data)
- Click Continue

Open file in Excel workbook, click yes if prompted when opening file.

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