

HRIS Leave Reports Quick Sheet

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

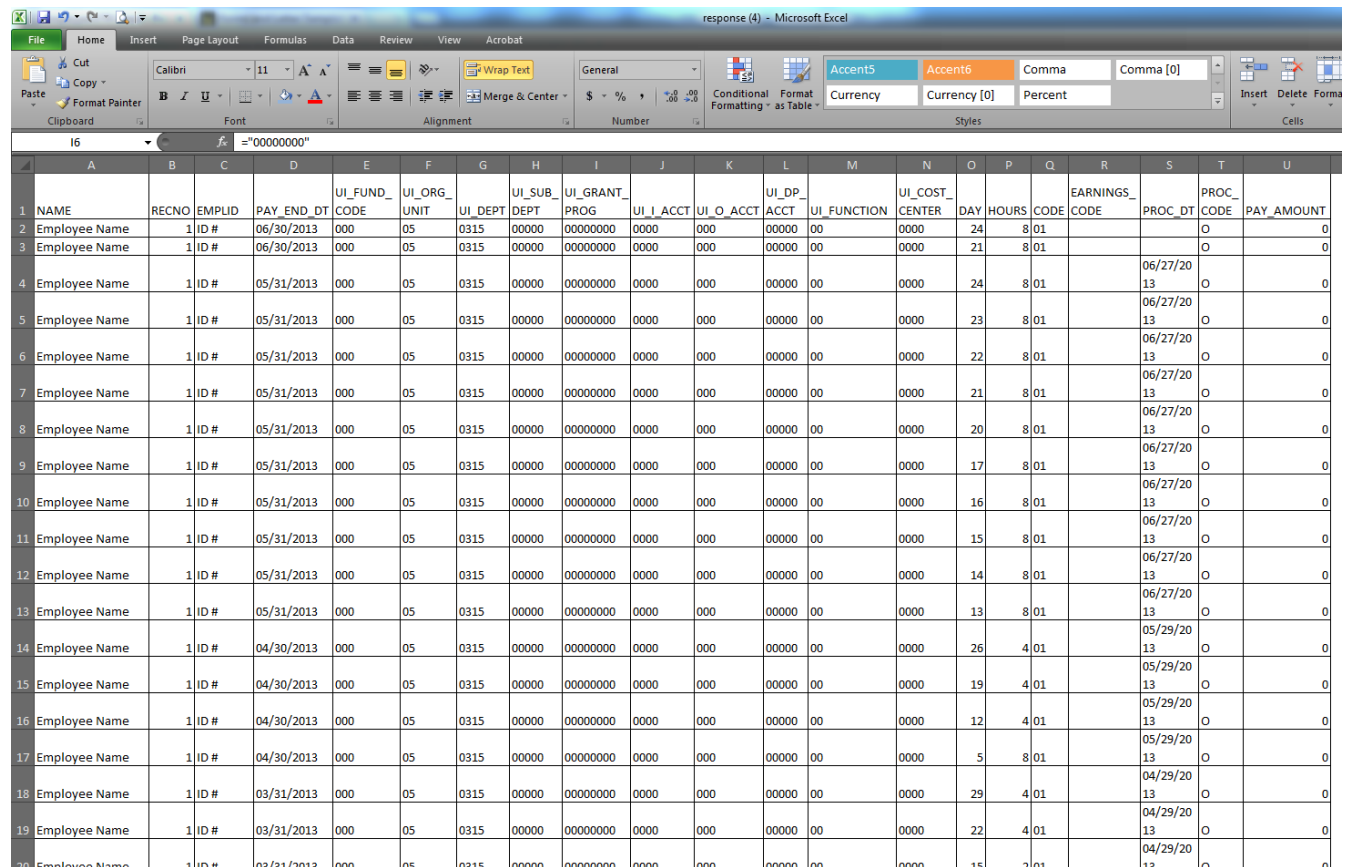
Employee ETR Detail - Employee time record information by employee.

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 **Select Criteria**, enter search criteria, and under **Choose Format**, select Excel Format (best option to sort/analyze data)
- Click **Continue**
- Open file in Excel workbook, click **yes** if prompted when opening file.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	NAME	RECNO	EMPLID	PAY_END_DT	UI_FUND_CODE	UI_ORG_UNIT	UI_SUB_DEPT	UI_GRANT_PROG	UI_I_ACCT	UI_O_ACCT	UI_DP_ACCT	UI_FUNCTION	UI_COST_CENTER	DAY	HOURS	CODE	EARNINGS_CODE	PROC_DT	PROC_CODE	PAY_AMOUNT	
1	Employee Name	1	ID #	06/30/2013	000	05	0315	00000	000000000	0000	0000	00	0000	24	8	01				0	
2	Employee Name	1	ID #	06/30/2013	000	05	0315	00000	000000000	0000	0000	00	0000	21	8	01				0	
3	Employee Name	1	ID #	05/31/2013	000	05	0315	00000	000000000	0000	0000	00	0000	24	8	01		06/27/2013	O		0
4	Employee Name	1	ID #	05/31/2013	000	05	0315	00000	000000000	0000	0000	00	0000	23	8	01		06/27/2013	O		0
5	Employee Name	1	ID #	05/31/2013	000	05	0315	00000	000000000	0000	0000	00	0000	22	8	01		06/27/2013	O		0
6	Employee Name	1	ID #	05/31/2013	000	05	0315	00000	000000000	0000	0000	00	0000	21	8	01		06/27/2013	O		0
7	Employee Name	1	ID #	05/31/2013	000	05	0315	00000	000000000	0000	0000	00	0000	20	8	01		06/27/2013	O		0
8	Employee Name	1	ID #	05/31/2013	000	05	0315	00000	000000000	0000	0000	00	0000	17	8	01		06/27/2013	O		0
9	Employee Name	1	ID #	05/31/2013	000	05	0315	00000	000000000	0000	0000	00	0000	16	8	01		06/27/2013	O		0
10	Employee Name	1	ID #	05/31/2013	000	05	0315	00000	000000000	0000	0000	00	0000	15	8	01		06/27/2013	O		0
11	Employee Name	1	ID #	05/31/2013	000	05	0315	00000	000000000	0000	0000	00	0000	14	8	01		06/27/2013	O		0
12	Employee Name	1	ID #	05/31/2013	000	05	0315	00000	000000000	0000	0000	00	0000	13	8	01		06/27/2013	O		0
13	Employee Name	1	ID #	04/30/2013	000	05	0315	00000	000000000	0000	0000	00	0000	26	4	01		05/29/2013	O		0
14	Employee Name	1	ID #	04/30/2013	000	05	0315	00000	000000000	0000	0000	00	0000	19	4	01		05/29/2013	O		0
15	Employee Name	1	ID #	04/30/2013	000	05	0315	00000	000000000	0000	0000	00	0000	12	4	01		05/29/2013	O		0
16	Employee Name	1	ID #	04/30/2013	000	05	0315	00000	000000000	0000	0000	00	0000	5	8	01		05/29/2013	O		0
17	Employee Name	1	ID #	03/31/2013	000	05	0315	00000	000000000	0000	0000	00	0000	29	4	01		04/29/2013	O		0
18	Employee Name	1	ID #	03/31/2013	000	05	0315	00000	000000000	0000	0000	00	0000	22	4	01		04/29/2013	O		0
19	Employee Name	1	ID #	03/31/2013	000	05	0315	00000	000000000	0000	0000	00	0000	15	2	01		04/29/2013	O		0

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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.

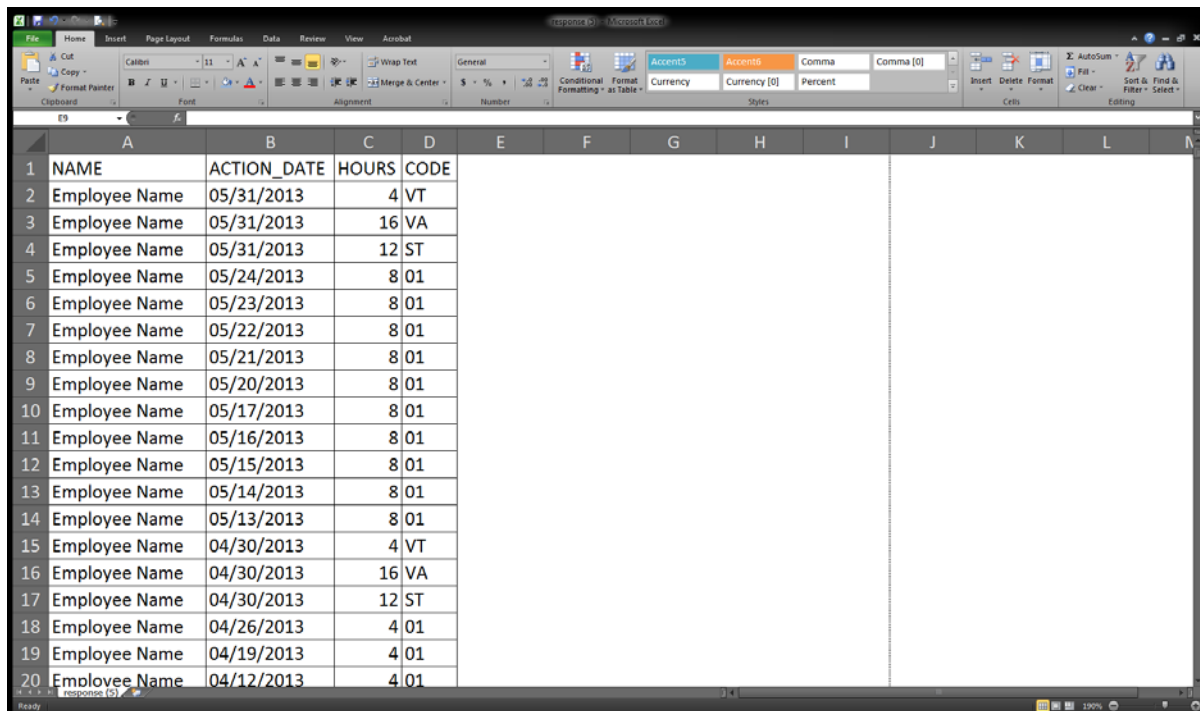
What is this report? This report provides the hours an employee accrues and uses by employee name, # hours, code, and action date (date used/earned).

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 **Select Criteria**, enter search criteria, and under **Choose Format**, select Excel Format (best option to sort/analyze data)
- Click **Continue**

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



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	NAME	ACTION_DATE	HOURS	CODE									
2	Employee Name	05/31/2013	4	VT									
3	Employee Name	05/31/2013	16	VA									
4	Employee Name	05/31/2013	12	ST									
5	Employee Name	05/24/2013	8	01									
6	Employee Name	05/23/2013	8	01									
7	Employee Name	05/22/2013	8	01									
8	Employee Name	05/21/2013	8	01									
9	Employee Name	05/20/2013	8	01									
10	Employee Name	05/17/2013	8	01									
11	Employee Name	05/16/2013	8	01									
12	Employee Name	05/15/2013	8	01									
13	Employee Name	05/14/2013	8	01									
14	Employee Name	05/13/2013	8	01									
15	Employee Name	04/30/2013	4	VT									
16	Employee Name	04/30/2013	16	VA									
17	Employee Name	04/30/2013	12	ST									
18	Employee Name	04/26/2013	4	01									
19	Employee Name	04/19/2013	4	01									
20	Employee Name	04/12/2013	4	01									

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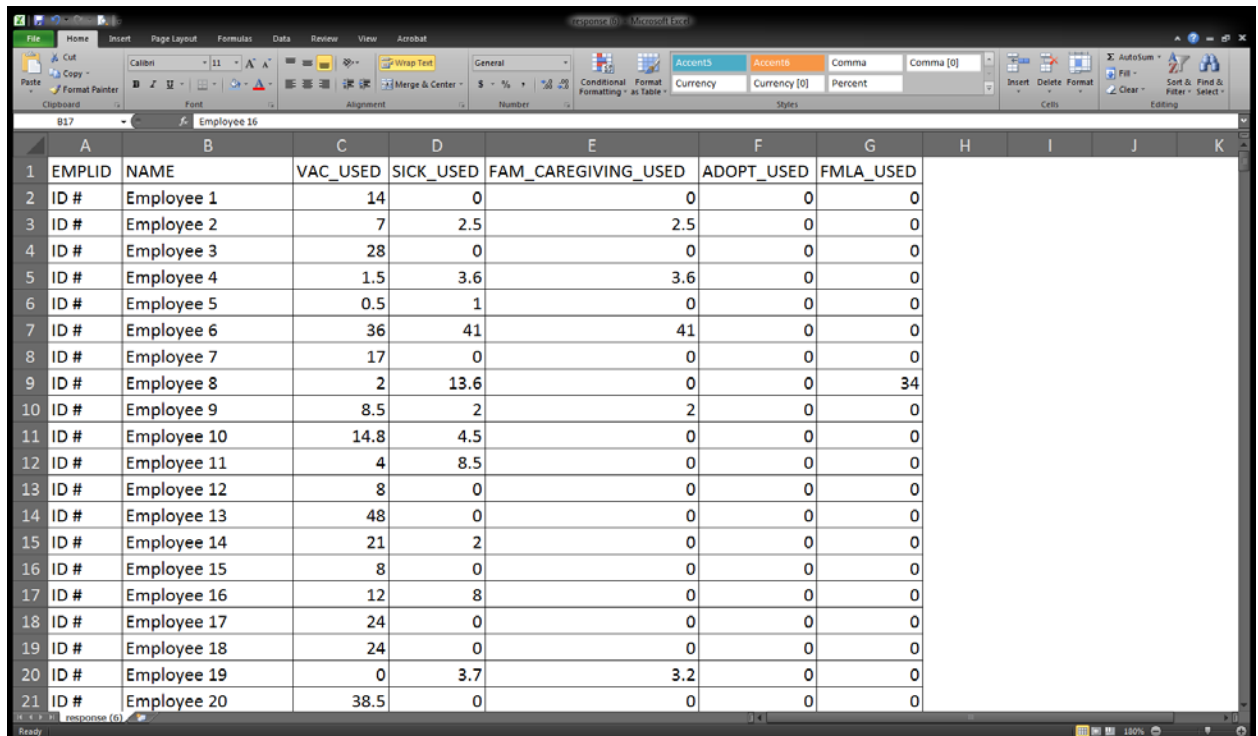
Employee Vac/Sick by Dept - List of a department's employee's used sick, vacation, family care giving leave, adoption, and FMLA for a given period of time.

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 **Select Criteria**, enter start/end months and Org, then under **Choose Format**, select Excel Format (best option to sort/analyze data)
- Click **Continue**
- Open file in Excel workbook, click **yes** if prompted when opening file.



	A	B	C	D	E	F	G	H	I	J	K
1	EMPLID	NAME	VAC_USED	SICK_USED	FAM_CAREGIVING_USED	ADOPT_USED	FMLA_USED				
2	ID #	Employee 1	14	0	0	0	0				
3	ID #	Employee 2	7	2.5	2.5	0	0				
4	ID #	Employee 3	28	0	0	0	0				
5	ID #	Employee 4	1.5	3.6	3.6	0	0				
6	ID #	Employee 5	0.5	1	0	0	0				
7	ID #	Employee 6	36	41	41	0	0				
8	ID #	Employee 7	17	0	0	0	0				
9	ID #	Employee 8	2	13.6	0	0	34				
10	ID #	Employee 9	8.5	2	2	0	0				
11	ID #	Employee 10	14.8	4.5	0	0	0				
12	ID #	Employee 11	4	8.5	0	0	0				
13	ID #	Employee 12	8	0	0	0	0				
14	ID #	Employee 13	48	0	0	0	0				
15	ID #	Employee 14	21	2	0	0	0				
16	ID #	Employee 15	8	0	0	0	0				
17	ID #	Employee 16	12	8	0	0	0				
18	ID #	Employee 17	24	0	0	0	0				
19	ID #	Employee 18	24	0	0	0	0				
20	ID #	Employee 19	0	3.7	3.2	0	0				
21	ID #	Employee 20	38.5	0	0	0	0				

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

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

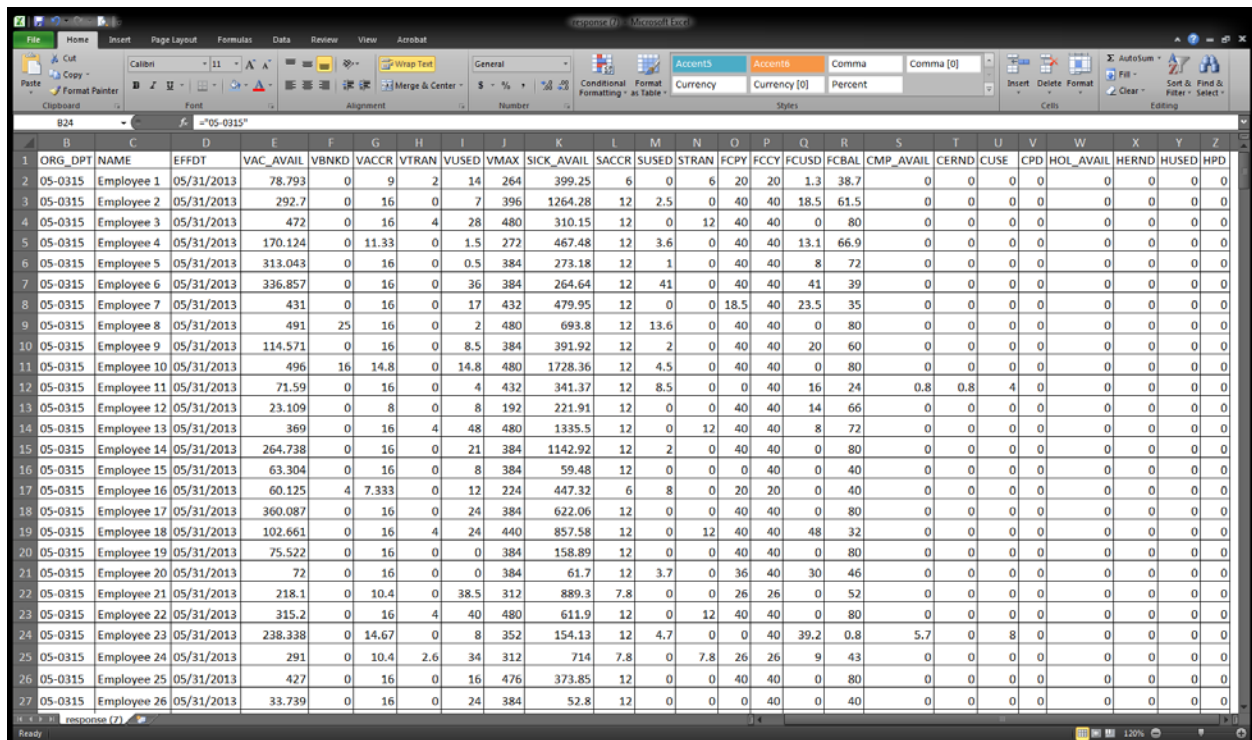
What is this report? This report shows the all department employees most recent ETR submitted to HRIS. It will list all accrual balances and leave used in the most recently submitted ETR. It does not show FMLA used.

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 [Select Criteria](#), enter search criteria, then under [Choose Format](#), select Excel Format (best option to sort/analyze data)
- Click [Continue](#)

Open file in Excel workbook, click [yes](#) if prompted when opening file.



B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
1	ORG_DPT	NAME	EFFDT	VAC_AVAIL	VBKND	VACCR	VTRAN	VUSED	VMAX	SICK_AVAIL	SACCR	SUSED	STRAN	FCPY	FCCY	FCUSD	FCBAL	CMP_AVAIL	CERND	CUSE	CPD	HOL_AVAIL	HERND	HUSED	HPD
2	05-0315	Employee 1	05/31/2013	78.793	0	9	2	14	264	399.25	6	0	6	20	20	1.3	38.7	0	0	0	0	0	0	0	0
3	05-0315	Employee 2	05/31/2013	292.7	0	16	0	7	396	1264.28	12	2.5	0	40	40	18.5	61.5	0	0	0	0	0	0	0	0
4	05-0315	Employee 3	05/31/2013	472	0	16	4	28	480	310.15	12	0	12	40	40	0	80	0	0	0	0	0	0	0	0
5	05-0315	Employee 4	05/31/2013	170.124	0	11.33	0	1.5	272	467.48	12	3.6	0	40	40	13.1	66.9	0	0	0	0	0	0	0	0
6	05-0315	Employee 5	05/31/2013	313.043	0	16	0	0.5	384	273.18	12	1	0	40	40	8	72	0	0	0	0	0	0	0	0
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
9	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
10	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
11	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
12	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
13	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
14	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
15	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
16	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
17	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
18	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
19	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
20	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
21	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
22	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
23	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
24	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	0	0	0	0	0
25	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
26	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
27	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

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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.

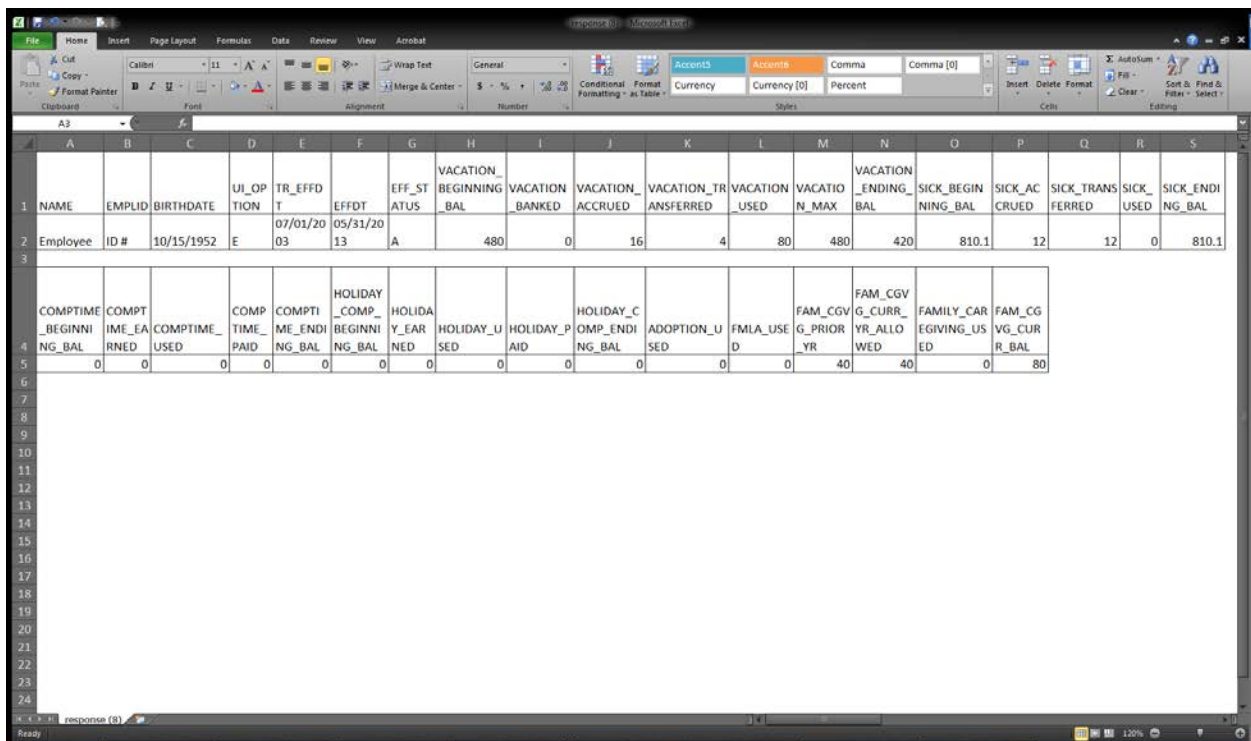
What is this report? Displays the accruals and is similar data to the first report (Employee ETR Detail).

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 **Select Criteria**, enter search criteria, then under **Choose Format**, select Excel Format (best option to sort/analyze data)
- Click **Continue**

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



1	NAME	EMPLID	BIRTHDATE	UI_OP TION	TR_EFFD T	EFFDT	EFF_ST ATUS	VACATION_ BEGINNING _BAL	VACATION_ BANKED	VACATION_ ACCRUED	VACATION_TR ANSFERRED	VACATION_ USED	VACATIO N_MAX	VACATION_ ENDING_ BAL	SICK_BEGIN NING_BAL	SICK_AC CRUED	SICK_TRANS FERRED	SICK_ USED	SICK_ENDI NG_BAL	
2	Employee	ID #	10/15/1952	E	07/01/20	05/31/20	A	480	0	16	4	80	480	420	810.1	12	12	0	810.1	
4	COMPTIME _BEGINNI NG_BAL	COMPT IME_EA RNRD	COMPTIME_ USED	COMP TIME_ PAID	COMPTI ME_ENDI NG_BAL	HOLIDAY _COMP_ BEGINNI NG_BAL	HOLIDA Y_YEAR NEED	HOLIDAY_U SED	HOLIDAY_P AID	HOLIDAY_C OMP_ENDI NG_BAL	ADOPTION_U SED	FMLIA_USE D	FAM_CGV G_PRIOR YR_ALLO YR	FAM_CGV G_CURR_ YR_ALLO WED	FAMILY_CAR EGIVING_US ED	FAM_CG VG_CUR R_BAL				
5	0	0	0	0	0	0	0	0	0	0	0	0	40	40	0	80				