Employee Leave Reports

You can review and print Employee Leave Reports throughout the year.

Finance > Reports

Select **E** at the bottom of the screen, which will direct you to all the reports that begin with an **E**

Select the **Employee Leave Report**

Select 🔍 next to the employee leave

►<u>**Display**</u> – Select the report from the drop down box.
►<u>**Instructional Period**</u> – Select the instructional period from the drop down box
►<u>**Facility**</u> – Select the facility from the drop down box or select "ALL" if you want all facilities included in the report.

►**Employee** – Select the employee from the drop down box or select "ALL" if you want all employees included in the report.

►**Active Only?** - Check the box if you would like only active employee in the report.

►**Mask SSN?** – Check the box if you would like to mask the social security numbers so the entire number does not show up on the report for security reasons.

►**Export Data to Excel** – Check the box if you want the leave report create in excel format.

Parameters	
Display	Summary of Balances ▾
Instructional Period	2014-2015 School Year ▾
Facility	All... ▾
Employee	All... ▾
Active Only?	☑
Mask SSN?	☑
Export Data To Excel	☐
	🦋 Run Report
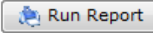
Click on 🦋 **Run Report**

Summary Of Balances

Leave Type	Carried	Accrued	Used	Graced	Docked	Available
Albrecht, Amanda Jane *-**-7415** *(masked SS#)*						*(Balance)*
Contract: 07/21/2014 - 06/01/2015						
Personal Leave - 10 Month Balance	0.00	0.00	-4.50	0.00	0.00	4.50
Allen, Lorraine Maxine *-**-1674**						
Contract: 08/05/2014 - 06/01/2015						
Personal Leave - 10 Month Balance	3.00	0.00	-6.25	0.00	0.00	9.25

Parameters

Display	Detailed List ▾
Instructional Period	2014-2015 School Year ▾
Facility	All... ▾
Employee	All... ▾
Active Only?	☑
Mask SSN?	☑
Export Data To Excel	☐
	🖱️ Run Report
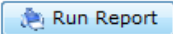
Click on 🖱️ **Run Report**

Detail List

Leave Type			Carried	Accrued	Used	Graced	Docked	Available
Albrecht, Amanda Jane ***-**-7415								
Contract: 07/21/2014 - 06/01/2015								
Personal Leave - 10 Month								
				0.00	-7.00	0.00	0.00	
PB1229	10/31/2014	10/1		0.00	0.25	0.00	0.00	
PB1260	12/31/2014	11/21		0.00	0.50	0.00	0.00	
PB1260	12/31/2014	11/24	Detail of Leave Used	0.00	0.50	0.00	0.00	
PB1260	12/31/2014	11/25		0.00	0.25	0.00	0.00	Balance of Leave
PB1260	12/31/2014	12/2		0.00	0.50	0.00	0.00	
PB1260	12/31/2014	12/12		0.00	0.50	0.00	0.00	
Personal Leave - 10 Month Balance			**0.00**	**0.00**	**-4.50**	**0.00**	**0.00**	**4.50**