

#### 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

System ID	Name	Actions
3098	EFTPS Detail	Q
3093	Employee Deductions	Q
2771	Employee Directory	9
3106	Employee Leave	
2882	Employee Local IDs	$\overline{\mathbf{x}}$
2203	Employee Payment Summary	9
3088	Employee Payroll Preview	Q
3096	Employee Wages	9
1713	Expenditures	Q
1712	Expenditures vs. Revenues	Q

Select  $\stackrel{<}{\frown}$  next to the employee leave

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

▶ **<u>Display</u>** – Select the report from the drop down box.

▶ Instructional Period – 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.

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- ► <u>Employee</u> Select the employee from the drop down box or select "ALL" if you want all employees included in the report.
- ►<u>Active Only?</u> Check the box if you would like only active employee in the report.
- ▶<u>Mask SSN?</u> 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?	V
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 Contract: 07/21/2014 - 06/01/2015	masked SS#					Balance
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	
	Nun Report

# Click on 🖄 Run Report

### <mark>Detail List</mark>

Leave Type	Carried	Accrued	Used	Graced	Docked	Available			
Albrecht, Amanda Jane ***-**-7415									
Contract: 07/21/2014 - 06/01/	/2015								
Personal Leave - 10 Mont	h								
		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	Deleges of Leaves			
PB1260 12/31/2014 12/2		0.00	0.50	0.00	0.00	Balance of Leave			
PB1260 12/31/2014 12/12	2	0.00	0.50	0.00	0.00				
Personal Leave - 10 Month Bala	nce 0.00	0.00	-4.50	0.00	0.00	4.50			