



PCGENESIS PERSONNEL SYSTEM OPERATIONS GUIDE

4/3/2017

Section E: Enhanced Substitute Pay and
Employee Leave System

[Topic 4: Leave Reports, V1.4]

Revision History

Date	Version	Description	Author
4/3/2017	1.4	17.01.00 – Update report screenshots.	D. Ochala
07/13/2015	1.3	15.02.00 – Update the <i>Personnel System Master Menu</i> .	D. Ochala
04/01/2013	1.2	13.01.00 – Update <i>Employee Detail Reports</i> with new option for printing the memo field.	D. Ochala
12/18/2012	1.1	12.03.01 – Update <i>Leave Reports Menu</i> screenshots. Update <i>Substitute Detail Reports</i> with new option for printing employee SSNs.	D. Ochala
07/20/2012	1.0	12.02.00 – Create new document.	D. Ochala

Table of Contents

OVERVIEW.....	1
PROCEDURE A: EMPLOYEE SUMMARY REPORTS	3
A1. CREATING EMPLOYEE SUMMARY REPORTS.....	3
A2. CURRENT LEAVE INPUT FILE – EMPLOYEE SUMMARY REPORTS – SAMPLES.....	12
A2.1 Control Report – Current Leave Input File Only.....	12
A2.2 Employee Leave Summary Report – Current Leave Data Only – Sorted by Employee Name.....	12
A2.3 Employee Leave Summary Report – Current Leave Data Only – Sorted by Leave Type and Reason Codes.....	13
A3. LEAVE HISTORY FILE – EMPLOYEE SUMMARY REPORTS – SAMPLES.....	14
A3.1 Control Report – Leave History File Only.....	14
A3.2 Employee Leave Summary Report – History Leave Data Only – Sorted by Employee Number.....	14
A3.3 Employee Leave Summary Report – History Leave Data Only – Sorted by Leave Type and Reason Codes.....	15
A4. BOTH CURRENT LEAVE INPUT FILE AND LEAVE HISTORY FILE – EMPLOYEE SUMMARY REPORTS – SAMPLES.....	16
A4.1 Control Report – Both Current Leave and Leave History File.....	16
A4.2 Employee Leave Summary Report – Current and History Leave – Sorted by Employee Number.....	16
A4.3 Employee Leave Summary Report – Current and History Leave – Sorted by Leave Type and Reason Codes.....	17
PROCEDURE B: EMPLOYEE DETAIL REPORTS.....	18
B1. CREATING EMPLOYEE DETAIL REPORTS.....	18
B2. CURRENT LEAVE INPUT FILE – EMPLOYEE DETAIL REPORTS – SAMPLES.....	26
B2.1 Control Report – Current Leave Input File Only.....	26
B2.2 Employee Leave Detail Report – Current Leave Data Only – Sorted by Employee Name.....	26
B2.3 Employee Leave Detail Report – Current Leave Data Only – Sorted by Leave Type and Reason Codes.....	27
B3. LEAVE HISTORY FILE – EMPLOYEE DETAIL REPORTS – SAMPLES.....	28
B3.1 Control Report – Leave History File Only.....	28
B3.2 Employee Leave Detail Report – History Leave Data Only – Sorted by Employee Number.....	28
B3.3 Employee Leave Detail Report – History Leave Data Only – Sorted by Leave Type and Reason Codes.....	29
B4. BOTH CURRENT LEAVE INPUT FILE AND LEAVE HISTORY FILE – EMPLOYEE DETAIL REPORTS – SAMPLES.....	30
B4.1 Control Report – Both Current Leave and Leave History File.....	30
B4.2 Employee Leave Detail Report – Current and History Leave – Sorted by Employee Number.....	30
B4.3 Employee Leave Detail Report – Current and History Leave – Sorted by Leave Type and Reason Codes.....	31
PROCEDURE C: SUBSTITUTE DETAIL REPORTS.....	32
C1. CREATING SUBSTITUTE DETAIL REPORTS.....	32
C2. CURRENT LEAVE INPUT FILE – SUBSTITUTE DETAIL REPORTS – SAMPLES.....	40
C2.1 Control Report – Current Leave Input File Only.....	40
C2.2 Substitute Leave Detail Report – Current Leave Data Only – Sorted by Substitute Name.....	40
C3. LEAVE HISTORY FILE – SUBSTITUTE DETAIL REPORTS – SAMPLES.....	41
C3.1 Control Report – Leave History File Only.....	41
C3.2 Substitute Leave Detail Report – History Leave Data Only – Sorted by Substitute Number.....	41
C4. BOTH CURRENT LEAVE INPUT FILE AND LEAVE HISTORY FILE – SUBSTITUTE DETAIL REPORTS – SAMPLES.....	42
C4.1 Control Report – Both Current Leave and Leave History File.....	42
C4.2 Substitute Leave Detail Report – Current and History Leave – Sorted by Substitute Number.....	42
PROCEDURE D: SUBSTITUTE PAY REPORTS	43
D1. CREATING SUBSTITUTE PAY BY EMPLOYEE REPORT.....	43
D1.1 Substitute Pay by Employee – by Account Number.....	48
D1.2 Substitute Pay by Employee – by Teacher Employee Number, and Account Number.....	49
D2. CREATING SUBSTITUTE PAY BY ACCOUNT REPORT.....	50
D2.1 Substitute Pay by Account Report.....	54

PROCEDURE E: PAYCHECK LEAVE FIELDS ON PAYROLL FILE REPORTS 55
E1. PRINT EMPLOYEE LEAVE DATA / PRINT EMPLOYEE CURRENT LEAVE EDIT LISTING 55
E2. EMPLOYEE LEAVE DATA REPORT – EXAMPLE 60
E3. EMPLOYEE CURRENT LEAVE EDIT LISTING – EXAMPLE..... 60

Overview

The *Enhanced Substitute Pay and Employee Leave System* includes numerous reports. Reporting is available against the *Current Leave Input File* to ensure that the data entered for the current payroll cycle is correct. Reports against the *Leave History File* are also available for further analysis and review.

Three broad categories of reports are available for summary and detail reports:

- Current leave reports (generated from the *Current Leave Input File* only, and only available before the *Current Leave Input File* is posted to payroll)
- Reports from leave history (generated from the *Leave History File* only)
- Reports from leave history and from current leave (generated from both the *Current Leave Input File* and the *Leave History File*)

Employee Summary Reports: The *Employee Summary Reports* provide summarized leave data per employee. The *Employee Summary Reports* provide the following information:

Leave Type code information is summarized under reason code ‘00’ on the report, and shows totals for the following categories: Beginning Balance, Leave Advanced, Leave Adjustments, Prior Leave Taken (stored on the *Leave History File*), Current Leave Taken (stored on the *Current Leave Input File*), Total Leave Taken, and Ending Balance.

Leave Reason code information is summarized for each specific reason code, and shows totals for the following categories: Prior Leave Taken (stored on the *Leave History File*), Current Leave Taken (stored on the *Current Leave Input File*), and Total Leave Taken. Totals for the reason codes summarize leave taken for the various reasons listed.

Employee Detail Reports: The *Employee Detail Reports* provide detailed leave information per employee. The *Employee Detail Reports* which include data from the *Leave History File* look very much like a General Ledger in PCGenesis. For each employee and each **Leave Type**, the report displays a beginning balance, followed by “Leave In” and “Leave Out”, and finishing with the ending balance.

The “Leave In” and “Leave Out” columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*. The detail line items, for each employee and each **Leave Type**, include BEG (Beginning Balance) line items, CUR LV (Current Leave Taken) line items, HST LV (Historical Leave Taken) line items, ADV (Leave Advanced) line items, and ADJ (Leave Adjustments) line items.

The *Employee Detail Reports* provide the option to print either a single employee per page or multiple employees per page. Printing one employee per page allows the user to generate leave statements to distribute to employees. The *Employee Detail Reports* provide the following information:

Both Current Leave Input File and the Leave History File: The *Employee Detail Reports* will populate both the CUR LV (Current Leave Taken) line items based upon leave entered into the *Current Leave Input File*, and the line items from the *Leave History File* including BEG (Beginning Balance) line items, HST LV (Historical Leave Taken) line items, ADV (Leave Advanced) line items, and ADJ (Leave Adjustments) line items.

Leave History File only: The *Employee Detail Reports* will NOT contain the CUR LV (Current Leave Taken) line items.

Current Leave Input File only: The system produces a detailed report of the contents of the *Current Leave Input File*. Historical leave data is not included. This report is only available before the *Current Leave Input File* is posted to payroll.

Substitute Detail Reports: The *Substitute Detail Reports* provide detailed work information per substitute employee. The *Substitute Detail Reports* provide the option to print either a single substitute employee per page or multiple substitute employees per page. Printing one substitute employee per page allows the user to generate substitute work statements to distribute to the employees. The reports also provide the option of whether or not to print the absent employees' ID numbers. If generating work statements to distribute to substitute employees, it may be advisable to suppress printing the employee ID numbers of the absent employees. Another option is available which will allow the user to print the substitute social security number on the report. This will allow third parties to interface with PCGenesis, and to provide statements for substitutes which correspond to the substitutes' earnings for the pay cycle. The *Substitute Detail Reports* provide the following information in addition to the substitute name and employee ID number: the date of the absent employee leave, the absent employee ID number (optional), the absent employee name, the amount of time worked by the substitute in hours or days, and the amount of substitute pay.

Substitute Pay by Employee Report: The *Substitute Pay by Employee Report* produces *Preliminary Payroll Balance Sheet* for the substitute employees. The *Preliminary Payroll Balance Sheet* allows for the review of *substitute* employees' gross salary amounts and the total number of hours or days worked before the *Current Leave Input File* is posted to payroll. PCGenesis users may generate the *Balance Sheets* either by location within class, or by class within location. Users are strongly encouraged to review the gross salary and hours worked totals before the *Current Leave Input File* is posted and the actual payroll is calculated.

Substitute Pay by Account Report: The *Substitute Pay by Account Report* provides a listing of substitute employees' salary gross, sorted by account number, and includes the employees' rate, hours, gross pay, and gross salary process type codes. This report is also available before the *Current Leave Input File* is posted to payroll. Users are strongly encouraged to review the gross salary and hours worked totals before the *Current Leave Input File* is posted and the actual payroll is calculated.

Paycheck Leave Fields on Payroll File Reports: After the *Current Leave Input File* is posted, the current leave, year-to-date leave used, and leave balance amounts are updated to the payroll system for printing on the employees' pay statements. Refer to the *Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information, Procedure E: Updating/Displaying Leave Data* for the instructions on reviewing the employee's paycheck leave fields on the *Payroll File*. Several reports are available for reviewing the leave amounts posted to the *Payroll File*:

Print Employee Leave Data: This report prints all paycheck leave data of the employees selected by the payroll filter, whether or not the employee has any current leave. The report lists *State* and *Local* current and year-to-date leave balances.

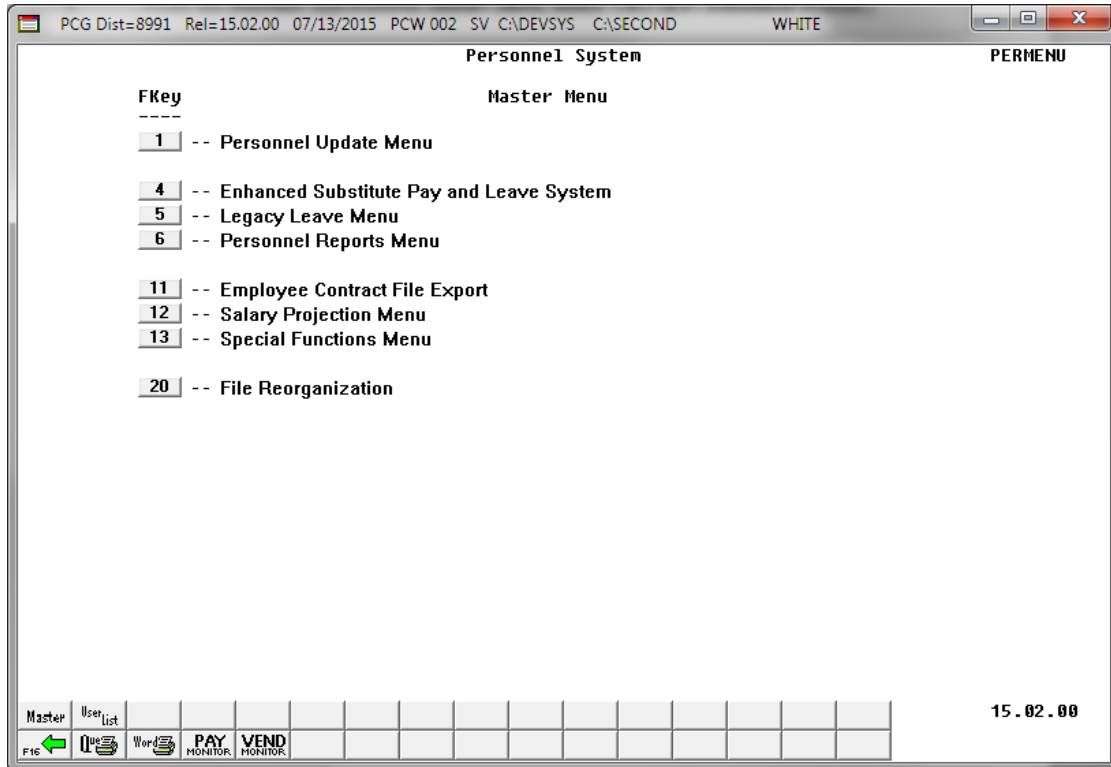
Employee Current Leave Edit Listing: This report prints leave data of the employees selected by the payroll filter, only if the employee has current leave in their paycheck leave fields on the *Payroll File*. The report lists *State* and *Local* current and year-to-date leave balances.

Procedure A: Employee Summary Reports

A1. Creating Employee Summary Reports

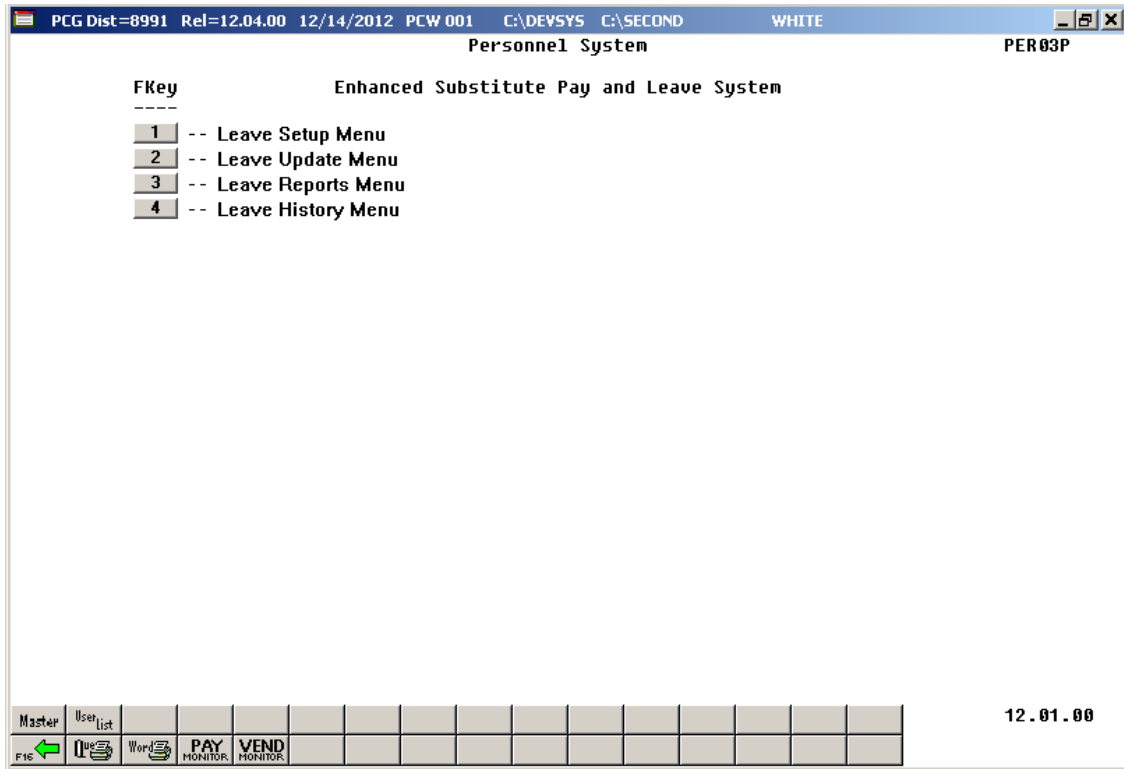
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel System).

The following screen displays:



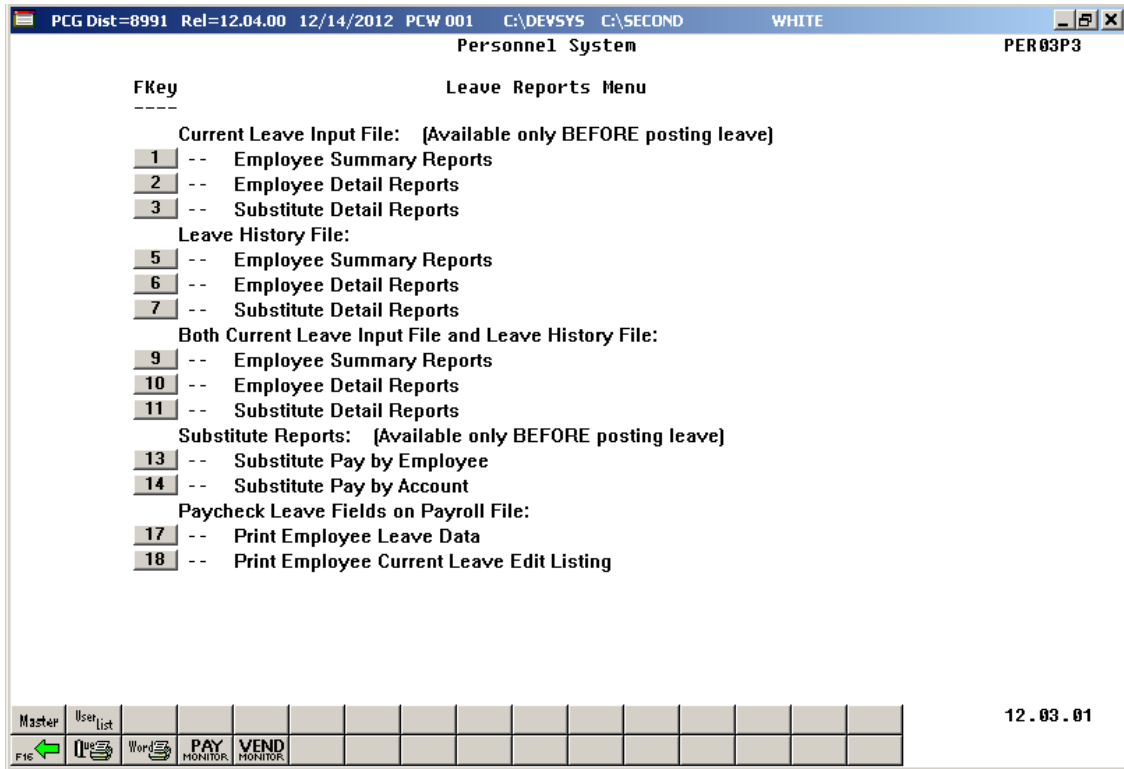
Step	Action
2	Select 4 (F4 – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:



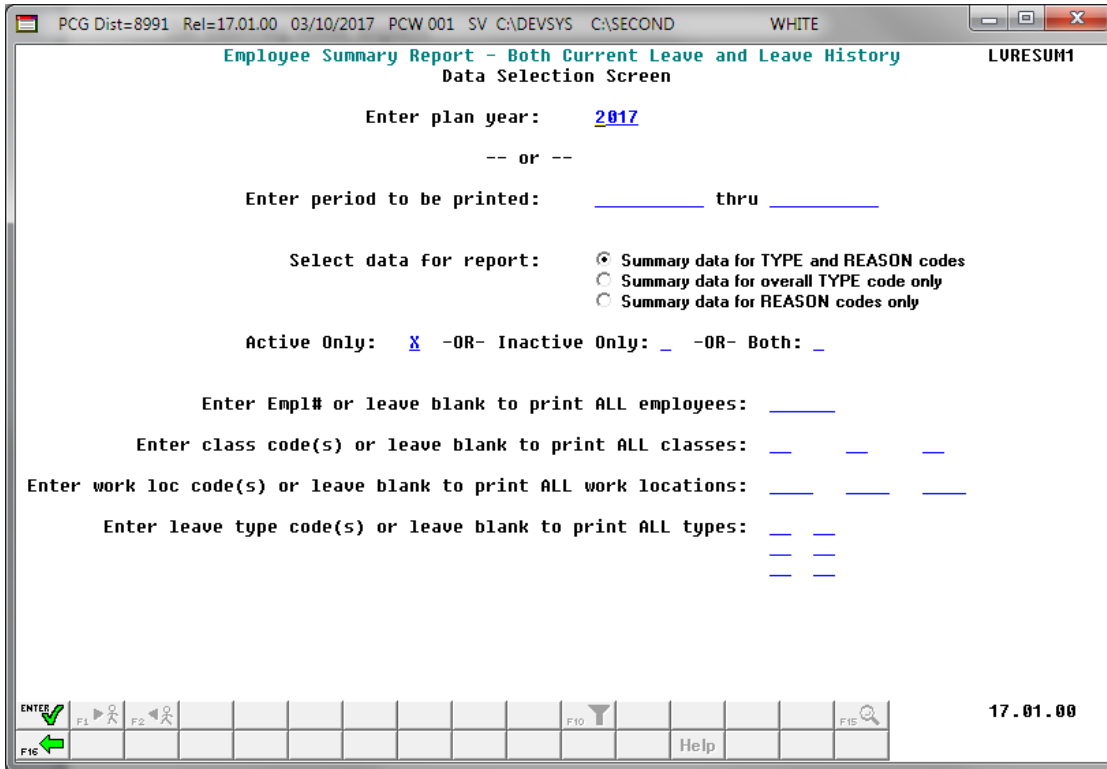
Step	Action
3	Select 3 (F3 – Leave Reports Menu).

The following screen displays:









Step	Action
4	<p>To create an <i>Employee Summary Report</i>, select one of the following options:</p> <ul style="list-style-type: none"> 1 (F1 – Current Leave Input File – Employee Summary Reports) 5 (F5 – Leave History File – Employee Summary Reports) 9 (F9 – Both Current Leave Input File and Leave History File – Employee Summary Reports) <p><i>When selecting data from the Current Leave Input File, the Employee Summary Reports will populate the CURR TAKEN (Current Taken) column based upon leave entered into the Current Leave Input File.</i></p> <p><i>When selecting data from the Leave History File only, the Employee Summary Reports will NOT populate the CURR TAKEN (Current Taken) column.</i></p> <p><i>When selecting data from both the Current Leave Input File and the Leave History File, the Employee Summary Reports will populate all columns in the report.</i></p> <p><i>Although the screenshot examples refer to the “F9 – Both Current Leave Input File and Leave History File”, these instructions apply to <u>all</u> of the Employee Summary Report menu selections.</i></p>

The following screen displays:

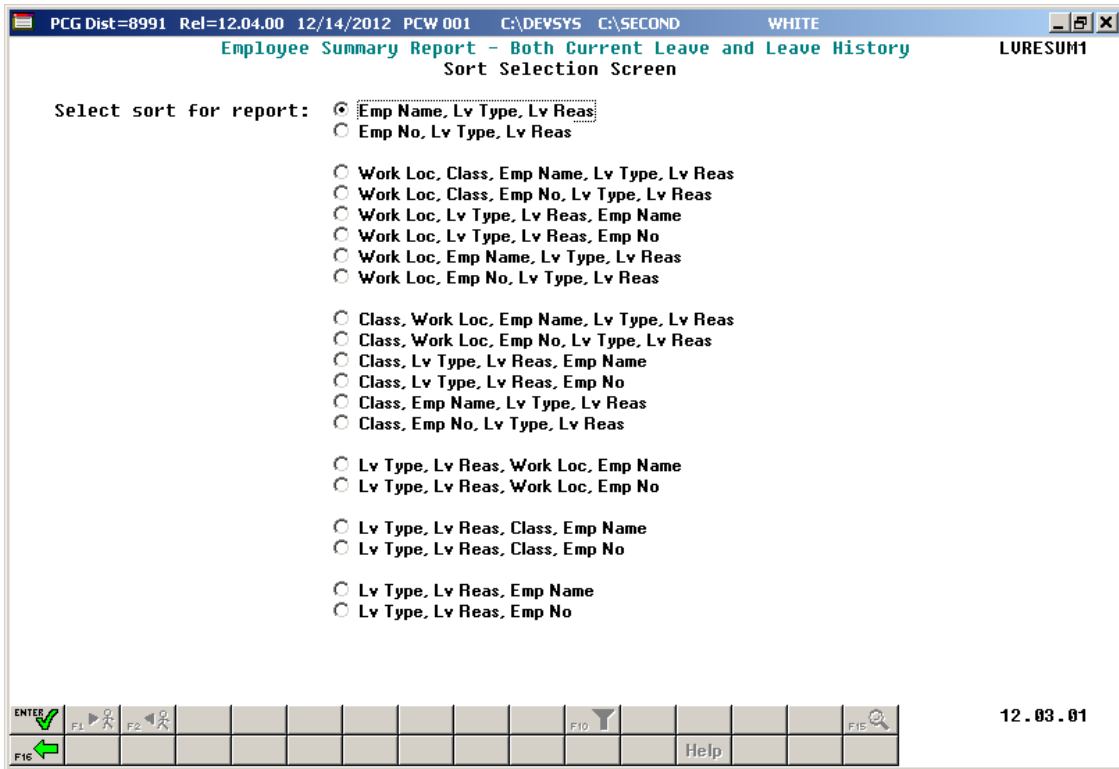




Step	Action
5	Select either the desired Plan Year or a date range. Enter the date range (MM/DD/CCYY) in the Enter period to be printed fields. The date range selects records for the report based upon the employees' starting leave date.

Step	Action
6	<p>Select the radio button  to the left of the desired Select data for report option to identify the desired contents of the report.</p> <p>Leave Type code information is summarized under reason code ‘00’ on the report, and shows totals for the following columns: BEG BAL (Beginning Balance), ADVANCE (Leave Advance), ADJUST (Leave Adjustments), PRIOR TAKEN (Prior Leave Taken stored on the Leave History File), CURR TAKEN (Current Leave Taken stored on the Current Leave Input File), TOT TAKEN (Total Leave Taken), and END BAL (Ending Balance).</p> <p>Leave Reason code information is summarized for each specific reason code, and shows totals for the following columns: PRIOR TAKEN (Prior Leave Taken stored on the Leave History File), CURR TAKEN (Current Leave Taken stored on the Current Leave Input File), and TOT TAKEN (Total Leave Taken). Totals for leave reason codes summarize leave taken for the various reasons listed.</p> <p>If Summary data for TYPE and REASON codes has been selected, the <i>Employee Summary Report</i> will contain overall leave type totals for reason code ‘00’, as well as leave taken totals by reason code.</p> <p>If Summary data for overall TYPE code only has been selected, the <i>Employee Summary Report</i> will contain overall leave type totals for reason code ‘00’ only.</p> <p>If Summary data for REASON codes only has been selected, the <i>Employee Summary Report</i> will contain leave taken totals by reason code only. Totals for leave reason codes summarize leave taken for the various reasons listed.</p>
7	<p>Select records based upon the employees’ status field. Enter an ‘X’ to the right of the desired status field as follows:</p> <p>Active only - Selects employees with a status field of ‘A’ (active) only.</p> <p>Inactive only – Selects employees with a status field of ‘I’ (inactive) or ‘T’ (terminated) only.</p> <p>Both – Selects all employees.</p>
8	<p><u>For an individual employee:</u> Enter the employee number in the Enter Empl# or leave blank to print ALL employees field.</p> <p>If the employee number is unknown, select  (F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee’s information. When the Employee Summary Report screen redisplay, PCGenesis populates the employee number in the Empl# field on the screen.</p> <p><u>For all employees:</u> Leave the Empl# field blank.</p>

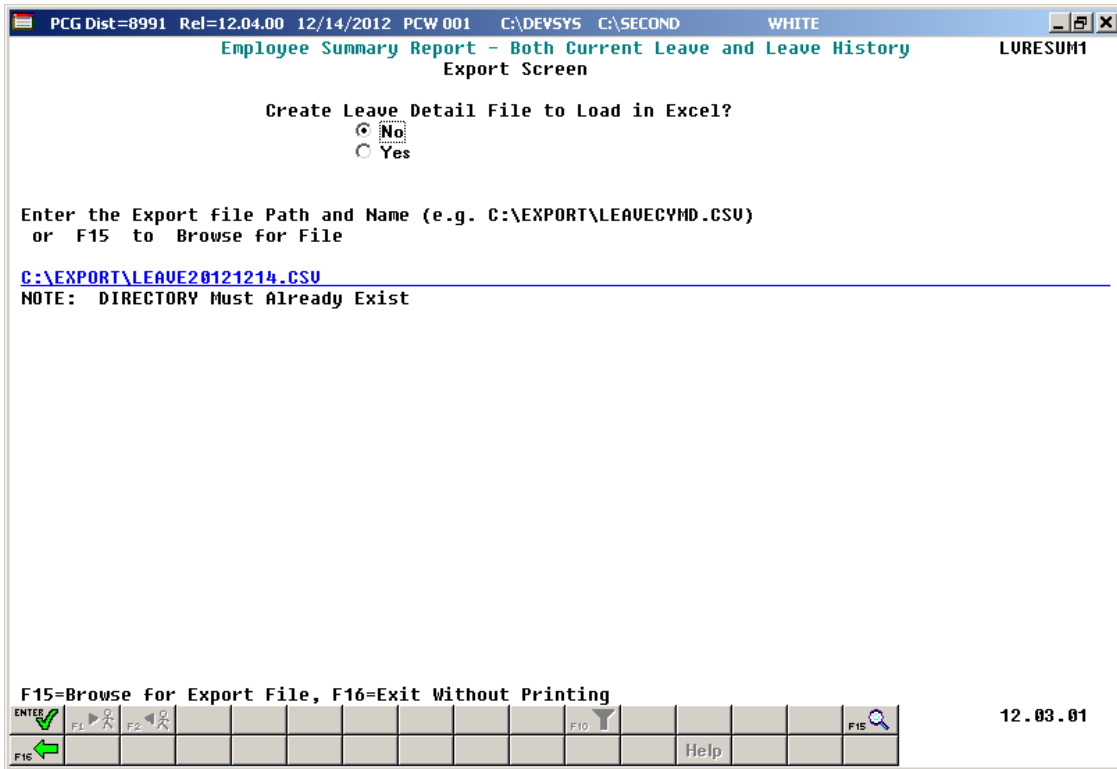
Step	Action
9	<p><u>To print leave data for specific payroll class code(s):</u> Up to three specific payroll classes can be selected for printing on the <i>Employee Summary Report</i>. Enter the code or select the Drop-down selection icon  in the Payroll Class Code fields to choose the desired class codes for printing.</p> <p><u>For all payroll classes:</u> Leave the payroll class codes blank to print ALL classes.</p>
10	<p><u>To print leave data for specific work location code(s):</u> Up to three specific work locations can be selected for printing on the <i>Employee Summary Report</i>. Enter the code or select the Drop-down selection icon  in the Work Location fields to choose the desired work locations for printing.</p> <p><u>For all work locations:</u> Leave the work location codes blank to print ALL work locations.</p>
11	<p><u>To print leave data for specific leave type and/or reason code(s):</u> Up to three specific leave type and/or reason codes can be selected for printing on the <i>Employee Summary Report</i>. Enter the code or select the Drop-down selection icon  in the Leave Type and/or Reason Code fields to choose the desired leave types/reasons for printing.</p> <p><u>For all leave type and reason codes:</u> Leave the leave type and reason codes blank to print ALL leave types and reasons.</p> <p><i>If a Leave Reason code is left blank, but a Leave Type code is entered, the <i>Employee Summary Report</i> includes ALL reason codes for the Leave Type code selected.</i></p> <p><i>If both a Leave Type code <u>and</u> a Leave Reason code are entered, the <i>Employee Summary Report</i> includes only information for the specific reason code selected.</i></p> <p><i>If Summary data for overall TYPE code only has been selected in Step 6, the Leave Reason code must be left blank.</i></p>
12	<p>Select  (Enter – Continue).</p>




The following screen displays:



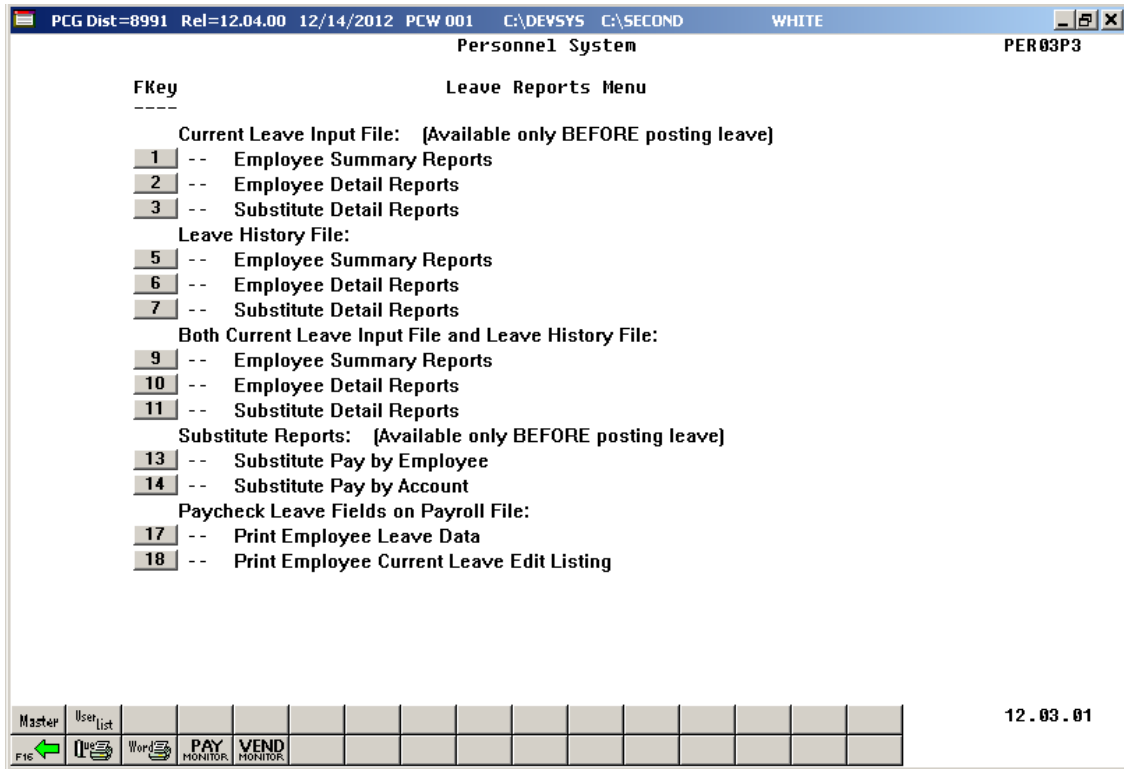
Step	Action
13	Select the radio button  to the left of the desired Select sort for report option to identify the report's sort order.
14	Select  (Enter – Continue).





The following screen displays:



Step	Action
15	Select the radio button  to left of the appropriate response in the Create Leave Detail File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
16	If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate.
17	If creating an export file: Enter C:\EXPORT\LEAVEccymmdd.csv in the Enter File Name and Path for Export File field, or select  (F15 - to Browse for file) to locate the file manually.
18	Select  (Enter - Continue). If creating an export file: <i>If the filename from Step 17 is invalid, the "UNABLE TO OPEN LEAVE CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 17 to enter the correct information.</i> <i>"Processing Request" briefly displays where appropriate.</i>

The following screen displays:



Step	Action
19	Select  (F16 - Exit) to return to the <i>Enhanced Substitute Pay and Leave Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
20	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>

A2. Current Leave Input File – Employee Summary Reports – Samples

A2.1 Control Report – Current Leave Input File Only

REPORT DATE: 07/17/2012	Employee Summary Report - Current Leave Input File Only	PAGE: 1
REPORT TIME: 14:09		PROGRAM: LVRESUM1
SELECTION CRITERIA		
PLAN YEAR	2012	
REPORT TYPE	Summary for Type and Reason Codes	
EMPLOYEE STATUS	Only active employees	
SORT	Emp No, Lv Type, Lv Reas	
EXPORT FILE	No	

A2.2 Employee Leave Summary Report – Current Leave Data Only – Sorted by Employee Name

This report is only available before the *Current Leave Input File* is posted to payroll.

REPORT ID: PAYR-LVRESUM2	EMPLOYEE LEAVE SUMMARY REPORT - CURRENT LEAVE DATA ONLY	PAGE: 1									
PERIOD END: 01/30/2017	SORTED BY Emp Name, Lv Type, Lv Reas	REPORT DATE: 02/10/2017									
	PLAN YEAR - 2017	REPORT TIME: 09:44									
EMPNO	EMPLOYEE NAME	CLASS WK LOC PLAN YR									
	TYPE REAS	BEG BAL	ADVANCE	ADJUST	PRIOR TAKEN	CURR TAKEN	TOT TAKEN	END BAL			
89327	BAZMAN, MAZYBELLE	01 0201 2017									
	A1 00 SICK	60.0000	0.0000	0.0000	2.0000	3.0000	5.0000	55.0000	DAY		
	A1 01 SICK				2.0000	3.0000	5.0000				
88589	CAZON, RO2	01 0201 2017									
	A1 00 SICK	16.7500	2.5000	0.0000	2.5000	0.5000	3.0000	16.2500	DAY		
	A1 01 SICK				2.5000	0.5000	3.0000				
87590	CAYY, SH7RAN	01 0195 2017									
	A1 00 SICK	27.2500	2.5000	0.0000	0.0000	8.0000	8.0000	21.7500	DAY		
	A1 01 SICK				0.0000	8.0000	8.0000				
87770	JO6, LEGAH	01 0108 2017									
	A6 00 STAFF DEVEL	0.0000	0.0000	0.0000	0.0000	2.0000	2.0000	0.0000	DAY		
	A6 01 SD				0.0000	2.0000	2.0000				

A2.3 Employee Leave Summary Report – Current Leave Data Only – Sorted by Leave Type and Reason Codes

This report is only available before the *Current Leave Input File* is posted to payroll.

REPORT DATE: 07/17/2012 REPORT TIME: 14:25		EMPLOYEE LEAVE SUMMARY REPORT - CURRENT LEAVE DATA ONLY SORTED BY Lv Type, Lv Reas, Emp No PLAN YEAR - 2012								PAGE: 1 PROGRAM: LVRESUM2	
TYPE	REAS DESCRIPTION	UNIT	PLAN YR								
EMPNO	EMPLOYEE NAME	CLASS WK LOC	BEG BAL	ADVANCE	ADJUST	PRIOR TAKEN	CURR TAKEN	TOT TAKEN	END BAL		
A1	00 SICK	DAYS	2012								
89117	DE4ORE, MA4IA	01 0100	48.2500	0.0000	0.0000	1.2500	3.0000	4.2500	44.0000		
89391	AL2NSO, JO2TTE	01 0108	16.5000	0.0000	0.0000	7.0000	2.0000	9.0000	7.5000		

REPORT DATE: 07/17/2012 REPORT TIME: 14:25		EMPLOYEE LEAVE SUMMARY REPORT - CURRENT LEAVE DATA ONLY SORTED BY Lv Type, Lv Reas, Emp No PLAN YEAR - 2012								PAGE: 2 PROGRAM: LVRESUM2	
TYPE	REAS DESCRIPTION	UNIT	PLAN YR								
EMPNO	EMPLOYEE NAME	CLASS WK LOC	BEG BAL	ADVANCE	ADJUST	PRIOR TAKEN	CURR TAKEN	TOT TAKEN	END BAL		
A1	01 SICK	DAYS	2012								
89117	DE4ORE, MA4IA	01 0100				1.2500	3.0000	4.2500			
89391	AL2NSO, JO2TTE	01 0108				4.0000	2.0000	6.0000			

REPORT DATE: 07/17/2012 REPORT TIME: 14:25		EMPLOYEE LEAVE SUMMARY REPORT - CURRENT LEAVE DATA ONLY SORTED BY Lv Type, Lv Reas, Emp No PLAN YEAR - 2012								PAGE: 3 PROGRAM: LVRESUM2	
TYPE	REAS DESCRIPTION	UNIT	PLAN YR								
EMPNO	EMPLOYEE NAME	CLASS WK LOC	BEG BAL	ADVANCE	ADJUST	PRIOR TAKEN	CURR TAKEN	TOT TAKEN	END BAL		
A2	00 OTHER NON-D	DAYS	2012								
87930	CA7Y, SH7RAN	01 0201	0.0000	0.0000	0.0000	0.0000	3.0000	3.0000	0.0000		

REPORT DATE: 07/17/2012 REPORT TIME: 14:25		EMPLOYEE LEAVE SUMMARY REPORT - CURRENT LEAVE DATA ONLY SORTED BY Lv Type, Lv Reas, Emp No PLAN YEAR - 2012								PAGE: 4 PROGRAM: LVRESUM2	
TYPE	REAS DESCRIPTION	UNIT	PLAN YR								
EMPNO	EMPLOYEE NAME	CLASS WK LOC	BEG BAL	ADVANCE	ADJUST	PRIOR TAKEN	CURR TAKEN	TOT TAKEN	END BAL		
A2	01 JURY DUTY	DAYS	2012								
87930	CA7Y, SH7RAN	01 0201				0.0000	3.0000	3.0000			

A3. Leave History File – Employee Summary Reports – Samples

A3.1 Control Report – Leave History File Only

REPORT DATE: 07/17/2012	Employee Summary Report - Leave History File Only	PAGE: 1
REPORT TIME: 14:36		PROGRAM: LVRESUM1
SELECTION CRITERIA		
PLAN YEAR	2012	
REPORT TYPE	Summary for Type and Reason Codes	
EMPLOYEE STATUS	Only active employees	
SORT	Emp No, Lv Type, Lv Reas	
EXPORT FILE	No	

A3.2 Employee Leave Summary Report – History Leave Data Only – Sorted by Employee Number

REPORT DATE: 07/17/2012	EMPLOYEE LEAVE SUMMARY REPORT - HISTORY LEAVE DATA ONLY	PAGE: 1
REPORT TIME: 14:36	SORTED BY Emp No, Lv Type, Lv Reas	PROGRAM: LVRESUM2
	PLAN YEAR - 2012	

EMPNO	EMPLOYEE NAME	CLASS	WK	LOC	PLAN	YR	BEG BAL	ADVANCE	ADJUST	PRIOR TAKEN	CURR TAKEN	TOT TAKEN	END BAL	
87609	SOSELO, NABACHA	11		0108		2012								
	A1 00 SICK						33.2500	0.0000	0.0000	11.5000	0.0000	11.5000	21.7500	DAY
	A1 01 SICK									10.5000	0.0000	10.5000		
	A1 03 PERSONAL									1.0000	0.0000	1.0000		
	A5 00 ANNUAL DAYS						0.0000	0.0000	3.0000	0.0000	0.0000	0.0000	3.0000	DAY
87613	HA4LOW, PH4NG	01		0108		2012								
	A1 00 SICK						11.2500	0.0000	0.0000	6.5000	0.0000	6.5000	4.7500	DAY
	A1 01 SICK									6.5000	0.0000	6.5000		
	A6 00 SD						0.0000	0.0000	0.0000	9.0000	0.0000	9.0000	0.0000	DAY
	A6 01 SD									9.0000	0.0000	9.0000		
87616	R19GINS, DA9TE	01		0100		2012								
	A1 00 SICK						16.2500	0.0000	0.0000	10.5000	0.0000	10.5000	5.7500	DAY
	A1 01 SICK									10.5000	0.0000	10.5000		
	A6 00 SD						0.0000	0.0000	0.0000	2.0000	0.0000	2.0000	0.0000	DAY
	A6 01 SD									2.0000	0.0000	2.0000		
87626	DO7GHTY, EM7RY	09		0201		2012								
	A1 00 SICK						25.2500	0.0000	0.0000	3.5000	0.0000	3.5000	21.7500	DAY
	A1 01 SICK									2.5000	0.0000	2.5000		
	A1 03 PERSONAL									1.0000	0.0000	1.0000		
87673	BESRIOS, JESPERSON	01		0108		2012								
	A1 00 SICK						62.5000	0.0000	0.0000	3.5000	0.0000	3.5000	59.0000	DAY
	A1 01 SICK									2.5000	0.0000	2.5000		
	A1 03 PERSONAL									1.0000	0.0000	1.0000		
	A6 00 SD						0.0000	0.0000	0.0000	3.0000	0.0000	3.0000	0.0000	DAY
	A6 01 SD									3.0000	0.0000	3.0000		

A3.3 Employee Leave Summary Report – History Leave Data Only – Sorted by Leave Type and Reason Codes

REPORT DATE: 07/17/2012		EMPLOYEE LEAVE SUMMARY REPORT - HISTORY LEAVE DATA ONLY							PAGE: 1	
REPORT TIME: 14:45		SORTED BY Lv Type, Lv Reas, Emp No							PROGRAM: LVRESUM2	
		PLAN YEAR - 2012								
TYPE	REAS DESCRIPTION	UNIT	PLAN YR	BEG BAL	ADVANCE	ADJUST	PRIOR TAKEN	CURR TAKEN	TOT TAKEN	END BAL
EMPNO	EMPLOYEE NAME	CLASS WK LOC								
A1	00 SICK		2012							
87609	SOBELO, NABACHA	11 0108		33.2500	2.5000	2.0000	11.5000	0.0000	11.5000	26.2500
87613	HAALOW, PH4NG	01 0108		11.2500	2.5000	0.0000	6.5000	0.0000	6.5000	7.2500
87616	RI9GINS, DA9TE	01 0100		16.2500	2.5000	0.0000	10.5000	0.0000	10.5000	8.2500
87626	DO7GHTY, EM7RY	09 0201		25.2500	2.5000	0.0000	3.5000	0.0000	3.5000	24.2500
87643	RESTER, SEGASTIAN	12 8012		0.0000	2.5000	0.0000	0.0000	0.0000	0.0000	2.5000
87673	BESRIOS, JESPERSON	01 0108		62.5000	1.0000	0.0000	3.5000	0.0000	3.5000	60.0000
87674	BUTNO, CH7RLYN	01 0195		50.0000	2.5000	0.0000	1.5000	0.0000	1.5000	51.0000
87675	CH6W, CH6ISTINIA	02 0108		38.0000	2.5000	0.0000	7.0000	0.0000	7.0000	33.5000
87676	DESNEY, RESD	02 0195		28.7500	2.5000	0.0000	2.0000	0.0000	2.0000	29.2500
87690	FOTTIN, AL7HONSO	01 0195		61.0000	0.0000	0.0000	1.0000	0.0000	1.0000	60.0000
87691	PAGMA, RI6OBERTO	01 0100		16.5000	2.5000	0.0000	5.0000	0.0000	5.0000	14.0000
87708	MUSLIGAN, ROSCO	02 0100		14.5000	2.5000	0.0000	22.0000	0.0000	22.0000	5.0000
87714	MC7RTHUR, JO7ANNE	12 8012		15.4500	2.5000	0.0000	11.7000	0.0000	11.7000	6.2500
87718	PE3CE, DI3GO	05 0108		53.7500	2.5000	0.0000	2.0000	0.0000	2.0000	54.2500
87726	MA3E, VA3GHN	01 0201		66.2500	2.0000	0.0000	8.2500	0.0000	8.2500	60.0000
87729	TR8MMELL, KISTIE	08 0108		63.0000	0.0000	0.0000	3.0000	0.0000	3.0000	60.0000
87732	PA5ENT, GR5HAM	02 0195		46.5000	2.5000	0.0000	2.5000	0.0000	2.5000	46.5000
87804	HISTT, NOSAN	01 0100		63.0000	0.0000	0.0000	3.0000	0.0000	3.0000	60.0000
87806	RO3SH, WE3DOLYN	01 0108		18.7500	2.5000	0.0000	4.5000	0.0000	4.5000	16.7500
87830	HE3NING, AS3LEY	01 0108		65.0000	2.5000	0.0000	9.5000	0.0000	9.5000	58.0000
87833	NE3TLES, EL3IOT	01 0108		53.0000	2.5000	0.0000	8.2500	0.0000	8.2500	47.2500
87839	BA2DA, JO2QUIN	01 0201		63.0000	1.0000	0.0000	4.0000	0.0000	4.0000	60.0000
87840	EG3LESTON, CA9OYLN	05 8010		59.7500	1.7500	0.0000	1.5000	0.0000	1.5000	60.0000
87843	LOGBARDI, DE6IS	05 0195		8.2500	2.5000	0.0000	4.0000	0.0000	4.0000	6.7500
87854	NO3EN, EA3LIE	01 0108		15.5000	2.5000	0.0000	7.0000	0.0000	7.0000	11.0000
87862	CH3RCHILL, HA3RISON	01 0100		8.7500	2.5000	0.0000	0.0000	0.0000	0.0000	11.2500
87877	SO4TH, ER4IE	01 0108		18.2500	2.5000	0.0000	7.5000	0.0000	7.5000	13.2500
87885	TU4BS, KA4CE	01 0195		36.5000	0.0000	0.0000	30.5000	0.0000	30.5000	6.0000
87901	SL4DGE, DA4IAN	01 0100		50.5000	2.5000	0.0000	4.0000	0.0000	4.0000	49.0000
87904	CH9ATE, CH9CK	01 0100		65.0000	2.5000	0.0000	12.0000	0.0000	12.0000	55.5000
87907	MA6TOX, MIGH6ELINA	10 8013		60.0000	0.0000	0.0000	0.0000	0.0000	0.0000	60.0000
87908	MCSUFFIE, CL6VELAND	10 8013		34.7500	2.5000	0.0000	0.0000	0.0000	0.0000	37.2500
87909	ME4DOR, EL4ON	09 8010		50.2500	2.5000	0.0000	0.0000	0.0000	0.0000	52.7500
87910	MI3LARD, MU3I	01 0108		43.0000	2.5000	0.0000	11.0000	0.0000	11.0000	34.5000
87918	HA3SER, RO3MARIJA	12 8012		22.7500	2.5000	0.0000	4.0000	0.0000	4.0000	21.2500

A4. Both Current Leave Input File and Leave History File – Employee Summary Reports – Samples

A4.1 Control Report – Both Current Leave and Leave History File

REPORT DATE: 07/17/2012	Employee Summary Report - Both Current Leave and Leave History	PAGE: 1
REPORT TIME: 14:52		PROGRAM: LVRESUM1
SELECTION CRITERIA		
PLAN YEAR	2012	
REPORT TYPE	Summary for Type and Reason Codes	
EMPLOYEE STATUS	Only active employees	
SORT	Emp No, Lv Type, Lv Reas	
EXPORT FILE	No	

A4.2 Employee Leave Summary Report – Current and History Leave – Sorted by Employee Number

REPORT DATE: 07/17/2012	EMPLOYEE LEAVE SUMMARY REPORT - CURRENT AND HISTORY LEAVE	PAGE: 1									
REPORT TIME: 14:58	SORTED BY Emp No, Lv Type, Lv Reas	PROGRAM: LVRESUM2									
	PLAN YEAR - 2012										
EMPNO	EMPLOYEE NAME	CLASS WK LOC	PLAN YR								
	TYPE REAS	BEG BAL	ADVANCE	ADJUST	PRIOR TAKEN	CURR TAKEN	TOT TAKEN	END BAL			
87609	SOBELO, NASACHA	11 0108	2012								
	A1 00 SICK	33.2500	2.5000	2.0000	11.5000	1.5000	13.0000	24.7500	DAY		
	A1 01 SICK				10.5000	1.5000	12.0000				
	A1 03 PERSONAL				1.0000	0.0000	1.0000				
	A5 00 ANNUAL DAYS	0.0000	0.0000	3.0000	0.0000	0.0000	0.0000	3.0000	DAY		
87613	HA4LOW, PH4NG	01 0108	2012								
	A1 00 SICK	11.2500	2.5000	0.0000	6.5000	0.0000	6.5000	7.2500	DAY		
	A1 01 SICK				6.5000	0.0000	6.5000				
	A2 00 OTHER NON-D	0.0000	0.0000	0.0000	0.0000	2.0000	2.0000	0.0000	DAY		
	A2 02 FIELD TRIPS				0.0000	2.0000	2.0000				
	A6 00 SD	0.0000	0.0000	0.0000	9.0000	0.0000	9.0000	0.0000	DAY		
	A6 01 SD				9.0000	0.0000	9.0000				
87616	R19GINS, DA5TE	01 0100	2012								
	A1 00 SICK	16.2500	2.5000	0.0000	10.5000	0.0000	10.5000	8.2500	DAY		
	A1 01 SICK				10.5000	0.0000	10.5000				
	A3 00 LWOP	0.0000	0.0000	0.0000	0.0000	1.0000	1.0000	0.0000	DAY		
	A3 01 LWOP				0.0000	1.0000	1.0000				
	A6 00 SD	0.0000	0.0000	0.0000	2.0000	0.0000	2.0000	0.0000	DAY		
	A6 01 SD				2.0000	0.0000	2.0000				
87626	DO7GHIY, EM7RY	09 0201	2012								
	A1 00 SICK	25.2500	2.5000	0.0000	3.5000	0.0000	3.5000	24.2500	DAY		
	A1 01 SICK				2.5000	0.0000	2.5000				
	A1 03 PERSONAL				1.0000	0.0000	1.0000				
87643	RE6TER, SEGASTIAN	12 8012	2012								
	A1 00 SICK	0.0000	2.5000	0.0000	0.0000	0.0000	0.0000	2.5000	DAY		

A4.3 Employee Leave Summary Report – Current and History Leave – Sorted by Leave Type and Reason Codes

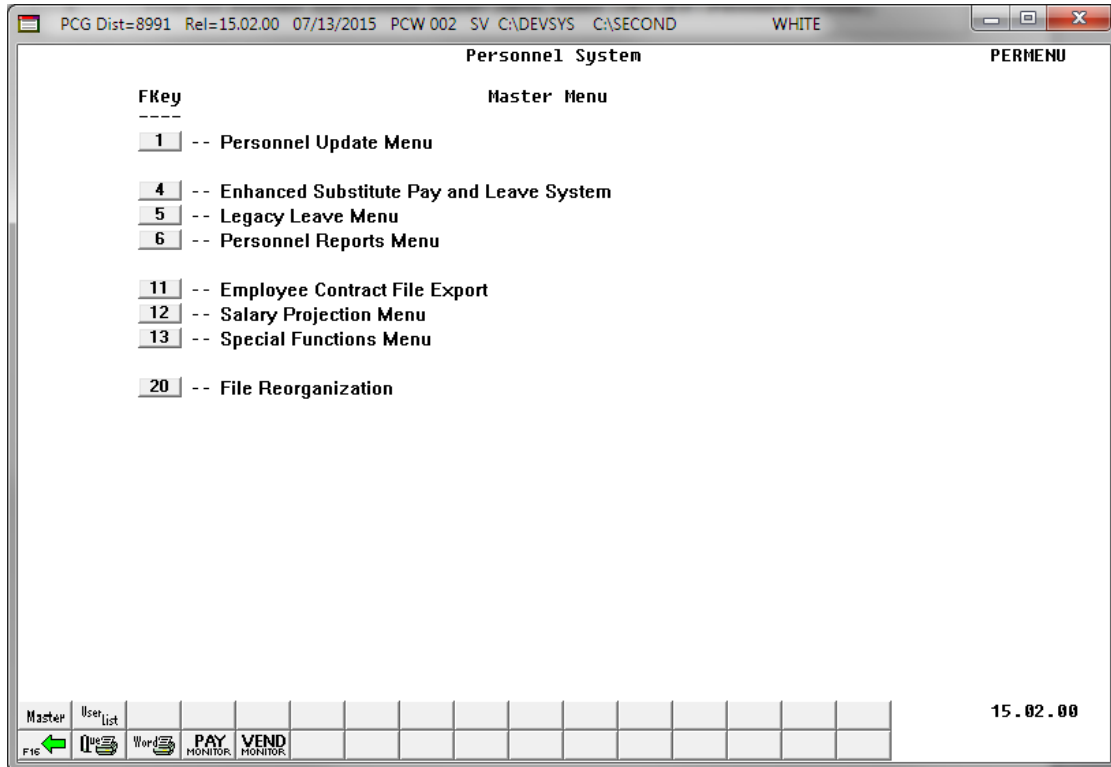
REPORT DATE: 07/17/2012		EMPLOYEE LEAVE SUMMARY REPORT - CURRENT AND HISTORY LEAVE							PAGE: 1	
REPORT TIME: 15:04		SORTED BY Lv Type, Lv Reas, Emp No							PROGRAM: LVRESUM2	
		PLAN YEAR - 2012								
TYPE	REAS DESCRIPTION	UNIT	PLAN YR	BEG BAL	ADVANCE	ADJUST	PRIOR TAKEN	CURR TAKEN	TOT TAKEN	END BAL
EMPNO	EMPLOYEE NAME	CLASS WK LOC								
A1	00 SICK	DAYS	2012							
87609	SOSELO, NASACHA	11	0108	33.2500	2.5000	2.0000	11.5000	1.5000	13.0000	24.7500
87613	HA4LOW, PH4NG	01	0108	11.2500	2.5000	0.0000	6.5000	2.0000	8.5000	5.2500
87616	R19GINS, DA9TE	01	0100	16.2500	2.5000	0.0000	10.5000	1.0000	11.5000	7.2500
87626	DO7GHY, EM7RY	09	0201	25.2500	2.5000	0.0000	3.5000	0.0000	3.5000	24.2500
87643	RESTER, SEGASTIAN	12	8012	0.0000	2.5000	0.0000	0.0000	0.5000	0.5000	2.0000
87673	BEBRIOS, JESPERSON	01	0108	62.5000	1.0000	0.0000	3.5000	0.0000	3.5000	60.0000
87674	BU7NO, CH7RLYN	01	0195	50.0000	2.5000	0.0000	1.5000	1.5000	3.0000	49.5000
87675	CH6W, CH6ISTINIA	02	0108	38.0000	2.5000	0.0000	7.0000	0.0000	7.0000	33.5000
87676	DESNEY, RESD	02	0195	28.7500	2.5000	0.0000	2.0000	0.0000	2.0000	29.2500
87690	FO7TIN, AL7HONSO	01	0195	61.0000	0.0000	0.0000	1.0000	0.0000	1.0000	60.0000
87691	PA6MA, RI6OBERTO	01	0100	16.5000	2.5000	0.0000	5.0000	0.0000	5.0000	14.0000
87708	MUSLIGAN, ROSCO	02	0100	14.5000	2.5000	0.0000	22.0000	0.0000	22.0000	5.0000
87714	MC7RTHUR, JO7ANNE	12	8012	15.4500	2.5000	0.0000	11.7000	0.0000	11.7000	6.2500
87718	PE3CE, DI3GO	05	0108	53.7500	2.5000	0.0000	2.0000	0.0000	2.0000	54.2500
87726	MA3E, VA3GHN	01	0201	66.2500	2.0000	0.0000	8.2500	0.0000	8.2500	60.0000
87729	TR6MPELL, KIBTIE	08	0108	63.0000	0.0000	0.0000	3.0000	0.0000	3.0000	60.0000
87732	PA5ENT, GR5HM	02	0195	46.5000	2.5000	0.0000	2.5000	0.0000	2.5000	46.5000
87804	HIS7T, NOSAN	01	0100	63.0000	0.0000	0.0000	3.0000	0.0000	3.0000	60.0000
87806	RO3SH, WE3DOLYN	01	0108	18.7500	2.5000	0.0000	4.5000	0.0000	4.5000	16.7500
87830	HE3NING, AS3LEY	01	0108	65.0000	2.5000	0.0000	9.5000	0.0000	9.5000	58.0000
87833	NE3TLES, EL3IOT	01	0108	53.0000	2.5000	0.0000	8.2500	0.0000	8.2500	47.2500
87839	BA2DA, JO2QUIN	01	0201	63.0000	1.0000	0.0000	4.0000	0.0000	4.0000	60.0000
87840	EG5LESTON, CR5OVLN	05	8010	59.7500	1.7500	0.0000	1.5000	0.0000	1.5000	60.0000
87843	LO6BARDI, DE6IS	05	0195	8.2500	2.5000	0.0000	4.0000	0.0000	4.0000	6.7500
87854	NO3EN, EA3LIE	01	0108	15.5000	2.5000	0.0000	7.0000	0.0000	7.0000	11.0000
87862	CH3RCHILL, HA3RISON	01	0100	8.7500	2.5000	0.0000	0.0000	0.0000	0.0000	11.2500
87877	SO4TH, ER4IE	01	0108	18.2500	2.5000	0.0000	7.5000	0.0000	7.5000	13.2500
87885	TU4BS, KA4CE	01	0195	36.5000	0.0000	0.0000	30.5000	0.0000	30.5000	6.0000
87901	SL4DGE, DA4IAN	01	0100	50.5000	2.5000	0.0000	4.0000	0.0000	4.0000	49.0000
87904	CH3ATE, CH3CK	01	0100	65.0000	2.5000	0.0000	12.0000	0.0000	12.0000	55.5000
87907	MA6TCK, MI6HELINA	10	8013	60.0000	0.0000	0.0000	0.0000	0.0000	0.0000	60.0000
87908	MC5UFFIE, CL5VELAND	10	8013	34.7500	2.5000	0.0000	0.0000	0.0000	0.0000	37.2500
87909	ME4DOR, EL4CN	09	8010	50.2500	2.5000	0.0000	0.0000	0.0000	0.0000	52.7500
87910	MI3LARD, MU3I	01	0108	43.0000	2.5000	0.0000	11.0000	0.0000	11.0000	34.5000

Procedure B: Employee Detail Reports

B1. Creating Employee Detail Reports

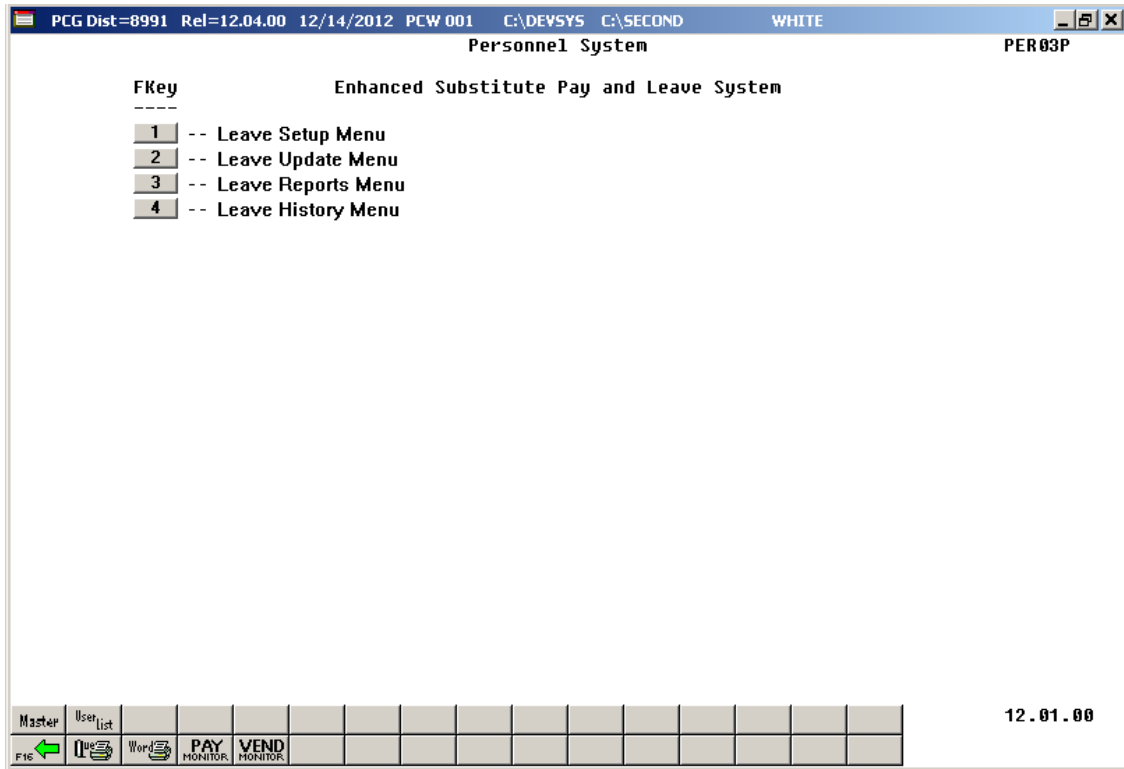
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel System).

The following screen displays:



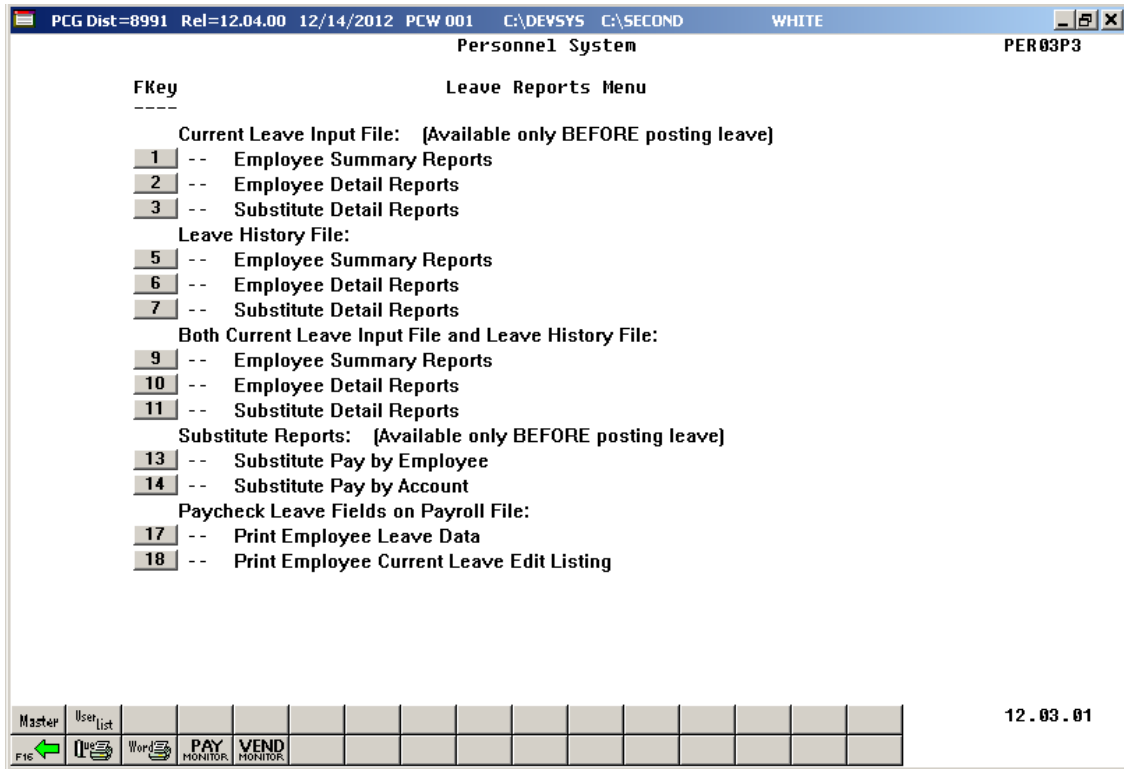
Step	Action
2	Select 4 (F4 – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:



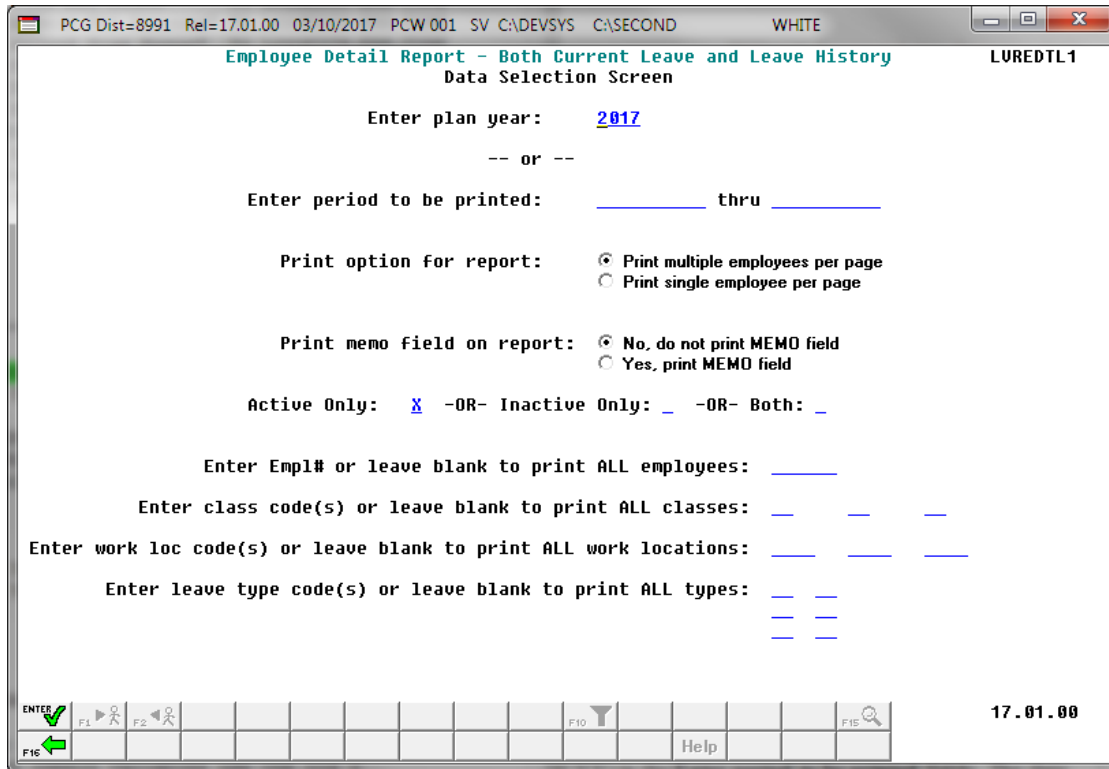
Step	Action
3	Select 3 (F3 – Leave Reports Menu).

The following screen displays:








Step	Action
4	<p>To create an <i>Employee Detail Report</i>, select one of the following options:</p> <ul style="list-style-type: none"> 2 (F2 – Current Leave Input File – Employee Detail Reports) 6 (F6 – Leave History File – Employee Detail Reports) 10 (F10 – Both Current Leave Input File and Leave History File – Employee Detail Reports) <p><i>When selecting data from both the Current Leave Input File and the Leave History File, the Employee Detail Reports will populate both the CUR LV (Current Leave Taken) line items based upon leave entered into the Current Leave Input File, and the line items from the Leave History File including BEG (Beginning Balance) line items, HST LV (Historical Leave Taken) line items, ADV (Leave Advanced) line items, and ADJ (Leave Adjustments) line items.</i></p> <p><i>When selecting data from the Leave History File only, the Employee Detail Reports will NOT contain the CUR LV (Current Leave Taken) line items.</i></p> <p><i>When selecting data from the Current Leave Input File only, the system produces a report of the contents of the Current Leave Input File and historical data is not included.</i></p> <p><i>Although the screenshot examples refer to the “F10 – Both Current Leave Input File and Leave History File”, these instructions apply to <u>all</u> of the Employee Detail Report menu selections.</i></p>

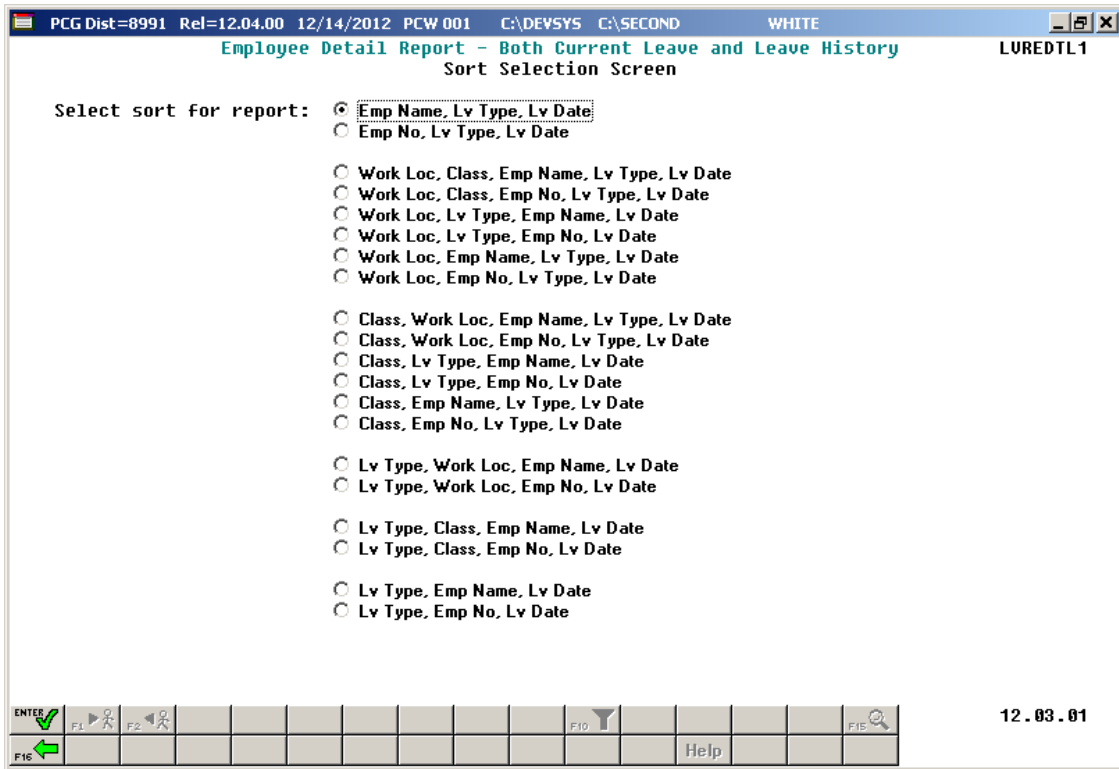
The following screen displays:





Step	Action
5	<p>Select either the desired Plan Year or a date range.</p> <p>Enter the date range (MM/DD/CCYY) in the Enter period to be printed fields. The date range selects records for the report based upon the employees' starting leave date.</p>
6	<p>Select the radio button <input checked="" type="radio"/> to the left of the desired Print option for report option to identify the number of employees to print per page of the report. Select either one employee per page or multiple employees per page for the Print option.</p> <p><i>Printing one employee per page allows the user to generate leave statements to distribute to employees.</i></p>
7	<p>Select the radio button <input checked="" type="radio"/> to the left of the desired Print memo field on report option to identify whether or not to print the memo field associated with each leave detail record on the report. Select 'No' to <u>not</u> print the memo field. Select 'Yes' to print the memo field.</p>
8	<p>Select records based upon the employees' status field. Enter an 'X' to the right of the desired status field as follows:</p> <p>Active only - Selects employees with a status field of 'A' (active) only.</p> <p>Inactive only – Selects employees with a status field of 'I' (inactive) or 'T' (terminated) only.</p> <p>Both – Selects all employees.</p>

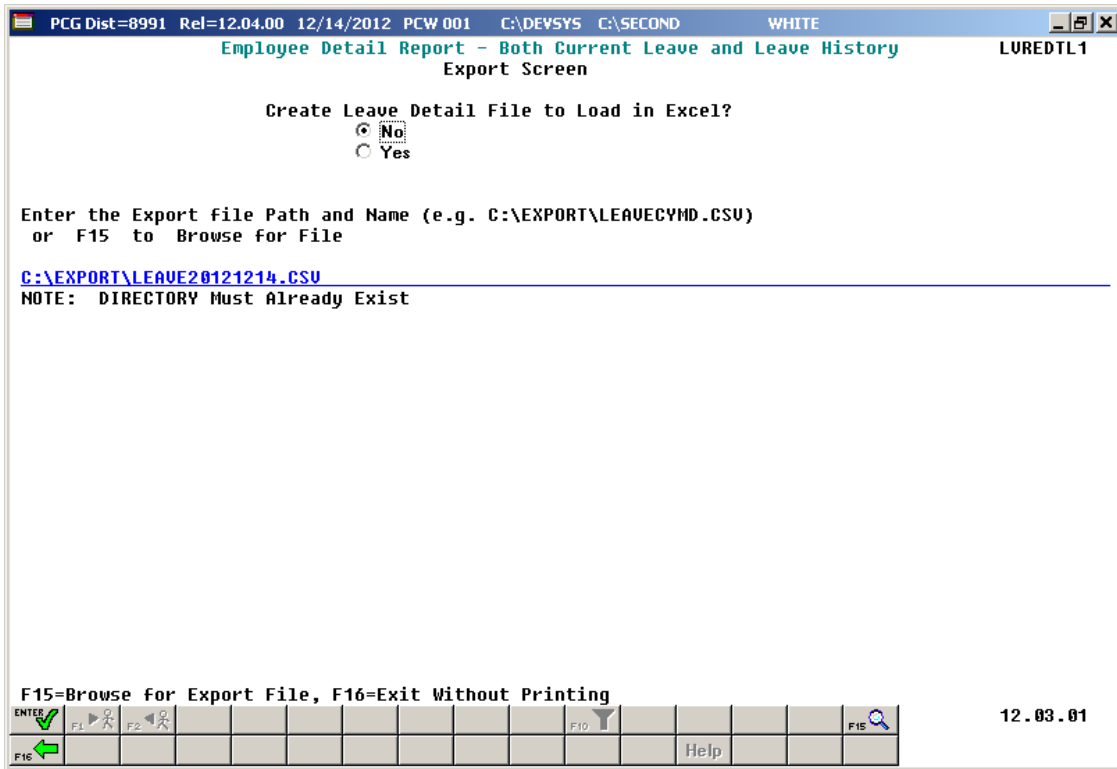
Step	Action
9	<p><u>For an individual employee:</u> Enter the employee number in the Enter Empl# or leave blank to print ALL employees field.</p> <p><i>If the employee number is unknown, select  (F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee’s information. When the Employee Detail Report screen redisplay, PCGenesis populates the employee number in the Empl# field on the screen.</i></p> <p><u>For all employees:</u> Leave the Empl# field blank.</p>
10	<p><u>To print leave data for specific payroll class code(s):</u> Up to three specific payroll classes can be selected for printing on the <i>Employee Detail Report</i>. Enter the code or select the Drop-down selection icon  in the Payroll Class Code fields to choose the desired class codes for printing.</p> <p><u>For all payroll classes:</u> Leave the payroll class codes blank to print ALL classes.</p>
11	<p><u>To print leave data for specific work location code(s):</u> Up to three specific work locations can be selected for printing on the <i>Employee Detail Report</i>. Enter the code or select the Drop-down selection icon  in the Work Location fields to choose the desired work locations for printing.</p> <p><u>For all work locations:</u> Leave the work location codes blank to print ALL work locations.</p>
12	<p><u>To print leave data for specific leave type and/or reason code(s):</u> Up to three specific leave type and/or reason codes can be selected for printing on the <i>Employee Detail Report</i>. Enter the code or select the Drop-down selection icon  in the Leave Type and/or Reason Code fields to choose the desired leave types/reasons for printing.</p> <p><u>For all leave type and reason codes:</u> Leave the leave type and reason codes blank to print ALL leave types and reasons.</p> <p><i>If a Leave Reason code is left blank, but a Leave Type code is entered, the <i>Employee Detail Report</i> includes ALL reason codes for the Leave Type code selected.</i></p> <p><i>If both a Leave Type code and a Leave Reason code are entered, the <i>Employee Detail Report</i> includes only information for the specific reason code selected.</i></p>
13	<p>Select  (Enter – Continue).</p>




The following screen displays:



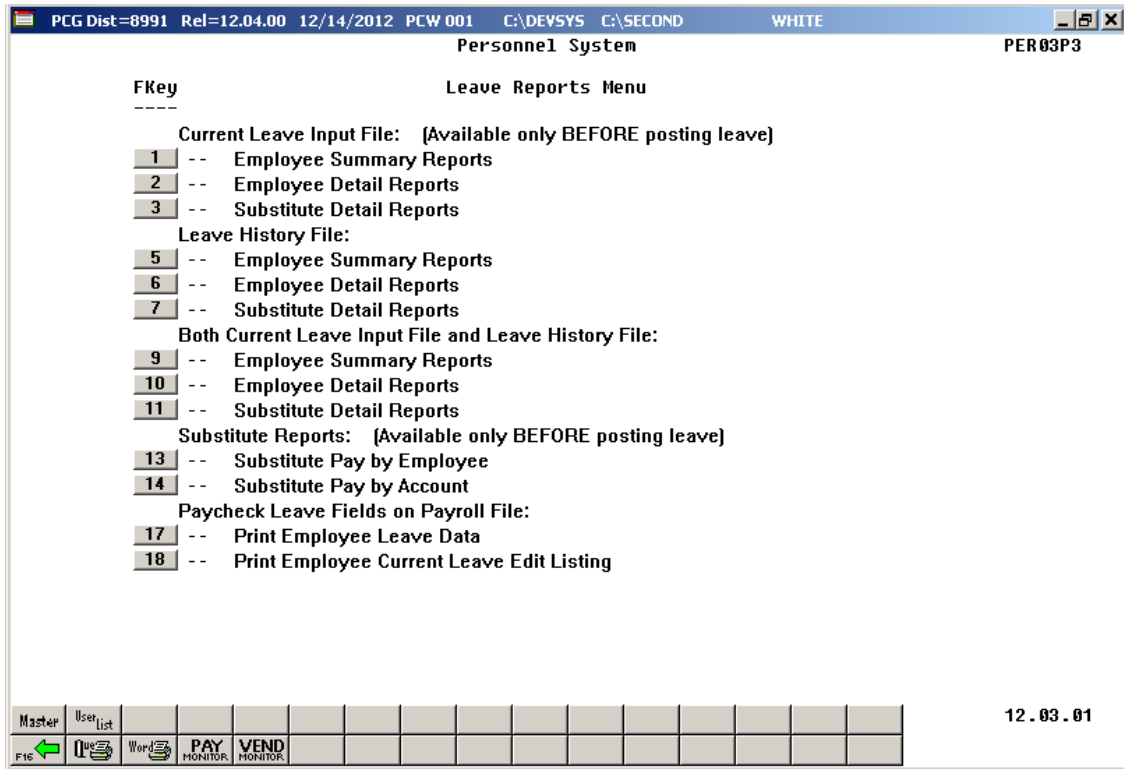
Step	Action
14	Select the radio button  to the left of the desired Select sort for report option to identify the report's sort order.
15	Select  (Enter – Continue).





The following screen displays:



Step	Action
16	Select the radio button  to left of the appropriate response in the Create Leave Detail File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
17	If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate.
18	If creating an export file: Enter C:\EXPORT\LEAVEccyymmdd.csv in the Enter File Name and Path for Export File field, or select  (F15 - to Browse for file) to locate the file manually.
19	Select  (Enter - Continue). If creating an export file: <i>If the filename from Step 18 is invalid, the "UNABLE TO OPEN LEAVE CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 18 to enter the correct information.</i> <i>"Processing Request" briefly displays where appropriate.</i>

The following screen displays:



Step	Action
20	Select  (F16 - Exit) to return to the <i>Enhanced Substitute Pay and Leave Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
21	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>

B2. Current Leave Input File – Employee Detail Reports – Samples

B2.1 Control Report – Current Leave Input File Only

REPORT DATE: 03/07/2013	Employee Detail Report - Current Leave Input File Only	PAGE: 1
REPORT TIME: 08:42		PROGRAM: LVREDTL1
SELECTION CRITERIA		
PLAN YEAR	2013	
PRINT OPTION	Print multiple employees per page	
MEMO OPTION	Yes, print MEMO field	
EMPLOYEE STATUS	Only active employees	
SORT	Emp No, Lv Type, Lv Date	
EXPORT FILE	Yes	
EXPORT FILENAME	C:\EXPORT\LEAVE20130307.CSV	

B2.2 Employee Leave Detail Report – Current Leave Data Only – Sorted by Employee Name

This report is only available before the *Current Leave Input File* is posted to payroll.

REPORT ID: PAYR-LVREDTL3	EMPLOYEE LEAVE DETAIL REPORT - CURRENT LEAVE DATA ONLY	PAGE: 1							
PERIOD END: 01/30/2017	SORTED BY Emp Name, Lv Type, Lv Date	REPORT DATE: 02/10/2017							
	PLAN YEAR - 2017	REPORT TIME: 09:47							
EMPNO	EMPLOYEE NAME	CLASS WK LOC YEAR							
	LEAVE TYPE	LEAVE CODE	LEAVE DATE	DAYS	HOURS	SUBNO	SUB NAME	TOT TIME	GROSS
89327	BA2MAN, MA2YBELLE		01 0201	2017					
	A1 SICK	01 SICK	1/15/2017	3.0000	24.0000	89496	CA6ALES, DEGMAR	3.00	174.00
88589	CA2ON, RO2		01 0201	2017					
	A1 SICK	01 SICK	1/01/2017	0.2500	2.0000	88917	DE2UCA, AN2BAL	0.25	14.50
	A1 SICK	01 SICK	1/11/2017	0.2500	2.0000	88917	DE2UCA, AN2BAL	0.25	14.50
87590	CA7Y, SH7RAN		01 0195	2017					
	A1 SICK	01 SICK	1/02/2017	2.0000	16.0000	88280	EC7ERT, VI70	2.00	146.00
	A1 SICK	01 SICK	1/03/2017	2.0000	16.0000	88280	EC7ERT, VI70	2.00	146.00
			OBTAINED DOCTOR'S EXCUSE						
	A1 SICK	01 SICK	1/12/2017	2.0000	16.0000	88280	EC7ERT, VI70	2.00	146.00
	A1 SICK	01 SICK	1/13/2017	2.0000	16.0000	88280	EC7ERT, VI70	2.00	146.00
87770	JO6, LEGAH		01 0108	2017					
	A6 STAFF DEVEL	01 SD	1/04/2017	1.0000	8.0000	88319	HI4LS, HE4MA	1.00	63.00
			PARAPRO STAFF DEVELOPMENT						
	A6 STAFF DEVEL	01 SD	1/14/2017	1.0000	8.0000	88319	HI4LS, HE4MA	1.00	63.00

B2.3 Employee Leave Detail Report – Current Leave Data Only – Sorted by Leave Type and Reason Codes

This report is only available before the *Current Leave Input File* is posted to payroll.

REPORT DATE: 03/07/2013		EMPLOYEE LEAVE DETAIL REPORT - CURRENT LEAVE DATA ONLY						PAGE: 1	
REPORT TIME: 08:47		SORTED BY Lv Type, Emp No, Lv Date						PROGRAM: LVREDT13	
		PLAN YEAR - 2013							
TYPE	REAS DESCRIPTION	UNIT	PLAN YR				SUB	SUB	
EMPNO	NAME	CLS	WK LOC	LEAVE DATE	LV TIME	SUBNO	SUB NAME	TOT TIME	GROSS
A1	01 SICK LEAVE	DAYS	2013						
88361	BARON, MISCHEL	05	0101	8/28/2012	1.0000	88539	HA6, LA6E	1.00	60.00
88361	BARON, MISCHEL	05	0101	9/11/2012	1.0000			0.00	0.00
88361	BARON, MISCHEL	05	0101	9/12/2012	1.0000	89141	GA4IN, ED4ARDO	1.00	60.00
88361	BARON, MISCHEL	05	0101	2/01/2013	2.5000			0.00	0.00
				OBTAINED DOCTOR'S EXCUSE					
88370	CR7FT, AN7ERSON	05	0102	8/13/2012	1.0000			0.00	0.00
88370	CR7FT, AN7ERSON	05	0102	9/04/2012	0.5000	89761	H18OJOSA, MO8NIE	0.50	60.00
88373	GU4NN, FR4D	20	0202	9/05/2012	1.0000			0.00	0.00
88379	W16HELM, GE6EVIE	12	8012	8/20/2012	0.5000	89483	W46FIELD, BE6NIE	0.50	20.00
88383	WE2ZEL, GR2SEL	05	0102	8/24/2012	0.5000	88819	ST6AUSS, AK6LAH	0.50	30.00
88425	LA8TON, OC8AVIO	08	0102	9/04/2012	1.0000			0.00	0.00
88436	VE5ASCO, OR5LEE	08	0302	8/29/2012	1.0000			0.00	0.00
88449	CH8STER, CA8SON	05	0102	8/16/2012	0.5000	89761	H18OJOSA, MO8NIE	0.50	30.00
88449	CH8STER, CA8SON	05	0102	8/24/2012	1.0000	88709	PA4LSON, MI4LARD	1.00	60.00
88487	HI2IMAN, WE2DIE	05	0101	8/16/2012	0.5000	88514	HA7LEY, LE7NEL	0.50	35.00
88487	HI2IMAN, WE2DIE	05	0101	8/23/2012	6.0000	89957	AD4IR, CE4ESTA	6.00	360.00
88487	HI2IMAN, WE2DIE	05	0101	8/27/2012	1.0000			0.00	0.00
88492	GA5THIER, NU5BERS	05	0102	9/04/2012	0.5000	89141	GA4IN, ED4ARDO	0.50	30.00
88511	RE2TOR, CA2LEE	05	0202	8/31/2012	0.5000			0.00	0.00
88594	CO7ONADO, MA7HTA	05	0202	8/17/2012	1.0000			0.00	0.00
88594	CO7ONADO, MA7HTA	05	0202	3/06/2013	0.5000	89957	AD4IR, CE4ESTA	1.00	70.00
				LEAVE APPROVED WITH DR. NOTE					
88602	WI7SLOW, IS7AC	14	0102	9/13/2012	1.0000			0.00	0.00
88604	GO5DSMITH, BR5NO	11	0101	9/10/2012	1.0000			0.00	0.00
88604	GO5DSMITH, BR5NO	11	0101	9/11/2012	1.0000			0.00	0.00
88633	LA8DIS, SH8QUANA	05	0302	8/27/2012	1.0000	88709	PA4LSON, MI4LARD	1.00	60.00
88647	PI2KENS, TI2ANY	05	0102	8/10/2012	1.0000	89594	CR7ECH, MA7HTA	1.00	60.00
88647	PI2KENS, TI2ANY	05	0102	9/10/2012	0.5000	89761	H18OJOSA, MO8NIE	0.50	30.00
88650	ER7L, VI7CE	05	0302	8/24/2012	1.0000	88369	TO8H, EL8ONOR	1.00	70.00
88651	GU6VARA, SC6T	05	0302	9/06/2012	1.0000	89594	CR7ECH, MA7HTA	1.00	60.00
88669	DA4LING, BE4KIS	10	0102	8/13/2012	1.0000			0.00	0.00
88697	CH8, FL8TA	05	0202	8/29/2012	0.5000			0.00	0.00
88705	IR8ING, HA8LEY	12	8012	8/30/2012	0.5000	89483	W46FIELD, BE6NIE	0.50	20.00
88775	PR2SLEY, RU2I	05	0302	9/05/2012	1.0000	88759	EL2IOT, AL2ARO	1.00	60.00

B3. Leave History File – Employee Detail Reports – Samples

B3.1 Control Report – Leave History File Only

REPORT DATE: 03/07/2013	Employee Detail Report - Leave History File Only	PAGE: 1
REPORT TIME: 08:50		PROGRAM: LVREDTL1
SELECTION CRITERIA		
PLAN YEAR	2013	
PRINT OPTION	Print multiple employees per page	
MEMO OPTION	No, do not print MEMO field	
EMPLOYEE STATUS	Only active employees	
SORT	Emp No, Lv Type, Lv Date	
EXPORT FILE	Yes	
EXPORT FILENAME	C:\EXPORT\LEAVE20130307.CSV	

B3.2 Employee Leave Detail Report – History Leave Data Only – Sorted by Employee Number

REPORT DATE: 07/18/2012	EMPLOYEE LEAVE DETAIL REPORT - HISTORY LEAVE DATA ONLY	PAGE: 1				
REPORT TIME: 15:37	SORTED BY Emp No, Lv Type, Lv Date	PROGRAM: LVREDTL2				
	PLAN YEAR - 2012					
EMPNO	EMPLOYEE NAME	CLASS WK LOC YEAR TYPE DESCRIPTION	LEAVE IN	LEAVE OUT	END BAL	UNIT
	TYPE REAS DESCRIPTION	TXN DATE LV DATE SUB NO SUB NAME				
87609	SOSELO, NABACHA	11 0108 2012 A1 SICK				
	BEG BEGINNING BAL				33.2500	
	HST LV 01 SICK	04/30/2012 03/22/2012		1.0000	32.2500	
	HST LV 01 SICK	04/04/2012 04/04/2012		9.5000	22.7500	
	HST LV 03 PERSONAL	04/04/2012 04/04/2012		1.0000	21.7500	
	ADV ADVANCE	07/17/2012 04/30/2012	1.2500		23.0000	
	ADJ ACCRUAL ADJ	07/17/2012 05/15/2012	2.0000		25.0000	
	ADV ADVANCE	07/17/2012 05/30/2012	1.2500		26.2500	
	*** TYPE TOTALS		4.5000	11.5000	26.2500	* DAY
87609	SOSELO, NABACHA	11 0108 2012 A5 ANNUAL DAYS				
	ADJ ACCRUAL ADJ	04/19/2012 07/01/2011	3.0000		3.0000	
	*** TYPE TOTALS		3.0000		3.0000	* DAY
87613	HA4LOW, PH4NG	01 0108 2012 A1 SICK				
	BEG BEGINNING BAL				11.2500	
	HST LV 01 SICK	04/30/2012 03/22/2012		.2500	11.0000	
	HST LV 01 SICK	04/04/2012 04/04/2012		6.2500	4.7500	
	ADV ADVANCE	07/17/2012 04/30/2012	1.2500		6.0000	
	ADV ADVANCE	07/17/2012 05/30/2012	1.2500		7.2500	
	*** TYPE TOTALS		2.5000	6.5000	7.2500	* DAY
87613	HA4LOW, PH4NG	01 0108 2012 A6 SD				
	HST LV 01 SD	04/04/2012 04/04/2012		9.0000	9.0000-	
	*** TYPE TOTALS			9.0000	9.0000-	* DAY
87616	RISGINS, DA9TE	01 0100 2012 A1 SICK				
	BEG BEGINNING BAL				16.2500	
	HST LV 01 SICK	04/30/2012 03/09/2012		1.0000	15.2500	
	HST LV 01 SICK	04/30/2012 03/23/2012 87929	BUSL, EL8	1.0000	14.2500	
	HST LV 01 SICK	04/30/2012 03/26/2012 88872	WI9KER, JA9QUETTA	5.0000	9.2500	
	HST LV 01 SICK	04/04/2012 04/04/2012		3.5000	5.7500	
	ADV ADVANCE	07/17/2012 04/30/2012	1.2500		7.0000	
	ADV ADVANCE	07/17/2012 05/30/2012	1.2500		8.2500	
	*** TYPE TOTALS		2.5000	10.5000	8.2500	* DAY

B3.3 Employee Leave Detail Report – History Leave Data Only – Sorted by Leave Type and Reason Codes

REPORT DATE: 07/18/2012		EMPLOYEE LEAVE DETAIL REPORT - HISTORY LEAVE DATA ONLY						PAGE: 1		
REPORT TIME: 15:40		SORTED BY Lv Type, Emp No, Lv Date						PROGRAM: LVREDTL2		
		PLAN YEAR - 2012								
EMPNO	EMPLOYEE NAME	CLASS	WK	LOC	YEAR	TYPE DESCRIPTION	LEAVE IN	LEAVE OUT	END BAL	UNIT
TYPE	REAS DESCRIPTION	TXN DATE	LV DATE	SUB NO	SUB NAME					
87609	SOBELO, NABACHA	11	0108	2012	A1	SICK				
	BEG					BEGINNING BAL			33.2500	
HST	LV 01	SICK	04/30/2012	03/22/2012				1.0000	32.2500	
HST	LV 01	SICK	04/04/2012	04/04/2012				9.5000	22.7500	
HST	LV 03	PERSONAL	04/04/2012	04/04/2012				1.0000	21.7500	
ADV	ADVANCE	07/17/2012	04/30/2012				1.2500		23.0000	
ADV	ACCRUAL ADJ	07/17/2012	05/15/2012				2.0000		25.0000	
ADV	ADVANCE	07/17/2012	05/30/2012				1.2500		26.2500	
						*** TYPE TOTALS	4.5000	11.5000	26.2500	* DAY
87613	HA4LOW, PH4NG	01	0108	2012	A1	SICK				
	BEG					BEGINNING BAL			11.2500	
HST	LV 01	SICK	04/30/2012	03/22/2012				.2500	11.0000	
HST	LV 01	SICK	04/04/2012	04/04/2012				6.2500	4.7500	
ADV	ADVANCE	07/17/2012	04/30/2012				1.2500		6.0000	
ADV	ADVANCE	07/17/2012	05/30/2012				1.2500		7.2500	
						*** TYPE TOTALS	2.5000	6.5000	7.2500	* DAY
87616	R19GINS, DA9TE	01	0100	2012	A1	SICK				
	BEG					BEGINNING BAL			16.2500	
HST	LV 01	SICK	04/30/2012	03/09/2012				1.0000	15.2500	
HST	LV 01	SICK	04/30/2012	03/23/2012	87929	BUSL, EL8		1.0000	14.2500	
HST	LV 01	SICK	04/30/2012	03/26/2012	88872	WISKER, JASQUETTA		5.0000	9.2500	
HST	LV 01	SICK	04/04/2012	04/04/2012				3.5000	5.7500	
ADV	ADVANCE	07/17/2012	04/30/2012				1.2500		7.0000	
ADV	ADVANCE	07/17/2012	05/30/2012				1.2500		8.2500	
						*** TYPE TOTALS	2.5000	10.5000	8.2500	* DAY
87626	DO7GHTY, EM7RY	09	0201	2012	A1	SICK				
	BEG					BEGINNING BAL			25.2500	
HST	LV 03	PERSONAL	04/30/2012	03/09/2012				1.0000	24.2500	
HST	LV 01	SICK	04/30/2012	03/19/2012				1.0000	23.2500	
HST	LV 01	SICK	04/04/2012	04/04/2012				1.5000	21.7500	
ADV	ADVANCE	07/17/2012	04/30/2012				1.2500		23.0000	
ADV	ADVANCE	07/17/2012	05/30/2012				1.2500		24.2500	
						*** TYPE TOTALS	2.5000	3.5000	24.2500	* DAY

B4. Both Current Leave Input File and Leave History File – Employee Detail Reports – Samples

B4.1 Control Report – Both Current Leave and Leave History File

REPORT DATE: 03/07/2013	Employee Detail Report - Both Current Leave and Leave History	PAGE: 1
REPORT TIME: 08:54		PROGRAM: LVREDTL1
SELECTION CRITERIA		
PLAN YEAR	2013	
PRINT OPTION	Print multiple employees per page	
MEMO OPTION	No, do not print MEMO field	
EMPLOYEE STATUS	Only active employees	
SORT	Emp No, Lv Type, Lv Date	
EXPORT FILE	Yes	
EXPORT FILENAME	C:\EXPORT\LEAVE20130307.CSV	

B4.2 Employee Leave Detail Report – Current and History Leave – Sorted by Employee Number

REPORT DATE: 07/18/2012	EMPLOYEE LEAVE DETAIL REPORT - CURRENT AND HISTORY LEAVE	PAGE: 1						
REPORT TIME: 15:43	SORTED BY Emp No, Lv Type, Lv Date	PROGRAM: LVREDTL2						
	PLAN YEAR - 2012							
EMPNO	EMPLOYEE NAME	CLASS WK LOC	YEAR	TYPE DESCRIPTION	LEAVE IN	LEAVE OUT	END BAL	UNIT
	TYPE REAS DESCRIPTION	TXN DATE	LV DATE	SUB NO SUB NAME				
87609	SOBELO, NASACHA	11 0108	2012	A1 SICK			33.2500	
	BEG BEGINNING BAL						32.2500	
	HST LV 01 SICK	04/30/2012	03/22/2012			1.0000	22.7500	
	HST LV 01 SICK	04/04/2012	04/04/2012			1.0000	21.7500	
	HST LV 03 PERSONAL	04/04/2012	04/04/2012				23.0000	
	ADV ADVANCE	07/17/2012	04/30/2012		1.2500		21.5000	
	CUR LV 01 SICK	00/00/0000	05/01/2012	87977 HASKS, TRSNT		1.5000	23.5000	
	ADJ ACCRUAL ADJ	07/17/2012	05/15/2012		2.0000		24.7500	
	ADV ADVANCE	07/17/2012	05/30/2012		1.2500		24.7500	
				*** TYPE TOTALS	4.5000	13.0000		* DAY
87609	SOBELO, NASACHA	11 0108	2012	A5 ANNUAL DAYS			3.0000	
	ADJ ACCRUAL ADJ	04/19/2012	07/01/2011		3.0000		3.0000	
				*** TYPE TOTALS	3.0000			* DAY
87613	HA4LOW, PH4NG	01 0108	2012	A1 SICK			11.2500	
	BEG BEGINNING BAL						11.0000	
	HST LV 01 SICK	04/30/2012	03/22/2012			.2500	4.7500	
	HST LV 01 SICK	04/04/2012	04/04/2012			6.2500	6.0000	
	ADV ADVANCE	07/17/2012	04/30/2012		1.2500		4.0000	
	CUR LV 01 SICK	00/00/0000	05/02/2012	87613		2.0000	5.2500	
	ADV ADVANCE	07/17/2012	05/30/2012		1.2500		5.2500	
				*** TYPE TOTALS	2.5000	8.5000		* DAY
87613	HA4LOW, PH4NG	01 0108	2012	A2 OTHER NON-D			2.0000	
	CUR LV 02 FIELD TRIPS	00/00/0000	05/01/2012	87613			2.0000	
				*** TYPE TOTALS			2.0000	* DAY
87613	HA4LOW, PH4NG	01 0108	2012	A6 SD			9.0000	
	HST LV 01 SD	04/04/2012	04/04/2012			9.0000	9.0000	
				*** TYPE TOTALS			9.0000	* DAY
87616	RI9GINS, DA9TE	01 0100	2012	A1 SICK			16.2500	
	BEG BEGINNING BAL						15.2500	
	HST LV 01 SICK	04/30/2012	03/09/2012			1.0000	14.2500	
	HST LV 01 SICK	04/30/2012	03/23/2012	87929 BU8L, EL8		1.0000		

B4.3 Employee Leave Detail Report – Current and History Leave – Sorted by Leave Type and Reason Codes

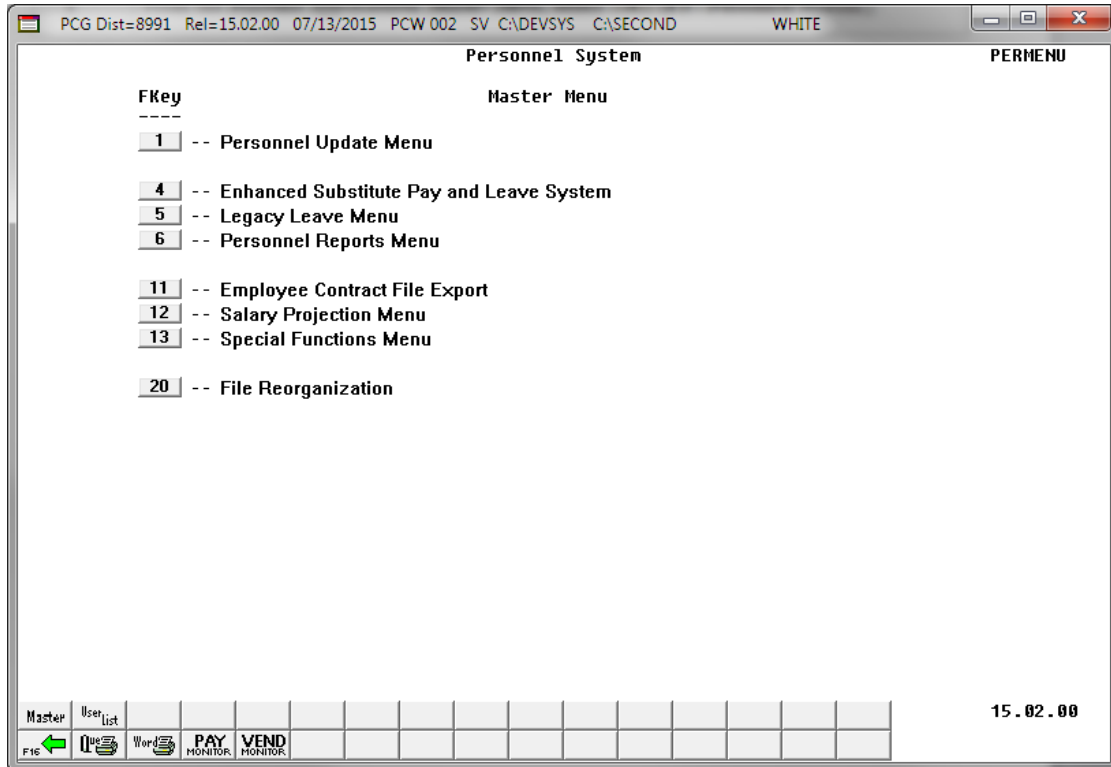
REPORT DATE: 07/18/2012		EMPLOYEE LEAVE DETAIL REPORT - CURRENT AND HISTORY LEAVE						PAGE: 1					
REPORT TIME: 15:47		SORTED BY Lv Type, Emp No, Lv Date						PROGRAM: LVREDTL2					
		PLAN YEAR - 2012											
EMPNO	EMPLOYEE NAME	CLASS	WK	LOC	YEAR	TYPE	DESCRIPTION	LEAVE IN	LEAVE OUT	END BAL	UNIT		
TYPE	REAS	DESCRIPTION	TXN DATE	LV DATE	SUB NO	SUB NAME							
87609	SOSELO, NRSACHA	11	0108	2012	A1	SICK							
	BEG	BEGINNING BAL								33.2500			
HST	LV	01	SICK	04/30/2012	03/22/2012				1.0000	32.2500			
HST	LV	01	SICK	04/04/2012	04/04/2012				9.5000	22.7500			
HST	LV	03	PERSONAL	04/04/2012	04/04/2012				1.0000	21.7500			
ADV	ADVANCE			07/17/2012	04/30/2012			1.2500		23.0000			
CUR	LV	01	SICK	00/00/0000	05/01/2012	87977	HASKS, TRSNT		1.5000	21.5000			
ADJ	ADJ	ACCURAL ADJ		07/17/2012	05/15/2012			2.0000		23.5000			
ADV	ADVANCE			07/17/2012	05/30/2012			1.2500		24.7500			
								***	TYPE TOTALS	4.5000	13.0000	24.7500	* DAY
87613	HA4LOW, PH4NG	01	0108	2012	A1	SICK							
	BEG	BEGINNING BAL								11.2500			
HST	LV	01	SICK	04/30/2012	03/22/2012				.2500	11.0000			
HST	LV	01	SICK	04/04/2012	04/04/2012				6.2500	4.7500			
ADV	ADVANCE			07/17/2012	04/30/2012			1.2500		6.0000			
CUR	LV	01	SICK	00/00/0000	05/02/2012	87613			2.0000	4.0000			
ADV	ADVANCE			07/17/2012	05/30/2012			1.2500		5.2500			
								***	TYPE TOTALS	2.5000	8.5000	5.2500	* DAY
87616	RIGGINS, DA9TE	01	0100	2012	A1	SICK							
	BEG	BEGINNING BAL								16.2500			
HST	LV	01	SICK	04/30/2012	03/09/2012				1.0000	15.2500			
HST	LV	01	SICK	04/30/2012	03/23/2012	87929	BUSL, EL8		1.0000	14.2500			
HST	LV	01	SICK	04/30/2012	03/26/2012	88872	WISKER, JASQUETTA		5.0000	9.2500			
HST	LV	01	SICK	04/04/2012	04/04/2012				3.5000	5.7500			
ADV	ADVANCE			07/17/2012	04/30/2012			1.2500		7.0000			
CUR	LV	01	SICK	00/00/0000	05/02/2012	87616			1.0000	6.0000			
ADV	ADVANCE			07/17/2012	05/30/2012			1.2500		7.2500			
								***	TYPE TOTALS	2.5000	11.5000	7.2500	* DAY
87626	DO7GHTY, EM7RY	09	0201	2012	A1	SICK							
	BEG	BEGINNING BAL								25.2500			
HST	LV	03	PERSONAL	04/30/2012	03/09/2012				1.0000	24.2500			
HST	LV	01	SICK	04/30/2012	03/19/2012				1.0000	23.2500			
HST	LV	01	SICK	04/04/2012	04/04/2012				1.5000	21.7500			

Procedure C: Substitute Detail Reports

C1. Creating Substitute Detail Reports

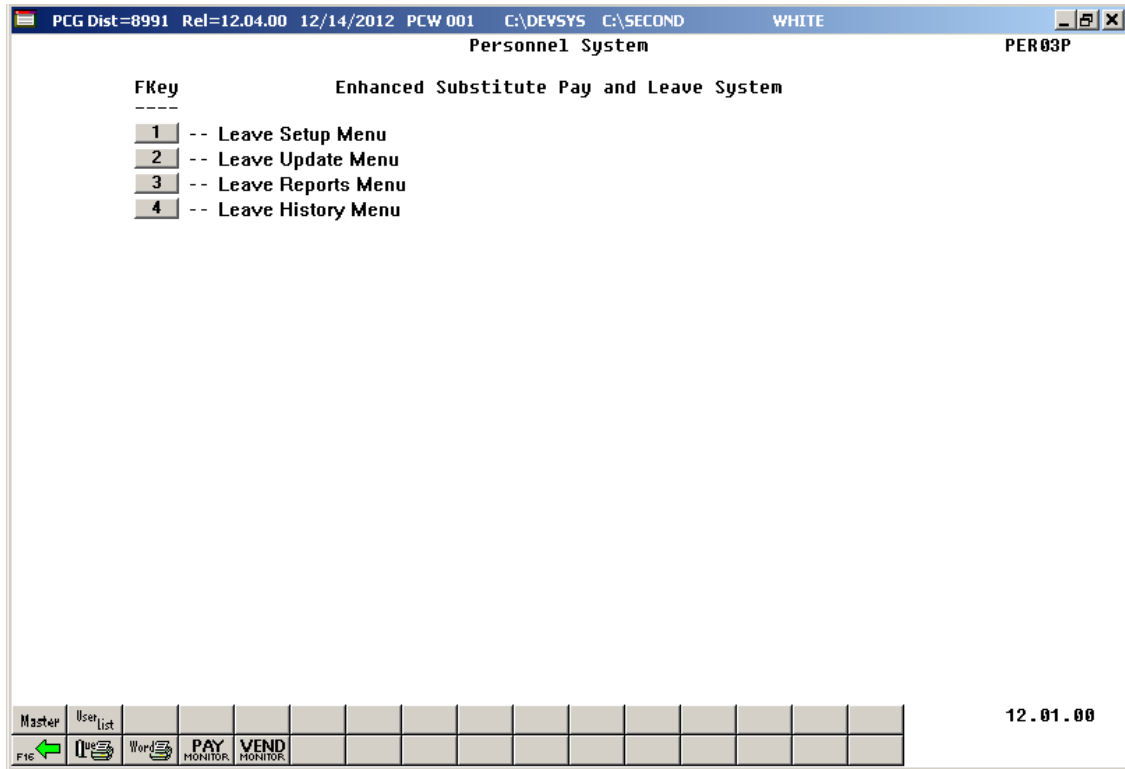
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel System).

The following screen displays:



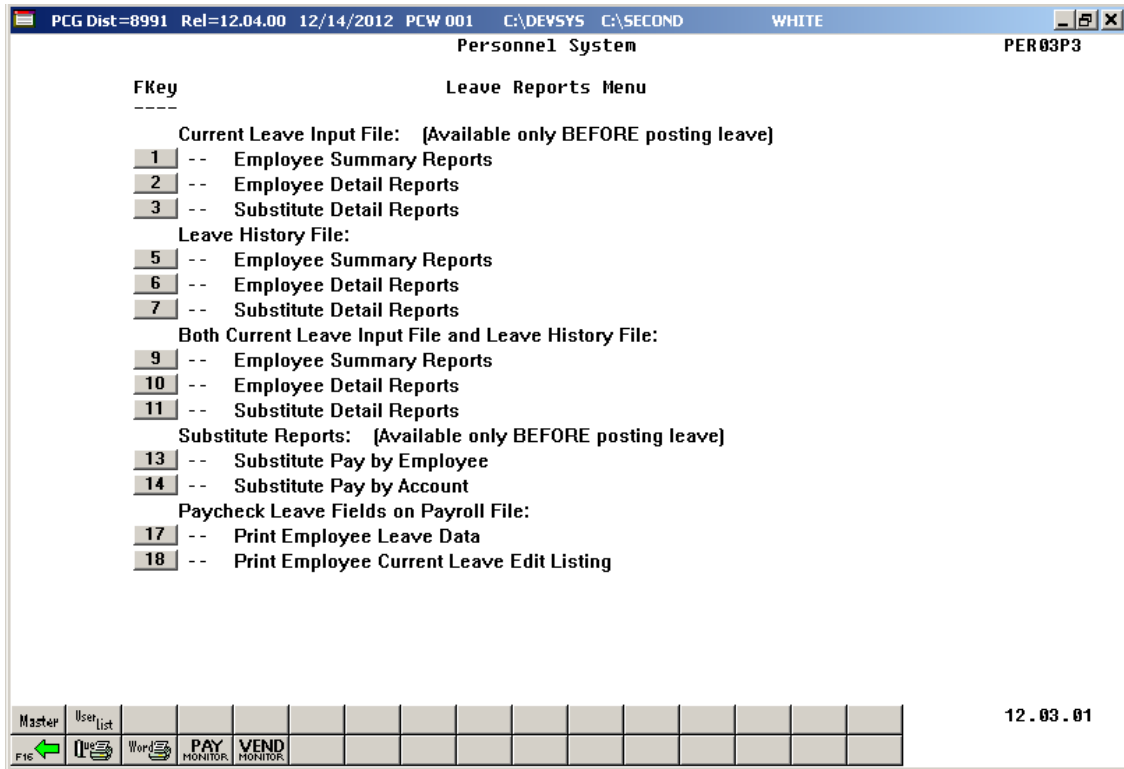
Step	Action
2	Select 4 (F4 – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:



Step	Action
3	Select 3 (F3 – Leave Reports Menu).






The following screen displays:



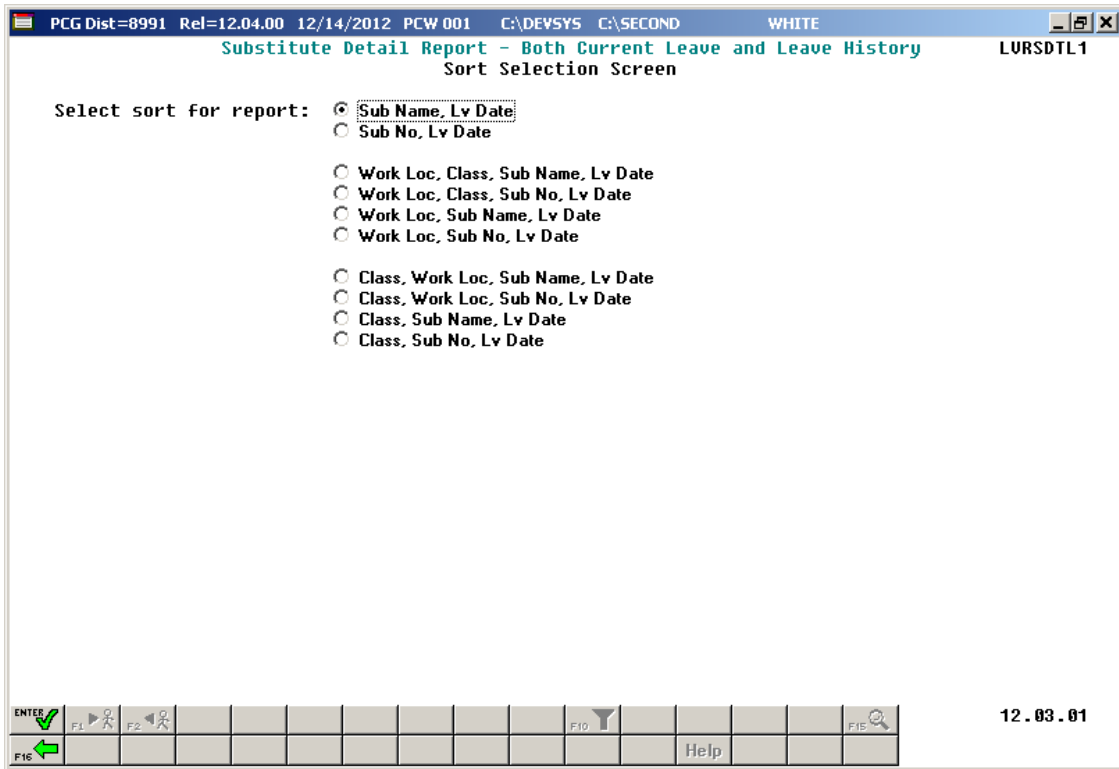
Step	Action
4	<p>To create an <i>Substitute Detail Report</i>, select one of the following options:</p> <ul style="list-style-type: none"> 3 (F3 – Current Leave Input File – Substitute Detail Reports) 7 (F7 – Leave History File – Substitute Detail Reports) 11 (F11 – Both Current Leave Input File and Leave History File – Substitute Detail Reports) <p><i>When selecting data from the Current Leave Input File only, the Substitute Detail Reports will populate the CUR LV (Current Leave Taken) line items based upon leave entered into the Current Leave Input File.</i></p> <p><i>When selecting data from the Leave History File only, the Substitute Detail Reports will populate the HST LV (Historical Leave Taken) line items based upon leave entered into the Leave History File.</i></p> <p><i>When selecting data from both the Current Leave Input File and the Leave History File, the Substitute Detail Reports will populate both CUR LV and HST LV line items.</i></p> <p><i>Although the screenshot examples refer to the “F11 – Both Current Leave Input File and Leave History File”, these instructions apply to <u>all</u> of the Substitute Detail Report menu selections.</i></p>



The following screen displays:

Step	Action
5	<p>Select either the desired Plan Year or a date range.</p> <p>Enter the date range (MM/DD/CCYY) in the Enter period to be printed fields. The date range selects records for the report based upon the employees' starting leave date.</p>
6	<p>Select the radio button <input checked="" type="radio"/> to the left of the desired Print option for report option to identify the number of substitute employees to print per page of the report. Select either one substitute employee per page or multiple substitute employees per page for the Print option.</p> <p><i>Printing one substitute employee per page allows the user to generate substitute work statements to distribute to employees.</i></p>
7	<p>Select the radio button <input checked="" type="radio"/> to the left of the desired Substitute SSN option for report option to indicate whether the substitute employees' social security numbers should be printed on the report. Select whether or not to print the substitute employees' social security numbers on the report.</p> <p><i>If generating work statements to distribute to substitute employees (see Step 6) via a third party vendor, it may be necessary to include the substitute employees' social security numbers on the report.</i></p>

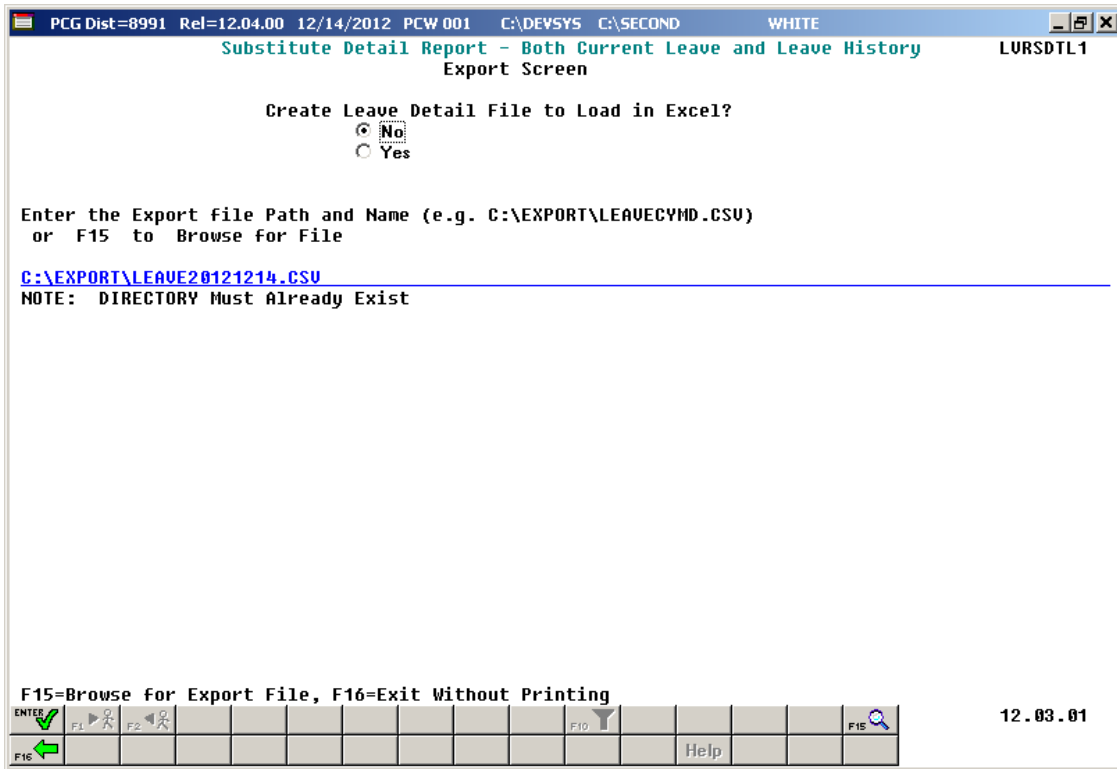
Step	Action
8	<p>Select the radio button  to the left of the desired Employee number option for report option to indicate whether the absent employees' numbers should be printed on the report. Select whether or not to print the absent employees' numbers on the report.</p> <p><i>If generating work statements to distribute to substitute employees (see Step 6), it may be a good idea to suppress printing employee numbers of the absent employees.</i></p>
9	<p>Select records based upon the substitute employees' status field. Enter an 'X' to the right of the desired status field as follows:</p> <p>Active only - Selects substitute employees with a status field of 'A' (active) only.</p> <p>Inactive only – Selects substitute employees with a status field of 'I' (inactive) or 'T' (terminated) only.</p> <p>Both – Selects all substitute employees.</p>
10	<p><u>For an individual substitute:</u> Enter the substitute employee number in the Enter Sub # or leave blank to print ALL substitutes field.</p> <p><i>If the substitute employee number is unknown, select  (F15 – Find Employee). When the Select Employee screen displays, follow normal procedures to locate the employee's information. When the Substitute Detail Report screen redisplay, PCGenesis populates the substitute employee number in the Sub # field on the screen.</i></p> <p><u>For all substitutes:</u> Leave the Sub # field blank.</p>
11	<p><u>To print leave data for specific payroll class code(s):</u> Up to three specific payroll classes can be selected for printing on the <i>Substitute Detail Report</i>. Enter the code or select the Drop-down selection icon  in the Payroll Class Code fields to choose the desired class codes for printing.</p> <p><u>For all payroll classes:</u> Leave the payroll class codes blank to print ALL classes.</p>
12	<p><u>To print leave data for specific work location code(s):</u> Up to three specific work locations can be selected for printing on the <i>Substitute Detail Report</i>. Enter the code or select the Drop-down selection icon  in the Work Location fields to choose the desired work locations for printing.</p> <p><u>For all work locations:</u> Leave the work location codes blank to print ALL work locations.</p>
13	<p>Select  (Enter – Continue).</p>




The following screen displays:



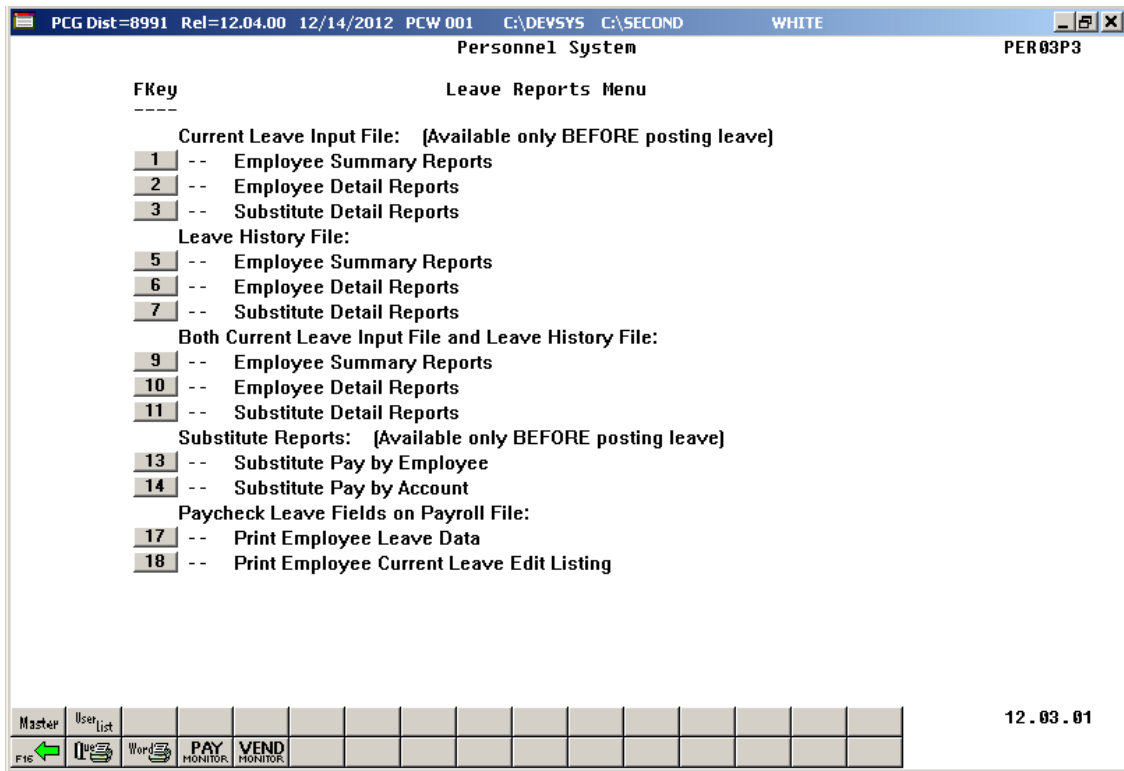
Step	Action
14	Select the radio button  to the left of the desired Select sort for report option to identify the report's sort order.
15	Select  (Enter – Continue).





The following screen displays:



Step	Action
16	Select the radio button  to left of the appropriate response in the Create Leave Detail File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select 'Yes'. Otherwise, select 'No'.
17	If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate.
18	If creating an export file: Enter C:\EXPORT\LEAVEccyymmdd.csv in the Enter File Name and Path for Export File field, or select  (F15 - to Browse for file) to locate the file manually.
19	Select  (Enter - Continue). If creating an export file: <i>If the filename from Step 18 is invalid, the "UNABLE TO OPEN LEAVE CSV FILE 35 = File Not Found" error message displays. In this instance, return to Step 18 to enter the correct information.</i> <i>"Processing Request" briefly displays where appropriate.</i>

The following screen displays:



Step	Action
20	Select  (F16 - Exit) to return to the <i>Enhanced Substitute Pay and Leave Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
21	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>

C2. Current Leave Input File – Substitute Detail Reports – Samples

C2.1 Control Report – Current Leave Input File Only

```

REPORT DATE: 12/14/2012          Substitute Detail Report - Current Leave Input File Only          PAGE: 1
REPORT TIME: 15:22                                                    PROGRAM: LVRSDTL1

SELECTION CRITERIA

PLAN YEAR                2013
PRINT OPTION             Print multiple substitutes per page
SUB SSN OPTION           Print substitute SSNs
EMPNO OPTION            Do NOT print employee numbers
EMPLOYEE STATUS         Only active employees
SORT                    Class, Sub No, Lv Date

EXPORT FILE              Yes
EXPORT FILENAME         C:\EXPORT\LEAVE20121214.CSV
    
```

C2.2 Substitute Leave Detail Report – Current Leave Data Only – Sorted by Substitute Name

This report is only available before the *Current Leave Input File* is posted to payroll.

REPORT ID: PAYR-LVRSDTL2		SUBSTITUTE LEAVE DETAIL REPORT - CURRENT LEAVE DATA ONLY						PAGE: 1	
PERIOD END: 01/30/2017		SORTED BY Sub Name, Lv Date						REPORT DATE: 02/10/2017	
		REPORT PERIOD 01/01/2017 THRU 12/31/2017						REPORT TIME: 09:51	
SUBNO	SUBSTITUTE NAME	LV DATE	SUB SSN	CLASS	WK LOC	YEAR	UNIT	SUB TIME	SUB AMOUNT
TYPE	TXN DATE		EMP NO	EMP NAME					
89496	CAGALES, DEGMAR		03	6793	2017				
CUR LV	00/00/0000	01/15/2017		BAZMAN, MAZYBELLE			DAILY	3.0000	174.0000
				*** SUBSTITUTE TOTALS				3.0000	174.0000 *
88917	DEZUCA, ANZBAL		03	6793	2017				
CUR LV	00/00/0000	01/01/2017		CAZON, RO2			DAILY	.2500	14.5000
CUR LV	00/00/0000	01/11/2017		CAZON, RO2			DAILY	.2500	14.5000
				*** SUBSTITUTE TOTALS				.5000	29.0000 *
88280	ECTERT, VI70		03	6793	2017				
CUR LV	00/00/0000	01/02/2017		CA7Y, SH7RAN			DAILY	2.0000	146.0000
CUR LV	00/00/0000	01/03/2017		CA7Y, SH7RAN			DAILY	2.0000	146.0000
CUR LV	00/00/0000	01/12/2017		CA7Y, SH7RAN			DAILY	2.0000	146.0000
CUR LV	00/00/0000	01/13/2017		CA7Y, SH7RAN			DAILY	2.0000	146.0000
				*** SUBSTITUTE TOTALS				8.0000	584.0000 *
88319	HI4LS, HE4MA		03	6793	2017				
CUR LV	00/00/0000	01/04/2017		JO6, LE6AH			DAILY	1.0000	63.0000
CUR LV	00/00/0000	01/14/2017		JO6, LE6AH			DAILY	1.0000	63.0000
				*** SUBSTITUTE TOTALS				2.0000	126.0000 *

C3. Leave History File – Substitute Detail Reports – Samples

C3.1 Control Report – Leave History File Only

REPORT DATE: 12/18/2012	Substitute Detail Report - Leave History File Only	PAGE: 1
REPORT TIME: 08:37		PROGRAM: LVRSDTL1
SELECTION CRITERIA		
PLAN YEAR	2013	
PRINT OPTION	Print multiple substitutes per page	
SUB SSN OPTION	Print substitute SSNs	
EMPNO OPTION	Print employee numbers	
EMPLOYEE STATUS	Only active employees	
SORT	Class, Sub No, Lv Date	
EXPORT FILE	Yes	
EXPORT FILENAME	C:\EXPORT\LEAVE20121218.CSV	

C3.2 Substitute Leave Detail Report – History Leave Data Only – Sorted by Substitute Number

REPORT DATE: 12/18/2012	SUBSTITUTE LEAVE DETAIL REPORT - HISTORY LEAVE DATA ONLY						PAGE: 3		
REPORT TIME: 08:37	SORTED BY Class, Sub No, Lv Date						PROGRAM: LVRSDTL2		
	PLAN YEAR - 2013								
SUBNO	SUBSTITUTE NAME		SUB SSN	CLASS	WK LOC	YEAR		SUB TIME	SUB AMOUNT
TYPE	TXN DATE	LV DATE	EMP NO	EMP NAME			UNIT		
88369	TOBH, ELSONOR		999-08-8369	09	6211	2013			
HST LV	09/28/2012	08/23/2012	89043	LOGBARDI, DE6CIE			DAILY	1.0000	70.0000
HST LV	09/28/2012	08/24/2012	88650	EA7L, VI7CE			DAILY	1.0000	70.0000
HST LV	09/28/2012	09/07/2012	89529	IR8ZARRY, KU8TIS			DAILY	1.0000	70.0000
				*** SUBSTITUTE TOTALS				3.0000	210.0000 *
88539	HAG, LAGE		999-08-8539	09	6211	2013			
HST LV	09/28/2012	08/24/2012	88372	GASE, MYSES			DAILY	1.0000	60.0000
HST LV	09/28/2012	08/27/2012	89916	HESRINGTON, PR5SCILA			DAILY	1.0000	60.0000
HST LV	09/28/2012	08/28/2012	88361	BASON, M18CHEL			DAILY	1.0000	60.0000
HST LV	09/28/2012	08/29/2012	89914	DE7NY, OL7NDA			DAILY	1.0000	60.0000
HST LV	09/28/2012	08/30/2012	89916	HESRINGTON, PR5SCILA			DAILY	1.0000	60.0000
				*** SUBSTITUTE TOTALS				5.0000	300.0000 *
88704	GESGER, DESICK		999-08-8704	09	6211	2013			
HST LV	09/28/2012	09/07/2012	88818	SP7UILL, ES7EBAN			DAILY	1.0000	60.0000
HST LV	09/28/2012	09/12/2012	88818	SP7UILL, ES7EBAN			DAILY	1.0000	60.0000
				*** SUBSTITUTE TOTALS				2.0000	120.0000 *
88709	PA4LSON, MI4LARD		999-08-8709	09	6211	2013			
HST LV	09/28/2012	08/24/2012	88449	CH8STER, C88SON			DAILY	1.0000	60.0000
HST LV	09/28/2012	08/27/2012	88633	L88DIS, SH8QUANA			DAILY	1.0000	60.0000
HST LV	09/28/2012	09/06/2012	89062	CH8RCHILL, HE3MLLA			DAILY	1.0000	60.0000
				*** SUBSTITUTE TOTALS				3.0000	180.0000 *
88759	EL2IOT, AL2ARO		999-08-8759	09	6211	2013			
HST LV	09/28/2012	08/20/2012	89578	PA7TEN, AR7			DAILY	1.0000	60.0000
HST LV	09/28/2012	09/05/2012	88775	PR2SLEY, RU2I			DAILY	1.0000	60.0000
HST LV	09/28/2012	09/07/2012	89043	LOGBARDI, DE6CIE			DAILY	1.0000	60.0000
				*** SUBSTITUTE TOTALS				3.0000	180.0000 *
88799	GA2NE, RO2		999-08-8799	09	6211	2013			
HST LV	09/28/2012	08/24/2012	89264	MC9SHORTER, MA9G			DAILY	1.0000	60.0000
HST LV	09/28/2012	09/14/2012	89061	BU4ORD, LE4NY			DAILY	1.0000	60.0000
				*** SUBSTITUTE TOTALS				2.0000	120.0000 *

C4. Both Current Leave Input File and Leave History File – Substitute Detail Reports – Samples

C4.1 Control Report – Both Current Leave and Leave History File

REPORT DATE: 12/14/2012	Substitute Detail Report - Both Current Leave and Leave History	PAGE: 1
REPORT TIME: 15:19		PROGRAM: LVRSDTL1
SELECTION CRITERIA		
PLAN YEAR	2013	
PRINT OPTION	Print multiple substitutes per page	
SUB SSN OPTION	Do NOT print substitute SSNs	
EMPNO OPTION	Do NOT print employee numbers	
EMPLOYEE STATUS	Only active employees	
SORT	Class, Sub No, Lv Date	
EXPORT FILE	Yes	
EXPORT FILENAME	C:\EXPORT\LEAVE20121214.CSV	

C4.2 Substitute Leave Detail Report – Current and History Leave – Sorted by Substitute Number

REPORT DATE: 12/18/2012	SUBSTITUTE LEAVE DETAIL REPORT - CURRENT AND HISTORY LEAVE		PAGE: 3
REPORT TIME: 09:00	SORTED BY Class, Sub No, Lv Date		PROGRAM: LVRSDTL2
	PLAN YEAR - 2013		
SUBNO	SUBSTITUTE NAME	SUB SSN	CLASS WK LOC YEAR
TYPE	TXN DATE	EMP NO	EMP NAME
	LV DATE		UNIT
			SUB TIME
			SUB AMOUNT
88369	T08H, EL8ONOR		09 6211 2013
HST LV	09/28/2012	08/23/2012	LOGBARDI, DE6CIE
HST LV	09/28/2012	08/24/2012	EA7L, VI7CE
HST LV	09/28/2012	09/07/2012	IR8ZARRY, KU8TIS
CUR LV	00/00/0000	10/03/2012	CA4RASCO, RA4HAEL
			*** SUBSTITUTE TOTALS
			6.0000 420.0000 *
88539	HA6, LAGE		09 6211 2013
HST LV	09/28/2012	08/24/2012	GASE, MYSES
HST LV	09/28/2012	08/27/2012	HESRINGTON, PR8SCILA
HST LV	09/28/2012	08/28/2012	BA8ON, MI8CHEL
HST LV	09/28/2012	08/29/2012	DE7NY, OL7NDA
HST LV	09/28/2012	08/30/2012	HESRINGTON, PR8SCILA
CUR LV	00/00/0000	10/01/2012	AP8LEGATE, EL8IOT
			*** SUBSTITUTE TOTALS
			7.0000 420.0000 *
88704	GESGER, DESICK		09 6211 2013
HST LV	09/28/2012	09/07/2012	SP7UILL, ES7EBAN
HST LV	09/28/2012	09/12/2012	SP7UILL, ES7EBAN
CUR LV	00/00/0000	10/02/2012	BE7M, KR7S
			*** SUBSTITUTE TOTALS
			3.5000 210.0000 *
88709	PA4LSON, MI4LARD		09 6211 2013
HST LV	09/28/2012	08/24/2012	CH8STER, CA88ON
HST LV	09/28/2012	08/27/2012	LA8DIS, SH8QUANA
HST LV	09/28/2012	09/06/2012	CH8RCHILL, HE8MILA
			*** SUBSTITUTE TOTALS
			3.0000 180.0000 *
88759	EL2IOT, AL2ARO		09 6211 2013
HST LV	09/28/2012	08/20/2012	PAT7EN, AR7
HST LV	09/28/2012	09/05/2012	PR2SLEY, RU2I
HST LV	09/28/2012	09/07/2012	LOGBARDI, DE6CIE
			*** SUBSTITUTE TOTALS
			3.0000 180.0000 *

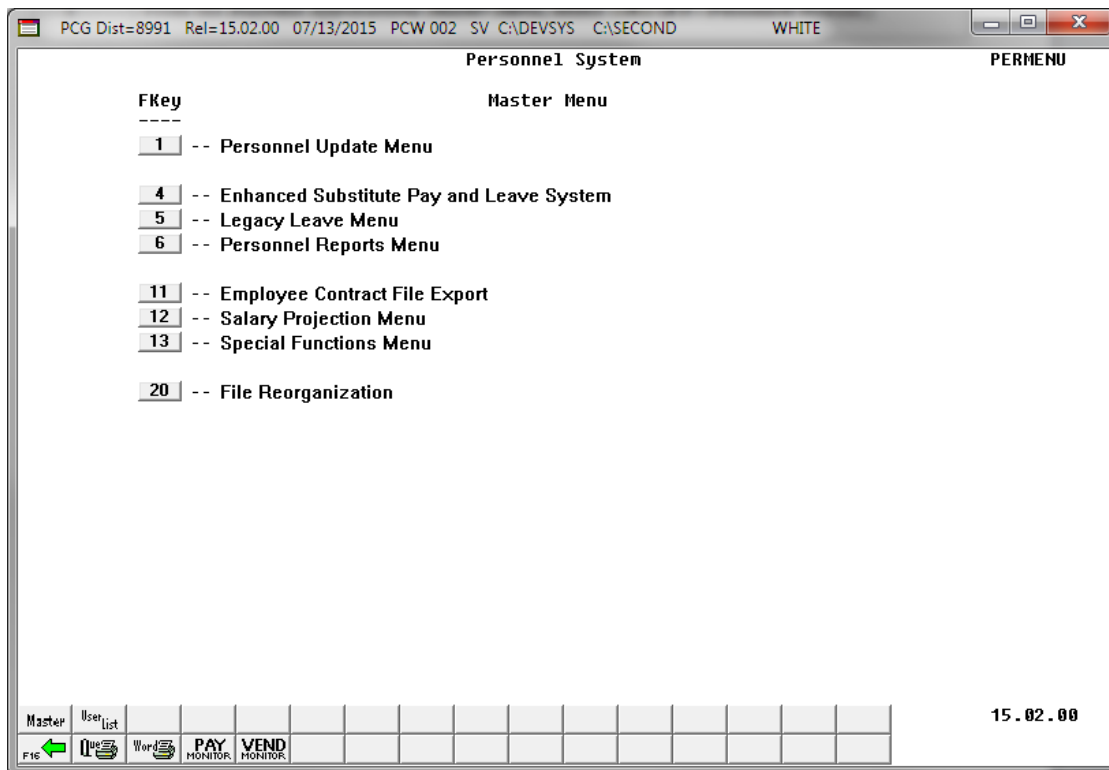
Procedure D: Substitute Pay Reports

D1. Creating Substitute Pay by Employee Report

The *Preliminary Payroll Balance Sheet* allows for the review of *substitute* employees' gross salary amounts and the total number of hours or days worked before the *Current Leave Input File* is posted to payroll. PCGenesis users may generate the *Balance Sheets* either by location within class, or by class within location. Users are strongly encouraged to review the gross salary and hours worked totals before the *Current Leave Input File* is posted and the actual payroll is calculated. This report is NOT available after the *Current Leave Input File* is posted.

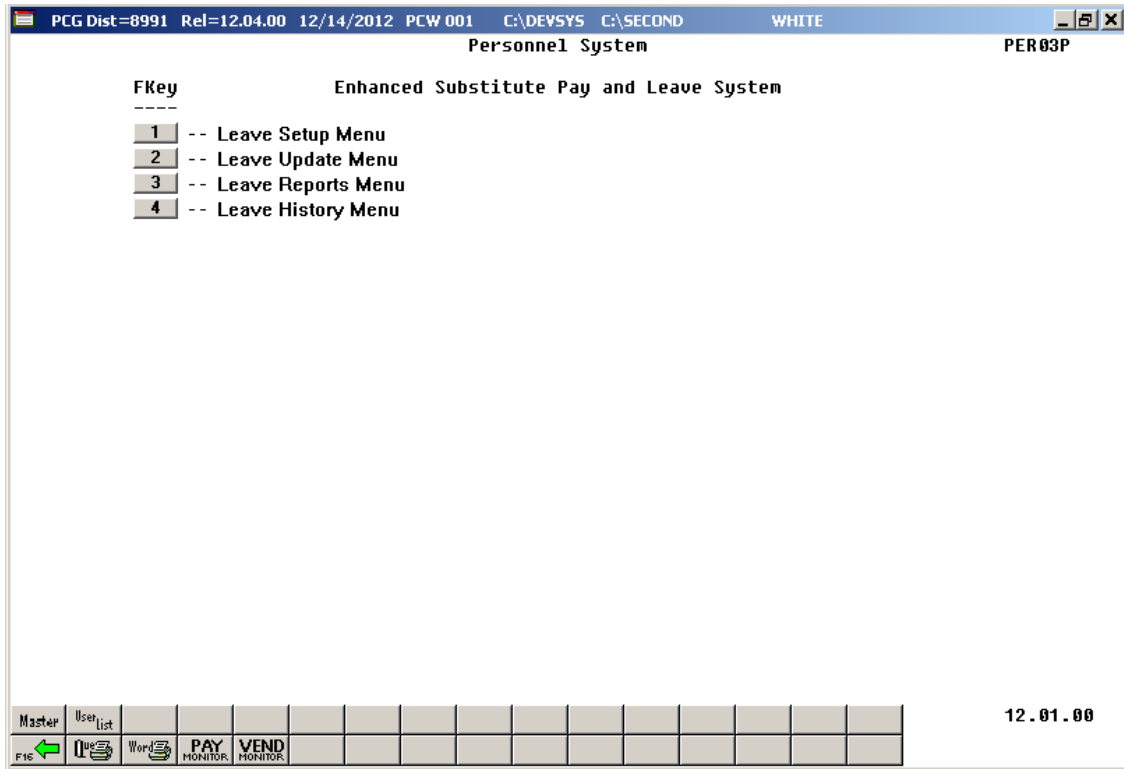
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel System).

The following screen displays:



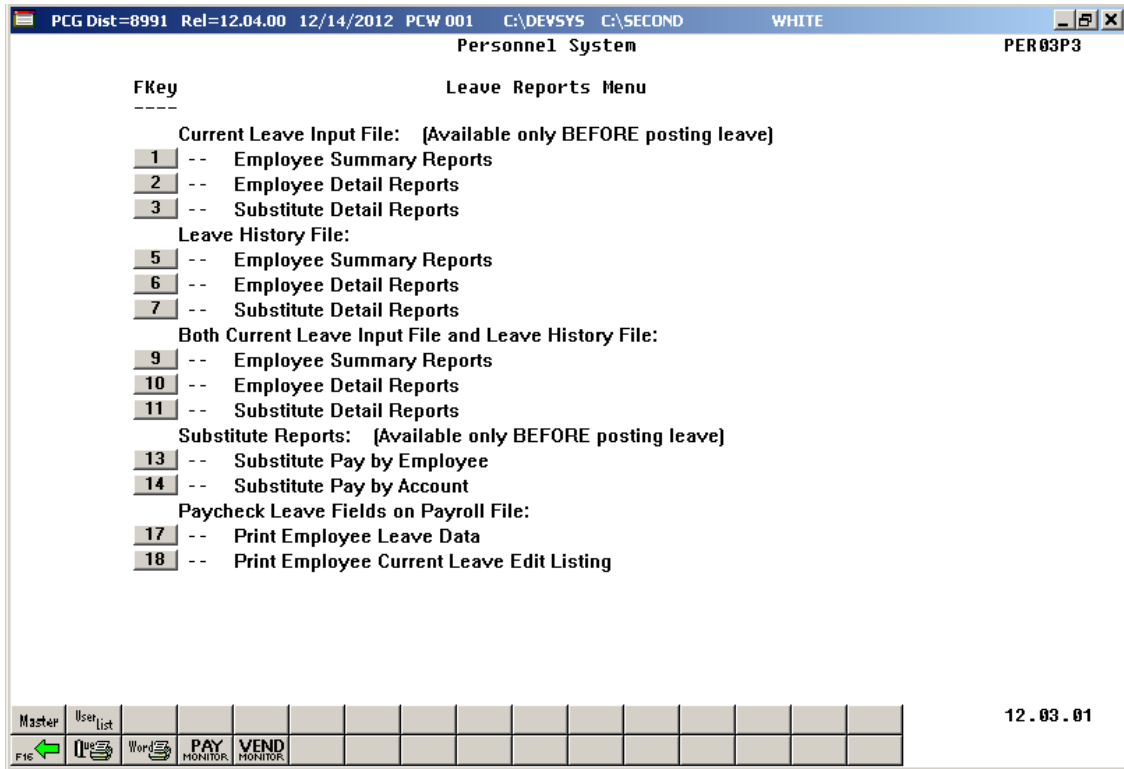
Step	Action
2	Select 4 (F4 – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:



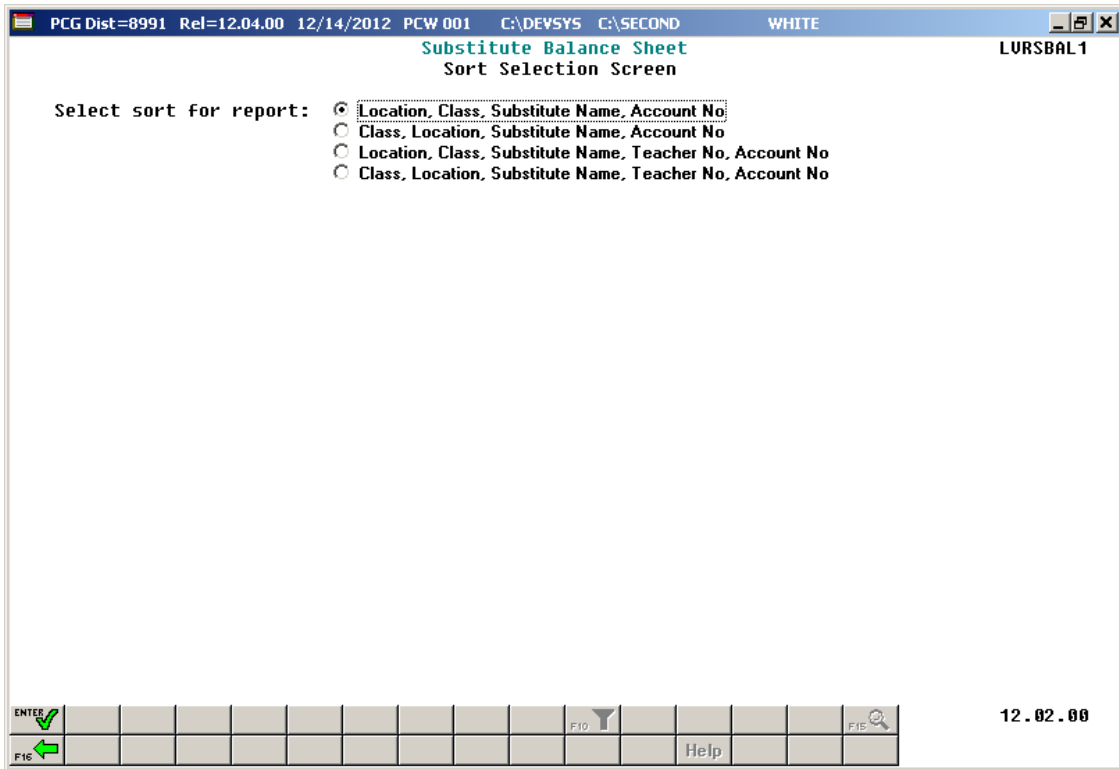
Step	Action
3	Select 3 (F3 – Leave Reports Menu).



The following screen displays:



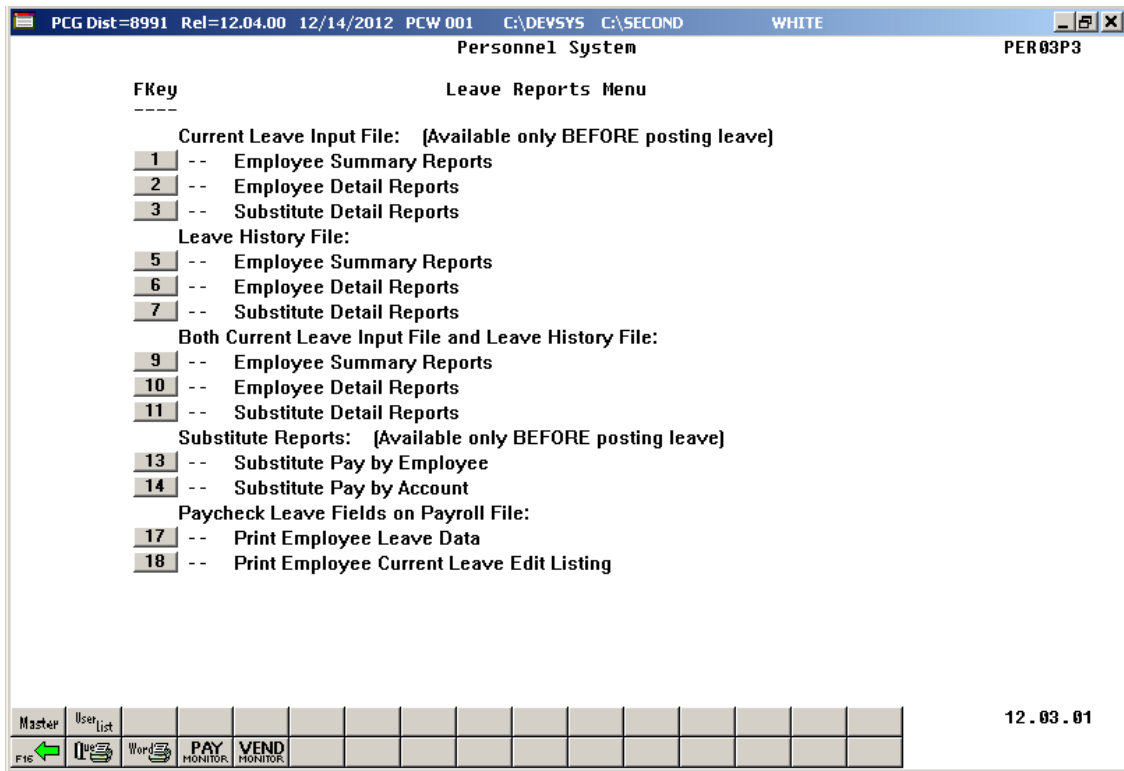
Step	Action
4	Select 13 (F13 – Substitute Pay by Employee).





The following screen displays:



Step	Action
5	Select the radio button  to the left of the desired Select sort for report option to identify the report's sort order.
6	Select  (Enter – Continue).

The following screen displays:



Step	Action
7	Select  (F16 - Exit) to return to the <i>Enhanced Substitute Pay and Leave Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
8	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>

D1.1 Substitute Pay by Employee – by Account Number

This report is only available before the *Current Leave Input File* is posted to payroll.

LOC	SUB#	CL	SUB NAME TEACHER NAME	LV DATE	RATE	REG-HRS	REG-AMT	ACCOUNT NUMBER
REPORT DATE: 07/19/2012				PAYROLL BALANCE *** PRELIMINARY - LOCATION WITHIN CLASS				PAGE 1
REPORT ID: LVRSBAL1/LVRSBAL2								
6793	87894	03	AD3M, MA3ALDA					
	088239		HA2MONDS, KA2IMA	05/04/2012	58.00	.33	19.14	D 12-100-0-1011-1000-11300-0195-1-000000
	087673		BE8RIOS, JESFERSON	05/03/2012	58.00	.50	29.00	D 12-100-0-1021-1000-11300-0100-1-000000
	089708		KISSEY, ROSCO	05/05/2012	58.00	.80	46.40	D 12-100-0-1081-1000-11300-0201-1-000000
	087673		BE8RIOS, JESFERSON	05/03/2012	58.00	.25	14.50	D 12-100-0-1310-2220-11300-0195-1-000000
	089391		AL2NSO, JO2TTE	05/01/2012	58.00	2.00	116.00	D 12-100-0-2041-1000-11300-0108-1-000000
	088239		HA2MONDS, KA2IMA	05/04/2012	58.00	.33	19.14	D 12-100-0-2041-1000-11300-0201-1-000000
	088239		HA2MONDS, KA2IMA	05/04/2012	58.00	.34	19.72	D 12-100-0-2061-1000-11300-0108-1-000000
	087673		BE8RIOS, JESFERSON	05/03/2012	58.00	.25	14.50	D 12-100-0-2061-1000-11300-0195-1-000000
	089708		KISSEY, ROSCO	05/05/2012	58.00	.20	11.60	D 12-100-0-2111-1000-11300-0201-1-000000
			** SUBSTITUTE TOTAL			5.00	290.00	
6793	89861	03	BE4MUDEZ, FA4RY					
	088138		BA7IS, TA7	05/01/2012	73.00	1.00	73.00	D 12-100-0-1210-2210-11300-0108-1-000000
6793	89586	03	CR7SP, LA7OMA					
	087930		CA7Y, SH7RAN	05/01/2012	63.00	3.00	189.00	D 12-100-0-1081-1000-11300-0201-1-000000
6793	89727	03	GA2LARDO, KE2A					
	089117		DE4ORE, MA4IA	05/03/2012	68.00	.99	67.32	D 12-100-0-1021-1000-11300-0100-1-000000
	089117		DE4ORE, MA4IA	05/03/2012	68.00	2.01	136.68	D 12-100-0-1051-1000-11300-0100-1-000000
			** SUBSTITUTE TOTAL			3.00	204.00	
6793	88704	03	GE9GER, DE9ICK					
	088898		GE7TILE, MA7	05/04/2012	58.00	1.00	58.00	D 12-100-0-3011-1000-11300-0108-1-000000
6793	87977	03	H88KS, TR8NT					
	087609		SO8ELO, NABACHA	05/01/2012	73.00	1.50	109.50	D 12-100-0-1210-2210-11400-0100-1-000000
			** LOCATION - TOTAL			14.50	923.50	
			** CLASS - TOTAL			14.50	923.50	

Detail in order by account number.

D1.2 Substitute Pay by Employee – by Teacher Employee Number, and Account Number

This report is only available before the *Current Leave Input File* is posted to payroll.

LOC	SUB#	CL	SUB NAME TEACHER NAME	LV DATE	RATE	REG-HRS	REG-AMT	ACCOUNT NUMBER
6793	87894	03	AD3M, MA3ALDA					
	087673		BE8RIOS, JESPERSON	05/03/2012	58.00	.50	29.00	D 12-100-0-1021-1000-11300-0100-1-000000
	087673		BE8RIOS, JESPERSON	05/03/2012	58.00	.25	14.50	D 12-100-0-1310-2220-11300-0195-1-000000
	087673		BE8RIOS, JESPERSON	05/03/2012	58.00	.25	14.50	D 12-100-0-2061-1000-11300-0195-1-000000
	088239		HA2MONDS, KA2IMA	05/04/2012	58.00	.33	19.14	D 12-100-0-1011-1000-11300-0195-1-000000
	088239		HA2MONDS, KA2IMA	05/04/2012	58.00	.33	19.14	D 12-100-0-2041-1000-11300-0201-1-000000
	088239		HA2MONDS, KA2IMA	05/04/2012	58.00	.34	19.72	D 12-100-0-2061-1000-11300-0108-1-000000
	089391		AL2NSO, JO2TTE	05/01/2012	58.00	2.00	116.00	D 12-100-0-2041-1000-11300-0108-1-000000
	089708		KI5SEY, RO5CO	05/05/2012	58.00	.80	46.40	D 12-100-0-1081-1000-11300-0201-1-000000
	089708		KI5SEY, RO5CO	05/05/2012	58.00	.20	11.60	D 12-100-0-2111-1000-11300-0201-1-000000
			** SUBSTITUTE TOTAL			5.00	290.00	
6793	89861	03	BE4MUDEZ, FA4RY					
	088138		BA7TS, TA7	05/01/2012	73.00	1.00	73.00	D 12-100-0-1210-2210-11300-0108-1-000000
6793	89586	03	CR7SP, LA7QMA					
	087930		CA7Y, SH7RAN	05/01/2012	63.00	3.00	189.00	D 12-100-0-1081-1000-11300-0201-1-000000
6793	89727	03	GA2LARDO, KE2A					
	089117		DE4ORE, MA4IA	05/03/2012	68.00	.99	67.32	D 12-100-0-1021-1000-11300-0100-1-000000
	089117		DE4ORE, MA4IA	05/03/2012	68.00	2.01	136.68	D 12-100-0-1051-1000-11300-0100-1-000000
			** SUBSTITUTE TOTAL			3.00	204.00	
6793	88704	03	GE9GER, DE9ICK					
	088898		GE7TILE, MA7	05/04/2012	58.00	1.00	58.00	D 12-100-0-3011-1000-11300-0108-1-000000
6793	87977	03	HA8KS, TR8NT					
	087609		SO8ELO, NA8ACHA	05/01/2012	73.00	1.50	109.50	D 12-100-0-1210-2210-11400-0100-1-000000
			** LOCATION - TOTAL			14.50	923.50	
			** CLASS - TOTAL			14.50	923.50	

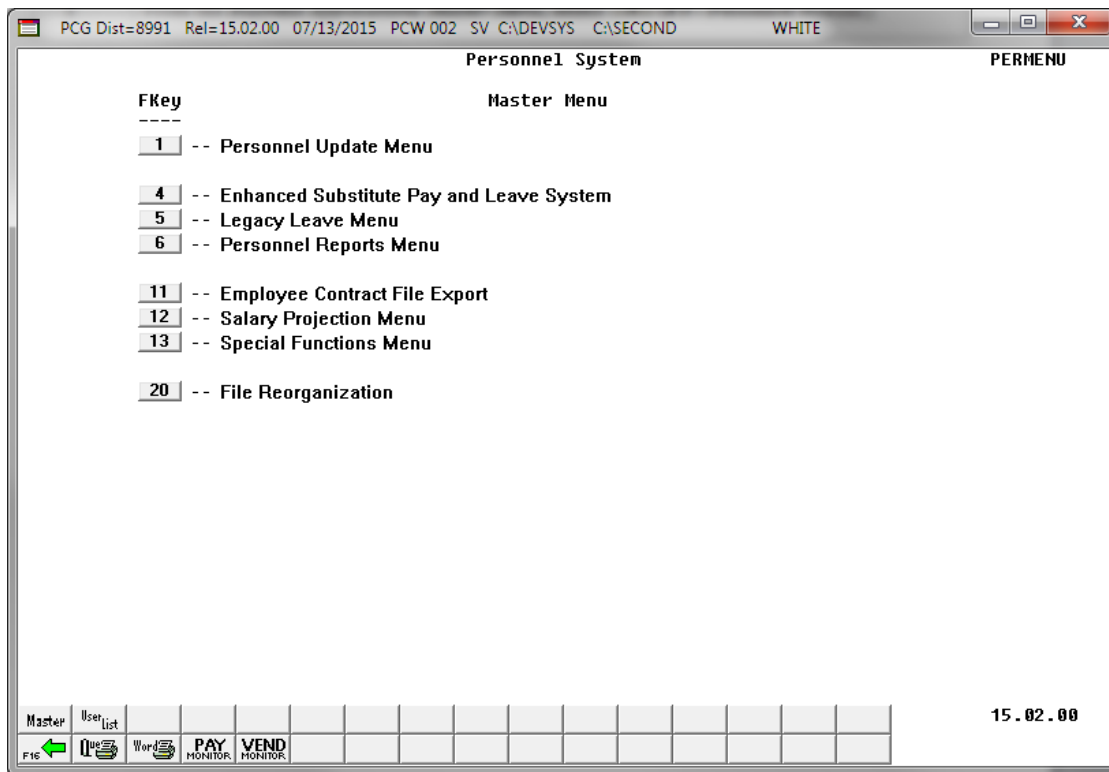
Detail in order
by absent
employee
number

D2. Creating Substitute Pay by Account Report

The *Substitute Pay by Account Report* provides a listing of substitute employees' salary gross, sorted by account number, and includes the employees' rates, hours, gross pay, and gross salary process type codes. This report is only available before the *Current Leave Input File* is posted to payroll. Users are strongly encouraged to review the gross salary and hours worked totals before the *Current Leave Input File* is posted and the actual payroll is calculated. This report is NOT available after the *Current Leave Input File* is posted.

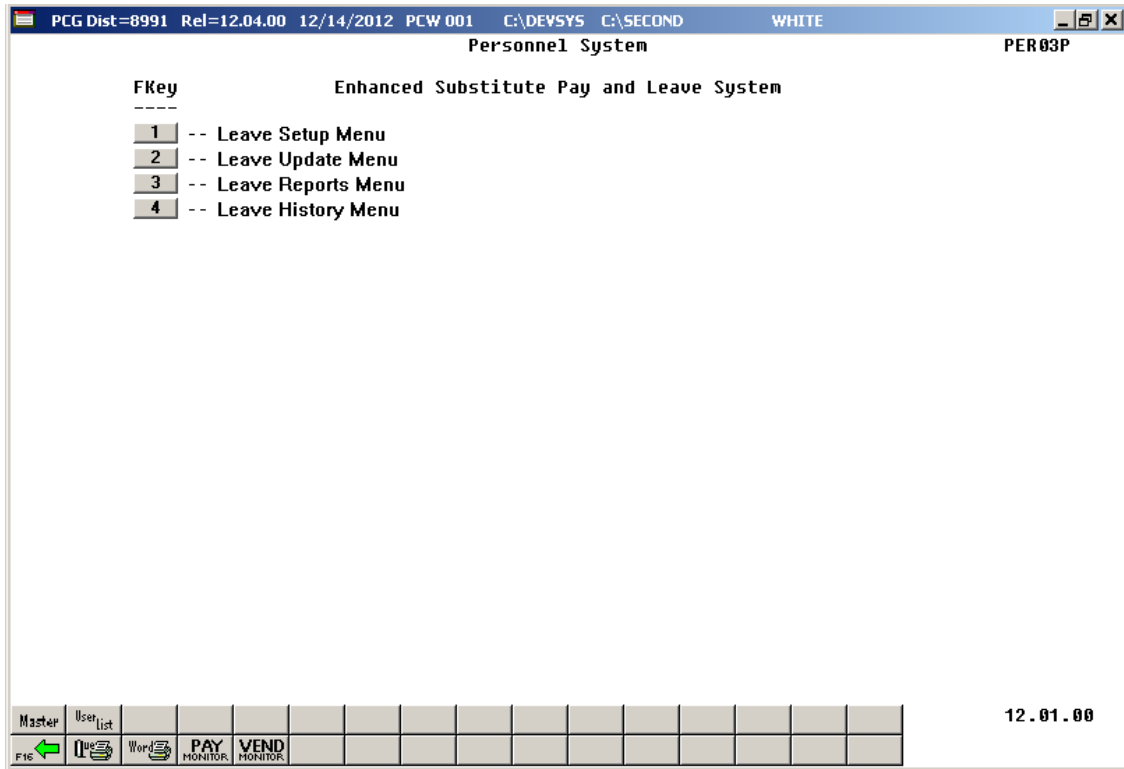
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel System).

The following screen displays:



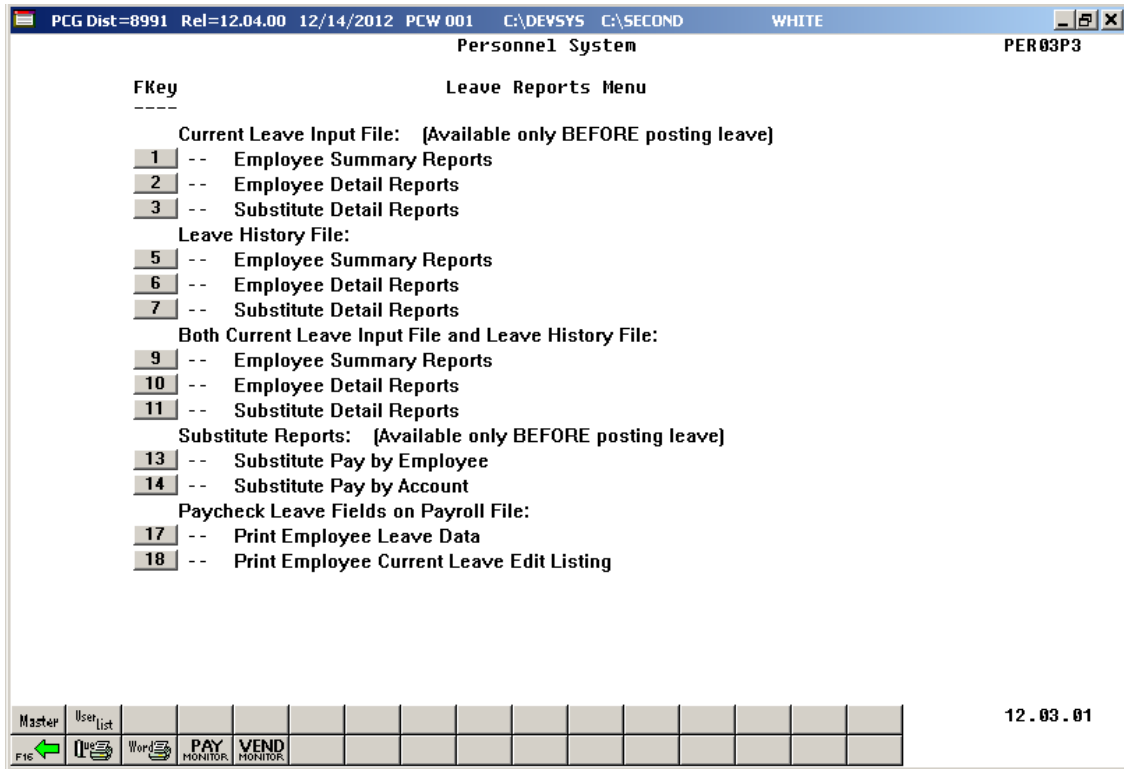
Step	Action
2	Select 4 (F4 – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:



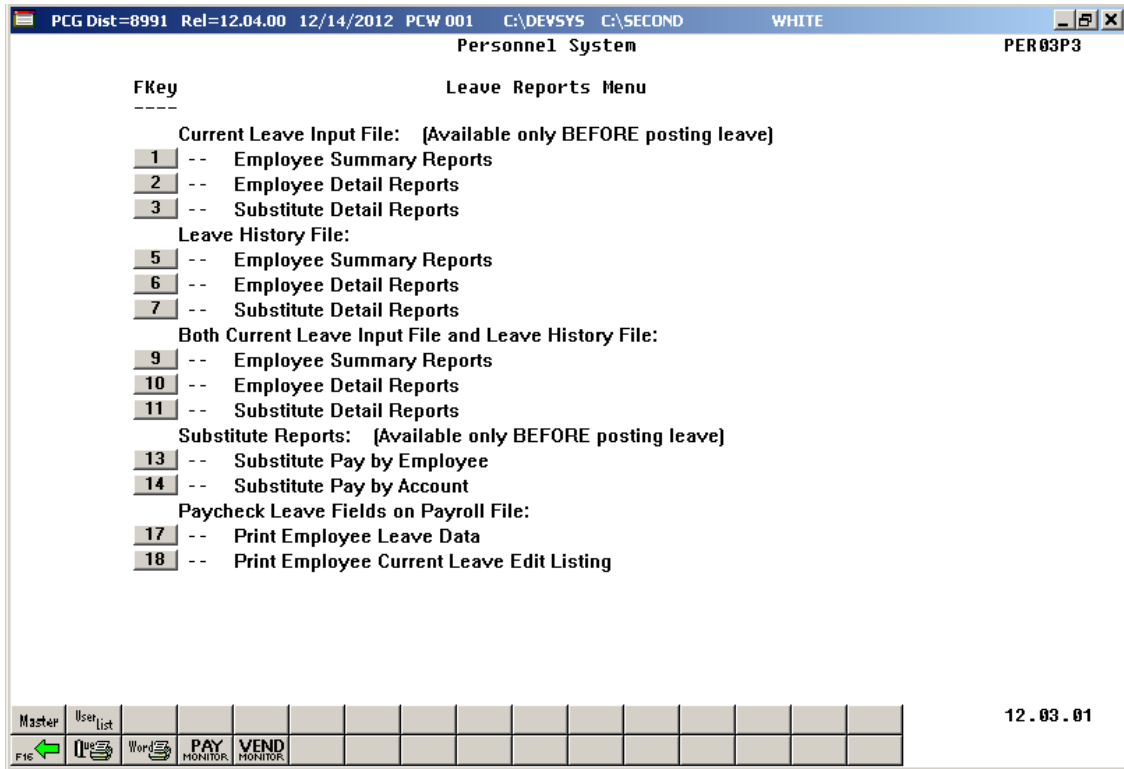
Step	Action
3	Select 3 (F3 – Leave Reports Menu).





The following screen displays:



Step	Action
4	Select 14 (F14 – Substitute Pay by Account). “*** Processing Request ***” briefly displays.

The following screen displays:



Step	Action
5	Select  (F16 - Exit) to return to the <i>Enhanced Substitute Pay and Leave Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
6	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>

D2.1 Substitute Pay by Account Report

This report is only available before the *Current Leave Input File* is posted to payroll.

EMPNO	EMPLOYEE NAME	STATUS	LOC	CLASS	SCH	RATE	HOURS	GROSS	CODE	ACCOUNT
88280	EC7ERT, VI70	A	6793	03	12	73.000	1.22	89.06	D	17-100-0-1021-1000-11300-0195-1-000000
88280	EC7ERT, VI70	A	6793	03	12	73.000	1.22	89.06	D	
88280	EC7ERT, VI70	A	6793	03	12	73.000	.78	56.94	D	17-100-0-1071-1000-11300-0195-1-000000
88280	EC7ERT, VI70	A	6793	03	12	73.000	.78	56.94	D	
89496	CAGALES, DEG6MAR	A	6793	03	12	58.000	3.00	174.00	D	17-100-0-1081-1000-11300-0201-1-000000
88917	DEZUCA, AN2BAL	A	6793	03	12	58.000	.25	14.50	D	
88319	HI4LS, HE4MA	A	6793	03	12	63.000	1.00	63.00	D	
** TOTAL RECORDS PRINTED					7		8.25	543.50	**	

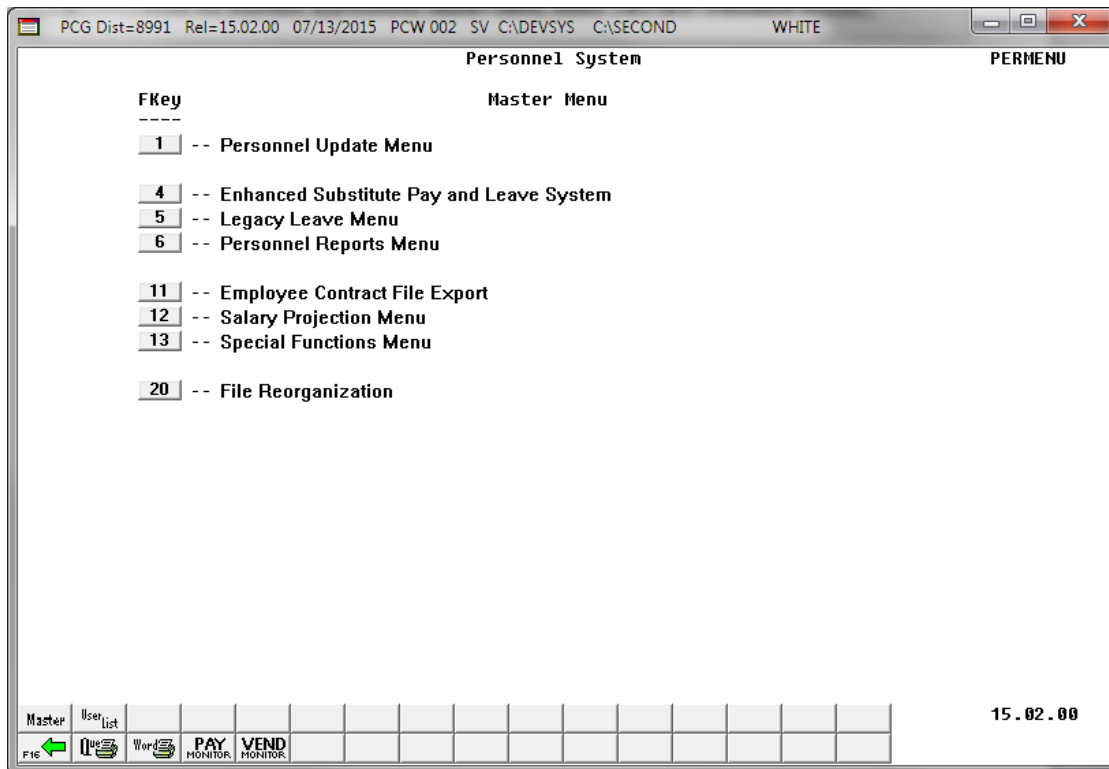
Procedure E: Paycheck Leave Fields on Payroll File Reports

E1. Print Employee Leave Data / Print Employee Current Leave Edit Listing

The *Employee Leave Data Report* provides a listing of employee leave totals by type.

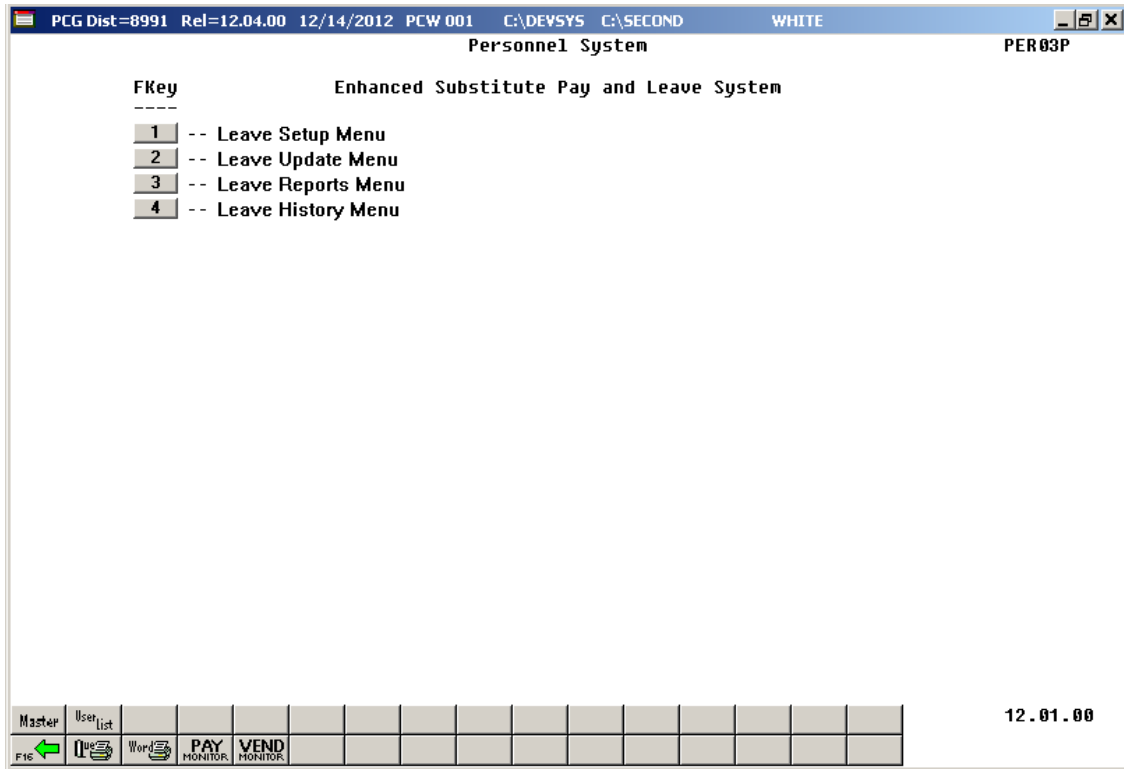
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 3 (F3 - Personnel System).

The following screen displays:



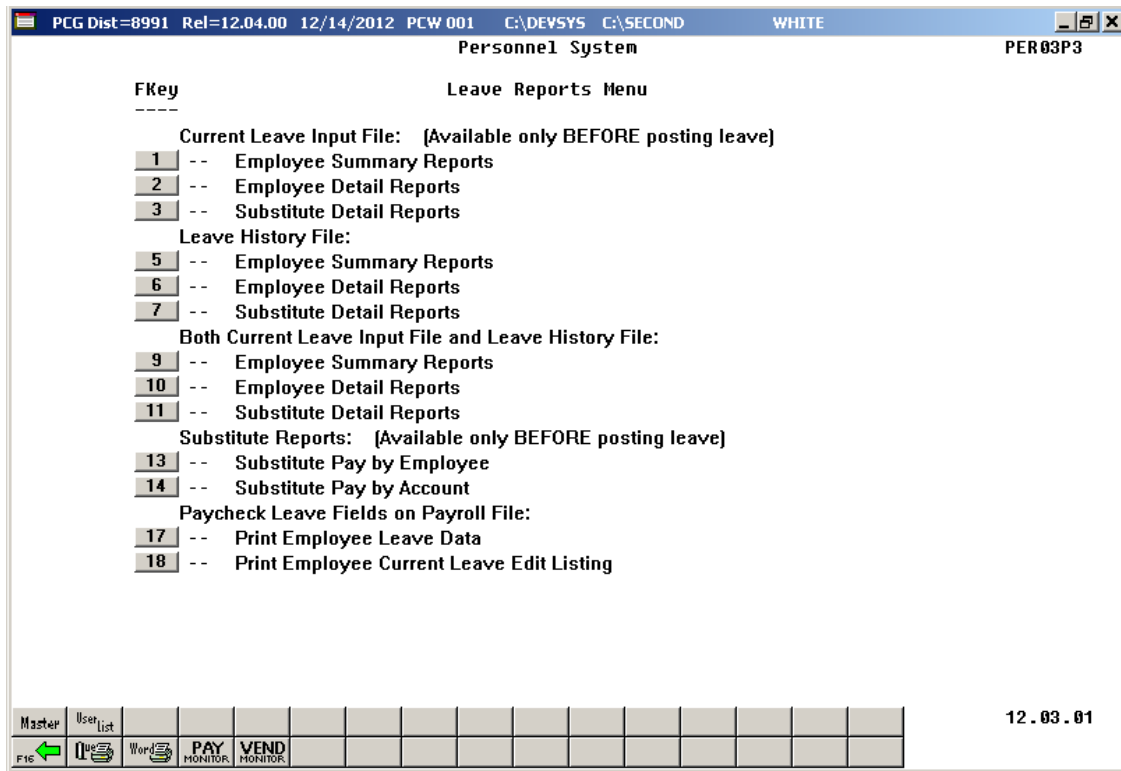
Step	Action
2	Select 4 (F4 – Enhanced Substitute Pay and Leave System Menu).

The following screen displays:



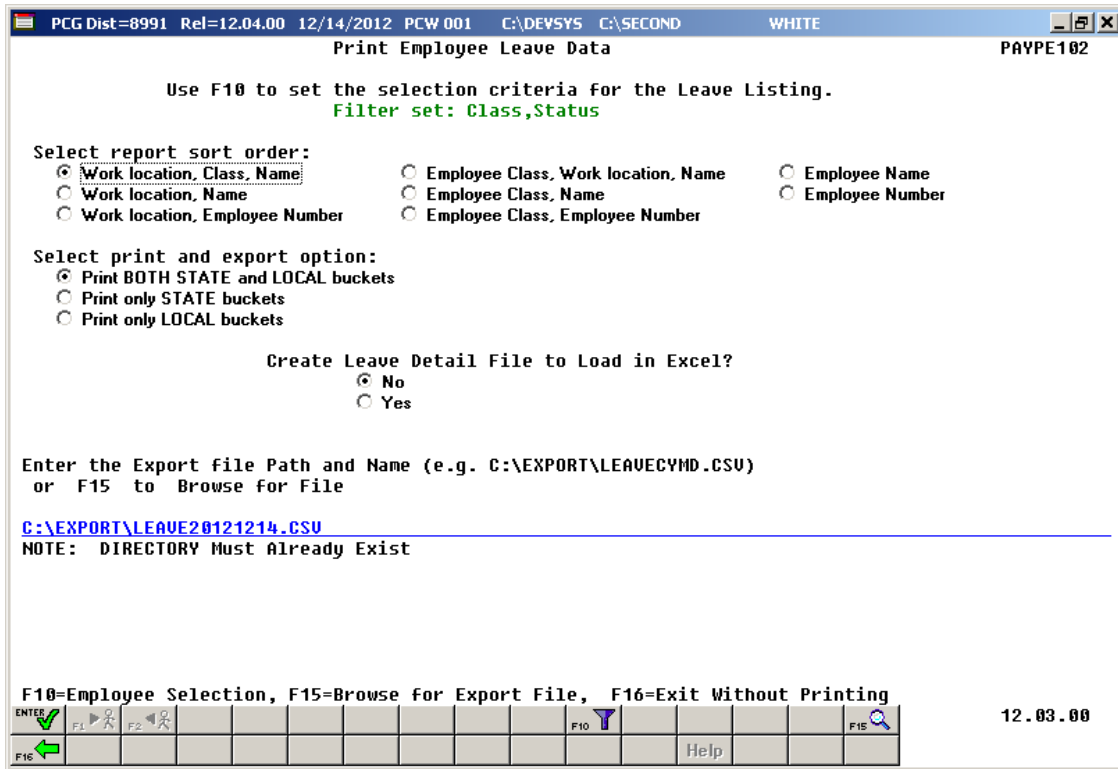
Step	Action
3	Select 3 (F3 – Leave Reports Menu).





The following screen displays:




Step	Action
4	<p>To create an <i>Employee Leave Data Report</i>, select one of the following options:</p> <p>17 (F17 – Print Employee Leave Data)</p> <p>18 (F18 – Print Employee Current Leave Edit Listing)</p> <p><i>F17 – Print Employee Leave Data prints all paycheck leave data of the employees selected by the payroll filter, whether or not the employee has any current leave.</i></p> <p><i>F18 – Print Employee Current Leave Edit Listing prints leave data of the employees selected by the payroll filter, only if the employee has <u>current</u> leave in their paycheck leave fields on the Payroll File.</i></p> <p><i>Refer to the <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information, Procedure E: Updating/Displaying Leave Data for the instructions on reviewing the employee’s paycheck leave fields on the Payroll File.</i></p> <p><i>Although the screenshot examples refer to the “F17 – Print Employee Leave Data”, these instructions apply to <u>all</u> of the Paycheck Leave Data menu selections.</i></p>

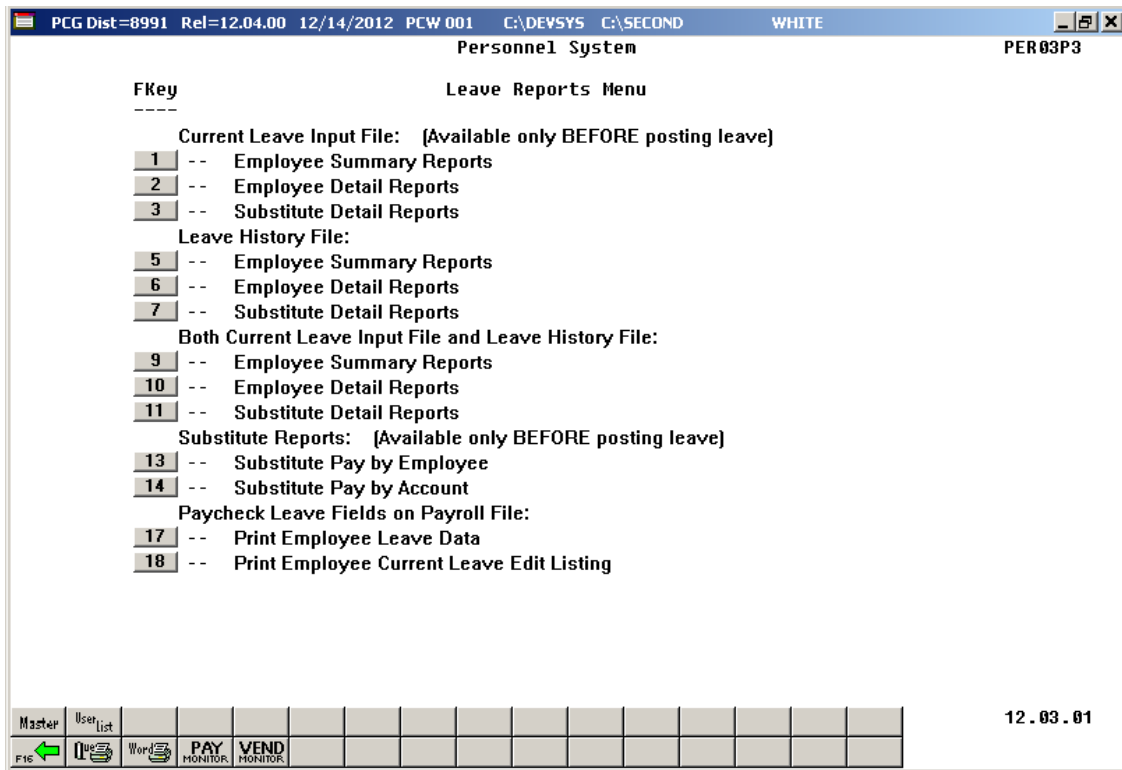
The following screen displays:







Step	Action
5	<p>To set specific search criteria: Select  (F10 – Set filter condition). On the <i>Print Employees' Leave – Set Employee Selection Filter</i> screen, make the appropriate selections and entries. Verify “Filter conditions set.” displays.</p> <p>Refer to the <i>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 1: Set/Clear Employee Search Criteria</i> for the instructions on limiting the report results to specific search criteria.</p>
6	<p>Select the radio button  to the left of the desired Select sort order option to identify the report's sort order.</p>
7	<p>Select the radio button  to the left of the desired Select print and export options to identify the leave buckets (State and/or Local) to print and/or export.</p>
8	<p>Select the radio button  to left of the appropriate response in the Create Leave Detail File to Load in Excel? field. In order to produce a comma separated data file with the data from the report, select ‘Yes’. Otherwise, select ‘No’.</p>
9	<p>If creating an export file: Verify the C:\EXPORT folder exists, or create the folder where appropriate.</p>

Step	Action
10	If creating an export file: Enter C:\EXPORT\LEAVEccyymmdd.csv in the Enter File Name and Path for Export File field, or select F10 (to Browse for file) to locate the file manually.
11	Select  (Enter – Continue). If creating an export file: <i>If the filename from Step 10 is invalid, the “UNABLE TO OPEN LEAVE CSV FILE 35 = File Not Found” error message displays. In this instance, return to Step 10 to enter the correct information.</i> <i>“Processing Request” briefly displays where appropriate.</i>

The following screen displays:



Step	Action
12	Select  (F16 - Exit) to return to the <i>Enhanced Substitute Pay and Leave Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
13	To print the report via the Uqueue Print Manager: Select  (Uqueue). To print the report via Microsoft® Word: Select  (MS WORD). Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.

E2. Employee Leave Data Report – Example

REPORT DATE: 07/05/2012		EMPLOYEE LEAVE DATA REPORT - STATE AND LOCAL BUCKETS										PAGE: 2		
REPORT TIME: 13:58		SORTED BY WORK LOCATION, NAME										PROGRAM: PAYPR102		
		Filter set: Status												
EMPNO	EMPLOYEE NAME	CLASS	WK	LOC	JOB	STAT	SICK	PERSONAL	VACATION	OTHER	W/O PAY	STAFF	SCK	BNK
87862	CH3RCHILL, HA3RISON	01	0100	003	A	8.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE BAL
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE CUR	
						0.00	0.00	0.00	0.00	0.00	0.00	0.50	STATE YTD	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL BAL	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL CUR	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL YTD							
89412	CHSISTY, ALSA	08	0100	026	A	59.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE BAL
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE CUR	
						5.75	1.00	0.00	0.00	0.00	0.00	5.00	STATE YTD	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL BAL	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL CUR	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL YTD							
87904	CH9ATE, CH9CK	01	0100	002	A	53.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE BAL
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE CUR	
						12.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE YTD	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL BAL	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL CUR	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL YTD							
88386	CR7SP, AU7USTINE	01	0100	003	A	14.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE BAL
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE CUR	
						1.00	0.00	0.00	0.00	0.00	0.00	1.00	STATE YTD	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL BAL	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL CUR	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL YTD							

E3. Employee Current Leave Edit Listing – Example

REPORT DATE: 03/10/2017		CURRENT LEAVE EDIT REPORT - STATE AND LOCAL BUCKETS										PAGE: 1		
REPORT TIME: 15:06		SORTED BY WORK LOCATION, CLASS, NAME										PROGRAM: PAYPR102		
		Filter set: Status												
EMPNO	EMPLOYEE NAME	CLASS	WK	LOC	JOB	STAT	SICK	PERSONAL	VACATION	OTHER	W/O PAY	STAFF	SCK	BNK
87770	JO6, LE6AH	01	0108	004	A	59.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE BAL
						0.00	0.00	0.00	0.00	0.00	0.00	2.00	STATE CUR	
						0.00	1.00	0.00	1.00	0.00	0.00	2.00	STATE YTD	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL BAL	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL CUR	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL YTD							
87590	CA7Y, SH7RAN	01	0195	002	A	21.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE BAL
						8.00	0.00	0.00	0.00	0.00	0.00	1.00	STATE CUR	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE YTD	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL BAL	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL CUR	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL YTD							
89327	BA2MAN, MA2YBELLE	01	0201	003	A	55.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE BAL
						3.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE CUR	
						5.00	0.00	0.00	1.00	0.00	0.00	3.00	STATE YTD	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL BAL	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL CUR	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL YTD							
88589	CA2ON, RO2	01	0201	003	A	16.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE BAL
						0.50	0.00	0.00	0.00	0.00	0.00	0.00	STATE CUR	
						3.00	0.00	0.00	0.00	0.00	0.00	0.00	STATE YTD	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL BAL	
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL CUR	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	LOCAL YTD							