# HRS7300 - Leave Activity Report

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HRS7300 - Leave Activity Report

Payroll > Reports > Leave Information Reports > Leave Activity Report

The report reflects the employee leave activity that took place during the current payroll cycle. It is run upon completion of posting to the master files. It lists the leave available to each employee and the accumulated leave used for all leave codes for which the employee is eligible. The report can be used to monitor the type and amount of leave taken by employees. An asterisk (*) is printed beside any leave type that has a negative balance for an ending balance.

Note: The report only updates for the current month after the payroll has been posted. In order to see the current payroll information, you must post the current payroll information.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field.
Page Break on Employee? (Y/N)	Y - Include a page break between each employee. N - Do not include a page break between each employee. This is a required field.
Select Leave Type(s), or blank for ALL	Type the two-digit leave type, including all leading zeros and separating multiple leave types with a comma (e.g., 01, 98). Or, click ⋮ to search for leave types. Otherwise, leave blank to use all leave types.
Pay Status Active (A), Inactive (I), or blank for ALL	A - Print active employees only. I - Print inactive employees only. Blank - Print both active and inactive employees.
Pay Type 1-4, Exclude Subs (E), or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. E - Exclude substitute employees from the report. Blank - Include all employees on the report.
Select Pay Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click ⋮ to search for pay campuses. Otherwise, leave blank to use all campus ID numbers.

Parameter	Parameter Description
Select Primary Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click ⋮ to search for primary campuses. Otherwise, leave blank to use all campus ID numbers.
Select Employee(s), or blank for ALL	Type the employee number separating multiple employee numbers with a comma. Or, click ⋮ to search for employees. Otherwise, leave blank to use all employee numbers.

Generate the report.