



ASCENDER GUIDES



HRS7100 - Leave Sequence Audit Trail Report

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The report produces a list of leave records that have been sequenced during a chosen date range. Totals of employees listed for the district display at the end of the report. The payroll period and pay date display at the top of the report.

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.
From Pay Date (MMDDYYYY), or blank for ALL	Type the from pay date in the MMDDYYYY format. Otherwise, leave blank to use all pay dates.
To Pay Date (MMDDYYYY), or blank for ALL	Type the to pay date in the MMDDYYYY format. Otherwise, leave blank to use all pay dates.
Select Original 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.
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.](#)