


# HRS7350 - Leave Status Report

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***Payroll > Reports > Leave Information Reports > Leave Status Report***

The report reflects cumulative totals of employee leave activity. It reflects the employee leave activity that took place during the current payroll cycle. It lists the leave available to each employee and the accumulated leave used. When a primary campus or pay campus is specified, the campus name and number are printed on the header of each report page. The report provides employee status without transactions.

**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.<br><br>C - Sort the report by pay campus.<br><br>P - Sort the report by primary campus.<br><br>This is a required field. |
| **Page Break on Employee? (Y/N)** | Y - Insert a page break on the employee.<br><br>N - Do not insert a page break on the employee.<br><br>This is a required field. |
| **Select Leave Type(s), or blank for ALL** | Type the two-character leave type, including all leading zeros and separating multiple leave types with a comma (e.g., 01, PL). 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.<br><br>I - Print inactive employees only.<br><br>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.<br><br>E - Exclude substitute employees from the report.<br><br>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 Extract ID(s), or blank for ALL** | Type the extract ID, separating multiple extract IDs with a comma (e.g., GO, BUS). Or, click ⋮ to search for extract IDs. Otherwise, leave blank to use all extract IDs. |
| **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.