

HRS8015 - Leave Request Comparison Report

Table of Contents

HRS8015 - Leave Request Comparison Report i
HRS8015 - Leave Request Comparison Report 1

HRS8015 - Leave Request Comparison Report

Payroll > Reports > Self-Service Reports > Leave Request Comparison Report

The report provides a leave comparison between approved EmployeePortal leave requests and current Payroll leave transmittals to ensure that each leave request has an existing leave transmittal. The report includes approved leave requests without associated leave transmittals, and any approved leave transmittals with units that do not correspond to the total units of any leave transmittals associated with the leave request.

The report is sorted by pay date, approver, employee, leave type, and then leave date.

Notes:

The record is included if:

- The pay date is processed, and a leave transmittal does not exist for the leave request.
- The pay date is processed, and an unprocessed leave transmittal exists and the leave units do not correspond to the associated leave request.

The record is not included if the pay date is processed, a processed leave transmittal exists, and the leave units do not correspond to the associated leave request.

Parameter	Parameter Description
Include Leave Request Comments? (Y/N)	Y - Include leave request comments. N - Exclude leave request comments.
Page Break by Approver? (Y/N)	Y - Insert a page break after each approver. N - Do not insert a page break after each approver.
Include processed pay dates? (Y/N)	Y - Include leave data for processed and unprocessed pay dates. N - Include leave data for only unprocessed pay dates.
Select Leave 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 a leave campus. Otherwise, leave blank to use all campus ID numbers.
From Pay Date (MMDDYYYY), or blank for ALL	Type the pay date from which you want to include leave data in the MMDDYYYY format. Otherwise, leave blank to include all dates.
To Pay Date (MMDDYYYY), or blank for ALL	Type the pay date to which you want to include leave data in the MMDDYYYY format. Otherwise, leave blank to include all dates.
From Leave Date (MMDDYYYY), or blank for ALL	Type the date from which you want to include leave data in the MMDDYYYY format. Otherwise, leave blank to include all dates.
To Leave Date (MMDDYYYY), or blank for ALL	Type the date to which you want to include leave data in the MMDDYYYY format. Otherwise, leave blank to include all dates.

Parameter	Parameter Description
Select Leave Type(s), or blank for ALL	Type the two-digit leave type(s) of the pending leave requests to be included. Or, click ⋮ to search for a leave type. Otherwise, leave blank to include pending leave requests for all leave types.

Generate the report.