

HRS8005 - Leave Request Report

Table of Contents

HRS8005 - Leave Request Report i
HRS8005 - Leave Request Report 1

HRS8005 - Leave Request Report

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

The report lists leave requests that are either approved by a supervisor or still pending supervisor approval. The pending leave requests are sorted by the pending approver. This report can be used at the end of the school year to identify any outstanding leave requests.

The report does **not** include approved leave requests that have already been imported and processed by Payroll.

Parameter	Parameter Description
Request Status - Pending (P) or Approved (A)	P - Include leave requests pending supervisor approval. A - Include approved leave requests.
Include Leave Request Comments? (Y/N)	Y - Include leave request comments. N - Exclude leave request comments.
Page Break on Approver (for Pending Requests) or Leave Campus (for Approved Requests)? (Y/N)	Y - Insert a page break after each approver for leave requests pending supervisor approval, or after each leave campus for approved leave requests. N - Do not insert a page break.
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 Leave Date (MMDDYYYY), or blank for ALL	Type the from date for the pending leave request(s) in the MMDDYYYY format. Otherwise, leave blank to include all dates.
To Leave Date (MMDDYYYY), or blank for ALL	Type the to date for the pending leave request(s) in the MMDDYYYY format. Otherwise, leave blank to include all dates.
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.