



## **HRS7200 - Employee Leave Dock Report**



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The report prints the dollar amount that an employee is docked during the calculation process. It only prints those employees who were actually docked pay. Those who overused a certain type of leave but whose leave sequence allows them to make it up with another leave type do not display on the report.

**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
<b>Sort by Alpha (A), Pay Campus (C), Primary Campus (P)</b>	<p>A - Sort the report alphabetically.</p> <p>C - Sort the report by pay campus.</p> <p>P - Sort the report by primary campus.</p> <p>This is a required field.</p>
<b>From Pay Date (MMDDYYYY), or blank for ALL</b>	Type the from pay date in the MMDDYYYY format. Otherwise, leave blank to use all pay dates.
<b>To Pay Date (MMDDYYYY), or blank for ALL</b>	Type the to pay date in the MMDDYYYY format. Otherwise, leave blank to use all pay dates.
<b>Select Original Leave Type(s), or blank for ALL</b>	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.
<b>Pay Status Active (A), Inactive (I), or blank for ALL</b>	<p>A - Print active employees only.</p> <p>I - Print inactive employees only.</p> <p>Blank - Print both active and inactive employees.</p>
<b>Pay Type 1-4, Exclude Subs (E), or blank for ALL</b>	<p>1-4 - Include employees with a specific pay type (e.g., 1) on the report.</p> <p>E - Exclude substitute employees from the report.</p> <p>Blank - Include all employees on the report.</p>
<b>Select Pay Campus(es), or blank for ALL</b>	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.
<b>Select Primary Campus(es), or blank for ALL</b>	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.

Parameter	Parameter Description
<b>Select Employee(s), or blank for ALL</b>	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.](#)



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