

Print Leave Accrual Report for Prior Months

Need to print on old Leave Accrual Report? Now you can! The Leave Accrual Report can now be printed for prior months, by entering the “As of Date” on the Leave Accrual panel.

1. Navigation: Go, Compensate Employees, Administer Base Benefits, UHS Report, and UHS Leave Accrual Report
2. Choose a Run control ID
3. On the Leave Accrual Panel, enter the HR Business Unit (remember to put HR in front of your Business Unit), Department ID, and now the “As of Date.” (see below)
4. Once the parameters have been entered, click on the stop light, choose an output destination, then click OK

NOTE: Once you click “OK,” an icon (“SQR”) will appear at the bottom of your screen, when that disappears, your request has been processed and the data will appear on your output destination (screen or printer).

Administer Base Benefits - UHS Report - Leave Accrual Rpt

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Leave Accrual Report

Operator ID: SQARESMF

Run Control ID: ms

Leave Accrual Parameters

Business Unit: HR730

Department (Blank for all): Dean, Natural Sciences & Math

As of Date (Default is Current Date): 03/31/2003

Enter Business Unit

Enter your dept.

Enter the date

For questions or problems, please call Rebekah Soares x34382 or Carla Ponzio X34275.