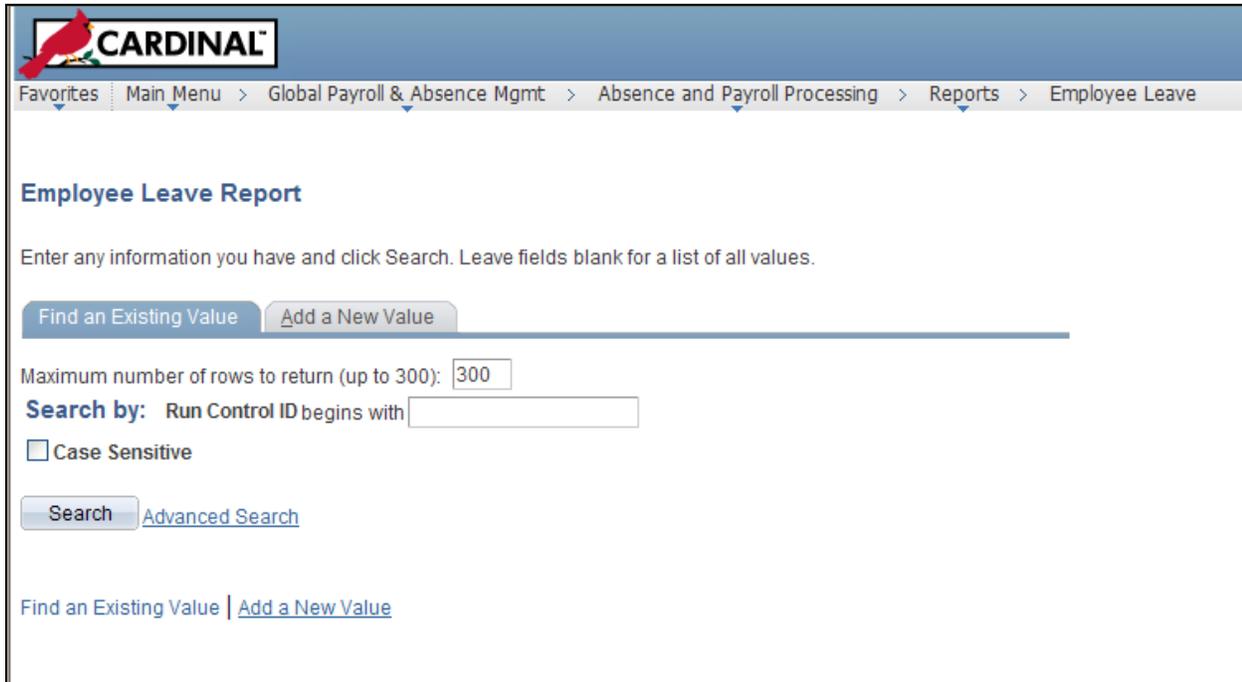


### About the Employee Leave Report

The Employee Leave Report in Cardinal provides the leave balances and related detail transactions (if selected) for an employee, a specified organization or a specified group of organizations such as a district-wide or residence-wide as reflected on an organization tree (DEPT\_SECURITY).

### To Execute the Employee Leave Report:



The screenshot shows the web interface for the Employee Leave Report. At the top left is the CARDINAL logo. A breadcrumb trail reads: Favorites | Main Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Employee Leave. The main heading is "Employee Leave Report". Below it is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". A text input field contains "300" with the label "Maximum number of rows to return (up to 300):". Below that is a "Search by:" field with the text "Run Control ID begins with" and an empty input box. There is a checkbox for "Case Sensitive" which is unchecked. At the bottom of the search area are "Search" and "Advanced Search" buttons. At the very bottom of the interface are links for "Find an Existing Value" and "Add a New Value".

- 1 Navigate using the following path:  
**Main Menu > Global Payroll and Absence Management > Absence and Payroll Processing > Reports > Employee Leave Report**
- 2 On the **Find an Existing Value** tab, enter search criteria for the desired Run Control ID and click the **Search** button.
- 3 If a **Search Results** list appears, click the line with the desired run control. In the event the run control page does not exist, click the **Add a New Value** tab. Enter the **Run Control ID**. Click the **Add** button.

Favorites Main Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Employee Leave

Employee Leave

### Employee Leave Report

Run Control ID: Leave Report [Report Manager](#) [Process Monitor](#)

**Report Request Parameters**

*Set ID	<input type="text" value="50100"/>	
*Business Unit	<input type="text" value="50100"/>	
Department	<input type="text" value="917000"/>	
Empl ID	<input type="text"/>	
*Pay Period End Date	<input type="text" value="10/09/2012"/>	

Node Only  Detail Transactions

- 4 In the **SetID** field, enter the **SetID** value for your organization. (Use the **Look Up SetID** icon if needed.) VDOT=50100
- 5 In the **Business Unit** field, enter the Business Unit for your organization (Use the **Lookup Business Unit** icon if needed). VDOT=50100
- 6 The next set of run control fields includes **Department** and **Empl ID**. Either the **Department** or the **Empl ID** is a required field. One and only one of these must be selected.
- 7 In the **Department** field, enter the Department number. By entering the Department ID, the report provides Employee Leave information for all employees within the department identified and all related lower level departments. Typical examples include district-wide or residence-wide as reflected on the organization tree (DEPT\_SECURITY). Note: If **Node Only** is also checked, then leave information is retrieved only for those employees related to that specific **Department** and does not include employees from any related lower level Departments.
- 8 Click the **Node Only** checkbox to retrieve Employee Leave information for just the specific department ID entered. This field will be available for entry only if the Department field is populated.
- 9 In the **Empl ID** field, enter the Employee ID. By entering the **Empl ID**, the report provides Employee Leave information for the employee identified.

## Employee Leave Report

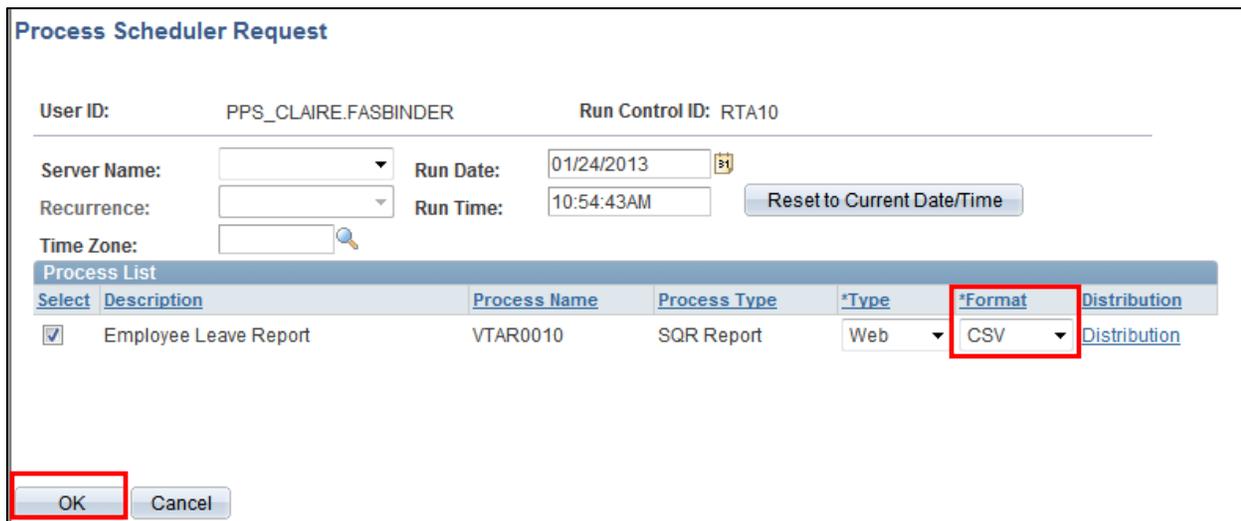
- 10 In the **Pay Period End Date** field, enter the Pay Period End Date. The data shown on the report represents a single leave year associated with the Pay Period End Date entered. In the event the **Detail Transactions** checkbox is checked, absence requests that cross pay periods may result in related leave take transactions appearing in both the Employee Leave Takes section and in the Outstanding Leave Requests section of the report. The Pay period end date entered on the run control cannot be greater than the most recent Finalized pay period.
- 11 Click the **Detail Transactions** checkbox to retrieve detail leave information. The report is divided into three sections. By leaving the **Detail Transactions** checkbox, unchecked, only Section 1 of this report will be populated.

Section 1 of this report provides summary data by Leave Type, year-to-date for the employee. The leave types to be included in this section of the report will be any that have had activity from the beginning of the leave year through the pay period end date. At a minimum, this includes the leave types that accrue (e.g., vacation and sick). By checking the **Detail Transactions** checkbox, Section 2 and Section 3 of this report will be populated.

Section 2 of this report provides Employee Leave takes, year to date from the beginning of the leave year through the pay period end date for all takes that have been Finalized (i.e., the pay period has been closed).

Section 3 of this report provides outstanding leave take requests through the end of the leave year related to the pay period end date; they may be past, present or future.

- 12 Click the **Save** button. The run control parameters are saved.
- 13 Click the **Run** button.



Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Employee Leave Report	VTAR0010	SQR Report	Web	CSV	Distribution

- 14 Select the **Format** by using the dropdown list if necessary. The default format is 'PDF', which prints the report in an easy-to-read standard layout. The other valid option is 'CSV' format, which prints the report to a spreadsheet format that can be opened with Excel and sorted or edited.
- 15 Click **Ok**. The report is executed.



## Time & Attendance Job Aid

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### Employee Leave Report

- 16 Click the **Process Monitor** button. This allows you to view the run progress of the process submitted.
- 17 Click the **Details** button, when the **Run Status = Success** and the **Distribution Status = Posted**.
- 18 Click the **View Log/Trace** button.
- 19 Click **vtar0010\_XXXXX.PDF** or **vtar0010\_XXXXX.CSV** to view the report generated. The XXXXX denotes the process instance generated at run time.



# Time & Attendance Job Aid

## Employee Leave Report

### Section 1 of the Employee Leave Report (in PDF Format)

Leave Type		Balance Forward	Earned Y-T-D	Taken Y-T-D	ADJ Y-T-D	Donated Y-T-D	Current Balance	Maximum Allowable
CSL	Volunteer Service Leave	0.00	16.00	0.00	0.00	0.00	16.00	0.00
FML	Family Medical Leave	0.00	0.00	0.00	480.00	0.00	480.00	0.00
LNP	Leave Without Pay	0.00	0.00	40.00	0.00	0.00	0.00	0.00
PER	VSDP Personal Leave	0.00	40.00	40.00	0.00	0.00	0.00	0.00
SDP	VSDP Sick Leave	0.00	80.00	8.00	0.00	0.00	72.00	0.00
VAC	Vacation	0.00	81.00	0.00	0.00	0.00	81.00	432.00

**Notes:** Data shown represents the single leave year associated with the pay period end date selected above.  
Balance Forward hours reflect DHRM Policy 4.10 Annual Leave change effective Dec, 2013. Maximum Carryover Allowable plus the accrual for the final leave period (12/25 - 01/09).

Section 1 summary includes all leave types that have had any activity from the beginning of the leave year through the pay period end date as specified in the run control parameters.

At a minimum this includes leave types that accrue (e.g., vacation and sick). Even if the **Current Balance** for a specific **Leave Type** with multiple transactions (e.g., accruals, takes, adjustments, and donations) calculates to zero (00.0) at report execution time, that leave type is included, reflecting the various types of leave activity that net to zero. If a **Leave Type** has no activity, has zero (00.0) **Balance Forward**, and has zero (00.0) **Current Balance** for the time span of the report as specified in the run control parameters, that Leave Type is not be included on the report.

The **Balance Forward** hours include hours that were carried over from the previous leave year, subject to carryover maximum limits. The **Maximum Allowable** reflects the carryover maximum limit per policy based on years of service. Beginning with the 2014 leave year, the Balance Forward value for vacation includes the maximum carryover allowable plus the final accrual of the previous leave year if the employee forfeited hours per the DHRM Policy 4.10 Annual Leave change effective December 2013.

Leave Type		Balance Forward	Earned Y-T-D	Taken Y-T-D	ADJ Y-T-D	Donated Y-T-D	Current Balance	Maximum Allowable
CSL	Volunteer Service Leave	0.00	16.00	0.00	0.00	0.00	16.00	0.00
PER	VSDP Personal Leave	0.00	32.00	0.00	0.00	0.00	32.00	0.00
SDP	VSDP Sick Leave	0.00	72.00	0.00	0.00	0.00	72.00	0.00
VAC	Vacation	245.00	5.00	0.00	0.00	0.00	250.00	240.00

**Notes:** Data shown represents the single leave year associated with the pay period end date selected above.  
Balance Forward hours reflect DHRM Policy 4.10 Annual Leave change effective Dec, 2013. Maximum Carryover Allowable plus the accrual for the final leave period (12/25 - 01/09).



# Time & Attendance Job Aid

## Employee Leave Report

### Section 2 of the Leave Report

Page No. 2 of 3

Employee Leave Takes, Year to Date.

Emp ID	Emp Name	Dept ID	Dept Descr	Leave			Leave Date	Pay Period		Hours	Work Comp Plan
				Type	Reason	Descr		End Date	Hours		
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl. Office	PER	PER	VSDP Personal Leave	05/04/2011	05/09/2011	8.00	WC#1213344122 as	
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl. Office	PER	PER	VSDP Personal Leave	05/10/2011	05/24/2011	8.00		
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl. Office	PER	PER	VSDP Personal Leave	05/11/2011	05/24/2011	8.00		
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl. Office	PER	PER	VSDP Personal Leave	05/12/2011	05/24/2011	8.00		
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl. Office	PER	PER	VSDP Personal Leave	05/13/2011	05/24/2011	8.00		
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl. Office	PER	PER	VSDP Personal Leave	05/14/2011	05/24/2011	0.00		
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl. Office	PER	PER	VSDP Personal Leave	05/15/2011	05/24/2011	0.00		
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl. Office	PER	PER	VSDP Personal Leave	05/16/2011	05/24/2011	0.00		
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl. Office	PER	PER	VSDP Personal Leave	05/17/2011	05/24/2011	0.00		
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl. Office	PER	PER	VSDP Personal Leave	05/18/2011	05/24/2011	0.00		
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl. Office	PER	PER	VSDP Personal Leave	05/19/2011	05/24/2011	0.00		
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl. Office	SDP	SDP	VSDP Sick Leave	05/20/2011	05/24/2011	8.00		
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl. Office	PER	PER	VSDP Personal Leave	05/20/2011	05/24/2011	0.00		

**Notes:** Absence requests that cross pay periods may result in the related leave take transactions appearing in both the Employee Leave Takes section and in the outstanding Leave requests section of the report.

Section 2 provides **Employee Leave Takes, Year to Date** from the beginning of the leave year through the Pay Period End Date for all Takes that have been Finalized.

### Section 3 of the Employee Leave Report

Page No. 3 of 3

Employee Outstanding Leave Take Request.

Emp ID	Emp Name	Dept ID	Dept Descr	Leave			From Date	To Date	Leave Dur. Hrs	Leave Reg Ent.	Work Comp. Clm	Workflow Status	Forecast Eligibility
				Type	Reason	Descr							
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl	FML	FMLA	Employee	06/13/2011	06/13/2011	8.00	Admin		Submitted	ELIGIBLE
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl	VAC	FMLA	Employee	06/13/2011	06/13/2011	8.00	Admin		Submitted	ELIGIBLE
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl	VAC	FMLA	Employee	08/08/2011	08/08/2011	8.00	Admin		Submitted	ELIGIBLE
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl	ADM	Attend	Naturalizat	08/16/2011	08/16/2011	8.00	Admin		Submitted	
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl	LNP	Leave	Without Pay	09/02/2011	09/02/2011	8.00	Manager		Saved	
V0000030	Dot30,Vee	10008	VDOT Enterprise Appl	LNP	Leave	Without Pay	09/06/2011	09/06/2011	7.00	Admin	WC#12312	Saved	

**Notes:** Absence requests that cross pay periods may result in the related leave take transactions appearing in both the Employee Leave Takes section and in the outstanding Leave requests section of the report.

Leave Dur. Hrs. for Absence Requests created/modified by Admin may not reflect the appropriate duration in this section. Leave Dur. Hrs will be reflected once the request is processed.

Section 3 provides **Employee Outstanding Leave Take Request**, through the end of the leave year related to the pay period end date. These requests may be past, present or future dated requests.

Note: **FML** requires the use of another concurrent absence type since **FML** is used for tracking purposes only and does not generate payroll or costing information.