

KANSAS STATE UNIVERSITY

Human Resources

LEAVE STATISTICS BY EMPLOYEE

Purpose: The Leave Statistics by Employee report is a useful tool for tracking an employee's leave usage for a specific period-of-time. (i.e., how much sick leave was used in a year)

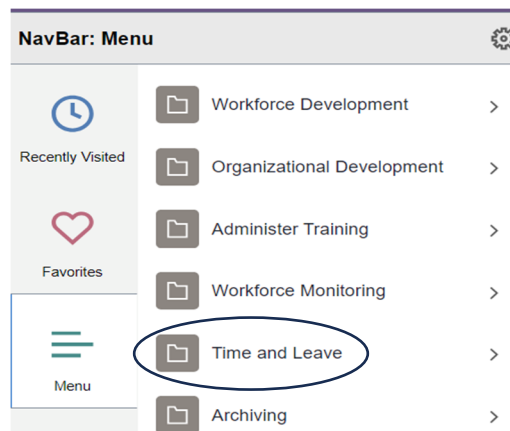
Data on this report includes:

- Employee Name
- Emplid
- Record #
- Pay Period End Date
- Earning Code
- Day of the Week (when leave was used)
- Weekly Totals (total hours under each earning code)
- Total (two week combined total hours for each earning code)
- OPRID (Operator ID – user ID of the individual who entered the leave in HRIS)
- Action Date (date the leave was recorded in HRIS)

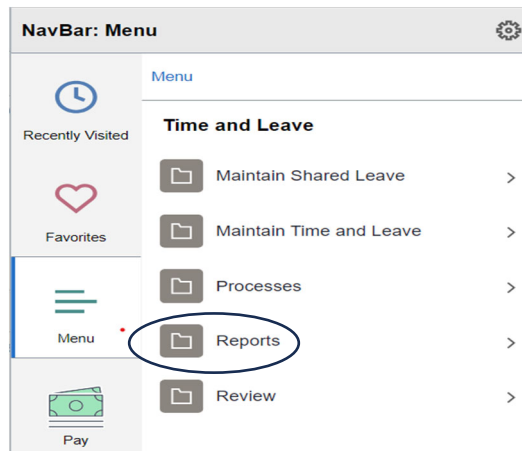
Frequency: Run this report as needed. Typically, this report is run when there is an inquiry regarding leave usage.

Instructions:

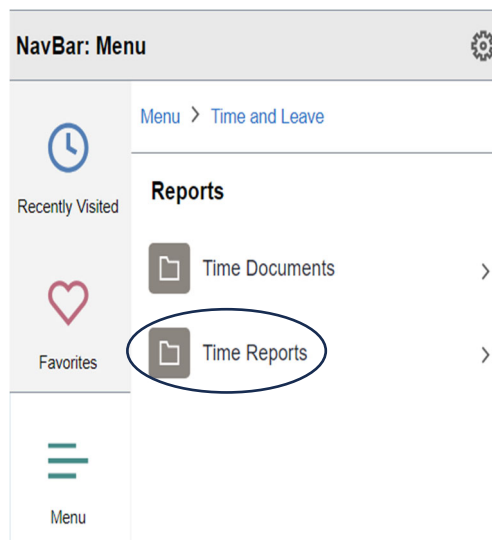
1. Access Time and Leave –



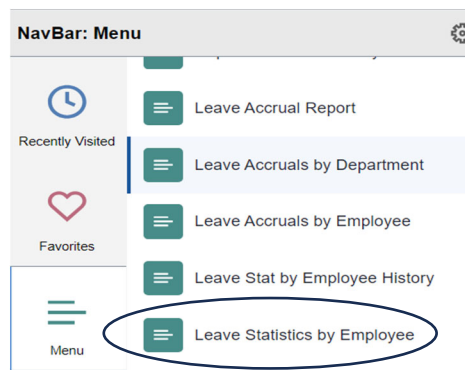
2. Access Reports –



3. Access Time Reports –



4. Access Leave Statistics by Employee –



5. Enter a Run Control ID. If a RUN CONTROL ID DOES NOT EXIST, select "Add a New Value" tab. A "Run Control ID" edit box will appear. Enter a run control ID of your choice and click the "Add" button. Note: This procedure only needs to be done ONE TIME. Once the Run Control ID is created, it may be reused for any HRIS report. When creating a RUN CONTROL ID, please keep the Run Control ID short and use only alphabetical letters or numbers.

< KSU HIRE EMPLOYEES

Leave Statistics by Employee

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Search by: Run Control ID begins with

Search Advanced Search

Find an Existing Value | Add a New Value

6. Complete the Report Request Parameters for the "From Date" and the "Through Date" along with the "Emplid". The from and through should reflect pay period end dates for the timeframe being reviewed.

Run Request Parameters

Run Control ID fronce Report Manager Process Monitor Run

From Date: 10/21/2023 Through Date: 05/11/2024

Empl ID: WXXXXXXXXX Wildcat, Willie

Save Return to Search Notify Add Update/Display

7. Click the Save button and then the Run button. By clicking "Save", the report parameters will be retained.

8. Access the Process Scheduler Request page. Set up Process Scheduler Request Page Server Name: PSUNX - Type: Web – Form. Click the “OK” button to run the report.

Process Scheduler Request

User ID: FRONCE Run Control ID: fronce

Server Name: PSUNX Run Date: 03/08/2024

Recurrence: Run Time: 10:43:09AM Reset to Current Date/Time

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	Leave Statistics by Employee	WTEC031	SQR Report	Web	PDF	Distribution

OK Cancel

9. When the Status displays “Posted”, the report is complete and may be accessed. Click on the “Details” link and view the “Report Detail”.

Payroll Homepage Report Manager

Administration Archives

View Reports For

User ID: FRONCE Type: Last 20 Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	2733278	2971580	Leave Statistics by Employee	03/08/2024 10:45:51AM	Acrobat (*.pdf)	Posted	Details

10. Access the Report Manager. Click on the “PDF” to access the report -

Report Detail

Report

Report ID: 2733278 Process Instance: 2971580 Message Log

Name: WTEC031 Process Type: SQR Report

Run Status: Success

Leave Statistics by Employee

Distribution Details

Distribution Node: ReportNode Expiration Date: 04/07/2024

Name	File Size (bytes)	Datetime Created
SQR_WTEC031_2971580.log	1,640	03/08/2024 10:46:27.127719AM CST
WTEC031_2971580.pdf	1,972	03/08/2024 10:46:27.127719AM CST
WTEC031_2971580.pdf	3,773	03/08/2024 10:46:27.127719AM CST
WTEC031_2971580.pdf	3,100	03/08/2024 10:46:27.127719AM CST

Distribute To

Distribution ID Type: *Distribution ID: FRONCE

OK Cancel

11. Review the report -

Report ID: WTEC031
FROM: 23-DEC-2023 THRU: 17-FEB-2024

PeopleSoft
LEAVE STATISTICS BY EMPLOYEE

Page No. 1
Run Date 03/08/2024
Run Time 11:15:35

RCD#	PPE	ERNCD	SUN	MON	TUE	WED	THU	FRI	SAT	WK1	SUN	MON	TUE	WED	THU	FRI	SAT	WK2	TOTAL	AMOUNT	OPRID	ACTN DT
0	01/20/24	HDC								8.00								8.00	8.00		WPER656A	01/20/24
0	01/20/24	INN											8.00					8.00	8.00		WPER656A	01/20/24
0	01/20/24	REG		8.00	8.00	8.00	8.00	8.00		40.00				8.00	8.00			16.00	56.00		WPER656A	01/20/24
0	01/20/24	VAC														8.00		8.00	8.00		WPER656A	01/20/24
Total :										40.00								40.00	80.00			
0	02/03/24	INN			2.00					2.00								2.00	2.00		GNIXON	02/04/24
0	02/03/24	REG			6.00	8.00	8.00	8.00		30.00		8.00	8.00	8.00	8.00	8.00		40.00	70.00		GNIXON	02/04/24
0	02/03/24	SCK		8.00						8.00								8.00	8.00		GNIXON	02/04/24
Total :										40.00								40.00	80.00			
0	02/17/24	REG		8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00		8.00	8.00		32.00	72.00		GNIXON	02/17/24
0	02/17/24	SCK												8.00				8.00	8.00		GNIXON	02/17/24
Total :										40.00								40.00	80.00			

12. In the example above, the employee reported several types of leave – holiday credit, inclement weather, regular hours, vacation and sick leave.

- Wk1 and Wk2 - displays the totals for each type of leave.
- Total - displays the leave totals for both weeks.
- OPERID - displays either the internal timekeeping system, the supervisor or the timekeeper who clicked the time OK to process.
- ACTN DT - displays the pay period For Week Two (WK2), he used 4 hours of vacation leave on Thursday.

This report may be run for one pay period only or multiple pay period. This is a good report for tracking hours for temporary employees. It is also good for reviewing leave usage.

Questions regarding this report may be directed to Human Resources, (785)532-6277.