

## Running the Leave Accrual by Department Report

To run the online Leave Accrual by Department Report; first request the security role NAU\_HR Pay Period Report.

Under Manager Self Service>Pay Period Reports>Leave Accruals by Department

### Leave Accruals by Department

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

### NAU Leave Accruals by Department Report

Pay Run ID U03 3rd Pay Period for FY2018

Department

Enter Dept. hit tab or enter and results will display

Note: \*COMP Balance does not change each pay period. If no comp time earned or taken, the user will see a prior balance which is also the current balance.

| Personalize   Find |          |      |           |              |                     |                       |                    |                  |                 |               |                  |               |
|--------------------|----------|------|-----------|--------------|---------------------|-----------------------|--------------------|------------------|-----------------|---------------|------------------|---------------|
| First 1 of 1 Last  |          |      |           |              |                     |                       |                    |                  |                 |               |                  |               |
| Empl ID            | Empl Rcd | Name | Plan Type | Benefit Plan | Pay Period End Date | Current Hours Accrued | Hours Carried Over | YTD Hours Earned | YTD Hours Taken | Current Taken | Current Adjusted | Balance Hours |
| 1                  | 0        |      |           |              |                     | 0.000000              | 0.000000           | 0.000000         | 0.000           | 0.000         | 0.000            |               |

Return to Search

Notify

You are able to run the report for departments in line with your row level security.