



## **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

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NORTHERN ARIZONA PH9206			Time Management Job and Personal Information	AUG-2017			
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Find an Exist			Career Planning Succession Planning Pay Period Reports	Leave Accr	uals by Department		
Pay Period End Pay Run ID:	I Date: = V begins with V		Manager Dashboard Talent Summary Review Transactions		_		
Search Clear Basic Search Criteria							

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## ARIZONA R PH9206 HCM Test Refreshed 28-AUG-2017

## Leave Accruals by Department

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

Find an Existing Value	
Search Criteria	
Pay Period End Date: =  Pay Run ID: begins with	Either PP end date or Pay Run ID
Search Clear Basic Search 🖾 Save Search Criteria	

Leave Accruals by Dept Report													
NAU Leave Accruals by Department Report													
Pay Run ID U03 3rd Pay Period for FY2018 Department Q													
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 Adjusted	Balance Hours
1		0					0.000000	0.000000	0.000000	0.000	0.000	0.000	
9	Return to Search												

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