



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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Find an Exist			Career Planning Succession Planning Pay Period Reports	Leave Accr	uals by Department		
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Leave Accruals by Department

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

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Leave Accruals by Dept Report													
NAU Leave Accruals by Department Report													
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	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
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You are able to run the report for departments in line with your row level security.