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

Search Criteria

Pay Period End Date: =
Pay Run ID: begins with

Either PP end date or Pay Run ID
You are able to run the report for departments in line with your row level security.