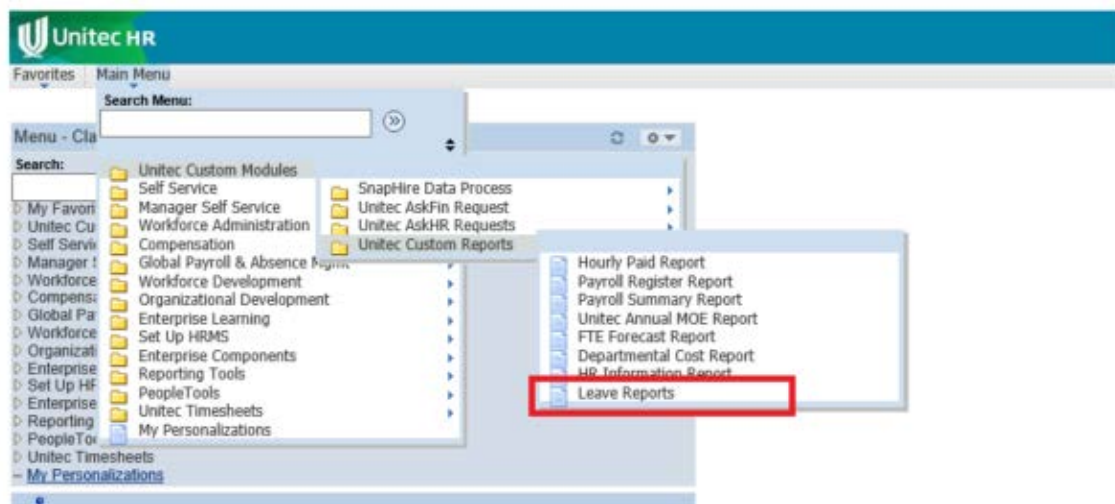# Leave Liability Report – Tip Sheet

Step by Step: Running a Leave Liability Report

1.   Log into PeopleSoft HR

2.   Navigate to 'Leave Reports'
      Unitec Custom Modules > Unitec Custom Reports > Leave Reports

3.   From the Find an Existing Value tab, click the Search button.
      Select an appropriate Run Control ID.

      Note: If the message "No matching values were found" appears, do the following:

      a.   Select the *Add a New Value* tab.
      b.   Enter a name for the Run Control ID (i.e. leave). Creating a Run Control ID name
           that is relevant to the report may help you remember it for future use.
      c.   Click the *Add* button.

      The report/process page will be displayed.

4. Enter the required parameters for the report.

5. Enter the required parameters for the report.

6. Click *Run*

7. Click *OK*

8. Click the *Process Monitor* link

9. Click *Refresh* until the Run Status for your process shows 'Success' and 'Posted':

10. Click the *Go back to Leave Reports* link
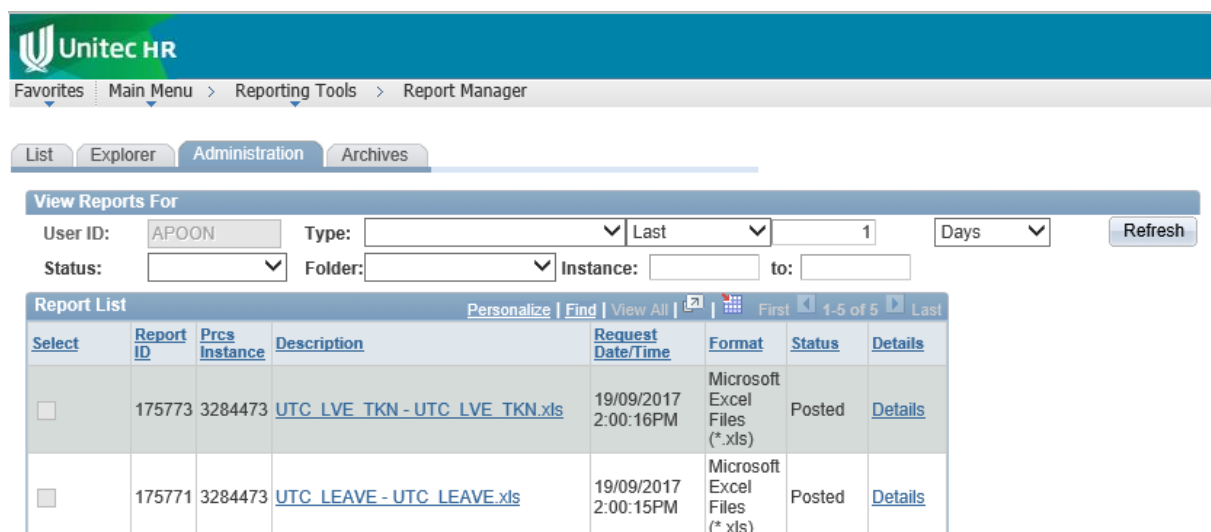
Go back to Leave Reports

11. Navigate to Report Manager: Reporting Tools > Report Manager
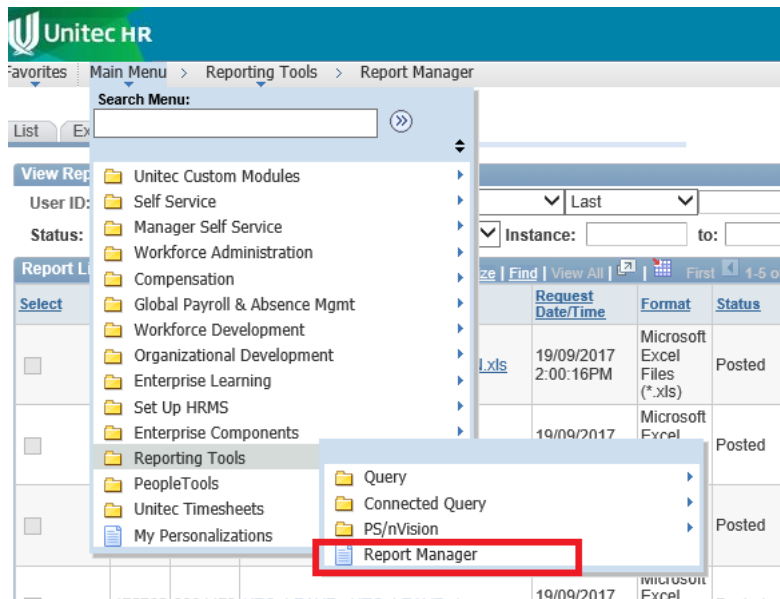
12. Click the *Administration* tab

13. Click the report and download it

Types of Leave Reports

UTC_LEAVE.xls = Gives you the leave balances for your staff from the most recent pay run

LEAVE BALANCES REPORT
Run Date: 19/09/2017 at 14:00:14

60HR

EmplD	Rec	Name	Department	Job Title	Service Date	Std Hours	FTE	Leave Balance Date	Leave Type	Balance(Hours)
	0		60HR		29/05/2017	37.5	1	26/09/2017	Annual	4.73
	0		60HR		29/05/2017	37.5	1	26/09/2017	Prof Dev	26.75
	0		60HR		29/05/2017	37.5	1	26/09/2017	Sick	45
	0		60HR		4/09/2017	37.5	1	26/09/2017	Annual	9.45
	0		60HR		4/09/2017	37.5	1	26/09/2017	Prof Dev	12.23
	0		60HR		4/09/2017	37.5	1	26/09/2017	Sick	75
	0		60HR		21/04/2008	37.5	1	26/09/2017	Annual	241.8

UTC_LVE_TKN.xls = Gives you the leave taken in the period that you have specified as the parameter

LEAVE TAKEN REPORT
from 01 January 2017 to 31 December 2017
Run Date: 19/09/2017 at 14:00:16

60HR

EmplD	Rec	Name	Department	Job Title	Leave Type	Leave Taken From	Leave Taken To	WF Status	Source	Approved	Leave Duration
1494092	0		60HR		Annual	21/08/2017	28/08/2017	Approved	Employee	Y	45
1494092	0		60HR		Sick	9/08/2017	9/08/2017	Approved	Employee	Y	7.5
1340067	0		60HR		Annual	13/04/2017	13/04/2017	Approved	Employee	Y	7.5
1340067	0		60HR		Annual	21/07/2017	21/07/2017	Approved	Employee	Y	7.5
1340067	0		60HR		Annual	1/09/2017	1/09/2017	Approved	Employee	Y	7.5
1340067	0		60HR		Annual	3/03/2017	3/03/2017	Approved	Employee	Y	7.5
1340067	0		60HR		Annual	6/03/2017	17/03/2017	Approved	Employee	Y	75
1340067	0		60HR		Bereavement	11/04/2017	11/04/2017	Approved	Employee	Y	7.5
1340067	0		60HR		Bereavement	18/07/2017	18/07/2017	Approved	Employee	Y	7.5