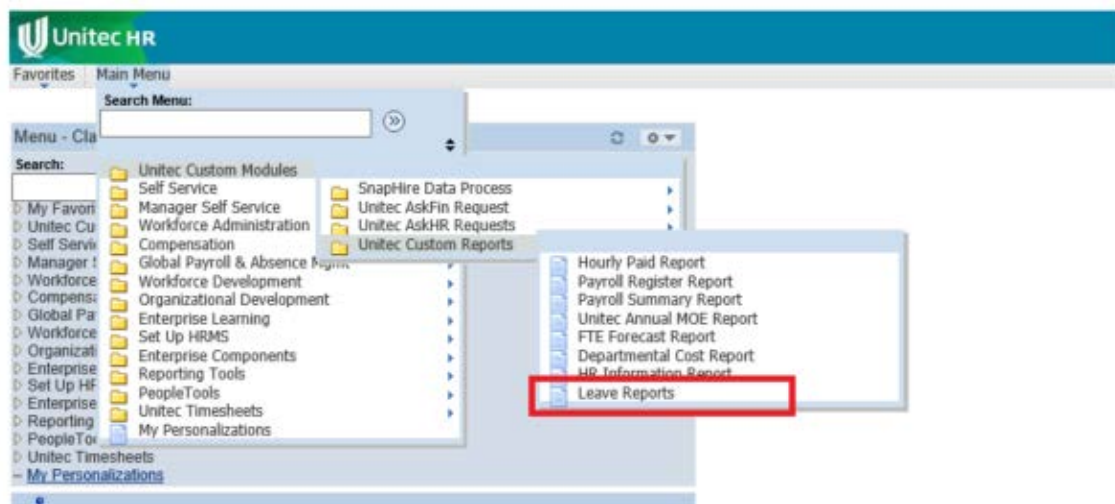




# Leave Liability Report – Tip Sheet

### 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.

- Enter the required parameters for the report.

## Leave Reports

Run Control ID: leave [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

**Run Control Parameters**

Leave Type: All Leave Types

From Date: 01/01/2017

Thru Date: 31/12/2017

Department: 60HR

Leave blank for all Departments  
This will produce two reports. One will display current balances and the other will show leave requests between the specified dates.

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

- Enter the required parameters for the report.

- Click **Run**

- Click **OK**

- Click the **Process Monitor** link

## Leave Reports

Run Control ID: leave [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Process Instance: 3284473

**Run Control Parameters**

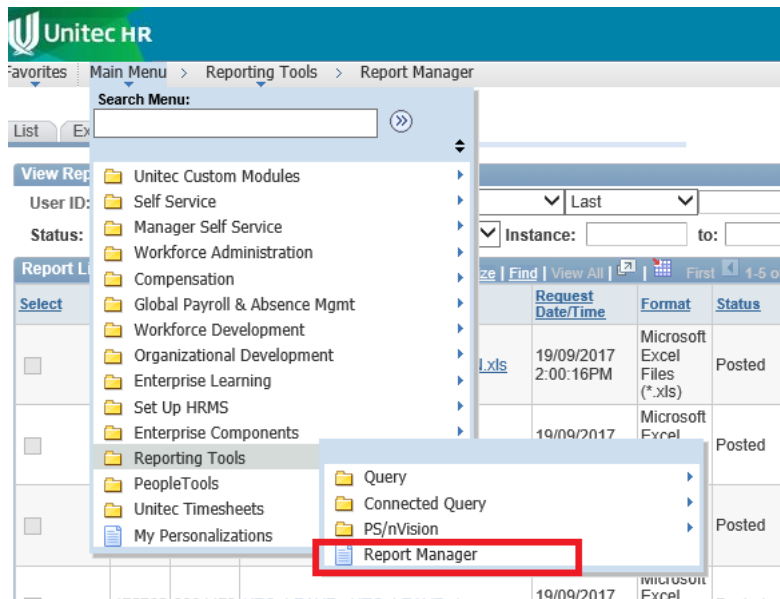
- Click **Refresh** until the Run Status for your process shows 'Success' and 'Posted':

Process List									
Personalize   Find   View All   First 4-3 of 3 Last									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3284473		BI Publisher	UTC_LEAVE	APOON	19/09/2017 1:59:49PM NZST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	3284472		BI Publisher	UTC_LEAVE	APOON	19/09/2017 1:58:46PM NZST	Success	Posted	<a href="#">Details</a>

- Click the **Go back to Leave Reports** link

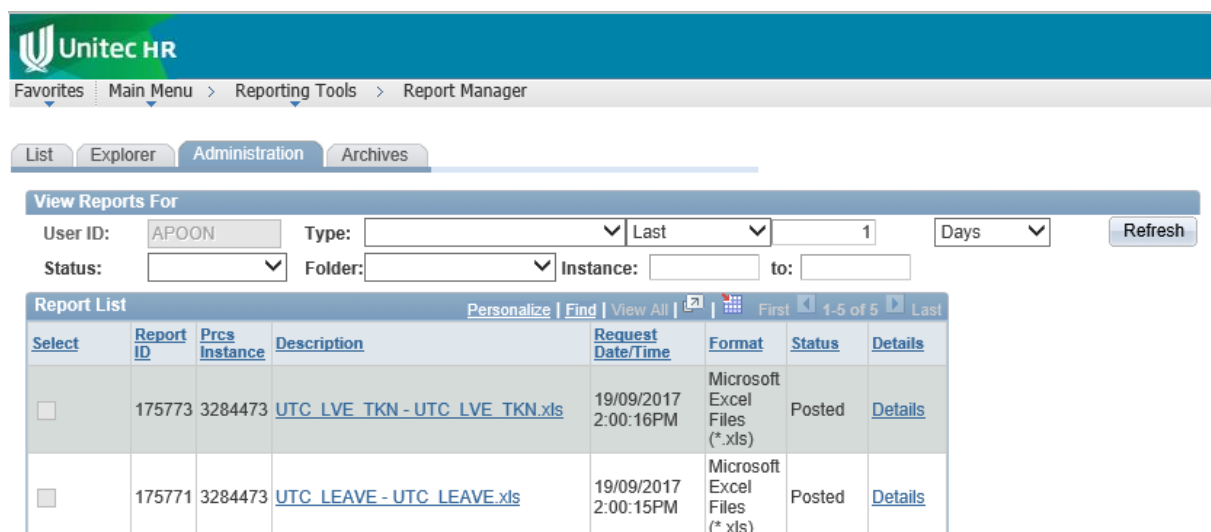
[Go back to Leave Reports](#)

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										
EmpID	Rec	Name	Department	Job Title	Service Date	Std Hours	FTE	Leave Balance Date	Leave Type	Balance(Hours)
1494092	0	[REDACTED]	60HR	[REDACTED]	29/05/2017	37.5	1	26/09/2017	Annual	4.73
1494092	0	[REDACTED]	60HR	[REDACTED]	29/05/2017	37.5	1	26/09/2017	Prof Dev	26.75
1340067	0	[REDACTED]	60HR	[REDACTED]	29/05/2017	37.5	1	26/09/2017	Sick	45
1340067	0	[REDACTED]	60HR	[REDACTED]	4/09/2017	37.5	1	26/09/2017	Annual	9.45
1340067	0	[REDACTED]	60HR	[REDACTED]	4/09/2017	37.5	1	26/09/2017	Prof Dev	12.23
1340067	0	[REDACTED]	60HR	[REDACTED]	4/09/2017	37.5	1	26/09/2017	Sick	75
1340067	0	[REDACTED]	60HR	[REDACTED]	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

EmpID	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