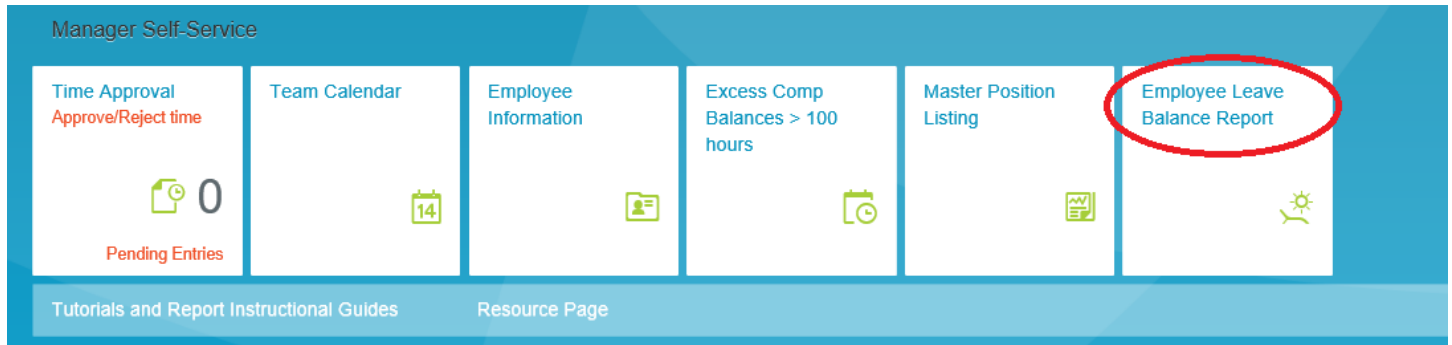


# Employee Leave Balance Report

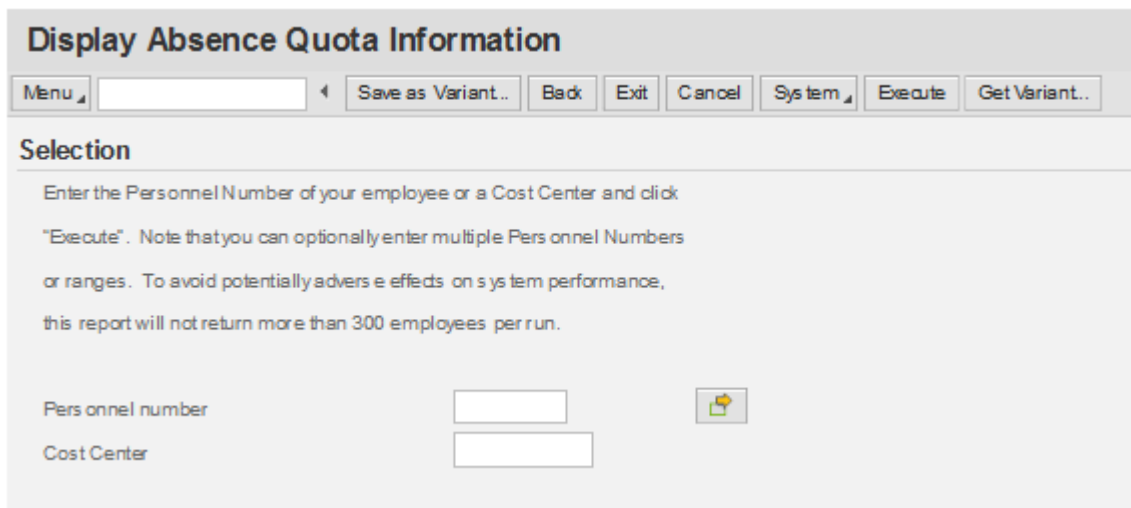
## MSS - Report Instructions

Use this report to view a complete listing of employees assigned to your organization and their current leave balances. This report will assist with monitoring balances and considering requests for leave.

1. The Employee Leave Balance Report can be accessed within Manager Self Service (MSS). Select the *Employee Leave Balance Report* tile.

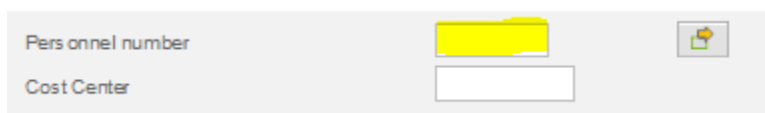


2. Once you click on the tile, the selection screen appears.




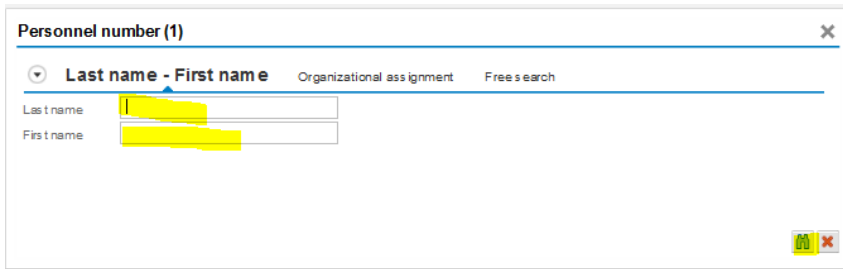
The screenshot shows the 'Display Absence Quota Information' selection screen. It includes a menu, buttons for 'Save as Variant..', 'Back', 'Exit', 'Cancel', 'System', 'Execute', and 'Get Variant..'. The 'Selection' section contains instructions: 'Enter the Personnel Number of your employee or a Cost Center and click "Execute". Note that you can optionally enter multiple Personnel Numbers or ranges. To avoid potentially adverse effects on system performance, this report will not return more than 300 employees per run.' Below the instructions are input fields for 'Personnel number' and 'Cost Center', each with a search icon.

3. This report can be run on a particular employee, a group of employees, or by agency.
  - a. By Employee: For a single employee, enter their Personnel number:




The screenshot shows the 'Personnel number' input field highlighted in yellow, with a search icon to its right. The 'Cost Center' input field is visible below it.

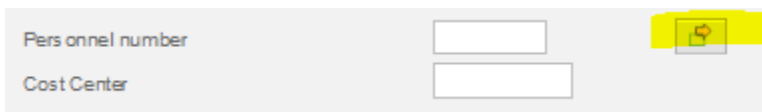
The employee's personnel number is available thru MSS under Employee Information and can be searched for by clicking within the personnel number box and selecting the matchbox that appears: 



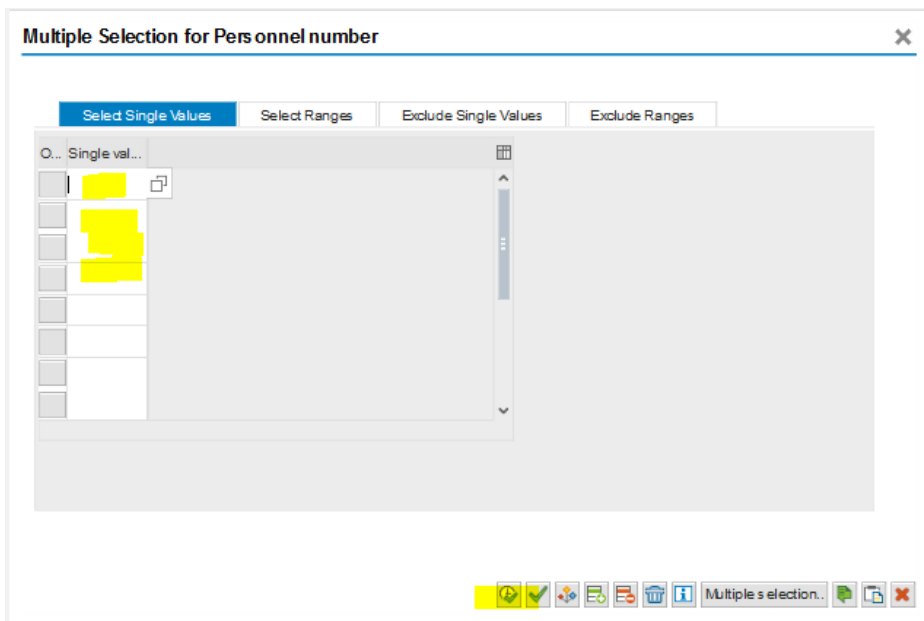
A dialog box titled "Personnel number (1)" with a close button (X) in the top right corner. Below the title bar, there are three tabs: "Last name - First name" (selected), "Organizational assignment", and "Free search". Under the "Last name - First name" tab, there are two input fields: "Last name" and "First name". Both fields contain yellowed-out text. At the bottom right of the dialog, there are two small icons: a green checkmark and a red X.

Once found, simply click on the appropriate name and then click the checkmark  and it will insert the personnel number for you.

- b. For multiple employees, click this box which will open an additional screen where you can enter multiple PERNRS:



A form with two input fields. The first field is labeled "Personnel number" and the second is labeled "Cost Center". Both fields are empty. To the right of the "Personnel number" field, there is a yellowed-out box containing a copy icon.



A dialog box titled "Multiple Selection for Personnel number" with a close button (X) in the top right corner. Below the title bar, there are four tabs: "Select Single Values" (selected), "Select Ranges", "Exclude Single Values", and "Exclude Ranges". Under the "Select Single Values" tab, there is a list of input fields. The first three fields contain yellowed-out text. To the right of the list, there is a vertical scrollbar. At the bottom of the dialog, there is a toolbar with several icons: a green checkmark, a red X, a blue arrow, a green arrow, a blue arrow, a blue arrow, a blue arrow, and a blue arrow. The text "Multiple selection.." is visible next to the icons.

- c. By Agency (Cost Center): Enter the 10 digit number assigned to that organization. If you don't know this number you can obtain it from your HR office.

4. Select  to run the report.

5. The report appears.

## Absence quotas

Validity period 06/09/2016 - 06/09/2016

Pers.No.	Name (sortable)	Quota	Entitlement	Used	Total remain.
123456	Jane Doe	Annual Leave	618.29000	537.00000	81.29000
123456		Sick Leave	513.25000	477.00000	36.25000
123456		Comp Leave	471.04000	369.50000	101.54000
345678	John Doe	Annual Leave	1,174.89000	841.00000	333.89000
345678		Sick Leave	1,508.88000	415.75000	1,093.13000
345678		Comp Leave	125.26000	1.50000	123.76000

The leave type is listed as 'Quota'. The amounts listed reflect what has been processed through KHRIS. The 'Entitlement' is the total amount accrued, the 'Used' is the total amount used, and the 'Total Remaining' is the current balance remaining.