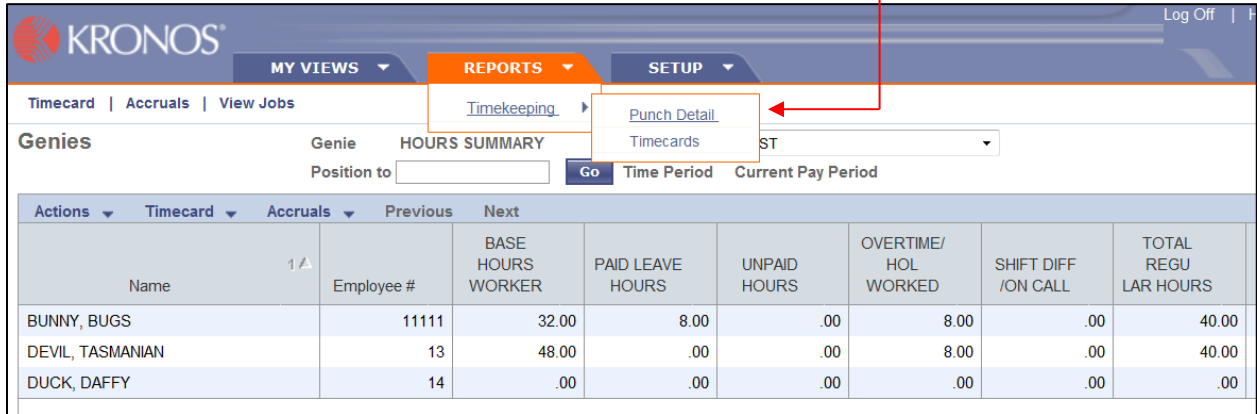# Facility - Employee Leave Report

Supervisors have the ability to run a report in Kronos detailing employee leave usage. This report can be run at any time but should be run at least once a year when the annual performance review is completed.

1. Go to Reports > Timekeeping > **Punch Detail**.

Result: The *Punch Detail Report* screen will display.

2. On the top half of the page, leave all fields as is with the defaults that appear below. You may elect to change the **Sort option** or **Page break by sort option** if desired.

3. Scroll down to the **Select Ranges** section. Enter the date/time range you want to run the report on. For example, if the employee's annual performance review is due on December 1st, you will need to run leave usage from December 1st of last year to December 1st of the current year.

   a. **Dates:** Dates must be entered in the MMDDYR formula without slashes. For example, December 1st, 2009 would be 120109. You may also use the magnifying glass to select a date from the calendar.

   b. **Times:** The 'From' time will always be 00:00 and the 'To' time will always be 23:59.

4. Enter the ID number of the employee you want to run the report on or use the magnifying glass to select the employee from the list.

SELECT RANGES	FROM		TO	
Date/Time	2/25/12	0:00	3/09/12	23:59
Employee number	6095174			
Badge				
Time clocks				
Bus Unit				
FTE				
Exempt				
Sec Bus Un				
Supervisor				
Job Code				
Subsidiary				

5. Scroll down to the bottom of the screen to view the **Select Options**.

   a. In the select pay codes boxes, enter the pay codes you wish to review. See the example below for reference.

   Note: You should always include the pay codes of SF1, SF2, SF3, SP1, SP2, SP3 for sick leave and VAC for vacation but may include other pay codes if applicable. Other codes may include FML for family medical leave, UNP for unpaid time, CTU for comp time used, etc.

   b. Complete the pay code fields as shown below in the example.

SELECT OPTIONS	FIRST		SECOND		THIRD		FOURTH	
Pay period rules		🔍		🔍		🔍		
Schedule codes		🔍		🔍		🔍		
Shift codes		🔍		🔍		🔍		
Group codes		🔍		🔍		🔍		
Status codes		🔍		🔍		🔍		
Pay Frequency		🔍		🔍		🔍		🔍
Pay types		🔍		🔍		🔍		
Restriction codes		🔍		🔍		🔍		
Pay Codes	SF1	🔍	SF2	🔍	SF3	🔍	SP1	🔍
Pay Codes	SP2	🔍	SP3	🔍	VAC	🔍		🔍

LEAVE SELECTION FIELD BLANK TO INCLUDE ALL.

Punch Detail Report

Run

Report type ⦿ Detail   ○ Summary

☐ Exceptions Only

Show Pay Code Totals for Labor Level [▼]

Include time ○ Approved   ○ Un-Approved   ⦿ Both

Attestation ○ Approved   ○ Rejected   ○ Un-Attested   ⦿ All

Manually Posted Records ○ Include   ⦿ Exclude   ○ Only

6. Select **Run** to submit the report.

 Result: The *View Jobs* screen will display. Your report should be at the top of the list with a status of submitted.

7. Refresh the screen with the **Refresh** button on the *View Jobs* screen until the status reads Complete.

View Jobs Position to date [ ] 📅 [Go]

ℹ Your report has been submitted for processing.

Return   Select ▼   Actions ▼   **Refresh**   Purge   Previous   Next

Description	Type	Status	Date/Time Submitted	Date/Time Started	Date/Time Completed
Punch Detail Report	JOB	Submitted	4/18/13 - 15:39		
Punch Detail Report	PDF	Completed	4/18/13 - 15:39	4/18/13 - 15:39	4/18/13 - 15:39
Genie Group Edit	PDF	Completed	4/02/13 - 14:45	4/02/13 - 14:45	4/02/13 - 14:45
Punch Detail Report	SAV	Completed	4/02/13 - 14:39	4/02/13 - 14:39	4/02/13 - 14:40
Pay Code Listing	PDF	Completed	3/07/13 - 10:39	3/07/13 - 10:39	3/07/13 - 10:39

8. Double-click the completed report to view it. It will open in a separate window. The report will have a cover page with the values you ran the report on. The results will display on the following pages with grand totals on the final page.

```
AAMGRTEST                    DHHS Services Areas                    CLK308CL
 4/18/13 15:40        Punch Detail Report
                              Selection Criteria

     Select Ranges:          From:           To:
     Date & Time Range:  1/01/11    0:00   3/09/12   23:59
     Employee Number:       6095174
     Badge Number:
     Time Clocks:
     Bus Unit:
     FTE:
     Exempt:
     Sec Bus Un:
     Supervisor:
     Job Code:
     Subsidiary:


         Pay Period Rules:
         Schedule Codes:
         Shift Codes:
         Group Codes:
         Status:
         Pay Frequency:
         Pay Type:
         Restriction Codes:
         Include Deleted Employees:  N


     Sort Option: A - Numeric By Employee Number
     Page Break By Sort Field: N
```

9. To print the report, use the **PRINT** option under the File menu.

10. You may click **Return** to be taken back to the *Punch Detail Report* menu, or you can click on **Home** or **My Views** to return to your main Genies.