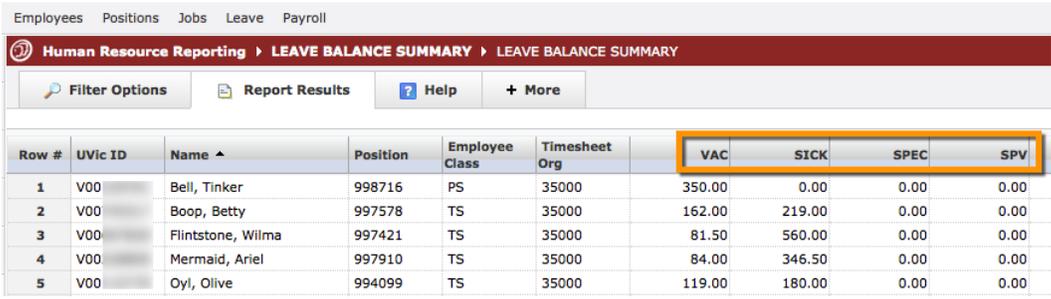
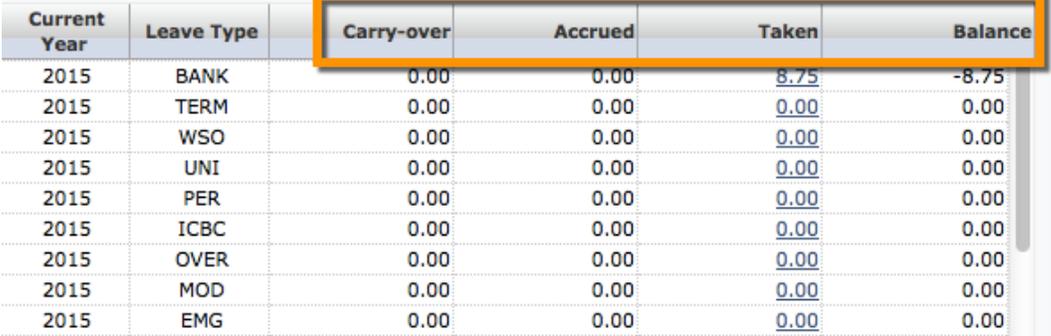
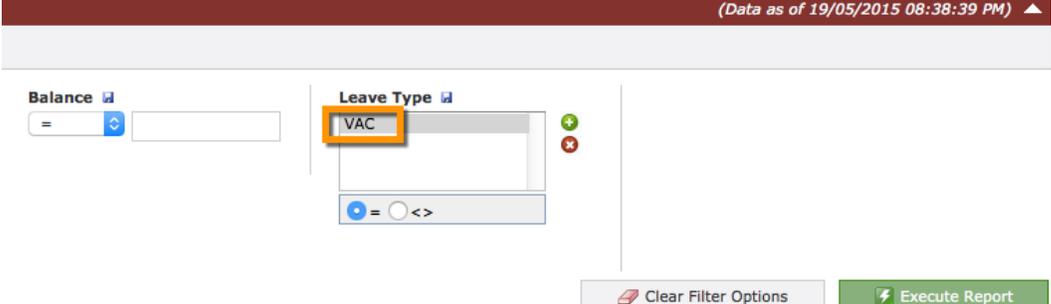


Leave reports

This quick guide describes the reports available under the FAST HR Leave tab: **Leave Balances**, **Year to Date Leave Summary**, **Leave Details**, **Leave Approval Status**, **UVic Leave Calendar Month at a Glance** and **Leave Liability Report**. These custom UVic reports provide current information on all types of employee leave, including vacation, sick and CTO.

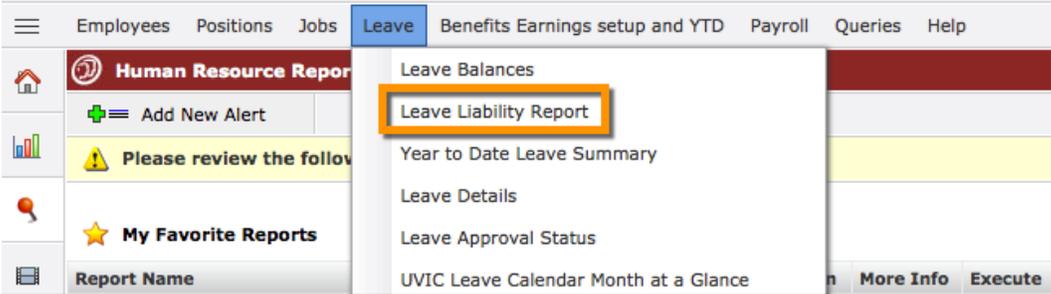
If your department is participating in the leave tracking project, the leave reports will display leave information for CUPE, PEA, ME and Exempt Support Staff. If not, the reports will show leave balances for CUPE employees and Exempt Support Staff.

For more resources, including a guide on *FAST HR codes*, visit www.uvic.ca/hr/fasthr.

#	Instructions	Screenshot																																																												
1	<p>The Leave Balances report displays leave balances by type of leave for each employee.</p> <p>TIP: Non-accrued balances (e.g. Jury, Compassionate leave) will display a negative balance if leave is taken.</p>	 <table border="1"> <thead> <tr> <th>Row #</th> <th>UVic ID</th> <th>Name</th> <th>Position</th> <th>Employee Class</th> <th>Timesheet Org</th> <th>VAC</th> <th>SICK</th> <th>SPEC</th> <th>SPV</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>V00</td> <td>Bell, Tinker</td> <td>998716</td> <td>PS</td> <td>35000</td> <td>350.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>2</td> <td>V00</td> <td>Boop, Betty</td> <td>997578</td> <td>TS</td> <td>35000</td> <td>162.00</td> <td>219.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>3</td> <td>V00</td> <td>Flintstone, Wilma</td> <td>997421</td> <td>TS</td> <td>35000</td> <td>81.50</td> <td>560.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>4</td> <td>V00</td> <td>Mermaid, Ariel</td> <td>997910</td> <td>TS</td> <td>35000</td> <td>84.00</td> <td>346.50</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>5</td> <td>V00</td> <td>Oyl, Olive</td> <td>994099</td> <td>TS</td> <td>35000</td> <td>119.00</td> <td>180.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>	Row #	UVic ID	Name	Position	Employee Class	Timesheet Org	VAC	SICK	SPEC	SPV	1	V00	Bell, Tinker	998716	PS	35000	350.00	0.00	0.00	0.00	2	V00	Boop, Betty	997578	TS	35000	162.00	219.00	0.00	0.00	3	V00	Flintstone, Wilma	997421	TS	35000	81.50	560.00	0.00	0.00	4	V00	Mermaid, Ariel	997910	TS	35000	84.00	346.50	0.00	0.00	5	V00	Oyl, Olive	994099	TS	35000	119.00	180.00	0.00	0.00
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3	<p>You can filter the Year to Date Leave Summary by type. For example, to display only Vacation leave, filter by the code VAC before executing your report.</p>	 <p>(Data as of 19/05/2015 08:38:39 PM)</p> <p>Balance ▾ = ▾</p> <p>Leave Type ▾ VAC</p> <p>Clear Filter Options Execute Report</p>																																																												

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11	To view the UVic Leave Calendar Month at a Glance report, enter a year and month on the Filter Options page before executing the report.																																																																																																			
12	The report displays employee names on the left and days of the month at the top. If an employee has taken leave, a leave code will appear in the corresponding box.	<table border="1"> <thead> <tr> <th>Row #</th> <th>YEAR</th> <th>EMPNO</th> <th>NAME</th> <th>MON</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2015</td> <td>V00</td> <td></td> <td>SEP</td> <td></td> <td></td> <td></td> <td></td> <td>VA</td> <td>VA</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>2015</td> <td>V00</td> <td></td> <td>SEP</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>2015</td> <td>V00</td> <td></td> <td>SEP</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>2015</td> <td>V00</td> <td></td> <td>SEP</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>2015</td> <td>V00</td> <td></td> <td>SEP</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>2015</td> <td>V00</td> <td></td> <td>SEP</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Row #	YEAR	EMPNO	NAME	MON	1	2	3	4	5	6	7	8	9	1	2015	V00		SEP					VA	VA				2	2015	V00		SEP										3	2015	V00		SEP										4	2015	V00		SEP										5	2015	V00		SEP										6	2015	V00		SEP									
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13	A legend of leave codes is available under Page Notes at the bottom of the screen.	<p>The following is a legend of the codes used to track different leaves:</p> <p>VA = Vacation MO = MOD Taken EM = Emergency Leave SP = Special leave</p> <p>SI = Sick OT = OT Earn JR = Jury Duty UN = Union Leave</p>																																																																																																		

#	Instructions	Screenshot																																																	
14	<p>TIP: The calendar is available for six months into the future. You can view any planned vacation or other leaves that employees have entered in their web leave reports.</p>	<p>CAUTION: Leave reports should only be approved by supervisors at the end of each month, as actual leave taken may differ from planned leave.</p>																																																	
15	<p>To calculate leave liability for your department, use the Leave Liability Report.</p>	 <p>The screenshot shows the 'Human Resource Report' menu. The 'Leave' tab is selected, and a dropdown menu is open. The 'Leave Liability Report' option is highlighted with an orange box. Other options include 'Leave Balances', 'Year to Date Leave Summary', 'Leave Details', 'Leave Approval Status', and 'UVIC Leave Calendar Month at a Glance'.</p>																																																	
16	<p>On the Filter Options screen, enter a Timesheet Org and a Leave Type (e.g. CTO or VAC).</p>	 <p>The screenshot shows the 'Filter Options' screen. Two dropdown menus are highlighted with orange boxes: 'Timesheet Org' with the value '35000' and 'Leave Type' with the value 'CTO'. There are also input fields for 'Balance' and 'Liability Amount'. At the bottom, there are buttons for 'Clear Filter Options' and 'Execute Report'.</p>																																																	
17	<p>The report will calculate outstanding leave liability by multiplying any outstanding leave balances by the employees' hourly rates.</p>	<table border="1"> <tbody> <tr> <td>35.21</td> <td>F</td> <td>2015</td> <td>CTO</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>44.44</td> <td>A</td> <td>2015</td> <td>CTO</td> <td>1.00</td> <td>14.00</td> <td>14.00</td> </tr> <tr> <td>46.56</td> <td>A</td> <td>2015</td> <td>CTO</td> <td>0.00</td> <td>15.00</td> <td>1.00</td> </tr> <tr> <td>33.62</td> <td>A</td> <td>2015</td> <td>CTO</td> <td>0.00</td> <td>39.48</td> <td>5.50</td> </tr> <tr> <td>42.44</td> <td>A</td> <td>2015</td> <td>CTO</td> <td>4.50</td> <td>1.50</td> <td>0.00</td> </tr> <tr> <td>46.56</td> <td>A</td> <td>2015</td> <td>CTO</td> <td>0.00</td> <td>4.00</td> <td>4.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>2665.47</td> <td>13102.21</td> <td>5044.20</td> </tr> </tbody> </table>	35.21	F	2015	CTO	0.00	0.00	0.00	44.44	A	2015	CTO	1.00	14.00	14.00	46.56	A	2015	CTO	0.00	15.00	1.00	33.62	A	2015	CTO	0.00	39.48	5.50	42.44	A	2015	CTO	4.50	1.50	0.00	46.56	A	2015	CTO	0.00	4.00	4.00					2665.47	13102.21	5044.20
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