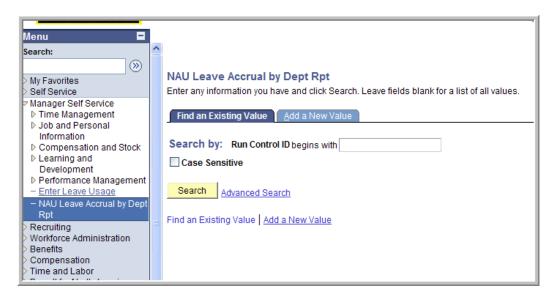
Running the Leave Accrual by Department Report

This report shows leave balances each pay period for all of the employees within a department. This report can be run by leave reporters after the payroll process is completed. The payroll process is completed on the day prior to pay day.

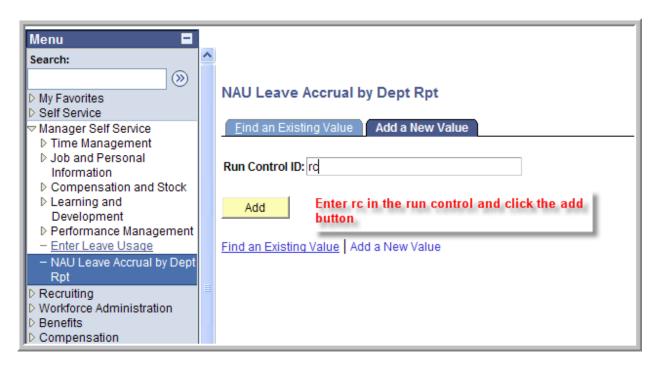
To run the report log into PeopleSoft and go to Manager Self Service > NAU Leave Accrual by Dept Rpt



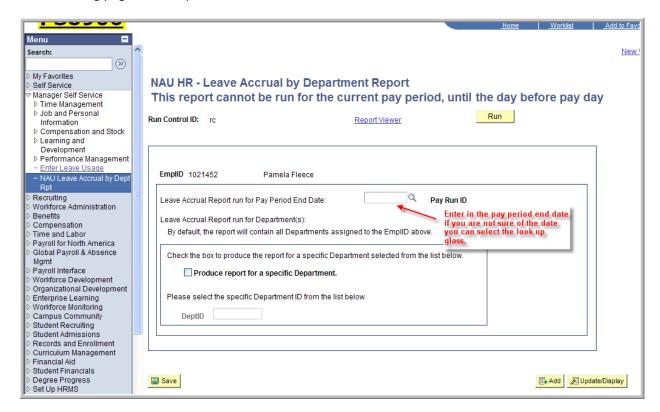
Hit search. If you have not run a report before an error message will come up as no matching values found. If you receive this error select the "add a new value tab" at the top of the page.



Enter rc in the run control ID field and click the add button:



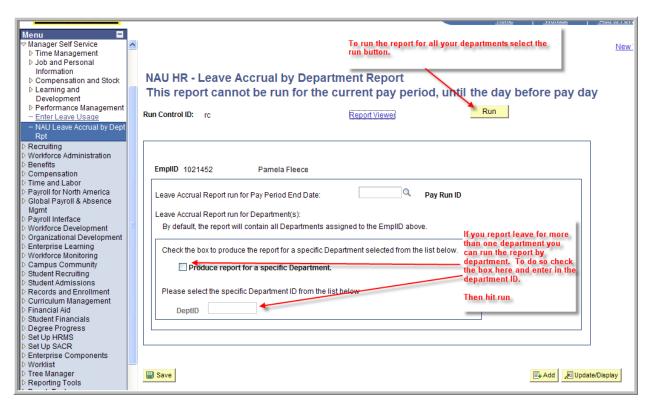
The following page comes up:



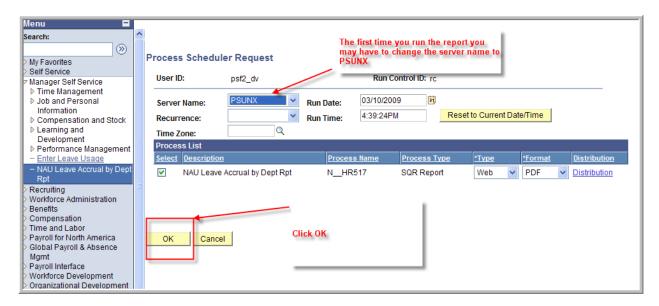
If you are not sure of the pay period end date you can select the look up glass and the following screen will appear:



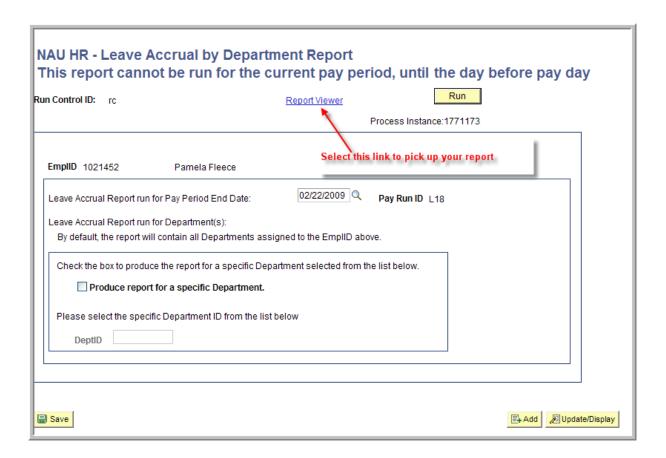
You have several options on running the report. You can run it by department or you can run a report for all of the departments, for which you have access to report leave usage. To run the report for all departments select the run button. If you report leave for more than one department, you may run the report by department. To run the report by department you will need to check the box for "Produce report for a specific department" and enter in the department ID.



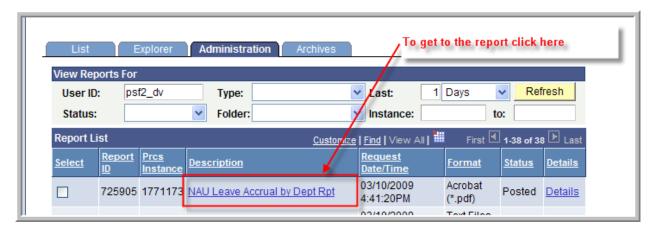
The following screen will appear: The first time you run the report you may need to change the server name to PSUNX, click OK.



You will be returned to the main page. To view your report, select the report viewer link:



You will be directed to the administration tab on the report viewer. You must wait until the report is in a status of posted to view the report. Click the yellow PeopleSoft refresh button until the report is in a posted status. Click on the report title to view your report.



If the report does not open you may have a pop up blocker on your system. If this is the case, you will need to hold down the control key while clicking on the report title.

Your report will open as a PDF.

