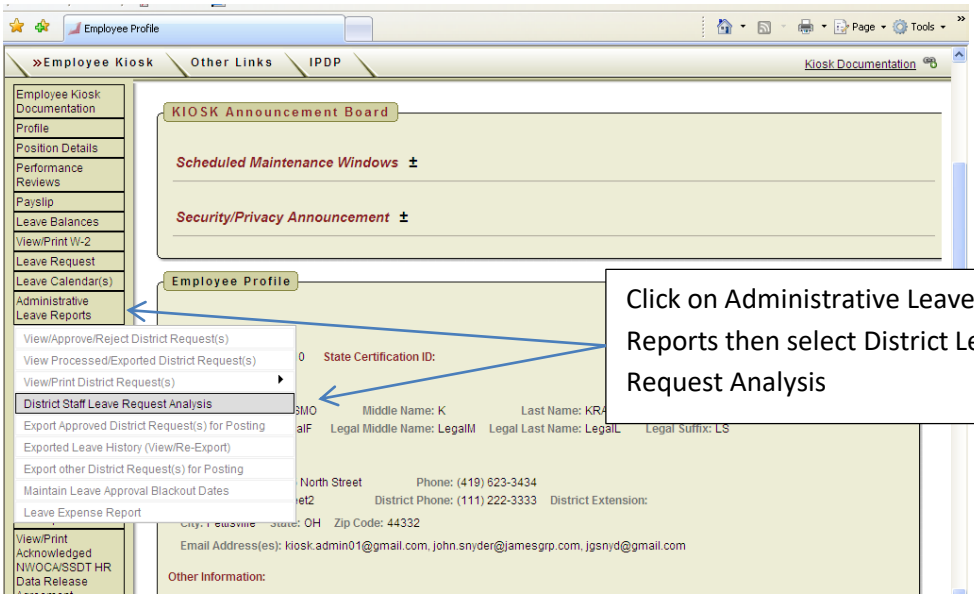
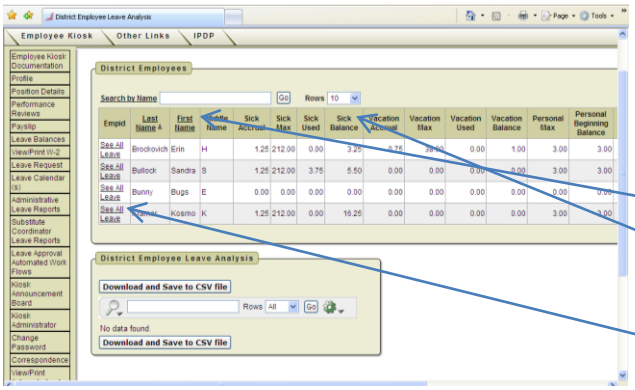
REPORTS-EMPLOYEE KIOSK

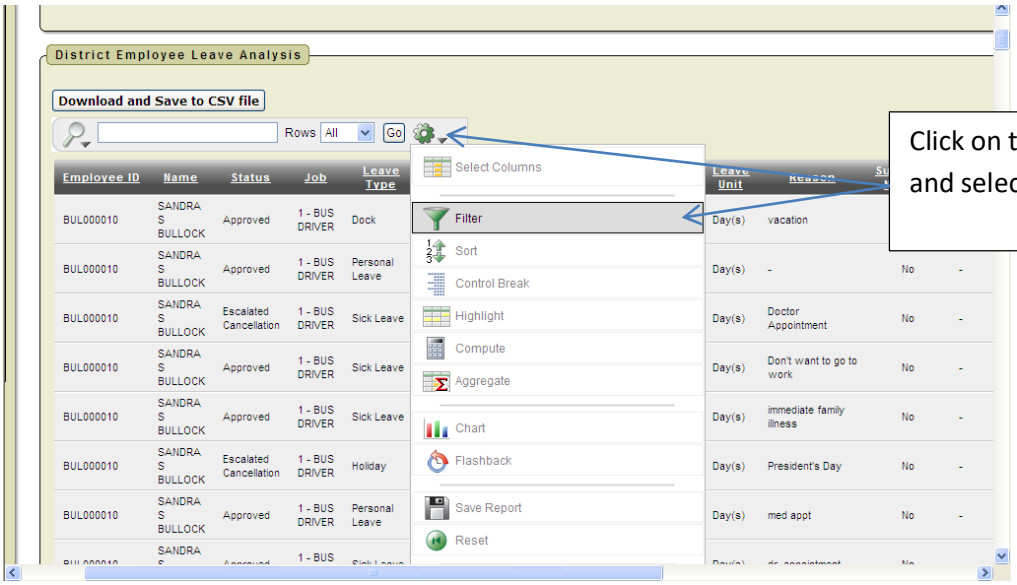


Click on Administrative Leave Reports then select District Leave Request Analysis

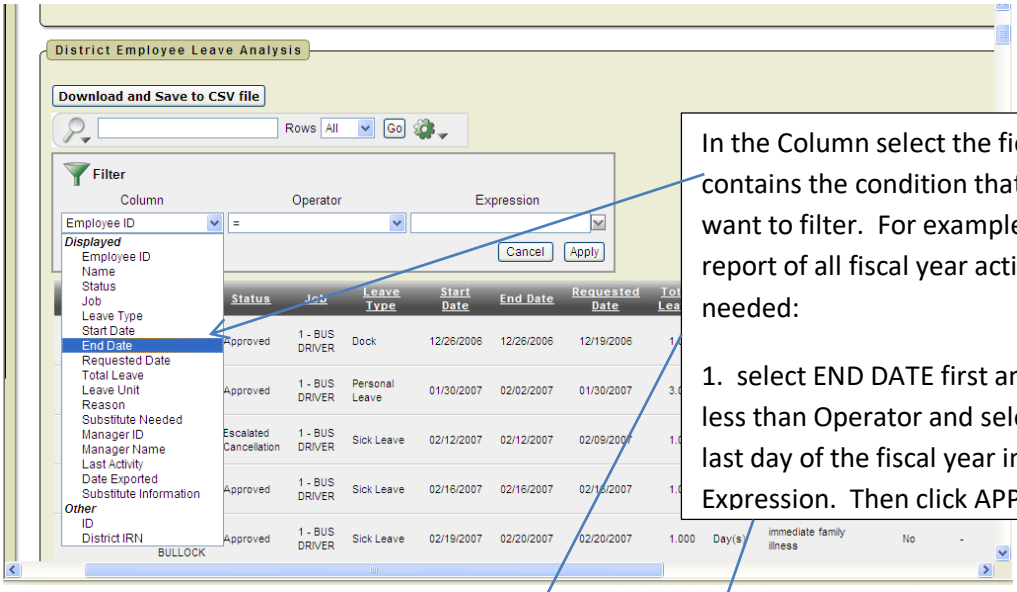


Locate employees by adding their name in the SEARCH box. The rows displayed can be increased from the drop down. To get a report by employee, click on the See All Leave link.

Once you click on “See All Leave”, Leave details will pop in at the bottom of the page. Now you can filter the data and save the report.

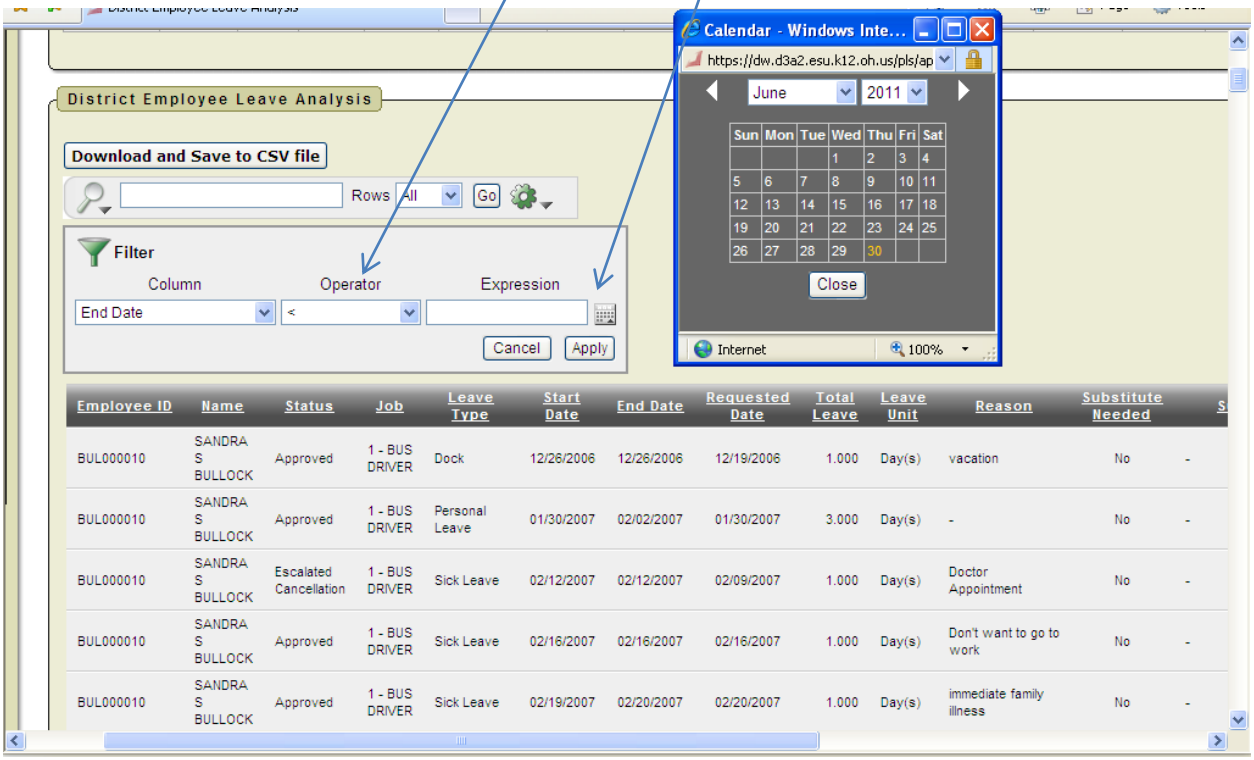


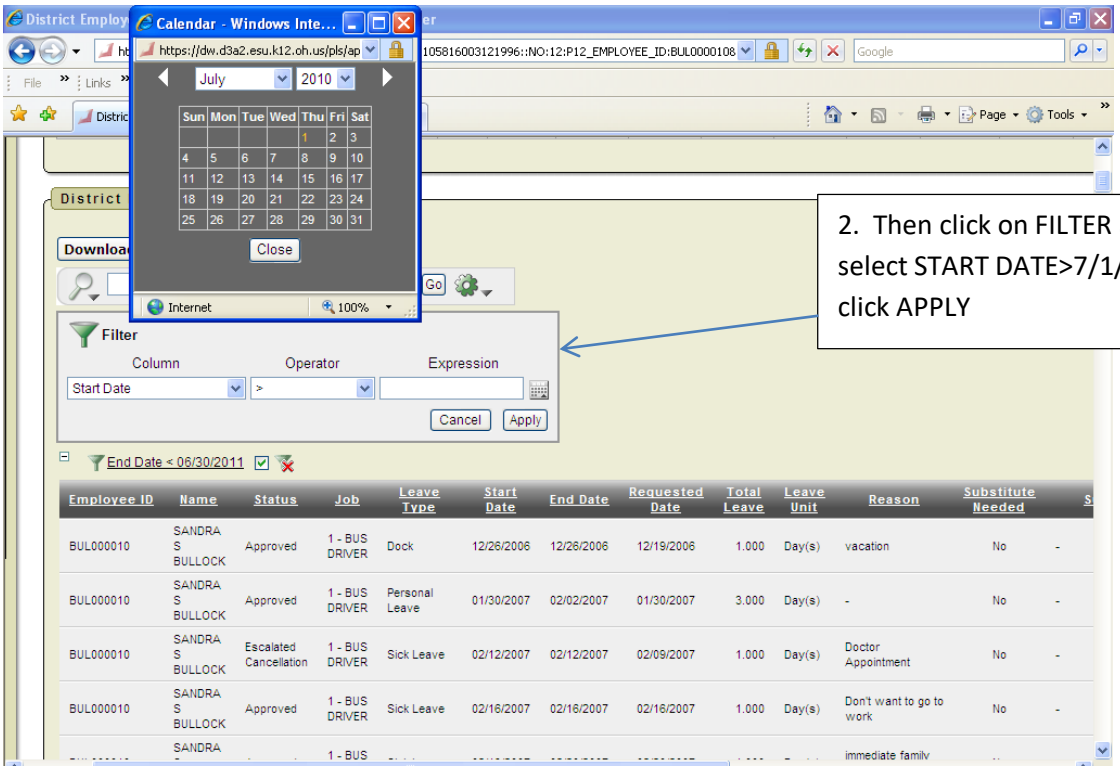
Click on the COG icon and select FILTER



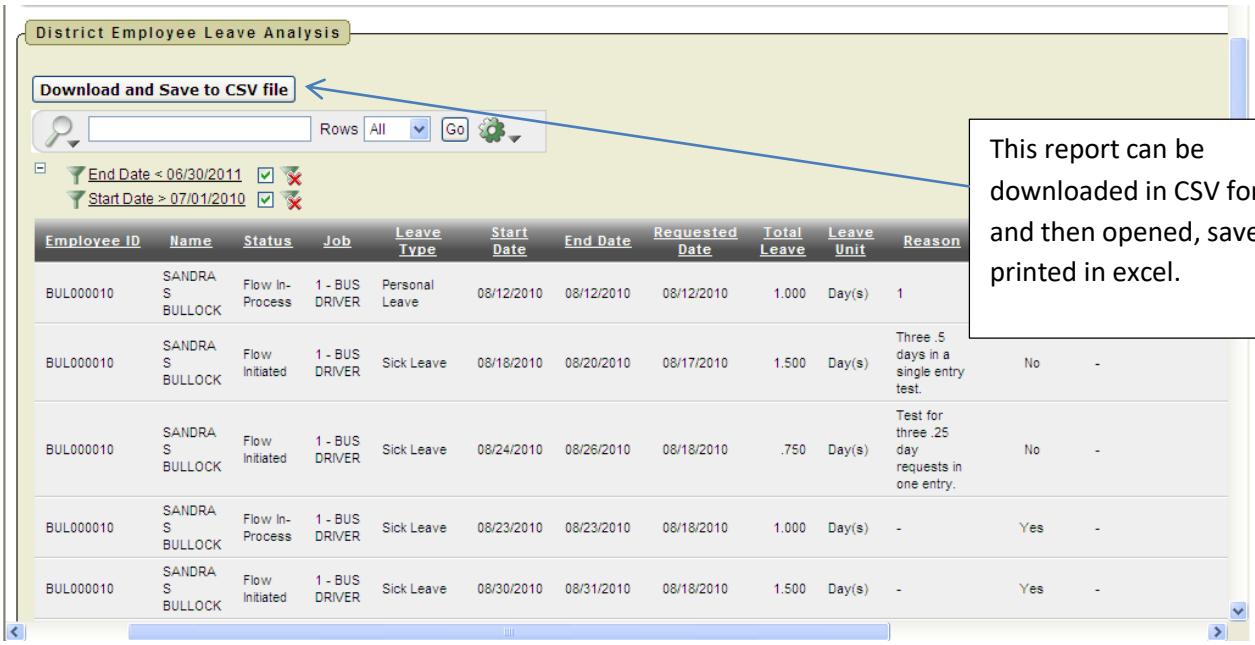
In the Column select the field that contains the condition that you want to filter. For example: If a report of all fiscal year activity is needed:

1. select END DATE first and the less than Operator and select the last day of the fiscal year in the Expression. Then click APPLY.





2. Then click on FILTER again and select START DATE>7/1/2010 and click APPLY

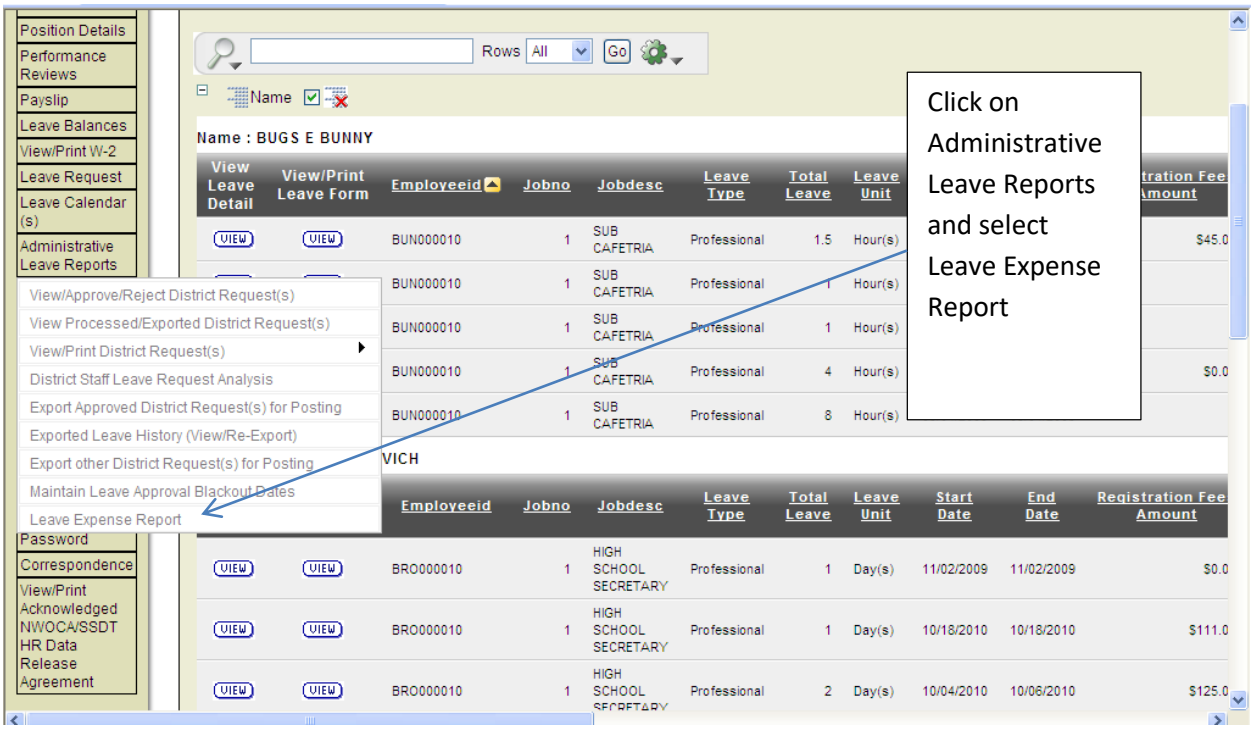


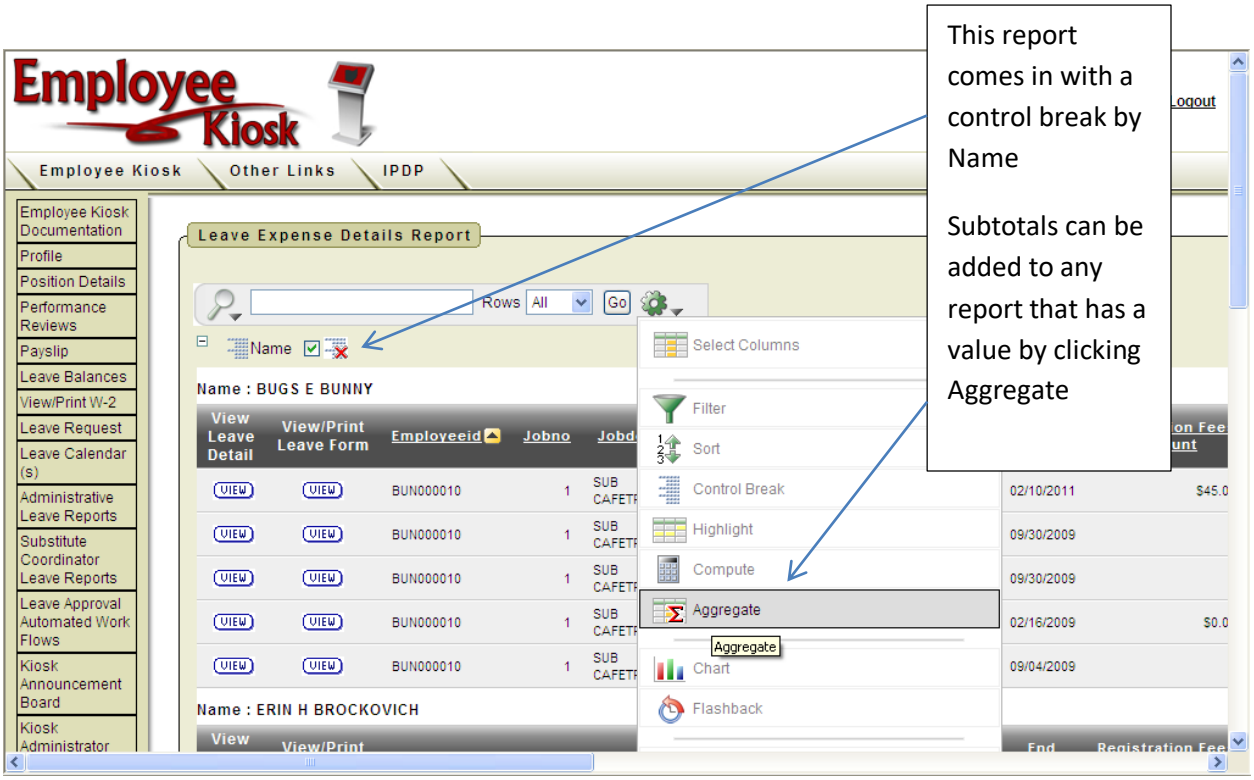
This report can be downloaded in CSV format and then opened, saved or printed in excel.

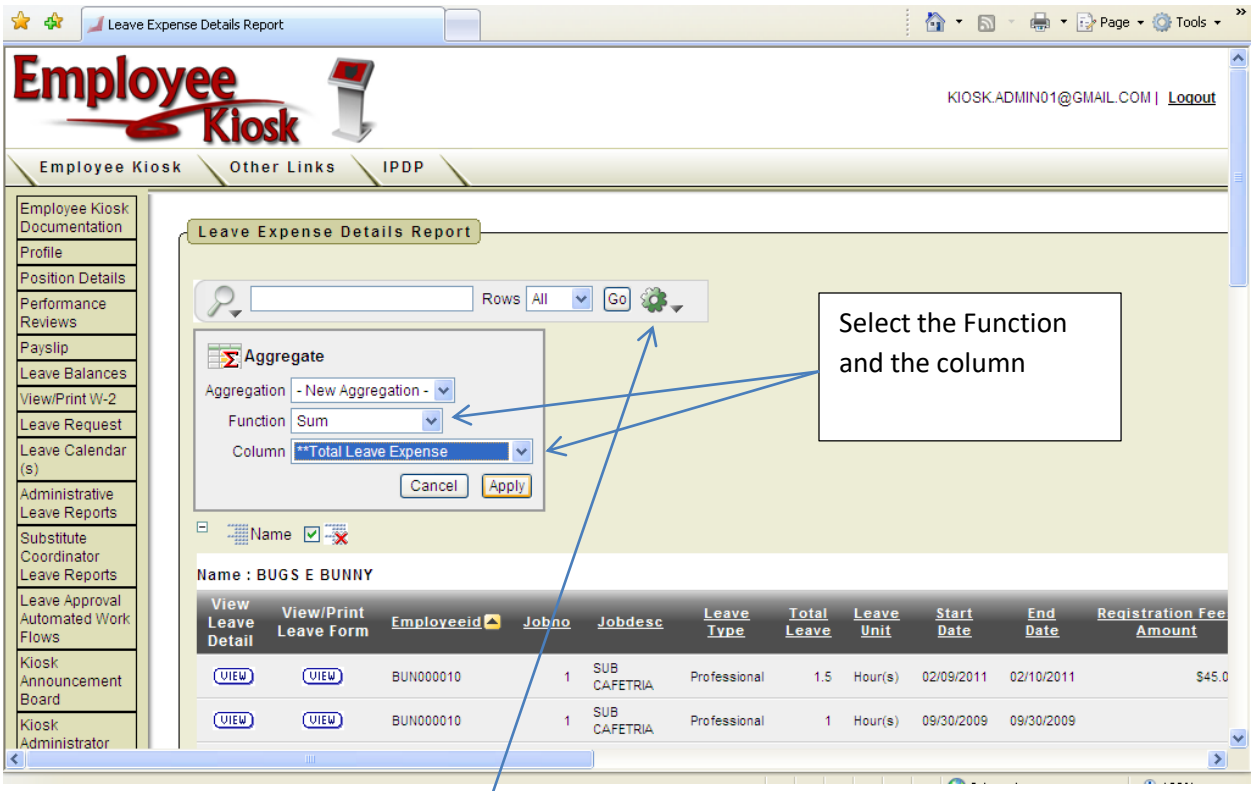
Employee ID	Name	Status	Job	Leave Type	Start Date	End Date	Requested Date	Total Leave	Leave Unit	Reason	Substitute Needed	
BUL000010	SANDRA S BULLOCK	Approved	1 - BUS DRIVER	Dock	12/26/2006	12/26/2006	12/19/2006	1.000	Day(s)	vacation	No	-
BUL000010	SANDRA S BULLOCK	Approved	1 - BUS DRIVER	Personal Leave	01/30/2007	02/02/2007	01/30/2007	3.000	Day(s)	-	No	-
BUL000010	SANDRA S BULLOCK	Escalated Cancellation	1 - BUS DRIVER	Sick Leave	02/12/2007	02/12/2007	02/09/2007	1.000	Day(s)	Doctor Appointment	No	-
BUL000010	SANDRA S BULLOCK	Approved	1 - BUS DRIVER	Sick Leave	02/16/2007	02/16/2007	02/16/2007	1.000	Day(s)	Don't want to go to work	No	-
	SANDRA		1 - BUS							immediate family		

Employee ID	Name	Status	Job	Leave Type	Start Date	End Date	Requested Date	Total Leave	Leave Unit	Reason		
BUL000010	SANDRA S BULLOCK	Flow In-Process	1 - BUS DRIVER	Personal Leave	08/12/2010	08/12/2010	08/12/2010	1.000	Day(s)	1		
BUL000010	SANDRA S BULLOCK	Flow Initiated	1 - BUS DRIVER	Sick Leave	08/18/2010	08/20/2010	08/17/2010	1.500	Day(s)	Three .5 days in a single entry test.	No	-
BUL000010	SANDRA S BULLOCK	Flow Initiated	1 - BUS DRIVER	Sick Leave	08/24/2010	08/26/2010	08/18/2010	.750	Day(s)	Test for three .25 day requests in one entry.	No	-
BUL000010	SANDRA S BULLOCK	Flow In-Process	1 - BUS DRIVER	Sick Leave	08/23/2010	08/23/2010	08/18/2010	1.000	Day(s)	-	Yes	-
BUL000010	SANDRA S BULLOCK	Flow Initiated	1 - BUS DRIVER	Sick Leave	08/30/2010	08/31/2010	08/18/2010	1.500	Day(s)	-	Yes	-

Professional Leave Expense Detail Report



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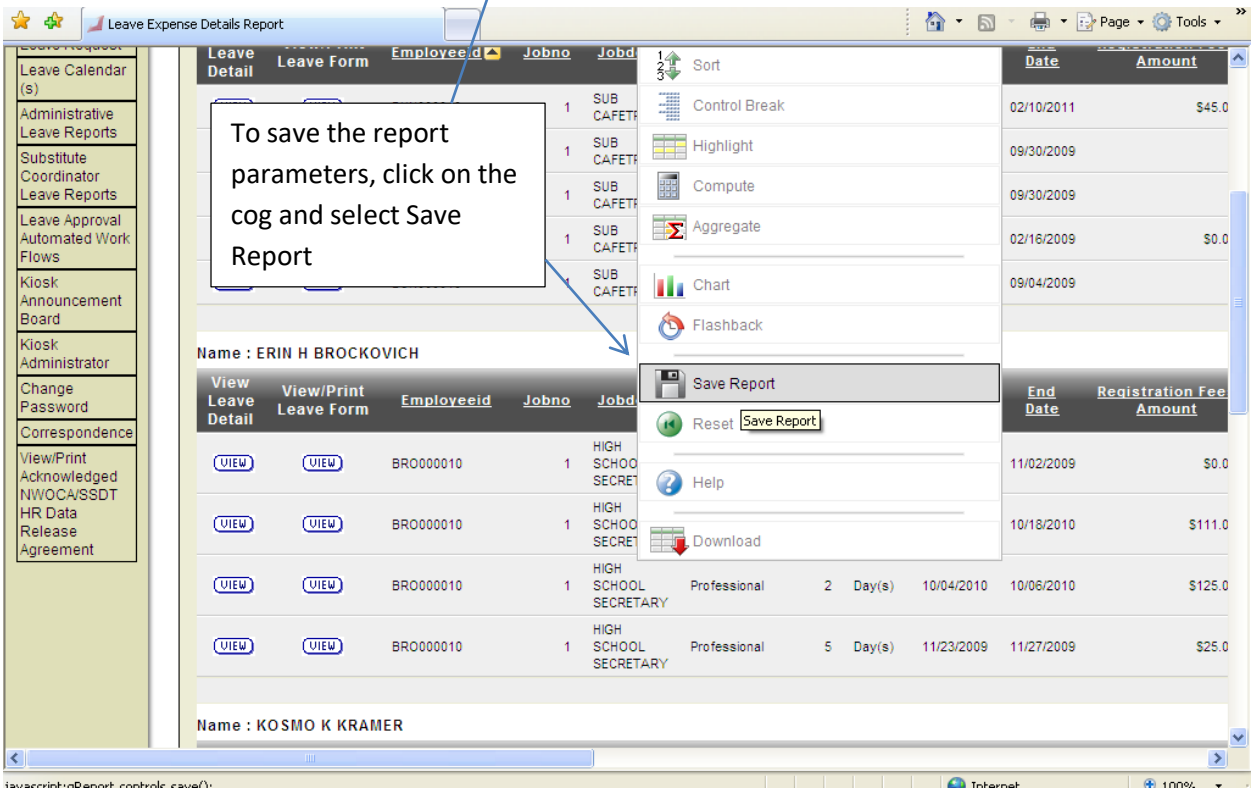
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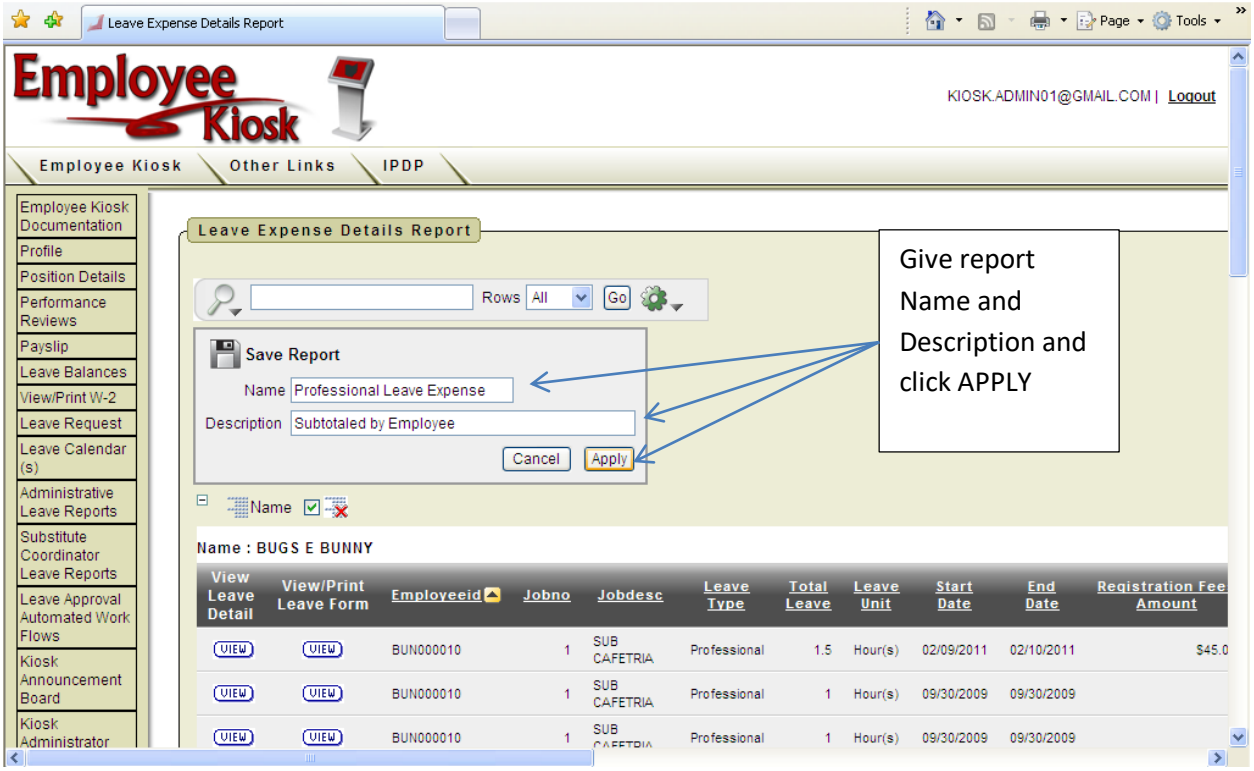
Name : KOSMO K KRAMER
HIGH SCHOOL SECRETARY
Professional
Day(s)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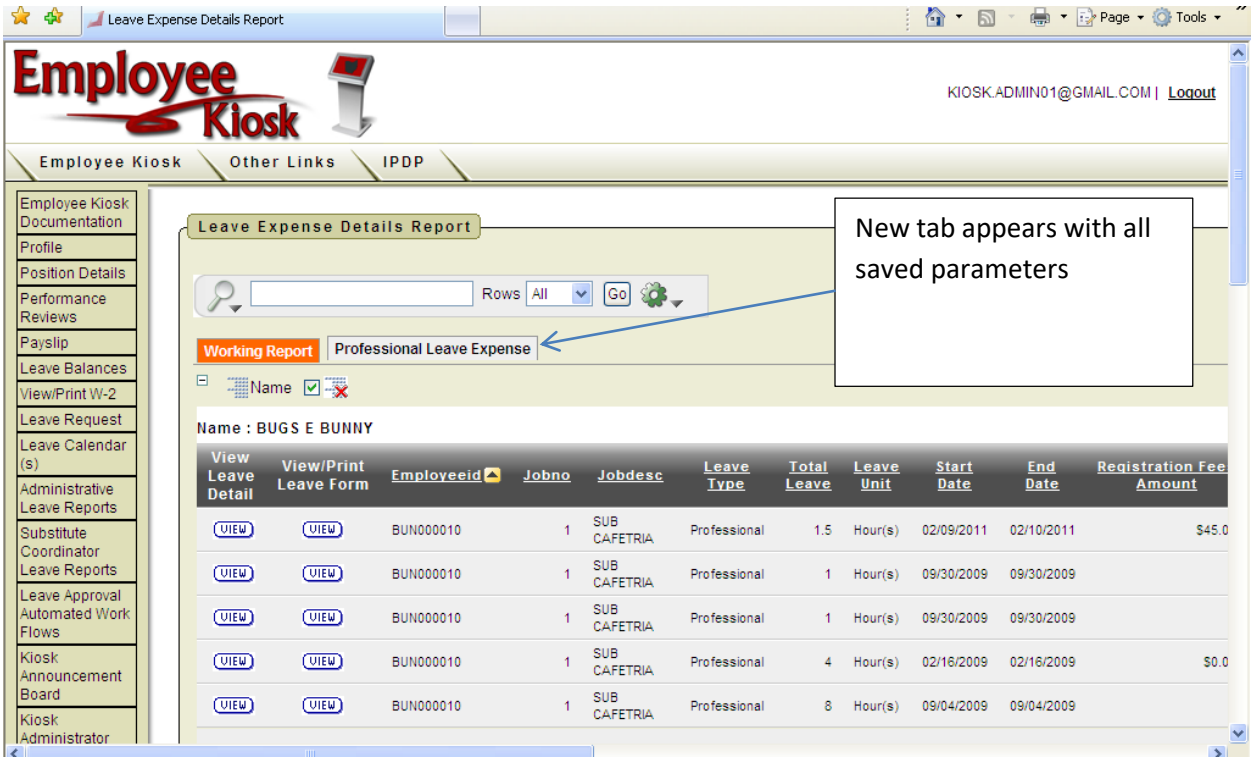
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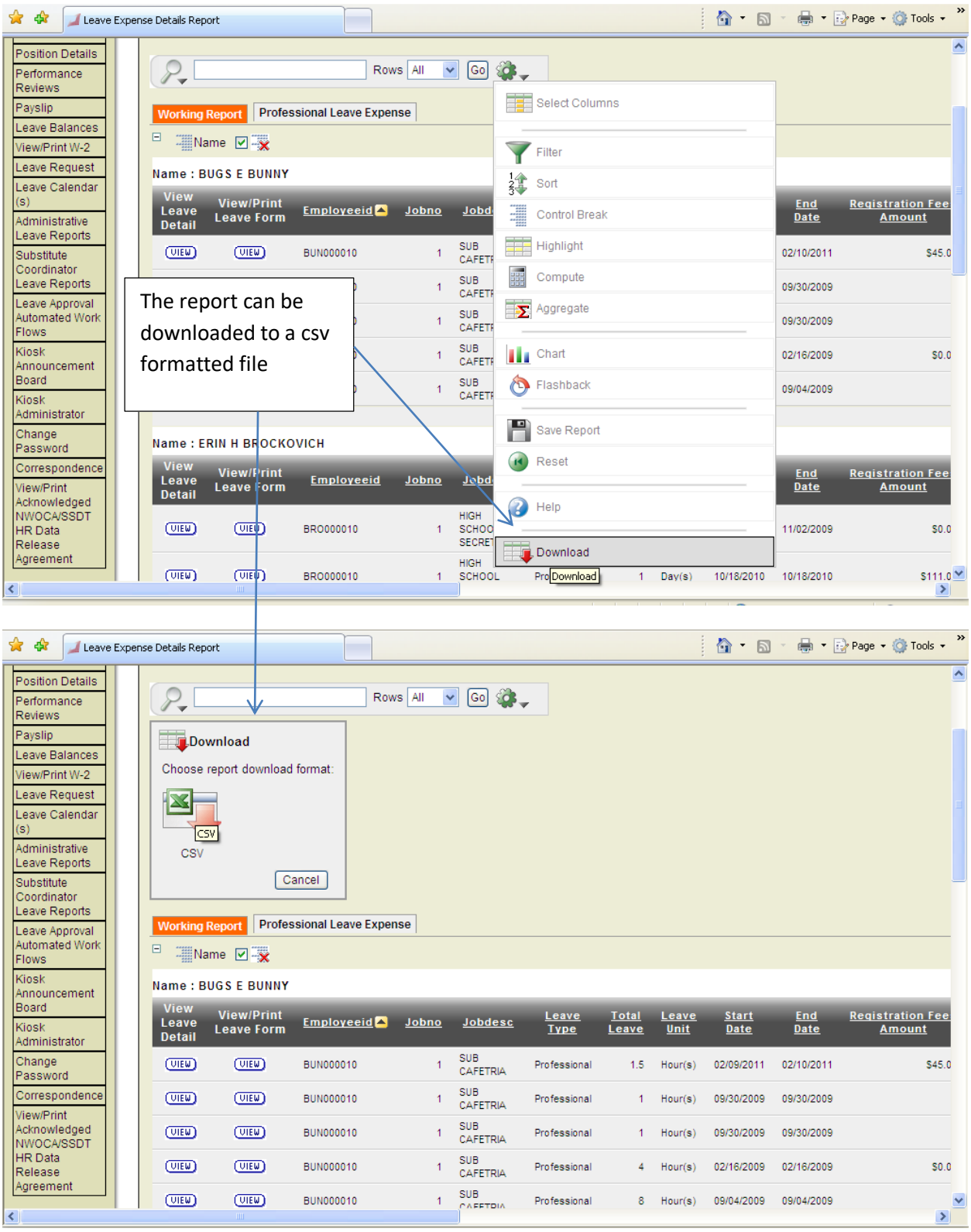
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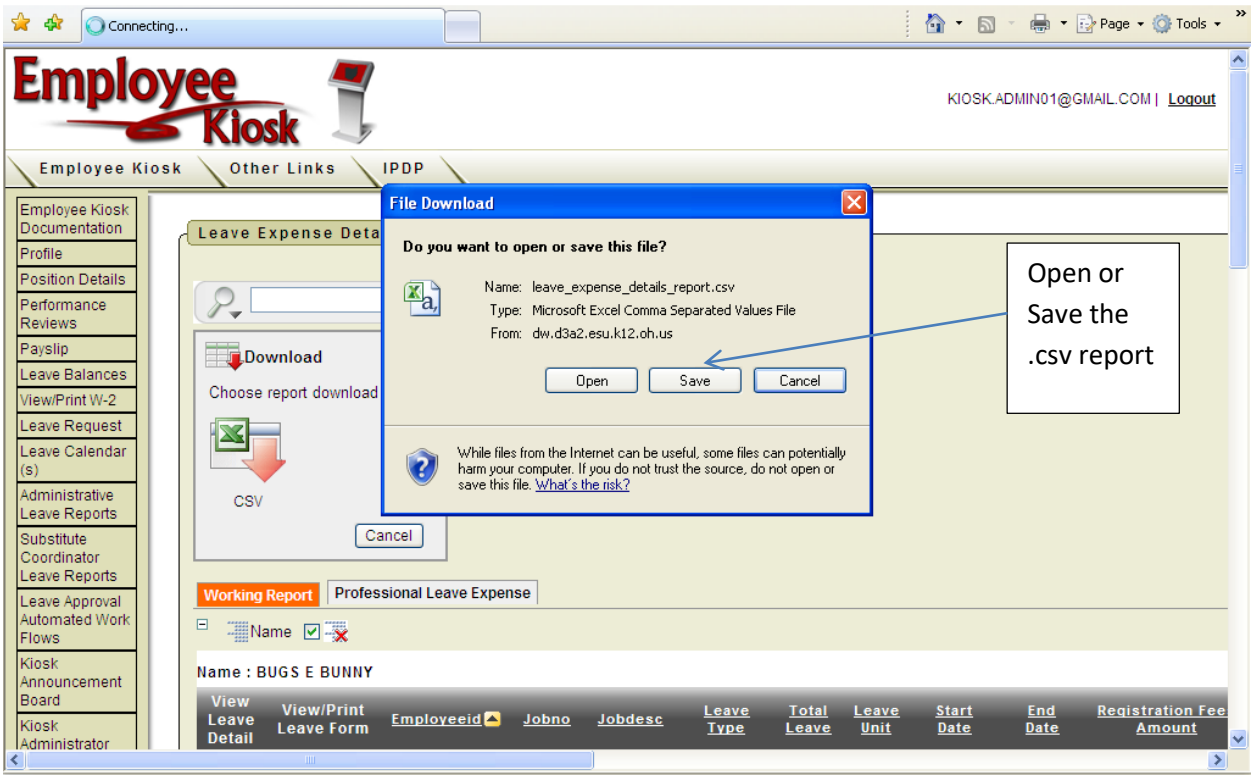
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