

## ABSENCE REPORTS AND QUERIES

Query Navigation: Reporting Tools > Query > Query Viewer

Report Navigation: UW Absence Management Reports

	<u>Name</u>	<u>KB</u>	<u>Why is it helpful?</u>	
Payroll Processing Weeks	Absence Not Approved - University Staff Query (UW_AM_ABS_NOT_APPRVD_UNV_STAFF)	<a href="#">KB 18021</a>	Identifies University Staff employees whose absence takes are in pending approval status for a specific department and date range.	
	Absence Not Approved - FAASLI Query (UW_AM_ABS_NOT_APPRVD_FAASLI)	<a href="#">KB 18021</a>	Identifies FAASLI employees whose absence takes are in pending approval status for a specific department and date range.	
	Employee Underpaid/Unpaid Report	Emailed by UWSC	Lists employees who have an absence entered that exceeds their available balance. This may have created Unpaid Time/Leave Without Pay. Employees may appear on the report if hours for the current period are not all entered/approved. The system is using actual hours processed for the current pay period to determine that period's accruals.	
	Absence Event Report	<a href="#">KB 53704</a>	Lists employees' approved absences as they were entered and how they processed (which can be different). This is a dynamic report which updates every time a calculation runs. This report will include any information in the Comments section, which can be helpful if you require FMLA or Worker's Comp to be entered in the section by employees.	
Cypress Reports after Payroll Confirms	Negative Allocated Balances Report	<a href="#">KB 31541</a>	Identifies employees who have negative vacation, vacation carryover, and legal holiday balances. These should be reviewed and the balances should be recouped on future payrolls or via check correction if the employee is terminated. This report may also be run Ad Hoc in HRS.	
	Employee Missing Leave Report	<a href="#">KB 20473</a>	Lists all active employees who are missing Leave Reports. If an employee does not submit all of their Leave Reports for a Fiscal Year, their Sick Balance will be reduced. This report may also be run Ad Hoc in HRS.	
	AM Audit Report	<a href="#">KB 17501</a>	Identifies situations that may require a review of absence data and potential payout or payback of absence balances and/or absence balance adjustments. The scenarios it identifies are: Employees with concurrent jobs in different absence eligibility groups, employees that have transferred between absence eligibility groups, and employees that are rehired with a break in service greater than 3 days. This report may also be run Ad Hoc in HRS.	
	Leave Activity Summary Report		Lists all employees and their leave balances. This report may also be run ad hoc in HRS. Balances are static as of payroll confirm and match what is listed on earning statements. Run Leave Balance Report for up to date balances.	
Annual	January - University Staff July/August - FAASLI	Lost Leave Balance Report	<a href="#">KB 30516</a>	Lists active employees who have lost leave balances because they did not utilize them prior to their expiration date. This report includes Vacation Carryover, Personal Holiday, Legal Holiday and Sick Leave Reduction (for FAASLI employees).
	January - University Staff July - FAASLI	Annual Allocation Report	<a href="#">KB 30632</a>	Lists the leave balances that are added to all active employee's calendar at the start of the new year.
	April	Comp Time Leave Balance	<a href="#">KB 45097</a>	Lists employees who require comp time carryover to be paid out.
	June / July	ALRA Eligibility/Election Summary Report	<a href="#">KB 31346</a>	Lists all active employees who are eligible to bank vacation into their Annual Leave Reserve Account (ALRA) for the current fiscal year. This report can be used to counsel employees and assist them with banking leave. This report can also be run to view who has made an ALRA election.
	August	Sick Leave Reduction Report	<a href="#">KB 41996</a>	Lists employees who have a sick leave reduction due to missing leave report(s). The sick leave reduction process happens with the August Monthly Payroll confirm.
	November / December	Banked Leave Annual Eligibility/Election Summary Report	<a href="#">KB 31858</a>	Lists active employees who are eligible for Banked Leave. This report can also be run to view who has made Banked Leave elections.
	November/ December - University Staff May/June - FAASLI	Leave Balance Report	<a href="#">KB 30503</a>	Lists employees who have positive balances for the following types of leave: ALRA, ALRA counter, Banked Leave, Comp Time, Comp Time Carryover, Legal Holiday, Personal Holiday, Sick Leave, Vacation Carryover, Vacation balances. This report can be used to assist employees when they are at risk to lose their leave if not used before the new calendar or fiscal year.