


Work Instruction for HR530: Leave Report

Revised 6/19/2006

1. Logon to the UC Flex portal (<https://www.ucflex.uc.edu>)
BW tab→Logon to BW



2. Open  Human Resources
Select HR530: Leave Report

3. Select your Org Unit from the Hierarchy or complete other selection criteria.

To find more options on how to use the Variable screen, refer to “BW How to use variable screen” stored on the UC Flex training website.

University of Cincinnati
Leave Report
Data Last Updated: 07/06/2006 03:49:56


Variables Entered									
Navigation Block:									
Begin Date									
Employee									
Employee Group									
Employee Subgroup									
Employment Status									
End Date									
Expected Return Date									
Job									
Leave Reason									
Leave Type									
Organizational Unit									
Personnel Area									
Personnel Subarea									
Position									
Primary Position Ind									
Task Type									
UCID									
Key Figures									

HR530: Leave Report									
Organizational Unit	UCID	Employee	Position	Leave Type	Leave Reason	Begin Date	End Date	Expected Return Date	Annual Salary
A&S AfroAm	M01024020	Griffier Keith P.	Assoc Professor	Conv. LOA without Pay	Professional	06/02/2006	12/31/9999	09/30/2006	0.00
A&S Anthro	M00074130	Halperin Rhoda	Professor	Conv. LOA without Pay	Special	06/02/2006	12/31/9999	09/30/2006	0.00
A&S Chem	M01020097	Gudmundsdottir Anna D.	Assoc Professor	Conv. LOA with Pay	Academic/Sabbatical	06/02/2006	12/31/9999	09/30/2006	0.00
	M01020118	Connick William B.	Assoc Professor	Conv. LOA with Pay	Academic/Sabbatical	06/02/2006	06/30/2006	09/30/2006	0.00
A&S Clas	M00310359	Parker Holt N.	Professor	Conv. LOA without Pay	Professional	06/02/2006	12/31/9999	09/30/2006	0.00
	M01188930	Johnson William A.	Assoc Professor	Conv. LOA without Pay	Professional	06/02/2006	12/31/9999	09/30/2006	0.00
	M01928476	Breitenberger Barbara	Asst Professor-Pro	Conv. LOA without Pay	Special	06/02/2006	12/31/9999	09/30/2006	0.00

For further help understanding the data (especial the significance of the Expected Return Date) displayed on the report, refer to the document “BW General HR Data” on the UC Flex training website.

4. You can add/remove columns, sort, further filter the data, Bookmark the URL, and/or download displayed data to MS Excel. For more help refer to the document “BW How to format web report” on the UC Flex training website.

Key Figures:

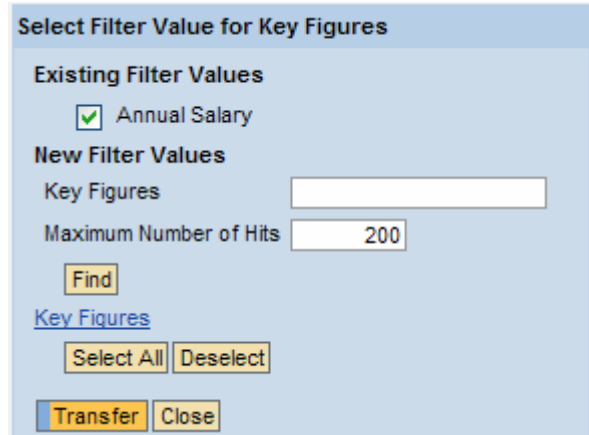
Click the filter icon  in the Navigation Block, and de-select the Key Figure you do not want to display.

Sort:

The left-most column is the sort column for the report. You can only sort on fields listed in the Navigation Block. You cannot sort on an attribute of a field such as the address or zip code of an Employee.

GoTo: You can go directly to HR UC Flex reports without having to go back to the UC Flex portal, click the HR tab, logon to HR, launch the report or transaction and remember the employee data.

From this report, you can jump to more information on a particular employee by right clicking anywhere on the EMPLOYEE's row. Select **GoTo** and choose **Employee HR Master Data**. This will launch the HR transaction PA20 Display HR Master data, validate your logon authorization and pre-populate the employee data. System→Logoff to return to BW.



Select Filter Value for Key Figures

Existing Filter Values

Annual Salary

New Filter Values

Key Figures

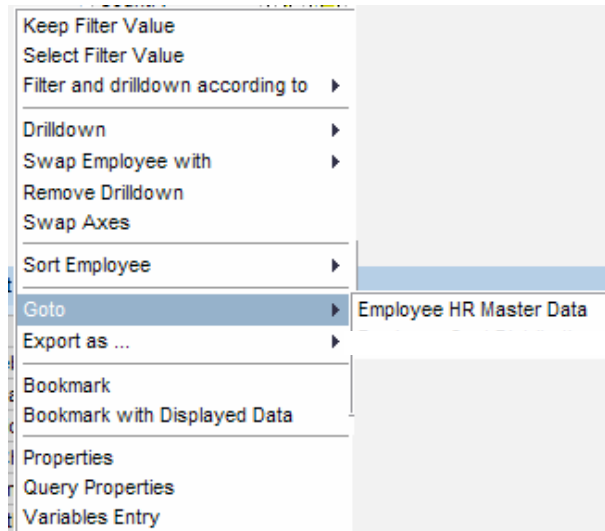
Maximum Number of Hits

Find

Key Figures

Select All Deselect

Transfer Close



*NOTE: Be sure to right click the Employee name whose record in UC Flex HR you want to GoTo. If you click a column heading by mistake, you will get the following warning. If this happens, simply go back to the report and make sure you right click on an **employee** so the system knows which employee data to pre-populate.*

