DEPARTMENT LEAVE REPORT

The HE Leave Accrual Report lists the leave earned, taken and balances for all individuals in your department. This report is available one day prior to pay day and available until two days prior to the next payday. Individual information is always available. However, the departmental leave report is only available until the next payroll leave accrual runs.

Department personnel with DEPT_ADMIN access in HRMS will be able to view and/or print the HE Leave Accrual Report for their department. The navigation for this report is: Main Menu > Benefits > Reports > Participation > HE Leave Accrual Report

Follow the navigation above to get to the Run Control Page for this report. The Run Control Page will look like this: If you have accessed this page previously, click the Search button and chose the correct Run Control ID.

If you have never accessed this page, you will need to click on the Add a New Value hyperlink.
Enter a Run Control ID of your choice. (Recommended Run Control value to enter for Leave Accrual Report would be LeaveReport). Click the Add button.

The following screen appears
Language should default to English.

- All HR Unit?: Uncheck this box (This will open up the next two fields for you to enter).

- Specify HR Unit: UND01

- DeptID: Enter your department number

- Include Additional Earnings Code?: Leave Unchecked.

Note: If you would like to add types of leave that do not appear on the default report, you may add them here by checking the box and selecting the leave codes you would like to add. Higher Education leave codes always start with an “H” and each paygroup – salaried, contract and hourly have a separate leave code that you would have to add.
Click Save. Click Run.
The following page will appear.
Verify the following:
1) Server Name is PSNT
2) NDBEN007-HE Leave Accruals box is checked
3) Type is Web
4) Format is PDF
See below

If they are not these values make necessary changes.
Click OK.
The following screen appears: You will be given a Process Instance number at this time.

Click on the Process Monitor hyperlink. The following screen appears:
If Success does not appear immediately under Run Status (located under the dark blue bar in the middle of the screen), Click on Refresh periodically until the Run Status is Success. The screen will not update status, unless you click the Refresh button.

When Success appears, Click on the Details hyperlink, located to the right of the word Success (on the Process Name NDBEN007 line-immediately below the dark blue bar).

The following screen appears:

![Image of a screenshot showing the Process Detail page of the PeopleSoft system, with a red arrow pointing to the View Log/Trace hyperlink located at the bottom of the screen.]

Click on the View Log/Trace hyperlink located at the bottom of the screen.
The following screen appears:

![PeopleSoft interface showing a report screen]

You must have Adobe Acrobat on your computer to view this report (Adobe Acrobat can be downloaded free from the internet). Click on the middle file name Click on the hyperlink that ends with a .PDF extension to view the report.

A report like the following will appear, but will contain the data for your department for the selected pay period.
This report may be viewed on line or printed. After you have viewed or printed the report, click on the red X box in the top right corner of your screen. This closes the document and returns you to the Process Detail screen. Click OK. This returns you to the Process Monitor page. Click on the hyperlink at the bottom of the screen that says Go Back to HE Leave Accrual. This will return you to your starting screen.