

## Leave Cases View

Use the **Leave Cases View** to review leave reasons and frequency for your group of employees.

**My Views**

Reconcile Timecard View ▾

Employee Holiday Credit View

Employee Hours View

Employee Information View

**Leave Cases View**


Leave Hours View






On Premises View




Pay Period Close View

- 1 Select **My Views>Leave Cases View**.
- 2 Select the specific set of employees from the Show drop-down.
- 3 Select the specific time period from the Time Period drop-down.

Next Pay Period ▾  AL-All Home and Transfer... ▾

Leave Cases View ▾ Loaded 8:32AM Next Pay Period ▾  AL-All Home and Transfer... ▾

 Select All Rows
 Column Selection
 Filter
 Timekeeping
 Schedule

 Refresh
 Share
 Go To

Name ▲	Leave Case Status	Leave Category	Leave Reason	Leave Case Code	Leave Frequency	Leave Case Approval Status	Initial Leave Request Date	Leave Start Date	Documents Overdue	New Leave Requests	Leave End Date
Exempt1, EdwardA											
Manager1, JuniorA											
Newby1, NeilA											
Punch1, PennyA	Open	FMLA	Serious Health Condition	SLFI...	Continuous	Approved	12/16/2015	12/16/2015			12/26/2015
Stamp1, SandyA	Open	FMLA	Family - Parent	FPA...	Intermittent	Approved	11/01/2015	11/01/2015			

Highlight the desired employee and select **Go To>Leave Case Editor** or **Leave Case List** to:

- review the current leave details
- edit the current leave request
- add a new leave request

Column	Description
Leave Case Status	Status of a leave case, such as Open, Closed, or Submitted.
Leave Category	FMLA or Military
Leave Reason	Such as serious illness, birth, family care, adoption, federal or state.
Leave Case Code	Type of leave, such as Self or Family.
Leave Frequency	Indicates whether the employee is on continuous or intermittent leave.
Leave Case Approval Status	Indicates whether a leave request is approved, pending or denied.
Initial Leave Request Date	Date the leave request was made.
Leave Start Date	Date leave starts for an employee.
Documents Overdue	A check in this column indicates that a document is overdue.
New Leave Request	A check in this column indicates additional time requested on an existing leave case.
Leave End Date	The expected date on which an employee returns to work.

## Leave Hours View

Use the **Leave Hours View** to review total leave hours for your group of employees.

**My Views**

- Reconcile Timecard View ▾
- Employee Holiday Credit View
- Employee Hours View
- Employee Information View
- Leave Cases View
- Leave Hours View
- On Premises View
- Pay Period Close View

- 1 Select **My Views>Leave Hours View**.
- 2 Select the specific set of employees from the Show drop-down.
- 3 Select the specific time period from the Time Period drop-down.

Next Pay Period ▾

AL-All Home and Transfer... ▾

Name	Leave Case Status	Leave Case Code	Leave Start Date	Leave End Date	Committed Paid Leave Time	Committed Unpaid Leave Time	Last Date/Committed Paid Leave Time	Last Date/Committed Unpaid Leave Time	Total Paid Leave Takings	Total Unpaid Leave Takings
Exempt1, EdwardA										
Manager1, JuniorA										
Newby1, NeilA										
Punch1, PennyA	Open	SLFILL	12/16/2015	12/26/2015	40:00	40:00	12/26/2015	12/26/2015	40:00	40:00
Stamp1, SandyA	Open	FPARNT	11/01/2015		8:00	8:00	12/22/2015	12/22/2015	8:00	8:00

Highlight the desired employee and select **Go To>Leave Case Editor** or **Leave Case List** to:

- review the current leave details
- edit the current leave request
- add a new leave request

Column	Description
Leave Case Status	Indicates the status of the leave case for the specified time period, such as Open, Closed, Submitted, or Retracted.
Leave Case Code	Type of leave, such as Self or Family.
Leave Start Date	This is the first day that the employee goes on leave of absence.
Leave End Date	This is the employee's expected return date.
Committed Paid/ Unpaid Leave Time	The Committed Paid Leave Time and Committed Unpaid Leave Time columns show the amount of paid and unpaid time that has been committed to the schedule or timecard in the selected time period.
Last Date/Committed Paid/Unpaid Leave Time	The Last Date/Committed Paid Leave Time and Last Date/Committed Unpaid Leave Time columns show the date of the last committed paid and unpaid amounts.
Total Paid/Unpaid Leave Takings	The Total Paid Leave Takings and Total Unpaid Leave Takings columns show the total amount of paid and unpaid leave that an employee has taken.