

All Employees-Leave of Absence-Daily **Restricted**

Description:

This report lists employees with leave of absence return dates on or after a specified date. This report is designed to assist with leave tracking, account administration, and prepayment of insurance premiums by the Payroll Office. This report contains **sensitive** information – please follow appropriate distribution methods.

Report Tabs/Views:

- By Home Department
- By Leave Type
- PPS Users Only

InfoView users need PPS Central Office access in order to run this report as it contains sensitive personnel leave of absence information.

Data Prompts:

- LOA Return Date
- Employee Status – optional
- Home Department – optional

Report Limitations:

- Includes
 - Employee Leave of Absence (LOA) status information as of the day before the report is run
- Excludes
 - Employees who are not on LOA status

Interpreting the Data:

- It is important to note that all leaves of absence in PPS with return dates on or after the date specified will appear in this report. This means that both current and future leaves of absence will be displayed.
- Employee Status vs. LOA Status
 - Employee Status indicates the employment status of the employee at the time the report is run. Values are: A – Active, I – Inactive, N – Leave without pay, P- Leave with pay, S – Separated
 - LOA Status (Leave of Absence Status) indicates payroll affect on the scheduled leave. Values are: N – Leave without pay, P – Leave with pay

Customizations:

- A filter exists on the PPS Users Only tab to limit the information on the tab to only list employees who have a PPS Login who have a leave status.

Cautions:

- This report is based on the "daily" extract from PPS. The data in this report reflects the state of PPS at the end of the business day prior to the day the report is run. Daily extracts are not archived, so it is not possible to run this report as of a specific historical point in time.
- Leave of Absence Type Code and Description are considered **sensitive data**. If you have a need to download or print this information for distribution to others, please consider your audience and whether these data elements are truly needed by the. If not, only distribute information from the the unrestricted version of this report.



This report has passed the UCSC Data Warehouse's Report Certification Process (see http://planning.ucsc.edu/DataMgmt/dwh/bob/corp_docs.htm). Any user customizations that change the dynamics, functionality or purpose of the report negate the certification status. In such event, please remove all marks of certification from each report tab.

HOME DEPARTMENT NAME

Staff

Name	EID	LOA Begin Date	LOA Return Date	Employee Status	LOA Type	LOA Description	LOA Status
EMPLOYEE NAME	7XXXXXXX	7/1/10	9/16/10	N	10	Furlough	Leave without pay
EMPLOYEE NAME	7XXXXXXX	7/1/10	8/17/10	N	10	Furlough	Leave without pay

Count: 2

HOME DEPARTMENT NAME

Staff

Name	EID	LOA Begin Date	LOA Return Date	Employee Status	LOA Type	LOA Description	LOA Status
EMPLOYEE NAME	7XXXXXXX	6/15/10	7/1/10	A	15	FMLA-Without Pay	Leave without pay

Count: 1



By Leave Type: Employees Returning from Leave of Absence on or after 1/31/2010 12:00:00 AM**Leave Type: 10 -Furlough**

Home Department	Name	EID	LOA Begin Date	LOA Return Date
HOME DEPARTMENT NAME	EMPLOYEE NAME	7XXXXXXX	7/1/10	9/16/10
HOME DEPARTMENT NAME	EMPLOYEE NAME	7XXXXXXX	7/1/10	8/17/10

2

Leave Type: 15 -FMLA-Without Pay

Home Department	Name	EID	LOA Begin Date	LOA Return Date
HOME DEPARTMENT NAME	EMPLOYEE NAME	7XXXXXXX	6/15/10	7/1/10

1



Leave Type: 10 -Furlough

Home Department	Name	PPS Login	EID	LOA Begin Date	LOA Return Date
HOME DEPARTMENT NAME	EMPLOYEE NAME	ABCDEFGH	7XXXXXXX	7/1/10	9/16/10
HOME DEPARTMENT NAME	EMPLOYEE NAME	IJKLMNOP	7XXXXXXX	7/1/10	8/17/10

2

