All Employees-Leave of Absence-Daily

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.

Report Tabs/Views:
- Home Department – employees listed by Home Dept, Appointment Type, then by Employee Name

Data Prompts:
- LOA Return Date
- One or more Employee Status – optional
- Home Department – optional

Report Limitations:
- Includes
  - Employee 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:
- None

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.

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.

Fictitious Data - Sample Only

Home Department Name

Staff

Name	EID	LOA Begin Date	LOA Return Date	Employee Status	LOA Status
EMPLOYEE NAME	7XXXXXXX	3/1/10	1/1/11	N	Leave without pay
	Count:	**1**			