**Step 1:** Follow the Navigation path below to access the Employee Leave Year End Report.

**Main Menu > USF Menu Items > Report > Employee Leave Year End Report**
Step 2: Enter your “Run Control ID”

Employee Leave Year End Report
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Search by: Run Control ID begins with

Search | Advanced Search

Note: If you don’t have a Run Control ID click on "Add a New Value” (you can use your initials for the run control ID) and click on “Search”

Step 3: If you want to run the report by Employee enter a percent (%) sign in Deptid LIKE Clause box. Enter the Employee ID number in the Emplid LIKE Clause box and enter the Begin and End Date range. No Box should be left empty.

If you want to run the report by Department enter a percent (%) sign in Emplid LIKE Clause box. Enter the Department ID number in the Deptid LIKE Clause box and enter the Begin and End Date range. No Box should be left empty.

Step 4: Click on Detail or Summary report. Only one report can be selected at one time. If you need to run both reports you must select each report separately.

Step 5: Selected report will appear.