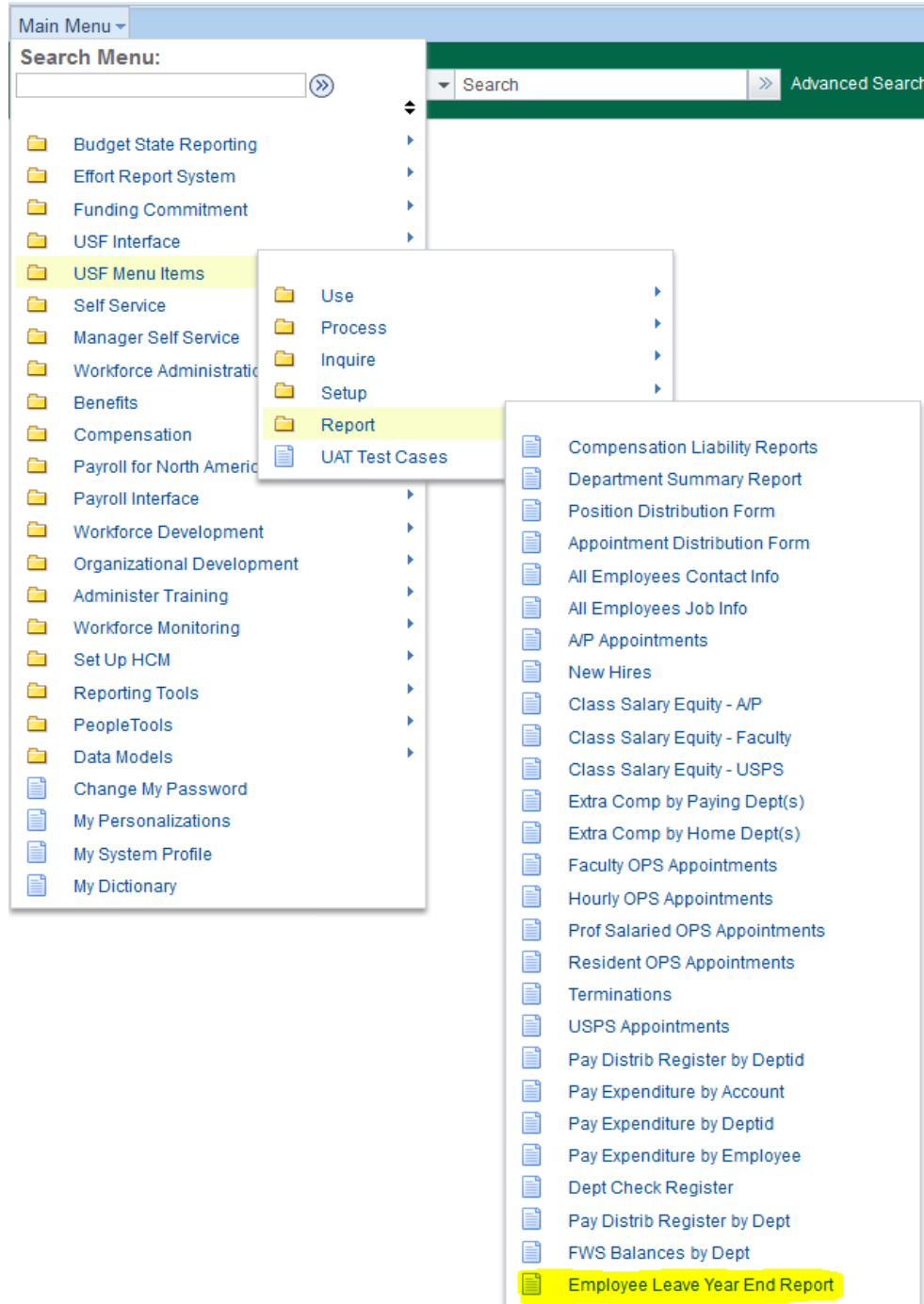


Step 1: Follow the Navigation path below to access the Employee Leave Year End Report.

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

Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value

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.

Employee Year-End Report

Run Control ID: baj

Deptid LIKE Clause: % Begin Date: 01/01/2016

Emplid LIKE Clause: 00000051474 End Date: 7/14/16

Run Leave Detail Report Run Leave Summary Report

Save Return to Search Notify Add Update/Display

Step 5: Selected report will appear.