

## Instructions for Running the Projected Vacation Forfeitures Report

This report is available to each timekeeper and manager. It is found under:

Reports Portfolio

Human Resources

Projected Vacation Forfeitures





## Human Resources

[Help](#)

Click the checkbox next to all the reports you want to appear on your Reports Homepage.

[Request a new report or request security to an existing report.](#)

★ Recommended Report

[Check All](#)   [Uncheck All](#)   [Save](#)   [Cancel](#)

Absence Management			
<input type="checkbox"/>		<a href="#">CTO Balances Greater Than 120</a>	Formatted Report <a href="#">Details...</a>
<input type="checkbox"/>		<a href="#">Employees Who Posted PH In December</a>	Formatted Report <a href="#">Details...</a>
<input type="checkbox"/>		<a href="#">Employees who have not used personal holiday</a>	Formatted Report <a href="#">Details...</a>
<input type="checkbox"/>		<a href="#">Furlough Reporting</a>	Formatted Report <a href="#">Details...</a>
<input type="checkbox"/>		<a href="#">Projected Vacation Forfeitures</a>	Formatted Report <a href="#">Details...</a>
<input type="checkbox"/>		<a href="#">Vacation - End of Year Adjustment</a>	Formatted Report <a href="#">Details...</a>

Eleanor Woods (15020) last accessed: 05/12/2010 11:15:11

Date	<input type="text" value="4/1/2010"/>	Department	<input type="text" value="&lt;Select a Value&gt;"/>	<input type="button" value="View Report"/>
Include All Child Departments?	<input type="text" value="Yes"/>			

The date should be the first day of the pay period after the most recently finalized absence management pay period. For example, if you are running this report in the middle of April, the most recently finalized absence management pay period would be March, so the date to be used would be the first day of the April pay period, which would be April 1, 2010

You should select the department you want to run the report for. If you have several departments that report to you, you should select the department highest in the hierarchy of the department. For example, if you are running it for your college, you would select the department id number for your Dean. All other departments roll-up to the dean's department number, and those department will be included in the report.

In this instance you would also want to make sure that that the answer to the question "Include All Child Departments" is Yes. This means that all departments that roll-up to the department that you choose will be included in this report.

However, if you just want to run the report for the individuals who report directly to the Dean of your college and not everyone in your college, you would enter the department id for your college, and you would answer the "Include All Child Departments?" with a No.

If you have no other departments that roll-up to your department, you can leave the default answer to the child department question as it is.

Once you have input your date, input your department, and decided if you want roll-up departments or not, then you can click on the “View Report” button.

Run Date/Time: 5/12/2010 3:29:14 PM  
Report Name: FRHR4794

Page 1

Employee Id	Name	FLSA	CBID	Dept Id	Department	As Of Date	Balance	Accrual Rate	# Of Mo Left	Projected Vacation	Max Hours Allowed	Estimated Hrs To Be Forfeited
-------------	------	------	------	---------	------------	------------	---------	--------------	--------------	--------------------	-------------------	-------------------------------

You can now use the Export feature of this report to transition the report to Excel or another format.