

Time Off Detail Report

Log into Employee Access.

Click "My Employees Time Off" button.

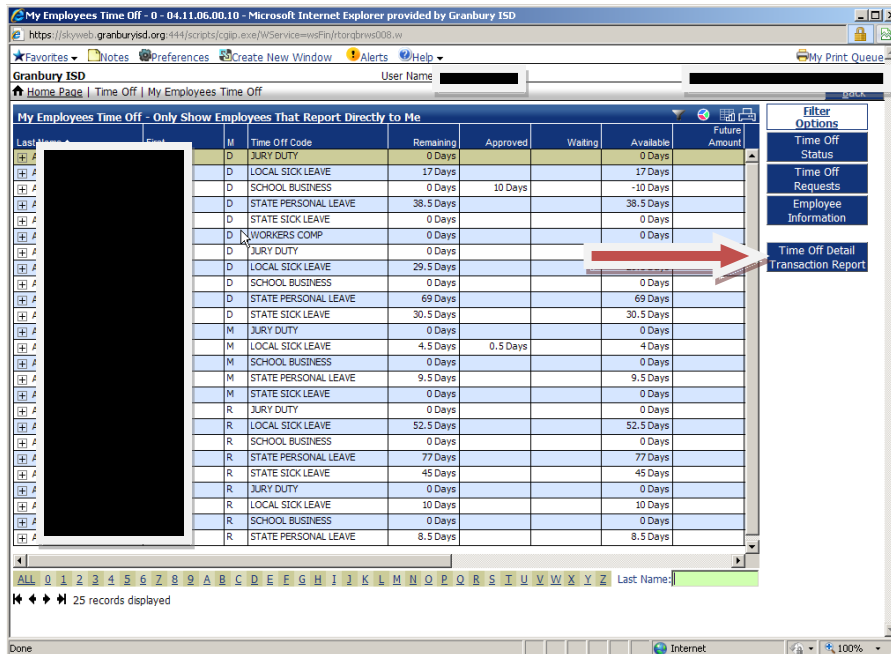
The screenshot shows the Granbury ISD Skyward Employee Access dashboard. At the top left is the Skyward logo and the text "Granbury ISD". To the right is an "Account" button. Below the logo is a navigation menu with "Home", "Employee Information", "Time Off", and "True Time". The main header area includes "Employee Access" and utility icons for "Favorites" and "New".

On the left side, there are three panels:

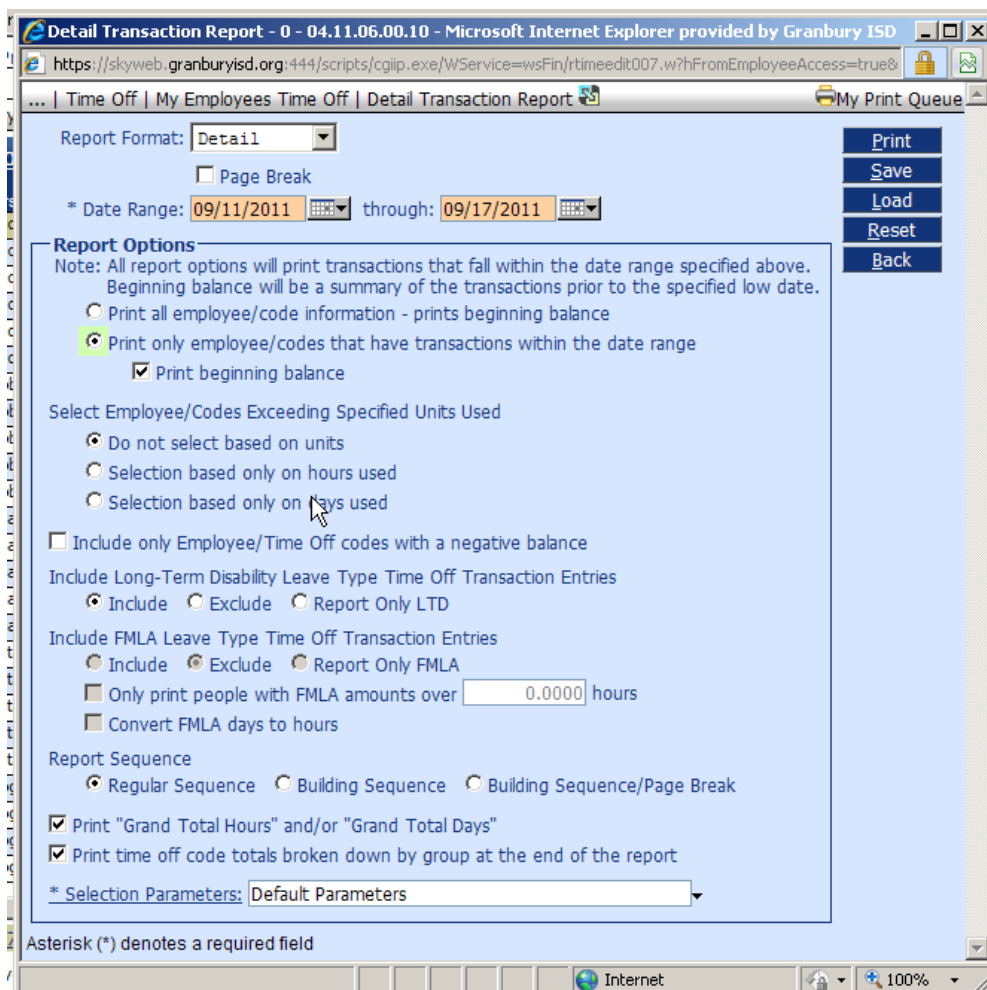
- Jump to Other Dashboards:** Contains a search box with "Employee" entered, and buttons for "Reset Dashboards" and "Select Widgets".
- Recent Programs:** A list of links with document icons: "Employee Access Home", "Unsubmitted", "My Approvals", "My Status", "Check History", "My Requests", "History", and "Personal Information".
- Favorites:** A list of links with document icons: "Employee Access", "Quick Entry", "My Approvals", "Unsubmitted", "My Employees", "Calendar", and "Edit Favorites". A red arrow points to the "My Employees" link.

On the right side, there is a "My Print Queue" panel with the heading "Job" and the text "No items available."

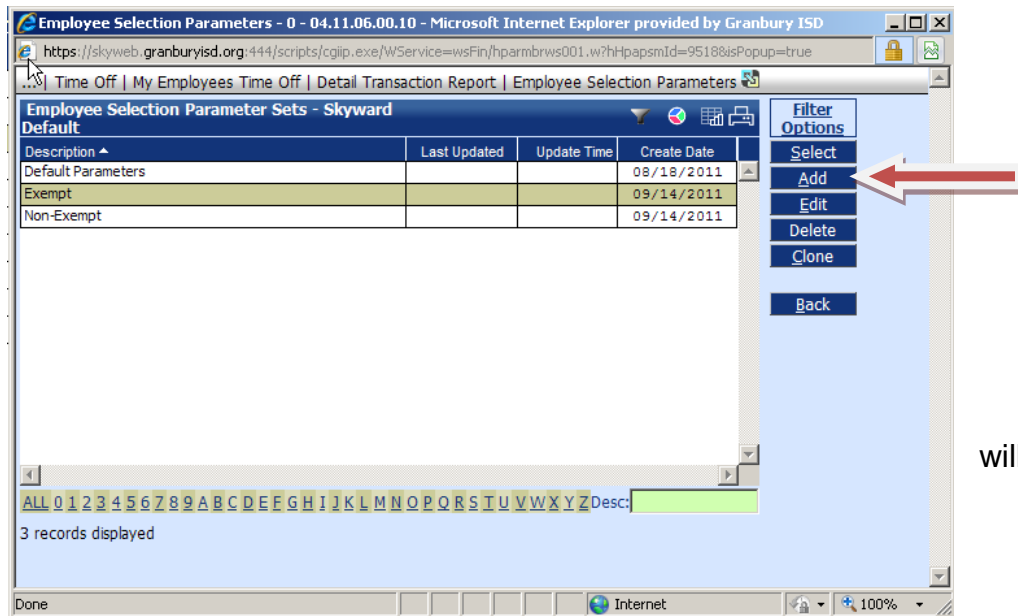
Click Time Off Detail Transaction Report.



Report Parameters will need to be completed – below will get a basic report



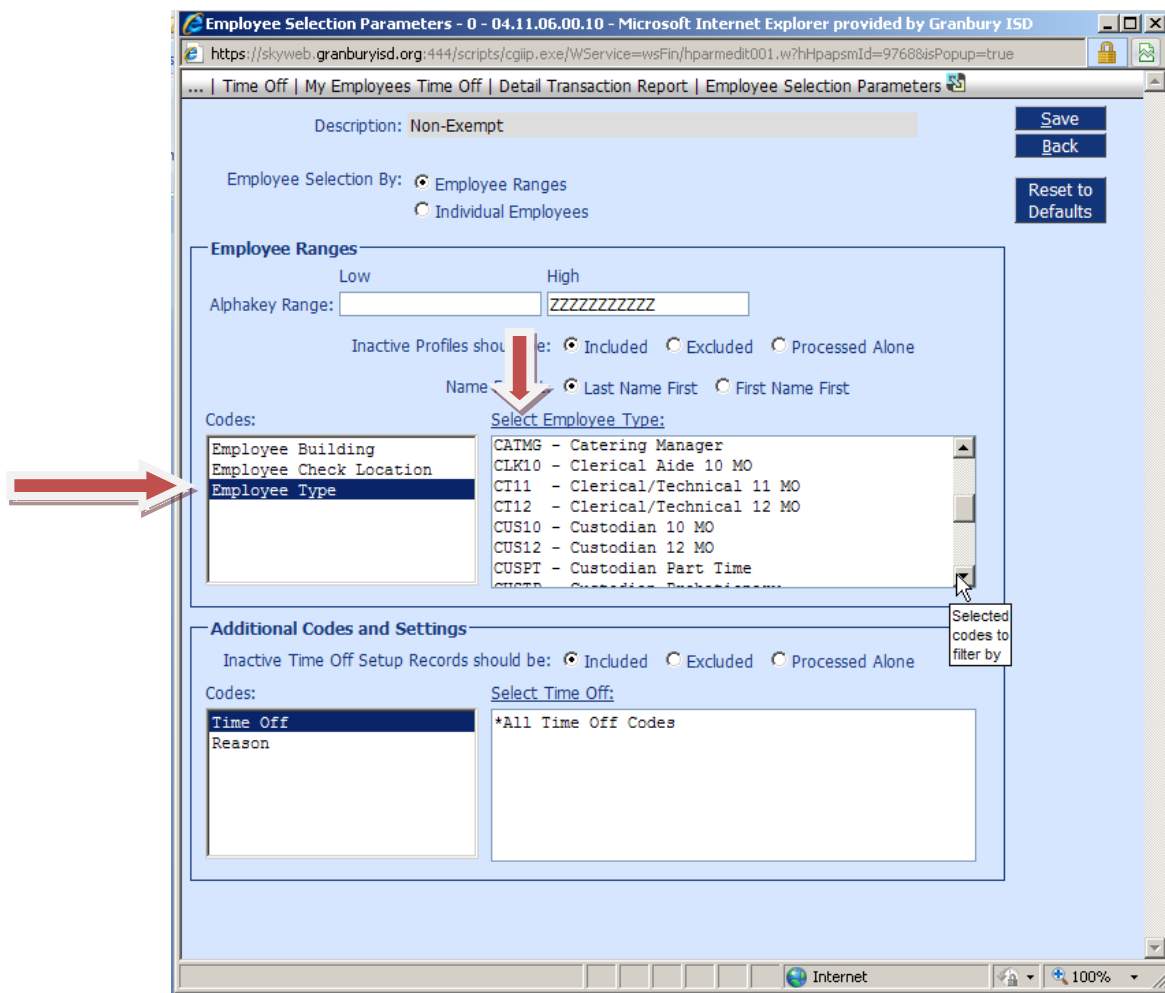
Selection Parameters can be added if you want to limit who is included on the report



Default all

will pull

employees you have access to
 Exempt would be Teachers, Admin, Counselors, etc.
 Non-Exempt would be aides, clerical, security, etc.
 This is controlled by selecting Employee Type



Report will list all absences during the time period noted by employee by leave type

NAME KEY	EMPLOYEE NAME	BUILDING	BUILDING NAME	BEGINNING	AMOUNT	AMOUNT	AMOUNT	AMOUNT	H/D
#	TIME OFF CODE	DATE	REASON DESCRIPTION	BALANCE	ALLOCATED	USED	UNPAID	LEFT LTD	
			001 Granbury High School						
		Beg Bal	Up to 09/11/2011	8.4100					Hrs
		09/15/2011	Allocated Comp Time		0.8746				Hrs
		09/15/2011	Allocated Comp Time		0.8500				Hrs
3	COMP COMPENSATORY TIME			8.4100	1.7246			10.1346	Hrs
3				8.4100	1.7246			10.1346	Hrs
**	Total Hours			8.4100	1.7246			10.1346	Hrs
*Granbury High School	Total Hours			8.4100	1.7246			10.1346	Hrs
			108 Brawner Intermediate						
		Beg Bal	Up to 09/11/2011	14.0000					Dys
		09/12/2011	PERSONAL BUSINESS			1.0000			Dys
1	SPL STATE PERSONAL LEAVE			14.0000				13.0000	Dys
1				14.0000		1.0000		13.0000	Dys
**	Total Days			14.0000		1.0000		13.0000	Dys
			108 Brawner Intermediate						
3	COMP COMPENSATORY TIME	09/15/2011	Allocated Comp Time		4.9000				Hrs
		09/15/2011	Allocated Comp Time		1.7250				Hrs
3	COMP COMPENSATORY TIME				6.6250			6.6250	Hrs
3					6.6250			6.6250	Hrs
**	Total Hours				6.6250			6.6250	Hrs
			108 Brawner Intermediate						
		Beg Bal	Up to 09/11/2011	-0.5000					Hrs
		09/15/2011	Allocated Comp Time		2.8750				Hrs
3	COMP COMPENSATORY TIME			-0.5000	2.8750			2.3750	Hrs
3				-0.5000	2.8750			2.3750	Hrs
**	Total Hours			-0.5000	2.8750			2.3750	Hrs
			108 Brawner Intermediate						
		Beg Bal	Up to 09/11/2011	0.7500					Hrs
		09/15/2011	Allocated Comp Time		0.3250				Hrs