Overview: This document provides an overview on how to generate the Finalized Absence Activity Report for your department(s). This report provides details regarding leave accruals and usage for the specified period.

7. Process Scheduler Request page displays, please Click OK to proceed

You will be redirected to the Finalized Absence Activity parameters page, select the

Run ControlID: FinalizedAbhy.   Report Manager   Process Monitor   Run

Report List			Personalize | Find | View All |		First 1-3 of 21 Last			
Select	Report ID	Instance	Description	Request Time	Format	Status	Details
	394033	288034	Finalized Absence Activity	11:21:10AM	(*.pdf)	Posted	Details

Report ID: HAYAM001   California State University, East Bay   Report Date: 07/05/18

rprise Info Svcs   As of   04/30/2018   Primary Dept: ITS Enterprise Info Svcs,   Department: 15540 ITS Enter

plid	Leave Type	03/31/2018 Balance	Taken	Earned	Misc Adj	04/30/2018 Balance	Name/Em
		1.00	0.00	0.00	0.00	1.00	Personal Holiday Balance