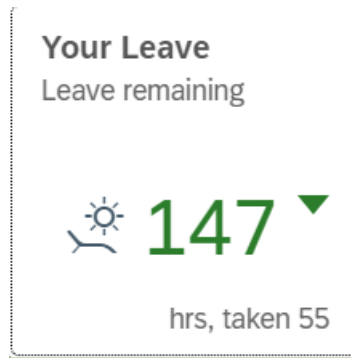


## Annual Leave Status Report



This report allows an employee to check the Status of their Annual Leave for Today (Current Leave Year) and for previous leave year by selecting from dropdown.

Today

Today

1st April 2019 to 31st March 2020

Employee number	Name	Entitlement C/F	Calc A/L for Year	A/L Taken	A/L Remaining	A/L Booked
30002382	Emily Sweeney	22.30	179.27	55.00	146.57	0.00

Columns Explained:-

Employee Number	Unique SAP ID number assigned to employees
Employee Name	Name of Employee
Entitlement C/F	Leave Carried Forward from previous year (if applicable)
Calc A/L for Year	Outputs the calculated annual leave entitlement, calculated from:(entitlement accrued + projected entitlement to end of leave year)
A/L Taken	Total amount of leave hours taken during the year
A/L Remaining	Output annual leave remaining – calculated from (entitlement carried forward – carried forward leave taken) + (annual leave accrued - annual leave taken)
A/L Booked	Outputs annual leave booked from current date up to the end of the current annual leave year

Pop up – Additional fields available on this e.g. Grade Code, Employee Group

**Employee details for: Emily Sweeney**

Field	Value
Employee number	30002382
Current grade code	6091 General Assistant, Senior
Entitlement C/F	22.30
Extra Hrs AL Accrued	0.00
Current Daily Hours	7.80
Calc A/L for Year	179.28
Employee Group	Permanent
A/L Taken	55.00
A/L Accrued	10.80
A/L Remaining	146.57
Employee Subgroup	WholeTime EE

Cancel

To view previous leave year annual leave status summary click on the previous year dates;

Today

Today

1st April 2019 to 31st March 2020

1st April 2019 to 31st March 2020

Employee number	Name	Entitlement C/F	A/L Accrued	A/L Taken	A/L Remaining
30002382	Emily Sweeney	30.00	177.80	55.50	122.30

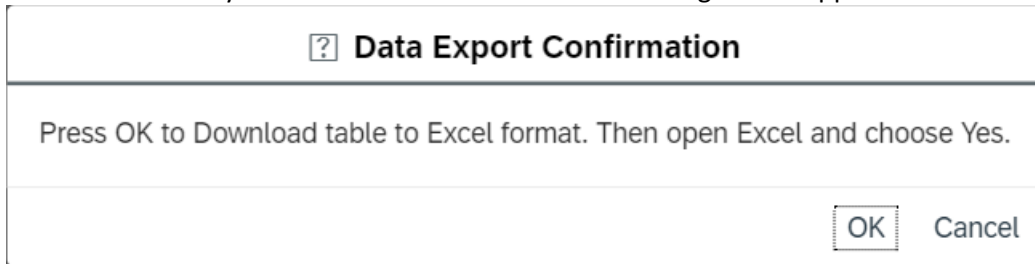
**Employee details for: Emily Sweeney**

Field	Value
Employee number	30002382
Current grade code	6091 General Assistant, Senior
Entitlement C/F	30.00
Extra Hrs AL Accrued	0.00
Employee Group	Permanent
A/L Taken	55.50
A/L Accrued	177.80
A/L Remaining	122.30
Employee Subgroup	WholeTime EE

**Cancel**

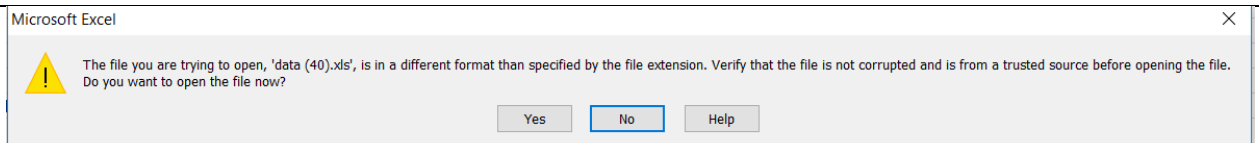
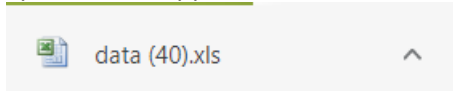
**Download**

It is possible to download the report to Excel by clicking on **Download** on the bottom right corner of the screen. When you click on the this button the following screen appears



Click OK.

Spreadsheet appears in the bottom left corner. Click on it to open.



The report outputs with the all the columns download with the below details for e.g.  
This has been downloaded from Fiori on Wed Apr 22 2020 by Eimear Regan

**Note**

***It is not possible to download the report on mobile devices or tablets.***