

Annual Leave Status Report for Managers



This report allows the manager to check the Status of Annual Leave for those who report to them for Today (Current Leave Year) and for previous leave year by selecting from the dropdown.

Today

Today

1st April 2019 to 31st March 2020

Annual Leave Report						
Today		My Leave				
Employee number	Name	Entitlement C/F	Calc A/L for Year	A/L Taken	A/L Remaining	A/L Booked
30002316	Domnall MacNamara	0.00	179.27	0.00	179.27	0.00 >
30037198	Meghann Sheehan	0.00	187.07	16.00	171.07	0.00 >
30037456	Katie Murray	0.00	179.27	0.00	179.27	0.00 >
30163317	Ursula Reilly	0.00	160.88	0.00	160.88	0.00 >
30246697	Congalie Flanagan	0.00	179.27	0.00	179.27	0.00 >
30409588	Beth MacNamara	0.00	134.30	0.00	134.30	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: Katie Murray

Field	Value
Employee number	30037456
Current grade code	6075 Health Care Assistant
Entitlement C/F	0.00
Extra Hrs AL Accrued	0.00
Current Daily Hours	7.80
Calc A/L for Year	179.28
Employee Group	Permanent
A/L Taken	0.00
A/L Accrued	0.00
A/L Remaining	179.27
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

Annual Leave Report

1st April 2019 to 31st March 2020 My Leave

Employee number	Name	Entitlement C/F	A/L Accrued	A/L Taken	A/L Remaining	
30002316	Domnall MacNamara	0.00	0.49	0.00	0.49	>
30037198	Meghann Sheehan	15.00	156.32	8.00	148.32	>
30037456	Katie Murray	0.00	0.00	0.00	0.00	>
30163317	Ursula Reilly	0.00	0.00	0.00	0.00	>
30246697	Congalie Flanagan	0.00	0.00	0.00	0.00	>
30409588	Beth MacNamara	0.00	0.00	0.00	0.00	>

Employee details for: Meghann Sheehan

Field	Value
Employee number	30037198
Current grade code	2135 Staff Nurse - General
Entitlement C/F	15.00
Extra Hrs AL Accrued	0.00
Employee Group	Permanent
A/L Taken	8.00
A/L Accrued	156.32
A/L Remaining	148.32
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

? Data Export Confirmation

Press OK to Download table to Excel format. Then open Excel and choose Yes.

Click OK.

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

 data (40).xls ^

Microsoft Excel ×

 The file you are trying to open, 'data (40).xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file.
Do you want to open the file now?

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

A Manager can view their leave by selecting the **My Leave button.**

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

