



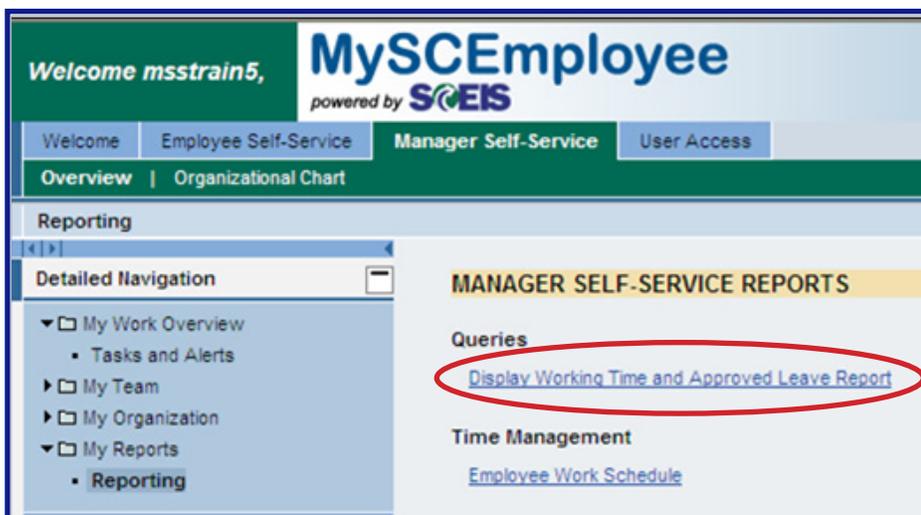
Mini Guide: Running Display Working Time and Approved Leave Reports in Manager Self Service

Follow these steps to run and view a report that displays working time and approved leave for employees in your agency through Manager Self Service.

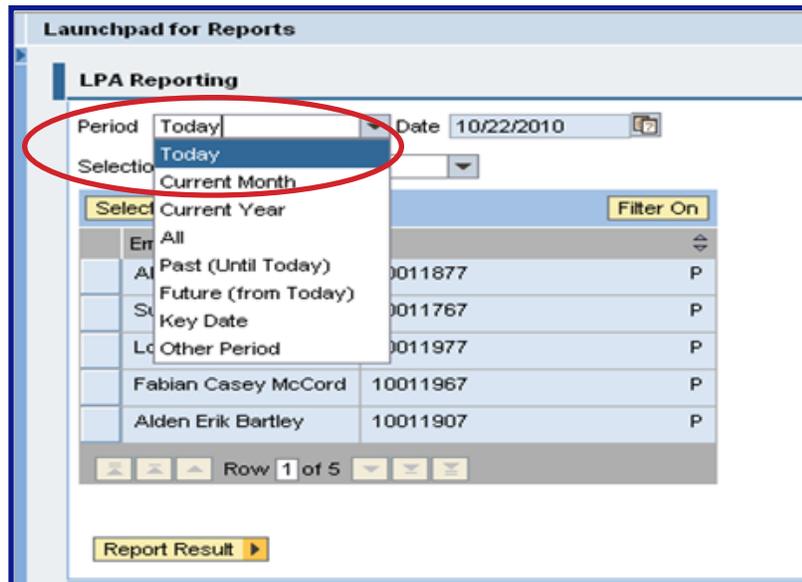
1. Once you've logged into Manager Self Service (MSS), expand the list of reports available in the **Detailed Navigation** window by clicking on the black arrow to the left of **My Reports**, then select **Reporting** when it appears.



2. When you reach the reporting menu, select **Display Working Time and Approved Leave Report** from the **Queries** list. This will launch a new window called Launchpad for Reports: LPA Reporting.

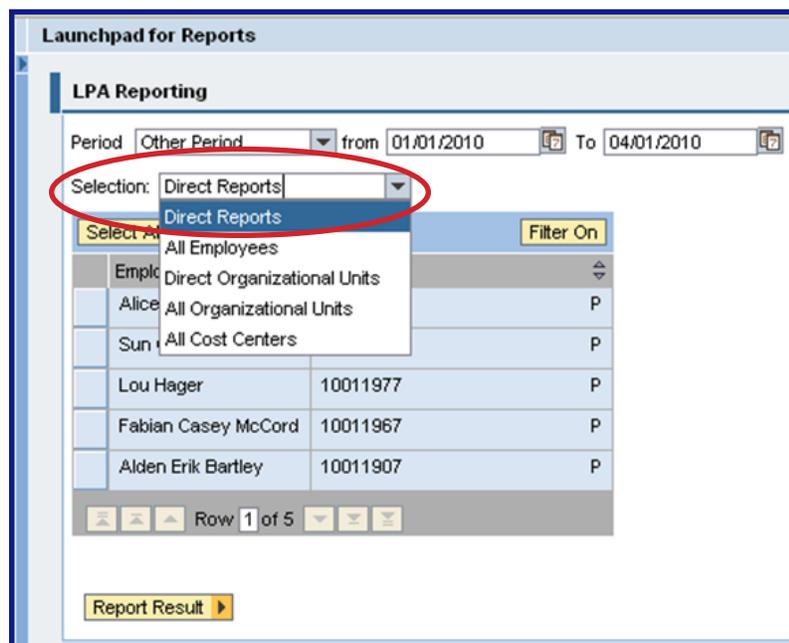


3. Select the time period for which you'd like to view results by clicking on the **Period** drop down button (circled in the below image). The options for the period of time include: Today, Current Month, Current Year, All, Past (Until Today), Future (From Today), Key Date, and Other Period.



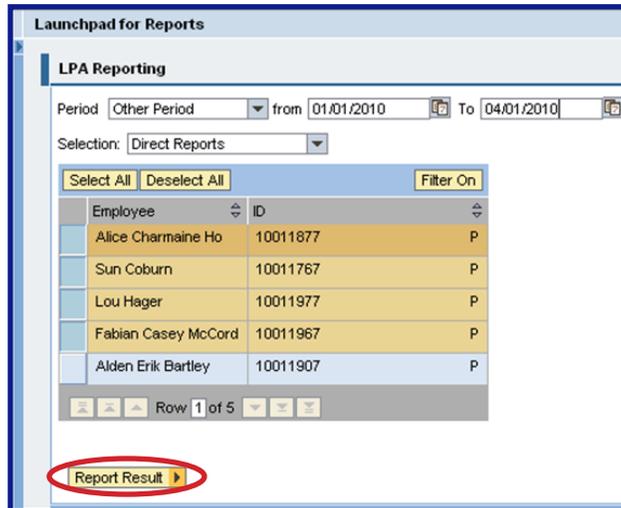
Note: Selecting **Today** will display results for any absence or working time occurring on today's date. **Key Date** will run the report as of a particular starting date. **Other Period** is used to designate a specific start and end date, such as 5/1/2010 - 5/16/2010, and will show all working time and approved leave during the specified timeframe.

4. Select the group of employees (for example, Direct Reports) to include in the Employee Work Schedule report by using the **Selection** drop down menu.



Note: Selecting **Direct Reports** will result in a report listing all employees that directly report to you. **All Employees** selects all direct and indirect employees that you directly supervise. **Direct Organizational Units** selects all organizational units that you directly supervise for selection. **All Organizational Units** lists all organizational units that you directly and indirectly supervise for selection.

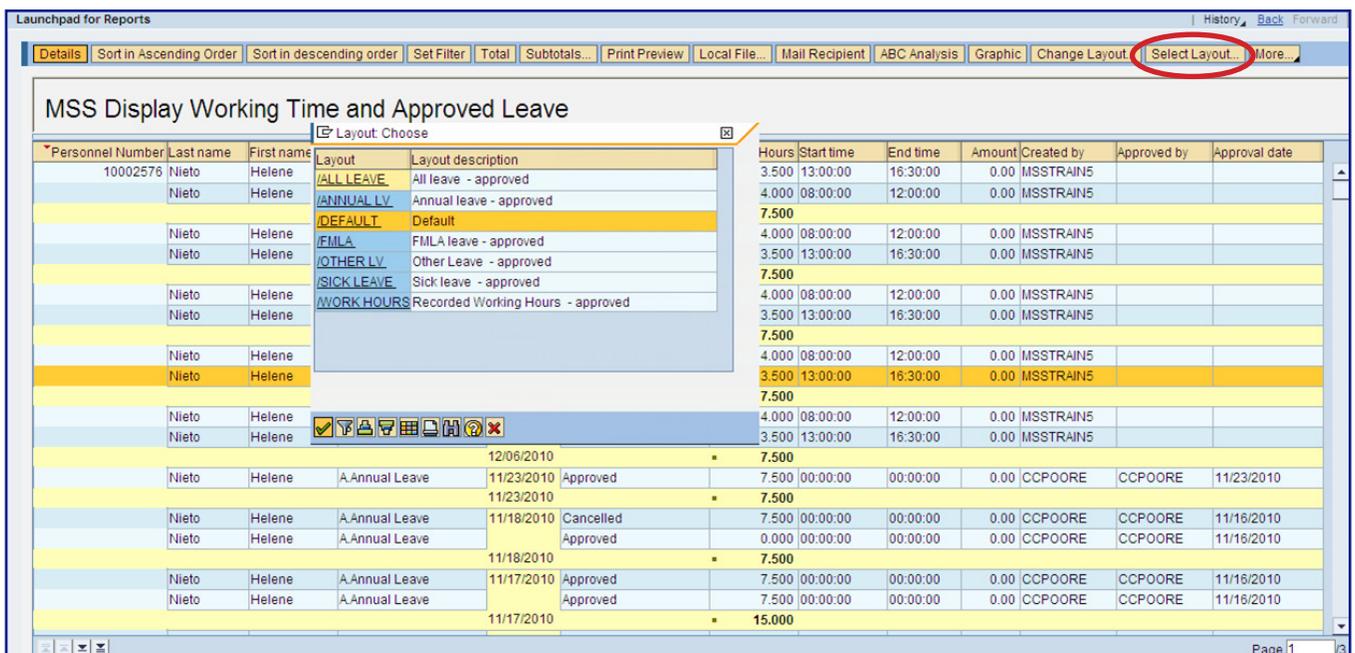
- Select the employee(s) or organizational unit(s) you would like to include in this report by clicking in the blue box to the left of the employee(s) or organizational unit(s) name, then select the **Report Result** button (circled in the image below). If you do not select at least one employee you will receive an error message and will be unable able to proceed.



Note: To select All Employees or Organizational Units listed, click the **Select All** button. To select multiple, but not all, employees, press the **Control key** and hold it down while you click on the blue button beside the name of each employee you would like to select.

- Determine how you want to view your report and if you want to print or save report. There are many options available, including one-click layout templates that display data with automatic filtering and totaling, and a number of ways you can customize the data displayed when you run the report using the default view.

To select one of the **Layout** templates described on the next page, click on the **Select Layout** button on the right hand side of the top of the screen (circled in the image below). This will launch the **Layout Choose** menu shown near the center of the image below.



Layout Templates

- **All leave – approved:** Shows all types of leave and totals of each leave type that have been approved, by personnel number.
- **Annual leave – approved:** Shows all types of annual leave that has been approved, and totals each leave type by personnel number. Example shown below in the uppermost screenshot; the other leave views described on this page have a similar appearance.
- **Default:** Shows working hours and all types of leave by personnel number and totaled by date. Use this layout if you would like to customize the view using the tools described on page 5.
- **FMLA – approved:** Shows all types of FMLA leave that have been approved and totals each leave type by personnel number.
- **Other leave – approved:** Shows all other types of leave that have been approved and totals each leave type by personnel number
- **Sick leave – approved:** Shows all types of approved sick leave and totals each leave type by personnel number
- **Recorded working hours – approved:** Shows all approved attendance hours/working hours and totals, by personnel number and date. Example shown in the bottom screen shot below.

Example:

Annual leave – approved layout

This screenshot shows a report titled "MSS Display Working Time and Approved Leave" for personnel number 10002576, Helene Nieto. The report displays a list of annual leave requests that have been approved. Each row includes the date of the leave, the processing status (Approved), the number of hours, start and end times, and the amount. The total hours for all approved annual leave requests is 7,500.

*Personnel Number	Last name	First name	Att./Absence type	Date	Processing status	#Hours	Start time	End time	Amount	Created by	Approved by	Approval date
10002576	Nieto	Helene	A-Annual Leave	08/29/2010	Approved	7,500	00:00:00	00:00:00	0.00	HR-ADMIN	HR-ADMIN	08/21/2010
				08/29/2010		7,500						
				08/25/2010	Approved	7,500	00:00:00	00:00:00	0.00	HR-ADMIN	HR-ADMIN	08/21/2010
				08/25/2010		7,500						
				08/24/2010	Approved	7,500	00:00:00	00:00:00	0.00	HR-ADMIN	HR-ADMIN	08/21/2010
				08/24/2010		7,500						
				08/23/2010	Approved	7,500	00:00:00	00:00:00	0.00	HR-ADMIN	HR-ADMIN	08/21/2010
				08/23/2010		7,500						
				07/30/2010	Approved	7,500	00:00:00	00:00:00	0.00	HR-ADMIN	HR-ADMIN	07/31/2010
				07/30/2010		7,500						
				07/23/2010	Approved	2,500	14:00:00	16:30:00	0.00	HR-ADMIN	HR-ADMIN	07/24/2010
				07/23/2010		2,500						
				06/10/2010	Approved	9,000	00:00:00	00:00:00	0.00	HR-BATCH	HR-BATCH	06/08/2010
				06/10/2010		9,000						
				06/09/2010	Approved	9,500	00:00:00	00:00:00	0.00	HR-BATCH	HR-BATCH	06/08/2010
				06/09/2010		9,500						
				05/08/2010	Approved	4,000	12:30:00	16:30:00	0.00	HR-BATCH	HR-BATCH	05/08/2010
				05/08/2010		4,000						
				03/22/2010	Approved	1,000	16:00:00	17:00:00	0.00	HR-BATCH	HR-BATCH	03/22/2010
				03/22/2010		1,000						
				03/18/2010	Approved	3,000	13:30:00	16:30:00	0.00	HR-BATCH	HR-BATCH	03/18/2010
				03/18/2010		3,000						
				01/22/2010	Approved	3,000	12:30:00	15:30:00	0.00	HR-BATCH	HR-BATCH	01/22/2010
				01/22/2010		3,000						

Example:

Default view

This screenshot shows a report titled "MSS Display Working Time and Approved Leave" for personnel number 10002576, Helene Nieto. The report displays a list of attendance hours and various leave requests. Each row includes the date, processing status, number of hours, start and end times, and the amount. The total hours for all attendance hours is 15,000.

*Personnel Number	Last name	First name	Att./Absence type	Date	Processing status	#Hours	Start time	End time	Amount	Created by	Approved by	Approval date
10002576	Nieto	Helene	Attendance hours	12/14/2010	Released for approval	3,500	13:00:00	16:30:00	0.00	MSSTRAIN5		
				12/14/2010	Released for approval	4,000	08:00:00	12:00:00	0.00	MSSTRAIN5		
				12/14/2010		7,500						
				12/13/2010	Released for approval	4,000	08:00:00	12:00:00	0.00	MSSTRAIN5		
				12/13/2010	Released for approval	3,500	13:00:00	16:30:00	0.00	MSSTRAIN5		
				12/13/2010		7,500						
				12/08/2010	Released for approval	4,000	08:00:00	12:00:00	0.00	MSSTRAIN5		
				12/08/2010	Released for approval	3,500	13:00:00	16:30:00	0.00	MSSTRAIN5		
				12/08/2010		7,500						
				12/07/2010	Released for approval	4,000	08:00:00	12:00:00	0.00	MSSTRAIN5		
				12/07/2010	Released for approval	3,500	13:00:00	16:30:00	0.00	MSSTRAIN5		
				12/07/2010		7,500						
				12/06/2010	Released for approval	4,000	08:00:00	12:00:00	0.00	MSSTRAIN5		
				12/06/2010	Released for approval	3,500	13:00:00	16:30:00	0.00	MSSTRAIN5		
				12/06/2010		7,500						
				11/23/2010	Approved	7,500	00:00:00	00:00:00	0.00	CCPOORE	CCPOORE	11/23/2010
				11/23/2010		7,500						
				11/18/2010	Cancelled	7,500	00:00:00	00:00:00	0.00	CCPOORE	CCPOORE	11/16/2010
				11/18/2010	Approved	0,000	00:00:00	00:00:00	0.00	CCPOORE	CCPOORE	11/16/2010
				11/18/2010		7,500						
				11/17/2010	Approved	7,500	00:00:00	00:00:00	0.00	CCPOORE	CCPOORE	11/16/2010
				11/17/2010	Approved	7,500	00:00:00	00:00:00	0.00	CCPOORE	CCPOORE	11/16/2010
				11/17/2010		15,000						

Tools for Customizing the Default Layout

Sorting Your Report – You can sort the information in the report in ascending or descending order. To sort, click the column heading you would like to sort the results by (for example: personnel number, last name, first name, etc.), then click the **Sort in Ascending Order** or **Sort in Descending Order** button.

Filtering Data – The **Filter** button allows you to select a particular column and filter the report by data in that column. For example, if you only want to see Annual Leave, filter on the Att/Absence type column, with the filter set to annual leave. (For more information on filtering data, see the instructions on filtering in Step 8, on page 5.)

Totaling Data – The **Total** button allows you to total a column that contains numbers, such as the hours column. After totaling a column, the **Subtotal** button, which is discussed below, will appear after the **Total** button on the menu. To total a column, click on the top of the column to highlight it, and press the **Total** button.

Subtotal Data – The **Subtotal** button allows you to subtotal, for example, the hours listed in a report by date or by attendance type. To subtotal a column, total first and then the **Subtotal** button will appear. Click on the header of the column you would like to subtotal, then click **Subtotal**. (See example at the bottom of this page.) Note: If subtotalling by date, if an employee has changed a leave request, this leave will be listed twice.

Print Preview – Select **Print Preview** to view the report as it will appear in a printout prior to printing. If you wish to print the report, click on File on the internet browser, then select print.

Local File – To save the file to your computer, click the **Local File** button. You have several choices of file types in which to save your report. To save the report to an Excel spreadsheet, select **Spreadsheet**. Once you select the folder in which you would like to save the file, name the file, then click the **Generate** button to save the file to your computer.

Personnel Number	Last name	First name	Att./Absence type	Date	Processing status	Hours	Start time	End time	Amount
10011767	Coburn	Sun	Attendance hours	03/18/2010	30	3.00	06:00:00	09:00:00	0.00
10011767			Attendance hours	03/17/2010	30	8.50	14:30:00	23:00:00	0.00
10011767			Attendance hours		30	3.50	06:00:00	09:30:00	0.00
10011767			Attendance hours	03/16/2010	30	8.50	14:30:00	23:00:00	0.00
10011767			Attendance hours		30	5.50	06:00:00	11:30:00	0.00
10011767			Attendance hours	03/15/2010	30	7.50	14:30:00	22:00:00	0.00
10011767			Attendance hours	03/12/2010	30	3.50	06:00:00	09:30:00	0.00
10011767			Attendance hours	03/11/2010	30	8.00	14:30:00	22:30:00	0.00
10011767			Attendance hours		30	6.00	06:00:00	12:00:00	0.00
10011767			Attendance hours	03/10/2010	30	8.00	14:30:00	22:30:00	0.00
10011767			Attendance hours		30	3.50	06:00:00	09:30:00	0.00
10011767			Attendance hours	03/09/2010	30	7.50	14:30:00	22:00:00	0.00
10011767			Attendance hours		30	6.00	06:00:00	12:00:00	0.00
10011767			Attendance hours	03/08/2010	30	8.00	14:30:00	22:30:00	0.00
10011767			Attendance hours	03/05/2010	30	3.50	06:00:00	09:30:00	0.00
10011767			Attendance hours	03/04/2010	30	9.00	14:30:00	23:30:00	0.00
10011767			Attendance hours		30	4.50	06:00:00	10:30:00	0.00
10011767			Attendance hours	03/03/2010	30	9.00	14:30:00	23:30:00	0.00
10011767			Attendance hours		30	4.50	06:00:00	10:30:00	0.00
10011767			Attendance hours	03/02/2010	30	7.50	14:30:00	22:00:00	0.00
10011767			Attendance hours		30	3.50	06:00:00	09:30:00	0.00
10011767			Attendance hours	03/01/2010	30	8.50	14:30:00	23:00:00	0.00
10011767			Attendance hours	02/26/2010	30	3.50	06:00:00	09:30:00	0.00
10011767			Attendance hours	02/24/2010	30	10.00	13:00:00	23:00:00	0.00

MySCEmployee Mini Guide: Display Working Time and Approved Leave Reports in MSS

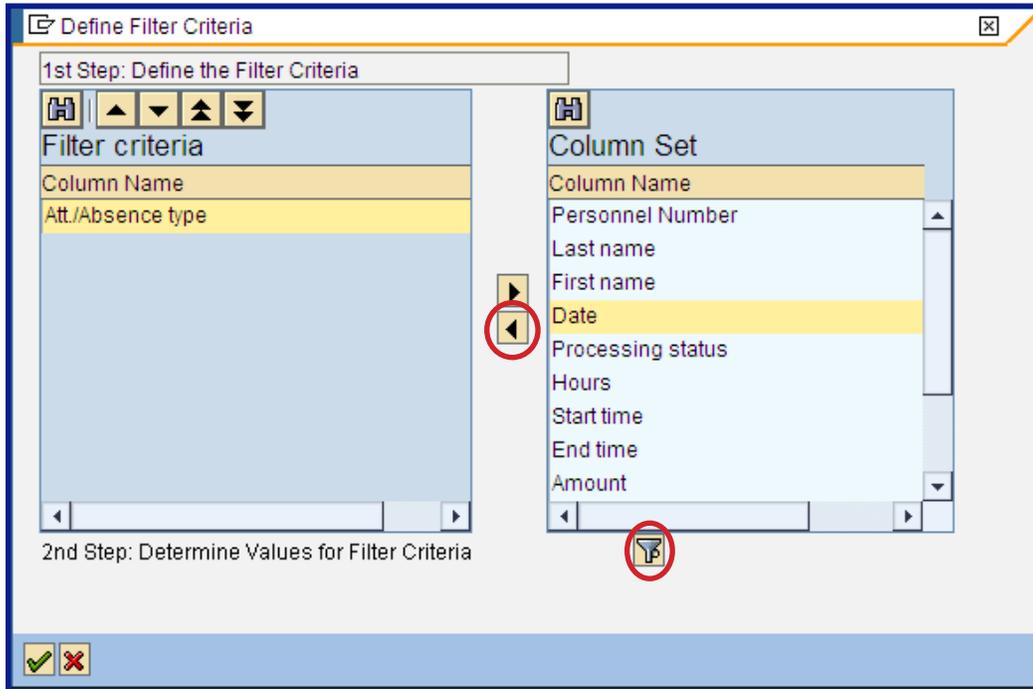
Note: Below is an example of the report in optimized view, with the employee's hours totaled for each day, and with the approval status of each day's hours included:

Personnel Number	Last name	First name	Att./Absence type	Date	Processing status	#Hours	Start time	End time	Amount	Created by	Approved by	Approval date
10002576	Nieto	Helene	Attendance hours	10/29/2010	Released for approval	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5		
	Nieto	Helene	Attendance hours		Released for approval	3.500	13:00:00	16:30:00	0.00	MSSTRAIN5		
				10/29/2010		7.500						
	Nieto	Helene	Attendance hours	10/28/2010	Released for approval	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5		
	Nieto	Helene	Attendance hours		Released for approval	3.500	13:00:00	16:30:00	0.00	MSSTRAIN5		
				10/28/2010		7.500						
	Nieto	Helene	Attendance hours	10/27/2010	Approved	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5	MSSTRAIN5	11/02/2010
	Nieto	Helene	Attendance hours		Approved	3.500	13:00:00	16:30:00	0.00	MSSTRAIN5	MSSTRAIN5	11/02/2010
				10/27/2010		7.500						
	Nieto	Helene	Attendance hours	10/26/2010	Approved	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5	MSSTRAIN5	11/02/2010
	Nieto	Helene	Attendance hours		Approved	3.500	13:00:00	16:30:00	0.00	MSSTRAIN5	MSSTRAIN5	11/02/2010
				10/26/2010		7.500						
	Nieto	Helene	Attendance hours	10/25/2010	Approved	3.000	09:00:00	12:00:00	0.00	MSSTRAIN5	MSSTRAIN5	11/02/2010
	Nieto	Helene	Attendance hours		Approved	3.000	13:00:00	16:00:00	0.00	MSSTRAIN5	MSSTRAIN5	11/02/2010
				10/25/2010		6.000						
	Nieto	Helene	Attendance hours	10/19/2010	Approved	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5	MSSTRAIN5	10/25/2010
	Nieto	Helene	Attendance hours		Approved	3.500	13:00:00	16:30:00	0.00	MSSTRAIN5	MSSTRAIN5	10/25/2010
				10/19/2010		7.500						

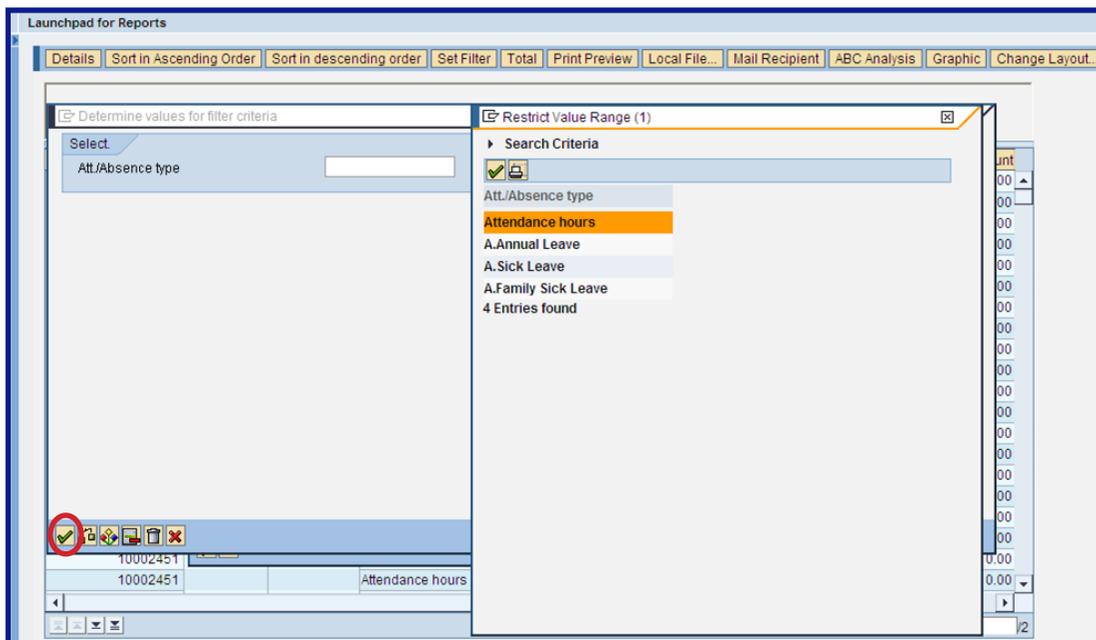
- When the report opens, it will look like the first screenshot on the previous page, with scroll bars along the bottom and right edge indicating more data is included outside of the current view area. To expand the view area to display as much of the report as possible, right-click anywhere in the report, and select **Optimize Width** from the menu that appears (circled in the screenshot below).

Personnel Number	Last name	First name	Att./Absence type	Date	Processing status	#Hours	Start time	End time	Amount	Created by	App...	Ap...
10002576	Nieto	Helene	Attendance hours	10/29/2010	Released for approval	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5		
	Nieto	Helene	Attendance hours		Released for approval	3.500	13:00:00	16:30:00	0.00	MSSTRAIN5		
				10/29/2010		7.500						
	Nieto	Helene	Attendance hours	10/28/2010	Released for approval	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5		
	Nieto	Helene	Attendance hours		Released for approval	3.500	13:00:00	16:30:00	0.00	MSSTRAIN5		
				10/28/2010		7.500						
	Nieto	Helene	Attendance hours	10/27/2010	Approved	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5	MSST	11/02
	Nieto	Helene	Attendance hours		Approved	3.500	13:00:00	16:30:00	0.00	MSSTRAIN5	MSST	11/02
				10/27/2010		7.500						
	Nieto	Helene	Attendance hours	10/26/2010	Approved	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5	MSST	11/02
	Nieto	Helene	Attendance hours		Approved	3.500	13:00:00	16:30:00	0.00	MSSTRAIN5	MSST	11/02
				10/26/2010		7.500						
	Nieto	Helene	Attendance hours	10/25/2010	Approved	3.000	09:00:00	12:00:00	0.00	MSSTRAIN5	MSST	11/02
	Nieto	Helene	Attendance hours			3.000	13:00:00	16:00:00	0.00	MSSTRAIN5	MSST	11/02
				10/25/2010		6.000						
	Nieto	Helene	Attendance hours	10/19/2010	Approved	4.000	08:00:00	12:00:00	0.00	MSSTRAIN5	MSST	10/25
	Nieto	Helene	Attendance hours			3.500	13:00:00	16:30:00	0.00	MSSTRAIN5	MSST	10/25
				10/19/2010		7.500						
	Nieto	Helene	Attendance hours	09/19/2010	Approved	4.000	08:00:00	12:00:00	0.00	CCPOORE	CCPC	10/26
	Nieto	Helene	Attendance hours		Approved	3.500	13:00:00	16:30:00	0.00	CCPOORE	CCPC	10/26

- To filter data, click on the **Set Filter** button to launch a new window in which you will **Define Filter Criteria**. Click on the name of the column(s) you would like to use as the filter. (For the below example, we use the Att./Absence type column.) Once you have selected the column by which you would like to filter, click the **Add Filter Criterion** button, the left arrow in the center of the screen, circled below. Then, click on the **Filter** button, which is a small square button denoted by a funnel icon, located below the Column Set window (also circled below).



- After clicking filter, the Define Filter Criteria window disappears, and you are returned to the report display. You will see a drop down button in the column heading(s) you defined as filter column(s) in Step 8. Click on this drop down button to select the data type you would like to display through the filter. (In our example, we have chosen to view only Annual Leave.) To finalize your filter, double-click on the data type by which you wish to filter, and click the **Execute** button, displayed as the green checkmark at the bottom of the screen.



MySCEmployee Mini Guide: Display Working Time and Approved Leave Reports in MSS

Note: Below is an example of the report that has been filtered to show only annual leave:

Launchpad for Reports History Back Forward

Details Sort in Ascending Order Sort in descending order Set Filter Total Subtotals... Print Preview Local File... Mail Recipient ABC Analysis Graphic Change Layout... Select Layout... More...

MSS Display Working Time and Approved Leave

Personnel Number	Last name	First name	Alt./Absence type	Date	Processing status	#Hours	Start time	End time	Amount	Number (unit)	Created by
8895	Dickerson	Michelle	A. Annual Leave	02/02/2010	Approved	9.50	00:00:00	00:00:00	0.00	9.500	GHONNE
						• 9.50					
						•• 9.50					