

**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



The screenshot shows a 'Report List' table with the following columns: Select, Report ID, Instance, Description, Request Date/Time, Format, Status, and Details. A red box highlights the 'Finalized Absence Activity' report entry.

Select	Report ID	Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1304030_230034		Finalized Absence Activity	11:21:10AM	(*.pdf)	Posted	Details

The screenshot shows the parameters page for the 'Finalized Absence Activity' report. It includes fields for Report ID (HAYAM001), California State University, East Bay, Report Date (07/05/18), Primary Dept (ITS Enterprise, Infy Svcs), and Department (15540 ITS Enterprise, Infy Svcs). Below these are summary statistics for Leave Type, Balance, Taken, Earned, and Misc Adj, along with a Personal Holiday Balance.

plid	Leave Type	Balance	Taken	Earned	Misc Adj	Balance	Name/Em
3202	State	0.00	0.00	0.00	0.00	0.00	Personal Holiday Balance
1.00		0.00	0.00	0.00	0.00	1.00	