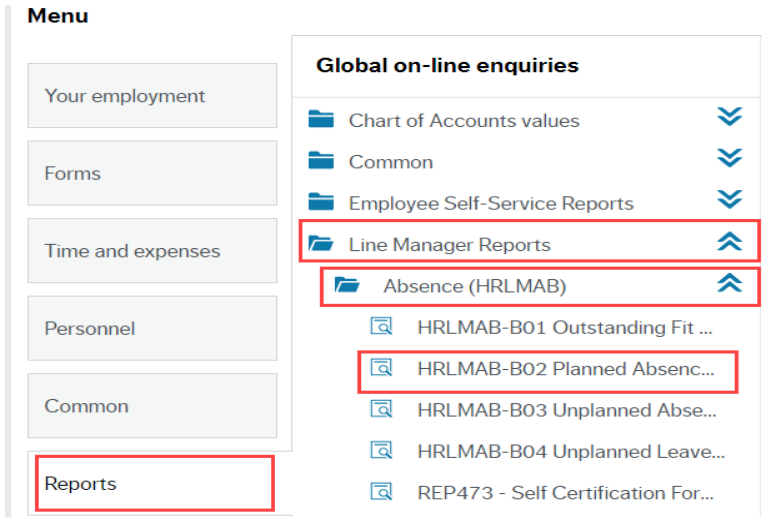


# How to run the HRLMAB-B02 Planned Absence Report

Line managers can easily view their team’s planned absence information in Business World using the **HRLMAB-B02 Planned Absence Report**. To run the report please follow the steps below.

1



**Menu**

Your employment

Forms

Time and expenses

Personnel

Common

**Reports**

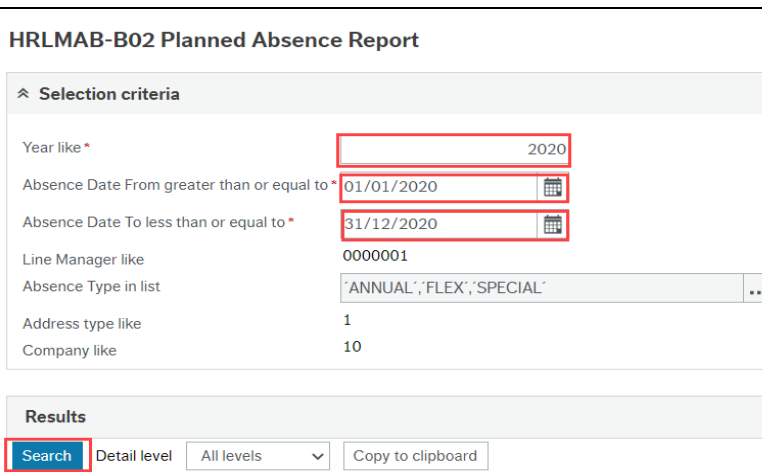
**Global on-line enquiries**

- Chart of Accounts values
- Common
- Employee Self-Service Reports
- Line Manager Reports**
- Absence (HRLMAB)**
- HRLMAB-B01 Outstanding Fit ...
- HRLMAB-B02 Planned Absenc...**
- HRLMAB-B03 Unplanned Abse...
- HRLMAB-B04 Unplanned Leave...
- REP473 - Self Certification For...

Navigate to the ‘**Reports**’ tab then click on the **Line Manager Reports, then Absence (HRLMAB)**.

Click on the **HRLMAB-B02 Planned Absence Report**. This will open the report which enables line managers to review all planned leave taken by their direct reports.

2



**HRLMAB-B02 Planned Absence Report**

Selection criteria

Year like \* 2020

Absence Date From greater than or equal to \* 01/01/2020

Absence Date To less than or equal to \* 31/12/2020

Line Manager like 0000001

Absence Type in list 'ANNUAL'; 'FLEX'; 'SPECIAL' ...

Address type like 1

Company like 10

Results

**Search** Detail level All levels Copy to clipboard

Enter the **year** you wish to report on in the top field.

Enter the date range you wish to report on. Alternatively, enter 01/01/2020 – 31/12/2020 to report on the full calendar year.

Click on the **search** button to run the report.

3

#	ResID	ResID (T)	Year	Absence Date From	Absence Date To	Absence Type	Special Leave Reason	Calendar Days	Absence Hours	Total Annual Entitlement Inc ...	Annual Taken	Annual Remaining
1	0000002	TEST EMPLOYEEA	2020	20/01/2020	28/01/2020	ANNUAL		7	49.33	30.00	24.50	5.50
2	0000002	TEST EMPLOYEEA	2020	09/03/2020	19/03/2020	ANNUAL		9	63.67	30.00	24.50	5.50
3	0000002	TEST EMPLOYEEA	2020	12/06/2020	12/06/2020	ANNUAL		1	3.17	30.00	24.50	5.50
4	0000002	TEST EMPLOYEEA	2020	15/06/2020	24/06/2020	ANNUAL		8	56.50	30.00	24.50	5.50
5	0000002	TEST EMPLOYEEA	2020	03/08/2020	03/08/2020	SPECIAL	MOVINGHOMEUP	0	0.00	0.00	0.00	0.00
6	0000002	TEST EMPLOYEEA	2020	14/09/2020	14/09/2020	FLEX		1	7.17	0.00	0.00	0.00
Σ1	0000002	TEST EMPLOYEEA							179.83		98.00	
8	0000003	TEST EMPLOYEEB	2020	04/02/2020	04/02/2020	ANNUAL		1	7.00	16.00	7.00	9.00
9	0000003	TEST EMPLOYEEB	2020	03/04/2020	03/04/2020	FLEX		0	0.00	0.00	0.00	0.00
10	0000003	TEST EMPLOYEEB	2020	07/05/2020	07/05/2020	ANNUAL		0	0.00	16.00	7.00	9.00
11	0000003	TEST EMPLOYEEB	2020	06/07/2020	15/07/2020	ANNUAL		6	35.00	16.00	7.00	9.00
12	0000003	TEST EMPLOYEEB	2020	31/07/2020	31/07/2020	FLEX		0	0.00	0.00	0.00	0.00
Σ1	0000003	TEST EMPLOYEEB							42.00		21.00	

The report will then show all planned leave (annual leave, flexi leave and special leave) for the selected date range for each of your direct reports.

The report also shows the remaining annual leave entitlement for your direct reports at that point in time.