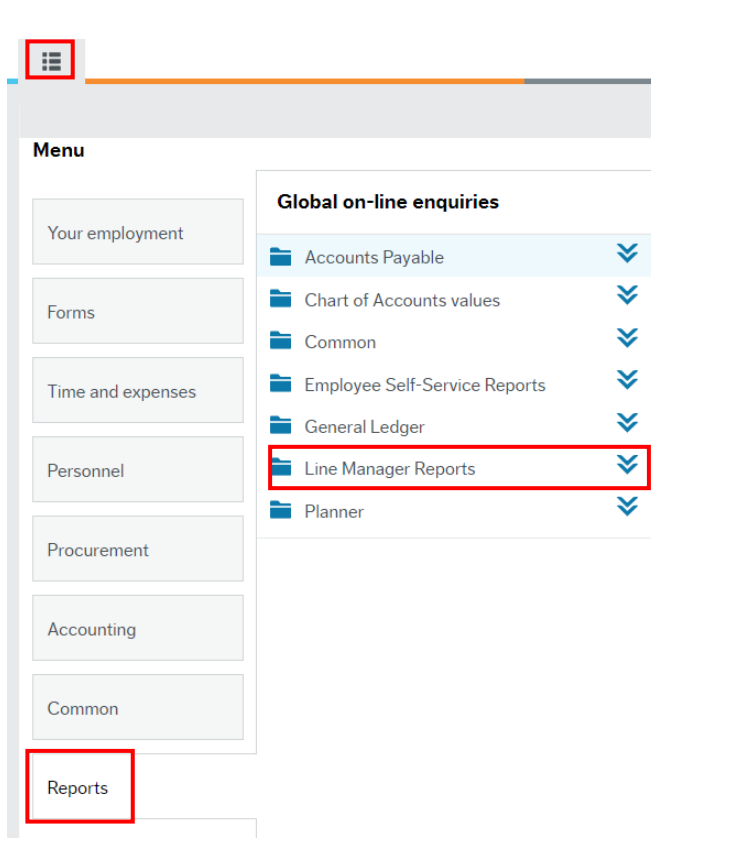
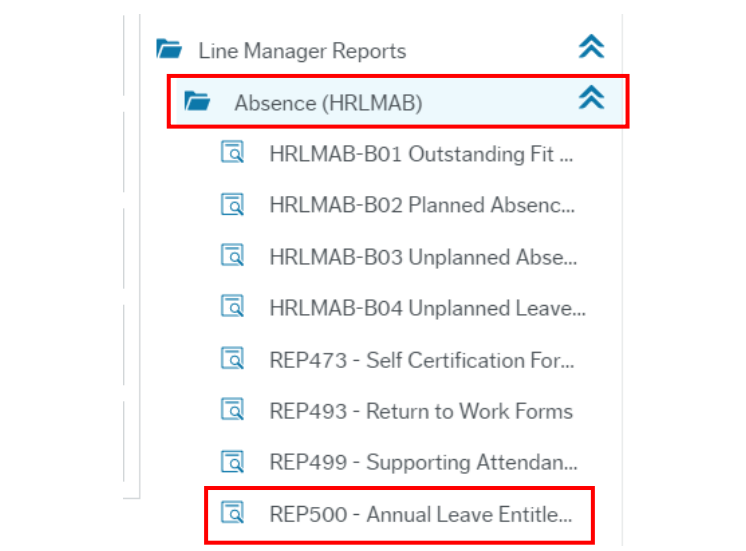


Running Line Manager's Reports Quick Guide

REP500 – Annual Leave Entitlements

(summary of your employee's leave entitlement, leave taken & current balance)

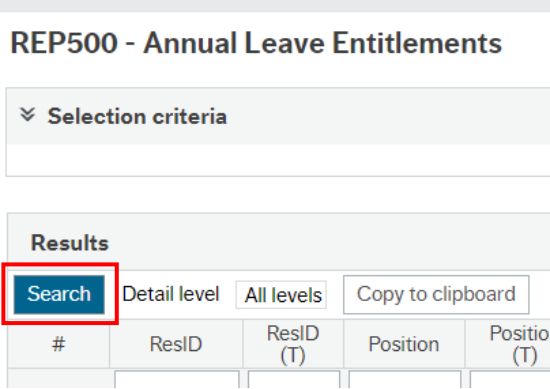
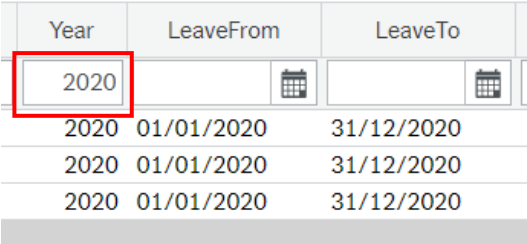
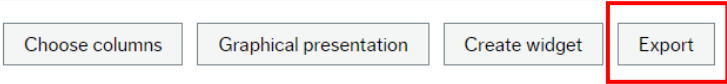
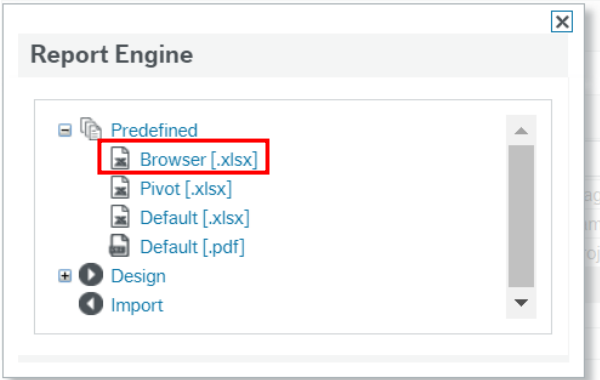
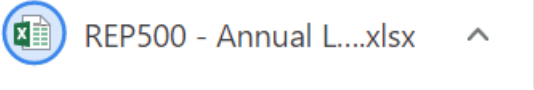
This quick guide will demonstrate how a line manager runs the above report in Business World. The Annual Leave information displayed in this report includes: any additional leave the employee has purchased through the Buying Additional Annual Leave (BAAL) Scheme; and adjustments we may have made to the balance for various reasons. The report also shows the number of days the employee(s) has already taken, and their remaining balance.

1	 <p>The screenshot shows the main menu of Business World. On the left, there is a vertical list of menu items: Your employment, Forms, Time and expenses, Personnel, Procurement, Accounting, and Common. At the bottom of this list, the 'Reports' button is highlighted with a red box. On the right, the 'Global on-line enquiries' section is expanded, showing a list of folders: Accounts Payable, Chart of Accounts values, Common, Employee Self-Service Reports, General Ledger, Line Manager Reports, and Planner. The 'Line Manager Reports' folder is highlighted with a red box.</p>	<p>In your main menu, navigate to Reports > Line Manager Reports.</p>
2	 <p>The screenshot shows the 'Line Manager Reports' library. The 'Absence (HRLMAB)' folder is highlighted with a red box. Below it, a list of reports is displayed, including 'HRLMAB-B01 Outstanding Fit ...', 'HRLMAB-B02 Planned Absenc...', 'HRLMAB-B03 Unplanned Abse...', 'HRLMAB-B04 Unplanned Leave...', 'REP473 - Self Certification For...', 'REP493 - Return to Work Forms', 'REP499 - Supporting Attendan...', and 'REP500 - Annual Leave Entitle...'. The 'REP500 - Annual Leave Entitle...' report is highlighted with a red box.</p>	<p>In your reports library, click on Absence, then REP500 – Annual Leave Entitlements</p>

Running Line Manager's Reports Quick Guide

REP500 – Annual Leave Entitlements

(summary of your employee's leave entitlement, leave taken & current balance)

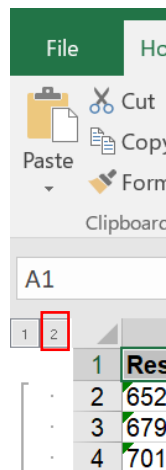
<p>3</p>	 <p>REP500 - Annual Leave Entitlements</p> <p>Selection criteria</p> <p>Results</p> <p>Search Detail level All levels Copy to clipboard</p> <table border="1"> <thead> <tr> <th>#</th> <th>ResID</th> <th>ResID (T)</th> <th>Position</th> <th>Positio (T)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	#	ResID	ResID (T)	Position	Positio (T)																					<p>When the report template opens, click on the blue Search box. This will populate the 'browser' report with details of the employees who report directly to you and will display their entitlement and balance information.</p>
#	ResID	ResID (T)	Position	Positio (T)																							
<p>4</p>	 <table border="1"> <thead> <tr> <th>Year</th> <th>LeaveFrom</th> <th>LeaveTo</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td> </td> <td> </td> </tr> <tr> <td>2020</td> <td>01/01/2020</td> <td>31/12/2020</td> </tr> <tr> <td>2020</td> <td>01/01/2020</td> <td>31/12/2020</td> </tr> <tr> <td>2020</td> <td>01/01/2020</td> <td>31/12/2020</td> </tr> </tbody> </table>	Year	LeaveFrom	LeaveTo	2020			2020	01/01/2020	31/12/2020	2020	01/01/2020	31/12/2020	2020	01/01/2020	31/12/2020	<p>If you would just like to see the information for the current leave year only, you can type the year you want to see into the empty field at the top of the table, then press search again.</p> <p>The report will filter the data and you will only see the year you have entered.</p>										
Year	LeaveFrom	LeaveTo																									
2020																											
2020	01/01/2020	31/12/2020																									
2020	01/01/2020	31/12/2020																									
2020	01/01/2020	31/12/2020																									
<p>5</p>	 <p>Choose columns Graphical presentation Create widget Export</p>	<p>If you prefer to export the Business World browser report into Excel, click on the Export button at the bottom of your screen.</p>																									
<p>6</p>	 <p>Report Engine</p> <ul style="list-style-type: none"> Predefined <ul style="list-style-type: none"> Browser [.xlsx] Pivot [.xlsx] Default [.xlsx] Default [.pdf] Design Import 	<p>A pop-up screen will appear. Click on the word Browser to export your report into Excel.</p>																									
<p>7</p>	 <p>REP500 - Annual L...xlsx</p>	<p>A link to Excel will appear at the bottom right of your screen. Click on this link to open your Excel report of Annual Leave Entitlements.</p>																									

Running Line Manager's Reports Quick Guide

REP500 – Annual Leave Entitlements

(summary of your employee's leave entitlement, leave taken & current balance)

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At the top of your Excel report, you will see small numbered boxes. Click on the last/highest numbered box to ensure all the data from Business World pulls through.

In this example, there are only 2 boxes, you may have more than 2 boxes containing data – always click on the last box with the highest number.

For general enquiries regarding annual leave entitlements – please contact your link HR Adviser in the first instance.

For system enquiries, please contact the Business World team by email businessworld@renfrewshire.gov.uk or alternatively call us on 0141 618 3500.