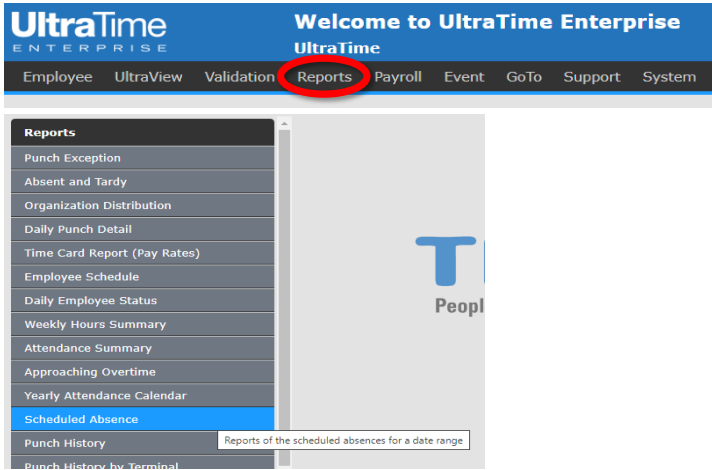
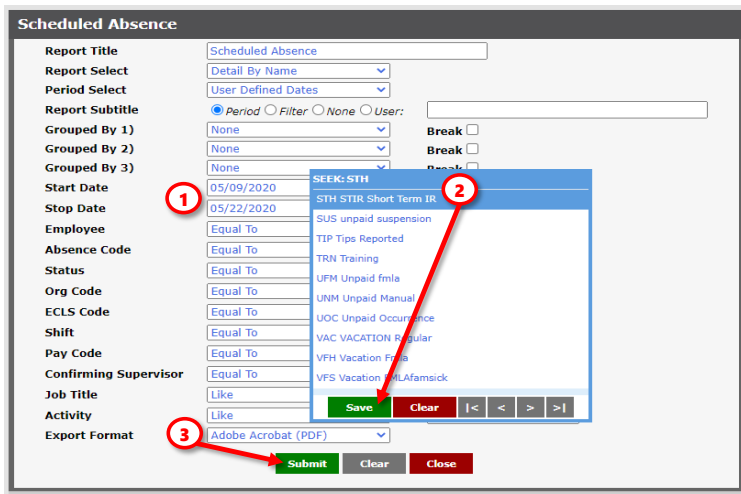


Scheduled Absence Report for Identifying Employee Absences

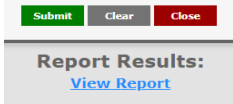
- Go to the **Reports Menu** on the top menu and select the **Scheduled Absence** report.



- Enter 1) the **Start** and **Stop Date** for the pay period, 2) the **Absence Code** for the absence you want to see (**NOTE:** You may need to use the arrows at the bottom of the window to page through the list if you don't know the code.), and 3) if you would like to **export this to Excel**, you can select that under **Export Format**.



- Click **Submit** and then **View Report** on the bottom of the page.



- This will give a report of all the employees with the **Absence Code** you entered in the pay period.

University of Notre Dame

Scheduled Absence Detail By Name

From 5/9/2020 To 5/22/2020

Name	NDID	Code	Description	Date	Paid Hours	Unpaid Hours	Message	Adj Init	Adj Date	Rec St
Employee, Jane	900177545	STH	STIR Short Term IR	5/11/2020	8	0		asuperv	5/11/2020	
Employee, Jane	900177545	STH	STIR Short Term IR	5/12/2020	8	0		asuperv	5/11/2020	
Employee, Jane	900177545	STH	STIR Short Term IR	5/13/2020	8	0		asuperv	5/11/2020	
Employee, Jane	900177545	STH	STIR Short Term IR	5/14/2020	8	0		asuperv	5/11/2020	
Employee, Jane	900177545	STH	STIR Short Term IR	5/15/2020	8	0		asuperv	5/11/2020	
Employee, Jane	900177545	STH	STIR Short Term IR	5/18/2020	8	0		asuperv	5/14/2020	
Employee, Jane	900177545	STH	STIR Short Term IR	5/19/2020	8	0		asuperv	5/14/2020	
Employee, Jane	900177545	STH	STIR Short Term IR	5/20/2020	8	0		asuperv	5/14/2020	
Employee, Jane	900177545	STH	STIR Short Term IR	5/21/2020	8	0		asuperv	5/14/2020	
Employee, Jane	900177545	STH	STIR Short Term IR	5/22/2020	8	0		asuperv	5/14/2020	
Doe, John	901478656	STH	STIR Short Term IR	5/11/2020	8	0		iapprove	5/21/2020	
Doe, John	901478656	STH	STIR Short Term IR	5/12/2020	8	0		iapprove	5/21/2020	
Doe, John	901478656	STH	STIR Short Term IR	5/13/2020	8	0		iapprove	5/21/2020	
Doe, John	901478656	STH	STIR Short Term IR	5/14/2020	8	0		iapprove	5/21/2020	
Doe, John	901478656	STH	STIR Short Term IR	5/15/2020	8	0		iapprove	5/21/2020	
Doe, John	901478656	STH	STIR Short Term IR	5/18/2020	8	0		iapprove	5/21/2020	
Doe, John	901478656	STH	STIR Short Term IR	5/19/2020	8	0		iapprove	5/21/2020	
Doe, John	901478656	STH	STIR Short Term IR	5/20/2020	8	0		iapprove	5/21/2020	
Doe, John	901478656	STH	STIR Short Term IR	5/21/2020	8	0		iapprove	5/21/2020	
Doe, John	901478656	STH	STIR Short Term IR	5/22/2020	8	0		iapprove	5/21/2020	
Parttimer, Peter	902121567	STH	STIR Short Term IR	5/19/2020	8	0		preview	5/21/2020	
Parttimer, Peter	902121567	STH	STIR Short Term IR	5/20/2020	8	0		preview	5/21/2020	
Parttimer, Peter	902121567	STH	STIR Short Term IR	5/21/2020	8	0		preview	5/21/2020	
Parttimer, Peter	902121567	STH	STIR Short Term IR	5/22/2020	8	0		preview	5/21/2020	

Other Ways to Filter and Group the Scheduled Absence Report

Ways to Group the Report

You may group the results of the report by NDID, Org Code, Status (E-Class), Job Title or Activity Code and you can have three different layers of the grouping.

Grouped By 1)	None	Break	<input type="checkbox"/>
Grouped By 2)	None	Break	<input type="checkbox"/>
Grouped By 3)	NDID	Break	<input type="checkbox"/>
Start Date	Org Code		
Stop Date	Status		
	Job Title		
	Activity		

Filter Report for a Specific Employee

You may search for a specific employee by clicking on the drop down arrows in the Employee field and enter the last name of the employee to find them on the list. Select the employee then click Save. NOTE: After you select the employee, they will show up in the field as a number, not by their name.

Grouped By 3)	None	Break	<input type="checkbox"/>
Start Date			
Stop Date			
Employee	Equal To		
Absence Code	Equal To		
Status	Equal To		
Org Code	Equal To		
ECLS Code	Equal To		
Shift	Equal To		
Pay Code	Equal To		
Confirming Supervisor	Equal To		
Job Title	Like		
Activity	Like		

SEEK: SMITH

- Smith Aaron B 902000001
- Smith Abbie J 902000002
- Smith Alisha R 902000003
- Smith Alivia P 902000004
- Smith Amanda K 902000005
- Smith Anders C 902000006
- Smith Andrew F 902000007
- Smith Andy A 902000008
- Smith Bailee N 902000009
- Smith Bethany L 902000010

Save Clear |< < > >|

Filter Report for a Timesheet Org Code

You may search for a specific org by clicking on the drop down arrows in the Org Code field and enter the org number to find it on the list.

Stop Date			
Employee	Equal To		
Absence Code	Equal To		
Status	Equal To		
Org Code	Equal To		
ECLS Code	Equal To		
Shift	Equal To		
Pay Code	Equal To		
Confirming Supervisor	Equal To		
Job Title	Like		
Activity	Like		
Export Format	Adobe Acrobat (PDF)		

SEEK: 47035

- 47035 Payroll Services
- 48000 Office of Human Resources
- 49000 VP for Business Ops
- 49010 VP for Business Operations
- 49015 Finance and Administration
- 49033 Campus Work Control Center
- 49100 Office of Sustainability
- 50000 Building Managers
- 50005 Sand O'Lakes
- 50010 ND Marketplace

Save Clear |< < > >|

Filter Report by E-Class Code

You may search for a specific e-class by clicking on the drop down arrows in the ECLS Code field and enter the e-class code to find it on the list or just scroll down to it.

Employee	Equal To		
Absence Code	Equal To		
Status	Equal To		
Org Code	Equal To		
ECLS Code	Equal To		
Shift	Equal To		
Pay Code	Equal To		
Confirming Supervisor	Equal To		
Job Title	Like		
Activity	Like		
Export Format	Adobe Acrobat (PDF)		

SEEK:

- G2 Grad Student Hourly
- P1 Post Doc FT Exempt Salaried
- P2 Post Doc Part Time Exempt Sal
- S1 Full Time Exempt Salaried
- S2 Part Time Exempt Salaried
- S3 Full Time Nonexempt Hourly
- S4 Part Time Nonexempt Hourly
- S5 Full Time Nonexempt Salaried
- S6 Part Time Nonexempt Salaried
- T1 Temporary/On Call Hourly

Save Clear |< < > >|

Filter Report by Other Factors

The steps are the same for filtering this report by any of the other factors listed on the report menu.

If you have any questions or need help troubleshooting an issue with this report, please contact ultritime@nd.edu.