

Human Resources Report

HR-EMP-285-Leave Balance Exempt-Data Reference Sheet

Purpose: Provides detail listing of exempt employee annual leave and sick leave balances grouped by Timesheet Approver.

Example for Report Use:

- Use report to monitor employee leave balances

Reference: This report provides information similar to that provided by the Banner Forms shown below.

Banner INB – Form Name	e-Print – Report Name
PEALEAV	PERLEAV—Leave Liability Report

Updated Frequency: Nightly.

Report Data Results

Time Sheet Approver: Timesheet Org approver assigned to the employee upon hire. Timesheet approver should be the employee’s direct supervisor.

Summary Organization: The owning Summary Organization (as defined by NMSU Business Rules) of the position. Summary Organizations do not necessary represent the official organization hierarchy but rather how organizations are commonly reported for both internal and external reporting.

Department: The organization to which the position belongs. Department is commonly referred to as Posn Location.

Name: The name of the employee.

ID: The Banner Id of the employee.

Annual Leave Balance: The current annual leave balance for the employee. The most accurate balance will be retrieved if the report is run on the 12th of each month and will reflect leave accrued and reported leave taken as of the prior month.

Sick Leave Balance: The current sick leave balance for the employee. The most accurate balance will be retrieved if the report is run on the 12th of each month and will reflect leave accrued and reported leave taken as of the prior month.

Questions email cognos_help@nmsu.edu