SHARP Customer Service Center

- SHARP Messages -

SHARP Message #629

DATE:	8/11/05
AUTHOR:	HR
SUBJECT:	NEW! KBEN007 Leave Accruals Report (On-line)

MESSAGE TEXT:

The Division of Personnel Services, in conjunction with the Bureau of Department of Administrative Services, is please to announce the addition of a new on-line SHARP Leave Accrual report.

The report, KBEN007, Leave Accruals, is a delivered PeopleSoft report that has been modified to meet the needs of the State of Kansas.

Breadcrumbs to generate this report are Home > Administer Workforce > Time and Leave > Report > Leave Accrual.

Report Request Parameters include Department Group ID; Department; and Page Break Level.

You will notice this report is produced in a .PDF and .DAT format. The .DAT version is a flat file and can be imported into software such as Excel so the data can be massaged.

Note this report will reflect the actual current leave balance of the employee at the time the report is generated, so it will include results from non-pay affecting leave adjustments and pay affecting adjustments (once they have successfully completed).

All Time and Leave (T&L) Security Roles are set up to allow generation of this report.

If you have any questions, you may contact Brent Smith at brent.smith@da.state.ks.us or 785-296-1432.

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