

# Individual Reconciliation Leave



From the Main Menu, select HR/Payroll

The screenshot shows a web browser window titled "VDean (VDDBS.NSM.uh.edu)". The interface features a top navigation bar with icons for Budget, Purchase, Inventory, Time Billing, and HR/Payroll. On the left side, there are vertical menu items for Check Book, User Info, and Ledger. The main content area displays a welcome message for "Grace Hoang" and indicates that 1 user is currently using the database. The title of the application is "Administration Database" for the "Natural Sciences and Mathematics" department, located at "214 Science and Research Bldg 1 - Rm 214D". Contact information includes a phone number (713) 743-3863, a fax number (713) 743-8630, and an email address sbf@uh.edu. A red warning "Authorized Personnel Only!" is visible at the bottom. The interface also includes a "Departments" button at the top right and a "Preferences" button at the bottom right. The version number "Version: 4.0" is shown at the bottom left. The browser's address bar shows "100" and "Browse".

From the HR/Payroll Menu, select Time & Effort



Enter the following information in the “Time and Efforts Search Criteria”

REPORT

DEPARTMENT

NAME  (only use for Individual Search, otherwise it will be ignored)

EMPLOYEE ID

EMPLOYEE TYPE  (only for EMPLOYEE ROSTER)

CURRENT TITLE  (only for EMPLOYEE ROSTER)

SPEEDTYPE  (only for EMPLOYEE ROSTER)

SUBACCOUNT  (only for EMPLOYEE ROSTER)

SUPERVISOR  (only for EMPLOYEE ROSTER)

DATE  To

PAY TYPE

INCLUDE LONGEVITY  (only valid for Bi-Weekly Trial/Final Reports)

INCLUDE MISCPAY  (only valid for Bi-Weekly Trial/Final Reports)

**University Leave**

ADMINISTRATIVE LEAVE @ 100% FTE

EMERGENCY LEAVE @ 100% FTE

(only valid for Monthly Trial Reports)

**Report:** Individual Lost time

**Name or Employee ID**

**Date:** The reconciliation month

**Paytype:** Monthly or Biweekly

(see the following for example)

VDeanAssignment (VDBS.NSM.uh.edu)

## Time and Efforts Search Criteria

Find

REPORT	Individual Lost Time	
DEPARTMENT		
NAME	John Do	(only use for Individual Search, otherwise it will be ignored)
EMPLOYEE ID		
EMPLOYEE TYPE	(only for EMPLOYEE ROSTER)	
CURRENT TITLE	(only for EMPLOYEE ROSTER)	
SPEEDTYPE	(only for EMPLOYEE ROSTER)	
SUBACCOUNT	(only for EMPLOYEE ROSTER)	
SUPERVISOR	(only for EMPLOYEE ROSTER)	
DATE	9/1/2007	To 8/31/2008
PAY TYPE	Monthly	
INCLUDE LONGEVITY	<input type="checkbox"/> (only valid for Bi-Weekly Trial/Final Reports)	
INCLUDE MISCPAY	<input type="checkbox"/> (only valid for Bi-Weekly Trial/Final Reports)	

**University Leave**

ADMINISTRATIVE LEAVE @ 100% FTE

EMERGENCY LEAVE @ 100% FTE

(only valid for Monthly Trial Reports)

100 Browse

Result:



## Individual Leave Accrual Report

Natural Sciences and Mathematics

As of August 31, 2008

0008496 Do, John

Service Date: 9/1/1997

### Assignments

Position	Jobcode	Title	Payrate @ 1	FTE	Speed Type	Begin Date	End Date	Speedtype	Distrib.	Salary Plan	Officer Code	Grade
00102660	N4G8	Application Developer	4,113.17	1.00	38431	09/01/07	06/30/08	38431	100	UHE	None	066
00108590	3200	Non-Ben Exempt Staf		1.00	35002	02/01/08	02/29/08	35002	100	TPE		UNG
00102660	N4G7	Application Developer	4,500.00	1.00	38431	07/01/08	08/31/08	38431	100	UHE	None	066

### Leave Accrual Report

Position	Begin Date	End Date	Earning		Taken		Notes
			sick	vacation	sick	vacation	
00102660	09/01/07	09/30/07	8.00	11.00			
00102660	10/01/07	10/31/07	8.00	11.00			
00102660	11/01/07	11/30/07	8.00	11.00		8.00	
00102660	12/01/07	12/31/07	8.00	11.00		16.00	
00102660	01/01/08	01/31/08	8.00	11.00			
00102660	02/01/08	02/29/08	8.00	11.00	40.00		
00102660	03/01/08	03/31/08	8.00	11.00		16.00	
00102660	04/01/08	04/30/08	8.00	11.00		8.00	
00102660	05/01/08	05/31/08	8.00	11.00		16.00	
00102660	06/01/08	06/30/08	8.00	11.00		16.00	
00102660	07/01/08	07/31/08	8.00	11.00		8.00	
00102660	08/01/08	08/31/08	8.00	11.00			

	Carried Forward	Earning	Taken	Balance	Allowable Carryover	Hours must Used before 08/31
sick	24.00	96.00	48.00	72.00		
vacation	274.00	132.00	80.00	326.00	292.00	34.00

### Notes