

# Unpaid Leave Reports

## Discoverer Report

The Unpaid Leave Reports are available to assist supervisors and managers to review and monitor their employee's unpaid leave.

The report contains two workbooks and each provides different information.

### Eligible-Expected Unpaid Time Hours Workbook

- This workbook shows the number of Unpaid Hours an employee is required to take.

### Unpaid Leave with Accrual Monitoring Report Workbook

- This workbook shows how many unpaid hours the employee has designated on their PROCESSED timecards. Therefore, an employee may have taken additional hours not reflected if the timecard(s) has not been processed or they did not select "Unpaid Leave (with accruals)."

**Access** is based on your HR organization. Oracle HR responsibilities that have access to the reports include:

- HR Manager Self Service
- Supervisor Self Service
- Timecard Manager

### Running the Report

1. Login to MyUNiverse with your CATID.
2. Click **MEMFIS Reports** in your MEMFIS channel.
3. Click **Discoverer Human Resources (HR) Reports**.
4. Login with CatID Login.
5. Select a MEMFIS responsibility of one of the following:
  - a. HR (organization name) Mgr Self Service
  - b. Supervisor Self Service
  - c. Timecard Manager
6. Enter your MEMFIS password and click **Go**.
7. Click the + before UNIPR156D to reveal the Unpaid Leave Reports workbooks.
8. Select a workbook: Eligible-Expected Unpaid Time Hours or Unpaid Leave with Accrual Monitoring Report.

**Eligible-Expected Unpaid Time Hours** – the illustration below displays the fields that the workbook contains.

▶ Full Name ▶ Organization Name ▶ Assignment Number ▶ Unpaid Time Start Date ▶ Unpaid Time End ▶ Unpaid Time Hours

9. To select the other workbook, click Workbooks in the top left corner of the screen. [Connect](#) > [Workbooks](#) >

**Unpaid Leave with Accrual Monitoring Report** – the illustration below displays the fields that the workbook contains. If a "No data available" message displays, this indicates no timecards have been processed assigning hours to "unpaid leave with accruals."

Full Name ▶ Asg Num ▶ Unpaid Time Hours ▶ Organization ▶ For Week of ▶ Sun ▶ Mon ▶ Tues ▶ Wed ▶ Thurs ▶ Fri ▶ Sat ▶ Total Hours

### Report Options

10. Click on **Export** under Actions in the top left corner of the screen to export the report to Excel.

- a. Select Microsoft Excel workbook

Microsoft Excel Workbook (\*.xls) ▼

- b. Click the Export button

Export

- c. Click to View or Save button

Click to view or save

11. **Print Report.** In the saved Excel document, format the report to fit all the columns to print on one page.