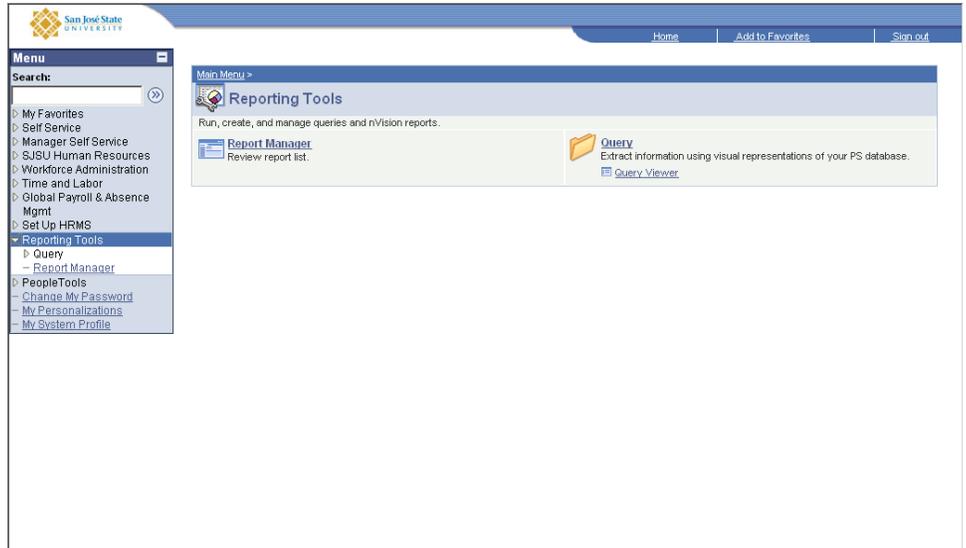


Overview

This business process guide demonstrates how to run and use the public query **SJ_ABSENCE_DETAILS**. This query should help you identify approval information by department and pay period for your employees, and should help you manage the approval process more effectively.

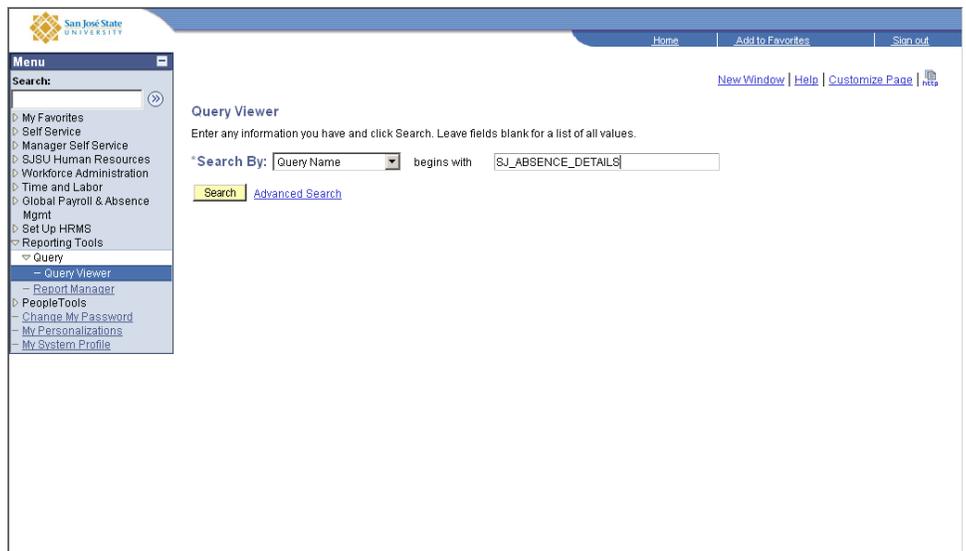
The Reporting Tools page displays.

1. From the **Main Menu**, navigate to **Reporting Tools > Query**.
2. Click the **Query Viewer** hyperlink.



The Query Viewer page displays.

3. In the **Begins with** field, enter the following:
SJ_ABSENCE_DETAILS
4. Click the **Search** button.



The SJ_ABSENCE_DETAILS query information displays.

Note: You may run to either HTML or Excel. The following example will use the HTML function.

5. Click the **HTML** hyperlink.

San Jose State UNIVERSITY

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Menu

Search: [Search]

- My Favorites
- Self Service
- Manager Self Service
- SJSU Human Resources
- Workforce Administration
- Time and Labor
- Global Payroll & Absence
- Mgmt
- Set Up HRMS
- Reporting Tools
- Query
 - Query Viewer
 - Report Manager
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with SJ_ABSENCE_DETAILS

Search Advanced Search

Search Results

Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
SJ_ABSENCE_DETAILS	Details of Absence Information	Public		HTML	Excel	Schedule	Favorite

The Query criteria page displays.

6. **First Day of Pay Period:** Enter the first day of the pay period you wish to view information for.
7. **Last Day of Pay Period:** Enter the last day of the pay period you wish to view information for.
8. **DeptID:** Enter the DeptID you wish to view information for. This query only works for one DeptID at a time, so if you enter a DeptIDs that have sub-departments, you will need to run the query multiple times.
9. After all criteria have been keyed, click the **View Results** button.

SJ_ABSENCE_DETAILS - Details of Absence Information

First Day of Pay Period: 9-1-2006

Last Day of Pay Period: 9-30-2006

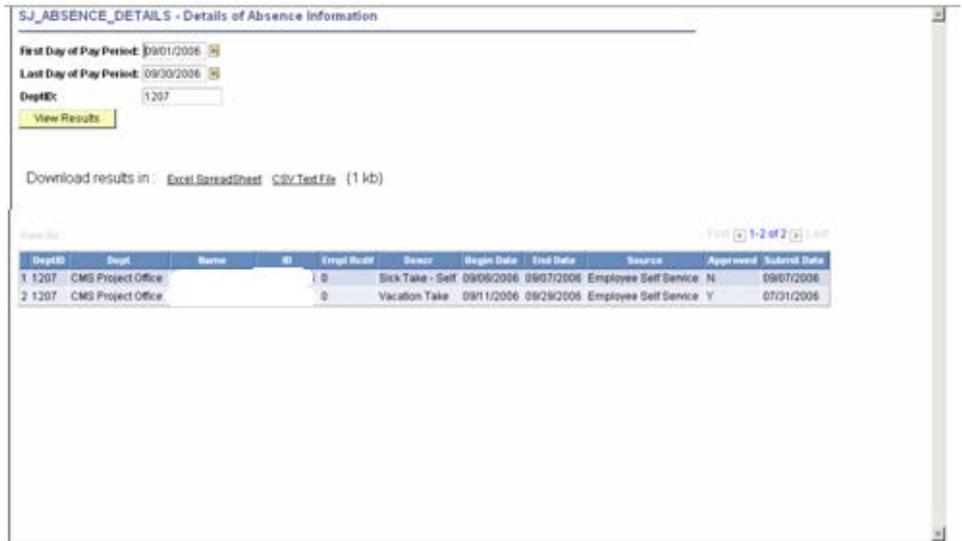
DeptID: 1207

View Results

DeptID	Dept	Name	ID	Empl Rcd#	Descr	Begin Date	End Date	Source	Approved	Submit Date
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The results display.

Note: Names and EmplIDs will display in full. They are masked here for confidentiality.



Field Description List: Query Criteria Page

Field Name	Description
DeptID	The DeptID you entered in your criteria will be displayed for each employee in your result list.
Dept	The name of the department will be displayed.
Name	The name of each employee will be displayed. They are masked here for confidentiality.
ID	The Employee ID of each employee will be displayed. They are masked here for confidentiality.
Empl Rcd #	The Employee Record Number(s) will be displayed for each employee.
Descr	The Absence Type will be displayed in the Descr field.
Begin Date	The beginning date of the absence will be displayed.
End Date	The end date of the absence will be displayed.
Source	The method by which the absence was keyed will be displayed.
Employee Self Service	The employee keyed the information
Manager	The manager keyed the information
Admin	Either a Timekeeper or Payroll keyed the information

Field Name	Description
Approved	This column will display a Yes/No value, indicating whether or not the absence has been approved.
Submit Date	The date the absence was submitted is displayed.