# Supervisors:
How To Generate A Report

Purpose

You can generate reports on a daily, weekly, or pay period basis, or any time you need information to accomplish your business tasks.

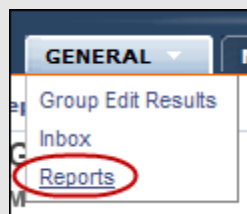|	Steps To Generate A Report	

1	You can generate a report for specific employees or for all employees:
	
	• **Specific**:
	  a. Click the MY GENIES tab and select **Leave Usage Genie** from the drop-down menu.
	
	  b. Hold the **Ctrl** key and click the specific employee names.
	
	  c. Click the **Reports** quick link from the top left menu.
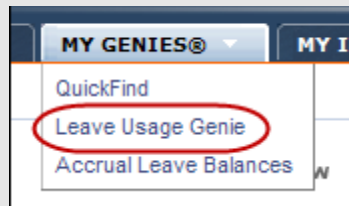	
	• **All**:
	  Click **General > Reports**.	
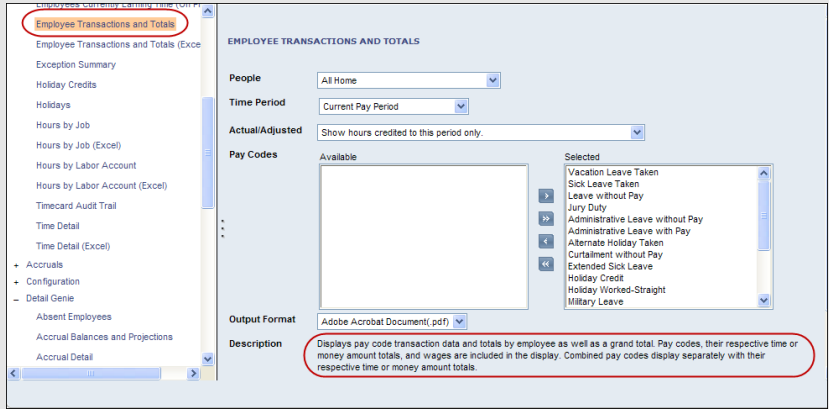
2	In the **Select Report** frame, click the **plus (+)** to expand a category and view the reports available.	

Supervisors:
How To Generate A Report

Steps To Generate A Report

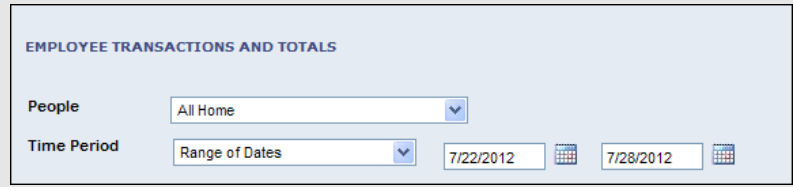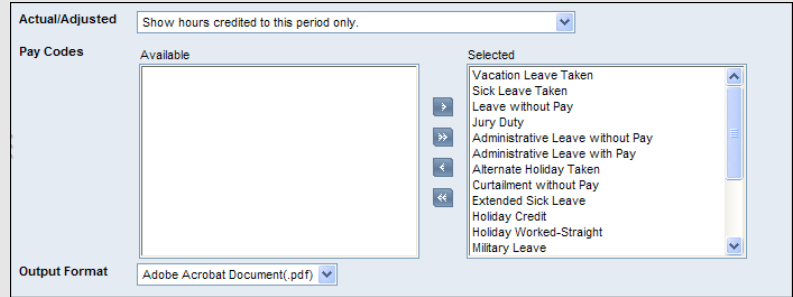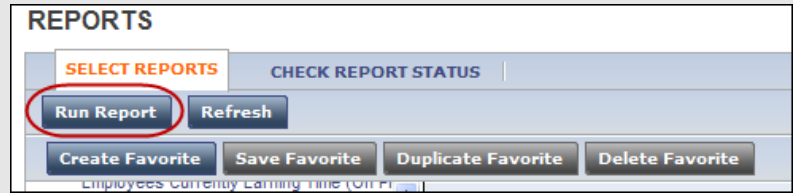| 3	Click a report to review its description at the bottom of the page and ensure that the report returns the data you need.	
5	Select the specific time period from the **Time Period** drop-down list.	
6	Select one or more of the additional options to include in the report. **Note**: Options vary depending on the report.	
7	Click the **Run Report** button.	
8	The **Status** column will show the report is running. Click the **Refresh Status** button to verify the report is Complete.	

Supervisors:
How To Generate A Report

Steps To Generate A Report

9	Click **View Report**.

REPORTS

SELECT REPORTS | **CHECK REPORT STATUS**

View Report | Refresh Status | Delete

Report Name	Format	Date In ▽	Date Done	Status
Employee Transactions and Totals	pdf	7/30/2012 6:00PM	7/30/2012 6:00PM	Complete

The following is an example of an *Employee Transactions & Totals* report.

Employee Transactions & Totals

Data Up to Date:	7/30/2012 3:00 PM	
Executed on:	7/30/2012 3:00PM GMT-07:00	
Printed for:	cfrost999	

Time Period: 7/22/2012 - 7/28/2012
Query: All Home
Pay Codes: (19): |Vacation Leave Taken|Sick Leave Taken|Leave without Pay|Jury Duty|Administrative Leave without Pay|...
Actual/Adjusted: Show hours credited to this period only.

Employee: Anderson, Nick — ID: 902999

Transactions:	Day	Date	Pay Code	Hours	Money	Days	Entered By	Datasource
	Thu	7/26/2012	Vacation Leave Taken	8.00	$0.00		cfrost999	Timecard Editor

Totals:	Pay Code	Hours	Money	Days
	Vacation Leave Taken	8.00	$0.00	0.00
	Totals:	8.00	$0.00	0.00

Employee: Brickle, Ginny — ID: 904999

Transactions:	Day	Date	Pay Code	Hours	Money	Days	Entered By	Datasource
	Mon	7/23/2012	Sick Leave Taken	8.00	$0.00		cfrost999	Timecard Editor

Totals:	Pay Code	Hours	Money	Days
	Sick Leave Taken	8.00	$0.00	0.00
	Totals:	8.00	$0.00	0.00

Employee: Cross, Jenna — ID: 903999

Transactions:	Day	Date	Pay Code	Hours	Money	Days	Entered By	Datasource
	Tue	7/24/2012	Vacation Leave Taken	8.00	$0.00		cfrost999	Timecard Editor

Totals:	Pay Code	Hours	Money	Days
	Vacation Leave Taken	8.00	$0.00	0.00
	Totals:	8.00	$0.00	0.00

Summary Totals:	Hours	Money	Days
Sick Leave Taken	8.00	$0.00	0.00

Page 1