

## X-LEAVE

The screenshot shows the 'XLEAVE: Employee leave report' web application. The interface includes a top navigation bar with a search function and a 'Logout' button. Below the navigation bar, the application title 'Colleague WebUI SJECCD Production' is displayed. A red warning banner at the top of the main content area reads: 'Eileen Marie Luna 0509485 1 of 1 You are about to access sensitive Faculty/Staff Information.' The main content area has a 'File Options Help' menu bar. Below this, the 'XLEAVE - Employee leave report' section is visible. It contains a 'Your ID' field with the value '0509485' and a 'Detail/Summary' dropdown menu currently set to 'D' (Default summary report). The main content area is mostly empty, suggesting the report data is not yet loaded or is obscured by a large, faint watermark.

Under Detail/Summary you can select “D” for a detailed report or “S” for a summary report. After you select then “save all”. The detail report will show what they have earned and what they have taken. The summary report will show the leave balances.

The screenshot shows the 'XLEAVE - Employee leave report' screen. At the top, there is a header bar with 'XLEAVE: Employee leave report', a search bar, and navigation links. Below the header, a red banner displays employee information: 'Eileen Marie Luna', '0509485', 'SJECCD Employee', 'Phone: 408-688-0950', 'Birth Date: 12/24/1970', and 'Where Used: APP,MAI,PER,STA,...'. A warning message states: 'You are about to access sensitive Faculty/Staff Information.' Below the banner, a modal dialog box is centered on the screen with the text 'Update record, Cancel record or Return to editing' and three buttons: 'Update', 'Cancel', and 'Return'.

Now select “update”

The screenshot shows the 'XLEAVE - Employee leave report' screen after selecting 'Update'. The screen displays the following information: 'Peripheral : SETPTR.ELUNA.27837', 'Description : Standard Envision Report', 'Process : XLEAVE', and 'Description :'. Below this, there are several input fields: 'Output Device' (set to 'H Hold/Browse File Output'), 'Printer', 'Form Name', 'Banner', 'Security' (set to 'PB Public'), 'Copies' (set to '1'), and 'Defer Time'. At the bottom, there is a section for 'Other Options' with three rows: '1 NOEJECT', '2 NOFMT', and '3 NHEAD'. The 'Page Width' is set to '132'.

When this screen comes up in “Output Device” you will see a “P” (this is for print). You will want to select “H” for Hold. This will allow you to see the report before it prints. Then select “save all”.

**Colleague WebUI**  
**SJECCD Production**

**XLEAVE: Employee leave report** | Search | SEARCH RESULTS | NAVIGATION | FAVORITES | ? Logout

**Eileen Marie Luna** 0509485  
SJECCD Employee Phone: [REDACTED] Birth Date: [REDACTED] Where Used: APP,MAI,PER,STA,STU,VEN,H.  
You are about to access sensitive Faculty/Staff Information.

File Options Help | Auto-Close Context | Save Save All Cancel Cancel All

XLEAVE - Employee leave report XLEAVE - Employee leave report

Job Description : Employee leave report  
Job Statistics ID : XLEAVE\_ELUNA\_27500\_18013

Execute in Background mode?

Background Execution Type

Schedule Process to Run Next on  after

Schedule Process to Run Every/From

Schedule Process on Weekdays only

Schedule Process to Start After

Stop Automatically Scheduling Process on

Then select "save all" again.

**Report Browser** | ? X

1 of 17 | Save As | Export PDF | Print Remote | Show Full Page View

Date: 25 Apr 17 Employee Detail Leave Report Prepared for Eileen Marie Luna Time: 07:48

Person ID	Last Name	First Name	Code	Add Date	Action	Comment	Earn	Trx Amt	Curr Bal	Fwd Bal
0509485	Luna	Eileen	ADML	09/12/07	A Accr			48.00	0.00	48.00
0509485	Luna	Eileen	ADML	11/19/07	U Use	10/11,15,26	-15.50	48.00	32.50	
0509485	Luna	Eileen	ADML	01/18/08	U Use	11/1,26,27	-9.50	23.50	14.00	
0509485	Luna	Eileen	ADML	01/18/08	U Use	12/16, 12/17	-9.00	32.50	23.50	
0509485	Luna	Eileen	ADML	03/19/08	U Use	5hrs 2/19	-5.00	10.50	5.50	
0509485	Luna	Eileen	ADML	03/19/08	U Use	3.5hrs 1/24	-3.50	14.00	10.50	
0509485	Luna	Eileen	ADML	04/18/08	U Use	4hrs 3/17	-4.00	5.50	1.50	
0509485	Luna	Eileen	ADML	05/16/08	U Use	4/28	-1.50	1.50	0.00	
0509485	Luna	Eileen	ADML	07/23/08	A Accr	Award ADML hours for 2008/09	48.00	0.00	48.00	
0509485	Luna	Eileen	ADML	11/17/08	U Use	@8hrs 10/17, 10/20	-16.00	48.00	32.00	
0509485	Luna	Eileen	ADML	01/15/09	U Use	8hrs 12/23	-8.00	32.00	24.00	
0509485	Luna	Eileen	ADML	03/19/09	U Use	@8hrs 2/18-2/20	-24.00	24.00	0.00	
0509485	Luna	Eileen	ADML	07/20/09	A Accr	Accruals for 09-10	48.00	0.00	48.00	
0509485	Luna	Eileen	ADML	09/17/09	U Use	@8hrs 8/21-8/25	-24.00	48.00	24.00	
0509485	Luna	Eileen	ADML	02/17/10	U Use	AD 1/28	-8.00	24.00	16.00	
0509485	Luna	Eileen	ADML	02/17/10	U Use	AD 1/29	-8.00	16.00	8.00	
0509485	Luna	Eileen	ADML	05/18/10	U Use	AD 04/05	-8.00	8.00	0.00	
0509485	Luna	Eileen	ADML	07/21/10	A Accr	Accruals for 10-11	48.00	0.00	48.00	
0509485	Luna	Eileen	ADML	09/21/10	U Use	AD 08/16	-8.00	40.00	32.00	
0509485	Luna	Eileen	ADML	09/21/10	U Use	AD 08/13	-8.00	48.00	40.00	
0509485	Luna	Eileen	ADML	09/21/10	U Use	AD 08/17	-8.00	32.00	24.00	
0509485	Luna	Eileen	ADML	01/14/11	U Use	AD 11/15	-8.00	24.00	16.00	
0509485	Luna	Eileen	ADML	01/14/11	U Use	AD 11/22	-8.00	16.00	8.00	
0509485	Luna	Eileen	ADML	06/20/11	U Use	AD 05/6	-4.00	8.00	4.00	
0509485	Luna	Eileen	ADML	06/20/11	U Use	AD 05/20	-4.00	4.00	0.00	
0509485	Luna	Eileen	ADML	07/19/11	A Accr	Accruals 11-12	48.00	0.00	48.00	
0509485	Luna	Eileen	ADML	08/15/11	U Use	AD 07/11	-8.00	48.00	40.00	
0509485	Luna	Eileen	ADML	02/01/12	U Use	AD 12/19-12/21	-24.00	40.00	16.00	
0509485	Luna	Eileen	ADML	07/23/12	U Use	AD 06/14-06/15	-16.00	16.00	0.00	
0509485	Luna	Eileen	ADML	07/26/12	A Accr	ADML Award 2012-13	48.00	0.00	48.00	
0509485	Luna	Eileen	ADML	09/19/12	U Use	AD 08/30-08/31	-16.00	48.00	32.00	
0509485	Luna	Eileen	ADML	12/20/12	U Use	AD 11/26-11/27	-16.00	32.00	16.00	
0509485	Luna	Eileen	ADML	02/20/13	U Use	AD 12/20-12/21	-16.00	16.00	0.00	
0509485	Luna	Eileen	ADML	07/24/13	A Accr	ADML Award 2013-2014	48.00	0.00	48.00	
0509485	Luna	Eileen	ADML	10/07/13	U Use	AD 08/29-08/30	-16.00	48.00	32.00	
0509485	Luna	Eileen	ADML	11/19/13	U Use	AD 10/24-10/28	-24.00	32.00	8.00	

Your report will show all the leaves your employees have earned or taken.