


## TIME OFF REPORTING

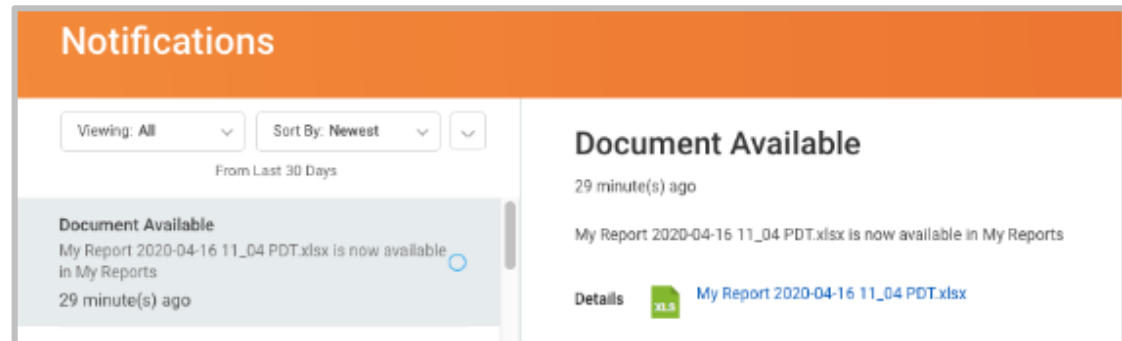
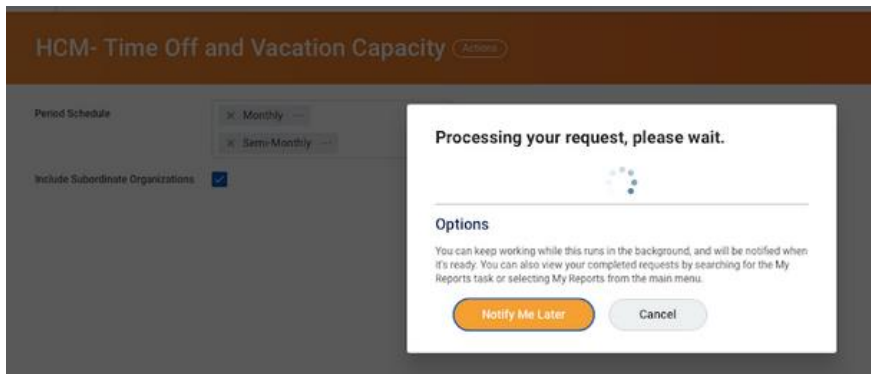
As a manager, you can review the time off accruals, usage and balances of your direct reports using one of two reports, HR custom report, HCM Time Off and Vacation Capacity Report, and the Time Off Results Summary.

### HCM TIME OFF AND VACATION CAPACITY REPORT

To view the HCM Time Off and Vacation Capacity Report:


1. Enter **HCM Time Off and Vacation Capacity** in the search bar in USFWorks.
2. Select whether to include or exclude subordinate orgs. The default includes subordinate orgs.
3. The report will provide year-to-date information for vacation accruals, usage, balance, vacation cap and the % the balance is to the vacation cap maximum.
4. A prompt will ask whether you want to be notified later when the report is ready. If you click **Notify Me Later**, a notification will appear under the bell icon  when the report is finished running. Click on the **Excel spreadsheet icon** to download the report.

Note: Depending on the size of the organization, the report may take a while to process.



## TIME OFF RESULTS SUMMARY

To view the Time Off Results Summary Report:

1. Enter **Time Off Results Summary** in the search bar in USFWorks.
2. Select the pay period, orgs and whether to include or exclude subordinate orgs. The default includes subordinate orgs.
3. The report will provide year-to-date information for time off accruals, usage, and balances for the selected pay period.
4. All time off plans appear on the report and the report also includes student employee's sick leave information, if applicable.
5. Tip: To view how much time was used in a previous calendar year, run the report for the last pay period of that year.
6. A prompt will ask whether you want to be notified later when the report is ready. If you click **Notify Me Later**, a notification will appear under the bell icon  when the report is finished running. Click on the **Excel spreadsheet icon** to download the report.

Note: Depending on the size of the organization, the report may take a while to process.