



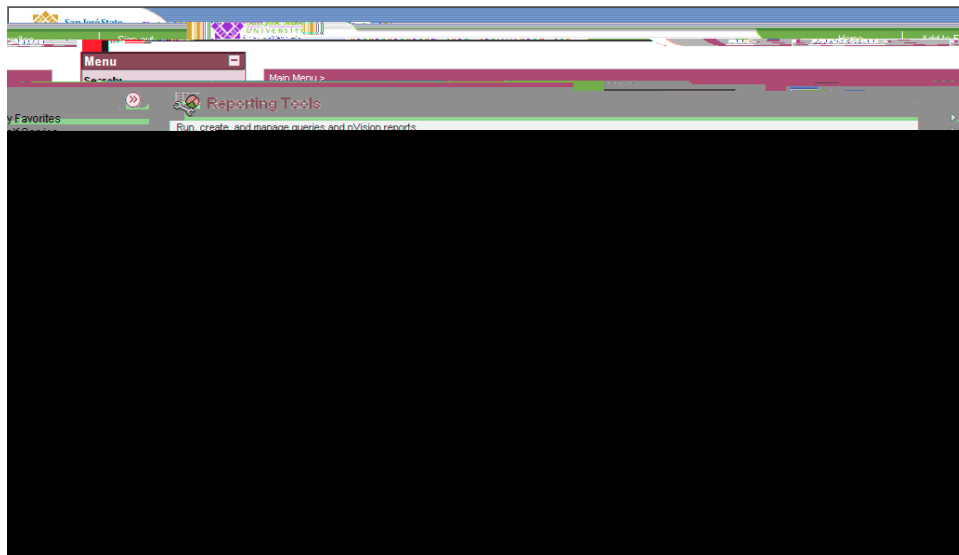
Run Absence Details Public Query

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.

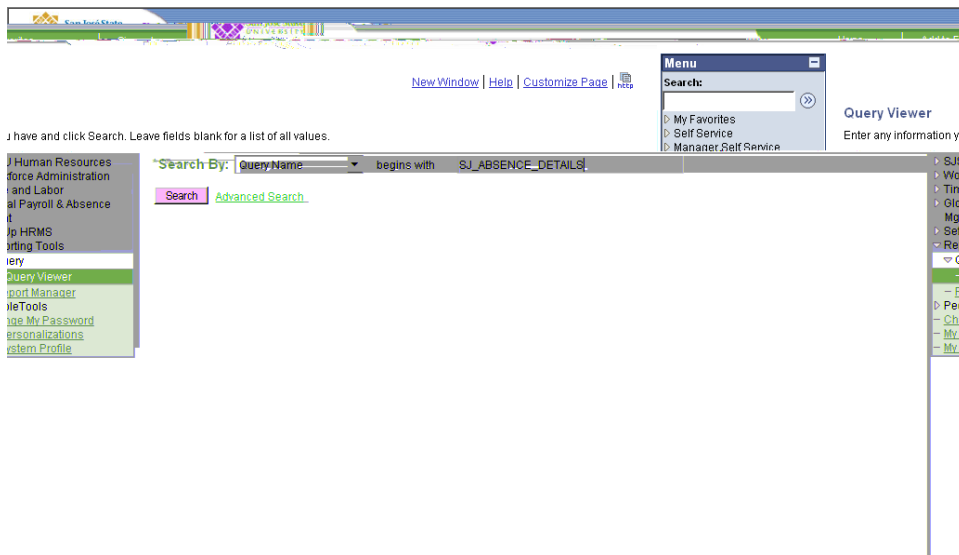
The Reporting Tools page displays.

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



The Query Viewer page displays.

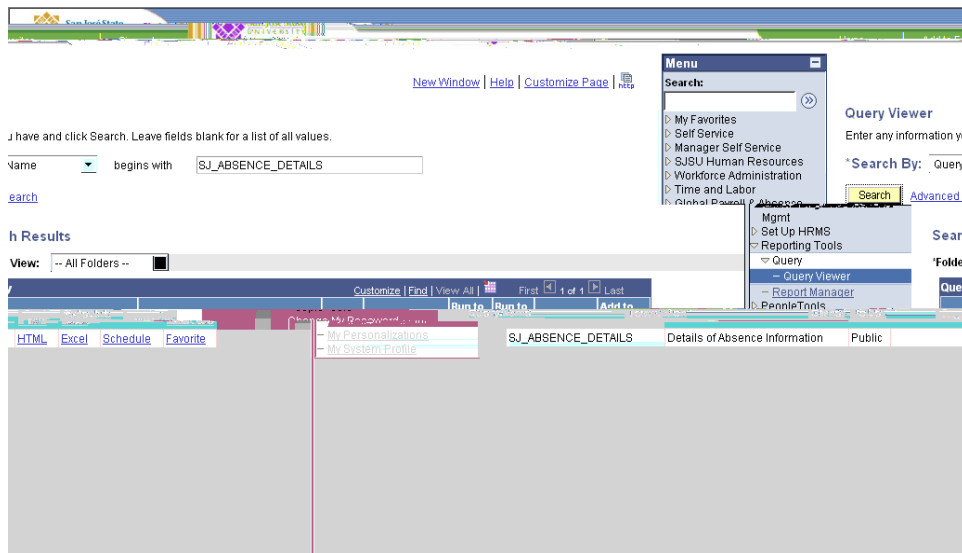
3. In the Begins with field, enter the following:
SJ_ABSENCE_ DETAILS
4. Click the Search button.



The SJ_ABSENCE_ DETAILS query information displays.

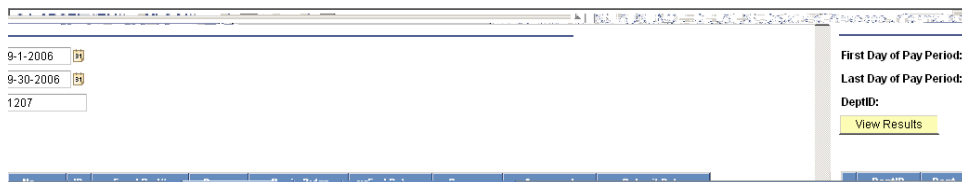
Note: You may run to either HTML or Excel. The following example will use the HTML function.

5. Click the HTML hyperlink.



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.



The results display.

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

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.