Maintaining Time and Leave

Human Resource Information System
Kansas State University

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

Find an Existing Value

SetID:	=	KSUNV
Department:	begins with	3670060020
Pay Period End Date:	=	04232005
KSU Sub-Unit ID:	begins with	21
Name:	begins with	
EmplID:	begins with	
Empl Rcd Nbr:	=	
Last Name:	begins with	

Search   Clear | Basic Search   Save Search Criteria

> Time and leave may be recorded by KSU Sub-Unit ID.

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

Find an Existing Value

Search by: Department   begins with

Search   Advanced Search

> Time and leave history may be viewed for for an employee by accessing the Employee Work History page.
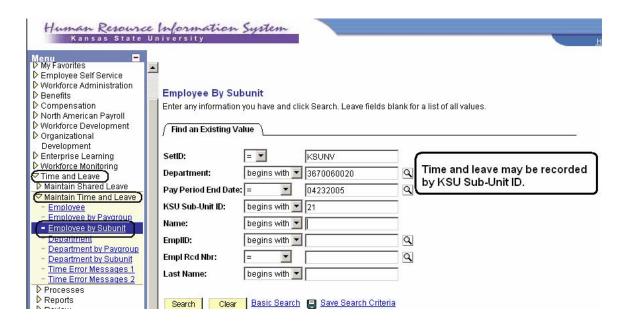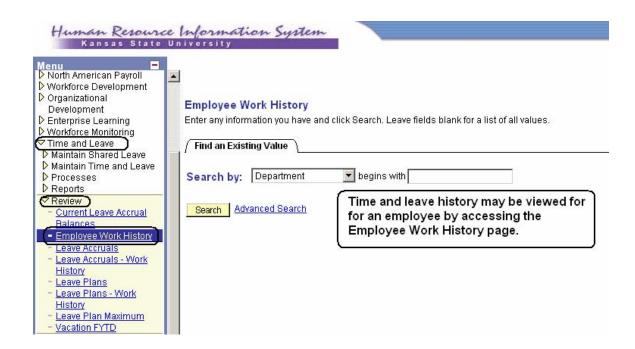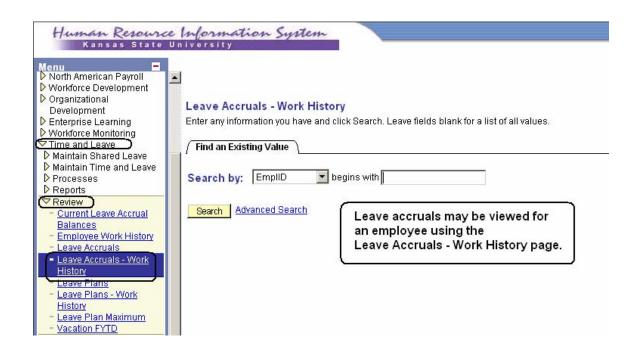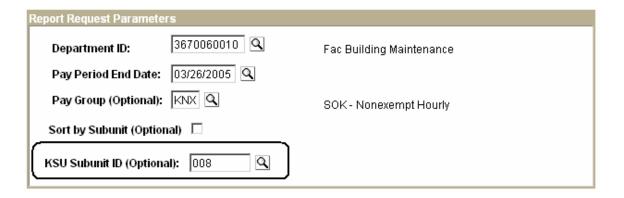
The following reports may be
printed using the KSU Sub-Unit ID option:

Time Department Time Doc's
Print Department Time Totals
Print Leave Accrual Report
Print Time with Funding
Payroll Summary by Department
Leave Accruals by Department
Time Entry Errors