

# Maintaining Time and Leave

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## Department by Paygroup

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

### Find an Existing Value

**SetID:** [=]

**Department:** [begins with]

**Pay Period End Date:** [=]

**Pay Group:** [begins with]

Search Department by Paygroup

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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:** [=]

**Department:** [begins with]

**Pay Period End Date:** [=]

**KSU Sub-Unit ID:** [begins with]

**Name:** [begins with]

**EmplID:** [begins with]

**Empl Rcd Nbr:** [=]

**Last Name:** [begins with]

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

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    - Vacation FYTD

### 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 an employee by accessing the Employee Work History page.

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    - Vacation FYTD

### Leave Accruals - 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: EmplID begins with

Search [Advanced Search](#)

Leave accruals may be viewed for an employee using the Leave Accruals - Work History page.

The following reports may be printed using the KSU Sub-Unit ID option:

Report Request Parameters	
Department ID:	<input type="text" value="3670060010"/> <input type="button" value="Q"/> Fac Building Maintenance
Pay Period End Date:	<input type="text" value="03/26/2005"/> <input type="button" value="Q"/>
Pay Group (Optional):	<input type="text" value="KNX"/> <input type="button" value="Q"/> SOK - Nonexempt Hourly
Sort by Subunit (Optional)	<input type="checkbox"/>
KSU Subunit ID (Optional):	<input type="text" value="008"/> <input type="button" value="Q"/>

**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**