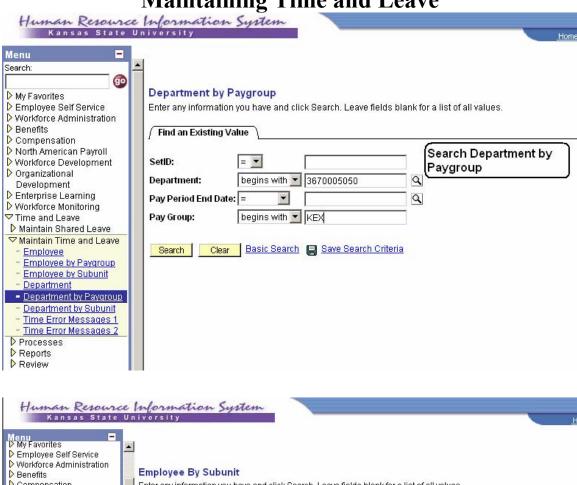
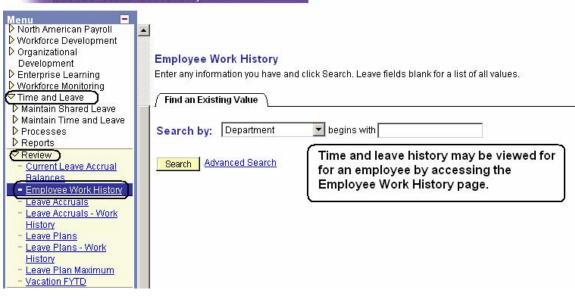
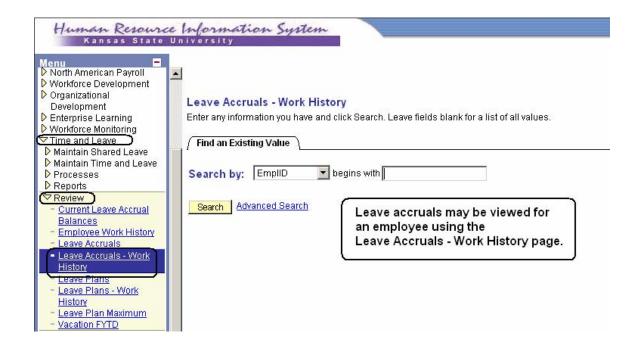
Maintaining Time and Leave



	Information System	
Kansas State U	niversity	
Menu D My Favorites D Employee Self Service D Workforce Administration D Benefits D Compensation D North American Payroll D Workforce Development D Organizational Development D Enterprise Learning D Workforce Monitoring Time and Leave Maintain Shared Leave Maintain Time and Leave Employee Employee Employee by Paygroup Department Department by Paygroup Department by Paygroup Department by Subunit Time Error Messages 1 Time Error Messages 2 D Processes D Reports	Employee By Subunit Enter any information you have and click Search. Leave fields Find an Existing Value	Time and leave may be recorded by KSU Sub-Unit ID.
N Danierini	Search Clear Basic Search 📳 Save Search Criti	<u>ena</u>

Human Resource Information System Kansas State University





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

Report Request Parameters		
Department ID: 36700600	0 Q Fac Building Maintenance	
Pay Period End Date: 03/26/2005		
Pay Group (Optional): KNX 🔍	SOK - Nonexempt Hourly	
Sort by Subunit (Optional)		
KSU Subunit ID (Optional): 008		

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