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# HGAWLBAL Leave Balance Report

**Name of Report:** HGAWLBAL\_v9 – Leave Balance Report

**Purpose of Report:** This report provides a list of active EHRA and SHRA employees with their current leave balances. This report can be used to monitor comp time balances that exceed 240 \* FTE, unused Special Leave balances, negative covid leave, etc.

**Parameters:** You may report format (Excel or PDF). You may select one, some, or all e-classes, you may select one, some, or, all leave codes. You may select totals or no totals by selecting N or Y.

Parameters				
Select report display format Excel ▼	Select Database ECSUDEV ▼	Totals or No Totals N ▼ N Y	Select Eclass, Use CTRL to select multiple: Select All ▲ E1 E2 EN ▼	Select Leave Code(s), Use CTRL to select multiple: Select All ▲ ADWL BONU COMM ▼

**Banner Tables/Views:** SPRIDEN, PEBEMPL, PERLEAV, AN\_EMPLOYEE\_POSITION

**Sort Order:** Name, Leave Code for No Totals option. Sorted by E-class, Leave Code, FTE equivalent, Last Name for Totals option.

**Selection Criteria:** This report provides a list of active EHRA and SHRA employees with their current leave balances.

**Sample Report:** The report output is the Employee ID, Employee Name, Home Department, Home Dept Description, E-Class, LCAT, FTE, Leave Code, Begin Balance, Accrued Hours, Taken Hours, Available Hours, FTE Equivalent Available Hours, Position Status, Effective Date, & Position Begin Date.

Date: 02/10/2025 University - DATABASE Page: 1														
Time: 11.31.16 <a href="#">Leave Balance Reports</a>														
HGAWLBAL_v9 <a href="#">Leave Report Year: 2025 No Totals</a>														
<a href="#">Sorted by Name, Leave Code</a>														
Employee ID	Name	Home Dept Code	Home Dept	E-Class	LCAT	Leave FTE Code	Begin Balance	Accrued Hours	Taken Hours	Available Hours	FTE Equivalent Available Hours	Position Status	Effective Date	Position Begin Date
XXXXXXXXXX	Last, First MI	50502	Residence Life	EN	E2	1.00 COMM	.00	24.00	.00	24.00	24.00	T	03/14/2024	08/01/2023
XXXXXXXXXX	Last, First MI	50502	Residence Life	EN	E2	1.00 OBSV	.00	8.00	.00	8.00	8.00	T	03/14/2024	08/01/2023
XXXXXXXXXX	Last, First MI	50502	Residence Life	EN	E2	1.00 SICK	40.00	24.00	8.00	56.00	56.00	T	03/14/2024	08/01/2023
XXXXXXXXXX	Last, First MI	50502	Residence Life	EN	E2	1.00 VACA	24.00	48.00	36.00	36.00	36.00	T	03/14/2024	08/01/2023
XXXXXXXXXX	Last, First MI	30000	VC Academic Affairs	SE	S1	1.00 COMM	.00	24.00	16.00	8.00	8.00	T	06/30/2024	07/24/2017
XXXXXXXXXX	Last, First MI	30000	VC Academic Affairs	SE	S1	1.00 OBSV	.00	8.00	.00	8.00	8.00	T	06/30/2024	07/24/2017
XXXXXXXXXX	Last, First MI	30000	VC Academic Affairs	SE	S1	1.00 SICK	329.00	48.00	56.00	321.00	321.00	T	06/30/2024	07/24/2017
XXXXXXXXXX	Last, First MI	30000	VC Academic Affairs	SE	S1	1.00 VACA	163.74	67.98	42.50	189.22	189.22	T	06/30/2024	07/24/2017
XXXXXXXXXX	Last, First MI	30000	VC Academic Affairs	SE	S1	1.00 XNCC	-32.00	.00	.00	-32.00	-32.00	T	06/30/2024	07/24/2017
XXXXXXXXXX	Last, First MI	37100	Health & Human Studies	F1	IN	1.00 COMM	.00	24.00	.00	24.00	24.00	A	07/01/2024	08/01/2011
XXXXXXXXXX	Last, First MI	37100	Health & Human Studies	F1	IN	1.00 SICK	64.00	56.00	48.00	72.00	72.00	A	07/01/2024	08/01/2011
XXXXXXXXXX	Last, First MI	37100	Health & Human Studies	F1	IN	1.00 VACA	137.00	112.00	56.00	193.00	193.00	A	07/01/2024	08/01/2011
XXXXXXXXXX	Last, First MI	60000	VC Institutional Advancement	EN	E1	1.00 COMM	24.00	.00	.00	24.00	24.00	T	06/01/2009	05/01/2008
XXXXXXXXXX	Last, First MI	60000	VC Institutional Advancement	EN	E1	1.00 SICK	579.50	48.00	5.00	622.50	622.50	T	06/01/2009	05/01/2008
XXXXXXXXXX	Last, First MI	60000	VC Institutional Advancement	EN	E1	1.00 VACA	204.64	103.98	186.50	122.12	122.12	T	06/01/2009	05/01/2008
XXXXXXXXXX	Last, First MI	20520	Administrative Computing	SN	IN	1.00 COMM	.00	24.00	16.00	8.00	8.00	T	08/20/2016	07/08/2004
XXXXXXXXXX	Last, First MI	20520	Administrative Computing	SN	IN	1.00 SICK	1364.32	64.00	53.50	1,374.82	1,374.82	T	08/20/2016	07/08/2004
XXXXXXXXXX	Last, First MI	32000	Library Services	EN	E2	1.00 SICK	.00	8.00	.00	8.00	8.00	T	08/07/2012	08/01/2012
XXXXXXXXXX	Last, First MI	32000	Library Services	EN	E2	1.00 VACA	.00	16.00	.00	16.00	16.00	T	08/07/2012	08/01/2012
XXXXXXXXXX	Last, First MI	30000	VC Academic Affairs	EN	E2	1.00 COMM	.00	24.00	.00	24.00	24.00	T	07/02/2018	10/01/2017
XXXXXXXXXX	Last, First MI	30000	VC Academic Affairs	EN	E2	1.00 SICK	96.00	56.00	92.00	60.00	60.00	T	07/02/2018	10/01/2017
XXXXXXXXXX	Last, First MI	30000	VC Academic Affairs	EN	E2	1.00 SPLV	24.00	.00	.00	24.00	24.00	T	07/02/2018	10/01/2017
XXXXXXXXXX	Last, First MI	30000	VC Academic Affairs	EN	E2	1.00 VACA	192.00	112.00	136.00	168.00	168.00	T	07/02/2018	10/01/2017
Source: BANNER														