



## Absence Management Specialist Forms and Reports

Form Name	Form#	Form or Report	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
EE Service Inquiry	LP60.1	Form	Yes	No	No	No	No	Verify number of hours calculated for length of service in hours-based plan. Confirm accrual calculation based on hours worked in pay period.
EE Event Inquiry	LP60.2	Form	Yes	No	No	No	No	Displays event history for an employee. Pay code, date, day and hours are shown. Verify number of hours used to decrement balance. Confirm event has been entered.
EE Service Totals	LP60.3	Form	Yes	No	No	No	Yes	Use Employee Service Totals to view total hours and for the service data viewed on Employee Service Inquiry.
EE Event Totals	LP60.4	Form	Yes	No	No	No	Yes	Use Employee Event Totals view the total event hours for the criteria you specified on Employee Event Inquiry.
EE Date Calendar	LP62.1	Form	Yes	No	No	No	No	Select ending month and year to display 12 month period. Provides visual indicator on each day of month when event occurred. Can filter results.
EE Days Calendar	LP62.2	Form	Yes	No	No	No	No	Displays events based on 12 month period ending on designated month/year. Events displayed based on day of week event occurred. Can filter results.
EE Transaction Detail Inquiry	LP64.1	Form	Yes	No	No	No	No	Detailed view of transactions generated for an employee in plan structure. Includes all transactions that impact balance, including those not closed, and selected amounts and dates from master record.
EE Transaction Summary Inquiry	LP64.2	Form	Yes	No	No	No	No	Summarized view of a plan structure by calendar year for an employee. Beginning balances, ending balances and usage are shown. Transactions, including those not closed, are sub-totaled.
EE Transaction Detail Balance Inquiry	LP64.3	Form	Yes	No	No	No	No	Detailed view of transactions generated for an employee in plan structure. Includes all transactions that impact balance, including those not closed, and selected amounts and dates from master record.
EE Plan Balance Inquiry	LP65.1	Form	Yes	No	No	No	No	Summary view of an employee Available, Carryover, Reserve balances from all plans in which the employee is enrolled.
EE Absence Plan Master	LP31.1	Form	Yes	No	No	No	No	To view employee's current accrual plans, dates, and balances. Can use LP31 to enroll employee manually into a plan. Also used to maintain dates that control absence plan processing and current balance amounts. Date tab has a master override flag to prevent the LP100 from updating the record automatically.
Absence Plan Hours Balances	LP63.1	Form	Yes	No	No	No	No	Displays Available, Carryover, Reserve hours balances for all employees within a plan structure.
EE Absence Plan History Report	LP220	Report	No	Yes	Yes	Yes	Yes	Print a list of employees or a listing by Plan/Structure Group that shows changes to logged fields set up on Data Item Attributes (HR10.1) as LP topics.
EE Plan Transaction Report	LP240	Report	No	Yes	Yes	Yes	Yes	Generate a list of transactions.
EE Leave of Absence Report	LP251	Report	No	Yes	Yes	Yes	Yes	Print a report of leave of absence employee information, along with an eligibility calculation.
EE Service & Event Report	LP260	Report	No	Yes	Yes	Yes	Yes	Generate a list of the service and/or event information for selected employees.
EE Event Audit Report	LP262	Report	No	Yes	Yes	Yes	Yes	Print a report of employees who have met a specified threshold for absence events.
EE Transaction History Report	LP264	Report	No	Yes	Yes	Yes	Yes	Generate a list of historical transactions for selected employees in a selected plan or plans.