



HRIS Job Role Training

EE Absence Plan History Report

Forms: LP220

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Introduction

Run Employee Plan History Report (LP220) to print a list of employees or a listing by Plan/Structure

The listing shows the logged date or the effective date, the field, the previous field value and the new field value, along with the date stamp and user ID. Initial adds are logged with the create date, time, and user ID. Changes are logged with the change date, time and user ID.

R=Required, O=Optional

	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type LP220 in the White Search Box. Press ENTER on the keyboard.		
2	Job Name Field	R	For a new report, type a unique name for the job. To use an existing report, you can select a previously defined job from the Drill Around. The jobs displayed are for the active user, displayed in the User Name field.	Job Name is established for the resulting report.	You can define different sets of parameters for the same report by using alternate job names. For example, you can inquire on an existing job name, change the parameters values, type in a new job name and use the CHANGE button. Each job defined for a particular user must have a unique name.
3	Job Description Field	O	Type a description of the job.	A Job Description will display.	The job description helps you identify a batch job by providing additional information about the job name.
4	Absence Plan Field	O	Select an Absence Plan to limit report records within structure group		
5	Structure Group Fields	O	Select a Structure Group to limit report results		
6	Excluded End Date Field	O	Enter the date that will be used to exclude records that have a Master End Date on or before date specified.		If you leave field blank, records with employee master end dates will be included.
7	Employee Fields	O			
8	Date Fields	O	To run a report for specific date range, type the beginning and ending date		
9	Date Type Field	O	Select Effective or Logged date		If you select effective date, it will display results based on the Master Entry date shown on the LP31. If you select the Logged Date, it will display the transactions created on the date(s) specified.
10	Page Break by Employee Field	O	Indicate if you want the report to insert a page break between each employee		
11	Report Sequence Field	O	Select how you want the report sorted, either by plan structure or employee		
12	Add Field	R	Click Add and the submit report		Retrieve results from your print manager

