LeavePro

Notifications and Changes Detail Report

- **The Notifications and Changes Ad-Hoc report can identify FMLA used in a pay period. Request the report by clicking on the "New Ad-Hoc Report" button on the LeavePro reporting tab.**

- **Select the "Notifications and Changes Detail" report.**

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- **Under "Report Parameters," enter the time period (pay period) for the report. Include New Leaves, Changed Leaves, and All Open Leaves.**

My Reports   Create New Report   **Select Parameters**

Create New Report - Select Parameters

Step 2: Select Report Parameters & Format

Please select your parameters for the **Notifications And Changes Detail** report. All parameters are required.

Report Parameters

Start Date
09/25/2015

End Date
10/08/2015

Visibility As

Visibility Option
My own and my peers' direct reports

Include New Leaves On Report
Include

Include Changed Leaves On Report
Include

Include All Open Leaves on Report
Include

cancel   Back   **Submit**

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- **Select "Comma Delimited (Excel)" and "Send me a notification by email after my report runs." Submit the report.**

- **It may take a few minutes for the report to run. After receiving the email notification that the report is ready, view the report details.**

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- **Under "Report Run History," click on the blue text to download.**

- **The report will open in Excel. This is a large report, so it will take time to open. Once the report opens, select the header row highlighted below.**

Click on the "Data" tab at the top of the Excel document.

Note: If you get an error message when downloading the report, save the report and open the saved report.
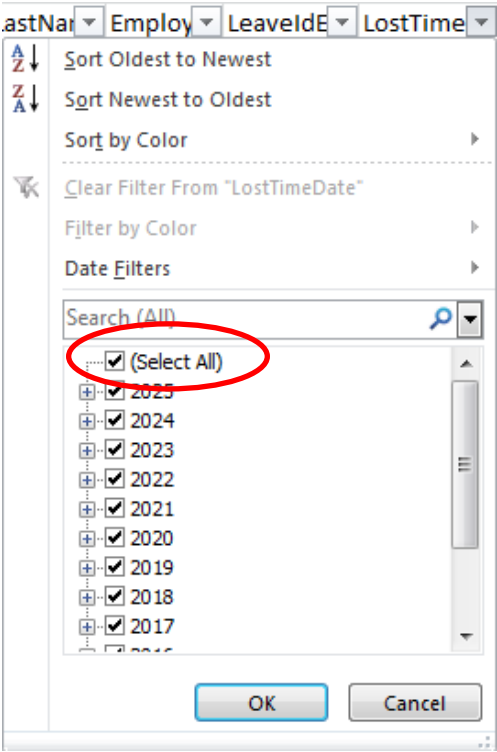
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- **Click on the "Filter" icon.**

- **Click on the "Lost Time Date" header.**

- **From the drop down menu, uncheck "Select All" and choose the year that you want to see.**

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- **Select "+" to expand the year.**

- **Next, check the month and select the dates that you want to see.**

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- **Expand the month by selecting the "+." Select "OK." You can sort by any of the header fields, and you will only see dates in the pay period you selected.**
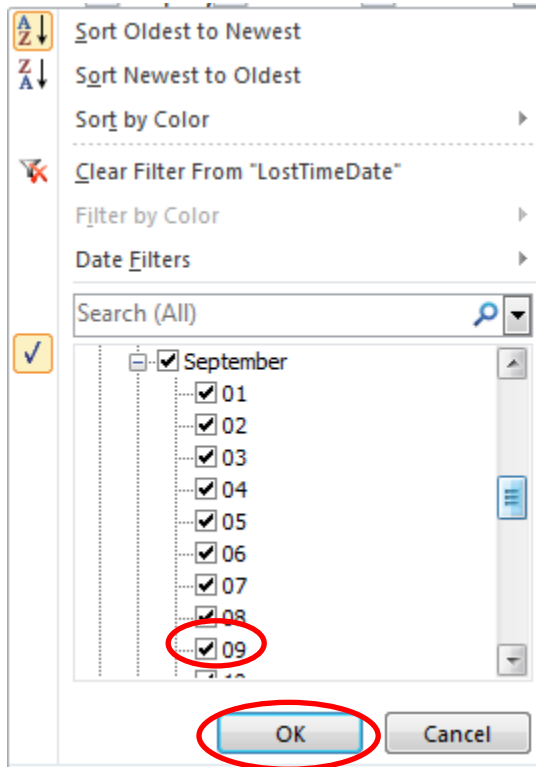
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- **To exclude dates for which no time was lost, uncheck the "0" box, and then select "OK."**

A↓Z	Sort Smallest to Largest
Z↓A	Sort Largest to Smallest
	Sort by Color ▶
▼	Clear Filter From "HoursLost"
	Filter by Color ▶
	Number Filters ▶

Search 🔍

- ☑ (Select All)
  - ☑ 0
  - ☑ 0.12
  - ☑ 0.25
  - ☑ 0.3
  - ☑ 0.33
  - ☑ 0.47
  - ☑ 0.5
  - ☑ 0.55
  - ☑ 0.57

[OK]   [Cancel]

For questions, contact DAS HRE:
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