

# 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.

My Reports

### My Reports - Home

Access reports that give you the information you need to manage your employees' absences. Configure your Operational reports in the way that works best for you – date ranges, leave reason, absence type and locations. Run ad hoc reports or schedule your preferred reports to run at regular intervals and receive notifications when they are available.

[New Report Subscription](#) [New Ad-Hoc Report](#)

Filter report list by

Report Type:

Active Reports Only

- Select the “Notifications and Changes Detail” report.

My Reports [Create New Report](#)

### My Reports - Create New Ad-Hoc Report

#### Step 1: Select Report Type

Operational Reports

- Estimated RTW  
Estimated RTW Report
- Closed Leave  
Closed Leave Report
- Leave Status and Time Used  
Leave Status and Time Used Report
- New Leaves Received  
New Leaves Received Report
- Open Leave Inventory  
Open Leave Inventory Report
- Intermittent Leave Certification  
Intermittent Leave Certification Report
- Notifications And Changes Summary  
Notifications And Changes Summary
- Notifications And Changes Detail  
Notifications And Changes Detail
- Employee Lost Days Summary  
Employee Lost Days Summary
- Exhausted Denied  
Exhausted Denied
- Restriction Accommodations Detail  
Restriction Accommodations Detail Report
- Registered Portal Users  
Registered Portal Users Report

[cancel](#)



For questions, contact DAS HRE:  
[FMLA@iowa.gov](mailto:FMLA@iowa.gov)



(844) 507-5393 (8am-8pm, M-F)  
[StateofIowa@ReedGroup.com](mailto:StateofIowa@ReedGroup.com)

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## Notifications and Changes Detail Report

- 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**  
[Dropdown menu]

**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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## Notifications and Changes Detail Report

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

My Reports   Create New Report   Select Parameters   Confirmation

### Create New Report - Confirmation

#### Report Summary

Ad-hoc: Notifications And Changes Detail Report, 2015-10-19  
Notifications And Changes Detail  
Run Once on [10/19/2015].

Report Format:  
 Adobe PDF   
 Comma Delimited (Excel)

Send me a notification by email after my report runs.

cancel   Back   Submit

- 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.

'. The 'view details' link is circled in red."/>

My Reports

Your request for the following Ad-Hoc report, Ad-hoc: Notifications And Changes Detail Report, 2015-10-19, has been received and will be processed in the order that it was received.

### My Reports - Home

Access reports that give you the information you need to manage your employees' absences. Configure your Operational reports in the way that works best for you – date ranges, leave reason, absence type and locations. Run ad hoc reports or schedule your preferred reports to run at regular intervals and receive notifications when they are available.

New Report Subscription   New Ad-Hoc Report

Filter report list by

Report Type: All Go

Active Reports Only

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### Ad-Hoc Reports

Name: Ad-hoc: Notifications And Changes Detail Report, 2015-10-19	Expires: n/a	<a href="#">view details </a>
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## Notifications and Changes Detail Report

- Under “Report Run History,” click on the blue text to download.

My Reports [View Report Detail](#)

### View Report Detail

Ad-hoc: Notifications And Changes Detail Report, 2015-10-19

[Schedule Copy](#) [Run Now](#)

#### Report Run History

Run Date	Download	Expires
10/19/2015	<a href="#">Ad-hoc_ Notifications And Changes Detail Report, 2015-10-19_20151019084312.csv</a>	11/02/2015

#### Report Details

Report Type: Notifications And Changes Detail  
Start Date: 9/25/2015 12:00:00 AM  
End Date: 10/8/2015 12:00:00 AM  
Visibility As: SHERYL JENSEN  
Visibility Option: All employees  
Include New Leaves On Report: Include  
Include Changed Leaves On Report: Include  
Include All Open Leaves on Report: Include  
Schedule: Run Once on [10/19/2015].

[Deactivate](#)

- 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.

Subscripti Ad-hoc: Notifications And Changes Detail Report, 2015-10-19  
Execution 10/19/2015

Results:

RecordType	FirstName	LastName	Employee	LeaveId	Ext	LostTime	Da	PlanName	HoursLost	AuthStatu	Intermitt	Estimated	ActualPar	PTOFlag	PayType	FullTime	Employm	Exempt	SupervisorName
------------	-----------	----------	----------	---------	-----	----------	----	----------	-----------	-----------	-----------	-----------	-----------	---------	---------	----------	---------	--------	----------------

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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## Notifications and Changes Detail Report

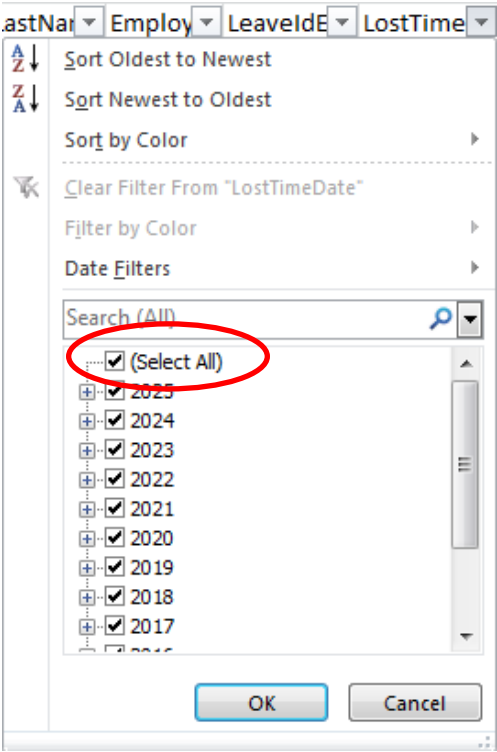
- Click on the “Filter” icon.



- Click on the “Lost Time Date” header.

Record	FirstName	LastName	Employ	LeaveldE	LostTime	PlanNa	HoursL	AuthSt	Interm	Estimat	ActualF	PTOF	PayTyp	FullTim	Employ	Exem	Superv	rName
	TERRI		64500280	#161555463	7/15/2015	FMLA	0	Approved					Hourly		Active		KENNET	
	TERRI		64500280	#161555463	7/16/2015	FMLA	0	Approved					Hourly		Active		KENNET	
	TERRI		64500280	#161555463	7/17/2015	FMLA	0	Approved					Hourly		Active		KENNET	
	TERRI		64500280	#161555463	7/18/2015	FMLA	0	Approved					Hourly		Active		KENNET	
	TERRI		64500280	#161555463	7/19/2015	FMLA	0	Approved					Hourly		Active		KENNET	

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



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## Notifications and Changes Detail Report

- Select “+” to expand the year.

The screenshot shows a software interface with the following elements:

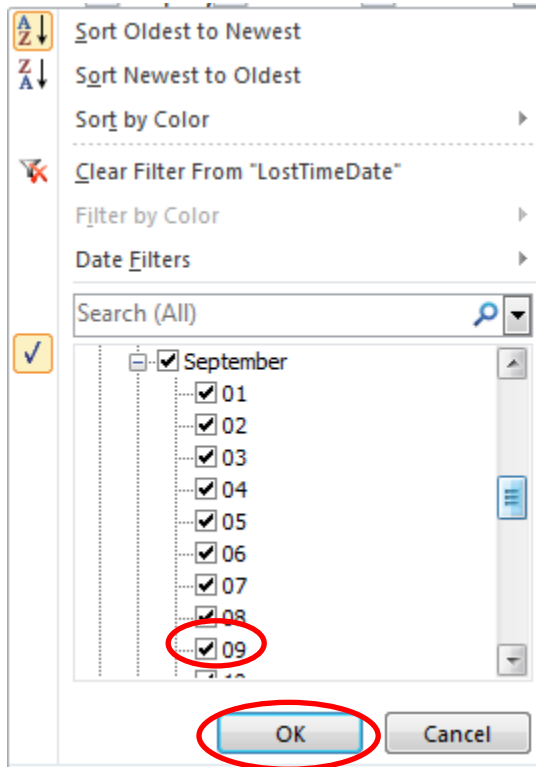
- Sorting options: **Sort Oldest to Newest** (A-Z), **Sort Newest to Oldest** (Z-A), and **Sort by Color**.
- Filtering options: **Clear Filter From "LostTimeDate"**, **Filter by Color**, and **Date Filters**.
- A search bar labeled **Search (All)**.
- A list of years from 2013 to 2022. The year 2015 is selected (checked) and highlighted in yellow. A red circle highlights the expand/collapse icon next to 2015.
- Buttons for **OK** and **Cancel**.

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

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## Notifications and Changes Detail Report

- **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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## Notifications and Changes Detail Report

- To exclude dates for which no time was lost, uncheck the “0” box, and then select “OK.”

The screenshot shows a software interface with the following elements:

- Sort Smallest to Largest (with A-Z icon)
- Sort Largest to Smallest (with Z-A icon)
- Sort by Color (with a right-pointing arrow)
- Clear Filter From "HoursLost" (with a trash icon)
- Filter by Color (with a right-pointing arrow)
- Number Filters (with a right-pointing arrow)
- A search bar with a magnifying glass icon.
- A list of checkboxes with the following values: (Select All), 0, 0.12, 0.25, 0.3, 0.33, 0.47, 0.5, 0.55, 0.57, and 0.58. The checkbox for '0' is circled in red.
- Buttons for 'OK' and 'Cancel'. The 'OK' button is circled in red.