



LeavePro™ Self-Service Reports

This presentation will provide you with information on the different types of reports to run in the LeavePro Self Service Portal as a Supervisor or Human Resources Manager

From the My Reports screen, you may choose to:

- Create a New Report Subscription (recurring report)
- Run an Ad-Hoc Report

HOME EMPLOYEES **MY REPORTS** ADMINISTRATORS' TOOLS

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](#)

Operational Reports

- Access granted by permission
- Create Report Subscription
 - Set recurrent report parameters
- Ad-hoc Report
 - Set one time report parameters

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

Ad-Hoc Reports

Name: Ad-hoc: Leave Status and Time Used Report, 2012-01-18	Expires: 02/01/2012	view details
Name: Ad-hoc: Leave Status and Time Used Report, 2012-01-12	Expires: 01/26/2012	view details

Scheduled Reports - Operational

Name: Daily Leave Status and Time Used Report	Report Date: 01/20/2012	Next Run Date: 01/23/2012	view details
Name: Daily Summary Intermittent Leave Certification Report	Report Date: 01/20/2012	Next Run Date: 01/23/2012	view details
Name: Daily Detailed Intermittent Leave Certification Report	Report Date: 01/20/2012	Next Run Date: 01/23/2012	view details
Name: Monthly New Leaves Received Report	Report Date: 01/18/2012	Next Run Date: 02/18/2012	view details
Name: Monthly Leave Status and Time Used Report	Report Date: 01/18/2012	Next Run Date: 02/18/2012	view details
Name: Monthly Leave Status and Time Used Report	Report Date: 01/18/2012	Next Run Date: 02/18/2012	view details

Run Date	Download	Expires
01/18/2012	Ad-hoc_Leave Status and Time Used Report, 2012-01-18_20120118082114.pdf	02/01/2012

Report Details

Report Type:	Leave Status and Time Used
Start Date:	10/18/2011 12:00:00 AM
End Date:	1/18/2012 12:00:00 AM
Leave reason:	- ALL -
WorkType:	- ALL -
Location:	- ALL -
Visibility As:	Kenneth Ames
Visibility Option:	Only selected person's direct reports
Division:	- ALL -
Leave Status:	- ALL -
Schedule:	Run Once on [01/18/2012].

Deactivate

Set Report Types, Parameters, Recurrence

- Select Report Type
- Parameters
 - Set Start & End Dates
 - Leave Reason
 - Missed Work Type
 - Location
 - Visibility As
 - Visibility Options
 - Division
 - Leave Status (open/closed)
- Schedule Recurrence
- Confirmation

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
- ACA Supplemental Hours Summary
ACA Supplemental Hours Summary Report
- Restriction Accommodations Detail
Restriction Accommodations Detail Report
- Registered Portal Users
Registered Portal Users Report

Step 2: Select Report Parameters & Format

Please select your parameters for the New Leaves Received report. All parameters are required.

Report Parameters

Date Window
Last Month

Leave reason
- ALL -
ADOPT - Adoption
ALTSTFAM - Alternate State Leave - Family
ALTSTSELF - Alternate State Leave - Self
BONEMARROW - Bone Marrow
BIRTH - Care for New Born
ACTIVEDUTY - Emergency Active Duty

WorkType
- ALL -
Continuous Leave
Intermittent Leave
Medical Only -- Continuous, less than 5 days
Medical Only -- Intermittent
Reduced Schedule Leave
No Lost Time

Location
- ALL -

Visibility As
Kenneth Ames

Visibility Option
Only selected person

Division
- ALL -

Leave Status
- ALL -

Default

Create New Report - Schedule Recurrence

Recurrence pattern

Daily Day 20 of every 1 month(s)
 Weekly The first Friday of every 1 month(s)
 Monthly Yearly

Range of recurrence

Start: 1/20/2012 No end date

Create New Report - Confirmation

Report Summary

Ad-hoc: Leave Status and Time Used Report, 2012-01-20
 Leave Status and Time Used

Run Once on [01/20/2012].

Report Format:
 Adobe PDF
 Comma Delimited (Excel)

Send me a notification by email after my report runs.

cancel Back Submit

Setting Report Types & Parameters

- Select Report Type
- Parameters
 - Set Start & End Dates
 - Leave Reason
 - Missed Work Type
 - Location
 - Visibility As
 - Visibility Options
 - Division
 - Leave Status (open/closed)
- Confirmation

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

Step 2: Select Report Parameters & Format

Please select your parameters for the Leave Status and Time Used report. All parameters are required.

Report Parameters

Start Date: 10/20/2011

End Date: 1/20/2012

Leave reason: - ALL -

WorkType: - ALL -

Location: - ALL -

Visibility As: Kenneth Ames

Visibility Option: Only selected person's direct rep

Division: - ALL -

Leave Status: - ALL -

Create New Report - Confirmation

Report Summary

Ad-hoc: Leave Status and Time Used Report, 2012-01-20

Leave Status and Time Used

Run Once on [01/20/2012].

Report Format:

Adobe PDF

Comma Delimited (Excel)

Send me a notification by email after my report runs.

cancel Back Submit

Open Leave Inventory Report

This report lists leave and employee information for all leaves that are marked as open that fit into passed in parameters.

Besides potential filters through parameters above, the report automatically filters on the following:

- Employee has a listed job that is active during the period of the leave being returned

Open Leave Inventory Report

ReedDemo

Total Number of Participants: 6

Work Type: All

Leave Status: All

Leave Reason: All

Location: All

Division: All

Run by: demo1@rgl.net

Visibility as: Edmond Dantez

Visibility Option: Only selected person's direct reports

Leave No.	Location	Work State	Leave Reason	Relationship	Type	Plan	Plan Status	Plan Denied Reason	Last Day Worked Date	Leave Received Date	Plan Start	Benefit Start Date	Plan End	Est. RTW	Time Used	Time Remaining
Bohlike, Luna 9849635 [2]																
570741256422	UH50	WI	Employee Health Condition		Continuous	CA-FRA	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	CT-FML	Pending		09/13/2009	09/20/2009	09/14/2009		01/03/2010		88 hours	552 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	DC-FML	Pending		09/13/2009	09/20/2009	09/14/2009		01/03/2010		88 hours	552 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	FMLA	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	ME-FML	Pending		09/13/2009	09/20/2009	09/14/2009		11/22/2009		88 hours	312 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	OR-FML	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	RI-FML	Pending		09/13/2009	09/20/2009	09/14/2009		12/13/2009		88 hours	432 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	STD	Pending		09/13/2009	09/20/2009	09/14/2009		02/26/2010		11 days	
570741256422	UH50	WI	Employee Health Condition		Continuous	VT-FML	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	WA-FML	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	WI-FML	Pending		09/13/2009	09/20/2009	09/14/2009		09/27/2009		80 hours	0 hours
570741256422	UH50	WI	Employee Health Condition		Continuous	WI-FML	Denied	Exhausted	09/13/2009	09/20/2009	09/28/2009		12/31/2009		80 hours	0 hours
555780799840	UH50	WI	Pregnancy / Maternity		Continuous	CA-FRA	Denied	Ineligible		09/21/2009	09/29/2009		12/17/2009		0 hours	480 hours
555780799840	UH50	WI	Pregnancy / Maternity		Continuous	CA-PDL	Pending			09/21/2009	09/29/2009		12/17/2009		0 hours	704 hours
555780799840	UH50	WI	Pregnancy / Maternity		Continuous	CA-PFL	Denied	Ineligible		09/21/2009	09/29/2009		12/17/2009		0 hours	240 hours
555780799840	UH50	WI	Pregnancy / Maternity		Continuous	CT-FML	Pending			09/21/2009	09/29/2009		12/17/2009		0 hours	640 hours

Execution Time: 9/28/2009 3:34:59 PM

Page 1 of 5

This report provides a list of employee and leave information for closed leaves.

Besides potential filters through report parameters above, the report automatically filters on the following:

- Only leaves that have an approved segment are considered
- Employee has a listed job that is active during the period of the leave being returned
- The leave is not closed because of a systemic cancellation (user cancellations are included)

Closed Leave Report ReedDemo

Report Period: 6/1/2009 - 9/28/2009

Total Number of Participants: 1

Work Type: All

Leave Reason: All

Location: All

Division: All

Run by: demo1@rgl.net

Visibility as: Edmond Dantez

Visibility Option: Only selected person's direct reports

Leave No.	Location	Work State	Leave Reason	Relationship	Type	Approved/ Requested Leave Start	Approved/ Requested Leave End	RTW Date	Leave Closed Date	Leave Closed Reason
Trakand, Elayne 981567 [3]										
680961030934	NJMB	CA	Pregnancy / Maternity		Continuous	10/05/2009	10/30/2009		09/23/2009	CANCELLED

This report provides a list of employee and leave information including the Return to Work date for completed and approved leaves that the user running the report is allowed to see.

Besides potential filters through parameters above, the report automatically filters on the following:

- Only leaves that have an approved segment are considered
- Employee has a listed job that is active during the period of the leave being returned

Estimated RTW Report

ReedDemo

Report Period: 7/1/2009 - 11/27/2009

Total Number of Participants: 2

Work Type: All

Leave Status: All

Leave Reason: All

Location: All

Division: All

Run by: demo1@rgl.net

Visibility as: Edmond Dantez

Visibility Option: Only selected person's direct reports

Leave No.	Location	Work State	Leave Reason	Relationship	Type	Est. RTW	Leave Status	Leave Start Date	Leave End Date
Clementine, Lina 9849771 [2]									
972826485494	NJMB	WI	Employee Health Condition		Continuous	11/11/2009	Open	09/21/2009	11/11/2009
Trakand, Elayne 981567 [3]									
946027518888	NJMB	CA	Employee Health Condition		Continuous	11/27/2009	Open	09/14/2009	11/27/2009
581927232006	NJMB	CA	Employee Health Condition		Continuous	10/29/2009	Open	09/29/2009	10/29/2009

Intermittent Leave Certification Report

Lists out leave request data and employee information for all intermittent leaves that fit into passed in parameters.

Besides potential filters through parameters above, the report automatically filters on the following:

- Employee has a listed job that is active during the period of the leave being returned

Intermittent Leave Certification Report

Bolton, Suzanne

Leave #	Employee ID	Location Name	Work State	Leave Status	Leave Reason	Relationship	Plan	Plan Start Date	Plan End Date	Plan Status	Frequency and Duration	Hours Requested	Hours Approved	Hours Denied
331003998580	98344		NY	Open	Family Health Condition	Child	FMLA	06/15/2011	10/20/2011	Approved	8.00 hours, N/A every 2 week(s) for Incapacity; 4.00 hours, N/A every 2 month(s) for Office Visit	20.00	20.00	0.00

Occurrence #	Occurrence Date	Occurrence Type	Occurrence Hours Requested	Occurrence Hours Pending	Occurrence Hours Approved	Occurrence Hours Denied
5	06/16/2011	Incapacity	8.00	0.00	8.00	0.00
6	06/30/2011	Incapacity	8.00	0.00	8.00	0.00
7	06/21/2011	Office Visit	4.00	0.00	4.00	0.00

Clark, Ashley

Leave #	Employee ID	Location Name	Work State	Leave Status	Leave Reason	Relationship	Plan	Plan Start Date	Plan End Date	Plan Status	Frequency and Duration	Hours Requested	Hours Approved	Hours Denied
883019307946	98235		IA	Closed	Employee Health Condition	Self	FMLA	07/15/2010	07/14/2011	Approved	8.00 hours, 3 time(s) every 1 month(s) for Incapacity	48.00	48.00	0.00

Occurrence #	Occurrence Date	Occurrence Type	Occurrence Hours Requested	Occurrence Hours Pending	Occurrence Hours Approved	Occurrence Hours Denied
131	04/13/2011	Incapacity	8.00	0.00	8.00	0.00
132	04/26/2011	Incapacity	8.00	0.00	8.00	0.00
133	05/04/2011	Incapacity	8.00	0.00	8.00	0.00
134	05/17/2011	Incapacity	8.00	0.00	8.00	0.00
135	06/21/2011	Incapacity	8.00	0.00	8.00	0.00
136	06/10/2011	Incapacity	8.00	0.00	8.00	0.00

Jenner, John

Leave #	Employee ID	Location Name	Work State	Leave Status	Leave Reason	Relationship	Plan	Plan Start Date	Plan End Date	Plan Status	Frequency and Duration	Hours Requested	Hours Approved	Hours Denied
253685536258	98368		CO	Closed	Employee Health Condition	Self	FMLA	07/01/2010	06/30/2011	Approved	8.00 hours, N/A every 3 month(s) for Incapacity	56.00	56.00	0.00

Occurrence #	Occurrence Date	Occurrence Type	Occurrence Hours Requested	Occurrence Hours Pending	Occurrence Hours Approved	Occurrence Hours Denied
42	04/06/2011	Incapacity	8.00	0.00	8.00	0.00
43	04/19/2011	Incapacity	8.00	0.00	8.00	0.00
45	05/26/2011	Incapacity	8.00	0.00	8.00	0.00
46	06/08/2011	Incapacity	8.00	0.00	8.00	0.00
47	06/22/2011	Incapacity	8.00	0.00	8.00	0.00
48	05/09/2011	Incapacity	8.00	0.00	8.00	0.00
49	04/28/2011	Incapacity	8.00	0.00	8.00	0.00

Leave Status and Time Used Report

This report lists the leaves, plans and usage time for leaves that fall within the in parameters passed.

Besides potential filters through parameters above, the report automatically filters on the following:

- Employee has a listed job that is active during the period of the leave being returned
- Only takes requests that have been completed in the system into consideration
- Partial and incomplete system entries are not considered
- Considers closed leaves between start/end date parameters if the leave is closed.

Leave Status and Time Used Report

ReedDemo

Report Period: 6/28/2009 - 9/28/2009

Total Number of Participants: 6

Work Type: All

Leave Status: All

Leave Reason: All

Location: All

Division: All

Run by: demo1@rgi.net

Visibility as: Edmond Dantez

Visibility Option: Only selected person's direct reports

Leave No.	Location	Work State	Leave Reason	Type	Plan	Leave Status	Plan Status	Plan Denied Reason	Last Day Worked Date	Leave Received Date	Plan Start	Benefit Start Date	Plan End	Est. RTW	Time Used	Time Remaining
Bohike, Luna 9849635 [2]																
570741256422	UH50	WI	Employee Health Condition	Continuous	CA-FRA	Open	Denied	Ineligible	09/13/2009	09/20/2009	12/07/2009		02/26/2010		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	CA-FRA	Open	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	CT-FML	Open	Denied	Ineligible	09/13/2009	09/20/2009	01/04/2010		02/26/2010		88 hours	552 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	CT-FML	Open	Pending		09/13/2009	09/20/2009	09/14/2009		01/03/2010		88 hours	552 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	DC-FML	Open	Denied	Exhausted	09/13/2009	09/20/2009	01/04/2010		02/26/2010		88 hours	552 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	DC-FML	Open	Pending		09/13/2009	09/20/2009	09/14/2009		01/03/2010		88 hours	552 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	FMLA	Open	Denied	Ineligible	09/13/2009	09/20/2009	12/07/2009		02/26/2010		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	FMLA	Open	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	ME-FML	Open	Denied	Exhausted	09/13/2009	09/20/2009	11/23/2009		02/26/2010		88 hours	312 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	ME-FML	Open	Pending		09/13/2009	09/20/2009	09/14/2009		11/22/2009		88 hours	312 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	OR-FML	Open	Denied	Ineligible	09/13/2009	09/20/2009	12/07/2009		02/26/2010		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	OR-FML	Open	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	RI-FML	Open	Denied	Exhausted	09/13/2009	09/20/2009	12/14/2009		02/26/2010		88 hours	432 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	RI-FML	Open	Pending		09/13/2009	09/20/2009	09/14/2009		12/13/2009		88 hours	432 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	STD	Open	Pending		09/13/2009	09/20/2009	09/14/2009		02/26/2010		11 days	
570741256422	UH50	WI	Employee Health Condition	Continuous	VT-FML	Open	Denied	Ineligible	09/13/2009	09/20/2009	12/07/2009		02/26/2010		88 hours	392 hours
570741256422	UH50	WI	Employee Health Condition	Continuous	VT-FML	Open	Pending		09/13/2009	09/20/2009	09/14/2009		12/06/2009		88 hours	392 hours

New Leaves Received Report

This report lists information for leaves that were opened between the passed in start and end dates from the parameter list.

Besides potential filters through parameters above, the report automatically filters on the following:

- Requested Start date of the leave must be within the range of valid job from/thru dates for the employee

New Leaves Received Report

ReedDemo

Report Period: 6/1/2009 - 9/28/2009

Total Number of Participants: 6

Work Type: All

Leave Status: All

Leave Reason: All

Location: All

Division: All

Run by: demo1@rgl.net

Visibility as: Edmond Dantez

Visibility Option: Only selected person's direct reports

Leave No.	Location	Work State	Leave Reason	Relationship	Type	Last Day Worked Date	Leave Received Date	Requested Leave Start	Requested Leave End
Bohlke, Luna 9849635 [2]									
570741256422	UH50	WI	Employee Health Condition		Continuous	09/13/2009	09/20/2009	09/14/2009	02/28/2010
555780799840	UH50	WI	Pregnancy / Maternity		Continuous		09/21/2009	09/29/2009	12/17/2009
Broadhead, Robinette 989410 [1]									
191567017795	CTAA	RI	Pregnancy / Maternity		Continuous	09/30/2009	09/25/2009	10/01/2009	12/01/2009
Burrow, Marikas 9849979 [1]									
557588993867	CTAA	WI	Employee Health Condition		Continuous	09/23/2009	09/24/2009	09/24/2009	10/15/2009
Clementine, Lina 9849771 [2]									
972826485494	NJMB	WI	Employee Health Condition		Continuous	09/20/2009	09/25/2009	09/21/2009	11/11/2009
206105963822	NJMB	WI	Pregnancy / Maternity		Continuous	09/30/2009	09/25/2009	10/01/2009	12/01/2009
Cullen, Carlisle 989162 [1]									
834324538164	CTAA	CA	Employee Health Condition		Continuous	09/13/2009	09/23/2009	09/14/2009	11/27/2009
Hale, Jasper 989410 [1]									
750689580542	B020	RI	Employee Health Condition		Continuous		09/21/2009	09/23/2009	10/23/2009
Trakand, Elayne 981567 [3]									
680961030934	NJMB	CA	Pregnancy / Maternity		Continuous	10/02/2009	09/23/2009	10/05/2009	10/30/2009
946027518888	NJMB	CA	Employee Health Condition		Continuous	09/11/2009	09/23/2009	09/14/2009	11/27/2009
581927232006	NJMB	CA	Employee Health Condition		Continuous		09/23/2009	09/29/2009	10/29/2009

Notification & Changes Summary Report

This report lists information about the authorized time periods an employee is away from work. It identifies the leave plans the employee is authorized to use while away, the start and end dates of those leave plans, and the status of the leave plans. Records marked as T (Today) indicate the Start Date, End Date, or RTW Date is the current date.

Data Element	Definition
Recordtype	New , Changed, Today or null
FirstName	Employees First Name
LastName	Employees Last Name
EmployeeNumber	Employees Employee Number
LeaveIDExternal	The Reed system identifier for this leave
OrganizationName	From the client roster
WorkState	Employee's work state
AbsenceReason	The reason for the absence
LeaveType	Intermittent, Continuous, Reduced, Med Restriction No Lost Time
PlanName	The leave plan covering the lost time
OpenDate	The date the case was opened
CaseStatus	The current case status; open, closed, denied etc
AuthStatus	Approved, Denied, Pending
AuthFromDate	Authorization From Date
AuthThruDate	Authorization Through Date
DenialReason	Reason plan was denied
EstimatedPartialRTW	Estimated return to work date (partial duty)
ActualPartialRTW	Actual return to work date (partial duty)
EstimatedFullRTW	Estimated return to work date (full duty)
ActualFullRTW	Actual return to work date (full duty)
TimeUsed	Hours lost on this leave plan so far on this absence only.
LastDayWorked	Last Day Worked
UnionName	From the client roster
PTOFlag	If employee requested PTO
PayType	From the client roster (primary source)
FullTime	From the client roster (primary source)
EmploymentStatus	From the client roster (primary source)
Exempt	From the client roster (primary source)
SupervisorName	From the client roster (primary source)

Notification & Changes Detail Report

This report includes the lost time hours for every date covered by any leave plan . There will be multiple rows, one for each plan active for any part of that date. All statuses (Pending, Approved, Denied) are included in the report. The data included will be for the date range specified by the user. New and Changed data outside that range will also be shown for the leaves included in the report.

Data Element	Definition
Recordtype	New , Changed, or null
FirstName	
MiddleName	
LastName	
EmployeeNumber	From the client roster
LeaveID	The Reed system identifier for this leave
LeaveldExternal	
EmployeeNumber	From the client roster
LostTimeDate	mm/dd/yyyy format
PlanName	The leave plan covering the lost time – there will be a row for each plan applicable for the day or part of day. There can be several leave plans active on the same day.
HoursLost	Decimal(5,2)
AuthStatus	Denied, Pending, Approved
IntermittentOccurrenceType	Office Visit, Incapacity
Start Time	This is not a field tracked in LeavePro™
EstimatedPartialRTW	Estimated return to work date (partial duty)
ActualPartialRTW	Actual return to work date (partial duty)
PTOFlag	If employee requested PTO
PayType	From the client roster (primary source)
FullTime	From the client roster (primary source)
EmploymentStatus	From the client roster (primary source)
Exempt	From the client roster (primary source)
SupervisorName	From the client roster (primary source)

This report includes all leaves that are denied or completely exhausted, sorted by employee.

Exhausted Denied Report ReedDemo

Report Period: 10/1/2013 - 10/31/2013
Total Number of Participants: 5
Work Type: All

Run by: ReedDemo@ReedGroup.com
Visibility as: Kenneth Ames
Visibility Option: All employees

Leave Reason: All
Location: All
Division: All

Leave No.	Location	Work State	Leave Reason	Type	Plan	Plan Status	Denied Auth Status Date	Plan Denied Reason	Last Day Worked Date	Leave Received Date	Plan Start	Plan End	Est. RTW	Time Used	Time Remaining as of End of Report Period	Time Remaining as of End of Leave
Amutavi, Sarah 98588 [3]																
808911370740		OR	Employee Health Condition	Continuous	FMLA	Denied		Exhausted	10/11/2013	10/11/2013	10/11/2013	10/17/2013		0	0	0
808911370740		OR	Employee Health Condition	Continuous	OFLA-SHC	Denied		Exhausted	10/11/2013	10/11/2013	10/11/2013	10/17/2013		0	0	0
Beaupre, Matthew 98581 [2]																
245000444856		OR	Employee Health Condition	Continuous	ADA	Denied	2013-07-05	Nonconcurrent	07/02/2013	07/05/2013	07/03/2013	02/28/2014		0	0	0
245000444856		OR	Employee Health Condition	Continuous	FMLA	Approved	2013-07-05		07/02/2013	07/05/2013	07/03/2013	09/24/2013		480	0	0
245000444856		OR	Employee Health Condition	Continuous	FMLA	Denied	2013-07-05	Administrative	07/02/2013	07/05/2013	09/25/2013	02/28/2014		0	0	0
245000444856		OR	Employee Health Condition	Continuous	OFLA-SHC	Approved	2013-07-05		07/02/2013	07/05/2013	07/03/2013	09/24/2013		480	0	0
245000444856		OR	Employee Health Condition	Continuous	OFLA-SHC	Denied	2013-07-05	Administrative	07/02/2013	07/05/2013	09/25/2013	02/28/2014		0	0	0
Breen, George 98552 [1]																
938897483876		CA	Workplace Accommodations	No Lost Time	ADA	Approved	2013-08-21		07/01/2013	08/21/2013	08/01/2013	08/30/2013		0	0	0
938897483876		CA	Workplace Accommodations	No Lost Time	ADA	Denied	2013-08-21	Certification Not Returned	07/01/2013	08/21/2013	10/01/2013	11/11/2013		0	0	0
Lenahan, Michael 98330 [1]																
834542298060		AZ	Employee Health Condition	Continuous	FMLA	Approved	2013-09-24		09/24/2013	09/24/2013	09/24/2013	09/27/2013		32	448	448
834542298060		AZ	Employee Health Condition	Continuous	FMLA	Denied	2013-09-24	Medical information incomplete	09/24/2013	09/24/2013	09/28/2013	10/07/2013		0	448	448
Mano, Michael 98306 [1]																
598917574647		MD	Employee Health Condition	Continuous	FMLA	Pending			02/28/2013	07/18/2013	03/01/2013	05/23/2013	10/01/2013	480	0	0
598917574647		MD	Employee Health Condition	Continuous	FMLA	Denied		Exhausted	02/28/2013	07/18/2013	05/24/2013	10/01/2013	10/01/2013	0	0	0

This report shows the number of lost days per leave, per employee.

Lost Days Summary Report Demo

Report Period: 11/13/2013

Leave Type: All

Run by: Cathy-
Tracey12@example.com

Visibility as: Cathy-
Tracey12@example.com

Visibility Option: All employees

Employee Name	Employee Number	Open Leave Count	Lost Day Count
Jackson, James	21300	1	8.0
Martinez, Robert	28793	1	7.0
Edwards, Laurie	98100	1	33.0
Tracey, Cathy	67890	1	33.0
Duran, Angela	12345	1	17.0
Alan, Josh	21730	1	10.0

This routine report provides a list of registered users to the portal. It will be used to:

1. Ensure proper permissions are being granted to managers, HR, etc.
2. To promote employee and manager usage of online tools

This report includes Registered Date, Last Access Date, Roles, Supervisor Contact, HR Contact, # Leaves Opened By User, Missed Work Types, # ITORs Opened by User, User Status, Email, Job Status, Read Only, & Peer Relationships.

Registered Portal Users Report ReedDemo

Report Period: 1/1/2015 - 2/19/2015

Total Number of Participants: 83

Location: All

Division: All

Run by: kzappolo@reedgroup.com

Visibility as:

Visibility Option: All employees

Registered Date	Last Access Date	Roles	Supervisor Contact	HR Contact	# Leaves Opened By User	Missed Work Types	# ITORs Opened By User	User Status	Email
admin.reed	SSAdmin	Self Service Admin			0		0	Active	reeddemo@rgl.net

Restriction Accommodations Detail Report

This report is on Restrictions data so that employees with ADA, LTD or STD leaves and employment restrictions can be managed. Given that a client uses the Restrictions Module and/or the ADA, Disability, LTD Modules then information is present a report.

Restriction Accommodations Detail ReedDemo

Report Period: 01/01/2015 - 02/19/2015

Total Number of Participants: 5

Leave Type: All

Leave Status: All

Location: All

Division: All

Run by: kzappolo@reedgroup.com

Visibility as:

Visibility Option: All employees

Employee Name	Leave No.	Employee ID	Location	Location Name	Division Org Code	Division Org Name	Work State	Leave Reason	L
Fratini, Kevin 98436									
Fratini, Kevin	461842954639	98436					CA	Employee Health Condition	01.
Fratini, Kevin	461842954639	98436					CA	Employee Health Condition	01.
Fratini, Kevin	461842954639	98436					CA	Employee Health Condition	01.
Fratini, Kevin	461842954639	98436					CA	Employee Health Condition	01.
Gregory, Sean 98417									
Gregory, Sean	549709167412	98417					TX	Employee Health Condition	11.
Gregory, Sean	549709167412	98417					TX	Employee Health Condition	11.
Gregory, Sean	549709167412	98417					TX	Employee Health Condition	11.