Supervisors: How To Generate A Report

Purpose

You can generate reports on a daily, weekly, or pay period basis, or any time you need information to accomplish your business tasks.

Steps To Generate A Report

1. You can generate a report for specific employees or for all employees:
   • Specific:
     a. Click the MY GENIES tab and select Leave Usage Genie from the drop-down menu.
     b. Hold the Ctrl key and click the specific employee names.
     c. Click the Reports quick link from the top left menu.
   • All:
     Click General > Reports.

2. In the Select Report frame, click the plus (+) to expand a category and view the reports available.
## Steps To Generate A Report

3. Click a report to review its description at the bottom of the page and ensure that the report returns the data you need.

<table>
<thead>
<tr>
<th>5</th>
<th>Select the specific time period from the <strong>Time Period</strong> drop-down list.</th>
</tr>
</thead>
</table>
| 6 | Select one or more of the additional options to include in the report.  
**Note:** Options vary depending on the report.  
| 7 | Click the **Run Report** button. |
| 8 | The **Status** column will show the report is running.  
Click the **Refresh Status** button to verify the report is Complete. |

*Last updated on 8/10/2012*
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9  Click View Report.

The following is an example of an *Employee Transactions & Totals* report.

![Employee Transactions & Totals report](image)