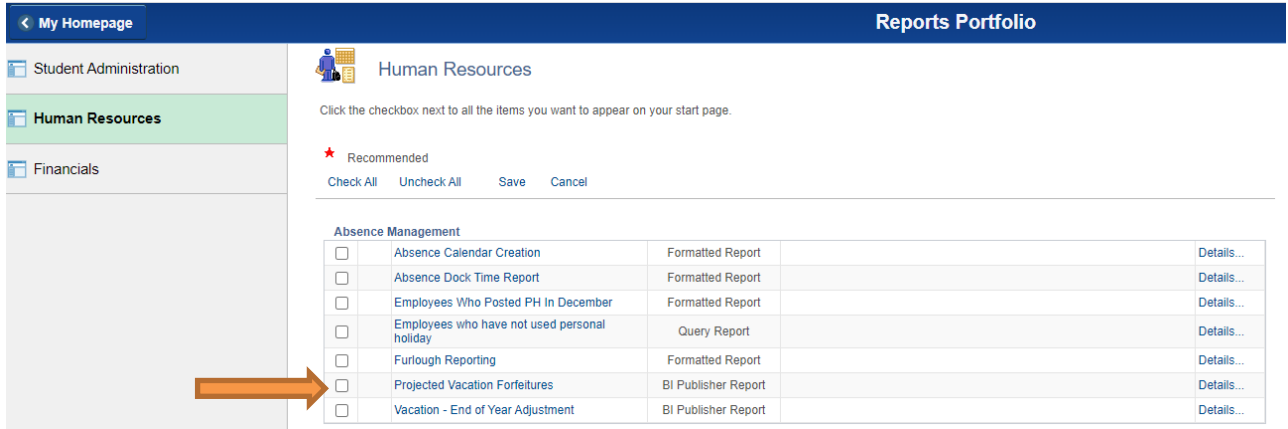


Instructions for Running the Projected Vacation Forfeitures Report

This report is available to each timekeeper and manager. Select Reports Portfolio from the Homepage. Then go to Human Resources → Absence Management → Projected Vacation Forfeitures.



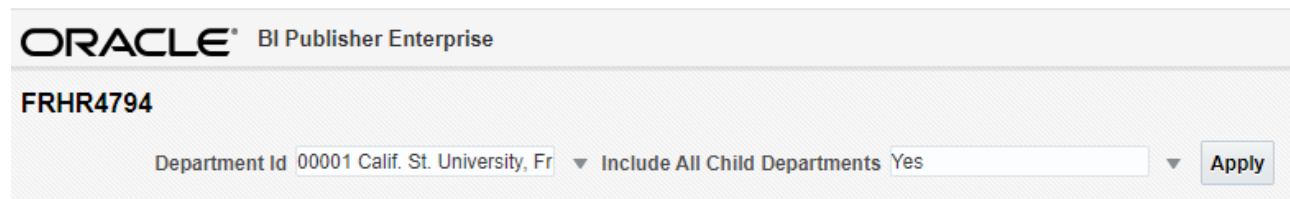
The screenshot shows the Oracle BI Publisher interface. On the left is a navigation menu with 'My Homepage', 'Student Administration', 'Human Resources', and 'Financials'. The main area is titled 'Reports Portfolio' and 'Human Resources'. Below this, there's a 'Recommended' section with 'Check All', 'Uncheck All', 'Save', and 'Cancel' buttons. A table titled 'Absence Management' lists several reports. An orange arrow points to the 'Projected Vacation Forfeitures' report in the table.

Absence Management			
<input type="checkbox"/>	Absence Calendar Creation	Formatted Report	Details...
<input type="checkbox"/>	Absence Dock Time Report	Formatted Report	Details...
<input type="checkbox"/>	Employees Who Posted PH In December	Formatted Report	Details...
<input type="checkbox"/>	Employees who have not used personal holiday	Query Report	Details...
<input type="checkbox"/>	Furlough Reporting	Formatted Report	Details...
<input type="checkbox"/>	Projected Vacation Forfeitures	BI Publisher Report	Details...
<input type="checkbox"/>	Vacation - End of Year Adjustment	BI Publisher Report	Details...

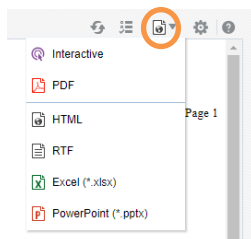
You will select the department you want to run the report for. If you have several departments that report to you, select the department highest in the hierarchy. For example, if you are running it for your college, you would select the Department ID number for the Dean. All other departments roll-up to the dean's department number, and those department will be included in the report. In this instance you would also want to make sure that that the answer to the question "Include All Child Departments" is Yes. This will include all departments that roll up to the selected department in the report.

However, if you just want to run the report for only the individuals who report directly to the Dean of the college, enter the Department ID for the college, and answer the "Include All Child Departments?" with a No.

If you have no other departments that roll-up to your department, you can leave the default answer to the child department question as it is. Click "Apply"



The screenshot shows the Oracle BI Publisher configuration screen for report 'FRHR4794'. It includes the Oracle BI Publisher Enterprise logo, the report ID 'FRHR4794', and a configuration area with 'Department Id' set to '00001 Calif. St. University, Fr' and 'Include All Child Departments' set to 'Yes'. An 'Apply' button is visible.



The screenshot shows the report viewer interface. A menu is open, showing options for exporting the report: Interactive, PDF, HTML, RTF, Excel (*.xlsx), and PowerPoint (*.pptx). The 'Interactive' option is highlighted.

The report will load to the screen. To export the report in either PDF, HTML, RTF, Excel, or PowerPoint, click the page icon and select the desired format.