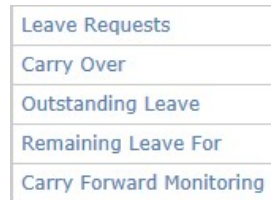


## EASY - Annual Leave Reports

**Before** running annual leave reports on EASY please refer to the guidance on People First - **EASY Reports Running v1** for general details on how to run, open and save reports.

Click on **Management > Reports**

There are 5 annual leave reports you can use:



Using the **Leave Request** report will allow you to view your employees leave requests

- By status (data entry, submitted, authorised etc.)
- Using different date ranges

Using the **Carry Over** report will allow you to view your employees carry forward requests

- By status (data entry, submitted, authorised etc.)

Using the **Outstanding Leave** report will allow you to view your employees remaining leave entitlements for leave years.

- For different leave years

Using the **Remaining Leave For** report will allow you to view remaining leave entitlements for leavers

- Using different date ranges

Using the **Carry Forward Monitoring** report will allow you to look at the status of carry forward requests

- By status (data entry, submitted, authorised etc.)
- Using different date ranges

The parameters for each report are different:

- Use the drop-down boxes and calendars where available to select parameters required,
- Use the 'Output to single Worksheet' and/or 'Simplified Worksheet' to produce reports in an easily manipulated worksheet.