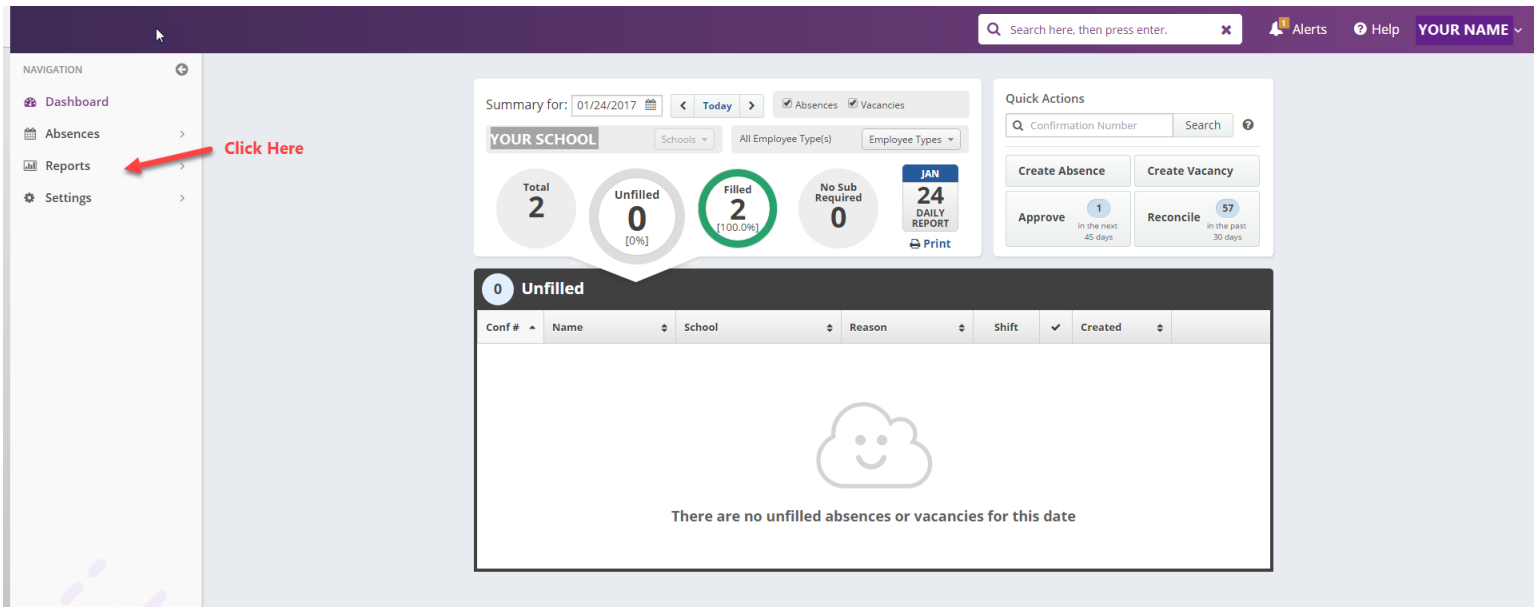
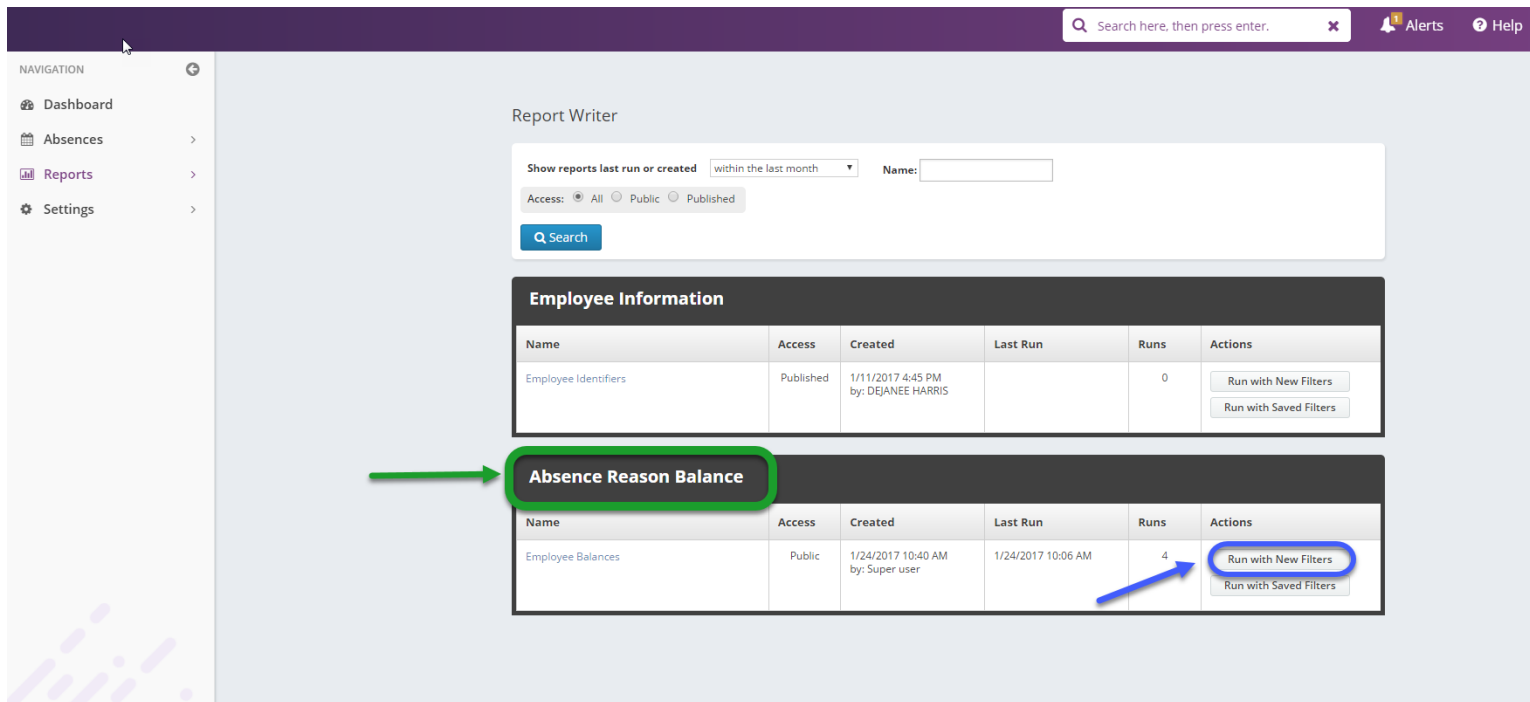


Aesop for Administrators - Access your own Leave Balances

1. **Select** Reports from the menu options on the left of the screen



2. Select Report Writer from the menu options, identify the **Absence Reason Balance Report** and select **Run with New Filters**



3. Enter your name into the Employee Full Name box and select Run

REPORTwriter Filter Report

Employee Balances Run Cancel

Available Fields

Common Fields

- Employee Full Name
- Employee Identifier
- Absence Reason
- School
- Days used since as of date
- Days scheduled in the future
- Days remaining (as of run date)
- Days remaining (after future Absences)
- Days used before as of date
- As of date

Other Fields

- Absence Reason External ID
- Absence Reason External ID 2
- Balance Tracking Type
- Employee Active

Filters

Employee Full Name (Enter YOUR name here) All

Run Date 0 Day(s) before today Relative Fixed

4. A new report dashboard will appear and your report should be listed at the top.

Search here, then press enter. Alerts

NAVIGATION

- Dashboard
- Absences
- Reports
- Settings

Employee Balances Return to Report Template List

Type: Absence Reason Balance
Created 1/24/2017 10:40 AM by Super user

Actions: Run with New Filters Run with Saved Filters

Details

- 8 Display Fields
- 1 Sort Fields

Report Executions

Date Range: 01/17/2017 01/24/2017 Search

Entered	Started	Finished	Output
1/24/2017 2:34:20 PM (View Details)	1/24/2017 2:34:20 PM	1/24/2017 2:34:20 PM	Download
1/24/2017 10:06:36 AM (View Details)	1/24/2017 10:06:37 AM	1/24/2017 10:06:37 AM	Download
1/24/2017 10:02:21 AM (View Details)	1/24/2017 10:02:22 AM	1/24/2017 10:02:22 AM	Download
1/24/2017 10:01:11 AM (View Details)	1/24/2017 10:01:11 AM	1/24/2017 10:01:12 AM	Download
1/24/2017 9:42:11 AM (View Details)	1/24/2017 9:42:11 AM	1/24/2017 9:42:15 AM	Download

5. Select View Details in blue to review your leave balances. You can also use these steps to review the leave balances for any employee you have access to in Aesop should you have questions about their usage. The report will be emailed to you or you can select Web Page from the download results dialog box that will populate.

Employee Balances Return to Report Template List

Type: Absence Reason Balance
Created 1/24/2017 10:40 AM by Super user

Actions: Run with New Filters Run with Saved Filters

Details

- 8 Display Fields >
- 1 Sort Fields >

Report Executions

Date Range: 01/17/2017

Report Run

Started 1/24/2017 2:34:20 PM
Finished 1/24/2017 2:34:20 PM

Download Results

Web Page

Notification emailed to **Your Email Address**

Entered	Finished	Output
1/24/2017 4:23:17 PM		
1/24/2017 2:34:20 PM	1/24/2017 2:34:20 PM	
1/24/2017 10:06:36 AM (View Details)	1/24/2017 10:06:37 AM	1/24/2017 10:06:37 AM
1/24/2017 10:02:21 AM (View Details)	1/24/2017 10:02:22 AM	1/24/2017 10:02:22 AM
1/24/2017 10:01:11 AM (View Details)	1/24/2017 10:01:11 AM	1/24/2017 10:01:12 AM
1/24/2017 9:42:11 AM (View Details)	1/24/2017 9:42:11 AM	1/24/2017 9:42:15 AM