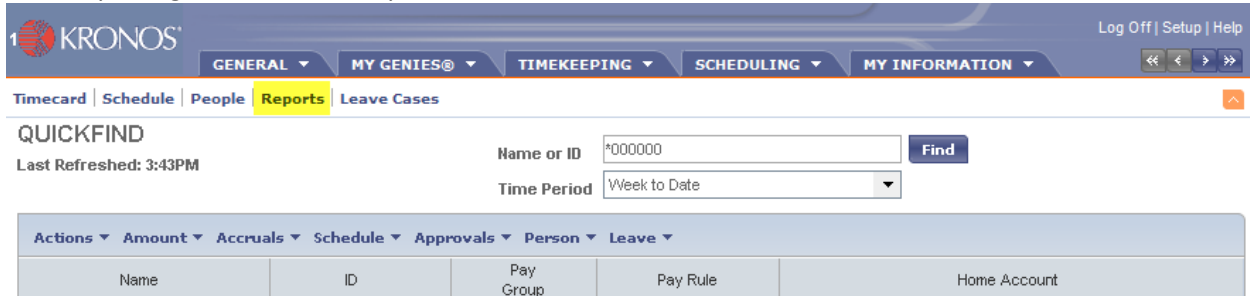


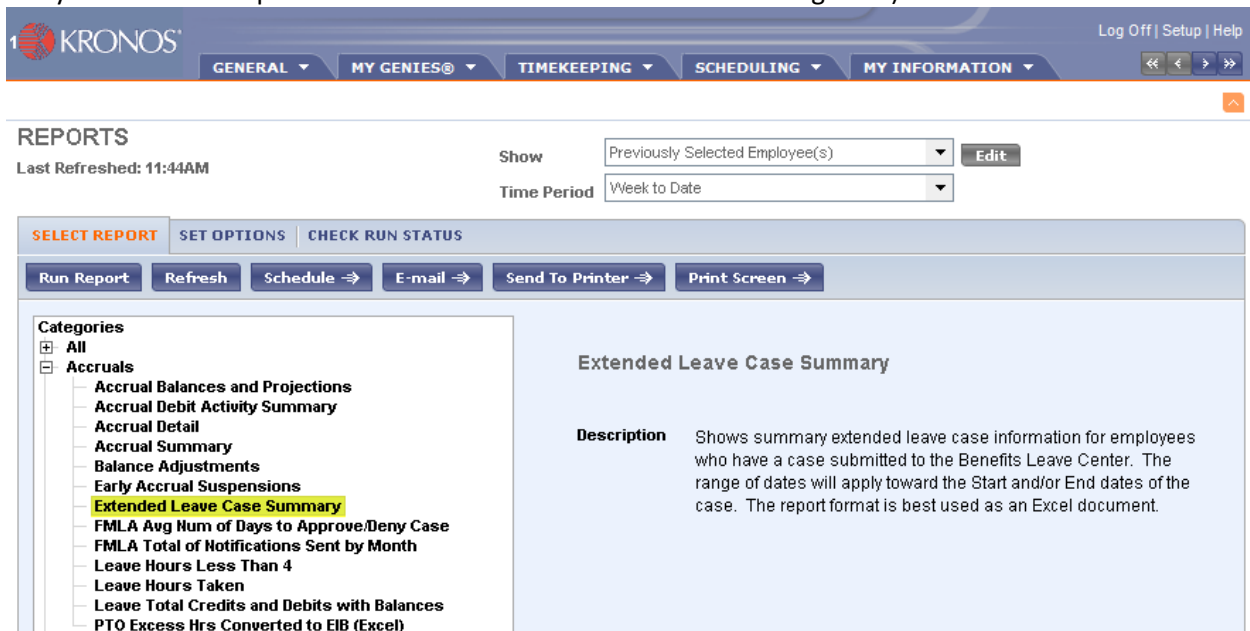
How to Run the Extended Leave Case Summary Report from Kronos

The Extended Leave Case Summary report is run to view a list of employees who have a Leave Case entered into Kronos by the Leave Center. The types of leave could include Family and Medical, or Parental Leave.

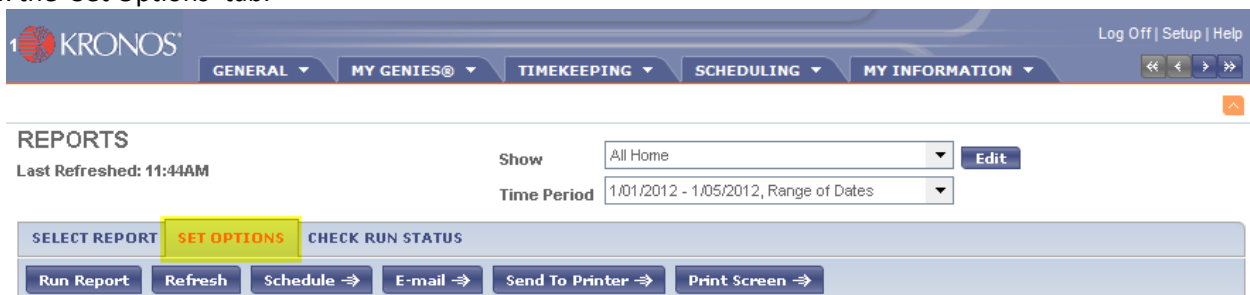
1. Log in to Kronos (Call 5-myHR for Kronos access questions)
2. From the top navigation, choose 'Reports'.



3. Click on the plus sign next to the 'Accruals' category and select the 'Extended Leave Case Summary' report title. (You may also find this report under the Detail Genie and Timecard categories.)



4. Click the 'Set Options' tab.

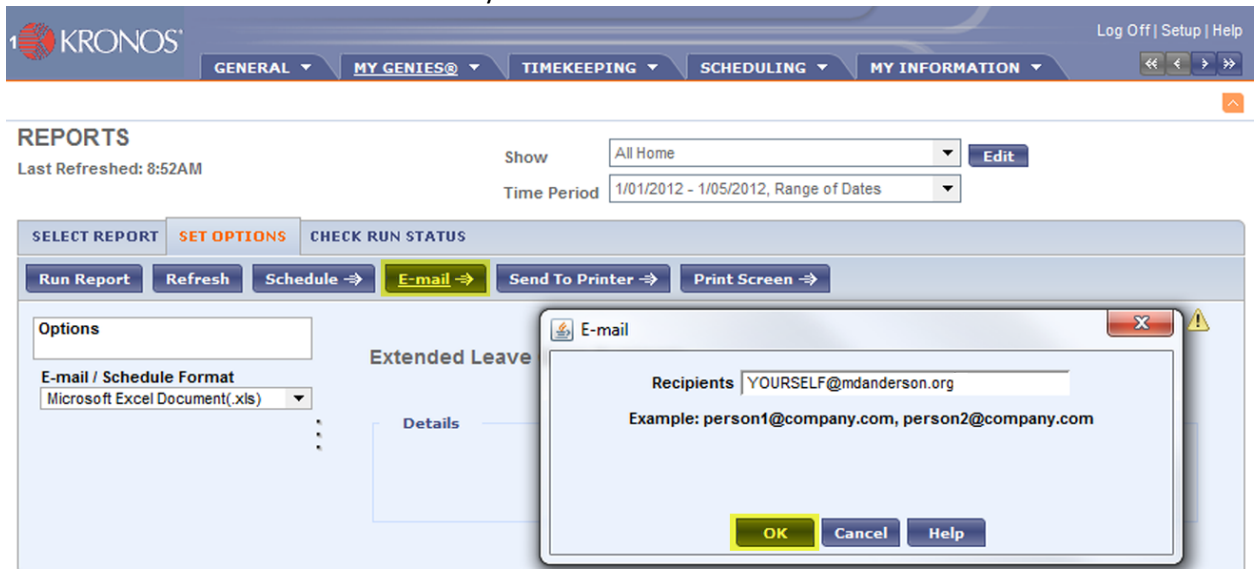


- In the drop down menu, choose a Hyperfind or 'All Home' to run the report on all your active employees. *Please note that selecting 'All Home' allows you to view all employees who you have access to. You are able to filter this report to see different mixes of employees by writing HyperFind queries and including your own conditions (e.g. view individual employees by adding a condition to select by ID number). Find complete instructions in Chapter 9 of the [Kronos User's Guide](#).

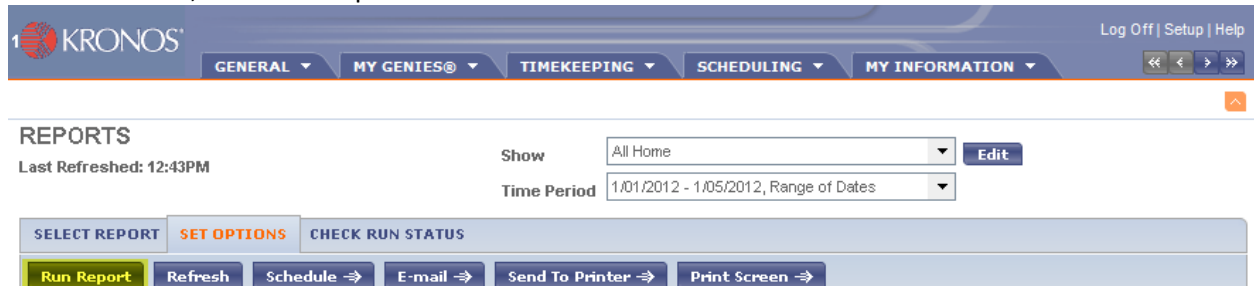
- Select a time period. This report can access dates as far back as December 1, 2006. All employees you have access to see, will appear if they were out on FML or Parental leave for any date included in your time period.
- Change the email format selection to 'Excel'.



5. From the Menu Bar select 'Email' and enter your own email address in the box and click OK.



6. From the Menu Bar, click 'Run Report'.



7. Upon completion, you will receive an email with the report attached as an Excel spreadsheet. The next page defines the column headings that appear in the report. We recommend adjusting column widths to avoid cell data from wrapping.

The Extended Leave Case Summary Report's Column Headings (And Their Definitions):

- **Leave Case Status** – whether or not the case is “open” or “closed”
 - A case remains open as long as the end date is in the future and the employee still needs the job protection.
 - The only exception is for births. When a delivery occurs, the FML time requested is posted to the timecard. The only time a correction occurs is if the employee returns early.
- **Leave Frequency** – the frequency of which the leave is being taken
 - **Continuous** –occurs when leave extends to more than three (3) full days in a row.
 - **Intermittent** – occurs when leave is taken on an “as needed” basis, and/or in time allotments of less than three full days. (e.g., when an employee needs to take time for a recurring medical appointment)
- **Leave Case Approval Status** – the determination status of the case
 - **Approved** – Leave Center has received the medical certification and has approved job protection for the extended leave.
 - **Denied** – employee either was not eligible, did not have any hours available or the condition did not meet the definition of a serious health condition.
 - **Cancelled by Leave Admin** – Leave Center has cancelled the leave request. For example a department initiates a case and it is determined later that the employee was not out for an FML reason.
 - **Cancelled by Employee** – employee cancels because leave is no longer needed or has been postponed.
- **Date Med Cert Rec'd by Leave Center** – the date the Leave Center received the Medical Certification from the employee or their health care provider.
 - If we have not received the medical certificate, this space will be blank.
- **Initial Leave Request Date** – the date the leave case was initiated
 - A case can be initiated by the employee or the department management by calling 5-FMLA.
- **Leave Case Start Date** – the date the employee's leave is approved to begin as FML or Parent Leave
- **Leave Case End Date** – the date the employee's approved leave ended or will end
- **Total Scheduled Leave Hours** – the total amount of FML time scheduled on the timecard.
 - These hours are usually posted to the timecard when the case is provisionally approved.
 - For pregnancy, the hours are not posted to the timecard until delivery occurs and the Leave Center is notified.
- **Leave Category** – the type of leave
 - For example, FML, Parental Leave, etc.
- **Leave Reason** – the reason for the leave
 - For example, if FML – birth, adoption, foster placement, self, parent, or child.

For questions about this report, call 5-FMLA or email HR_Leave_Admin@mdanderson.org.