

# How to report on Annual Leave.

1. Log on as admin
2. Select Reports from the black ribbon.
3. Confirm Time off is highlighted on the green ribbon.
4. Select Downloads from the left section.
5. You will be offered the following options to report on Annual leave.

The screenshot displays the 'Reports' section of an HR system. The top navigation bar includes 'Dashboard', 'Time On', 'Time Off', 'CPD', 'Reports', 'HR Docs', 'Directory', 'Hire', 'Settings', 'HELP', 'Elizabeth Byrt', and 'Signout'. Below this, a green ribbon highlights 'Time Off', 'Time On', 'HR Docs', 'Employees', and 'CPD'. A sidebar on the left lists 'Annual Leave Summary', 'Other Leave', 'Sick Days', 'Sick Days by day', and 'Downloads'. The main content area shows filters for '- All Offices -', '- All Departments -', and '- All Employees -', with an 'Include Terminated Employees' checkbox. A 'Download' button is present. Below the filters, there are date selection fields for 'Start date: 01/01/2016' and 'End date: 31/12/2016'. A list of download options is provided: 'Download All Leave', 'Download Annual leave', 'Download Sick Leave', 'Download Other Leave', and 'Download Sick Notes'. Annotations include a green arrow pointing to the employee filters with the text 'Note you can vary the report to include subsections of employees', a blue arrow pointing to the 'Download' button with the text 'Select this option to see Annual leave totals for this year and any carry over for selected employees.', and a red arrow pointing to the date fields with the text 'Create any of the 5 reports below for given dates selected here'.