


Printing Employee Sick/Vacation Reports


Printing Sick/Vacation Reports

As a supervisor, you can print reports that show how much sick or vacation time your direct reports have accrued to date. This is done by requesting a report from Oracle Manager Self Service.

Note: You will need to turn off your Pop-Up Blocker or select to accept pop-ups from the site.

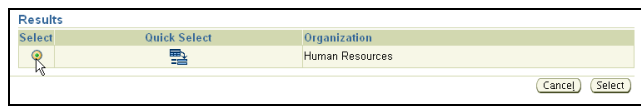
1. Navigate to the Oracle Index website at:
<http://oracleapps.sandiego.edu>
2. Enter your username and password.
3. When the page appears, select
 **USD Manager Self Service**.
4. Under "Reports," select **Print Sick/Vac**.





5. This will bring you to the **Schedule Request** page. Today's date will show as a default. If you want to change the default date, enter the desired date in the following format: DD-Mon-YYYY. For example, 31-Oct-2006.
6. Click on the  next to the **Organization** field.
7. The **Search and Select** window will appear. In the blank field next to "Search by Organization", enter "%".

Search By

8. Click .
9. This will generate a list of departments. Select the radio button for the requested department.

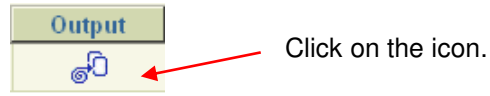


10. Click .
11. This window will close and you will see the **Schedule Request** page again, with the date and department entered into the required field.

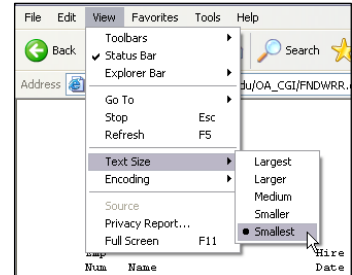
* Period End Date (DD-MON-YYYY) 
 Organization 

12. Select .

13. You will then be able to review the information you are submitting for the report. If the information is correct, click .
14. You will see a confirmation that your USD report has been scheduled. Click .
15. You will then see the **Reports** page. The **Phase** box will display the status of your report.
16. The **Phase** rating will eventually change from **Pending** to **Processing** to **Completed**. You will need to refresh your browser to see if the status has been updated. You can do this by clicking the button.
17. When the report is completed, you will see an icon under the **Output** category:



18. This will open the report showing sick and vacation accruals for each employee within that department who report to you.
19. You will need to reduce the text size in order to print the report on one page. On the main menu toolbar, select **View** and then **Text Size**. Select **Smallest**.



20. You will also need to change the paper orientation to 'Landscape' by selecting **File** from the main menu toolbar. Select **Page Setup**.
21. In the **Page Setup** window, change the orientation to **Landscape**.
22. Click .
23. Then, print the document. Remember to change the **Text Size** back to **Medium** when finished. (See step 21.)