Absence Management Queries

The HE Leave Accrual query will no longer be used for departments to monitor leave balance information from 4/1/17 onward. That query could still be run for leave information from PPE 3/31 and earlier.

Going forward there are Absence Management queries that can be run at the department level to monitor leave balance information.

Navigation to the HE Query page is Main Menu-Reporting Tools-Query-HE Query Pages. The queries are located on the Absence tab. Most of the queries ask for a Calendar Group ID when entering the parameters. That is similar to the pay period end date. For leave information for PPE 4/15, paid on 4/28, the Calendar Group ID you will select/enter will be 20170415.

As we run future payrolls, you will select that Calendar Group ID to be 20170430 and 20170515 so on, so that you are selecting the correct pay period leave information.

Below are the query names and a description of the information it generates:

- **NDU_AB_APPROVED_REQ_DT_RNG**-View Absence Requests that have been approved for a selected pay period or date range
- **NDU_AB_PERIOD_LV_EERN_ID**-View leave earned for a selected pay period or date range
- **NDU_AB_PERIOD_LV_TKN_ID**-View leave taken for a selected pay period or date range
- **NDU_AB_PRD_LV_BALS_DT_RNG**-View leave earned, taken and adjusted for a selected pay period or date range
- **NDU_AB_YTD_LV_BALS_DT_RNG**-View year-to-date leave earned, taken and adjusted for a selected pay period or date range
- **NDU_AB_YTD_LV_BALS_NEG**-View negative year-to-date leave balances for annual, sick, comp time and any dependent sick leave over 80 hours