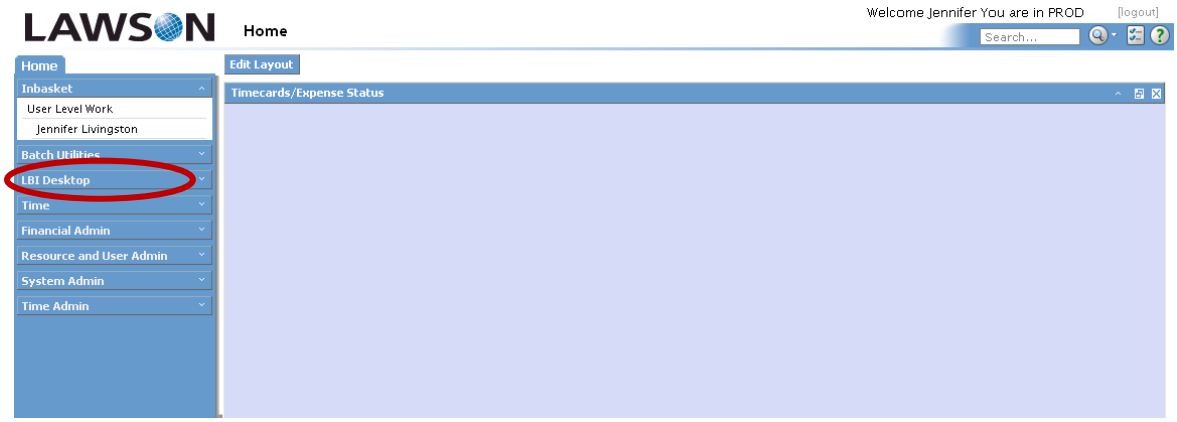
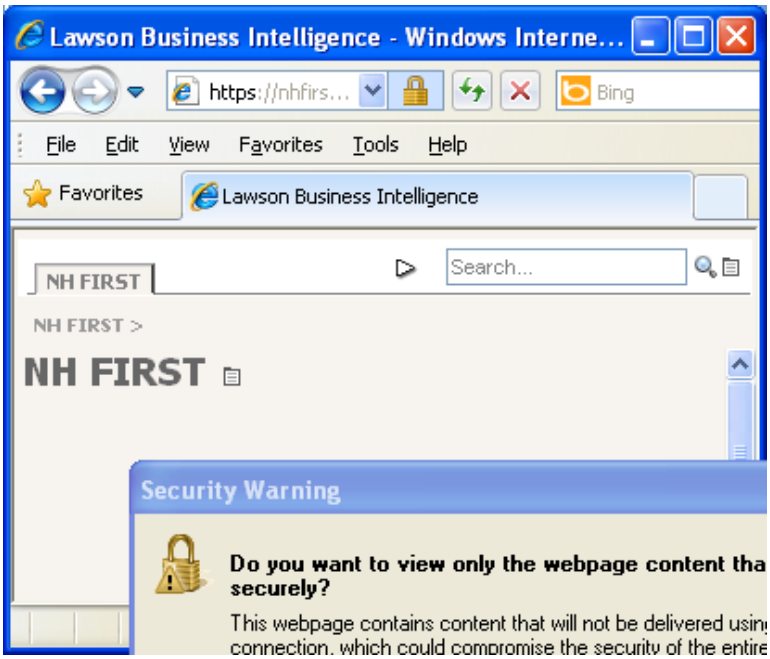
Absence Request Reports in LBI

Purpose: These instructions are to demonstrate how to view the Absence Request in a Calendar format for your group

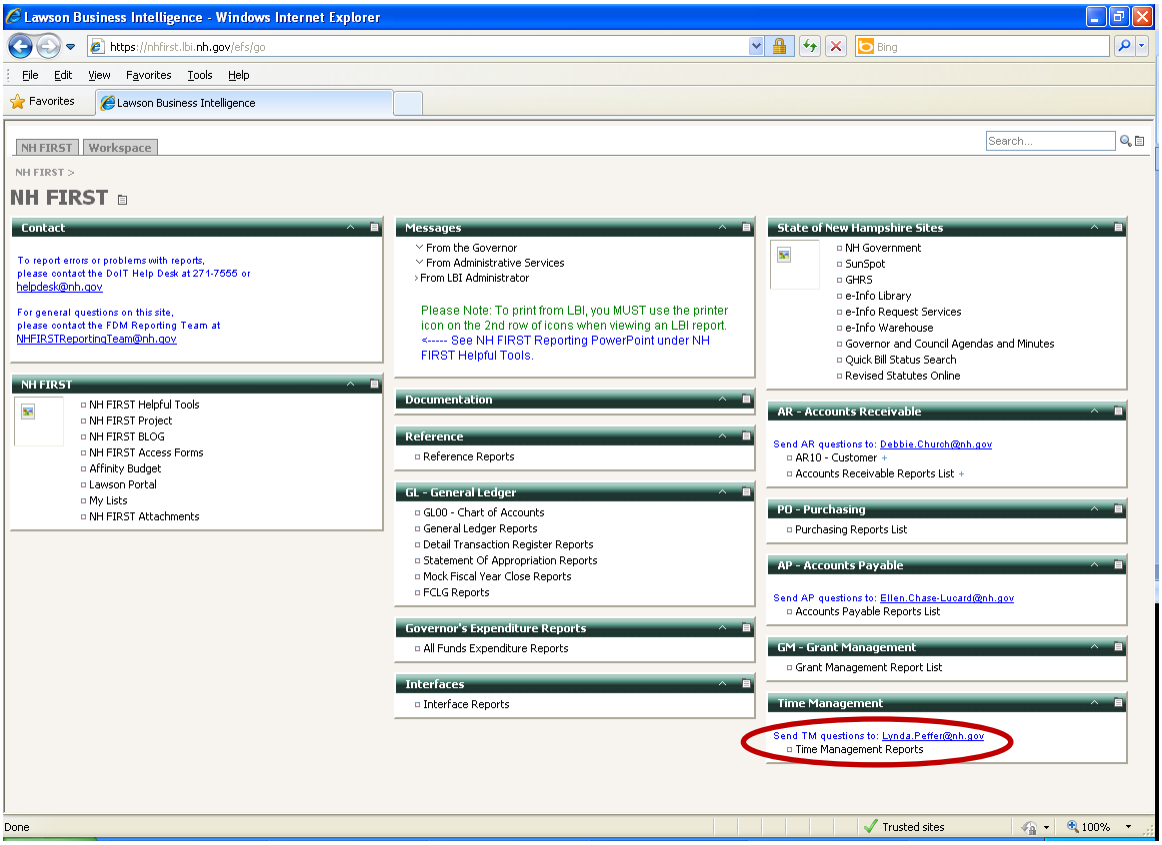
Time Approvers will be given access to Time Management reports. To access reports go to the **LBI Desktop** bookmark.



If you receive the message: **Do you want to view only the webpage content that was delivered securely?** Click on **Yes**.

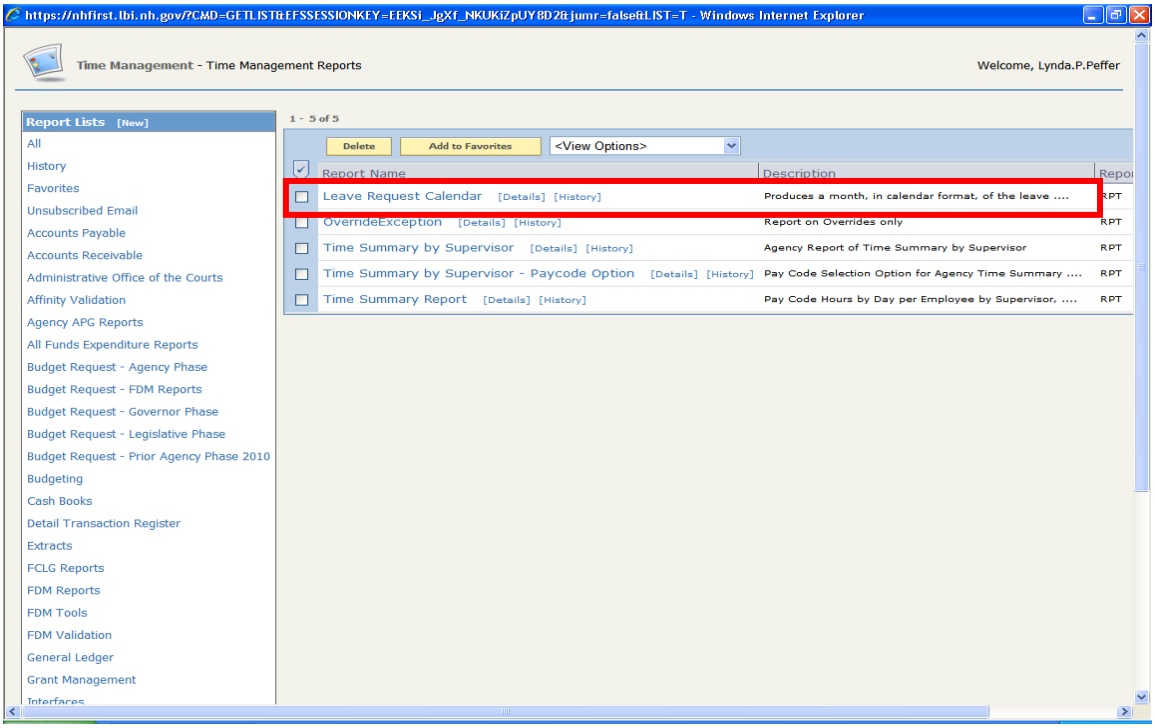


You are now at the NHFIRST Lawson Business Intelligence dashboard. You will see **Time Management Reports** listed under Time Management. Click on the link.

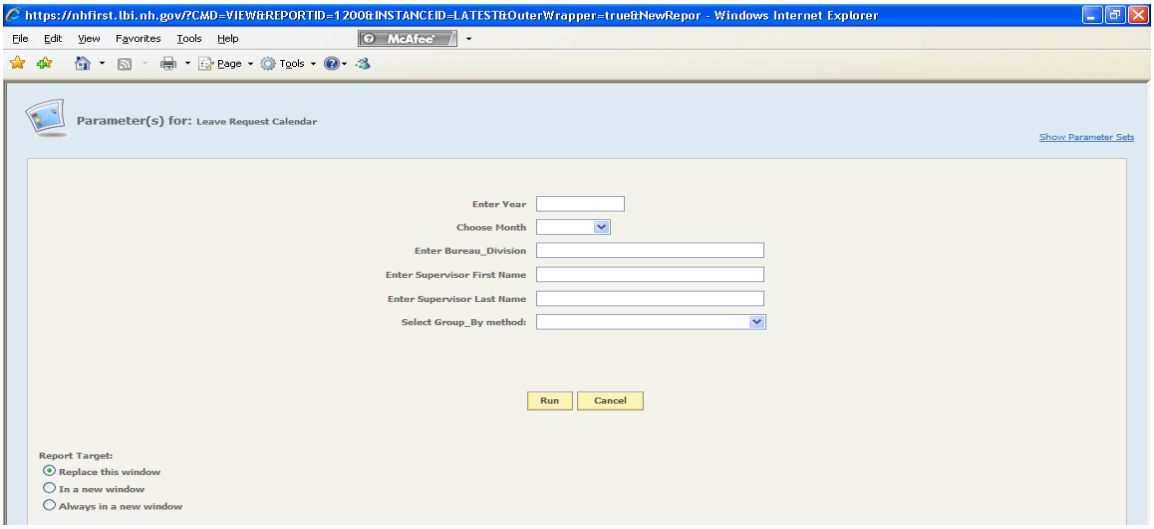


This report is used by Supervisors to view the leave requests from their direct reports in a calendar format.

To view the calendar, click on **Leave Request Calendar** from the Time Management Reports screen.

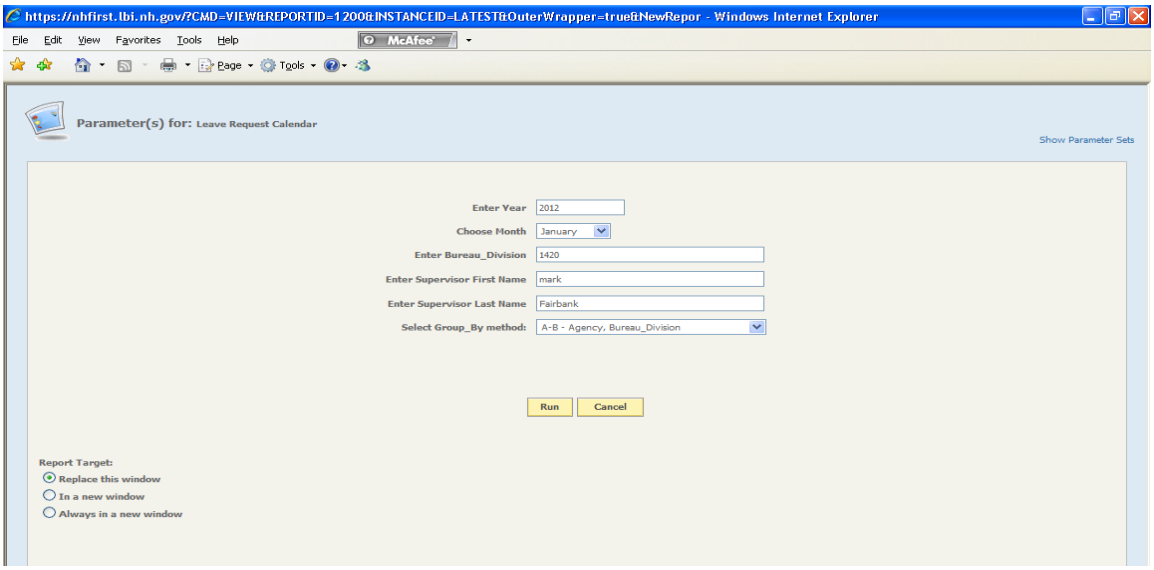


Once you click on Leave Request Calendar, the below parameters screen will appear:



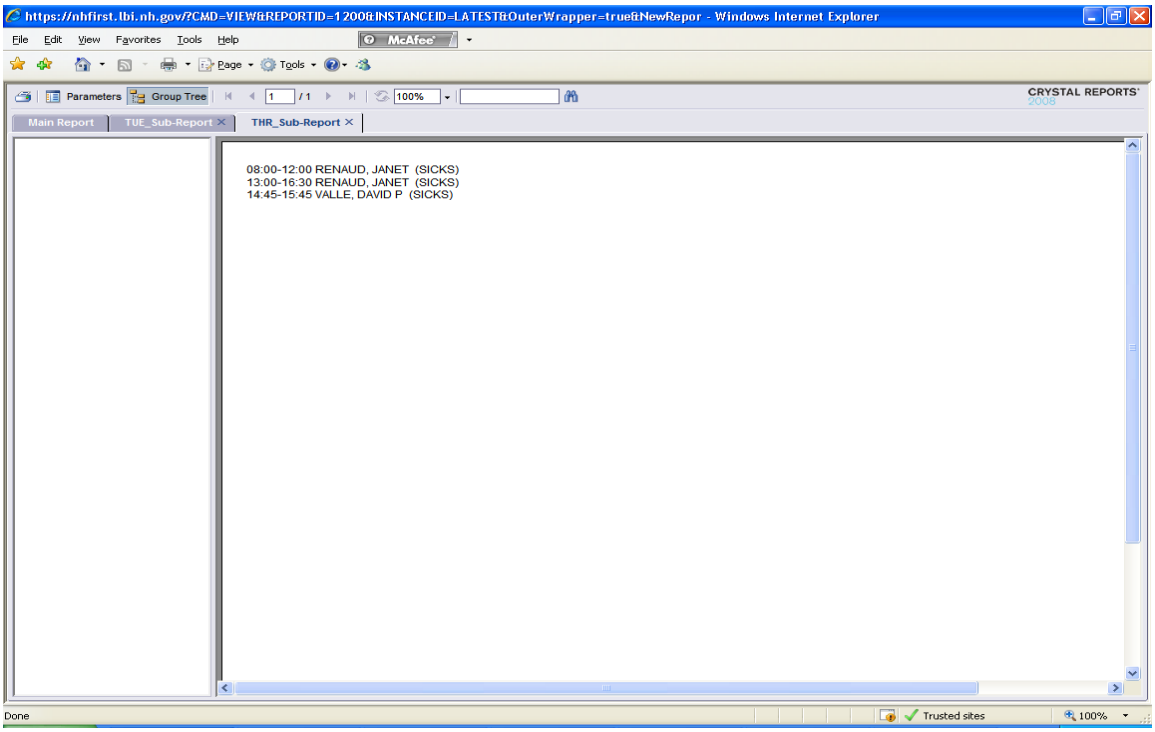
Parameter(s) for: Leave Request Calendar

1. **Enter Year** example 2012
2. **Choose Month** Use the drop down list
3. **Enter Bureau_Division** 4 digit Division Code example 1420
4. **Enter Supervisor First Name** example - Mark
5. **Enter Supervisor Last Name** example - Fairbank
6. **Select Group_ By method** Use the drop down list
7. **Choose a Report Target on bottom left of screen**
8. **Click Run**



The below calendar is the output from the parameters selected.

Click on a day to view all employee leave requests for that day, as shown below:



This report can be saved and printed as a PDF.