## Attachment 2

## Sick and Annual Leave Reports

The Sick and Annual Leave Reports provide client accounting offices with the unpaid sick and annual leave balances for their employees. This information may be used to record unfunded sick and annual leave balances (liabilities) at the end of the fiscal year.

DataMart allows the user to run the reports retroactively, such as executing PP 2023-21 reports in PP 2023-26. Although specific procedures may differ by office, the instructions below may be used to execute the reports:

1. Access the FPPS DataMart in accordance with your agency instructions
2. Logon with your FPPS User ID, which gives you the canned reports
3. In the Global Header, select the “dashboard” drop-down menu
4. You can choose between “Combined File” or “Combined History” to run the data.

a. “Combined File” query only has current data at the time of execution.

* + 1. If you elect to run this query for the end of the Fiscal Year 2023, you must run it after the end of processing for PP 2023-20 but before the end of processing for PP 2023-21 (i.e., between September 29 and October 7, 2023).

b. “Combined History” query allows you to identify the exact PP for which you want data, and click on the file of choice

1. Example:

a. Select “Combined File” to display different report categories. Below is an example of running the query for the Leave – Annual, Sick & LWOP report:

 b. Select the “Leave – Annual, Sick & LWOP” tab

 c. Enter the Dept, Bureau, Sub-Bur, and Org for which the report is to be run (If using “Combined History – Comb Hst Ad Hoc”, then enter desired pay periods)

 d. Select “Apply” to view the detail report