Reviewing for leave washing

1. On the **Manage My Department** page, click on the Quick Find dropdown and open the **Total Hours** genie.

   ![Genie screenshot](image)

   **Note:** The Total Hours genie is a view that provides useful information regarding employee timed for the previous pay period, including the following:
   - Leave usage (if any)
   - Hours worked
   - Straight time, overtime, and extra hours work

   For more information about the Total Hours genie, review [Understanding the Total Hours genie](#).

   In addition, once you are in this genie, you have access to the Hyperfind menu on the right side of the page. It defaults to the “All Home” filter, which shows all employees in your location.

   ![Hyperfind screenshot](image)

2. Click on the dropdown arrow beside All Home and select **Leave Washing View**.
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3. If any of your staff have a leave washing occurrence, they will show up on this view. Below is a sample result—it’s the same Total Hours view, but filtered to only show employees who have approved leave on their timecards and additional hours worked beyond their regular schedule.

4. To review the specifics of the employee’s timecard, double-click on the employee’s name to open the timecard.

5. When the timecard opens, you can see the specifics of the leave usage and determine how many hours of leave the employee actually needs.

6. Send the supervisor and affected employee the below link to directions for how to identify and resolve cases of leave washing: