Understanding the Leave Usage genie

The Leave Usage genie, available for supervisors and timekeepers, gives you a snapshot view of leave usage at your department/location/employee group for a specified time period.

Accessing the Leave Usage genie

1. On the Manage My Department page, click on the dropdown arrow beside Quick Find in the upper-left corner and select Leave Usage from the list.

2. The Leave Usage genie displays. The default time period is the previous pay period, and a summary of the total hours used in each category is displayed at the bottom of the column.
3. To view specific information on an employee’s leave usage, double-click on their name to open their timecard.
4. To change the sort order, so that you can view different types of leave usage, click on the column header.

5. To change the date range, use the Select Dates command in the upper-right corner. Select a new start date and end date, and then click on the Apply command.
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6. To group by a particular column, hover over the column header until a dropdown arrow appears on the right. Click on the dropdown arrow and select **Group By this column**.

7. To review data for a single employee:
   a. Click on the **Filter** command
   b. Enter the employee’s last name in the text box that appears at the top of the **Person Name** column
   c. Click on the Tab or Enter key

   ![Person Name Filter](image)

   **Note:** To return to viewing data for the entire department/location/employee group, click on the **Filter** command again.

Understanding leave types

The leave types included in the genie are explained below. Please keep in mind that employees may not be eligible for all the leave options listed. For more information about leave benefits offered to employees, review the [Leave Type Eligibility Chart](#).

- **Sick Leave**
- **Annual Leave**
- **Personal Leave**
- **Comp Time**
- **Other Leave** – contains less-frequently-used leave types, including building closure, court duty, election official, employee recognition, employee recognition used, field trip time, holiday, holiday flex used, holiday – floating used, jury duty (with or without pay), leave without pay, military leave (with or without pay), new hire – no shortfall, sick bank taken
- **Admin Leave With Pay** – should only be used in consultation with your HR generalist
- **Admin Leave Without Pay** – should only be used in consultation with your HR generalist
- **Emergency Leave**
- **LWOP** – leave without pay

Additional columns:

- **Pay Rule** – identifies the employee’s settings in Kronos that determine how the employee is configured to calculate time
- **HR Department Name** – identifies the employee’s home department