CENTRALSQUARE
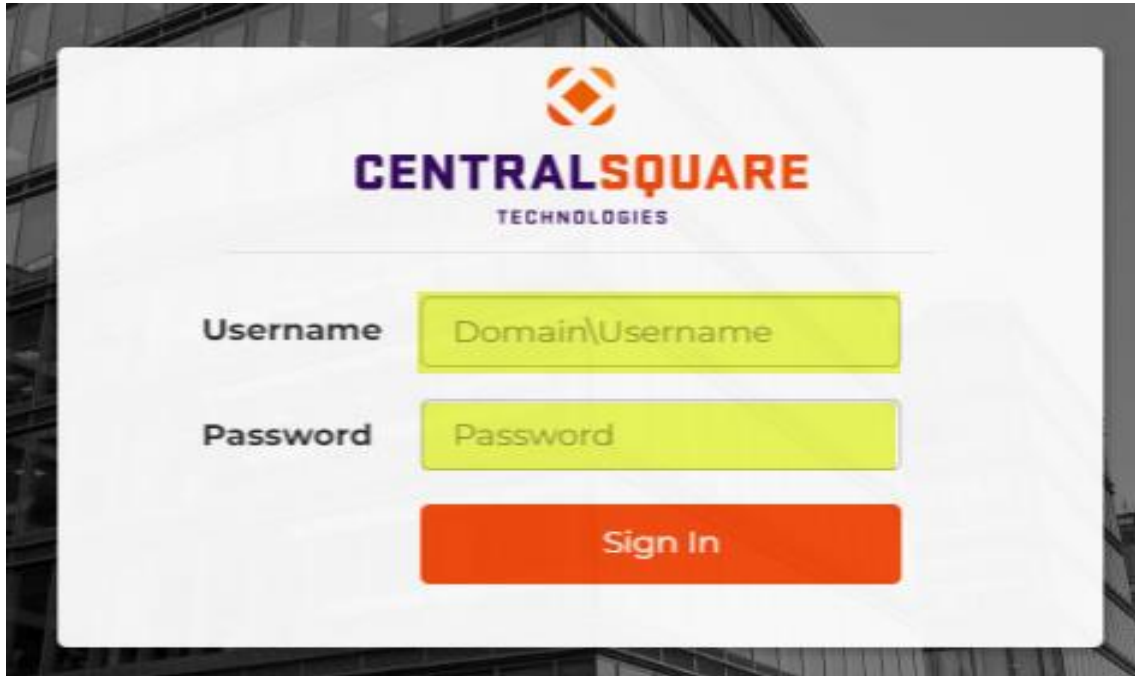
TECHNOLOGIES

How to run Multi Period Leave Balance Report

How to login into Central Square

Log in to CentralSquare
- o Key in your username impcld*****
- o Key in your password

When logging in to CentralSquare please note that you have to key in the domain followed by your CentralSquare assigned username. The domain is:
impcld

Running Multi Period Leave Balance Report

Accessing the Multi Period Leave Balance Report Window:

1. Locate the search bar in the top right corner of the Central Square page.
2. Enter Mask: **"PYUTLVLB"** or type in **"Multi Period Leave Balance Rpt"**
3. Click on **"Multi Period Leave Balance Rpt"** and a new window will open.

Running Multi Period Leave Balance Report

4. On the **"How would you like history selected?" box**, leave it as "**DT-Date**"

5. Under **"How would you like history selected?"** there is a Begin date and an End Date.
   - On the **"Begin Date" box,** you will put the date of a Pay Day.
   - On the **"End Date" box,** you will put the same **"Pay Day"** date you put in the **"Begin Date" box.**

Running Multi Period Leave Balance Report

6. Click on the box next to **"How would you like employees selected?"**. Once you click on the box a drop box will appear. This will give you three options:
- **PC-Select entire pay cycle** (will run a leave balance report for every employee)
- **ID-Select by ID** (will run a leave balance report for selected employees) (must enter their IDs)
- **SC- Select by Selection Criteria** (will run a leave balance report based off the criteria that was chosen)

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7. Once the information has been entered. You can click submit. A green pop-up will appear. The Report will then show up in your "My Jobs" tab on the Main Central Square page.

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8. Click on the PYUTLVLB job (when selected it should be highlighted orange) and go to attachments.

9. Under attachments, you will click on the number next to "Doc". The report will then open in a new tab.