

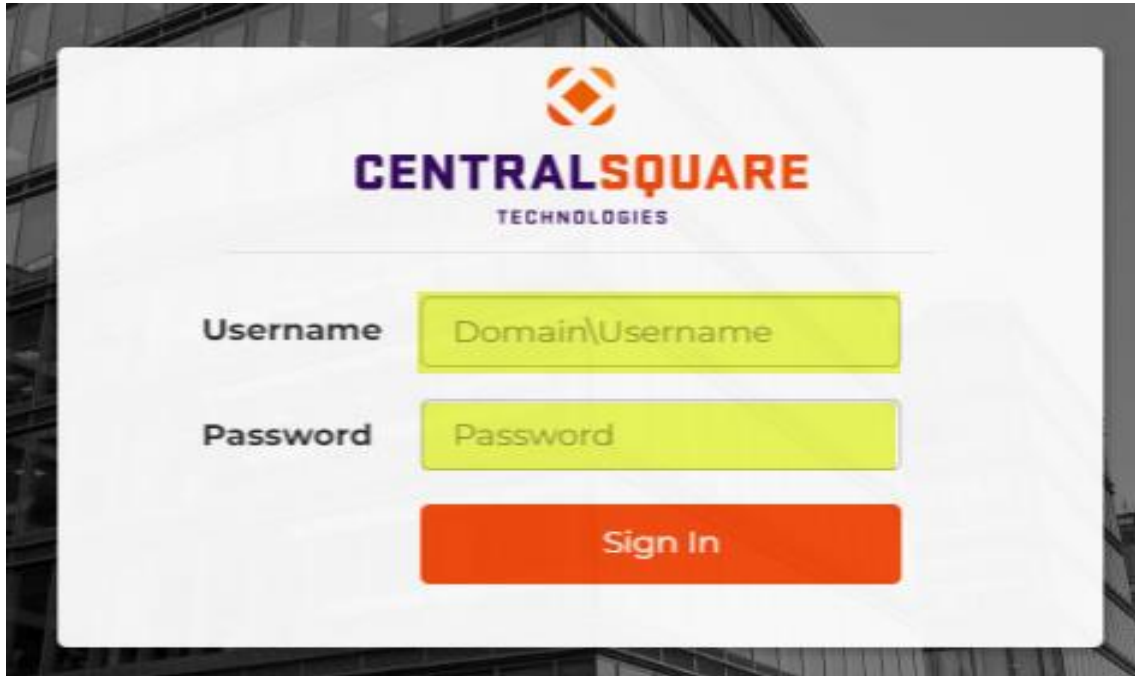


CENTRAL**SQUARE**

TECHNOLOGIES

How to run Multi Period Leave Balance Report

How to login into Central Square



The image shows a login form for Central Square Technologies. At the top, there is a logo consisting of a stylized orange diamond shape above the text 'CENTRAL SQUARE' in bold, with 'TECHNOLOGIES' in smaller text below it. Below the logo, there are two input fields: 'Username' and 'Password'. The 'Username' field contains the placeholder text 'Domain\Username' and the 'Password' field contains the placeholder text 'Password'. Below these fields is an orange 'Sign In' button.

Log in to CentralSquare

- Key in your username impclد*****
- 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:

impclد

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.

The screenshot displays the Central Square Workspaces interface. At the top, the logo 'CENTRAL SQUARE TECHNOLOGIES Workspaces' is visible on the left. The top navigation bar includes a search bar with the text 'pyutlvb' entered, a 'Help' button, and a 'DV' button. A search dropdown menu is open, showing 'Multi Period Leave Balance Rpt (PYUTLVLB)' as the only result, with a 'Total 1 items found' message. Below this, a new window titled 'Multi Period Leave Balance Rpt (PYUTLVLB)' is open, showing a configuration form. The form includes the following fields and options:

- How would you like history selected?**
 - Begin Date - Include histories with check dates on or after
 - End Date - Include histories with check dates on or before
- Use only paid history entries? (YN)*** (Yes)
- How would you like employees selected?** PC - Select entire pay cycle
- Major to minor sort sequence** 04
- A Subtotal Level from the previous selections** NO BREAK
- Line Printer** ARCHIVE - Archive
- Optional Questions**

A 'Submit' button is located at the bottom of the form.

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.

CENTRAL SQUARE TECHNOLOGIES Multi Period Leave Balance Rpt (PYUTLVLB) Help DV

How would you like history selected? DT - Date *Leave it on "DATE"*

Begin Date - Include histories with check dates on or after

End Date - Include histories with check dates on or before

Use only paid history entries? (YN)* (Yes)

How would you like employees selected? PC - Select entire pay cycle

Major to minor sort sequence 04

A Subtotal Level from the previous selections NO BREAK

Line Printer ARCHIVE - Archive

Optional Questions

Submit

Enter the "Pay Day" date

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)

CENTRAL SQUARE TECHNOLOGIES Multi Period Leave Balance Rpt (PYUTLVLB) Help DV

▼ How would you like history selected? DT - Date

Begin Date - Include histories with check dates on or after

End Date - Include histories with check dates on or before

Use only paid history entries? (YN)* (Yes)

How would you like employees selected?

▶ Major to minor sort sequence

A Subtotal Level from the previous selections

▶ Line Printer

▶ Optional Questions

PC - Select entire pay cycle

ID - Select by ID

PC - Select entire pay cycle

SC - Select by Selection Criteria

NO BREAK

ARCHIVE - Archive

Submit

Click here to make your selection

Running Multi Period Leave Balance Report

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.

CENTRAL SQUARE TECHNOLOGIES Multi Period Leave Balance Rpt (PYUTLVLB) Help DV

▼ How would you like history selected?

Begin Date - Include histories with check dates on or after

End Date - Include histories with check dates on or before

Use only paid history entries? (YN)* (Yes)

▼ How would you like employees selected?

List of EMP. ID's

▶ Major to minor sort sequence

A Subtotal Level from the previous selections

▶ Line Printer

▶ Optional Questions

Submit Click here to submit

✓ Job 3367162 submitted. (#J46)

Running Multi Period Leave Balance Report

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.

The screenshot shows the CENTRAL SQUARE Workspaces interface. At the top, there is a navigation bar with the logo and the text "CENTRAL SQUARE TECHNOLOGIES Workspaces". Below this is a "My Jobs" section with a table of jobs. The first job, "Job: PYUTLVLB" with ID "3367162", is highlighted in orange. Below the table is a "Job Details" section for the selected job, and an "Attachments" section below that. Red arrows and text callouts provide instructions: one points to the "My Jobs" header, another to the first job in the table, a third to the "Job Details" section, and a fourth to the "Doc" attachment. A footer note indicates the page was refreshed on Friday, October 6, 2023, at 15:35:27 GMT-0700.

Desc	Job #	Status	Start	Type
Job: PYUTLVLB	3367162	Completed	10/6/2023 3:32:20 PM	Job
Job: PYUTLVLB	3367157	Completed	10/6/2023 2:31:44 PM	Job
Job: PYUTLVLB	3367156	Completed	10/6/2023 2:30:09 PM	Job
Job: PYUTLVLB	3367155	Completed		Job
Job: PYREML	3367145	Completed		Job

Doc	Type	Desc
3367162	Tail Sheet	
1989576	Doc	Leave Hours Balance Rpt

Refreshed at Fri Oct 06 2023 15:35:27 GMT-0700 (Pacific Daylight Time)