Used Vacation & Sick Time

RED WING® SOFTWARE

Document #	Product	Module	Category
	Red Wing Payroll	Payroll	Support Tip

The Employee List can be used to report total hours used and accrued for all or a portion of your employees.
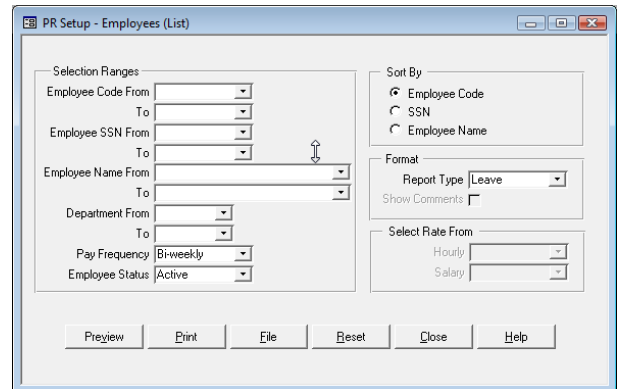
If you'd like to see when the vacation/sick hours were used, the Earnings Report can be used.

Report Total Hours Used & Accrued

1. Select **Payroll > Setup > Employees**. Click on the **List** button.
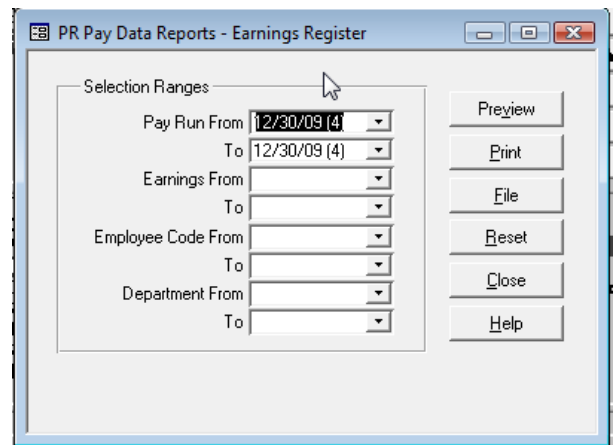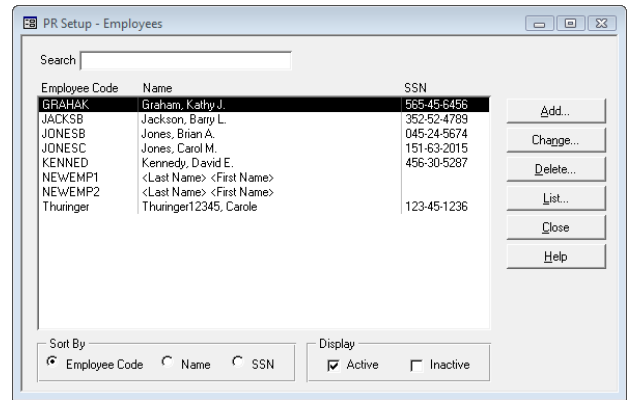
2. Choose the appropriate **Selection Ranges**. In the **Report Type** field, select **Leave**.
3. Click **Preview** or **Print**.

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Report When Hours Were Used

1. Select **Payroll > Reports > Pay Data Reports > Earning Register**.
2. Enter the appropriate date range in the **Pay Run From** and **To** fields.
3. In **the Earnings From** and **To** fields, select the earnings used for **Vacation** and/or **Sick** time.
4. Click **Preview** or **Print**.

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