

# Used Vacation & Sick Time



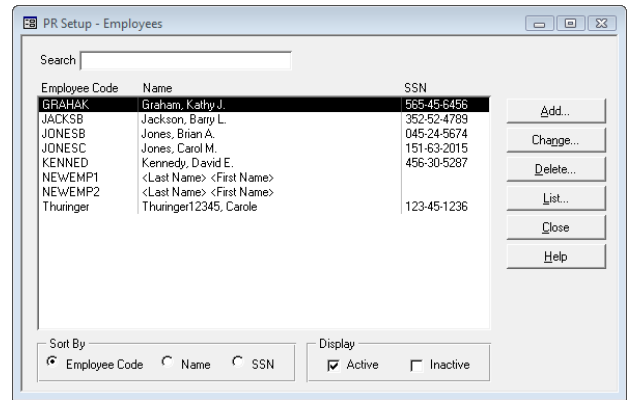
Document #	Product	Module	Category
	Red Wing Payroll	Payroll	Support Tip

The Employee List can be used to report total hours used and accrued for all or a portion of your employees.

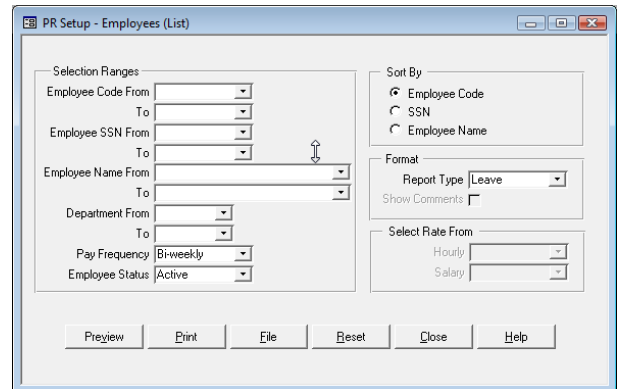
If you'd like to see when the vacation/sick hours were used, the Earnings Report can be used.

## Report Total Hours Used & Accrued

1. Select **Payroll > Setup > Employees**. Click on the **List** button.

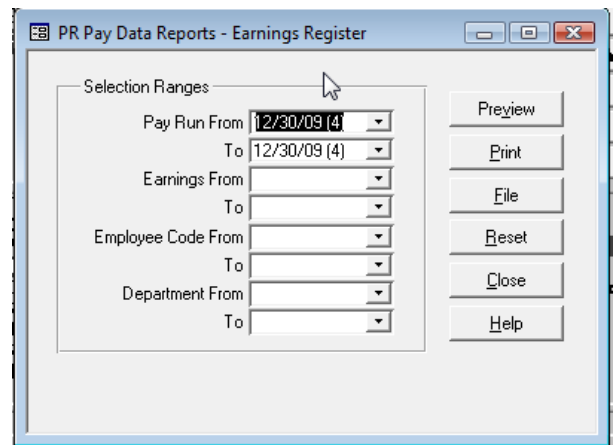


2. Choose the appropriate **Selection Ranges**. In the **Report Type** field, select **Leave**.  
3. Click **Preview** or **Print**.



## 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**.



The screenshot shows a software dialog box titled "PR Pay Data Reports - Earnings Register". It features a "Selection Ranges" section with several dropdown menus for filtering data. The "Pay Run From" field is set to "12/30/09 (4)" and the "To" field is set to "12/30/09 (4)". Other fields include "Earnings From", "Earnings To", "Employee Code From", "Employee Code To", "Department From", and "Department To", all of which are currently empty. To the right of the selection ranges are five buttons: "Preview", "Print", "File", "Reset", and "Close". A "Help" button is located at the bottom right of the dialog box.