

Requested Benefits Report

- 🕒 You can review the benefits information for each employee at a glance.
- 💰 You determine the benefits an employee is eligible for.
- 💰 You can track and control benefits costs.

Requested Benefits Report							
Includes one single employee.							
Previous Period							
Name	ID	LOC-DEPT-CC	Benefit	Available	Requested	Shortage	Remaining
Baker, Andrea	1001	MAN-ADM-FAC	SICK	16:00	4:00	0:00	12:00
			VACATION	40:00	24:00	0:00	16:00
			PERSONAL	16:00	0:00	0:00	16:00
Total Number of Employees : 1							

Lists the employee name, ID, and work group

Specifies each benefit and the amount of hours available, requested hours, any shortages, and the hours remaining

Benefits are defined for individual employees using the Benefits page in the Employee Information window. You can define benefit amounts for 10 benefit pay designations.

