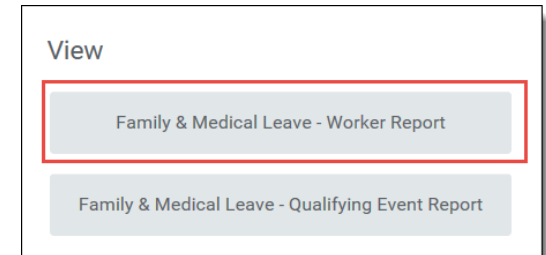


Worker Report

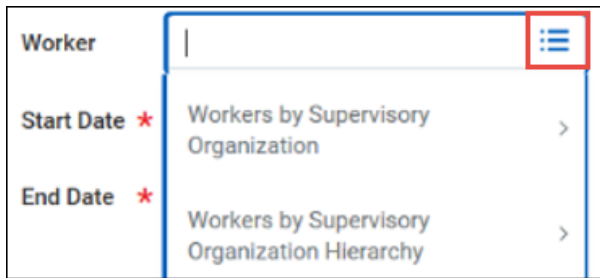
This report displays workers who have Family & Medical Leave Absence Requests. This report can be ran by an Absence Partner or an HR Partner.

Step 1: Click on **Absence**  worklet from your Homepage.

Step 2: In the *View* pane, click on **Family & Medical Leave – Worker Report**.




Step 3: Click on the menu prompt in the *Worker* field to narrow your search criteria, or leave it blank to pull all workers you have a support role for.



Step 4: Enter *Start Date* and *End Date*. Click **OK**.

 You can filter your report by clicking in the column name field.

 Right click on any worker name, click *See in New Tab* to navigate to the Worker Profile. Click on *Personal*, then *Additional Data* to see *FML Events*. Navigate back and forth between the tabs.

