



Decentralized Human Resources Representatives:

Sick and Vacation Balance Report

A new report is available to all Decentralized Human Resources Representatives (DHRs) and supervisors. The Employee Sick and Vacation Balance report includes sick and vacation leave requested, monthly leave accruals and current leave balances. DHRs will be able to review this information by employee on individuals within their Area of Responsibility. For supervisors, the report will include their direct reports.

The Sick and Vacation Balance report is saved in the Decentralized HR reporting folder along with all other DHR and supervisor reports. Use this [guide](#) for steps to access this folder.

The WyoCloud Team is aware that requests have been made to make similar information available directly to employees. Employees can see their current leave balances as well as previously requested absences within Time and [Absence](#) area of WyoCloud. Leave balances within Absences do increase when accruals are added at the end of each month, and this is the best way to obtain the accrual amounts at this time. Alternative solutions are being sought.

The WyoCloud Team

Resources

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