



Unpaid Leave – LWOP or AWOL Genie

Office of Human Resources (OHR) requested the **Unpaid Leave - LWOP or AWOL Genie** to review/monitor employees that the Departmental HR Liaisons should have placed into an Inactive Pay Status.

The *Genie* will initially populate for the time period: **Previous Pay Period**. However, this can be edited to show the **Current Pay Period** or any range of dates required.

Some *HyperFinds* to display in the show field include:

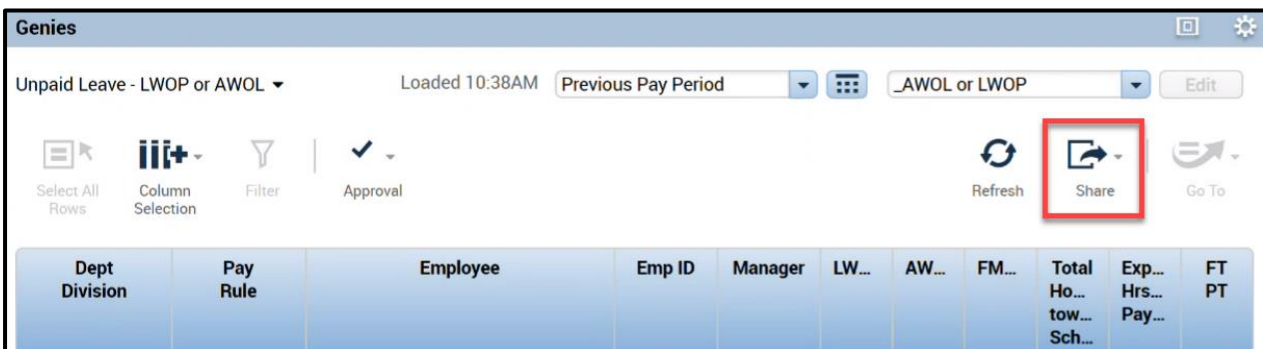
__**All Home** – to select every employee that you have access to see.

__**LWOP (Leave Without Pay)** – Employees that have recorded Leave Without Pay during the selected period.

__**AWOL (Absent Without Leave)** - Employees that have recorded Absent Without Leave during the selected period.

__**AWOL or LWOP** - Employees that have recorded either Absent Without Leave OR Leave Without Pay during the selected period.

__**Inactive Employees** – Employees with an Inactive Oracle Pay Assignment Status and do not require timecards.





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To export data to a spreadsheet, use **Share** button then select the 'Export to Excel' option in the dropdown menu. This action may take a few minutes to process. Afterwards the exported data can be opened via Excel.

