


Select Supervisor Name:  
  
 Select Reason:  
  
 Select Employee ID:

Supervisor Name	Reason	
Last Name, First Name		
Last Name, First Name		

Select Supervisor Name:  
  
 Select Reason:  
  
 Select Employee ID:

Last Name	Position Description
	

Search:

Supervisor Name	Reason	
-----------------	--------	--

1

### Select a Supervisor Name from the drop-down menu.

Review employee selection in the table.

2

### Include employees w/REASONS from drop-down menu.

Update *Reason* column for employee by selecting the edit icon.

3

### Filter table based on specific Employee ID.

Select an employee ID from the drop-down menu to update the table selection.

4

### Export data to Excel.

Export filtered data to an excel document.

5

### Search for keywords.

Include a keyword to search and filter the table selection.