



ORANGEHRM

## THE WORLD'S FIRST

HR App Store



- *HR administrators need to generate reports based on thousands of employee leave records. Therefore, the relevant leave information should be available to HR administrators at any instant.*
- *OrangeHRM's Leave Details CSV Extractor lets you extract leave data from the leave module, to Excel or PDF.*
- *Administrators can refer to all employee leave data without logging into the system since the Leave Details CSV Extractor saves time by exporting all the leave data into a single file.*

# Leave Details CSV Extractor

By selecting the relevant search criteria, administrators can view the leave summary of an employee. The leave summaries of employees can be extracted and viewed as excel or PDF documents.

**Leave Summary**

Leave Period: 2012-01-01 to 2012-12-31

Employee: All

Location: All

Records Per Page: 20

Leave Type: All

Job Title: All

Sub Unit: All

Search Reset

Export to CSV

Employee Name	Leave Type	Leave Entitled (Days)	Leave Brought Forward (From Last Leave Period)	Leave Scheduled (Days)	Leave Taken (Days)	Leave Carry Forward (To Next Leave Period)	Leave Balance (Days)
Chamila Madhusani	Annual	5.00	0.00	0.00	0.00	2.00	3.00
Dumishka Dissanayaka	Annual	7.00	0.00	0.00	4.78	2.00	0.22
Hironika Rathnayaka	Annual	5.00	0.00	0.00	0.00	2.00	3.00
Irshad Ahamad	Annual	5.00	0.00	0.00	0.00	2.00	3.00
Kavitha Gurusami	Annual	5.00	0.00	0.00	0.00	2.00	3.00
Zanfer Hussain	Annual	5.00	0.00	0.00	0.00	2.00	3.00
gaff dsdfsdf	Annual	2.00	0.00	0.00	0.00	2.00	0.00

Edit Reset

	A	B	C	D	E	F	
1	Employee Name	Leave Type	Leave Entitled (Days)	Leave Brought Forward (From Last Leave Period)	Leave Scheduled (Days)	Leave Taken (Days)	Leave
2	Josh Murewa	Annual	14	10	5	5	
3	Tom Ronaldo	Annual	10	10	6	4	
4	Constantine Demiris	Annual	7	7	7	0	
5	Tracy Whitney	Annual	14	14	10	4	
6	Noelle Page	Annual	14	10	10	0	
7	Sandra Lopez	Annual	7	7	5	2	
8	Nusa Munez	Annual	14	10	10	0	

Leave Summary.pdf - Adobe Reader

File Edit View Document Tools Window Help

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Employee Name	Leave Type	Leave Entitled (Days)
Josh Murewa	Annual	14
Tom Ronaldo	Annual	10
Constantine Demiris	Annual	7
Tracy Whitney	Annual	14
Noelle Page	Annual	14
Sandra Lopez	Annual	7
Nusa Munez	Annual	14

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