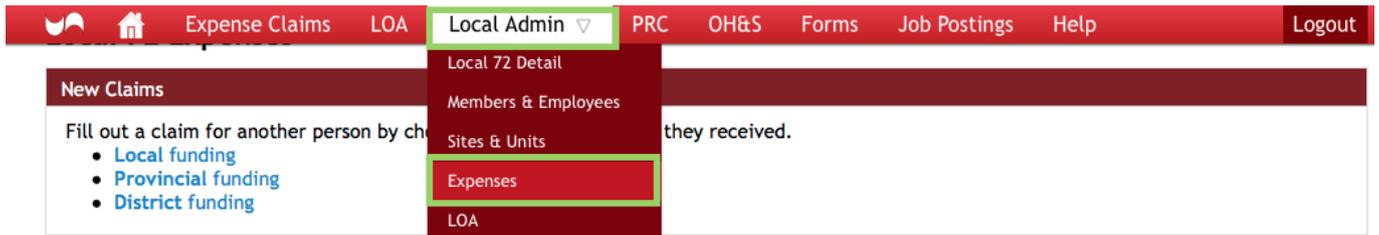To run a **Report** regarding **Leave of Absence (LOA)** requests, open **DMS Web** and go to **Local Admin,** then click on **Expenses**.

Scroll down to the bottom of the page and find the **Claim Summary Report**. Click on **Show Claim Summary Report**.

The **Claim Summary Report** will open. You can now search for **Expense Claims** and for **LOA Requests.** For **LOA Requests,** you can search for **Batched** or **Billed** claims.

Batched claims: Money has been put aside to pay approved LOA requests, but UNA HAS not YET been billed by the Employer.

Billed claims: The bill from the Employer for the LOA has been paid.

To run a report, you will need to enter in **Cheque Date,** which is the date on which the money left the Local account to the Provincial account. For **LOA Requests, Batched** or **Billed,** click on **Search**.

The report will automatically fill in.

What happens if a member did not take the LOA?

First the member will need to **request a VOID** to the LOA Request. Functionality for Executive members to be able request a VOID is coming soon.

DMS Web will then send an email to **Centralized Accounting** and to the **Executive** conference for the member's Local.

Member ID (^^^^) has requested a VOID of the following batched line item from LOA Request C5____):Date: 02/20/2017
Hours: 7.75
Event Date:
The following reason was given:
     Holiday Monday, therefore moved day to February 22, 2017

If you approve of this request, please reply to this message stating so to <u>centralizedaccounting@una.ab.ca</u>

Executive members are then responsible for approving the **VOID request** by responding to **Centralized Accounting** stating they have done so.

Centralized Accounting will then **VOID** the **LOA Request** in **DMS**.

If the LOA Request has been **Batched** (money already paid to Provincial), DMS will automatically create a reversal entry (money will be put back into the local account at month end).

If the LOA Request has *not* been **Batched,** then the LOA is **Voided**. (those LOA requests done in the current month).

If the LOA Request has been **Billed,** money has transferred to Provincial and they are obligated to pay the employer. The member will then be invoiced for the overpayment and will be responsible for repaying.