HOW TO RUN COMP REPORTS IN EIS

1. In EIS, GO TO Query Manager

2. Enter the name or description of the query you wish to select. We recommend doing a search for the query name using the wild card search: %DBA_COMP_DAY%

3. Select the desired comp query by clicking “Excel” to the right of the desired query.

Please see below for a list of available comp leave queries:

4. Enter the required information for the selected query.

   **Example 1:** Enter EmplID for DBA_COMP_DAY_BALANCES2 query.

   ![DBA_COMP_DAY_BALANCES2 - Comp Time by EmplID](image)

   **Example 2:** Enter EmplID and date range for DBA_COMP_DAY_BALANCES2_TL query.

   ![DBA_COMP_DAY_BALANCES2_TL - Comp Time by EmplID - Dt Prmpt](image)

5. Click “View Results” below the entered data.