Leave and Service Modification History: replaces the Academic Personnel Leaves and Duty Modification Query
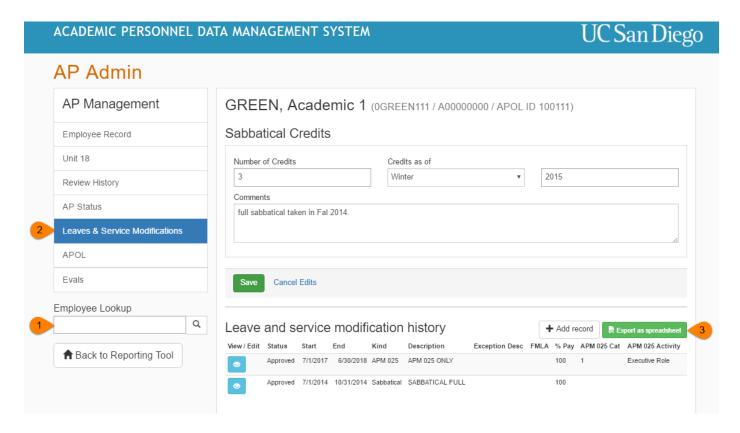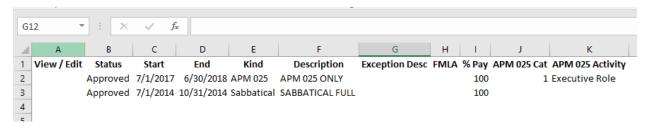
1. Search for the individual in the "employee lookup" tool.
2. Select the desired individual and click the "Leave and Service Modification" tab.
3. Click on the "export as spreadsheet" button located in the Leave and Service Modification History section.

4. The leave and service medication records* records will be downloaded into an excel sheet for further manipulation.

* Results after approximately 1995.