

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.

ACADEMIC PERSONNEL DATA MANAGEMENT SYSTEM
UC San Diego

AP Admin

AP Management
Employee Record
Unit 18
Review History
AP Status
Leaves & Service Modifications
APOL
Evals

Employee Lookup

GREEN, Academic 1 (0GREEN111 / A00000000 / APOL ID 100111)

Sabbatical Credits

Number of Credits:
Credits as of:

Comments:

Leave and service modification history

View / Edit	Status	Start	End	Kind	Description	Exception Desc	FMLA	% Pay	APM 025 Cat	APM 025 Activity
	Approved	7/1/2017	6/30/2018	APM 025	APM 025 ONLY		100	1		Executive Role
	Approved	7/1/2014	10/31/2014	Sabbatical	SABBATICAL FULL		100			

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

	A	B	C	D	E	F	G	H	I	J	K
1	View / Edit	Status	Start	End	Kind	Description	Exception Desc	FMLA	% Pay	APM 025 Cat	APM 025 Activity
2		Approved	7/1/2017	6/30/2018	APM 025	APM 025 ONLY		100		1	Executive Role
3		Approved	7/1/2014	10/31/2014	Sabbatical	SABBATICAL FULL		100			
4											
5											

* Results after approximately 1995.