

HR Administrators can utilize this Z_TIMERPT transaction to view an individual employee's leave balances.

Setting up the criteria/running the report

- Enter the personnel number
- Check the three boxes under "Choose time data to report on"
- Enter the codes for the leave types

Employee Time Reporting

Further selections Search helps Sort order

Period

Today Current month Current year
 Up to today From today
 Other period
 Data Selection Period To
 Person selection period To
 Payroll period

Selection

Personnel Number	12121212	←	↔
Employment status			↔
Company Code			↔
Payroll area			↔
Pers.area/subarea/cost center			↔
Employee group/subgroup			↔

Choose time data to report on

Daily	<input checked="" type="checkbox"/>		
Use Hospital format?	<input checked="" type="checkbox"/>		
Leave	<input checked="" type="checkbox"/>		
Specify vacation time types		7170	← ↔
TDL time types		7180	← ↔
Holiday time types		7150	← ↔

- Execute your report

The report will display the total Vacation leave hours, a breakdown of vacation by expiration date, TDL balance, and Holiday leave balance.

Vacation Hrs:	159.69	Vacation Service Date:	12/14/1989
Vac Exp 06/30/2014 :	38.52	Vac Exp 06/30/2015 :	121.17
TDL Hrs:	583.20	Holiday Hrs:	7.50