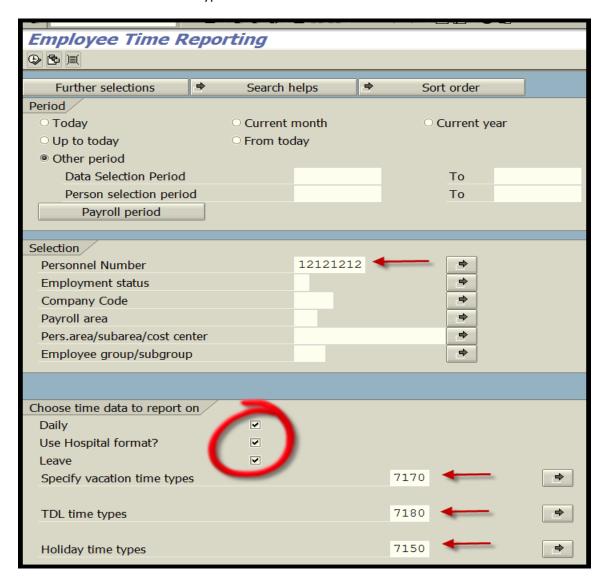
Business Center

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



-Execute your report



Business Center

QRG - Leave Balances For An Individual (Z_TIMERPT)

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: 12/14/19**89** Vac Exp 06/30/2014: 38.52 Vac Exp 06/30/2015: 121.17

TDL Hrs: 583.20 Holiday Hrs: 7.50