

Regular staff may utilize up to **2** TDL days per fiscal year as TDL-Well Being days. CAFE department HR Administrators can use the /Spin/er – TDL Well Being report in order track usage.

Setting the Criteria

- Access transaction: /Spin/er
- Select the TDL-Well Being report.
- From the <Report Data Period> tab select the period for which you would like to search.

- From the <Select Employees> tab enter the appropriate personnel number(s) or organizational unit(s).

Selection Type	Option	Value
External Person ID		
Payroll Area		
Company Code		
Personnel Number		
Employment Status	0	
Employee Group		
Personnel Area		
Cost Center		
Personnel Subarea		
Employee Subgroup		
Organizational Unit		31000000
Org Selection		
Wagetype (0008)		

Running the Report

- Click the <Run FullScreen> button.

Viewing the Data

The report will be displayed. At this point a review can be completed to identify utilization of the leave type.