

HR Administrators can utilize the *zhr_displayleave* transaction to display leave request details, and to check the status of leave requests.

Display/Check the status of leave requests

- Select the applicable period.
- Enter the employee’s personnel number, the supervisor’s personnel number, or the information for the group of employees that you would like to view.
- Select whether you want the report based on the “request date” or “absence as of” date for the leave.
- Select whether you want the report based on the “owner” or the “next agent.”

Owner = employee

Next Agent = supervisor

- If you would like to view a specific “document status” you may select that. Otherwise, leave those fields blank, and the report will be generated on all leave requests for the selected period.

Sent = Awaiting supervisor action

Approved = Approved by supervisor

- Execute

Display Leave Requests (Database of Requests)

Further selections | Search helps | Sort order

Period

Today Current month Current year
 Up to today From today
 Other period

Make your date selection

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: []

Relate Data Selection Period to Following Fields

Request Date
 Absent as of
 End date of absence

Use Personnel Number for Following Role

Owner
 Next Agent
 Person Responsible
 Initiator

Request Data

Document Status: [] to []
 Document ID: [] to []

Version Selection

Only Current Version
 Current and Old Versions

Document Version: [] to []

