College of Agriculture,
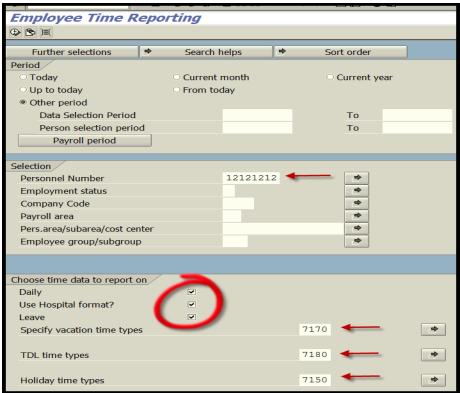Food and Environment
Business Center

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

Setting up the criteria

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

Run the report
- Execute the report
- Leave balances will be displayed