HR Time Administrators can utilize the *zhr_leaveusage* transaction to generate a report of recorded leave for an individual employee or group of employees. This report can be helpful when trying to research holiday balance questions, FML remaining balances, etc.

Setting up the criteria/running the report

-Select the applicable reporting period.

-Enter either the employee's personnel number, or the information for the group of employees that you would like to view.

-If you would like to view a specific leave type, then enter that information. Otherwise, leave those fields blank, and the report will be generated on all absence types.

-Execute

This will display absences that have been entered, approved, and transferred for the selected period.

You can right click to sort, hide, or move columns. You can also right click on the "Hrs." column to total and you can click on "List" to export to Excel.

Start Date	A/ATy...	Attendance or Absence Type	Hrs
01/17/20...	7180	FULL SAL SICK (TDL) - EMP	8.00
01/21/20...	7180	FULL SAL SICK (TDL) - EMP	8.00
03/24/20...	7180	FULL SAL SICK (TDL) - EMP	0.50

Last Updated: 4/28/14