

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

Leave Usage Report	
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Period I Other Period 🔤	<b>■</b> 01/01/2015 – 06/30/2015
Selection Criteria You may 12121212   Personnel Number want to run 12121212   Employment Status for an individual or   Personnel subarea for an individual or   Employee group want to run individual or   Employee group want to run want to run   Employee subgroup it for your whole org   Organizational unit unit want	* * * * * *
Program selections	absence type to view, or
Organizational Unit	to absence types
Attendance or Absence Type	to 7180

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.

01/17/20 7180 EULL SAL SICK (TDL) - EMP 8	Irs
	00
01/21/20 7180 FULL SAL SICK (TDL) - EMP 8.	00
03/24/20 7180 FULL SAL SICK (TDL) - EMP 0.	50