

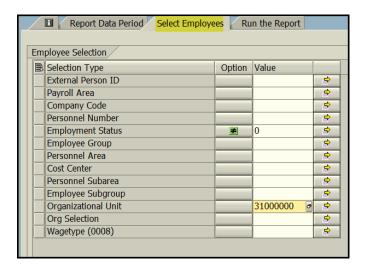
Regular staff may utilize up to $\underline{2}$ TDL days per fiscal year as TDL-Well Being days. CAFE department HR Administrators can use the /Spin/er – TDL Well Being report in order track usage.

Setting the Criteria

- Access transaction: /Spin/er
- Select the <u>TDL-Well Being</u> 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).



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.

Updated: 1/31/20