



HR Time 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      **Make your date selection**  
 Other period

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      You may choose to run by a specific status      to  
Document ID      to

**Version Selection**

Only Current Version  
 Current and Old Versions      Document Version      to

