

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)									
Display Leave Requests (Database of Requests)									
Further selections	Search	helps 🖻 🖻	Sort order						
Period	- 								
○ Today	Current	month 🗲 💳	 Current 	year					
 Up to today 	 From to 	day	date	ur					
 Other period 		<u> </u>	selectio	n					
Data Selection Period			То						
Person selection perio	d		То						
Payroll period	Payroll period								
Selection									
Personnel Number		12121212	<u> </u>						
Employment status		_							
Company Code		_							
Payroll area									
Pers.area/subarea/cost ce	nter								
Employee group/subgrou	p								
Polato Data Soloction Poriod	to Following Field								
		Sel	ect whether yo	L					
Absent as of	-	v	equest date of						
O End date of absence			date of leave						
Use Personnel Number for F	ollowing Role								
Owner		Sele	ect whether vou						
🗆 Next Agent		war	nt to run on the						
 Person Responsible 		en	nployee or the						
 Initiator 									
Request Data You	ımav								
Document Status choos	e to run 🔶		to		\$				
Document ID by a s	specific atus		to		=				
50									
Version Selection									
Only Current Version									
 Current and Old Versior 	15	Document Versi	on		to				



• This will display leave requests during the designated period.

List of Requests										
Docu	D	Documen	Status		Per	I		Per		Next
5332 <u></u>	3	ABSREQ	POSTED	Е	398 <u>.</u>	5	Е	398	5	
5356	3	ABSREQ	POSTED	E	398	5	Е	398	5	

• Double click on any leave request to drill into the details

Next Agent : Person Responsible :				000000000	000000000000000000000000000000000000000	000000000			
Last Changed On/By :	BAT-HRTM	03/26/2014 10:56:17	EST	000000000		00000000			
Workflow Data									
Work Item ID	000016399152								
Task	WS90510052								
Note	1100002								
Last Changed On/By :		00/00/0000 00:00:00							
Note :	<no exists="" note=""></no>								
ID of Item P	ositi Item Tvr	e Operation	Info	SType	Start time	End time	Absence	Start Date	End Date
5332 1 5	332B ATTARS	INS	2001	7170	00.00.00	00.00.00	8.00	04/02/2014	04/02/2014
	JJZD ATTADJ	CMI	2001	/1/0	00.00.00	00.00.00	0.00	07/02/2014	07/02/2014