

## QRG – Leave Balances (Z\_TIMERPT)

HR Administrators can utilize this **Z\_TIMERPT** transaction to view an individual employee’s leave balances.

### Setting up the Criteria

- Enter the employee’s Personnel Number.
- Check the **three boxes** under Choose Data to Report On.
- Enter the **code** for the Leave Types.

### Running the Report

- Execute.

### Viewing the Data

The report will display leave balance details.

Vacation Hrs:	139.26	Vacation Service Date:	03/09/2015
Vac Exp 06/30/2025 :	32.54	Vac Exp 06/30/2026 :	106.72
TDL Hrs:	550.05	Holiday Hrs:	0.00