HR Administrators can utilize the ***zhr_leaveusage*** transaction to generate a report of recorded leave for an individual or group of employees.

Setting up the Criteria
•Select the applicable Reporting Period.
•Enter the employee's Personnel Number.
•To view a specific leave type, enter that code. Otherwise, leave blank, and the report will generate on all absence types.

Period				
Reporting Period	I Other Period		07/01/2024 – 06/30/2025	

Selection Criteria		
Personnel Number	12121212	
Employment Status		
Personnel area		
Personnel subarea		
Employee group		
Employee subgroup		
Payroll area		
Organizational unit		

Program selections				
Organizational Unit		to		
Attendance or Absence Type	7172	to	7172	

Running the Report
•Execute.

Viewing the Data
The report will display. You may right click on any column to sort, hide or remove data. You may also right click on the Hrs. column to **total**.

Start Date	A/AType	Attendance or Absence Type	Hrs	RNo	**Right Click**
07/05/2024	7172	VACATION - 12 Mo Faculty	32.		Copy Text
08/19/2024	7172	VACATION - 12 Mo Faculty	40.		Hide
03/04/2025	7172	VACATION - 12 Mo Faculty	48.		Show…
			▪ 120.0		Optimize Width
					Freeze to Column
					Sort in Ascending Order
					Sort in Descending Order
					Find…
					Set Filter…
					Total

Additionally, you may select the Excel icon to export the data.