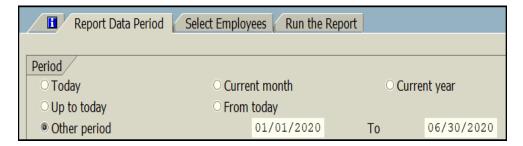
# Business Center

## QRG - /Spin/er - TDL Well Being

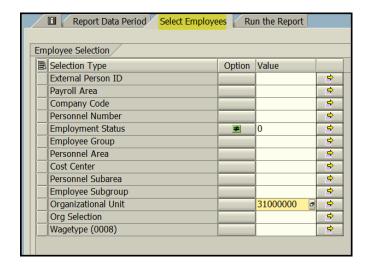
Regular staff may utilize up to  $\underline{2}$  TDL days per fiscal year as TDL-Well Being days. CAFE department HR Administrators can use the /Spin/er – TDL Well Being report in order track usage.

#### **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