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/running the report

- Select the applicable <u>Reporting Period</u>
- Enter either the employee's <u>Personnel Number</u>, or the information for the group of employees that you would like to view
- If you would like to view a specific leave type, then enter that information. Otherwise, leave those fields blank, and the report will be generated on all absence types
- Execute

| Leave Usage Report | |
|--|---|
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| Period Reporting Period I Other Period | ◙ ■ 01/01/2015 - 06/30/2015 |
| Selection Criteria You may 12121212 Personnel Number want to run 12121212 Employment Status for an individual or Personnel subarea you may gou may Employee group want to run individual or Employee group want to run it for your Organizational unit unit unit | * * * * * |
| Program selections | You can select a specific absence type to view, or leave blank and run on all |
| Attendance or Absence Type | to 7180 |

Leave requests (that have been submitted, approved, and transferred), for the selected period, will be displayed.

<u>Pro Tip</u>: **Right click on any column** to <u>sort, hide, or remove</u>. You may also right click on the **Hrs**. column to <u>total</u> and you can click on <u>List</u> to <u>export to Excel</u>.

| A/ATy | Attendance or Absence Type | Hrs |
|-------|-------------------------------|--|
| 7180 | FULL SAL SICK (TDL) - EMP | 8.00 |
| 7180 | FULL SAL SICK (TDL) - EMP | 8.00 |
| 7180 | FULL SAL SICK (TDL) - EMP | 0.50 |
| | A/ATy 7180 7180 7180 | A/ATyAttendance or Absence Type7180FULL SAL SICK (TDL) - EMP7180FULL SAL SICK (TDL) - EMP7180FULL SAL SICK (TDL) - EMP |