

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 Reporting Period
- Enter either the employee’s Personnel Number, 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 requests (that have been submitted, approved, and transferred), for the selected period, will be displayed.

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

Start Date	A/ATy...	Attendance or Absence Type	Hrs
01/17/20...	7180	FULL SAL SICK (TDL) - EMP	8.00
01/21/20...	7180	FULL SAL SICK (TDL) - EMP	8.00
03/24/20...	7180	FULL SAL SICK (TDL) - EMP	0.50