Business Center

QRG – Leave Request Details

HR Administrators can utilize the *zhr_displayleave* transaction to display leave request details, and to check the status of leave requests.

Display/Check the status of leave requests

- Select the applicable period.
- Enter the employee's personnel number, the supervisor's personnel number, or the information for the group of employees that you would like to view.
- Select whether you want the report based on the "request date" or "absence as of" date for the leave.
- Select whether you want the report based on the "owner" or the "next agent."

Owner = employee Next Agent = supervisor

• If you would like to view a specific "document status" you may select that. Otherwise, leave those fields blank, and the report will be generated on all leave requests for the selected period.

Sent = Awaiting supervisor action Approved = Approved by supervisor

Execute

							_
Display Leave Re	quests (D	atabase	e of Re	equests)			
⊕ № ■							
Further selections	⇒ Sear	ch helps	⇒	Sort order			
Period							
○ Today	@ Curre	ent month 🗲	_	Current year	r		
O Up to today	○ From	today		Make your			
Other period			-	selection			
Data Selection Period				То			
Person selection perio	od			То			
Payroll period							
Selection Personnel Number		121212	212	4			
Employment status		121212	212	4			
Company Code				4			
Payroll area				4			
Pers.area/subarea/cost cer	nter			=>			
Employee group/subgroup				\$			
. , , , , ,							
Relate Data Selection Period	to Following F	ields					
O Request Date	4			t whether you int to run on			
Absent as of			rec	uest date of			
 End date of absence 			da	ate of leave			
Use Personnel Number for F Owner	ollowing Role						
4				t whether you to run on the			
Next Agent Person Responsible				loyee or the			
Initiator							
Tindatoi							
Request Data							
YOL	u may se to run 💳	•		to		\$	
Document ID by a s	specific			to		=>	
st	atus						
Version Selection							
Only Current Version							
 Current and Old Version 	าร	Docume	ent Version			to	

Last Updated: 4/1/2022



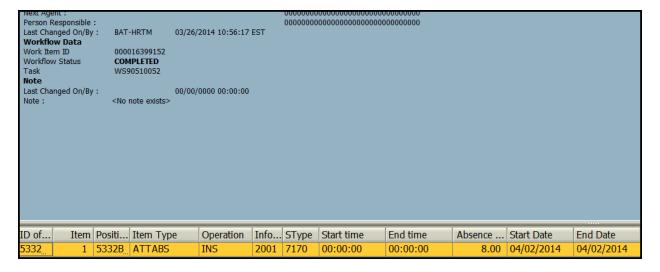
Business Center

QRG – Leave Request Details

• This will display leave requests during the designated period.

List of Requests											
Docu	D	Documen	Status		Per	I		Per		Next	
5332	3	ABSREQ	POSTED	E	398	5	Ε	398	5		
5356	3	ABSREQ	POSTED	Е	398	5	Е	398	5		

• Double click on any leave request to drill into the details



Last Updated: 4/1/2022