



HR Time Administrators can utilize this Z_TIMERPT transaction to view an individual employee's leave balances.

Setting up the criteria

- Enter the personnel number.
- Check the three boxes under “Choose time data to report on.”
- Enter the codes for the leave types.
- E

Employee Time Reporting

Further selections | Search helps | Sort order

Period

Today Current month Current year
 Up to today From today
 Other period
Data Selection Period: [] To: []
Person selection period: [] To: []
Payroll period: []

Selection

Personnel Number: 12121212
Employment status: []
Company Code: []
Payroll area: []
Pers.area/subarea/cost center: []
Employee group/subgroup: []

Choose time data to report on

Daily:
Use Hospital format?:
Leave:
Specify vacation time types: 7170
TDL time types: 7180
Holiday time types: 7150

Run the report

- Execute the report
- Leave balances will be displayed