

## Purpose

Use this procedure to view the time and leave summary report for specific employees, and/or a group of employees.

## Trigger

Perform this procedure when you need to validate time and leave summary report for specific employees, and/or a group of employees.

## Prerequisites

Time entry has been made in CAT2 and approved in CAPP.

## Menu Path

None.

## Transaction Code

ZH49T

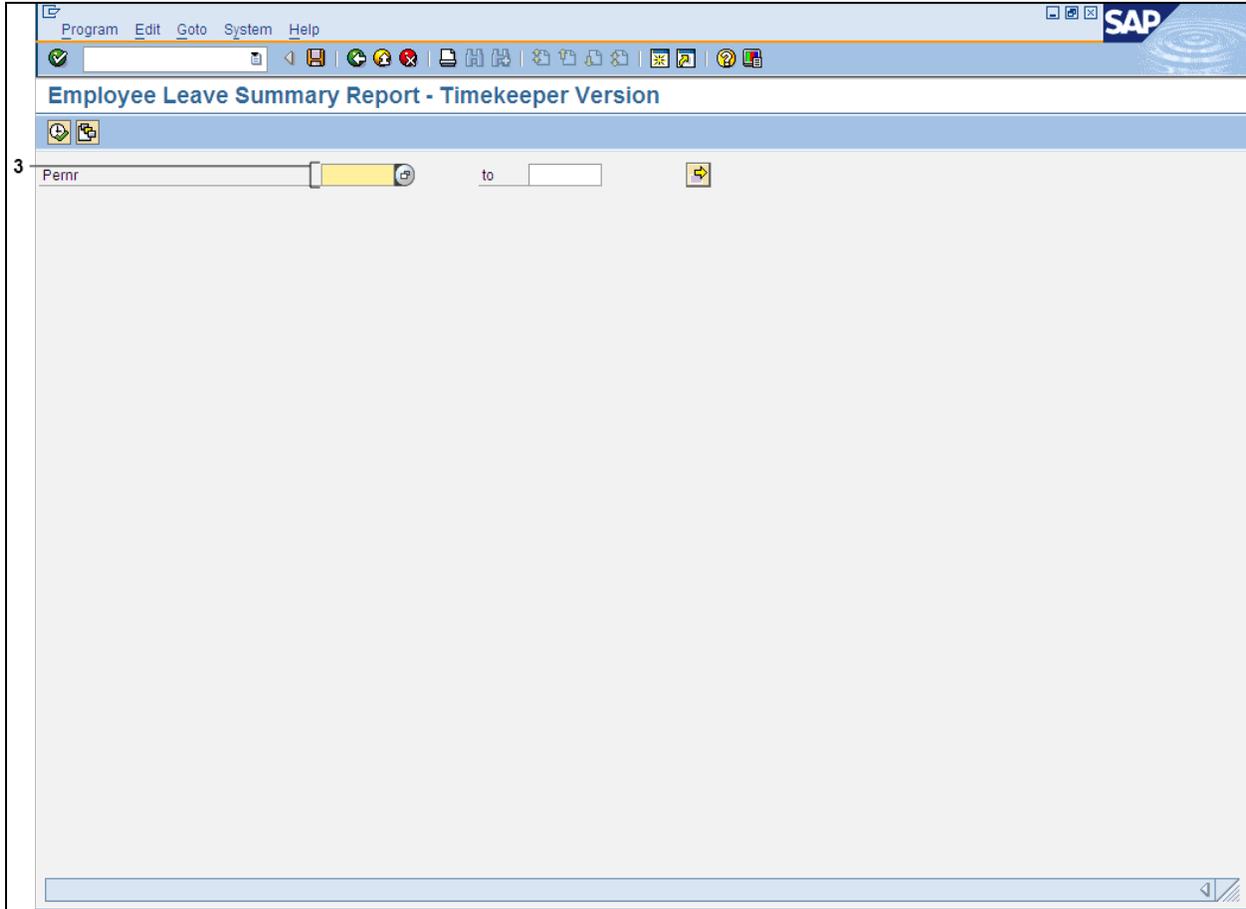
## Helpful Hints

None.

**Procedure**

1. Start the transaction using the menu path or transaction code. SAP displays the *Employee Leave Summary Report - Timekeeper Version* screen.

**Employee Leave Summary Report - Timekeeper Version**



2. Perform one of the following:
 

If	Go To
You need to view leave summary report for a single employee	Step <a href="#">3</a>
You need to view leave summary report for multiple employees	Step <a href="#">5</a>

3. As required, complete/review the following fields:

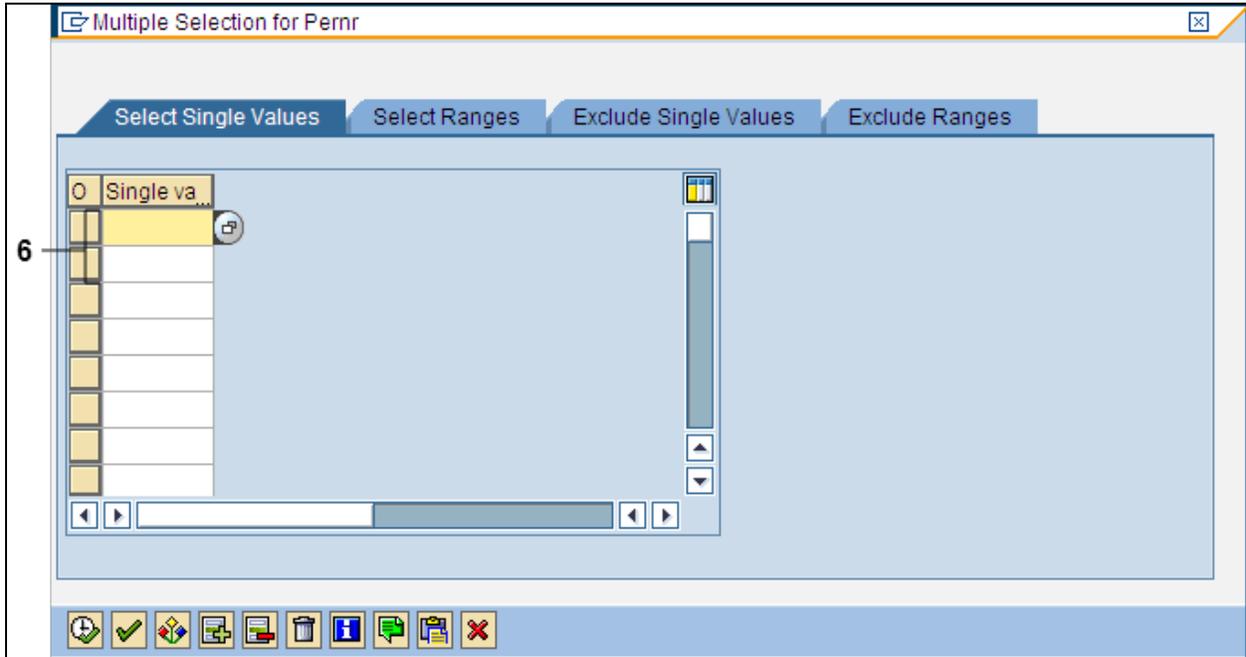
Field	R/O/C	Description
Pernr	Required	Number that identifies an employee. <b>Example:</b> 3492

4. Go to Step [9](#).
5. Click **Multiple Selection**  next to the **Pernr** field. The *Multiple Selection for Pernr* dialog box

displays.

 You do not have to click **Multiple Selection**  if you want to report on all employees you have access to. You can leave the **Pernr** field blank and skip to Step [9](#).

### Multiple Selection for Pernr



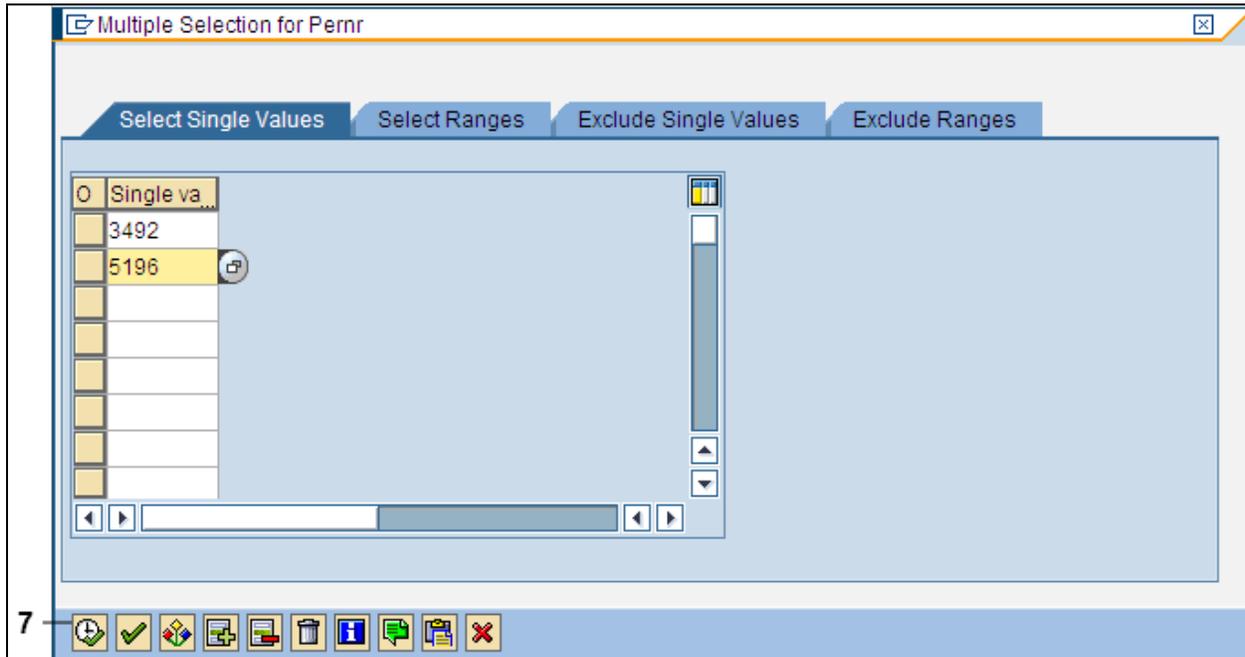
6. As required, complete/review the following fields:

Field	R/O/C	Description
Single value	Required	Single unique value for a field. <b>Example:</b> 3492
Single value	Required	Single unique value for a field. <b>Example:</b> 5196

 Enter the employee Pernr for each employee being reported in a separate cell.

 Multiple Pernr's can be copied and pasted into the single value cells. If you are trying to paste a large quantity of Pernr's press shift+F12 to paste all Pernr's that have been copied.

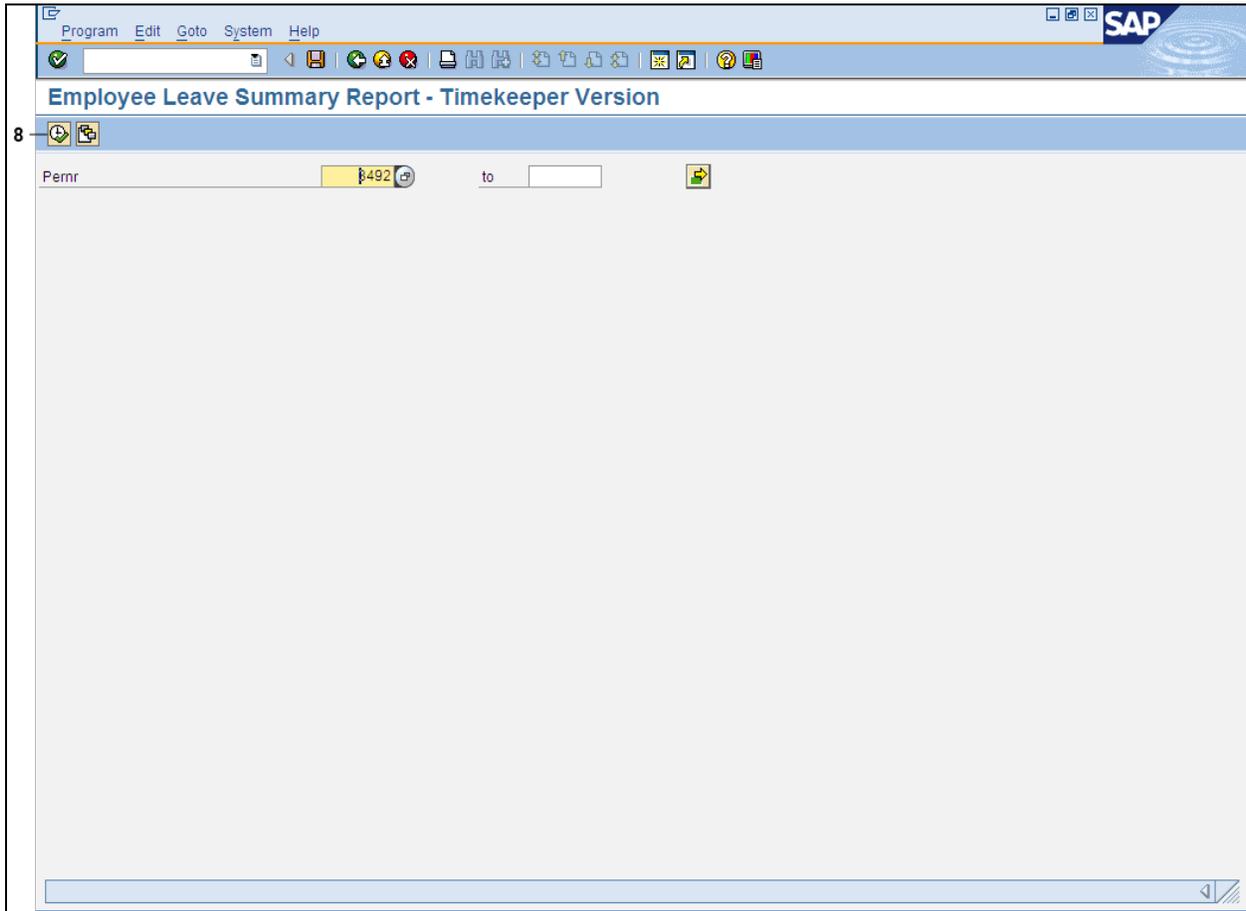
### Multiple Selection for Perrn



7. Click **Copy** button  to return to the *Employee Leave Summary Report - Timekeeper Version* screen

 The **Perrn** field will populate with the value entered in the first **Single value** field. The **Multiple Selection** button also turns green when multiple employees are selected.

## Employee Leave Summary Report - Timekeeper Version



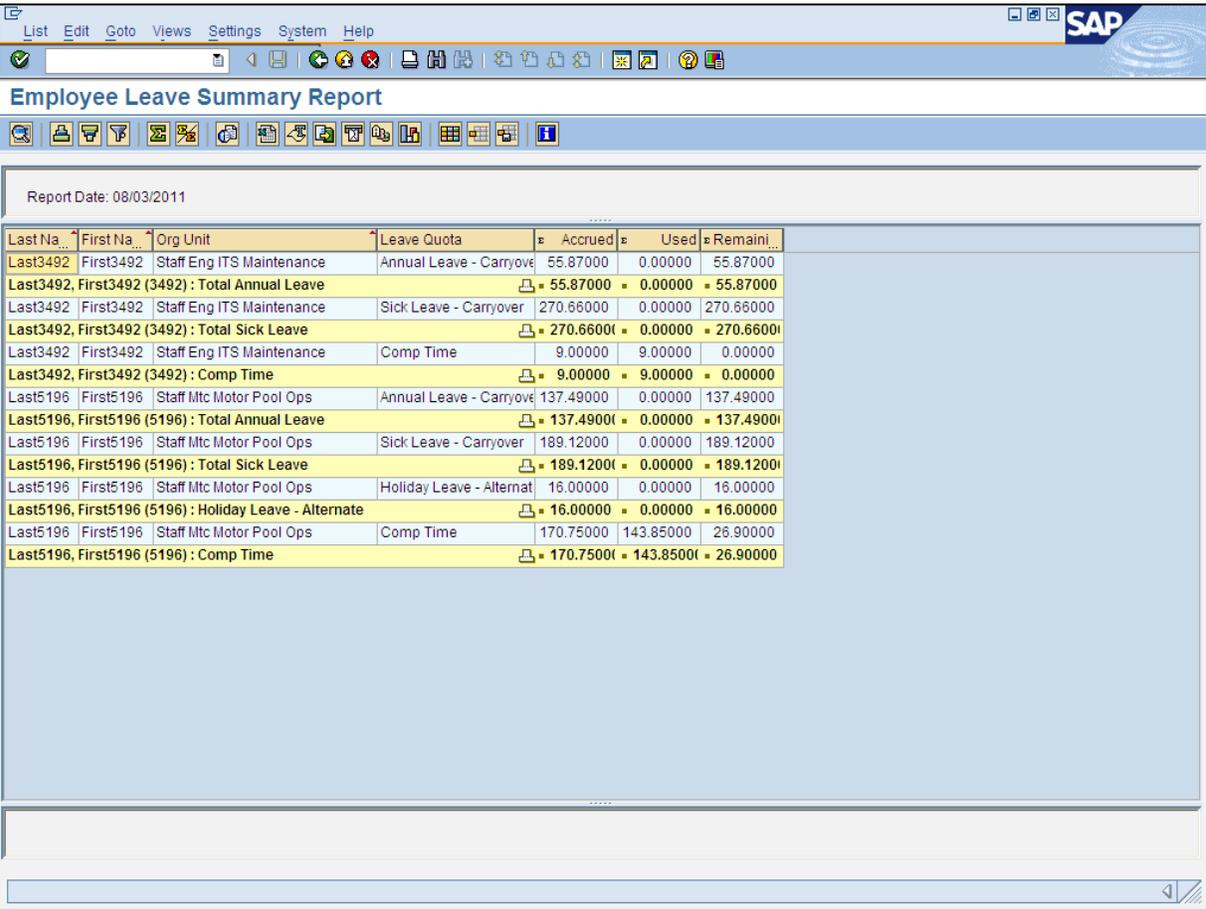
8. Click **Execute** button  to display employee's leave summary report.



The screen below shows the summary report for multiple employees. If you entered the personnel number for a single employee, you will view the leave summary report for only that employee.

**Employee Leave Summary Report**

9

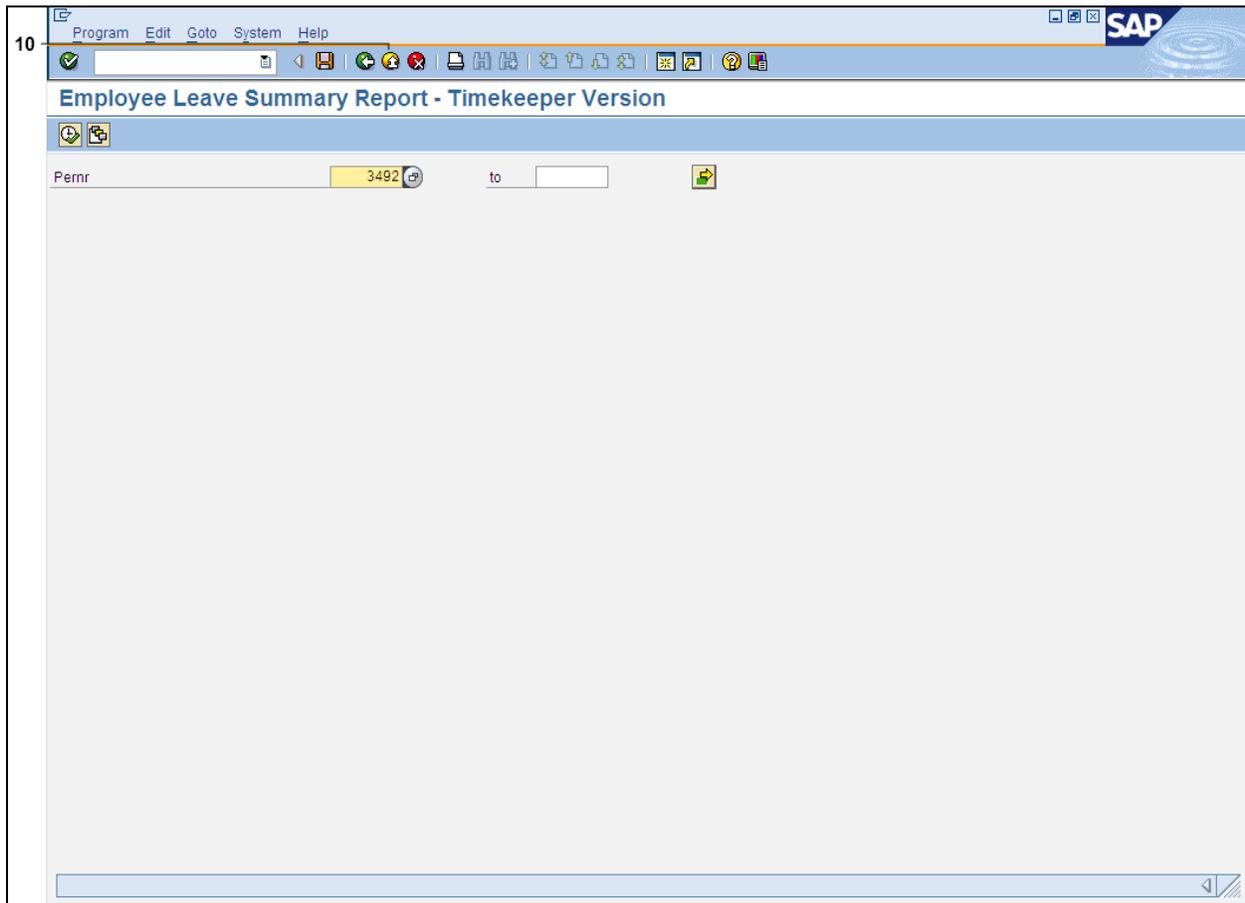


Report Date: 08/03/2011

Last Na	First Na	Org Unit	Leave Quota	Accrued	Used	Remaini
Last3492	First3492	Staff Eng ITS Maintenance	Annual Leave - Carryover	55.87000	0.00000	55.87000
Last3492, First3492 (3492) : Total Annual Leave				55.87000	0.00000	55.87000
Last3492	First3492	Staff Eng ITS Maintenance	Sick Leave - Carryover	270.66000	0.00000	270.66000
Last3492, First3492 (3492) : Total Sick Leave				270.66000	0.00000	270.66000
Last3492	First3492	Staff Eng ITS Maintenance	Comp Time	9.00000	9.00000	0.00000
Last3492, First3492 (3492) : Comp Time				9.00000	9.00000	0.00000
Last5196	First5196	Staff Mtc Motor Pool Ops	Annual Leave - Carryover	137.49000	0.00000	137.49000
Last5196, First5196 (5196) : Total Annual Leave				137.49000	0.00000	137.49000
Last5196	First5196	Staff Mtc Motor Pool Ops	Sick Leave - Carryover	189.12000	0.00000	189.12000
Last5196, First5196 (5196) : Total Sick Leave				189.12000	0.00000	189.12000
Last5196	First5196	Staff Mtc Motor Pool Ops	Holiday Leave - Alternate	16.00000	0.00000	16.00000
Last5196, First5196 (5196) : Holiday Leave - Alternate				16.00000	0.00000	16.00000
Last5196	First5196	Staff Mtc Motor Pool Ops	Comp Time	170.75000	143.85000	26.90000
Last5196, First5196 (5196) : Comp Time				170.75000	143.85000	26.90000

9. Click **Back** button  to return to the *Employee Leave Summary Report - Timekeeper Version* screen.

### Employee Leave Summary Report - Timekeeper Version



10. Click **Exit** button  to go back to the *SAP Easy Access* screen.
11. You have completed this transaction.

## Result

You have successfully displayed the time and leave summary report for specific employees, and/or a group of employees.

For feedback on this document, please contact [dot\\_SAPSupport@state.co.us](mailto:dot_SAPSupport@state.co.us).