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
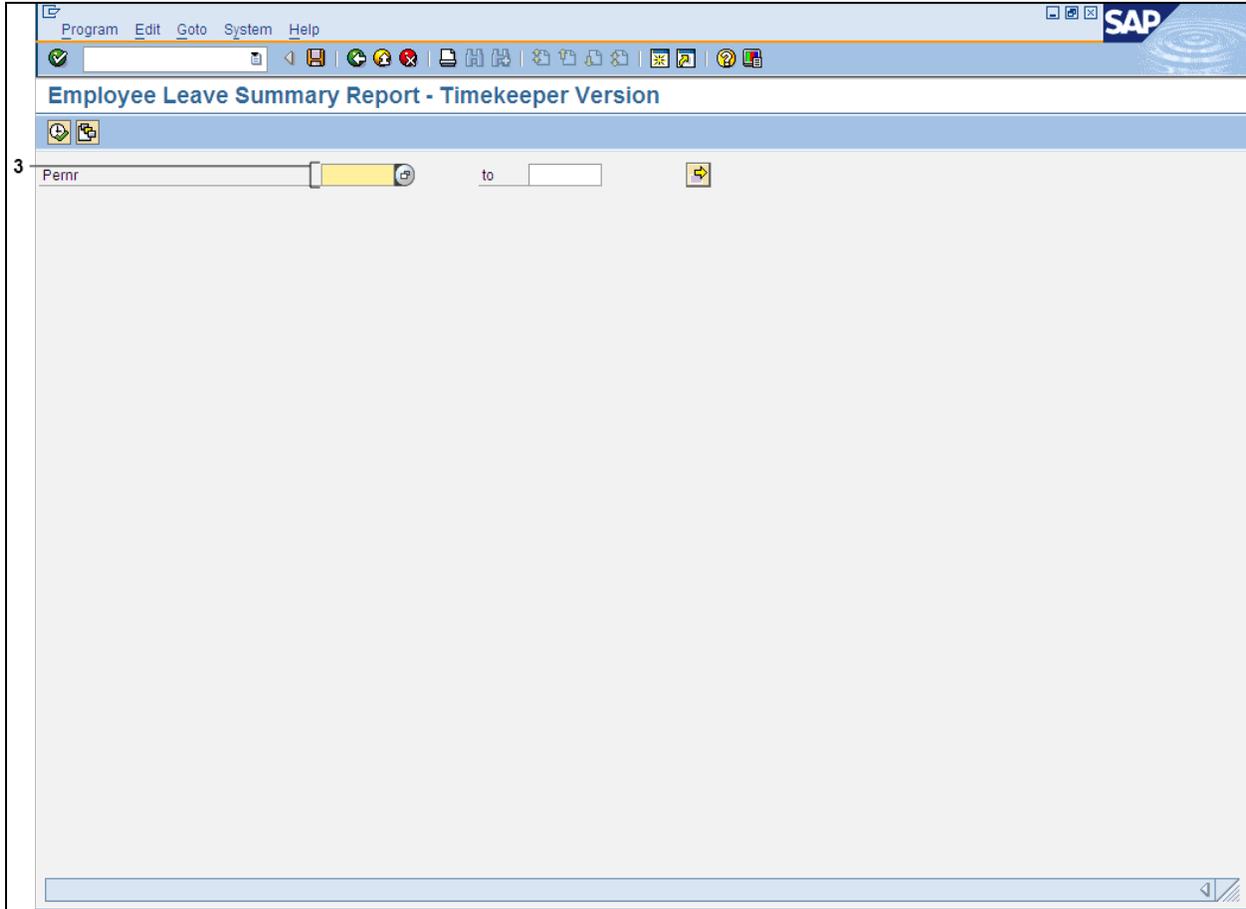
2. Perform one of the following:

If	Go To
You need to view leave summary report for a single employee	Step 3
You need to view leave summary report for multiple employees	Step 5

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

Field	R/O/C	Description
Pernr	Required	Number that identifies an employee. **Example:** 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** [icon] 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
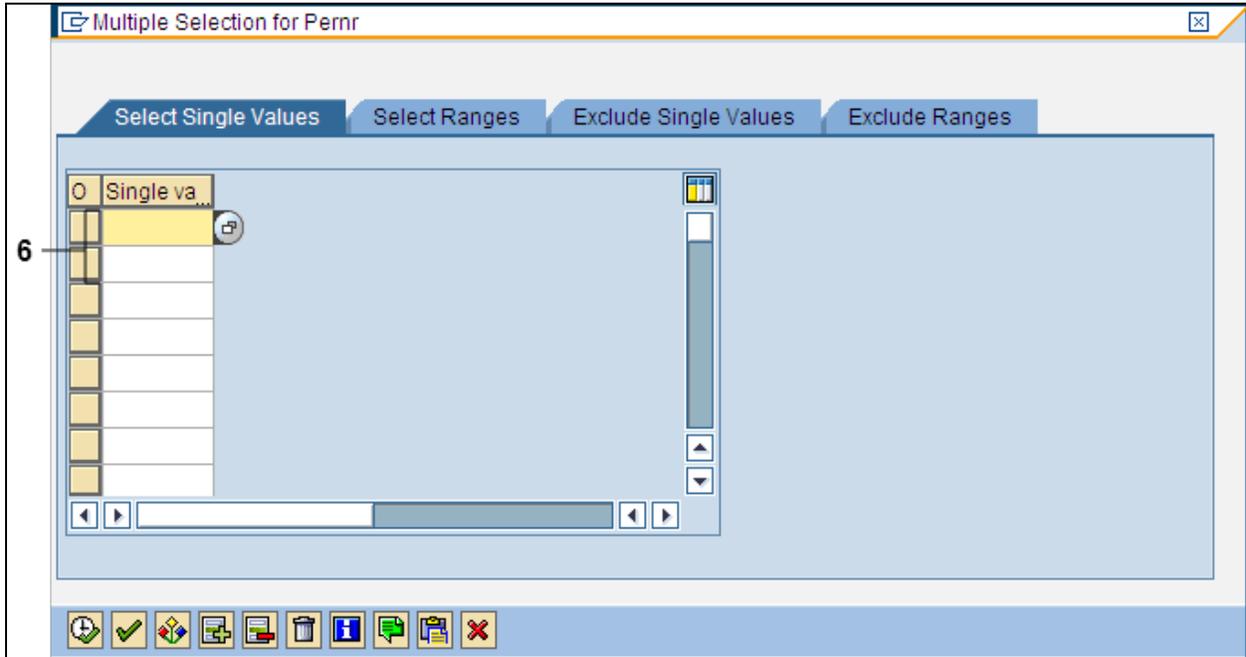
6. As required, complete/review the following fields:

Field	R/O/C	Description
Single value	Required	Single unique value for a field. **Example:** 3492
Single value	Required	Single unique value for a field. **Example:** 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 Pernr
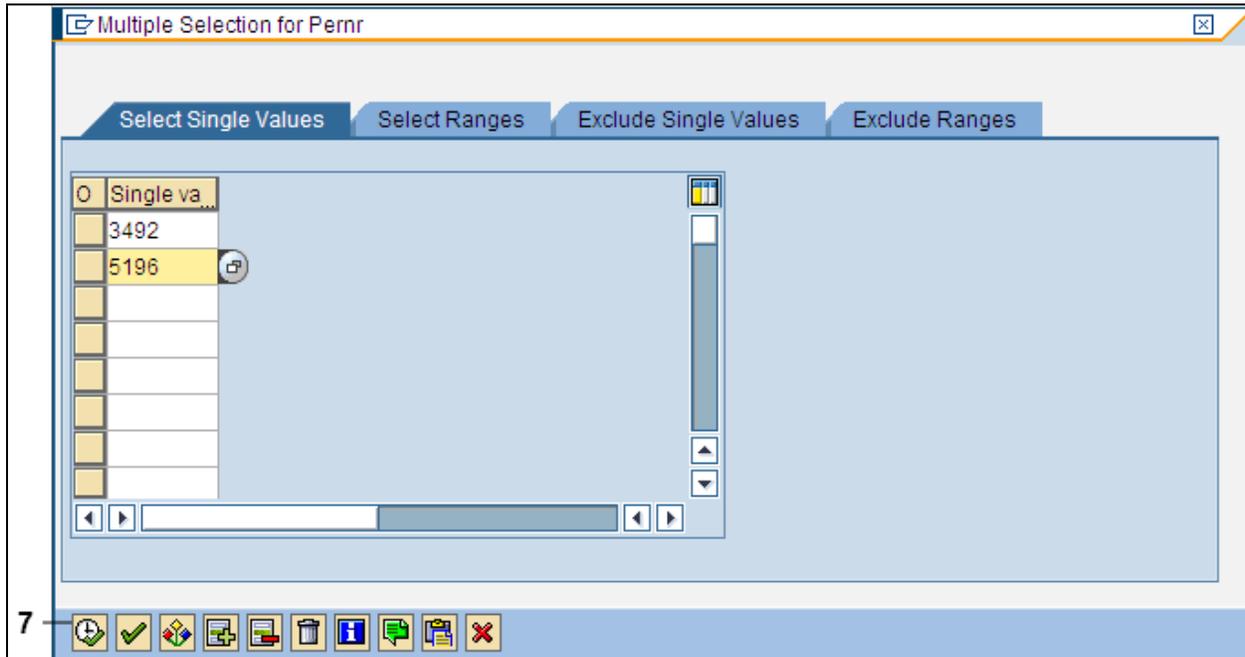
7. Click **Copy** button to return to the *Employee Leave Summary Report - Timekeeper Version* screen

The **Pernr** 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
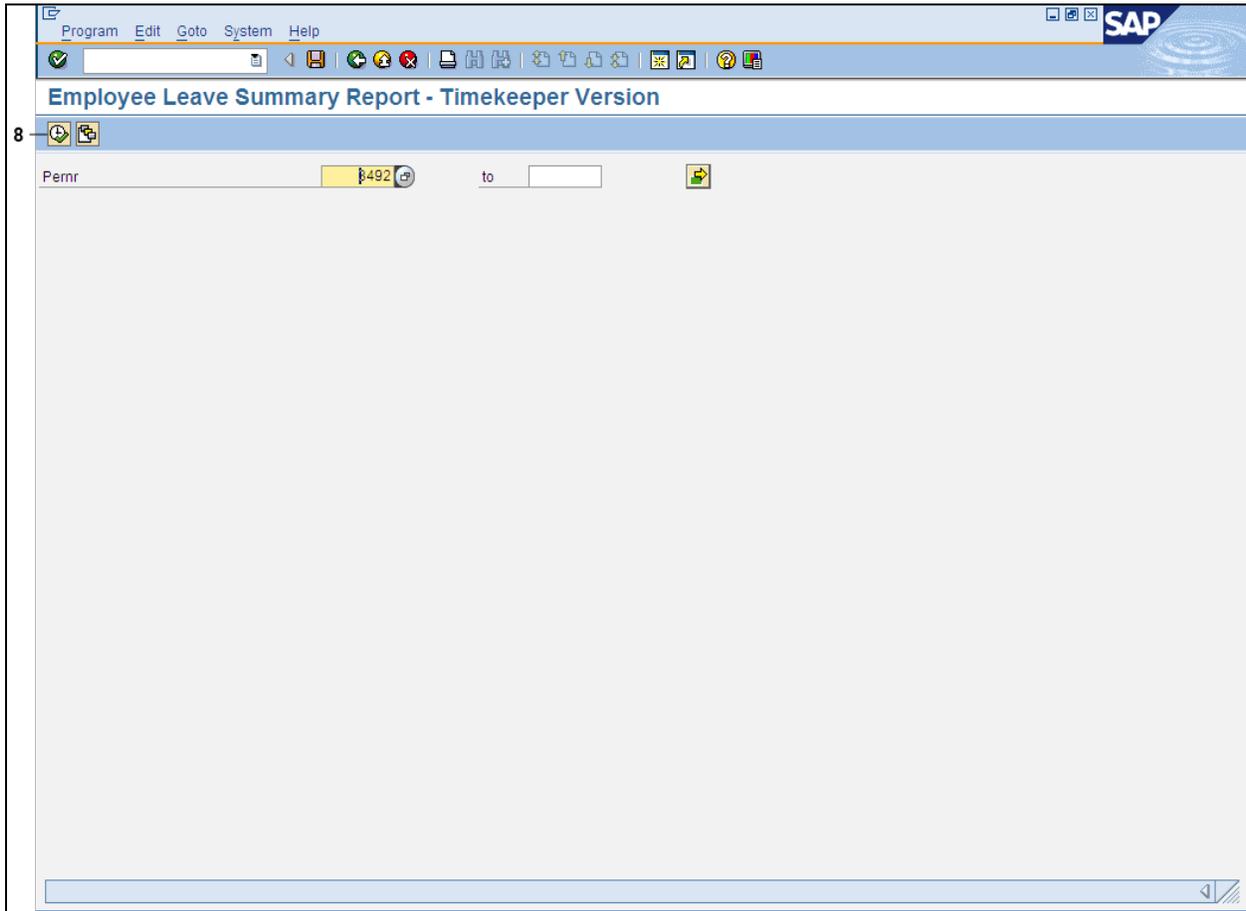
8.   Click **Execute** button ![icon] to display employee's leave summary report.

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

Employee Leave Summary Report - Timekeeper Version
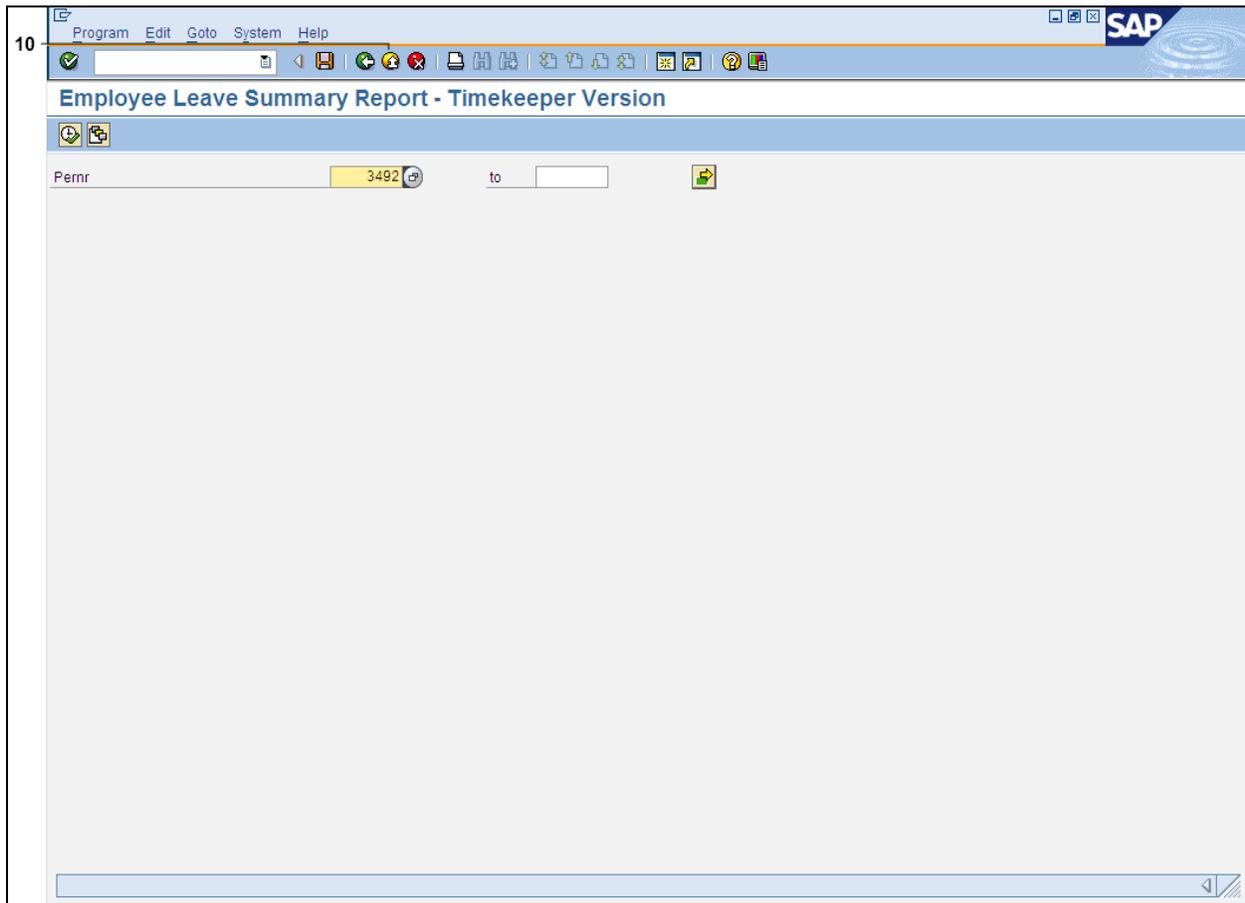
10. Click **Exit** button ⌂ to go back to the *SAP Easy Access* screen.

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.