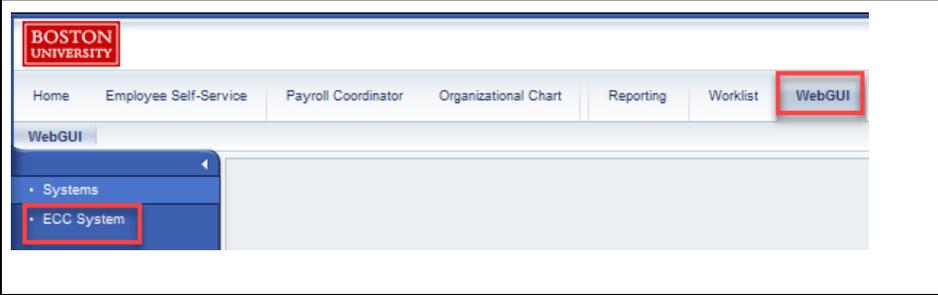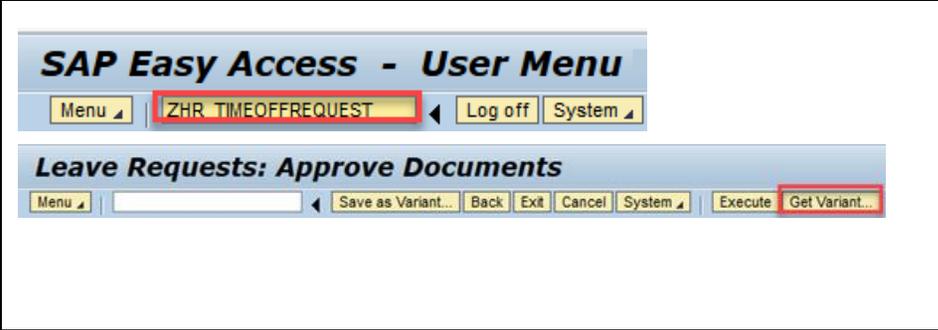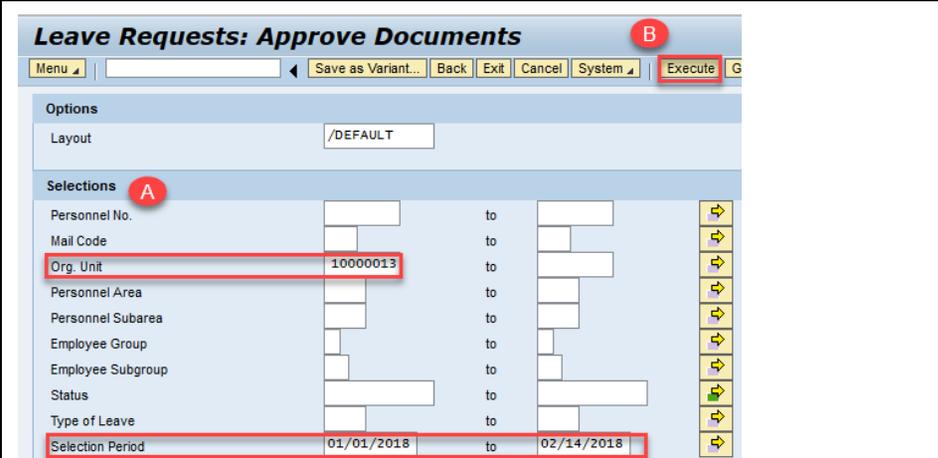# Time Off Request (TOR) Status Tracking and Approval–Quick Reference Guide

Timekeepers and Payroll Coordinators can use transaction ZHR_TimeoffRequest to track, approve/or reject requests for absences in SAP. This action is typically performed when a manager is not available to approve/or reject an employee's time off request.

	1. Log on to **BUworks Central** https://ppo.buw.bu.edu 2. Click on the **WebGUI** tab 3. Click on **ECC** system
	4. Enter **ZHR_TIMEOFFREQUEST** as the transaction code in the command window and press the **Enter** key **NOTE:** Sometimes, the command window is hidden from view. Click on black arrow next to Log off button to open it 5. Click on Get Variant button and select **BU TK_PYC** option. Click on green check button
	6. Enter values for your selection criteria (*labeled* A) for fields such as Personnel number, Mail code, Org Unit, Personnel Area, Personnel Subarea, Employee group, Employee subgroup, Status, Type of leave and Selection period for dates. You can enter either a single value (e.g. Org. Unit = 100000000) or a range of values (e.g. Org. Unit 10000000 to 100000200) for any selection field 7. Click on **Execute** (*labeled* B) to run the report 8. The results returned from executing the report can be sorted in ascending/descending order by clicking on a specific

2/6/2018

	column and specifying the sort order. You can also export the report's output as an Excel file to save on your computer
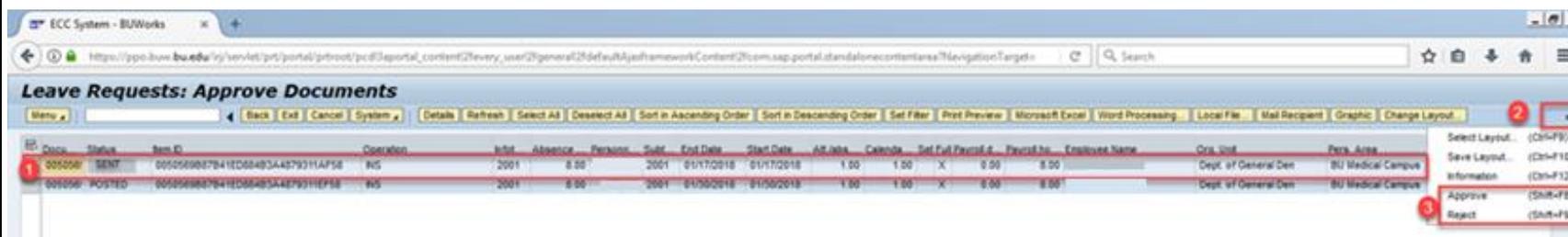
9. To approve specific requests in "Sent" status (*labeled 1*), select the row and click on >> located on the far right of the screen (*labeled 2*). Select a suitable option (Approve/or Reject) from the drop-down (*labeled 3*). The status for the request changes from Sent to Approved/Rejected based on your action. You have successfully approved/rejected absences for employees in the specified Org. Unit(s)