Before Timekeepers & Payroll Coordinators can use transaction ZHR_TimeOffRequest to track, approve/ or reject TimeOffRequests in SAP. You may specify a range of values for the following fields that accept user input.

- **Personnel No:** This is the Personnel number of the approving manager. A view of Time Off Requests that have been made by his/her staff over a specified period are available for view/approval/rejection.

- **Mail Code:** This is a 3 digit code used by mail services for internal delivery. Informally, this is the code used to identify the department. (For eg, B35 for BUworks).

- **Org. Unit:** Unit of BU that identifies department, group, subgroup or project. For eg: 10000067 for BUworks).

- **Personnel Area:** Code for BU Campus and limited affiliates. For eg. (1000 for CRC).

- **Personnel Subarea:** The grouping within a personnel area that defines if a position is represented by a union or non-represented.

- **Employee Group:** Exempt staff employees can be identified as employee group 6 and 7. Non-exempt (weekly) employees can be identified as employee group 8 and 9.

- **Employee Subgroup:** A subdivision of an employee group used to complete the BU personnel structure maintained within SAP.

- **Status:** This is the status of the time off request. For eg. (Sent, Approved, Rejected)

- **Type of Leave:** There are types of absences. For eg, (Sick pay and Vacation)

**Selection Period:** View time off requests in a date range specified by the user. For eg. (02/01/2015 to 02/28/2015) would select the entries for Feb 2015. If you do not specify a range of dates, data as of today’s effective date will be displayed.

**Prerequisites**

- There are no pre-requisites for running this transaction.

**Accessing the Transaction**

a) Login to BUworks Central portal and click on the WebGUI tab. Click the link labeled **ECC system**

b) Type ZHR_TIMEOFFREQUEST as the transaction code in the window highlighted below.

[c] Enter values for your selection criteria 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 as needed. Click on the **Save as Variant** button to permanently name and store the parameters you just entered so you can re-use the variant report at a later date.

d) The initial TORSTA screen appears as follows: Default selection date is current date. Enter values as needed and then click on **Execute** to run the report.

![Leave Requests: Approve Documents](image)

An example of the results returned upon executing the report is shown below:

e) You can sort the records displayed in any column in ascending or descending order by clicking on.

![Sort in Ascending Order](image) ![Sort in Descending Order](image)

f) Choose specific rows with “Sent” status and approve/reject the request for one/more employees at a time by clicking on **>** located on the far right of the screen. Click on a suitable option to Approve and reject from drop down list.

g) The status for the request changes to Approved/Rejected based on your choice You have successfully run ZHR_TIMEOFFREQUEST. You may exit the screen by clicking on **Exit** button.