Time Off Request (TOR) Exception Report–Quick Reference Guide

Timekeepers and Payroll Coordinators can use transaction ZHR_EXCEPTIONUSE to report on employees who have *NOT REQUESTED* any sick or vacation days in a specified period of time.
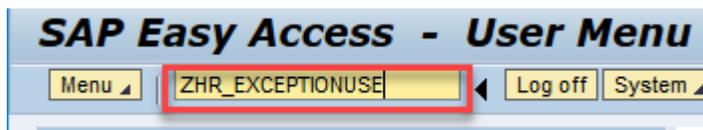
1. Log on to **BUworks Central** https://ppo.buw.bu.edu

2. Click on the **WebGUI** tab

3. Click on **ECC** system

4. Enter **ZHR_EXCEPTIONUSE** as the transaction code in the transaction command window and press **Enter**
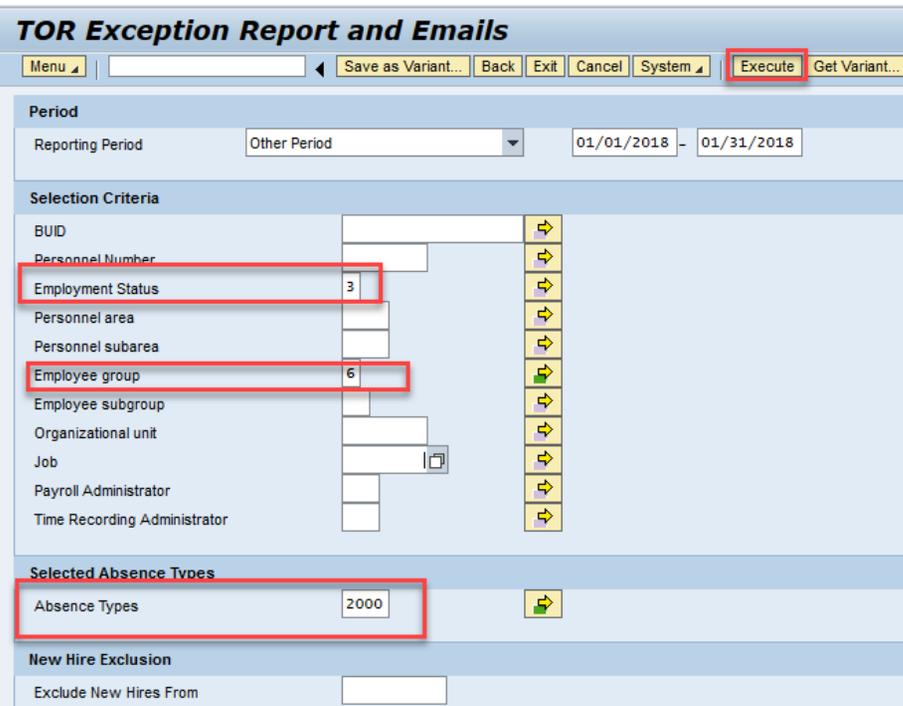
NOTE: If the command window is hidden from view. Click on the black arrow next to Log off button to open it

5. Enter values for your selection criteria for Reporting Period (*edit the default date period*), Personnel number, Employment Status, Personnel Area, Personnel Subarea, Employee group, Employee subgroup, Org. Unit, Job, Payroll Administrator, Time Recording Administrator and Absence Type. You can enter either a single value (e.g. Employment status = 3 implies Active employees) or a range of values for any field

6. Click on **Execute** to run the report. The results returned from executing the report can be sorted in ascending or descending order by clicking on a specific column. You can export the report's output as a file to save on your computer

7. To send TOR Exception notification via email, click CTRL+F7 OR choose Mail Recipient option by clicking on double rows located on the far right corner of the report output. Specify the recipient and click on **SEND** button on the menu