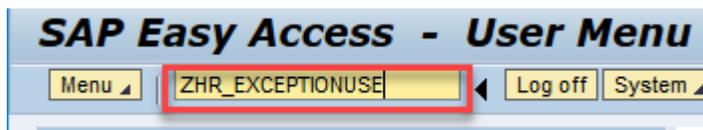


Time Off Request (TOR) Exception Report–Quick Reference Guide

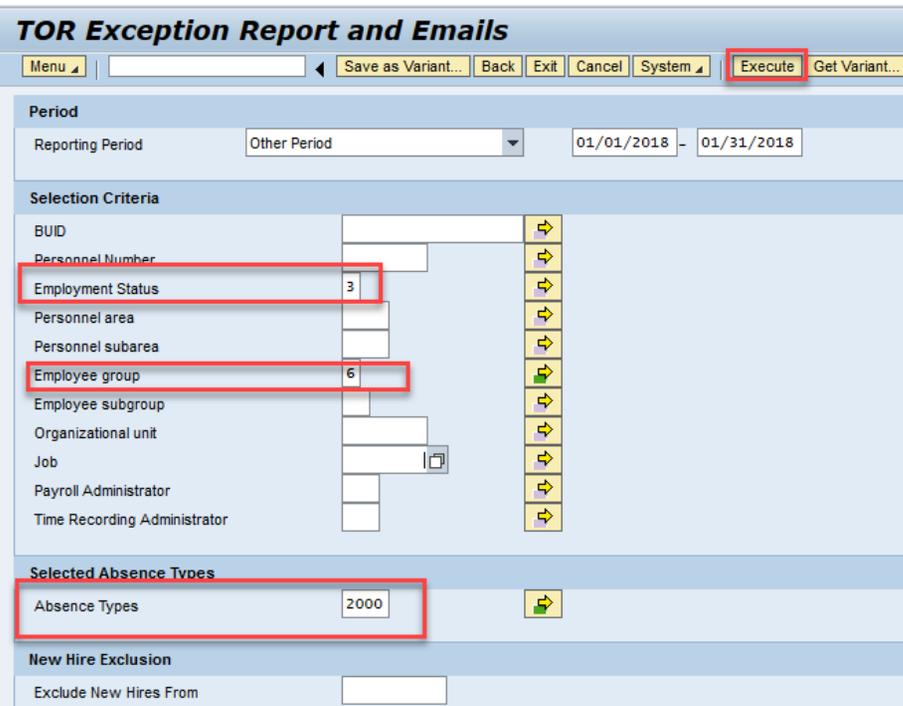
Timekeepers and Payroll Coordinators can use transaction ZHR_EXCEPTIONUSE to report on employees who have **NOT REQUESTED** any sick or vacation days in a specified period of time.



SAP Easy Access - User Menu

Menu | **ZHR_EXCEPTIONUSE** | Log off | System

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**



TOR Exception Report and Emails

Menu | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Get Variant...

Period
Reporting Period: Other Period | 01/01/2018 - 01/31/2018

Selection Criteria

BUID		↕
Personnel Number		↕
Employment Status	3	↕
Personnel area		↕
Personnel subarea		↕
Employee group	6	↕
Employee subgroup		↕
Organizational unit		↕
Job		↕
Payroll Administrator		↕
Time Recording Administrator		↕

Selected Absence Types

Absence Types	2000	↕
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New Hire Exclusion

Exclude New Hires From

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