Timekeepers & Payroll Coordinators can use transaction Z_EXCEPTIONUSE to report on employees that have not taken sick/vacation days over a selected period of time.

### Prerequisites and Accessing the Transaction

There are no pre-requisites for running this transaction. Here are Instructions on how to access the transaction.

1. **Login to BUworks Central portal and click on the WebGUI tab.** Click the link labeled **ECC system**
2. **Type ZHR_EXCEPTIONUSE as the T-code in the white space highlighted below and hit return to see the TOR Exception Report.**

### Overview (continued)

a) Enter a date range (example: 10/1/2015 to 12/31/2015), BUID if it is for one individual or the Organizational Unit OR Mail Code for Payroll Coordinator/TRA. A glossary of selection criteria terms is provided in the 3rd column of this guide.

b) You can also create a variant with selection criteria that work best for you by clicking on Create Variant and naming it. Click on the **button to permanently store the parameters you just entered so you can re-use the variant report at a later date.** If you already have a previously created and saved variant, run the variant OR enter required values as needed and then click on **Execute** to run the transaction. An example of results returned upon executing the transaction is shown below.

The report result gives the employee's email and the email of the direct supervisor and next level manager.

e) You can sort the records displayed in any column in ascending or descending order by clicking on **Sort in Ascending Order | Sort in Descending Order**

f) You have successfully run ZHR_EXCEPTIONUSE transaction.

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 menu. Specify recipient and click on SEND button on the menu.

Here is a glossary of fields needing input in the Selection Criteria:

- **Reporting Period:** Specify a range of dates.
- **BUID:** Enter BUID of person/persons
- **Personnel No:** Enter the Pernr of the employee/employees
- **Employment Status:** This is whether the employment is active (Code is 3 or inactive or withdrawn.
- **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.
- **ORGANIZATIONAL UNIT:** Unit of BU that identifies department, group, subgroup or project. For eg: 10000067 for BUworks).
- **Payroll Administrator/Time Recording Administrator:** Enter your mail code. Enter (B35 for BUworks)
- **Absence Types:** There are different types of absences. For eg, (2001 for Sick and 2000 for Vacation)