Display Leave Requests

Transaction Code:
ZRPTARQDBVIEW

Purpose   Use this report to view the processing status of employees' leave requests.

Trigger   Perform this procedure when you want to view the status of employees' leave requests.

Prerequisites   A leave request has been submitted.

End User Roles In order to perform this transaction you must be assigned the following role:
Decentralized Time and Attendance Processor role and ESS Leave Request Administrator Role

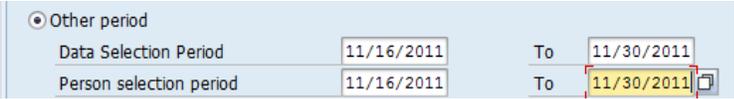| Change History	Change Description
11/15/2011	Created
3/20/2014	Updated screen shot of **other period** and added note of entering **person selection period**

Transaction Code   **ZRPTARQDBVIEW**

Scenario:

The *Leave Request Administrator* wants to view the status of all leave requests submitted by an employee for the current month. Run the *Display Leave Requests Report* to view this detail.

1. Start the transaction using the transaction code **ZRPTARQDBVIEW**

2. Under the Period section complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Today	C	Select this radio button to view all requests made **today.** **Example:** ◉ Today
Up to Today	C	Select this radio button to view all requests that have been made up to today. **Example:** ◉ Up to today
Other Period	C	Select this radio button to specify the date(s) to view. **Example:** ◉ Other period Data Selection Period 11/16/2011 To 11/30/2011 Person selection period 11/16/2011 To 11/30/2011 **Note:** Enter dates in both data and person selection periods.
Current Month	C	Select this radio button to view all requests made within the current month. **Example:** ◉ Current month
From Today	C	Select this radio button to view all requests made for future dates. **Example:** ◉ From today
Current Year	C	Select this radio button to view all requests made for the current year. **Example:** ◉ Current year

3. Under the Selection section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifier. **Example:** 26000025
Employment Status	C	Describes the employee's employment status with the agency. **Example: 3 (Active)**
Company Code	O	It is an organizational unit within financial accounting. It will be WA01 for all agencies. **Example: WA01**
Payroll area	O	A payroll area groups and designates the employees whose payroll is run on the same date. Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for

		the Board of Volunteer Firefighters only. **Example: 11**

4. Under the Relate Data Selection Period to Following Fields section complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Request Date	C	Select this radio button to view all requests made on specific date.
Absent as of	C	Select this radio button to view all requests for absences taken on a specific date.
End date of absences	C	Select this radio button to view all leave requests for absences taken that end as of specific date.

5. Under the Use Personnel Number for Following Role section complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Owner	C	This is the employee who has created a new document.
Next Agent	C	This is the next processor of the document.

		ℹ In the case of documents that need to be approved this would be the **approver**. In the case of incorrect documents this would be the **relevant administrator.**
Person Responsible	C	This is the supervisor of the document owner according to organizational structure.
Initiator	C	This is the employee who has created a new document for himself or herself for another employee.

6. Under the **Version Selection** section complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Only Current Version	C	Select this radio button to see the current step of the request(s)
Current and Old Version	C	Select this radio button to see **all** steps of the request(s)

7. Under the **Technical name** section complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Display Internal IDs	R	**Uncheck** this box.

Program   Edit   Goto   System   Help

Display Leave Requests (Database of Requests)

| Further selections | ⇨ | Search helps | ⇨ | Sort order |

Period
- ○ Today
- ○ Up to today
- ○ Other period
- ⦿ Current month
- ○ From today
- ○ Current year

| Data Selection Period | | To | |
| Person selection period | | To | |

| Payroll period |

Selection

Personnel Number	26000025	⇨
Employment status		⇨
Company Code		⇨
Payroll area		⇨
Pers.area/subarea/cost cente		⇨
Employee group/subgroup		⇨

Relate Data Selection Period to Following Fields
- ⦿ Request Date
- ○ Absent as of
- ○ End date of absence

Use Personnel Number for Following Role
- ○ Owner
- ○ Next Agent
- ⦿ Person Responsible
- ○ Initiator

Request Data

| Document Status | | to | | ⇨ |
| Document ID | | to | | ⇨ |

Version Selection
- ○ Only Current Version
- ⦿ Current and Old Versions   Document Version | | to | |

8. Click [icon] (Execute) to generate the report.

The report results display. This report is an *Automated List Viewer* formated report. You can reorder the report results, hide/remove unwanted columns by utilizing the **(Change Layout)** icon located on the Application toolbar.

9. To view the request detail, select the line to view and double click:

Note: Select an absence to view, click on Time Data to view the *Absence (2001)* infotype.

10. Click ![Back icon] (Back) twice to return to the *Display Leave Requests* selection criteria screen.

Result

You have successfully viewed the status of an employees leave request.