Leave Requests Check

Transaction Code: ZRPTARQLIST

Purpose

Use this report to identify the status of leave that has been requested by an employee using Employee Self Service.

Trigger

Perform this procedure to view all **Absences** (Absence Type, Absence Hours etc) that have been created for employees, which could assist with reporting or troubleshooting.

It is recommended to run this report during payroll processing days to identify leave requests that are pending approval for the current payroll cycle.

Prerequisites

A leave request has been submitted by an employee.

End User Roles

In order to perform this transaction you must be assigned the following role: **Leave Request Administrator**

Change History	Change Description
9/13/2010	Created
4/17/2012	Helpful hint added – If execute report in background access the Spool File to view results.
3/20/2014	Updated screen shot of person selection period.

Helpful Hints

- This report is useful in determine if there are outstanding leave requests which have not yet been approved.
- During payroll processing days Employee Self Service users may be locked out of the system. View the HRMS Availability calendar for more details.
- If you execute this report in the background, refer to user procedure **Spool File** for steps on viewing spool files greater than 10 pages.

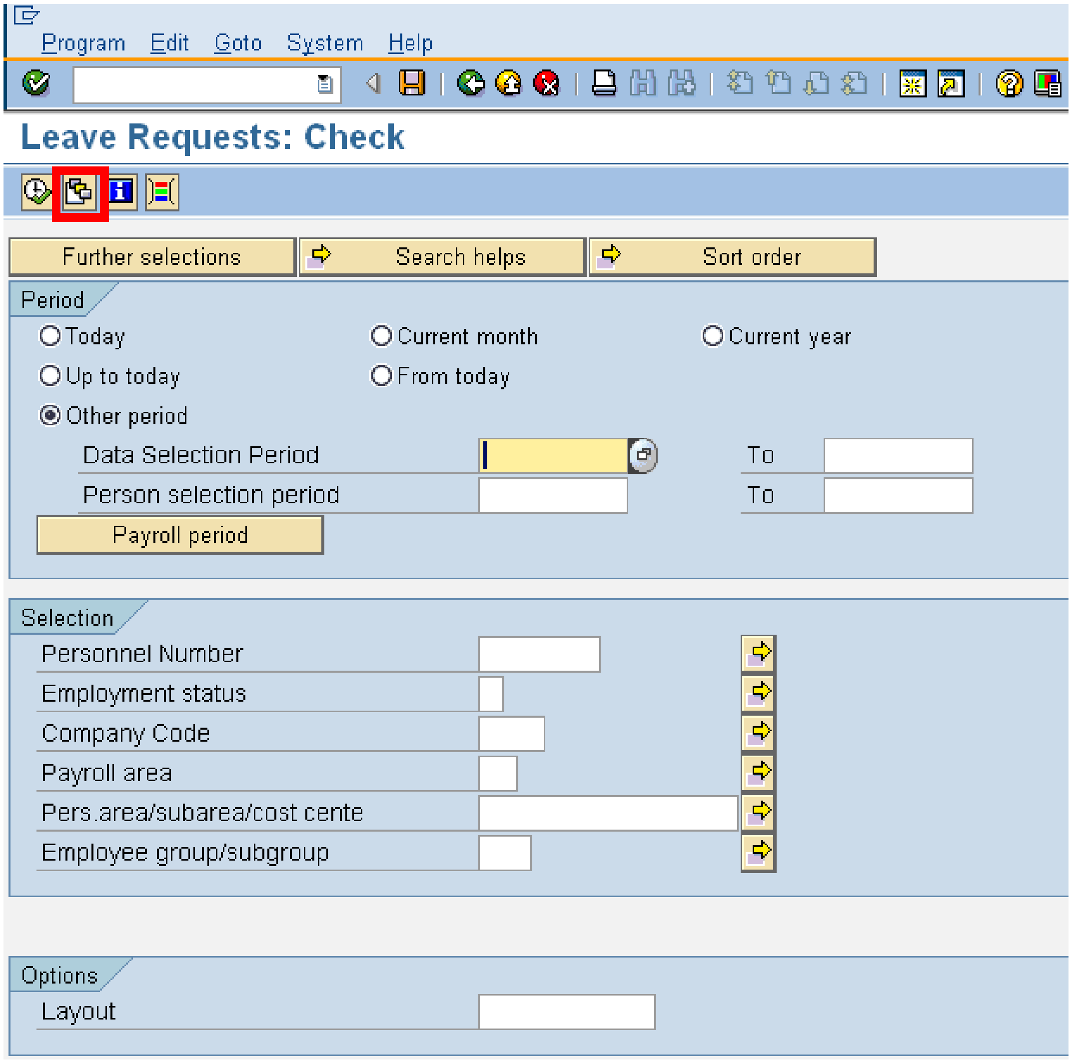
Transaction Code ZRPTARQLIST

Procedure

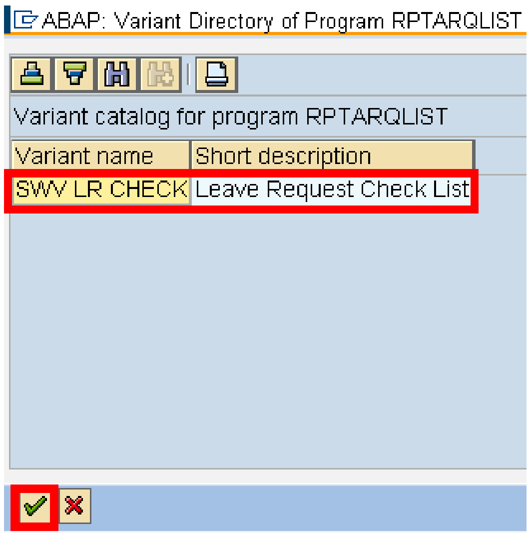
Scenario:

Run this report to identify the status of leave that has been requested through ESS by your employees for the current pay period.

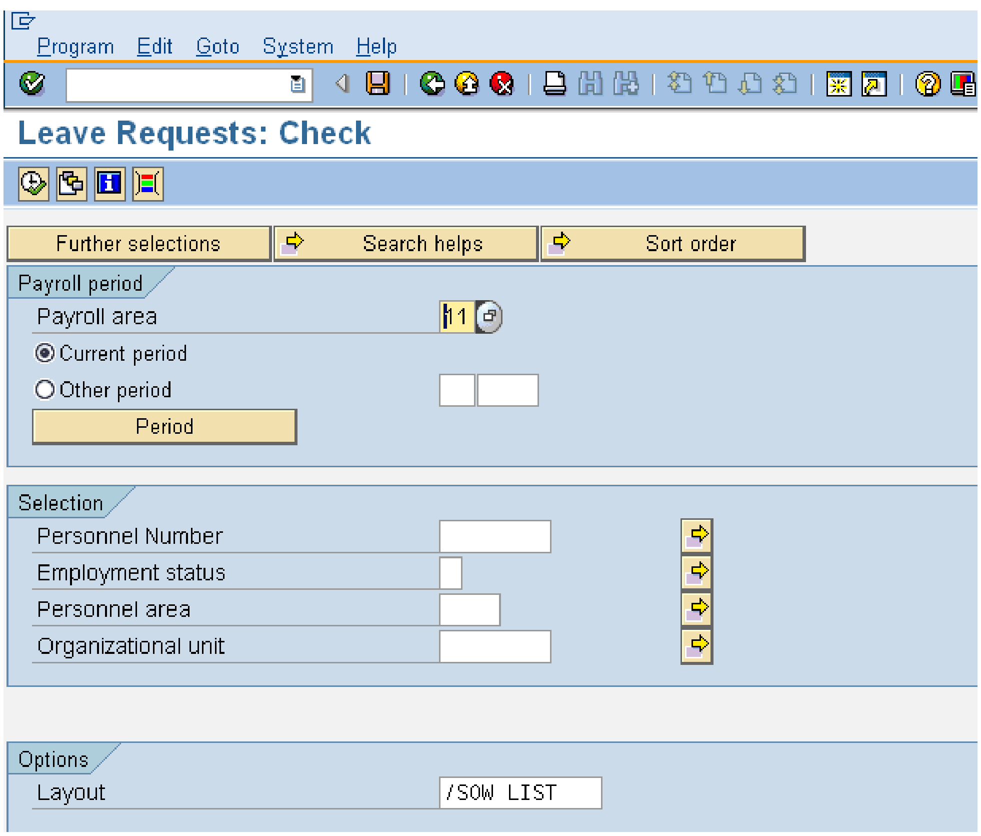
1. Start the transaction using the above menu path or transaction code **ZRPTARQLIST**



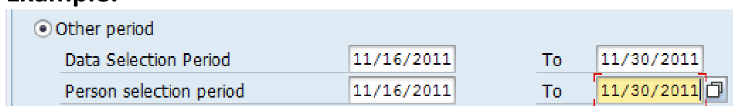
2. Click on the  (Get Variant) icon to access the State Wide Variant that has been created for this report.



2A. Select SWV LR CHECK Leave Request Check List and click (Choose) to return to the Leave Requests Check selection criteria screen.

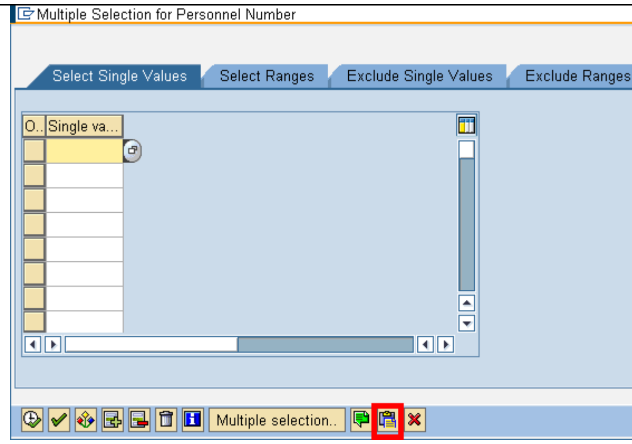


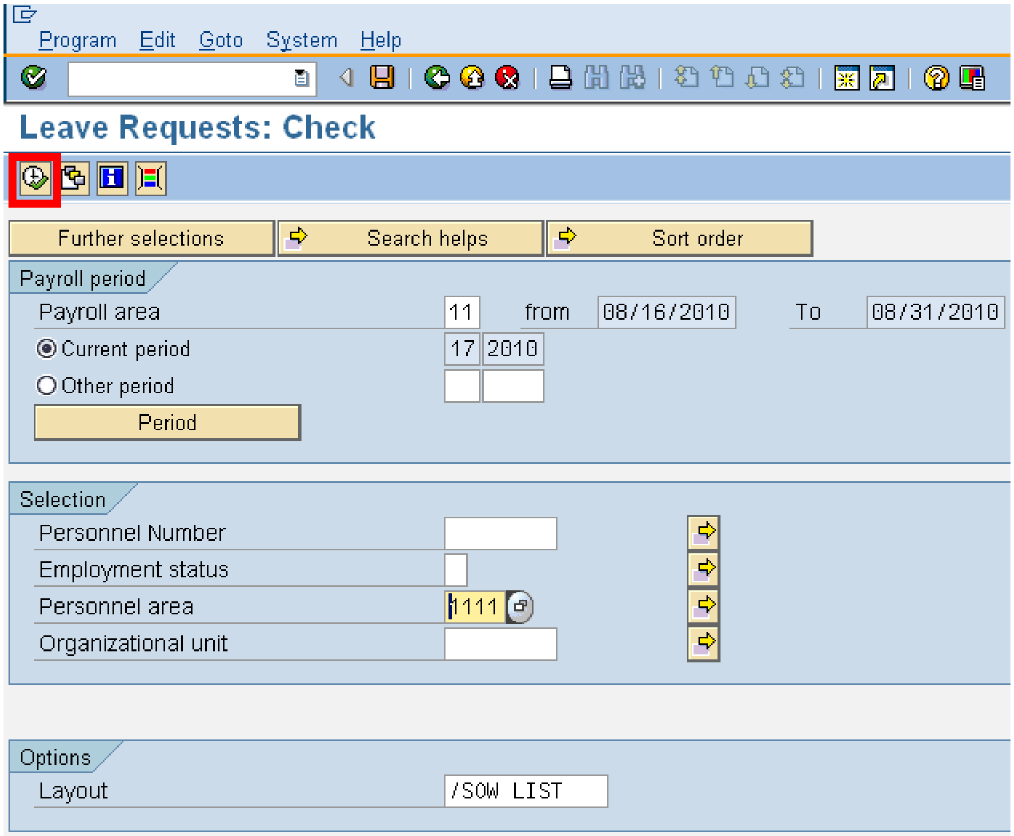
3. In the Payroll period section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Current Period	R	To display the most recent pay period that has not yet been paid. This radio button will be selected by default.
Other Period	C	Specify a past payroll period to run the report for. **Example:**  **Note:** Enter dates in both data and person selection periods. For a list of current year pay periods, see Job Aid [HRMS Payroll and Reports]()

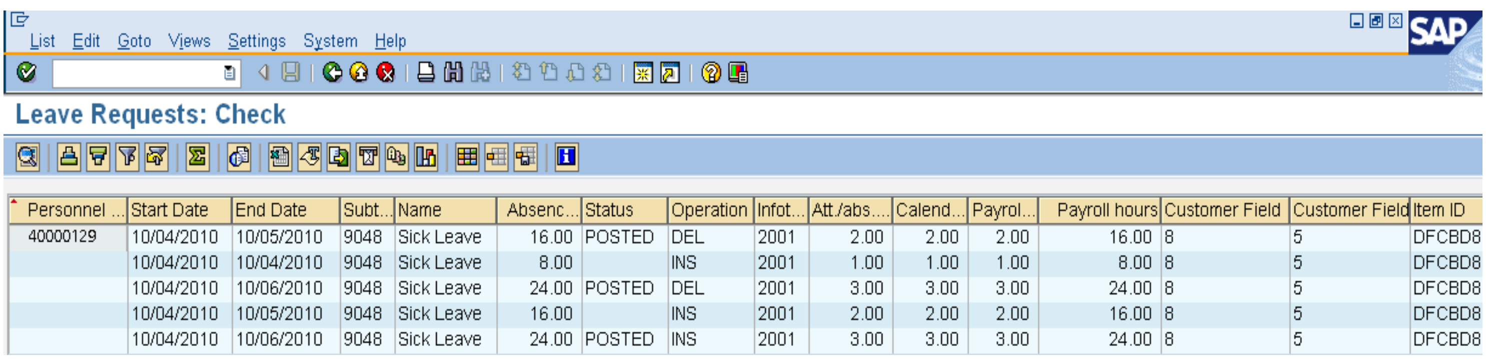
4. In the Selection section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	C	The employee's unique identifying number. This report has been developed to check leave requests for a small number of employees. You should run this report for a **maximum** of **50** employees at a time. If you have received a list of personnel numbers, select the multiple selection button next to the **Personnel Number** field to copy and paste the personnel numbers that were provided as follows:

		 Click (Paste) to paste the copied numbers. Click (Copy) to return to selection criteria screen. Example: **400000129**
Employment Status	C	Describes the employee's employment status with the agency. Example: **3 (Active)**
Personnel Area	C	A specific agency/sub-agency in the State of Washington **Example: 1111**



5. Click (Execute) to generate the report



Personnel ...	Start Date	End Date	Subt...	Name	Absenc...	Status	Operation	Infot...	Att./abs....	Calend...	Payrol...	Payroll hours	Customer Field	Customer Field	Item ID
40000129	10/04/2010	10/05/2010	9048	Sick Leave	16.00	POSTED	DEL	2001	2.00	2.00	2.00	16.00	8	5	DFCBD8
	10/04/2010	10/04/2010	9048	Sick Leave	8.00		INS	2001	1.00	1.00	1.00	8.00	8	5	DFCBD8
	10/04/2010	10/06/2010	9048	Sick Leave	24.00	POSTED	DEL	2001	3.00	3.00	3.00	24.00	8	5	DFCBD8
	10/04/2010	10/05/2010	9048	Sick Leave	16.00		INS	2001	2.00	2.00	2.00	16.00	8	5	DFCBD8
	10/04/2010	10/06/2010	9048	Sick Leave	24.00	POSTED	INS	2001	3.00	3.00	3.00	24.00	8	5	DFCBD8

6. The report results display.

In the **Status** column, only the following will display depending upon the leave status:

- Posted

- Sent
- Approved
- Rejected
- Error

Note: If the **Status** column is blank, this is due to a change to an absence that has been submitted.

If the **operation** column is populated (for this screen shot we see both INS (insert) and DEL (deleted)) this indicates that the employees *Absences (Infotype 2001)* was populated through ESS.

If the **operation** column is blank this indicates that the employee Absences (Infotype 2001) was populated by entries made on the employees Cross Application Time Sheet (CATS) or by GAP1.

The **Customer Field** columns are the employees' **Start** and **End** time of the absence.

The **Item ID** field is a system generated ID through ESS for internal tracking.

Results
You have generated the **Leave Requests: Check** report.