Leave Requests	s Check	Transaction Code: ZRPTARQLIST
Purpose	Use this report to identify the status of leave that has been reque employee using Employee Self Service.	ested by an
Trigger	Perform this procedure to view all <b>Absences</b> (Absence Type, Absthat have been created for employees, which could assist with reproduces the troubleshooting.	sence Hours etc) porting or
	It is recommended to run this report during payroll proces identify leave requests that are pending approval for the current	sing days to payroll cycle.
Prerequisites	A leave request has been submitted by an employee.	

End User RolesIn order to perform this transaction you must be assigned the following role:<br/>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 <u>HRMS Availability calendar</u> for more details.
- If you execute this report in the background, refer to user procedure <u>Spool</u>
   <u>File</u> 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** 



<u>Program Edit G</u> oto S	ystem <u>H</u> elp					
8	1	😋 🙆 🕄 I	🕒 (X) (X	313003	)   💥 🛃	2 🖪
Leave Requests:	Check					
🕒 🔁 🖬 🗐						
Further selections	ᅌ Searc	h helps	\$	Sort order		
Period						
⊖ Today	O Currer	nt month		O Current year		
⊖ Up to today	O From	today				
Other period						
Data Selection Perio	d		Ð	То		
Person selection per	riod			То		
Payroll period						
Selection						
Personnel Number			7	<b>⇒</b>		
Employment status				4		
Company Code				4		
Payroll area				\$		
Pers.area/subarea/cost	cente			\$		
Employee group/subgro	up			<b>-</b>		
Options						
Layout						

2.

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



C ABAP: Variant Directory of Program RPTARQLIST

Variant catalog for program RPTARQLIST										
Variant name	variant name Short description									
SWV LR CHECK	Leave Request Check List									
V X										

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

l⊡ Programditoto S	S <u>v</u> stem	<u>H</u> elp			
<b>Ø</b>		1 📙   😋 🙆 🚷	<b>-</b> (1)	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	💥 🔁   🔞 📭
Leave Requests:	Chee	ck			
🕒 🔁 🖪 📜					
Further selections	<b>-</b>	Search helps	₽	Sort order	
Payroll period					
Payroll area		11 🕑			
Ourrent period			_		
O Other period					
Period					
Selection					
Personnel Number				<u>⇒</u>	
Employment status				<u>⇒</u>	
Personnel area				<b>_</b> ₽	
Organizational unit				<b>_</b>	
Options					
Layout		/SOW LI	ST		



R=Required Entry O=Optional Entry C=Conditional Entry											
R/O/C	Description										
R	To display the most recent pay period that has not yet been naid										
	This radio button will be selected by default.										
С	Specify a past payroll period to run the report for.										
	Example:										
	⊙ Other period										
Data Selection Period 11/16/201											
	Person selection period 11/16/2011 To 11/30/2011										
	Note:										
	Enter dates in both data and person selection periods.										
	For a list of current year pay periods, see Job Aid <u>HRMS</u>										
	Require R/O/C R C										

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

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

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



		Gr Multiple Selection for Personnel Number
		Select Single Values     Select Single Values
Employment Status	С	Describes the employee's employment status with the agency.
Personnel Area	С	A specific agency/sub-agency in the State of Washington Example: 1111



Ø	Ē	181	C 🔒 🔇		ភាលា (សារាលា)	1 🕄   🚦	🐔 🔁   😰 🖪
Leave Requests	: Che	ck					
🗣 🔁 🖬 🛋							
Further selections	_₽	Searc	h helps	\$	Sort order		
Payroll period							
Payroll area			11	from	08/16/2010	То	08/31/2010
Ourrent period			17 20	10			
O Other period							
Period							
Selection							
Personnel Number					4		
Employment status					<b>-</b>		
Personnel area			1111	9	4		
Organizational unit					<b>-</b>		
Options							
Louisut			750W	TST			

5. Click 🖾 (Execute) to generate the report

⊡z List Edit (	<u>B</u> oto V <u>i</u> ews	<u>S</u> ettings S <u>y</u> st	em <u>H</u> e	elp										. 2 ×	SAP
<b>Ø</b>	i	3 4 🛛 🖉	) 🖸 🔇	3 日 田 田	806	) 🕄   🔀	2   🛛 🖪								
Leave Re	Leave Requests: Check														
* 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.



i

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.

