

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:

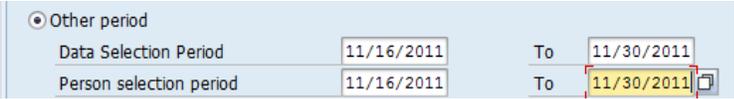
The **Leave Request Administrator** wants to view the status of all leave requests submitted by an employee for the current month. Run the **Display Leave Requests Report** to view this detail.

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

The screenshot shows the SAP transaction 'Display Leave Requests (Database of Requests)'. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is organized into several sections:

- Period:** Contains radio buttons for 'Today', 'Current month' (selected), 'Current year', 'Up to today', 'From today', and 'Other period'. Below these are input fields for 'Data Selection Period', 'Person selection period', and 'Payroll period', each with a 'To' field.
- Selection:** Lists various selection criteria with input fields and dropdown arrows: 'Personnel Number', 'Employment status', 'Company Code', 'Payroll area', 'Pers. area/subarea/cost centre', and 'Employee group/subgroup'.
- Relate Data Selection Period to Following Fields:** Contains radio buttons for 'Request Date' (selected), 'Absent as of', and 'End date of absence'.
- Use Personnel Number for Following Role:** Contains radio buttons for 'Owner' (selected), 'Next Agent', 'Person Responsible', and 'Initiator'.
- Request Data:** Contains input fields for 'Document Status' and 'Document ID', each with a 'to' field and a dropdown arrow.
- Version Selection:** Contains radio buttons for 'Only Current Version' (selected) and 'Current and Old Versions', along with a 'Document Version' input field and a 'to' field with a dropdown arrow.

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: <input checked="" type="radio"/> Today
Up to Today	C	Select this radio button to view all requests that have been made up to today. Example: <input checked="" type="radio"/> Up to today
Other Period	C	Select this radio button to specify the date(s) to view. Example:  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: <input checked="" type="radio"/> Current month
From Today	C	Select this radio button to view all requests made for future dates. Example: <input checked="" type="radio"/> From today
Current Year	C	Select this radio button to view all requests made for the current year. Example: <input checked="" type="radio"/> 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
--	--	---

Selection

Personnel Number	26000025	
Employment status	<input type="checkbox"/>	
Company Code	<input type="text"/>	
Payroll area	<input type="checkbox"/>	
Pers.area/subarea/cost cente	<input type="text"/>	
Employee group/subgroup	<input type="checkbox"/>	

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.

Relate Data Selection Period to Following Fields

Request Date

Absent as of

End date of absence

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.

		 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.

Use Personnel Number for Following Role

Owner

Next Agent

Person Responsible

Initiator

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

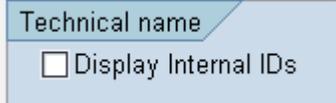
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Only Current Version	C	Select this radio button to see the current step of the request(s)
Current and Old Version	C	Select this radio button to see all steps of the request(s)

Version Selection

Only Current Version

Current and Old Versions

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.  <input type="checkbox"/> Display Internal IDs

Program Edit Goto System Help

Display Leave Requests (Database of Requests)

Further selections Search helps Sort order

Period

Today Current month Current year
 Up to today From today
 Other period
Data Selection Period To
Person selection period To
Payroll period

Selection

Personnel Number
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  (Execute) to generate the report.

Display Leave Requests (Database of Requests)

List of Requests

Do...	Document...	Status	Initiator	Pers.No. I...	Owner	Pers.No. ...	Next Agent	Pers. No. ...	Person Resp...	Pers. No. ...	Last Change...	Last Changed On/By
3	ABSREQ	POSTED	OIC Super...	26000025	OIC Supervi...	26000025			OIC Manager 1	26000026	LEIT	11/01/2011 12:59:20 PST
2	ABSREQ	APPROVED	OIC Super...	26000025	OIC Supervi...	26000025	OIC Manager 1	26000026	OIC Manager 1	26000026	26000026	11/01/2011 12:58:04 PST
2	ABSREQ	WITHDRA...	OIC Super...	26000025	OIC Supervi...	26000025	OIC Manager 1	26000026	OIC Manager 1	26000026	26000026	11/01/2011 13:11:39 PST
1	ABSREQ	SENT	OIC Super...	26000025	OIC Supervi...	26000025	OIC Manager 1	26000026	OIC Manager 1	26000026	26000026	11/01/2011 13:10:32 PST

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

Change Layout

Displayed Columns | Sort Order | Filter | View | Display

Displayed Columns

Column Name	Order
Doc. Version	1
Document Categ.	2
Status	3
Initiator	4
Pers.No. Initiator	5
Owner	6
Pers.No. Owner	7
Next Agent	8
Pers. No. Next Agent	9
Person Responsible	10
Pers. No. Responsible	11

Column Set

Column Name
Document ID
ID Initiator
ID Owner
ID Next Agent
ID Pers. Responsible
ID of Item List

Displays the order the columns appear on the report results.

All items in the Column Set will not appear on the report results.

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

List Edit Goto Views Settings System Help

Display Leave Requests (Database of Requests)

List of Requests

Do...	Document...	Status	Initiator	Pers.No. I...	Owner	Pers.No. ...	Next Agent	Pers. No. ...
3	ABSREQ	POSTED	OIC Super...	26000025	OIC Supervi...	26000025		

List Edit Goto Views Settings System Help

Display Leave Requests (Database of Requests)

Request Items

Request Header
 Doc. Version : 3 from 3 Work Version
 Document Categ. : ABSREQ
 Document Status : **POSTED**

Roles
 Initiator : 26000025 OIC Supervisor 1
 Owner : 26000025 OIC Supervisor 1
 Next Agent :
 Person Responsible : 26000026 OIC Manager 1
 Last Changed On/By : LEIT 11/01/2011 12:59:20 PST

Workflow Data
 <Without Workflow>

Note
 Last Changed On/By : 00/00/0000 00:00:00
 Note : <No note exists>

Item	Item Type	Operation	Infot...	SType	Start time	End time	Absence ...	Start Date	End Date
1	ATTABS	INS	2001	9048	00:00:00	00:00:00	1.00	10/11/2010	10/11/2010



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

Infotype Edit Goto Extras System Help

Display Absences (2001)

Personal work schedule Activity allocation Cost assignment External services

Personnel No. 26000025 Name

PersArea 1600 Insurance Commissioner EEGroup 0 Permanent

PSubarea 00GY Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active

Start 10/11/2010 To 10/11/2010 Chg. 11/01/2011

Absence	
Absence type	9048 Sick Leave
Time	.
Absence hours	1.00 <input type="checkbox"/> Prev. day
Absence days	0.13 <input type="checkbox"/> Full-day
Calendar days	0.00
Quota Used	1.00 Hours

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

Result

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