BOSTON UNIVERSITY

Time Off Request (TOR) Status Tracking and Approval–Quick Reference Guide

Timekeepers and Payroll Coordinators can use transaction ZHR_TimeoffRequest to track, approve/or reject requests for absences in SAP. This action is typically performed when a manager is not available to approve/or reject an employee's time off request.

BOSTONUNVERSITY Home Employee Self-Service Payroll Coordinator Organizational Chart Reporting Worklist WebGUI • Systems • ECC System	 Log on to BUworks Central <u>https://ppo.buw.bu.edu</u> Click on the WebGUI tab Click on ECC system
SAP Easy Access - User Menu Menu ZHR TIMEOFFREQUEST Cog off System Z Leave Requests: Approve Documents Menu Save as Variant Back Ext Cancel System Execute Get Variant	 4. Enter ZHR_TIMEOFFREQUEST as the transaction code in the command window and press the Enter key NOTE: Sometimes, the command window is hidden from view. Click on black arrow next to Log off button to open it 5. Click on Get Variant button and select BU TK_PYC option. Click on green check button
Leave Requests: Approve Documents B Menu Save as Variant Back [Exit Cancel System] Execute G Options Image: Cancel System] Execute G Layout /DEFAULT DEFAULT Selections A Image: Cancel System] Execute G Org. Unit /DEFAULT Image: Cancel System] Execute G Nail Code to Image: Cancel System] Image: Cancel System] Execute G Org. Unit 10000013 to Image: Cancel System] Execute G Personnel Area to Image: Cancel System] Image: Cancel System]	 6. Enter values for your selection criteria (<i>labeled</i> A) for fields such as Personnel number, Mail code, Org Unit, Personnel Area, Personnel Subarea, Employee group, Employee subgroup, Status, Type of leave and Selection period for dates. You can enter either a single value (e.g. Org. Unit = 100000000) or a range of values (e.g. Org. Unit 10000000 to 100000200) for any selection field 7. Click on Execute (<i>labeled</i> B) to run the report 8. The results returned from executing the report can be sorted in ascending/descending order by clicking on a specific



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column and specifying the sort order. You can also export the report's output as an Excel file to save on your computer _ @ X =* ECC System - BUWorks C Q Search **立**自 = - California and a start and a start of the * Leave Requests: Approve Documents Meru . 4 Back Ext Cancer System , Details Refresh Select AI Deselect AI Sont in Ascending Order Sont in Descending Order Set Filter Print Preview Microsoft Excer Word Processing Local File Mail Respect (Example 1) Pers Ares (Chief 10 Dept. of General Dev **BU Medical Campus** (Carl-#12) 10.00 20.0-10 9. To approve specific requests in "Sent" status (labeled 1), select the row and click on >> located on the far right of the screen (labeled 2). Select a suitable option (Approve/or Reject) from the drop-down (labeled 3). The status for the request changes from Sent to Approved/Rejected based on your action. You have successfully approved/rejected absences for employees in the specified Org. Unit(s)