

Vacation Tracker Report

(ZHMR189V)

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Purpose

The Vacation Tracker Report is used to display a monthly summary of vacation absences for each appointed staff member, including full vacation accrual and vacation balance.


Transaction Code & HRIS Menu Path

1. Enter the Transaction Code  (ZHMR189V) in the top toolbar or;
2. Click on the following Menu Path **Human Resources** → **Information System** → **Time Management** → **Absence** → **Vacation Tracker**



The Reporting Period defaults to the previous completed month, change to a prior month if necessary. *(Note: You cannot future date this report, if vacation balance projection is needed please refer to the Vacation Projection Report instead)*

How to Run the Vacation Tracker Report

1. Enter the **Personnel Number** for an employee or;
2. Enter an **Organizational Unit** for a list of employees.
3. Absence/Attendance types defaults to 2392 – Vacation Paid Absence (**Do not change**)
4. Number of months to process defaults to 12 months, can be run up to 24 months
5. Click the EXECUTE 

Output Data

The report will run for the key date month indicated. It will only display the vacation absences, accrual and balance as of the date it was run.

<ul style="list-style-type: none">• Vacation Accrual Date• Today's Date• Number of full years of service• Days taken in the month	<ul style="list-style-type: none">• Current balance• Days available• Vac. Adjustment• Vacation Payout
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In Date Specifications (IT0041), Vacation start date and Accelerated vacation date determine the accrual rate for the employee. If an accelerated vacation date also exists, the system will base the accrual on this date.