

Tracking of Staff Hours Worked per Week Report



When to use Transaction ZTRKHSSTF

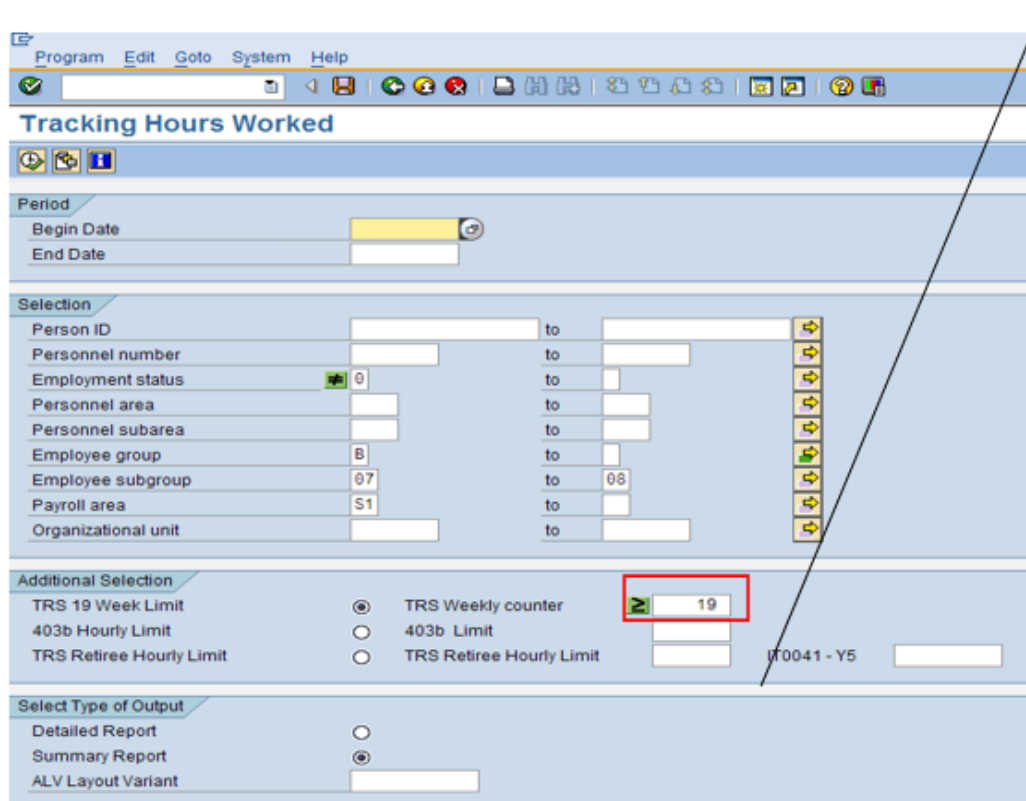
The Hours Worked Tracking report, SAP transaction **ZTRKHSSTF**, provides the availability to track the number of weeks worked to determine if the employee is approaching the maximum work period allowed per fiscal year. The report is accessible through SAP GUI and is available to office personnel who have the security roles of Supervisor or Department Head. Department personnel will enter their organizational unit or can also search by individual Person ID (PLID) or Personnel Assignment number (PERNR).

1. SUMMARY REPORT: provides the hourly staff employee's PLID, name, organizational unit, administrator name, supervisor name and the total number of weeks the hourly staff employee has worked a 20 hr or more work week.

2. DETAILED REPORT: provides the hourly staff employee's PLID, name, organizational unit, administrator name, supervisor name, begin and end date of the week reported and the actual number of hours worked that particular week.

Instructions

- Log into SAP GUI
- Enter ZTRKHSSTF in the white transaction field box and click the green check  or press the Enter key on your keyboard
- Enter the Begin Date and End Date for the period you are monitoring
- Enter your Organizational Unit number OR the employee's PLID or PERNR
- The TRS Weekly Counter pre-populates to count for >19 weeks. Change this number to the number of weeks you are wishing to track
- Select the Detailed Report or Summary Report option
- Click Execute 



Program Edit Goto System Help

Tracking Hours Worked

Period
Begin Date
End Date

Selection
Person ID to
Personnel number to
Employment status 0 to
Personnel area to
Personnel subarea to
Employee group B to
Employee subgroup 07 to 08
Payroll area S1 to
Organizational unit to

Additional Selection
☒ TRS 19 Week Limit ☒ TRS Weekly counter **19**
☐ 403b Hourly Limit ☐ 403b Limit
☐ TRS Retiree Hourly Limit ☐ TRS Retiree Hourly Limit IT0041 - Y5

Select Type of Output
☐ Detailed Report
☒ Summary Report
 ALV Layout Variant