

## Tracking of Staff Hours Worked per Week Report

## When to use Transaction ZTRKHRSSTF

The Hours Worked Tracking report, SAP transaction **ZTRKHRSSTF**, 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 ZTRKHRSSTF 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

| Tracking Hours Worked   Period   Begin Date   End Date   | 문<br>Program Edit Goto System H | ep                         |
|--|---------------------------------|----------------------------|
| Tracking Hours Worked     Period   Begin Date   End Date     Selection   Person ID   Personnel number   Employment status   Imployee group   B   to   Personnel area   Imployee group   B   to   Payroll area   Organizational unit     Imployee Limit   TRS 19 Week Limit   TRS Retiree Hourly Limit     Imployee foutput   Detailed Report   Summary Report   ALV Layout Variant   | S 1                             |                            |
| Period   Begin Date   End Date     Selection   Person ID   Personnel number   Employment status   Imployment statu   | Tracking Hours Worked           | d /                        |
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