LEAVE LIABILITY REPORTS

The following instructions are to assist users in generating leave reports for both LSL and Annual Leave from SAP. Users can either create a report using the HR organisational structure or a variant that has been created for each Faculty.

Transaction code: PC00_M13_LEAV

Step 1. Activate additional selection criteria of ‘Organisational Structure’

Click on Further Selections

Bring across to Selection Fields
Step 2. Enter Payroll Area “Z1” and Organizational Unit. Select type of report.

Step 3. Change Employment Status
   Right Click – Delete line
   Enter 3. (Selects current employees only)

Step 4. Execute Report

**REPORT SELECTIONS**

**Provision Reports (Recreation Leave and Long Service Leave)**

- Should be run at month end only after last payroll and processing of accruals.
- Calculates up to current pay period.
- Subtotal reflect liability.
Projection Report (Recreation Leave, Sick Leave, LSL)

- Projects out liability to future date and takes into account known leave up to the projected date.
- Does not include for LSL escalation factors, Bond amounts etc. An additional 26.5% of liability would need to be added.
- Enter run date for liability report to be calculated to.

VARIANTS

To assist users in generating these reports separate variants have been created for each Faculty.

Step 1. Click on the icon ‘Get Variant’ button.

Step 2. Ensure “Created By” has “E51204” and click the execute button.
Step 3. Select appropriate Faculty Variant.

E51204_ENG  Engineering
E51204_AS   Applied Science
E51204_CONENV  Constructed Envir
E51204_ART   Art Design & Comm
E51204_BUS   Business
E51204_LIFESCI  Life science
E51204_FELCS  Education, Lang & Com Serv

Step 4. Select type of Provision Report

Step 5. Execute report.