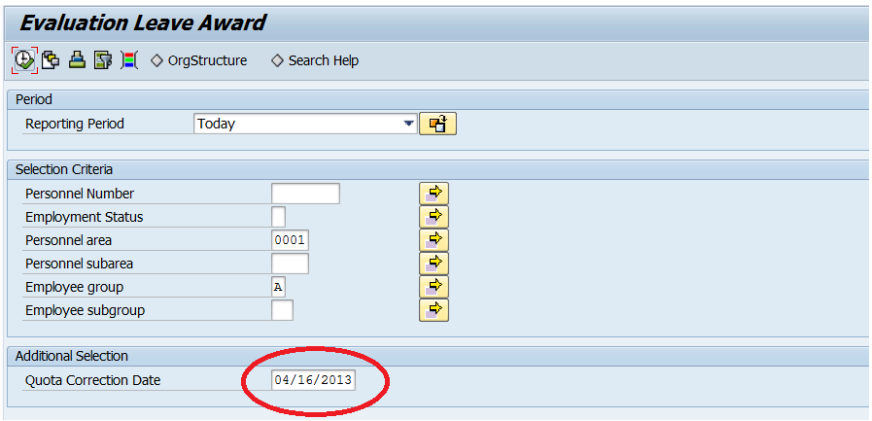
Evaluation Leave Award – Report Instructions

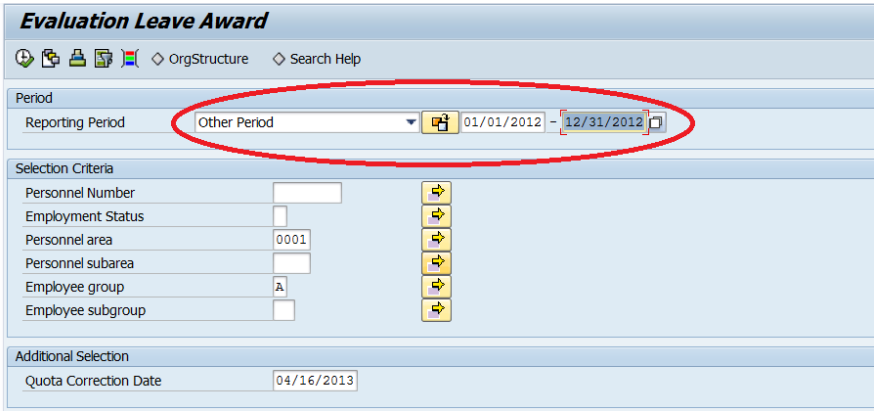
Use this report to list the Annual Performance Evaluation score and leave award for employees within the designated reporting period.

1. From the main screen, type transaction code: **ZEVR005**.



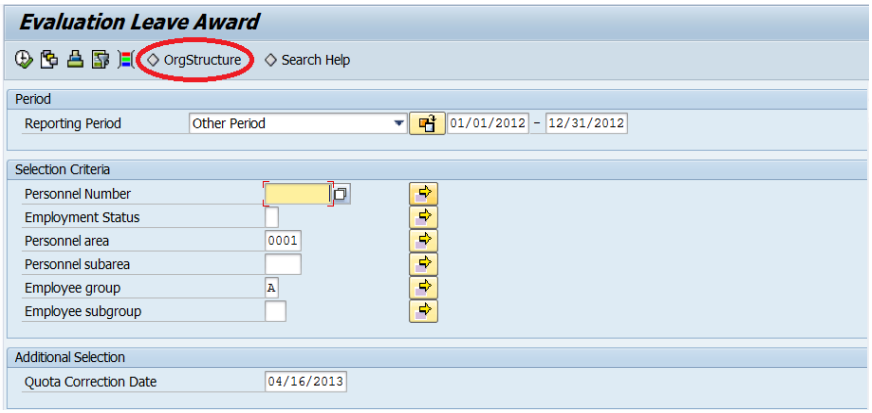
2. Click the **Enter** button or press **Enter** to continue.

3. *Quota Correction Date* – Key the appropriate date when the evaluation leave awards were added to the employee records. (i.e. 2012 Final Evaluations were uploaded on 04/16/2013). This field will prompt the leave award to appear in the **Number** column.



4. *Reporting Period* – Choose **Other Period** from the list. Enter the evaluation period in the fields provided. (i.e. The evaluation period for 2012 would be 01/01/2012 – 12/31/2012). This field will prompt the final evaluation score to appear in the **Points** column.

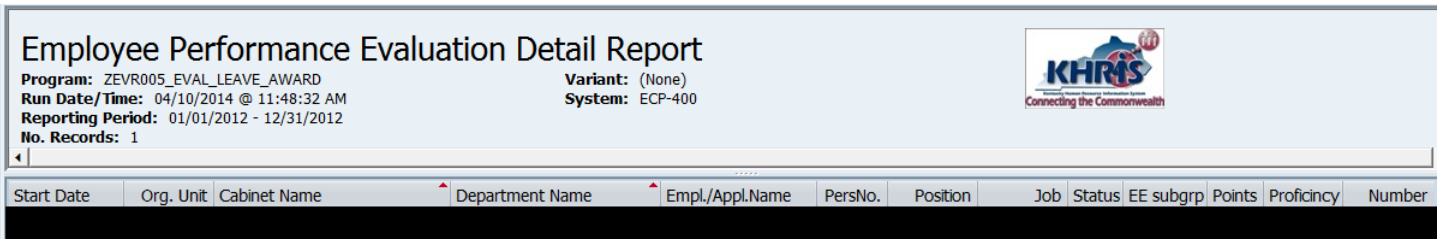
5. *Org Structure* – Choose the appropriate organizational structure from the selection tree.



6. (Optional) Enter additional search criteria in the *Selection Criteria* section

7. Click the **Execute** icon or press **F8** to execute the report.

8. The report displays.



Employee Performance Evaluation Detail Report

Program: ZEVR005_EVAL_LEAVE_AWARD
Run Date/Time: 04/10/2014 @ 11:48:32 AM
Reporting Period: 01/01/2012 - 12/31/2012
No. Records: 1
Variant: (None)
System: ECP-400

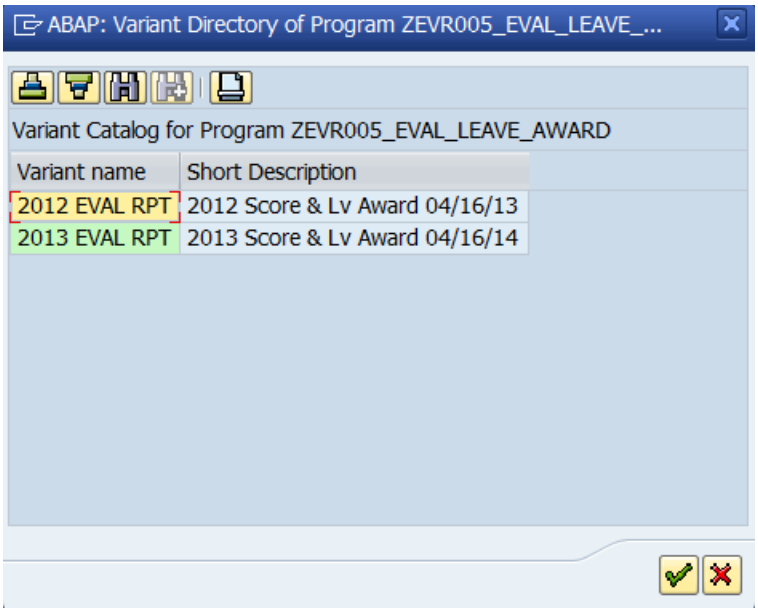
Start Date	Org. Unit	Cabinet Name	Department Name	Empl./Appl.Name	PersNo.	Position	Job	Status	EE subgrp	Points	Proficincy	Number

a) The **Points** column provides the employees' Final Evaluation scores for the *Reporting Period* designated in the selection criteria.

b) The **Number** column lists the employees' leave award (in hours) for the Quota Correction Date designated in the additional criteria.

9. Click the **Back** button or press **F3** to exit the report.

Note: Variants by year are set up for easy reporting. Please remember to designate the organizational unit prior to executing.



ABAP: Variant Directory of Program ZEVR005_EVAL_LEAVE_...

Variant Catalog for Program ZEVR005_EVAL_LEAVE_AWARD

Variant name	Short Description
2012 EVAL RPT	2012 Score & Lv Award 04/16/13
2013 EVAL RPT	2013 Score & Lv Award 04/16/14