

Adverse Weather

QUICK REFERENCE GUIDE

Use this procedure to track the use of (WLAD) and make up (WMAD) of Adverse Weather Leave as well as the reallocation of hours that have not been made up. This report should be run after time has been keyed for the pay period and time evaluation process has run.

ZTM01_ADVERSEWEATHER

Perform this procedure when you need to track Adverse Weather Leave taken (WLAD), Adverse Weather Make-up (WMAD).

Prerequisites:

- Employee must be active in KHRIS
- You must have access to the employee
- Employee must have either WMAD or WLAD keyed



SAP Easy Access - User Menu

Enter the Transaction code (**ZTM01_ADVERSEWEATHER**) in the command field

Click the **green check**

Adverse Weather



Period

Reporting Period

Key Date

Selection Criteria

Personnel Number



Employment Status



Personnel area



Personnel subarea



Employee group



Employee subgroup



Do not display zero

Enter the **key date**

You can run the report without any criteria or you can select any of the criteria below.

Selection Criteria

Personnel Number



Employment Status



Personnel area



Personnel subarea



Employee group

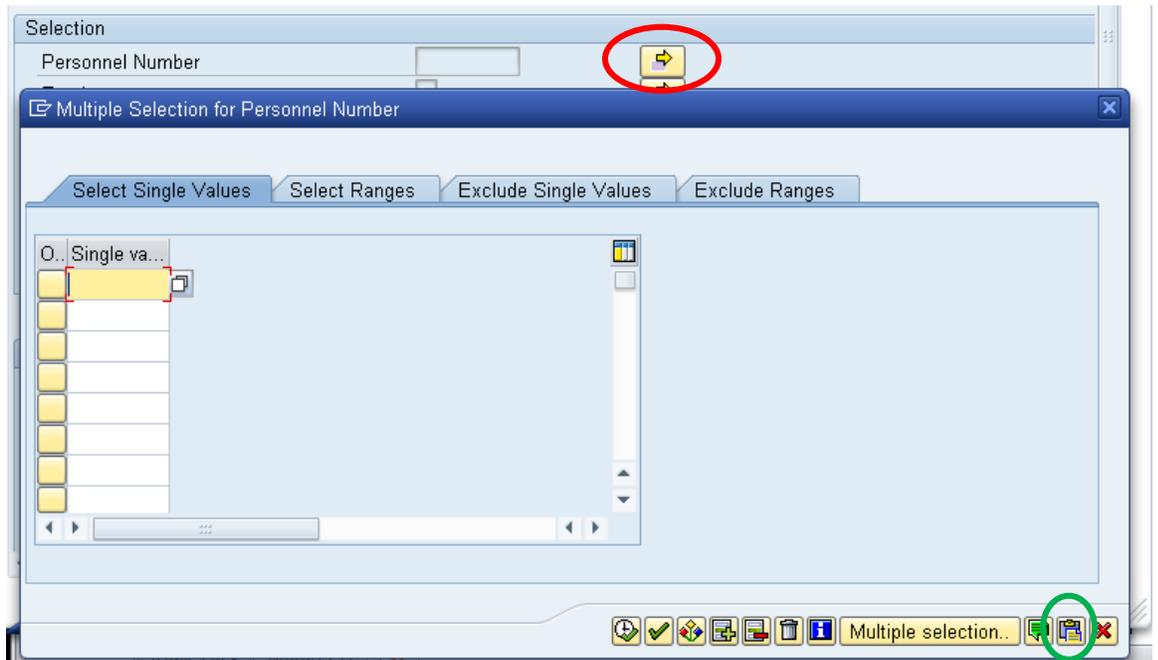


Employee subgroup



The report can be run using different criteria from the selection Criteria section which include:

- Personnel Number
- Employment Status
- Personnel area
- Personnel subarea
- Employee group
- Employee subgroup



Next you may select an option in the Selection section. The multiple section button is the **arrow** to the right of the Personnel Number. After you click the arrow the “Multiple Selection for Personnel Number” window will open and you may enter more than one pennr. HINT: You may also copy and paste several pennrs if you copy a list of pennrs, from either Excel or similar software, and use the **upload from clipboard** button.



To close the Multiple Selection window click the **copy** button in the bottom of the window.



Finally click the **Execute** button to run the report.