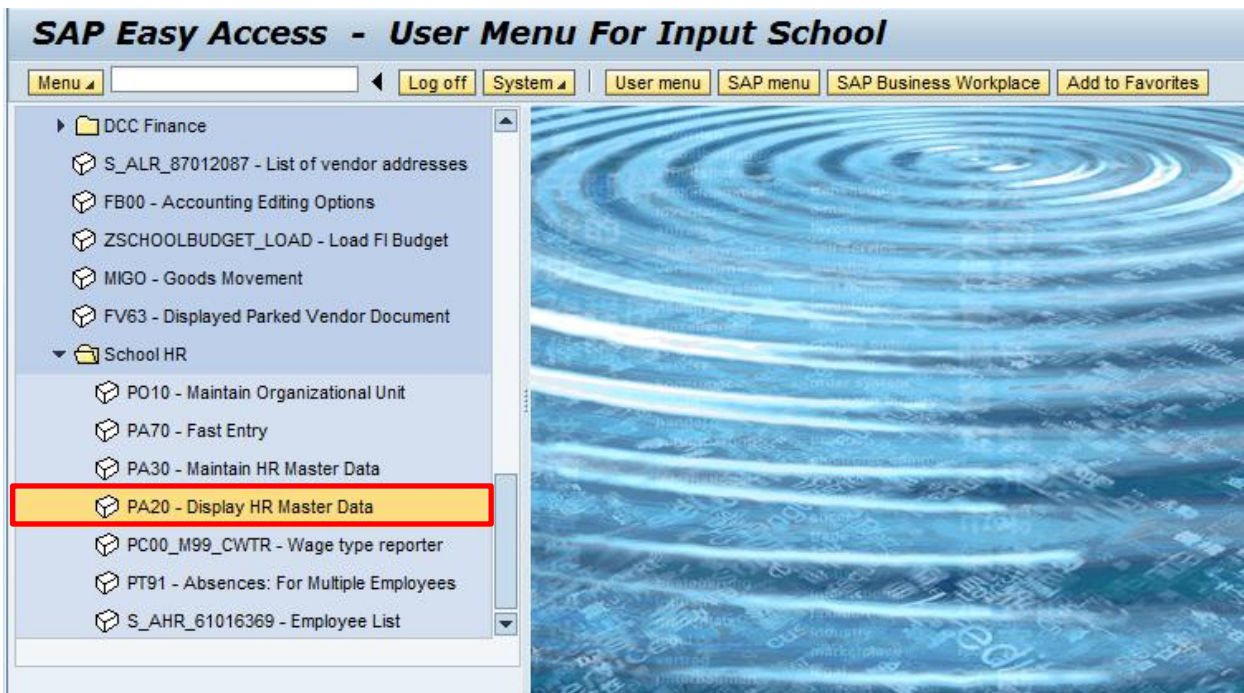
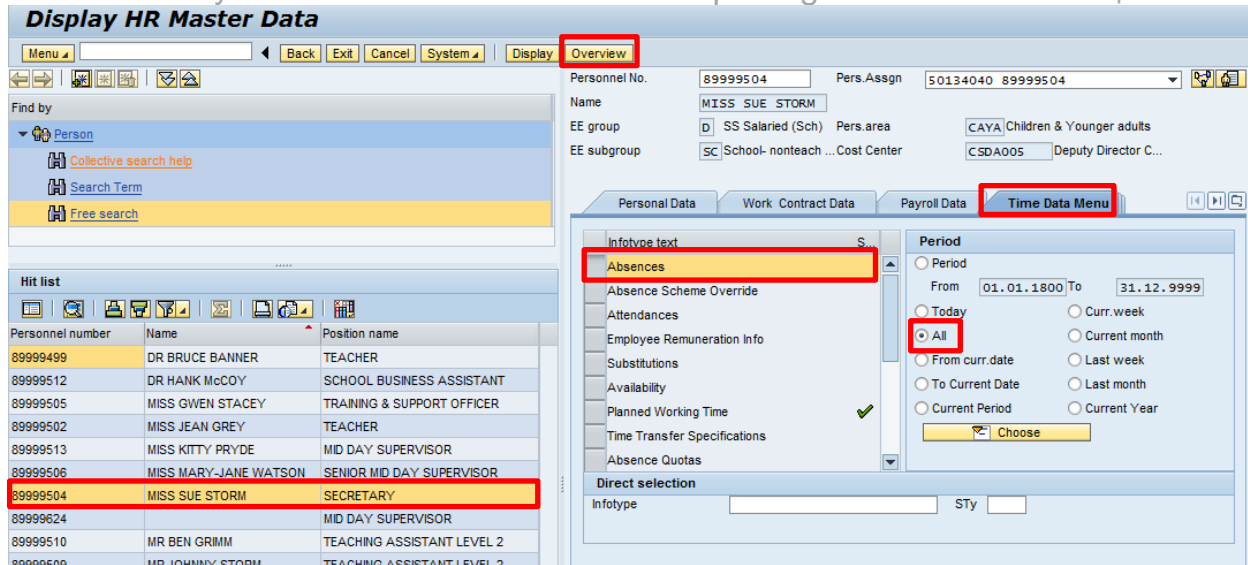


How to print an overview of an individual employees absence.

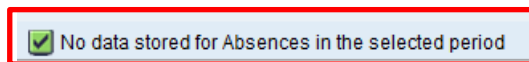
- ‘Double click’ on ‘PA20’ – Display HR Master Data.



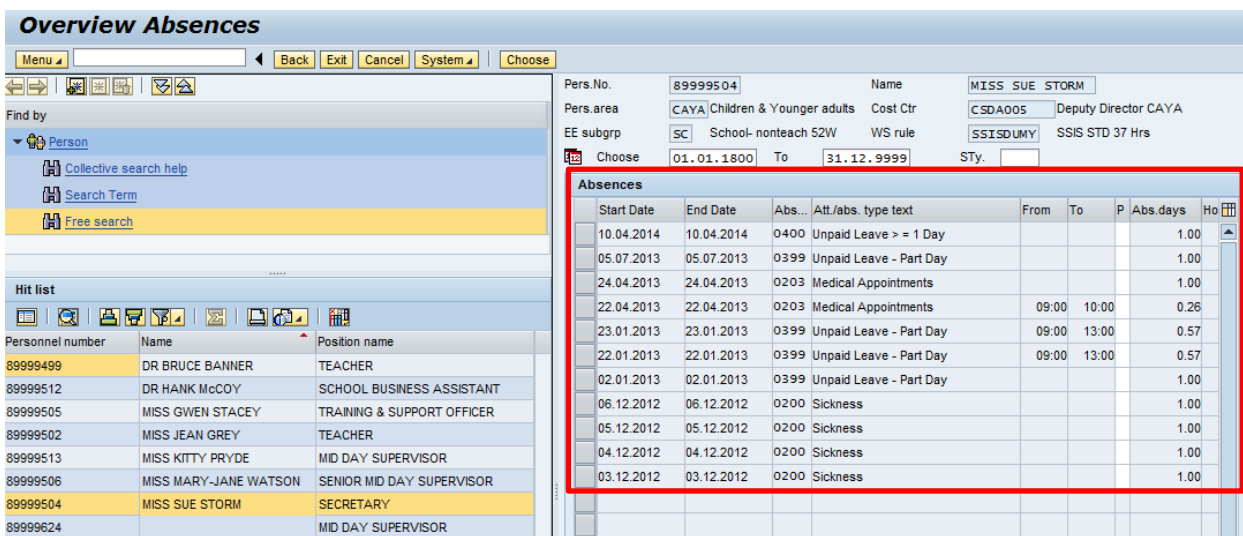
- Select the employee by ‘double clicking’ so that their details appear in the right hand pane.
- Select the ‘**Time Data Menu**’ tab.
- Select the grey box to the left of ‘**Absences**’ to **highlight the line**.
- Click the ‘**All**’ radio button.
- Click ‘**Overview**’.



If there is no data stored, you will see a notification message on the bottom left of the screen.



- If data exists, you will see an 'overview' of all absences, you can use this to determine and review which data has already been input.



- Hover over the divide between the two panes of the screen and drag to the left.

This will cover the personnel numbers and other personal data.

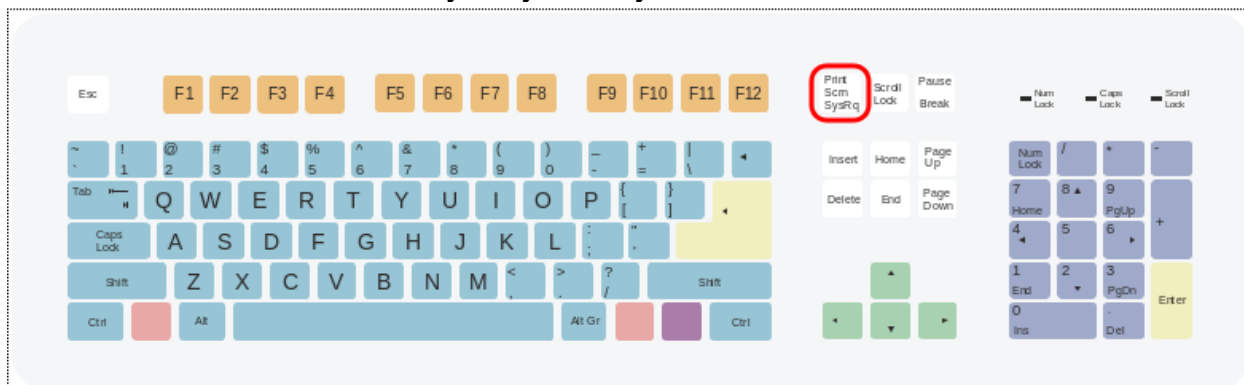
Overview Absences

Menu Back Exit Cancel System Choose

Pers.No. 89999504 Name MISS SUE STORM
 Pers.area CAYA Children & Younger adults Cost Ctr CSDA005 Deputy Director CAYA
 EE subgrp SC School- nonteach 52W WS rule SSISDUMY SSIS STD 37 Hrs
 Choose 01.01.1800 To 31.12.9999 STy.

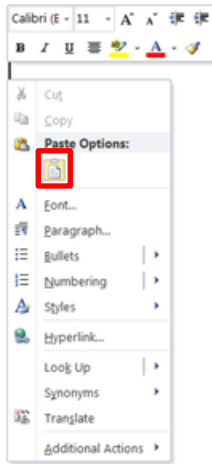
Start Date	End Date	Abs...	Att./abs. type text	From	To	P	Abs.days	Ho
10.04.2014	10.04.2014	0400	Unpaid Leave > = 1 Day				1.00	
05.07.2013	05.07.2013	0399	Unpaid Leave - Part Day				1.00	
24.04.2013	24.04.2013	0203	Medical Appointments				1.00	
22.04.2013	22.04.2013	0203	Medical Appointments	09:00	10:00		0.26	
23.01.2013	23.01.2013	0399	Unpaid Leave - Part Day	09:00	13:00		0.57	
22.01.2013	22.01.2013	0399	Unpaid Leave - Part Day	09:00	13:00		0.57	
02.01.2013	02.01.2013	0399	Unpaid Leave - Part Day				1.00	
06.12.2012	06.12.2012	0200	Sickness				1.00	
05.12.2012	05.12.2012	0200	Sickness				1.00	
04.12.2012	04.12.2012	0200	Sickness				1.00	
03.12.2012	03.12.2012	0200	Sickness				1.00	

- Press the 'Prt Scrn' key on your keyboard.



This will store the image on the clipboard.

- Open a blank 'Word document'.
- 'Right click' on your mouse.
- Click on the 'Paste icon'.



- The 'Overview' of absences screen will now be displayed in your Word document.

 A screenshot of the SAP 'Overview Absences' web interface. The interface shows a search form with fields for Pers No. (89999504), Name (MISS SUE STORM), Pers area (CAYA Children & Younger adults), Cost Ctr (CSDA005 Deputy Director CAYA), EE subgrp (SC School-nonteach 52W), WS rule (SSZSDUMY), and SSS STD 37 Hrs. Below the search form is a table of absence records.

Start Date	End Date	Abs.	Att./Abs. type text	From	To	P	Abs.days	Ho
10.04.2014	10.04.2014	0400	Unpaid Leave > = 1 Day				1.00	
05.07.2013	05.07.2013	0399	Unpaid Leave - Part Day				1.00	
24.04.2013	24.04.2013	0203	Medical Appointments				1.00	
22.04.2013	22.04.2013	0203	Medical Appointments	09:00	10:00		0.26	
23.01.2013	23.01.2013	0399	Unpaid Leave - Part Day	09:00	13:00		0.57	
22.01.2013	22.01.2013	0399	Unpaid Leave - Part Day	09:00	13:00		0.57	
02.01.2013	02.01.2013	0399	Unpaid Leave - Part Day				1.00	
06.12.2012	06.12.2012	0200	Sickness				1.00	
05.12.2012	05.12.2012	0200	Sickness				1.00	
04.12.2012	04.12.2012	0200	Sickness				1.00	
03.12.2012	03.12.2012	0200	Sickness				1.00	

- Print out the Word document in the usual way.