



This module provides information on the Vacation Balance Report available in BTS

## Vacation Balance Report (Transaction Code - ZTMRVACBAL)

The screenshot shows the SAP 'Detailed Navigation' menu. The menu is organized into several categories: 'Upcoming Dates', 'Payroll Schedule', 'Account String Wizard', and 'Time Keeper'. Under 'Time Keeper', there is a list of transaction codes including CAT2, PA20, PA30, PTFMLA, ZCAT2, ZCATC, ZCATS\_DA, ZPT\_BAL00, ZPT\_QTA10, ZTIMERECON\_SCHOOL, ZTMEEMPLIST, ZTMEEMPLIST, ZTMMILRPT\_CCTR, ZTMMILRPT\_EMPL, ZTMRVACBAL, ZTMTIMEAUDITRPT, ZTMTIMERPT, and ZTMWORKDATECNT. The 'ZTMRVACBAL - Vacation Balance Report' entry is highlighted with a red rectangular box. To the right of the menu, a blue-bordered box contains a bullet point: 'This report is used to display the vacation balance for one employee or for all employees at a cost center.'

From the Detailed Navigation screen, click on ZTMRVACBAL.  
This report is used to display the vacation balance for one employee or for all employees at the cost center.

## Vacation Balance Report ZTMRVACBAL

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➤ This report can be ran for all site employees accruing vacation time or for an individual employee

➤ The cost center defaults to your site cost center

Program Edit Goto System Help

**Vacation Balance Report**

Report

Vacation Balance Report  
 Employee Statement

Key date

Key Date

Vacation Accrual Upto Date

Details

Cost Center

Person ID / Personnel Number  to

You have the option to generate the vacation balance report for all employees at your cost center or you can generate the report for one employee. To generate the report for all employees at your cost center, leave the Person ID/Personnel Number box empty. To view the vacation report for one employee, enter the employee's Person ID number in the box. The cost center defaults to your site cost center. Press the execute icon to proceed to the next screen.



## Payroll Resources

- MyLAUSD
- <https://oelausd.org>

Click on **Employee Resources**.

Select **Just-in-Time Training** from the drop down list and look for

**Payroll**.



For more resources, please refer to the most updated payroll manual and bulletins located in MyLAUSD. Don't forget to visit the Organizational Excellence webpage for more tools and resources. Go to [oelausd.org](https://oelausd.org). Click on the Employee Resources Tab, then click on Just-In-Time Training and scroll down to payroll.