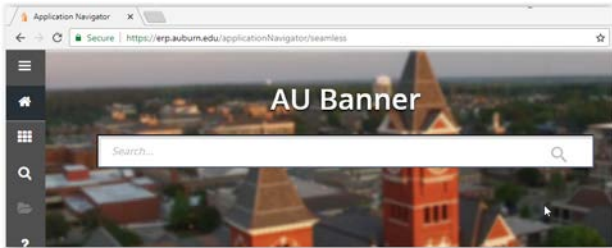


# PZRK146 – Leave Balances by Division/HR Location

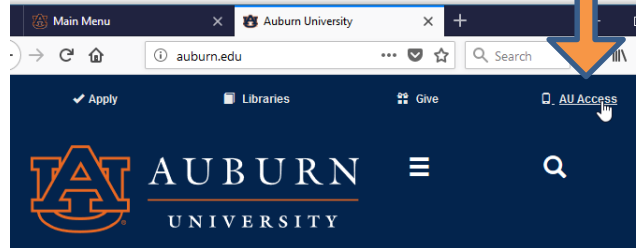
Data is pulled from PEALEAV based on either the Division code or the HR Location (TKL) Timekeeping Location. Included in the report are Vacation, Sick and Compensatory balances, accruals, employee service dates and service years.

1 Banner Admin  
erp.auburn.edu

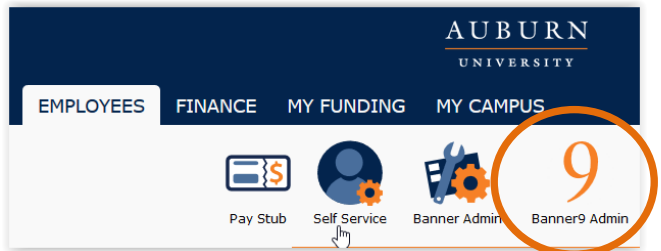
2 AU Authenticate and 2-factor DUO



1 AU Access

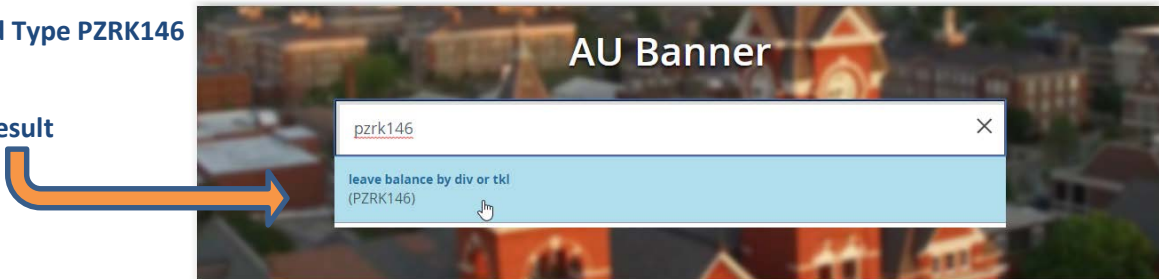


2 Employee Tab -> Banner9 Admin

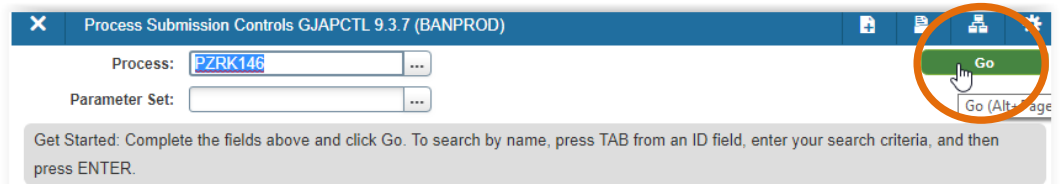


3 Search Field Type PZRK146

4 Select the result



5 Submission Control -> Go



Process: PZRK146 leave balance by div or tkl Parameter Set: Start Over

**PRINTER CONTROL**

Printer:  Submit Time:  PDF Font Size:   
 Special Print:  MIME Type: None Delete After Days:   
 Lines:  PDF Font:  Delete After Date:

**PARAMETER VALUES**

Number *	Parameters	Values
01	enter the letters DIV or TKL	
02	div number or tkl	
03	div number or tkl	
04	div number or tkl	
05	div number or tkl	
06	div number or tkl	

LENGTH: 3 TYPE: Character O/R: Required M/S: Single  
enter DIV or TKL

**SUBMISSION**

Save Parameter Set as

Name:  Description:

**Example**

Process: PZRK146 leave balance by div or tkl Parameter Set: Start Over

**PRINTER CONTROL**

Printer:  Submit Time:  PDF Font Size:   
 Special Print:  MIME Type: None Delete After Days:   
 Lines:  PDF Font:  Delete After Date:

**PARAMETER VALUES**

Number *	Parameters	Values
01	enter the letters DIV or TKL	DIV
02	div number or tkl	113
03	div number or tkl	
04	div number or tkl	
05	div number or tkl	
06	div number or tkl	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single  
ex., 999 (division) or HR999 (TKL)

**SUBMISSION**

Save Parameter Set as

Name:  Description:

Hold / Submit  Hold  Submit

Record 2 of 6

Process: **PZRK146** Parameter Set:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and press ENTER.

Saving current parameter values as user level defaults.  
 Sequence number is: 7782600

7

**Submission Block**

Cursor MUST click within the Submission Block. Either check the Save Parameter Set\* OR click your cursor on the Name Field  
 \*Save Parameter Set as will keep the values entered for future runs.

8

**Save**

Saving the form runs the script/report.

If the report was submitted with no errors, the runner will receive a sequence number. If you save the parameter set, then you will also see message regarding default values.

\*Check your email\*

**Downloadable CSV file**

non-reply@auburn.edu pzk146 - ees annual leave balances Fri 9/14/2018 8:10 AM

pzk146.csv  
3 KB

see attached list for ees annual leave balances