



The Tracking of Student Hours Worked per Week Report is accessible by our campus departments through SAP GUI. Office personnel, who have the security roles of Supervisor, Department Head or Time Administrator, have the ability to run the transaction ZTRKHSSTU, selecting either the HOURLY STUDENT LIMIT or INTERNATIONAL STUDENTS option. Department personnel will simply enter their organizational unit or can also search only by individual or group Personnel Assignment number (PERNR). There are two options available to select the type of report you would like:

1. **SUMMARY REPORT:** provides the student's PLID, name, organizational unit, administrator name, supervisor name and the total number of weeks the student has exceeded a 20 or 25 hour work week.
2. **DETAILED REPORT:** provides the student's PLID, name, organizational unit, administrator name, supervisor name, begin and end date of the week reported and the actual number of hours worked that particular week.

Instructions:

- **Log into SAP GUI**
- **Enter ZTRKHSSTU in the white transaction field box and click the green check  or press the Enter key on your keyboard**
- **Enter the Begin Date and End Date for the period you are monitoring**
- **Enter your Organizational Unit number**
- **Select Hourly Student Limit or International Students option**
- **Select the Detailed Report or Summary Report option**
- **Click Execute **

The screenshot displays the SAP GUI interface for the transaction Z_TRACK_HOURS_WORKED. The window title is "Z_TRACK_HOURS_WORKED: Tracking Hours Worked". The interface is divided into several sections:

- Period:** Contains input fields for "Begin Date" and "End Date".
- Selection:** A list of fields for selection, each with a "to" field and a search icon. Fields include: Person ID, Personnel number, Employment status (with a dropdown arrow), Personnel area, Personnel subarea, Employee group (with value 'C'), Employee subgroup (with value '07'), Payroll area (with value 'S1'), and Organizational unit.
- Additional Selection:** Contains:
 - Student Weekly Hours Limit: 25.00
 - Visa type: [empty]
 - Hourly Student Limit:
 - International Students:
- Select Type of Output:** Contains:
 - Detailed Report:
 - Summary Report:
 - ALV Layout Variant: [empty]

The bottom status bar shows "RP1 (1) 100 eccprd INS".