# Texas State Human Resources

# Tracking of Student Hours Worked per Week Report

## When to use Transaction ZTRKHRSSTU

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 **ZTRKHRSSTU**, 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 ZTRKHRSSTU 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