Use Transaction Code `zhr_not_paid_pp` to run a report that will show bi-weekly staff who have not had their hours entered within the last three months. Payroll recommends using this transaction on a quarterly basis and lists it as a task on the Monthly Payroll Calendar. Org units that employ a large number of students use this report to identify those no longer with the University but not yet separated.

### Creating The Report

<table>
<thead>
<tr>
<th>Enter Transaction Code</th>
<th><code>zhr_not_paid_pp</code></th>
</tr>
</thead>
</table>

Enter:
- Employee Subgroup (z5 – z8)
- Org Unit
- Last 3-month period

### Payroll recommends running this report quarterly around the 20th of January, April, July and October.

Select ALV Layout /BW EE'S (and then Execute)

### Reviewing the Report

Review with manager(s) the employees listed on the report.

Some things to consider:
- PA20, Infotype 2002
- Display Assignments

#### Employees Not Paid in Last Pay Periods

<table>
<thead>
<tr>
<th>Personnel Status</th>
<th>Payroll Area</th>
<th>EE Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active BW</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>Active BW</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>Active BW</td>
<td>V</td>
<td></td>
</tr>
</tbody>
</table>
### Complete PA Form, if needed

If the employees listed on the report are no longer employed by the University, complete a PA Form to either separate or end their additional appointment (if they are employed in another position).

If the student employee has not worked for several months, **the effective date should reflect the last date of the most current pay period written**.

- [End Appointment Link](#)
- [Separation Process Link](#)

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![Personnel Action Form](image-url)