

Personnel/Payroll Association  
Meeting  
January 29, 2009

# Maintain Text

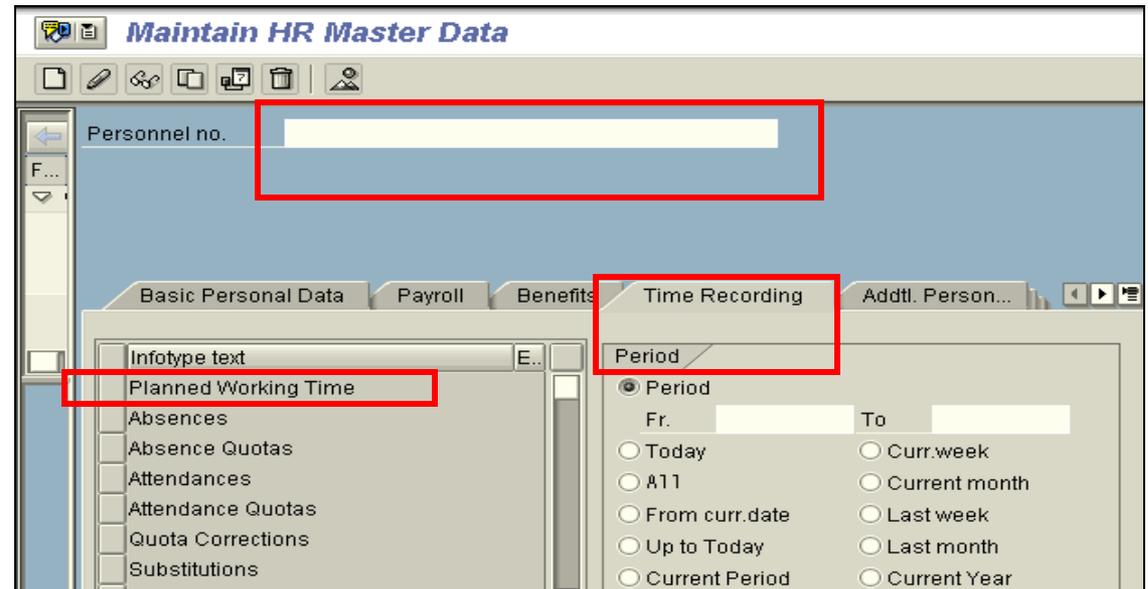
- § Allows you to create informational notes on infotypes.
- § The text can be edited and deleted by any user who has create/change access to the infotype.
- § You can only have one message on an infotype, however you may add several comments to that message.
- § Not all infotypes allow text to be entered.

Below is a list of infotypes that may enter text:

- |  |                               |
|--|-------------------------------|
| § Org Assignment (0001)                  | § Planned Working Time (0007) |
| § Basic Pay (0008)                       | § Contract Elements (0016)    |
| § Recurring Payments & Deductions (0014) | § Additional Payments (0015)  |
| § Withholding Info (0210)                | § Additional Info (0234)      |
| § Health Plans (0167)                    | § Savings Plans (0169)        |
| § Miscellaneous Plans (0377)             | § General Benefits (0171)     |

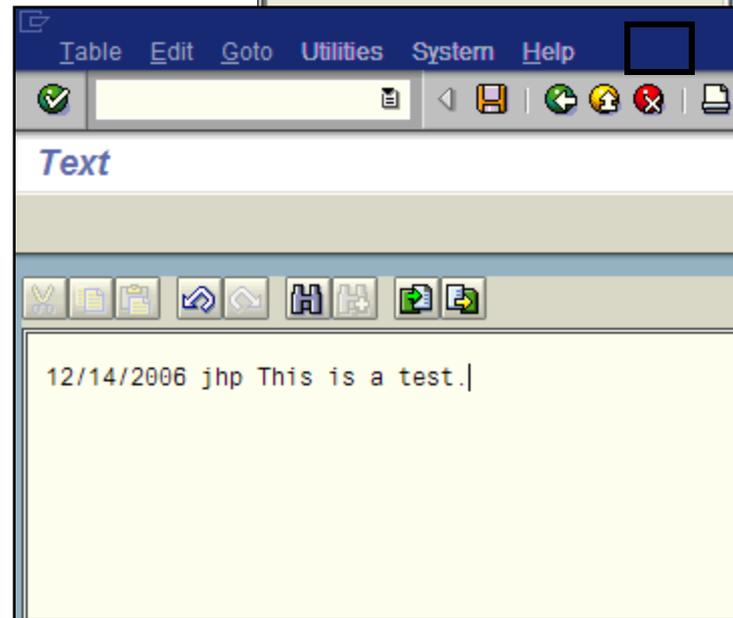
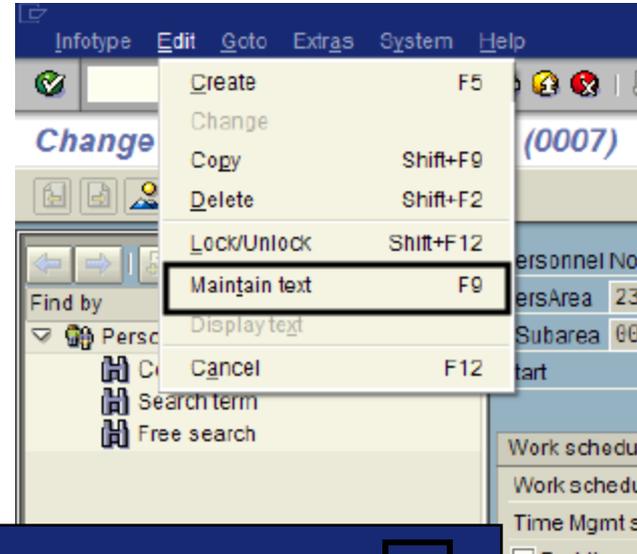
# Maintain Text

1. Enter the Transaction Code PA30 in the command field
2. Click  (Enter)
3. Enter the employee's *Personnel no.*
4. Select *Planned Working Time (0007)* on the *Time Recording* tab
5. Click  (Change) to change the record



# Maintain Text (cont'd)

6. From the Menu bar, click Edit and then Maintain Text
7. Enter your text
8. Click  (Save) to save your entry

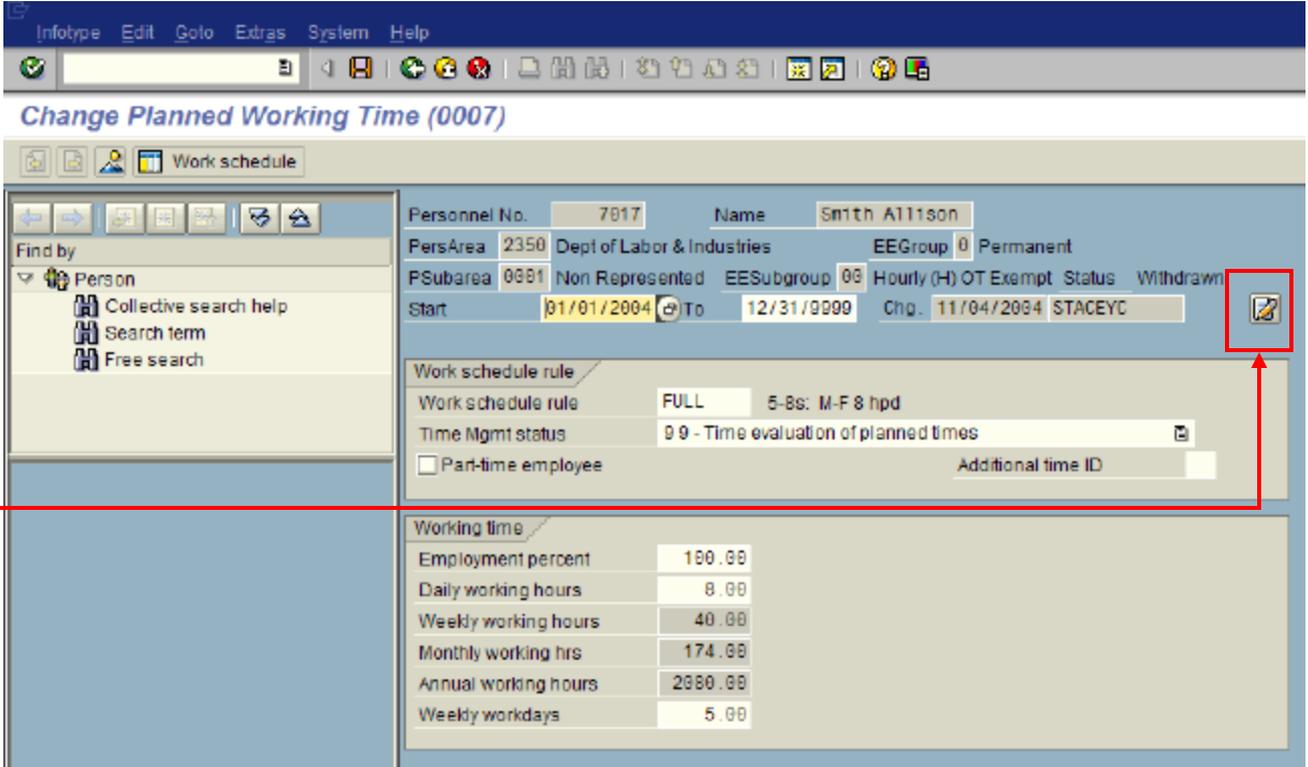


Note: You can also press F9 to access the Maintain Text infotype.

# Maintain Text (cont'd)

- Once saved, the  (maintain text) icon will be placed on the infotype

Note: To view the text, just click on the  (maintain text) icon.



The screenshot shows the SAP Infotype 2007 'Change Planned Working Time' interface. The window title is 'Change Planned Working Time (0007)'. The main data area displays the following information:

Personnel No.	7017	Name	Smith Allison			
PersArea	2350	Dept of Labor & Industries	EEGroup 0 Permanent			
PSubarea	0001	Non Represented	EESubgroup 00 Hourly (H) OT Exempt Status Withdrawn			
Start	01/01/2004	To	12/31/9999	Chg.	11/04/2004	STACEYC

Below the main data, there are sections for 'Work schedule rule' and 'Working time'.

Work schedule rule	FULL	5-8s: M-F 8 hpd
Time Mgmt status	99 - Time evaluation of planned times	
<input type="checkbox"/> Part-time employee	Additional time ID	

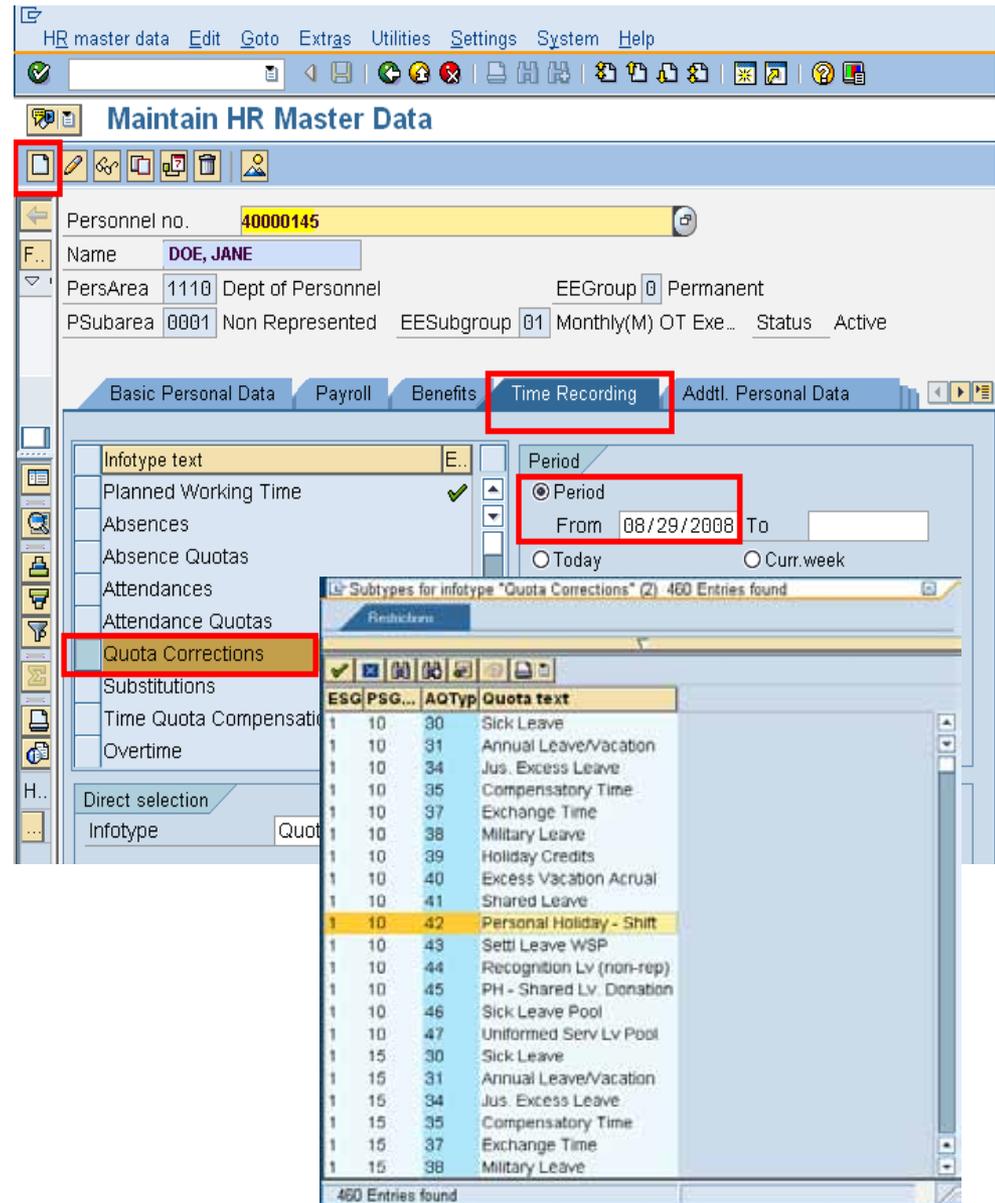
Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	174.00
Annual working hours	2080.00
Weekly workdays	5.00

A red box highlights the 'maintain text' icon (a pencil over a document) located in the top right corner of the main data area. A red line connects this icon to the note box on the left.

# Adding a Personal Holiday

# Adding a Personal Holiday cont'd.

- n Enter Personnel Number
- n Click  (Enter) to validate
- n Select the **Time Recording** tab
- n Enter the Start Date
- n Click the gray box to the left of **Quota Corrections** select
- n Click  (Create) to create new record
- n Select **42** (Personal Holiday- Shift)



The screenshot shows the SAP HR Master Data maintenance interface. The main window displays the data for Personnel no. 40000145, Name DOE, JANE. The 'Time Recording' tab is active. A 'Quota Corrections' dialog box is open, showing a list of quota types. The entry '42 Personal Holiday - Shift' is highlighted.

ESG	PSG...	AQTyp	Quota text
1	10	30	Sick Leave
1	10	31	Annual Leave/Vacation
1	10	34	Jus. Excess Leave
1	10	35	Compensatory Time
1	10	37	Exchange Time
1	10	38	Military Leave
1	10	39	Holiday Credits
1	10	40	Excess Vacation Accrual
1	10	41	Shared Leave
1	10	42	Personal Holiday - Shift
1	10	43	Settl Leave WSP
1	10	44	Recognition Lv (non-rep)
1	10	45	PH - Shared Lv. Donation
1	10	46	Sick Leave Pool
1	10	47	Uniformed Serv Lv Pool
1	15	30	Sick Leave
1	15	31	Annual Leave/Vacation
1	15	34	Jus. Excess Leave
1	15	35	Compensatory Time
1	15	37	Exchange Time
1	15	38	Military Leave

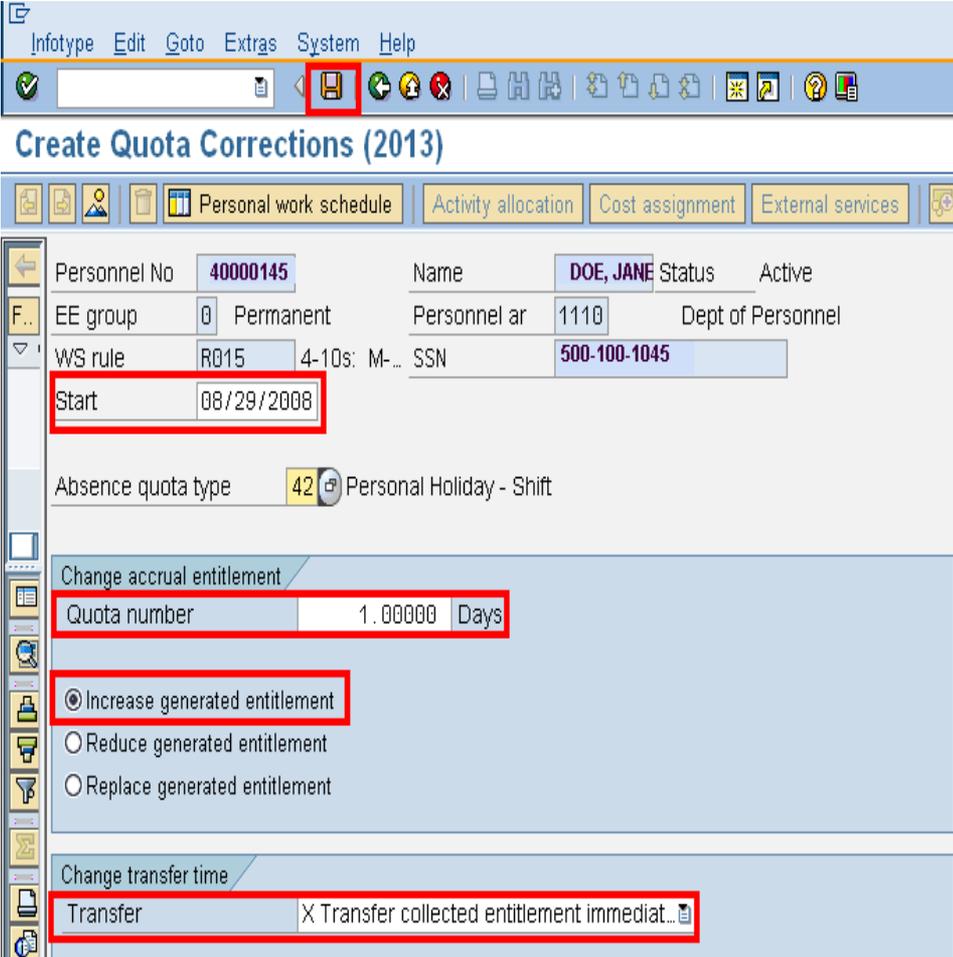
# Adding a Personal Holiday cont'd.

- **Fields to complete:**

- *Quota Number* –
- *Increase generated entitlement*
- *Transfer collected entitlement immediately*

- Click  (Enter) to validate

- Click  (Save) to save



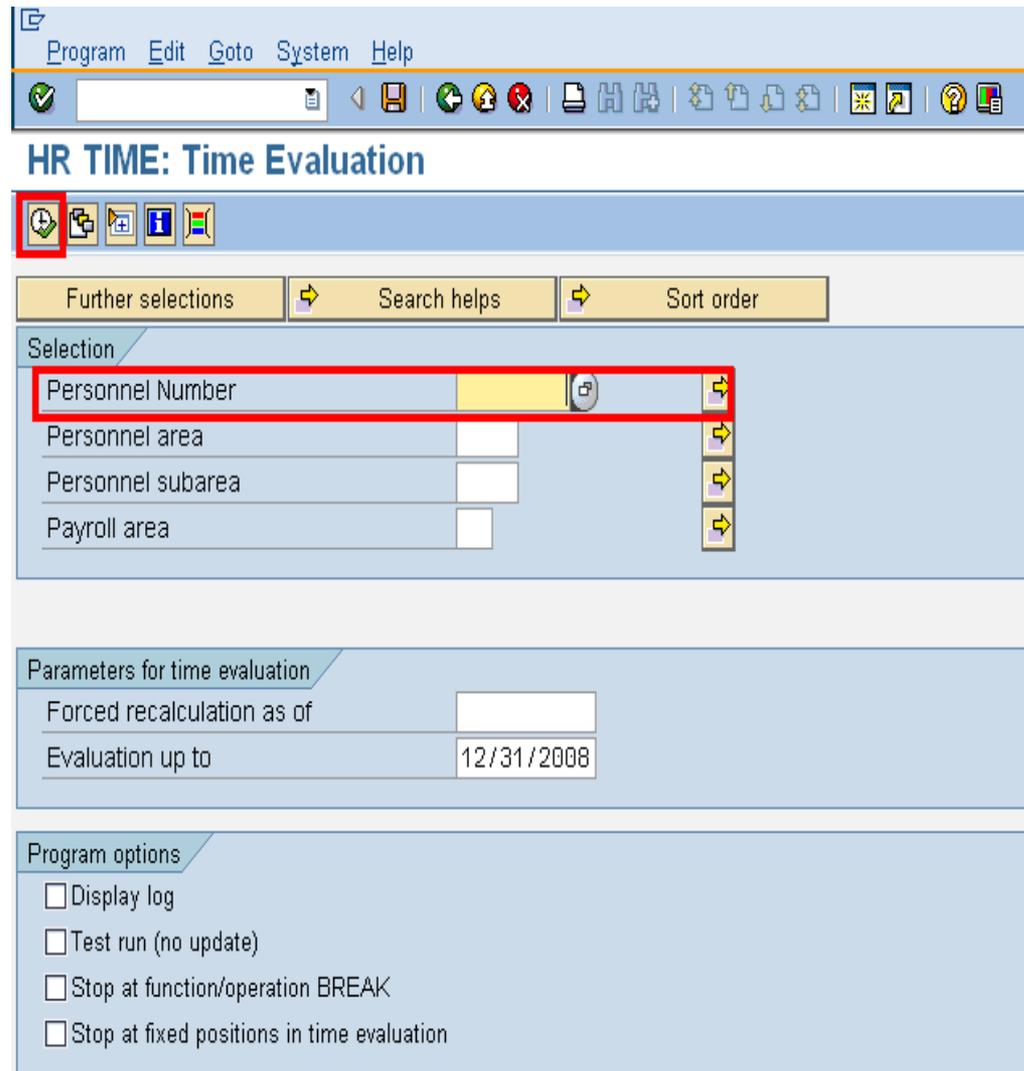
The screenshot shows the SAP 'Create Quota Corrections (2013)' interface. The menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The toolbar contains various icons, with the 'Enter' and 'Save' icons highlighted by red boxes. The main form displays the following data:

Personnel No	4000145	Name	DOE, JANE	Status	Active
EE group	0	Permanent	Personnel ar	1110	Dept of Personnel
WS rule	R015	4-10s: M-...	SSN	500-100-1045	
Start	08/29/2008				

Below the table, the 'Absence quota type' is set to '42 Personal Holiday - Shift'. The 'Change accrual entitlement' section shows a 'Quota number' of '1.00000 Days', with the 'Increase generated entitlement' radio button selected. The 'Change transfer time' section shows a 'Transfer' of 'X Transfer collected entitlement immediat...'. The 'Enter' and 'Save' icons in the toolbar are highlighted with red boxes.

# Adding a Personal Holiday cont'd.

- Enter the transaction code **/Nzt60** in the command field
- Enter the employee's Personnel Number
- Evaluation up to Date – let default to the last day of the month
- Click  (Execute) to execute the process



The screenshot shows the SAP HR TIME: Time Evaluation screen. The menu bar includes Program, Edit, Goto, System, and Help. The title bar reads "HR TIME: Time Evaluation". Below the title bar is a toolbar with several icons, including a green checkmark with a clock, which is highlighted with a red box. The main area is divided into several sections:

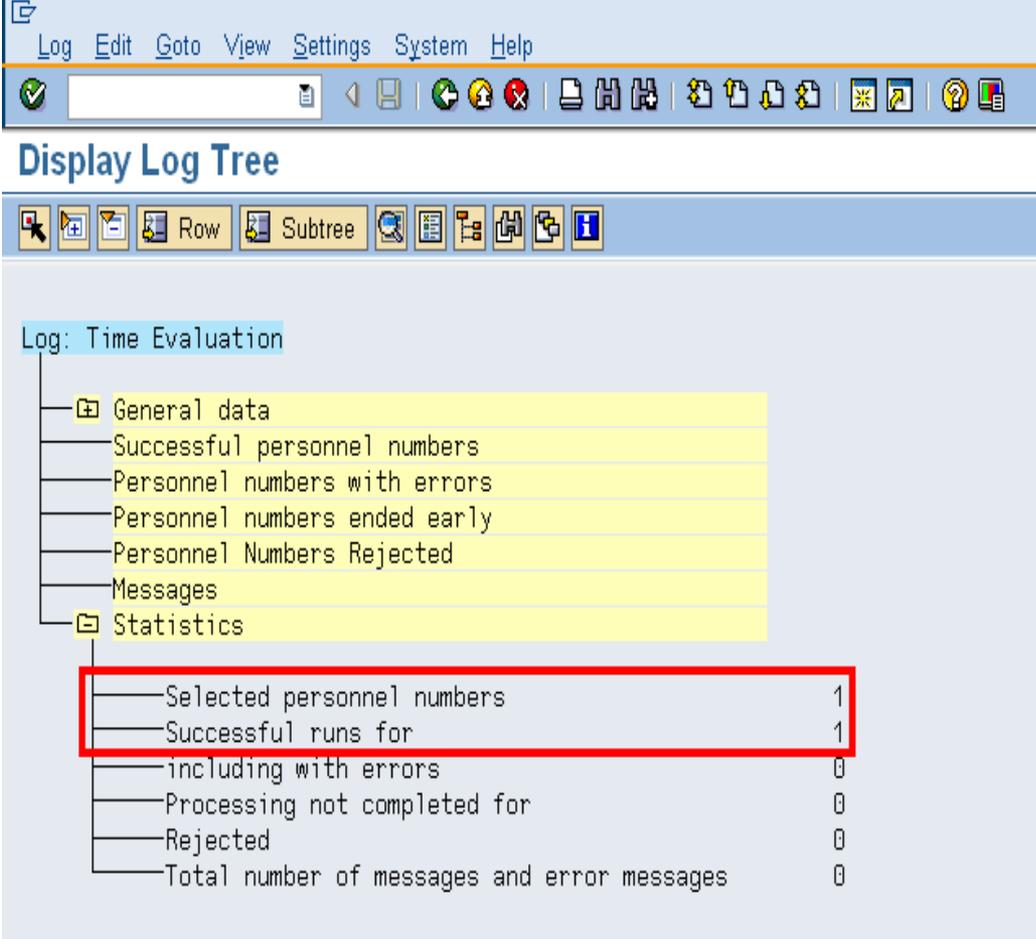
- Further selections**: Search helps, Sort order
- Selection**: A table with the following rows:

Personnel Number			
Personnel area			
Personnel subarea			
Payroll area			
- Parameters for time evaluation**:

Forced recalculation as of	
Evaluation up to	12/31/2008
- Program options**:
  - Display log
  - Test run (no update)
  - Stop at function/operation BREAK
  - Stop at fixed positions in time evaluation

# Adding a Personal Holiday cont'd.

- Verify the time transfer was successful
- Click  (Exit) and return to the SAP Easy Access screen

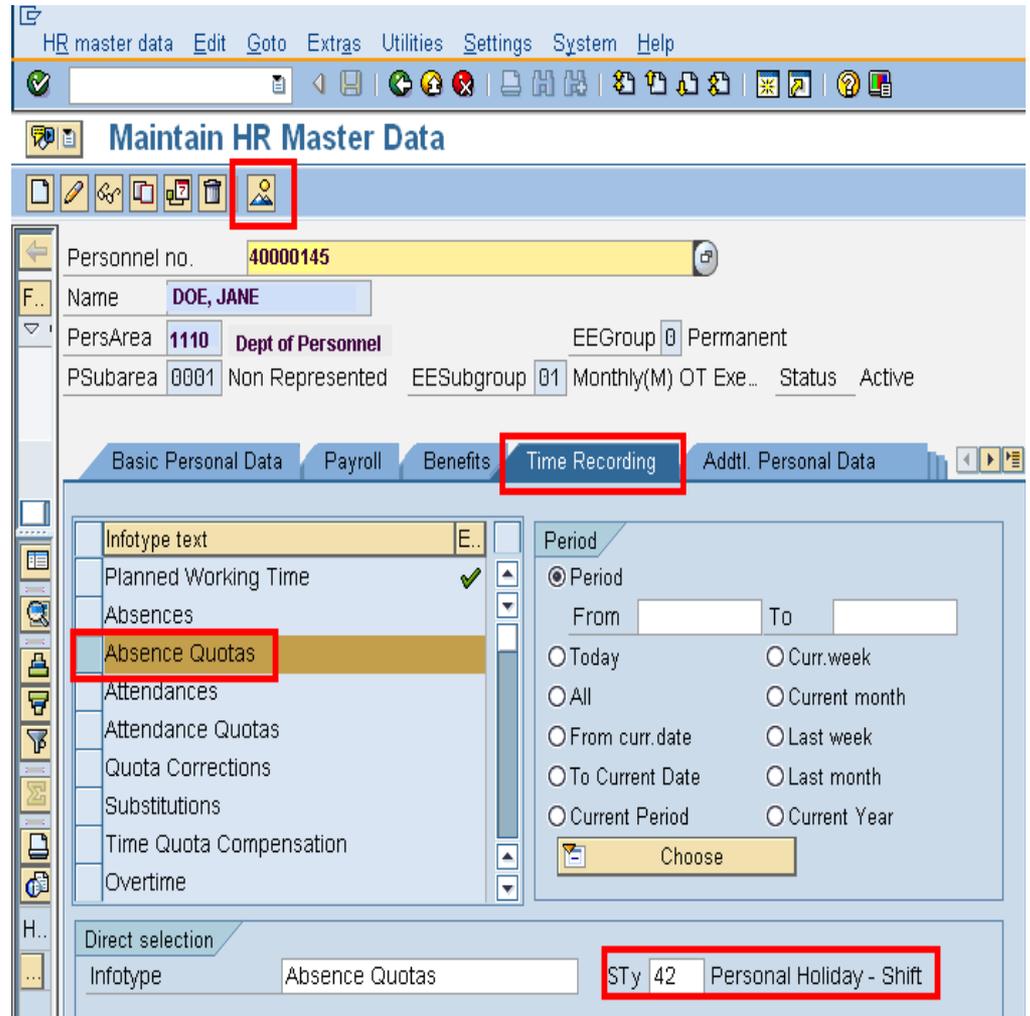


The screenshot shows the SAP 'Display Log Tree' window. The menu bar includes Log, Edit, Goto, View, Settings, System, and Help. The toolbar contains various icons for navigation and actions. The main area displays a tree structure for 'Log: Time Evaluation'. The 'General data' folder is expanded, showing a list of personnel-related statistics. The 'Statistics' folder is also expanded, showing a list of counts for different personnel categories. A red box highlights the 'Selected personnel numbers' and 'Successful runs for' entries, both showing a count of 1.

Category	Count
Selected personnel numbers	1
Successful runs for	1
including with errors	0
Processing not completed for	0
Rejected	0
Total number of messages and error messages	0

# Adding a Personal Holiday cont'd.

- Select the  tab
- Select *Absence Quotas (2006)*
- In the Period section, select the **All** radio button
- Click  (overview)



The screenshot shows the SAP HR Master Data - Maintain HR Master Data interface. The 'Time Recording' tab is selected and highlighted with a red box. In the 'Absence Quotas' section, the 'Absence Quotas' entry is highlighted with a red box. In the 'Period' section, the 'All' radio button is selected. At the bottom, the 'Direct selection' section shows 'Absence Quotas' selected, and the 'STy 42 Personal Holiday - Shift' entry is highlighted with a red box.

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000145

Name DOE, JANE

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data Payroll Benefits **Time Recording** Adttl. Personal Data

Infotype text E..

Planned Working Time ✓

Absences

**Absence Quotas**

Attendances

Attendance Quotas

Quota Corrections

Substitutions

Time Quota Compensation

Overtime

Period

Period

From To

Today  Curr.week

All  Current month

From curr.date  Last week

To Current Date  Last month

Current Period  Current Year

Choose

Direct selection

Infotype Absence Quotas **STy 42 Personal Holiday - Shift**

# Adding a Personal Holiday cont'd.

Infotype Edit Goto Extras System Help

Overview Absence Quotas (2006)

Choose

Personnel No.  Name

F.. PersArea  Dept of Personnel EEGroup  Permanent

PSubarea  EESubgroup  M-OT Elig>40hrs/wk Status

To

Absence Quotas

Start Date	End Date	A...	Quota text	Start ded	End ded.	Number
08/29/2008	08/29/2008	42	Personal Holiday - Shift	08/29/2008	12/31/2008	1.00000