

Infotype 9402 – Overview Payroll Results 2

- Access: PA20, enter 9402 in the Direct Selection Infotype box
- Select All in the Period box
- Click on the “mountain” for the overview of all pay periods

Uses:

- IT9402 is used to store the total paid hours (not including OT), per pay for all employees. These hours are used to calculate the monthly leave accrual.
 - Example: This is a great way to quickly determine if someone worked 80.0 hours in the first half of the month for leave accrual questions.
- Agencies can use this infotype as a quick reference to check on hours paid in the pay period for a variety of reasons. For example, you could view this infotype when you don't want to take the time to review payroll reports or earnings statements.
- Agencies can use this infotype to quickly calculate and monitor hours for retiree return to work employees.
- Reminder that these hours are total hours 'paid'. This includes paid leave time.

Overview Payroll Results 2 (9402)

Personnel No: [] Name: []
 EE group: 0 Permanent Personnel ar: 1111 Information Services Division
 EE subgroup: 06 M-OT Elig>40h/m/ SSN: [] Status: Active
 Choose: 01/01/1800 To: 12/31/9999 Sty: []

Start Date	End Date	For-pa	P P	Crcy	WSF Wklnd Hrs	Period	SOW (no WSF) Hrs	Per
03/01/2009	03/15/2009	200906		USD		0.00	80.0	
02/16/2009	02/28/2009	200905		USD		0.00	80.0	
02/01/2009	02/15/2009	200904		USD		0.00	80.0	
01/16/2009	01/31/2009	200903		USD		0.00	88.0	
01/01/2009	01/15/2009	200902		USD		0.00	88.0	
12/16/2008	12/31/2008	200801		USD		0.00	96.0	
12/01/2008	12/15/2008	200824		USD		0.00	88.0	
11/16/2008	11/30/2008	200823		USD		0.00	80.0	
11/01/2008	11/15/2008	200822		USD		0.00	80.0	
10/16/2008	10/31/2008	200821		USD		0.00	96.0	
10/01/2008	10/15/2008	200820		USD		0.00	88.0	
09/16/2008	09/30/2008	200819		USD		0.00	88.0	
09/01/2008	09/15/2008	200818		USD		0.00	88.0	
08/16/2008	08/31/2008	200817		USD		0.00	80.0	
08/01/2008	08/15/2008	200816		USD		0.00	88.0	
07/16/2008	07/31/2008	200815		USD		0.00	96.0	
07/01/2008	07/15/2008	200814		USD		0.00	80.0	
06/16/2008	06/30/2008	200813		USD		0.00	80.0	
06/01/2008	06/15/2008	200812		USD		0.00	88.0	
05/16/2008	05/31/2008	200811		USD		0.00	88.0	
05/01/2008	05/15/2008	200810		USD		0.00	88.0	
04/16/2008	04/30/2008	200809		USD		0.00	80.0	

For both full time and part time employees, HRMS refers to IT9402 to find out the number of hrs in paid status after each payroll execution and calculates the leave accrual based on the following rules:

Reference: [HRMS Leave Accrual and Processing](#)

When does leave accrue and when does it show on the Earnings and Deductions Statement?

Fulltime employees who have at least 80 hours of regular time and paid leave (including vacation and sick leave) within a calendar month are eligible to accrue leave. Overtime hours are not counted for leave accrual.

Employees who have their 80 hours within the first pay period (between the first and the fifteen) will accrue leave on the sixteenth of that month. The accrual will appear on the Earnings and Deductions Statement received on the tenth of the next month (reflecting the pay period of the sixteenth through the end of the month).

If an employee doesn't reach the 80-hour threshold until the second pay period (sixteenth through the end of month), leave will accrue on the first day of the following month and appear on the Earnings and Deductions Statement received on the twenty-fifth of that month (reflecting the pay period of the first through the fifteenth).

If an employee has met the 80-hour requirement and needs to use leave prior to the system accrual date, the HRMS Payroll Processor or Leave Corrections Processor can adjust the leave balance to immediately credit the monthly accrual.

For part-time and hourly general government employees, vacation and sick leave accruals are proportionate to the number of hours in paid status in the month to that required for full-time regular scheduled employment. Leave will always accrue on the first day of the following month and appear on the Earnings and Deductions Statement received on the twenty-fifth of that month.

Infotype Lockout Issue

HRMS Users are getting locked messages when attempting to update infotypes. The message indicates they are locked by their own userid.

Message Text – “Personnel number xxxxxx locked by user xxxxxx”.

Users have to notify the Help Desk for a ticket to have the response team unlock the record. These are treated as high priority tickets and the unlock normally occurs very quickly

- Problem began in December after some system changes
- Ticket was opened with SAP on Dec. 28th to resolve the problem
- SAP recommendations were implemented end of January
- Problem was not solved and some old parameters had to be reset to the original settings
- Early Feb, SAP made further suggestions to repair the issue which failed to solve the issue
- Problem has been escalated back to SAP as a High Priority issue and at this time we still do not have a resolution in place