

Time Evaluation

ZT60

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Time Evaluation-ZT60

■ What is the Time Evaluation?

- Tool used to update an employee's quota balance outside of the normal payroll processing days.

■ Who can run the Time Evaluation

- Payroll Processor, Time and Attendance processor, Time and Attendance Inquirer, Time and Attendance Supervisor

Time Evaluation-ZT60

■ When to use the Time Evaluation

- A quota correction was created to give an employee their leave accrual once they earned it
- An adjustment is made to the employee's master data
- An employee's *Date Specification (0041) Infotype* was updated with an adjusted **Anniversary date** changing the employee's accrual rate.

Time Evaluation-ZT60

■ Why run the Time Evaluation?

- To update an employee's quota balance immediately.

Monday	Tuesday	Wednesday	Thursday	Friday
27 EE – 72 total hrs worked	28 EE – Reaches 80 hr. requirement	29 	30 EE- requested today off	31

Scenario:

Employee has a zero quota balance.

Employee did not meet the 80 hr. requirement within the first half of the month to accrue leave. On the 28th of the month the employee reaches the 80 hr. and requested leave on the 30th which has been approved.

Solution:

Create a quota correction to give the quota, and then run the **Time Evaluation** to establish the quota balance.

Time Evaluation- without display log checked

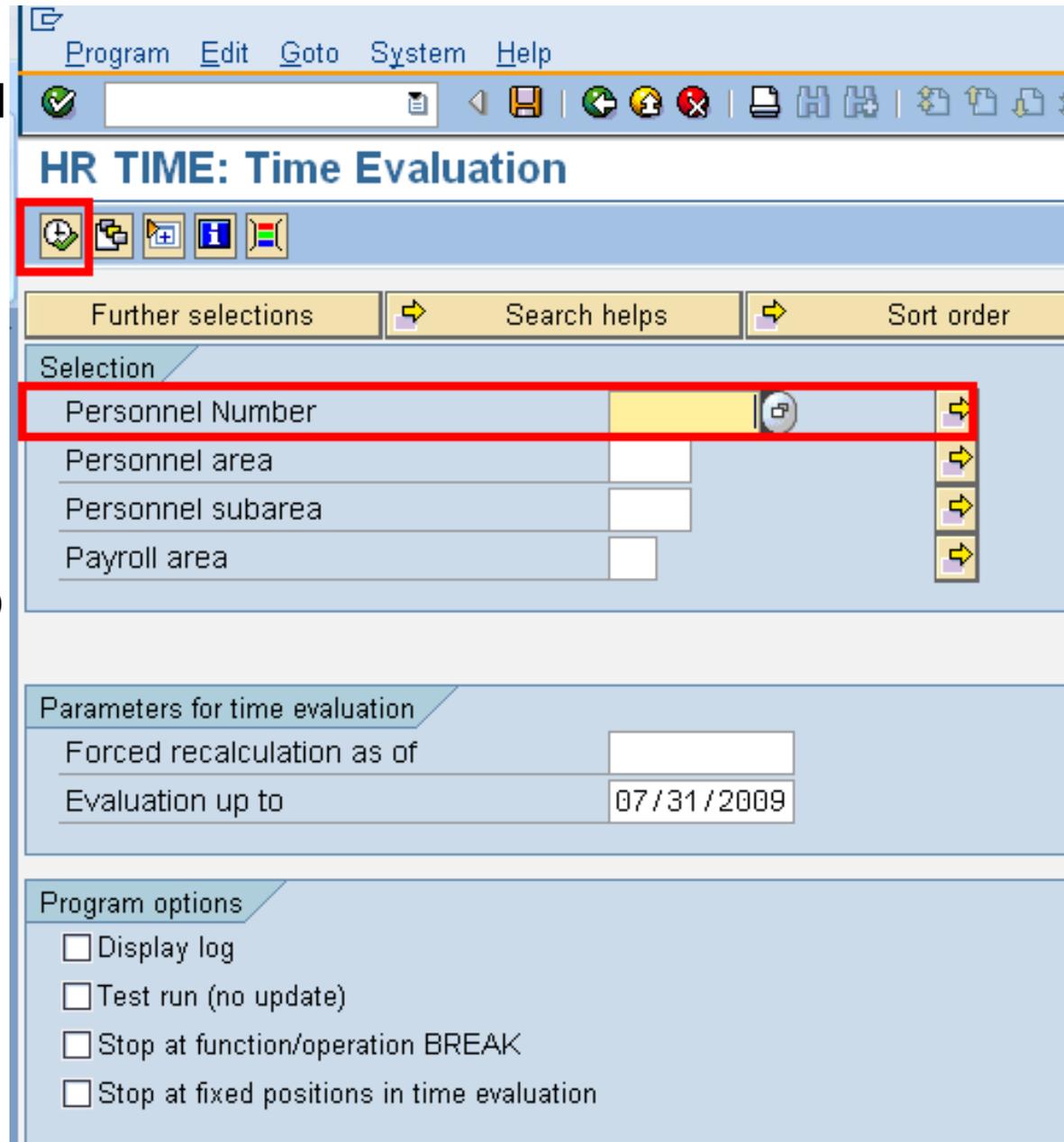
■ Enter the transaction code **ZT60** in the command field on the Easy Access Screen

■ Click  (Enter) to validate

■ Fields to complete

○ *Personnel number*

■ Click  (Execute) to generate report



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 icons for back, forward, and other functions. The main area contains a "Selection" table with the following rows:

Selection			
Personnel Number			
Personnel area			
Personnel subarea			
Payroll area			

Below the table is a section for "Parameters for time evaluation" with the following fields:

Forced recalculation as of	
Evaluation up to	07/31/2009

At the bottom is a section for "Program options" with the following checkboxes:

- Display log
- Test run (no update)
- Stop at function/operation BREAK
- Stop at fixed positions in time evaluation

Time Evaluation- without display log checked cont'd.

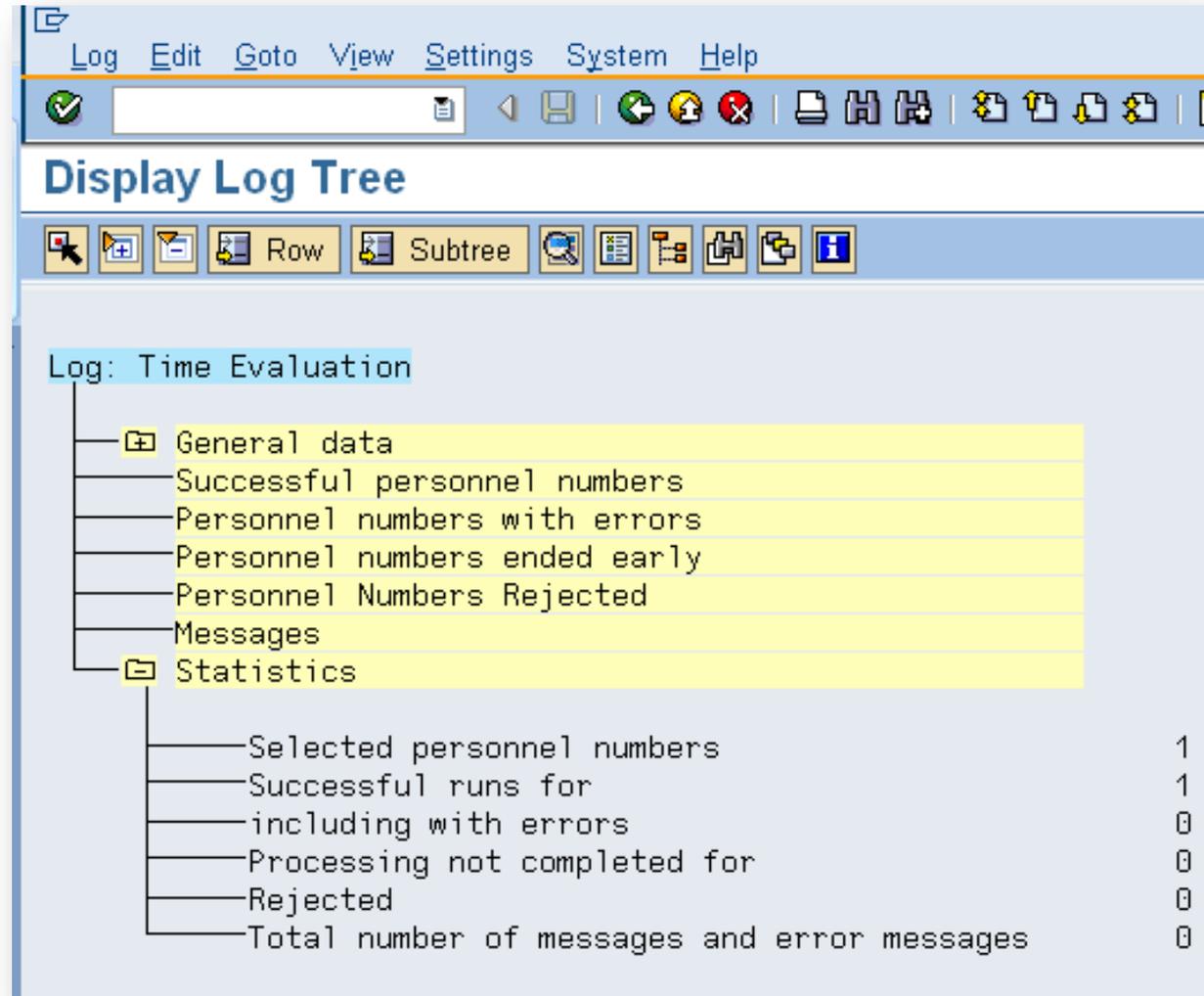
■ Verify the time transfer was successful

■ Click  (Exit) and return to the SAP Easy Access screen

Tip:

Once you have verified the Time Evaluation has processed successfully, you can verify the record was create using the

Absence Quota Infotype 2006.



The screenshot shows the SAP Display Log Tree interface. The title bar reads "Log: Time Evaluation". The main content area displays a tree structure with the following items:

- General data
 - Successful personnel numbers
 - Personnel numbers with errors
 - Personnel numbers ended early
 - Personnel Numbers Rejected
 - Messages
- Statistics
 - 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

**Use the Display Log
to find your errors**

Time Evaluation- with display log checked

■ The display log

○ Helps to identify time errors created if the Time Evaluation does not process correctly.

Tip:

If the employee's PDC error indicator is checked on their Payroll Status (0003) Infotype run the Time Evaluation with the display log checked to identify the error(s)

The screenshot shows the SAP HR TIME: Time Evaluation interface. 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 icons for back, forward, and other functions. The main area is divided into several sections:

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

Personnel Number	40000216	[icon]
Personnel area		[icon]
Personnel subarea		[icon]
Payroll area		[icon]
- Parameters for time evaluation**:

Forced recalculation as of	
Evaluation up to	07/31/2009
- Program options**:
 - Display log
 - Test run (no update)
 - Stop at function/operation BREAK
 - Stop at fixed positions in time evaluation

Time Evaluation- with display log checked cont'd.

■ If there are errors on the employee's record they will automatically display in red on the **Display Log Tree**

Note:

Technical error no. 81- Indicates that the employees' Date Specification (0041) Infotype is missing one or more of the required date types. Make adjustments and run the Time Evaluation to process the accrual for the employee.

Log: Time Evaluation

- General data
 - Successful personnel numbers
 - Personnel numbers with errors
- Personnel numbers ended early
 - 40000215 NOWAKOWSKI MALORY
 - Initialization 07/2007
 - 07/26/2007 Thursday
 - Provide Time Data
 - Manage Time Accounts
 - RTIP &CSL GEN Add Shared Leave Abs. to Daily Bal.
 - P2012 Time Transfers
 - ACTI0 &CSB Add Daily Career Sh. Lv. to Total Bal.
 - ACTI0 &041 Check IT0041 Dates for > 100 Years
 - Processing 
 - Call rule &041
 - Technical error no. 81** 
07/26/2007 Processing terminated for EE 40000215 NOWAKOWSKI MA
- Personnel Numbers Rejected
- Messages
- Statistics
 - Selected personnel numbers 1
 - Successful runs for 0
 - including with errors 0
 - Processing not completed for 1
 - Rejected 0
 - Total number of messages and error messages 1

DATE SPECIFICATIONS

Infotype Edit Goto Extras System Help

Display Date Specifications (0041)

Personnel No. 40000314 Name BRADY TONYA

PersArea 2350 Dept of Labor & Industries EEGroup 0 Permanent

PSubarea 00HA WFSE Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active

Start 06/01/2006 to 12/31/9999 Chng 06/22/2006 TRANSJP

Date Specifications		Date type	Date
01	Anniversary Date	03/01/1985	
03	Original Hire Date	03/01/1985	
05	Seniority Date	03/01/1985	
18	Prsnl HolidayElgblty	06/16/2006	
02	Appointment Date	11/20/1995	
04	Prior PID	05/01/1995	
07	Unbroken Srvc. Date	03/01/1985	

01- Anniversary Date 03-Original Hire Date 07- Unbroken Srvc Date

Note:
In order for an employee to accrue leave, they must have these date types entered.

Time Evaluation- with display log checked cont'd.

■ Selecting the **processing** folder will display detailed information on the quota types that were accrued

The screenshot shows a software interface with a 'Display Log Tree' window. The tree is expanded to show a 'Processing' folder, which contains a list of rules and quota types. The rules are as follows:

Rule	Quota Type	Description
001	30	Sick Leave
002	31	Annual Leave/Vacation
004	34	Jus. Excess Leave
006	35	Compensatory Time
008	37	Exchange Time
009	39	Holiday Credits
010	43	Settl Leave WSP

The main window also shows a 'Log: Time Evaluation' section with a tree view of dates from 06/16/2009 to 06/30/2009. Below this, there are sections for 'Provide Time Data' and 'Manage Time Accounts' with various actions listed.

Success



Additional tip

Time Evaluation- Forced recalculation

Infotype Edit Goto Extras System Help

Copy Date Specifications (0041)

Personnel No. 40000222 Name
PersArea 3570 Dept of Early Learning
PSubarea 0002 WMS EESubg
Start 06/01/2009

Date type	Date
01 Anniversary Date	04/01/1981
03 Original Hire Date	03/16/2004
05 Seniority Date	04/01/1991
08 WMS Review Date	08/15/2006

Correct Anniversary date

Note: the employee's start date, as this will be needed on the Time Evaluation

HR TIME: Time Evaluation



Further selections

Search helps

Sort order

Selection

Personnel Number	40000222
Personnel area	
Personnel subarea	
Payroll area	

Enter date record is to start

Parameters for time evaluation

Forced recalculation as of	6/1/2009
Evaluation up to	07/31/2009

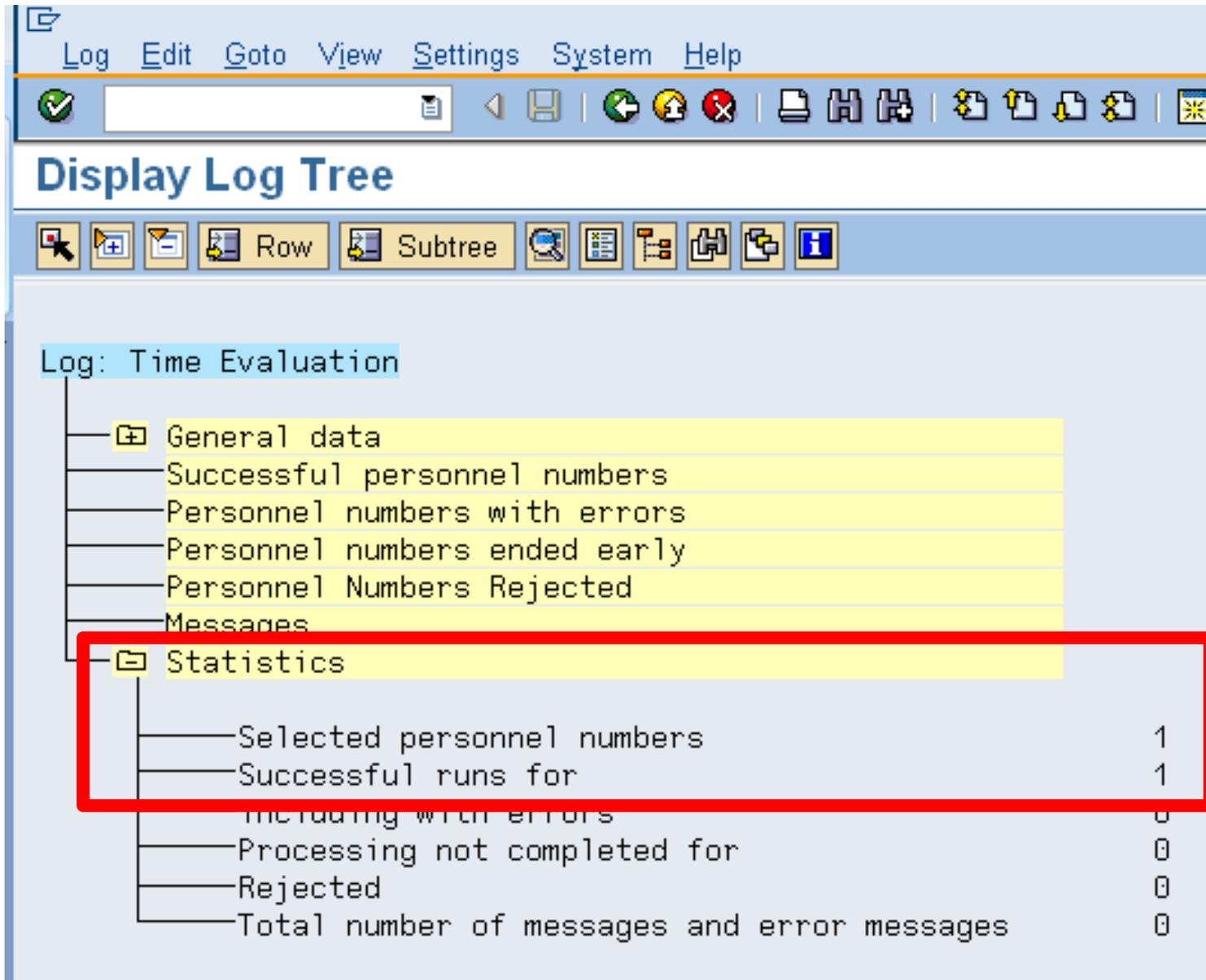
Program options

- Display log
- Test run (no update)
- Stop at function/operation BREAK
- Stop at fixed positions in time evaluation

Time Evaluation- Forced recalculation

■ Verify the time transfer was successful

■ Click  (Exit) and return to the SAP Easy Access screen



The screenshot shows the SAP 'Display Log Tree' interface. The menu bar includes Log, Edit, Goto, View, Settings, System, and Help. The toolbar contains icons for navigation and actions. The main area displays a log titled 'Log: Time Evaluation'. The log is structured as follows:

- General data
 - Successful personnel numbers
 - Personnel numbers with errors
 - Personnel numbers ended early
 - Personnel Numbers Rejected
 - Messages
- Statistics
 - 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

The 'Statistics' section is highlighted with a red box, indicating the results of the forced recalculation.

Time Evaluation- Forced recalculation

- Verify that the employee's accrual rates have been adjusted.
- If there are any deductions towards the employees' accruals you may need to contact the ISD Helpdesk for a redistribution of quota

Infotype Edit Goto Extras System Help

List Absence Quotas (2006)

Personnel No. 40000222 Name NOWAK BARBARA
PersArea 3570 Dept of Early Learning EEGroup 0 Permanent
PSubarea 0002 WMS EESubgroup 01 Monthly(M) OT Exe... Status Active
Choose 01/01/1800 To 12/31/9999 STy. 31

Start Date	End Date	A...	Quota text	Start ded.	End ded.	Number	Deduction
01/01/2009	01/31/2009	31	Annual Leave/Vacation	01/16/2009	12/31/9999	14.66667	0.00000
12/01/2008	12/31/2008	31	Annual Leave/Vacation	12/16/2008	12/31/9999	14.66667	0.00000
11/01/2008	11/30/2008	31	Annual Leave/Vacation	11/16/2008	12/31/9999	14.66667	0.00000
10/01/2008	10/31/2008	31	Annual Leave/Vacation	10/16/2008	12/31/9999	14.66667	0.00000
09/01/2008	09/30/2008	31	Annual Leave/Vacation	09/16/2008	12/31/9999	14.66667	0.00000
08/01/2008	08/31/2008	31	Annual Leave/Vacation	08/16/2008	12/31/9999	14.66667	0.00000

Questions?



Thank you