

Payroll With Time Troubleshooting

Purpose

Payroll with time troubleshooting quick reference.

Basic Questions to Ask Employees with Pay Issues

- How do you enter time? Use ESS or time entered by Time Administrator?
- What is your work week? Has your work week or start day changed?
- Have you recorded all of your time worked and leave taken?
- Was your timesheet approved in ESS by payroll deadline?
- Has your position or salary changed (promotion, etc.)?
- Did you enter enough hours (work and leave) for the pay period?

Tips & Tricks

See the Payroll Troubleshooting Procedures for more details.

- **Calculating Base Pay Amounts**
 - PA20
 - IT0008 to view correct Base Pay
 - Calculate hourly rate if DOT
 - Calculate Hourly Rates for DOT

- 2088 hours per year
- Use PA20 to look at IT0008
- Annual Amount ÷ 2088 = Hourly Rate
- Run PC_PAYRESULT to look up hourly rate
- CATS_DA to look at working times

- **Checking for Shift Premium Eligibility**

- PA20
- IT0001 to copy position number
- PO13D to confirm that Premium Eligibility box is checked appropriately
 - IT9007 Night
 - IT9008 Evening
 - IT9009 Weekend
 - IT9010 Holiday

Online References

- [Payroll Calendars](#)
- [Work Schedule Rules](#)

Research Transactions and Infotypes

The following list provides common transaction codes and infotypes that may be helpful in Time troubleshooting for Payroll.

Payroll

- IT0000 Actions
- IT0001 Organizational Assignment
- IT0002 Personnel Data
- IT0007 Planned Working Time
- IT0008 Basic Pay
- IT0613 Absence Donations
- IT0698 Absence Pools
- IT2001 Manual Leave Entered
- IT2012 Time Transfer Specification
- PUOC_10 Remuneration Statement
- PC_PAYRESULT Payroll, Splits
- Payroll Calendar

Time

- CATS_DA Display Working Time
- PT66 Display Time
- CATS_APP_LITE Approve ESS Time Entry if no MSS Approver
- ATT/ABS Type 9400
- Work Schedule Rules
- Work Weeks

Organization Management

- P013D Premium Settings
- IT9005Overtime
- IT9006 Holiday payout
- IT9007 Night shift premium

- IT9008 Evening Shift premium
- IT9009 Weekend shift premium
- IT9010 Holiday premium rate
- IT9011 On-call
- IT9016 Extended duty

Personal Administration

- IT2003 Substitutions
- IT2001 Capture Leave to be Paid Out

Benefits

- IT0167 Health Plans
- IT0168 Insurance Plans
- IT0169 Savings Plans
- IT0170 Flex spending accounts
- IT0377 Misc plans
- IT0378 Adjustment reasons - comments
- IT0021 Family members
- Display agency-specific benefit plans

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