

PER-18 Length of Service

Purpose

The purpose of this job aid is to explain how to use the PT_BAL00 transaction to determine an employee's length of service.

Users with the "Display Time" role can use transaction PT_BAL00. A variant for "Length of Service" has been created where only the employee personnel number needs to be entered. There are 6 steps to complete this process.

Image

Cumulated Time Evaluation Results: Time Balances/Wage Types

Menu



Further selections



Search helps



Sort order



Org. structure

Period

- ☐ Today ☐ Current month ☐ Current year
- ☐ Up to today ☐ From today
- ☒ Other period

Period

To

Payroll period

Selection

Personnel Number



Time recording administrator



Selection Conditions

- ☒ Day balances
- ☐ Cumulated balances
- ☐ Time wage types
- ☐ Include Interim Results

to



to



to



Value limits (hours) for time/wage types

- ☐ Take account of value limits (hours)

Data format

Layout

Step 1: Type transaction **PT_BAL00** in the Command field and click the Enter. You can also add it to your Favorites.

Step 2: Click the **Variant** icon to select it.

Image

ABAP: Variant Directory of Program RPTBAL00



Variant Catalog for Program RPTBAL00 (9)

Variant Name	Short Description	Environm...	Protected	Created By	Created On	Changed By	Changed On	
/NEGQUOTA	Negative Quota Balances	A	☐	ZWFINOMPA191	08/28/2008			
BW-WT TOTALS	Bi-Weekly Wage Type Totals	A	☒	KBOWMAN	12/19/2007			
CURRLEAVE	Current Leave Balances	A	☒	00504028	02/29/2008			
LEAVE BALANCES	Leave Bal for Traffic-Div9	A	☒	00987263	03/13/2008	00987263	03/13/2008	
LENGTH OF SERV	Length of Service	A	☒	01024742	02/07/2008			
MON-WT TOTALS	Monthly Wage Type Totals	A	☒	KBOWMAN	12/19/2007			
OTCOMP	OT Comp Earned	A	☐	00504028	03/14/2008	00504028	03/14/2008	
XHR	Test XHR	A	☐	SAP	06/13/1996	SAP	07/19/1996	
XHR2	noch'n Test	A	☐	SAP	07/05/1996	SAP		



Step 3: Select **Length of Service** from the pop-up box.

Step 4: Click the Green Check button.

Image

Cumulated Time Evaluation Results: Time Balances/Wage Types

Menu



Further selections



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Sort order



Org. structure

Period

- ☐ Today ☐ Current month ☐ Current year
- ☐ Up to today ☐ From today
- ☒ Other period

Period

01/01/2008

To

12/31/9999

Payroll period

Selection

Personnel Number

80000030



Selection Conditions

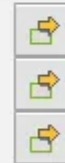
- ☒ Day balances
- ☐ Cumulated balances
- ☐ Time wage types
- ☐ Include Interim Results

9000

to

to

to



Value limits (hours) for time/wage types

- ☐ Take account of value limits (hours)

Data format

Layout

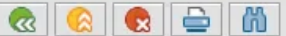
/LOS

Step 5: Enter the **employee's personnel number**. All other information will pre-populate.

Step 6: Click the **Execute (F8)** button.

Image

Cumulated Time Evaluation Results: Time Balances/Wage Types

Menu   Choose  Save   Print preview  ABC 

Day balances

Data select. period 01/01/2008 - 12/31/9999

Number of Selected Employees: 1

Pers.No.	Employee/app.name	Period	Current Date	TmType	Time type descript.	Number
80000030	Elizabeth Watkins	201307	07/01/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/30/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/29/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/28/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/27/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/26/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/25/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/24/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/23/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/22/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/21/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/20/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/19/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/18/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/17/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/16/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/15/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/14/2013	9000	Length of Service	64.00
80000030	Elizabeth Watkins	201306	06/13/2013	9000	Length of Service	63.00
80000030	Elizabeth Watkins	201306	06/12/2013	9000	Length of Service	63.00
80000030	Elizabeth Watkins	201306	06/11/2013	9000	Length of Service	63.00
80000030	Elizabeth Watkins	201306	06/10/2013	9000	Length of Service	63.00
80000030	Elizabeth Watkins	201306	06/09/2013	9000	Length of Service	63.00
80000030	Elizabeth Watkins	201306	06/08/2013	9000	Length of Service	63.00

The top line has the latest number of months of service.

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