

TM-49 Council of State Holidays

Purpose

The purpose of this Business Process Procedure is to explain Subtype ZCOS, Holiday Council of State, on IT2012 in the Integrated HR-Payroll System.

Trigger

Subtype on IT2012 titled ZCOS, Holiday Council of State became effective in the system on 9-26-14

Business Process Procedure Overview

Council of State employees post to a different account than SPA EEs. IT2012-ZCOS can be used to prevent the generation of WT1325 and allow the WT from IT0008 to default for holidays. This is intended for Secretary or Council of State positions only. EE must be negative time reporting and PSA NC04.

Users with Payroll Admin role can access IT2012 using PA30.

Procedure

There are 9 steps in this process.

Step 1. Access **PA30** (Maintain HR Master Data).

Step 2. Select **infotype 2012** and **subtype ZCOS**.

Step 3. Click the **Create** button.

Image

Maintain HR Master Data

Menu



Personnel no.

80000429

Name

Sarah Beckham20

EEGroup

A

SPA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

Y1

PT S-FLSAOT Perm

CostC

4699999999

CULTURE RESOURCES



Basic Personal Data

Payroll

Benefits

Time

Addtl. Personal Data

Planning Data



Infotype Text

Statu

Actions



Organizational Assignment



Personal Data



Addresses



Planned Working Time



Basic Pay



Family Member/Dependents



I-9 Residence Status



Additional Personal Data



Period

☒ Period

From

To

☐ Today

☐ Current Week

☐ All

☐ Current Month

☐ From Today

☐ Last Week

☐ Until Today

☐ Last Month

☐ Curr. Period

☐ Current Year



Choose

Direct selection

Infotype

Time Transfer Specifications

STy

ZCOS

Step 4. Enter Effective date in **Start field** and in **To field**.

Note: The record can be set with a validity period range to high date (12/31/9999) but cannot have a start date prior to 7/1/2014.

Step 5. Enter **1** in Number of hours.

Image

Create Time Transfer Specifications (2012)

Menu | [Dropdown] | [Save] [Back] [Forward] [Cancel] | [Import] [Export] [Sun] [Trash] [Personnel]

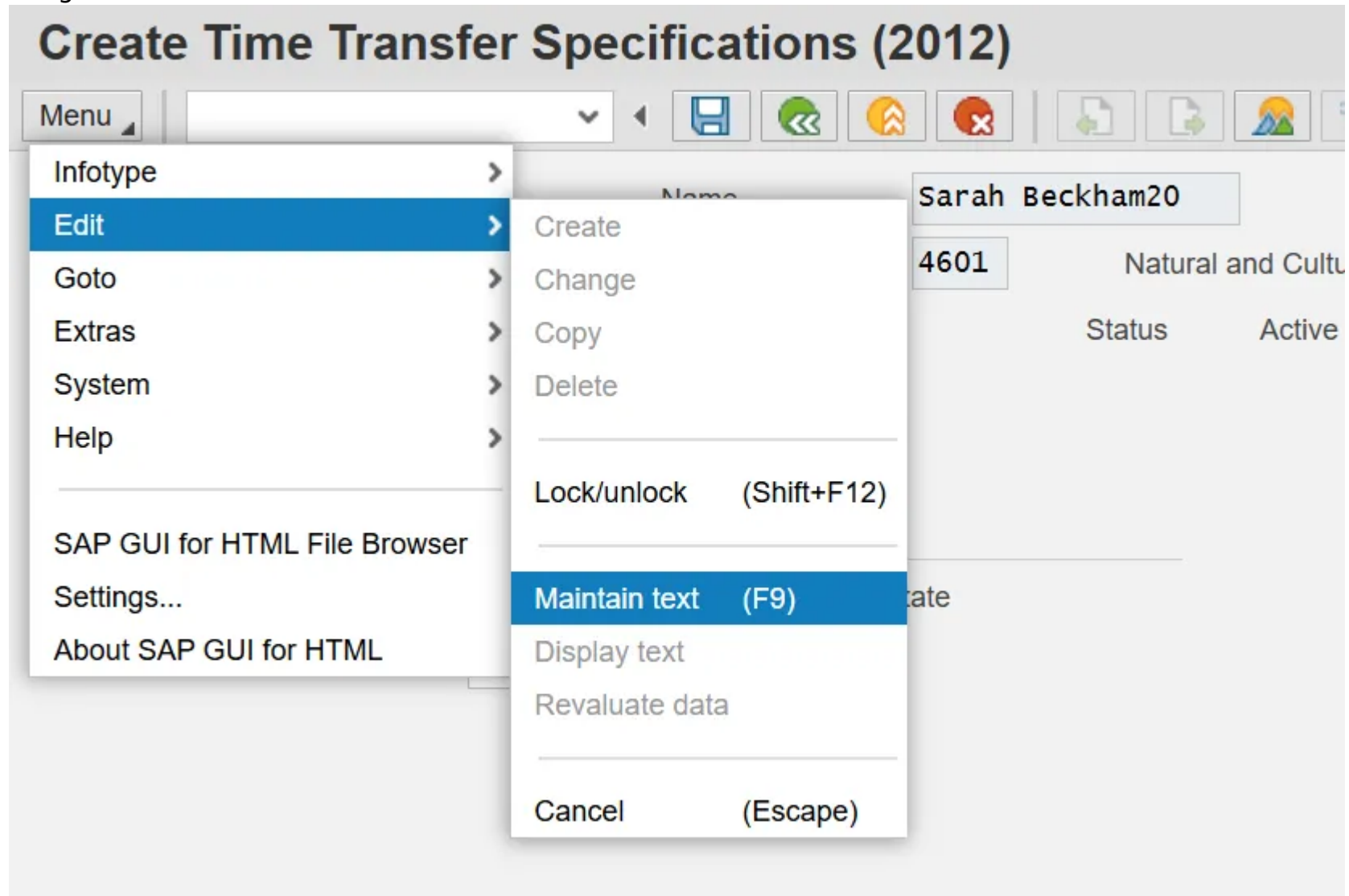
Personnel No	80000429	Name	Sarah Beckham20
EE group	A SPA Employees	Personnel ar	4601 Natural and Cultural Resources
WS rule	D15N04GN MTWHF-4, SaS-O	Status	Active
Start	10/06/2025	To	12/31/9999

Time transfer specification

Time transfer type	ZCOS Holiday Council of State
Number of hours	1 Hours

Step 6. On the toolbar at the top of the screen, click **Menu > Edit > Maintain text**.

Image



Step 7. Type an appropriate message for the record.

Image

Step 9. Click the **Save (Ctrl+S)** button to save the record.

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