

TM-56 PTERL00 Time Evaluation Messages Display

Purpose

The purpose of this Business Process Procedure is to explain how to use the PT_ERL00 transaction Time Evaluation Messages to view any error messages for a group of employees in the Integrated HR-Payroll System.

Business Process Procedure Overview

One of the primary responsibilities of the Time Administrator will be to review the error log generated during Time Evaluation. This is accomplished via the Time Evaluation Error Messages transaction (PT_ERL00). It is a good practice to run this report on a weekly basis for the employees in an Agency or Organizational Unit(s).

Tip: Time Administrators can save time generating this report by setting up a Variant containing the Personnel IDs of the employees that they monitor in their Agency.

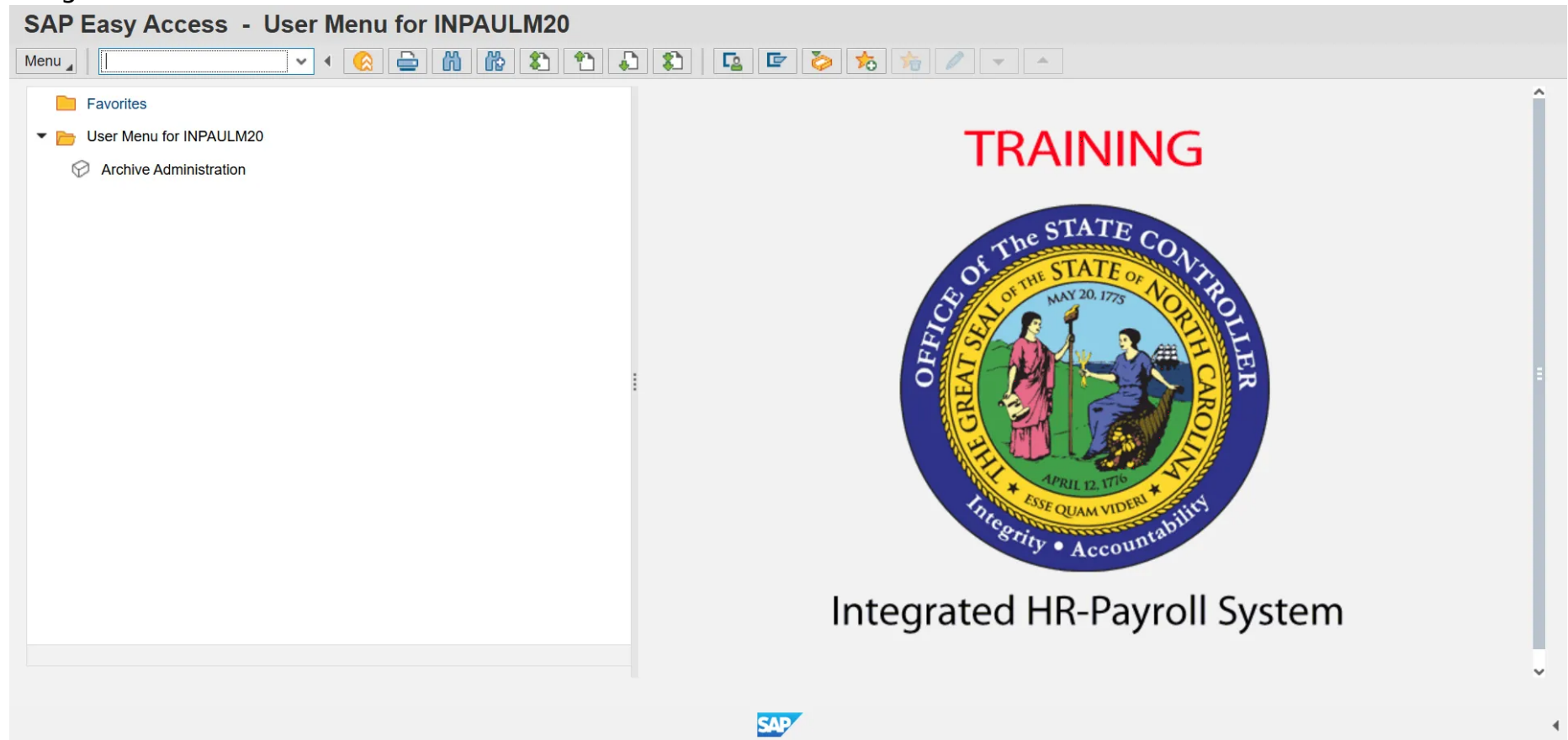
In this BPP, you will learn to report on time evaluation error messages. Access PT_ERL00 by entering the transaction code into the command field at the top left of the Easy Access screen.

Procedure

There are 6 steps in this process.

SAP Easy Access screen

Image



Step 1. Update the following required and optional fields:

- Command Field (example: PT_ERL00)

Step 2. Click **Enter**.

Image

Time Evaluation Messages Display

Menu



Further selections



Search helps



Sort order

Period

☐ Today

☐ Current month

☐ Current year

☐ Up to today

☐ From today

☒ Other period

Data Selection Period



To

Person selection period

To

Payroll period

Selection

Personnel Number



Employment status



Company Code



Personnel area



Personnel subarea



Payroll area



Pers.area/subarea/cost center



Employee group/subgroup



Note: If running the report by Organizational unit, select the **Further selections** button at the top of the screen and move Organizational unit to the Selection fields.

Step 3. Click the **Continue button** (green check).

Note: If you desire to run the report for a selected time period, select the Other period radio button and key the desired date range in the Data Selection period and Person selection period fields.

Image

The screenshot shows the 'Time Evaluation Messages Display' interface. At the top, there is a title bar with a 'Menu' dropdown, a search bar, and a row of icons including a save icon, a double left arrow, a double right arrow, a red X, a printer, a green checkmark, a document, an information icon, and a list icon. Below the title bar are three buttons: 'Further selections', 'Search helps', and 'Sort order'. The 'Period' section contains three radio buttons: 'Today', 'Up to today' (which is selected), and 'Other period'. Below 'Other period' are two rows of date selection fields. The first row is for the 'Data Selection Period' with a start date of '10/01/2025' and an end date of '10/31/2025'. The second row is for the 'Person selection period' with a start date of '10/01/2025' and an end date of '10/31/2025'. A 'Payroll period' button is located at the bottom left of the form.

Time Evaluation Messages Display

Menu | [Search Bar] | [Icons: Save, Double Left Arrow, Double Right Arrow, Red X, Printer, Green Checkmark, Document, Information, List]

Further selections | Search helps | Sort order

Period

☐ Today ☐ Current month ☐ Current year

☒ Up to today ☐ From today

☐ Other period

Data Selection Period 10/01/2025 To 10/31/2025

Person selection period 10/01/2025 To 10/31/2025

Payroll period

Note: If the Person selection period is left blank, the report could return employees not in the personnel area or organizational unit for the date range provided in the Data Selection Period.

Step 4. Select the desired message type for reporting. To see only red (or hard stop) errors, select 'E' in the **Message type** field. To see yellow (or warning/informational) errors in addition to the red errors, leave the field blank.

Image

Time Evaluation Messages Display

Menu ▾



Further selections



Search helps



Sort order

Period

☐ Today

☐ Current month

☐ Current year

☒ Up to today

☐ From today

☐ Other period

Data Selection Period



To

Person selection period

To

Payroll period

Selection

Personnel Number



Employment status



Company Code



Personnel area



Personnel subarea



Payroll area



Organizational unit



Pers.area/subarea/cost center



Employee group/subgroup



Step 5. Click **Execute** (F8) button.

Time Evaluation Messages Display

Image

Time Evaluation Messages Display

Menu



Time Evaluation Messages Display

MessTy	Message long text	Pers.No.	Name of employee or applicant	CD	Logical date
C2	rk Time Recorded - EE on LOA	80000110	Maureen Ahmed	MO	03/31/2008
72	Missing table entry	80000559	Dianne Burger10	FR	01/02/2015
ZW	Must Reconcile Liability Leave	80000955	Anthony Ramirez01	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000956	Anthony Ramirez02	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000957	Anthony Ramirez03	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000958	Anthony Ramirez04	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000959	Anthony Ramirez05	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000960	Anthony Ramirez06	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000961	Anthony Ramirez07	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000962	Anthony Ramirez08	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000963	Anthony Ramirez09	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000964	Anthony Ramirez10	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000965	Anthony Ramirez11	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000968	Anthony Ramirez14	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000969	Anthony Ramirez15	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000970	Anthony Ramirez16	WE	06/01/2016
LB	EE LOA w/Liability Lv- Check for AW	80000970	Anthony Ramirez16	WE	07/13/2016
ZW	Must Reconcile Liability Leave	80000971	Anthony Ramirez17	WE	06/01/2016
LB	EE LOA w/Liability Lv- Check for AW	80000971	Anthony Ramirez17	WE	07/13/2016
ZW	Must Reconcile Liability Leave	80000972	Anthony Ramirez18	WE	06/01/2016
LB	EE LOA w/Liability Lv- Check for AW	80000972	Anthony Ramirez18	WE	07/13/2016
ZW	Must Reconcile Liability Leave	80000973	Anthony Ramirez19	WE	06/01/2016
LB	EE LOA w/Liability Lv- Check for AW	80000973	Anthony Ramirez19	WE	07/13/2016

Note: Org Unit Title field is available on the PT_ERL00 Report-Time Evaluation Message Display. To add the field to an existing variant or report, select the Change layout icon and move Object Name from Column Set to Displayed Columns. Click Save to Save as a variant or click Transfer to continue.

Image

Change Layout



Column Selection

Sort Order

Filter

Display

Displayed Columns



Column Name

Message type number

Message long text

Personnel Number

Name of employee or applicant

Day ID

Logical date

Column Set



Column Name

Cat. of Message Type

Message type

Historical record

Message Supplement

Number

Processing status

Date of Processing

Agent

Origin

Object Name



Note: The new Object name field can be sorted and filtered just like the other columns.

Image

Time Evaluation Messages Display

Menu

Time Evaluation Messages Display

MessTy	Message long text	Pers No	Name of employee or applicant	CD	Logical date	Object Name
C2	Work Time Recorded - EE on LOA	80000110	Maureen Ahmed	MO	03/31/2008	Environment Natural Resources
72	Missing table entry	80000559	Dianne Burger10	FR	01/02/2015	CR CDS A&H MOH Museum of Cape Fear
ZW	Must Reconcile Liability Leave	80000955	Anthony Ramirez01	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000956	Anthony Ramirez02	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000957	Anthony Ramirez03	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000958	Anthony Ramirez04	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000959	Anthony Ramirez05	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000960	Anthony Ramirez06	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000961	Anthony Ramirez07	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000962	Anthony Ramirez08	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000963	Anthony Ramirez09	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000964	Anthony Ramirez10	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000965	Anthony Ramirez11	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000966	Anthony Ramirez12	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000967	Anthony Ramirez13	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000968	Anthony Ramirez14	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000969	Anthony Ramirez15	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000970	Anthony Ramirez16	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
LB	EE LOA w/Liability Lv- Check for AW	80000970	Anthony Ramirez16	WE	07/13/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000971	Anthony Ramirez17	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
LB	EE LOA w/Liability Lv- Check for AW	80000971	Anthony Ramirez17	WE	07/13/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000972	Anthony Ramirez18	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
LB	EE LOA w/Liability Lv- Check for AW	80000972	Anthony Ramirez18	WE	07/13/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000973	Anthony Ramirez19	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
LB	EE LOA w/Liability Lv- Check for AW	80000973	Anthony Ramirez19	WE	07/13/2016	CR CDS MOA PLAN DESIGN Design Curator
ZW	Must Reconcile Liability Leave	80000974	Anthony Ramirez20	WE	06/01/2016	CR CDS MOA PLAN DESIGN Design Curator
F2	FLSA EE must be Positive Time	80001040	Steven Lewis	FR	01/01/2016	CR CDS A&H HIS SITES F&M Field Maint

SAP

Step 6. Click **Back (F3)** button until you return to the SAP Easy Access Menu.

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