

TM-65 PA30 Pre-SAP Absence Adjustment

NOTE: This document is for historical information only. Agencies are no longer able to make these adjustments.

Purpose

The purpose of this Business Process Procedure is to allow agencies to account for employees who used certain types of Approved leave during conversion that would have created overtime and need to be compensated in the Integrated HR-Payroll system. This is a one-time entry only valid on 4/1/2008.

Trigger

To enter any leave types during the March dates in the conversion/go-live overtime period to allow the system to make the overtime calculation correct.

Business Process Procedure Overview

There are three absence types that should be included in the determination of overtime compensation:

- 9540 - Other management Approved Leave
- 9550 - Civil Leave/Jury Duty
- 9300 - Holiday Leave

If an employee used any of these types of leave on the March dates in the conversion/go-live overtime period, even if they were reported on the timesheet in the Integrated HR-Payroll System, an adjustment record needs to be created for their overtime calculation to be correct.

Time Administrators can check to see what was entered for these three absence/attendance (A/A) types using the CATS_DA report.

The total of these three A/A types, or what the total should have been if it was not originally included, should be entered on the Infotype 2012.

Infotype 2012 subtype **ZADJ** (Pre-SAP Absence Adjustment) has been created to allow these hours to be entered. The combined number of hours used by the employee for these absence types should be entered on ONE IT2012-ZADJ record. This adjustment record will not affect the holiday leave quota, it is only meant to provide the number of hours for the overtime calculation.

For example:

- If an employee used 8 hours of Holiday Leave but did not report it in the Integrated HR-Payroll System, create an IT2012-ZADJ for 8.00 hours.
- If an employee used 8 hours of Holiday Leave and did report it in the Integrated HR-Payroll System, also create an IT2012-ZADJ for 8.00 hours.
- If an employee used 8 hours of Holiday Leave and 8 hours of Civil Leave, create an IT2012-ZADJ for 16.00 hours.

Note: This Infotype 2012 Subtype ZADJ is only valid on **April 1, 2008**. When creating the record, you must use **4/1/08** as both the **Start** and **To** dates. You will not be able to choose this subtype if your date is not 4/1/08.

Procedure

There are 12 steps in this process.

Step 1. Access Transaction **PA30**.

Image

Maintain HR Master Data

Menu



Personnel no.



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

STy

Step 2. Enter the employee **Personnel number**.

Step 3. Click **Enter**. Confirm that this is the correct person for whom an adjustment needs to be made.

Step 4. Under **Period**, enter the **From** date of 04/01/2008.

Step 5. Under **Direct selection**, in the **Infotype** field, enter 2012 (Time Transfer Specifications).

Step 6. Under **Direct selection**, click the **STy** matchcode and select ZADJ.

Information: If you did not use the **From** date of 4/1/08 for the **Period**, you will not be able to see the subtype ZADJ on this list.

Image

Subtypes for infotype "Time Transfer Specifications" (1)



PSGpg	TrTy	Time transfer type text	
01	Z032	Accrual - 24 days/yr	
01	Z033	% Longevity paid	
01	Z034	Pay Add'l Hours	
01	Z036	Accrual - 25.75 days/yr	
01	Z039	Manage Conv OTComp > 240	
01	Z040	Pay Immediate After 4	
01	Z57T	Spec Bonus 19 Used Transf	
01	ZADJ	Pre SAP Absence Adj	
01	ZASL	Makeup Adv Sick w/LWOP	
01	ZAVL	Makeup Adv Vac w/LWOP	
01	ZAWA	Makeup Adv Wthr w/ App Lv	
01	ZAWB	Makeup Liab Leave f/Bonus	
01	ZAWL	Makeup Adv Wthr w/ LWOP	
01	ZAWR	Makeup Liability Leave	
01	ZCLV	CDE Care Leave Aging Flag	
01	ZCOS	Holiday Council of State	
01	ZCT1	Comp Time Adj OTComp	
01	ZCT2	Comp Time Adj On Call Cmp	
01	ZHL2	Holiday Leave Correction	



Step 7. Click the **Copy (Enter)** button.

Step 8. Click the **Create (F5)** button.

Image

The screenshot shows the 'Create Time Transfer Specifications (2012)' form in SAP. The form has a title bar with a menu and several icons. Below the title bar, there are fields for 'Personnel No', 'Name', 'EE group', 'Personnel ar', 'WS rule', 'Start', 'To', 'Status', and 'Active'. The 'EE group' is set to 'A SHRA Employees', 'Personnel ar' is '2001', 'WS rule' is 'D01N08GN MTWHF-8,SaS-O', 'Start' is '04/01/2008', 'To' is '04/01/2008', and 'Status' is 'Active'. Below these fields, there is a section titled 'Time transfer specification' with a sub-section for 'Time transfer type' set to 'ZADJ' and 'Pre SAP Absence Adj'. The 'Number of hours' field is set to '16 Hours'.

Personnel No		Name	
EE group	A SHRA Employees	Personnel ar	2001
WS rule	D01N08GN MTWHF-8,SaS-O	Status	Active
Start	04/01/2008	To	04/01/2008

Time transfer specification	
Time transfer type	ZADJ
Pre SAP Absence Adj	
Number of hours	16 Hours

Step 9. Enter the number of hours that this employee needs to be compensated in the **Number of hours** field. Remember to combine the hours of the three acceptable leave types:

- 9540 Other Management Approved Leave
- 9550 Civil Leave/Jury Duty
- 9300 Holiday Leave

Step 10. Click the **Save (Ctrl+S)** button.

Step 11. Click the **Overview** button to view the new record.

List Time Transfer Specifications (2012)

Menu

Personnel No Name

EE group SHRA Employees Personnel ar Health Human Services

WS rule MTWHF-8,SaS-O Status

To STy.

Time Transfer Specifications

Start Date	End Date	Time	Time transfer type text	Number	LI	
04/01/2008	04/01/2008	ZADJ	Pre SAP Absence Adj	16.00		

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