

TM-66 PA30 Pre-SAP Work Time 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 adjust time worked hours for any employee who recorded too many or not enough hours during conversion. This is a one-time entry only valid on 4/1/2008.

Trigger

To adjust the pre-SAP time worked hours for impacted employees.

Business Process Procedure Overview

Infotype 2012 subtype ZWDJ allows agencies to adjust the time worked hours for impacted employees. This record can be a negative value if too many hours were reported, and the number needs to be reduced. The hours of time worked that were already reported on the timesheet in the Integrated HR-Payroll System have been counted, so this 2012 entry is an adjustment to add or reduce the hours. It does not replace the previous count of hours.

For example:

- If 8.5 hours of time worked was not reported, create an IT2012-ZWDJ for 8.50 hours.

- If 3 hours too much time worked was reported, create an IT2012-ZWDJ for -3.00 hours.

To check what was already counted, run transaction code [PT_BAL00] for Day Balances code 3699 on 3/31/2008. Instructions are included here.

Tips and Tricks

Infotype 2012 subtype ZWDJ only works on **4/1/2008** - you will not be able to choose this subtype if your date is not 4/1/2008.

Procedure

There are 8 steps in this process.

Step 1. Access Transaction **PT_BAL00** to check what hours were already counted.

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



to



☐ Cumulated balances

to



☐ Time wage types

to



☐ Include Interim Results

Value limits (hours) for time/wage types

☐ Take account of value limits (hours)

Data format

Layout

Step 2. Enter the employee personnel number in the Personnel Number field and select Enter on your keyboard.

Step 3. Under the **Period** section, for **Other period**, enter date of 3/31/2008.

Step 4. Under the **Selection Conditions** section, in the Day balances field, enter Time Type 3699 (Elig Hours for OT).

Step 5. If you want to add the Organizational Unit field to your screen to filter on, you may*. (Or you can simply use the personnel number you have already entered to run the report.)

* To add the Organizational Unit field, at the top of the screen, click the **Further selections** button. Under **Choose Selection fields, Selection Options**, double click on Organizational unit. The field will be moved to the **Selection fields** column.

Information: You can move any of these Selection options fields to the Selection fields column which will populate the field on the main screen and allow you to enter filter criteria.

Image

Choose Selection Fields



Selection options

Selection options	
Employee group	^
Employee subgroup	
Organization key	
Business area	
Legal person	
Payroll area	...
Controlling area	
Cost center	
Position	
Job	
Pers.area/subarea/cost center	
Administrator group: time	



Selection fields

Selection fields	R.
Personnel Number	^
Organizational unit	
Time recording administrator	

Selection: 3



Step 6. Click the **Continue (Enter)** button.

Step 7. Click **Execute (F8)** button.

Information: The details per person are displayed for 3/31/2008.

Image

Cumulated Time Evaluation Results: Time Balances/Wage Types

Menu



Day balances

Data select. period 03/31/2008 - 03/31/2008

Number of Selected Employees: 40

Pers.No.	Name of employee or applicant	Period	Current Date	TmType	Time type descript.	Σ	Number
		200803	03/31/2008	3699	Elig Hours for OT		12.25
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		6.50
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		85.75
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		85.75
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		96.00
		200803	03/31/2008	3699	Elig Hours for OT		85.75
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		10.00
		200803	03/31/2008	3699	Elig Hours for OT		49.00
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		85.75
		200803	03/31/2008	3699	Elig Hours for OT		10.00
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		85.75
		200803	03/31/2008	3699	Elig Hours for OT		8.00

Step 8. Click the **Back (F3)** button.

The next step is to create the adjustment reason to add or subtract the appropriate number of hours.

There are 12 steps in this process.

Step 1. Access transaction **PA30**.

Image

Maintain HR Master Data

Menu

Personnel no.

Name

EEGroup SHRA Employees PersA Health Human Services

EESubgroup FT S-FLSAOT Perm CostC DHHS-FACILITIES

Basic Personal Data

Payroll

Benefits

Time

Addtl. Personal Data

Planning Data

Infotype Text

Status

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 Pre SAP Work Time Adj

Step 2. Enter the **employee personnel number** in the Personnel no. field.

Step 3. Click **Enter**. Confirm this is the correct person for whom to make the adjustment.

Step 4. Under **Period**, in the From field, enter 4/1/2008.

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

Step 6. Under **Direct selection**, in the **STy** field, use the matchcode to select subtype **ZWDJ** and then click the Copy button.

Remember: You will only be able to use Subtype ZWDJ on the date of 4/1/2008. If you did not use the date of 4/1/2008 for the Period, you will not be able to see the subtype ZWDJ on this list.

Image

Subtypes for infotype "Time Transfer Specifications" (1)



Restrictions



PSGpg	TrTy	Time transfer type text	
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	
01	ZHLC	Holiday Leave Correction	
01	ZHTX	Transfer Hol to Hol Comp	
01	ZL40	OT Comp Limit - 40	
01	ZLOT	OT Forfeit Exempt	
01	ZLSD	LOS Adjustment - Decrease	
01	ZLSI	LOS Adjustment - Increase	
01	ZMLE	End Military Eligibility	
01	ZSLE	FY12-13 Special Lv Elig	
01	ZWDJ	Pre SAP Work Time Adj	
01	ZZ07	Baylor Plan - Reg (End)	
01	ZZ08	Incentive Pay - RN (End)	
01	ZZ19	Incentive Pay - LPN (End)	...
01	ZZZ9	Convert Holiday Count	

...



68 Entries found



Step 7. Click the **Create (F5)** button.

Image



Create Time Transfer Specifications (2012)

Menu | [Dropdown] | [Icons: Save, Undo, Redo, Cancel, Print, Export, Import, Delete, Personal work schedule]

Personnel No [] Name []

EE group [A] SHRA Employees Personnel ar [2001] Health Human Services

WS rule [D01N08GN] MTWHF-8,SaS-O Status Active

Start [04/01/2008] To [04/01/2008]

Time transfer specification

Time transfer type [ZWDJ] Pre SAP Work Time Adj

Number of hours [-3.00] Hours

Step 8. In the **Number of hours** field, enter the number of hours to be adjusted, positive or negative (-).

For example:

- If 8.5 hours of time worked was not reported, enter 8.50 hours.
- If 3 hours too much time worked was reported, enter -3.00 hours (as in the screen shot).

Step 9. **Enter** to validate your data.

Step 10. Select **Save (Ctrl+S)** button to save your data.

Step 11. Select the **Overview (Shift+F8)** button to view the record created.

Image

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

 Choose To STy.

Time Transfer Specifications

Start Date	End Date	Time	Time transfer type text	Number	LI	
04/01/2008	04/01/2008	ZWDJ	Pre SAP Work Time Adj	3.00-		

The system task is complete.

Tue, 04/09/2013

Thu, 01/29/2026

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