



IDENTIFYING EMPLOYEES WITH NEGATIVE BALANCES



JOB AID TM-11

The purpose of this job aid is to explain how to identify employees who have a negative time balance.

1. Run PT_BAL00 (Time Administrators and Leave Administrators should be able to run this report).

2. Click on the variants icon  or click on the menu path: Goto > Variants > Get ...
3. Remove your personnel number from Created By field in the pop-up window and click on the Execute button .

Find Variant

Variant:

Environment:

Created by: 0050

Changed by:

Original language:

4. Select variant “/NEGQUOTA” and click on the green check.

ABAP: Variant Directory of Program RPTBAL00

Variant catalog for program RPTBAL00

Variant name	Short description	E	P	Cha
/NEGQUOTA	Negative Quota Balances	A	X	
4675_SERVICE	Staff listing	A		
502XA	Unit A	A		
502XB	Unit B	A		
502XC	Unit C	A		012
503AC_BH	PPO time entry list	A		
ADD HRS	AGENTS	A		003

5. Enter Personnel Number(s) or Personnel Area.

Cumulated Time Evaluation Results: Time Balances/Wage Types

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: , Personnel area: (highlighted), Organizational unit: , Time recording administrator:

Selection Conditions: Day balances (T10R), Cumulated balances, Time wage types

Value limits (hours) for time/wage types: Take account of value limits (hours)

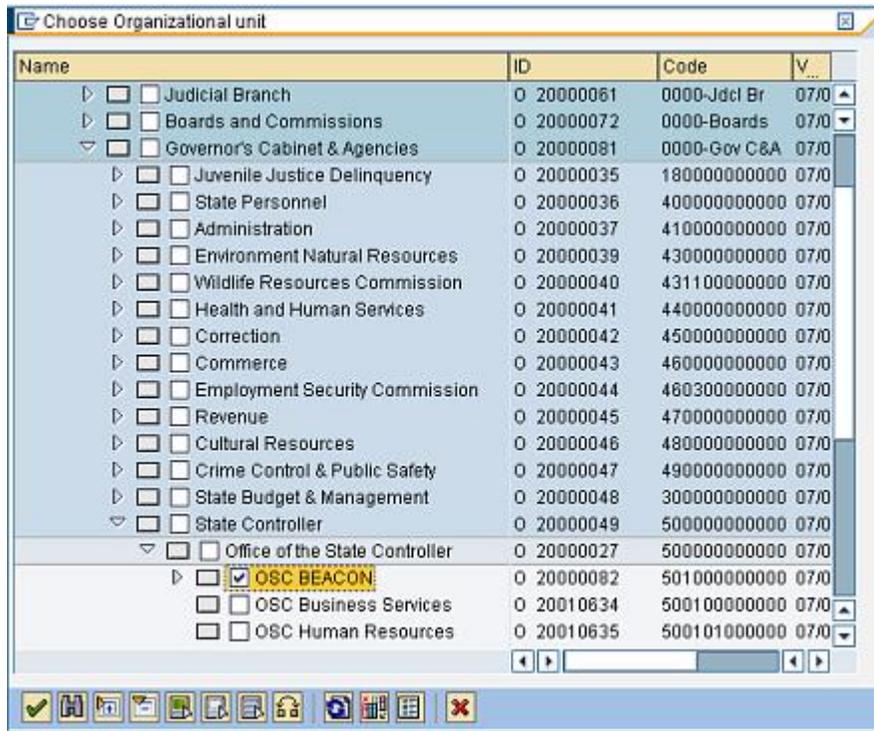
Data format: Layout: /NEGBAL

Cumulated Time Evaluation Results: Time Balances/Wage Types

Also, the Org. Structure button can be used to locate and select an org unit in the organizational structure.

Name	ID	Code	Valid from	Valid to
Organizational structure				
▶ <input type="checkbox"/> <input type="checkbox"/> Org units to be recycled	0 21000687	4920000000MZ	05/01/2008	Unlimite
▶ <input type="checkbox"/> <input type="checkbox"/> State of North Carolina	0 20000000	0000-StateNC	07/01/2007	Unlimite

Expand the structure until you find the org unit needed. Click the checkbox beside that org unit.



Click on the green check  to make the selection. The org units below the one checked will also be included in the results. The main selection screen will return.

6. Click Execute .

View results:

- Only quotas with negative balances are displayed.
- A filter is in place to hide other balances.
- This filter can be deleted to show all balances.
- Displayed results can be exported.

Cumulated Time Evaluation Results: Time Bal

Day balances
Data select. period 04/28/2009 - 04/28/2009

Pers...	Name	TmType	Time type descript.	Number
259	Bonn	T22R	Holiday Comp End Balance	8.00-
314	Virgil	T20R	OT Comp End Balance	4.50-
340	Davit	T22R	Holiday Comp End Balance	7.50-
452	Fern	T22R	Holiday Comp End Balance	1.00-
455	Traci	T22R	Holiday Comp End Balance	12.00-
520	Debc	T22R	Holiday Comp End Balance	8.00-
531	Sue I	T22R	Holiday Comp End Balance	14.50-
546	Debc	T61R	Adv Weat Owed End Balance	1.50-
554	Pam	T22R	Holiday Comp End Balance	4.00-
600	Julia	T22R	Holiday Comp End Balance	8.00-
638	Katin	T61R	Adv Weat Owed End Balance	0.40-
698	Caro	T22R	Holiday Comp End Balance	1.00-
722	Trum	T22R	Holiday Comp End Balance	5.80-
729	Amai	T22R	Holiday Comp End Balance	3.50-
737	Lu Zh	T22R	Holiday Comp End Balance	12.00-

Once employees with negative balances have been identified, steps should be taken to address the situation. See the [Addressing Negative Quota Balances](#) Job Aid for more information.

Notes:

- This variant displays the “day balance” time types that hold quota balances. These come from Time Evaluation results, not from the Quota Overview.
- The “/NEGQUOTA” variant pulls values for “Today.” The “Period” selection can be changed to “Other” dates or a range of dates. The time types being pulled are created for each day there is a balance, so there may be multiple values listed if this report is run for a range of dates.
- Separated employees will show only balances through their last day as an active employee. There have been some issues with the time type values for some separated employees, so it is best to verify these by looking at the current balance in PT50 – Quota Overview.
- You can access the [Timesheet Icons in SAP – CAT2](#) job aid.