

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).

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Cumulated Time Evaluation Results: Time Balances/Wage Types								
Further selections 🖻 Search helps 🖻 Sort order 🖻 Org. structure								
Period								
O Today O Current month O Current year								
O Up to today O From today								
Other period								
Selection								
Personnel Number								
Time recording administrator								
Selection Conditions								
O Day balances to								
O Cumulated balances to								
Value limite (houre) for time/ware types								
Take account of value limits (hours)								
Data format								
Layout								

- 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	 \boxtimes
Variant Environment Created by Changed by Original language	\$ \$ \$ \$

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

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Variant catalog for	program RPTBAL00							
Variant name	Short description	E	P Cha					
/NEGQUOTA	Negative Quota Balances	A	Х					
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	DHRS AGENTS A 003							
 ✓ × 								

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

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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.

🖻 Choose Organizational unit 🛛 🛛									
[
Name	טו	Code	Valid from	Valid to					
🗢 🔂 Organizational structure									
Image: Org units to be recycled	O 21000687	492000000MZ	05/01/2008	Unlimite					
👂 🔲 🗌 State of North Carolina	O 20000000	0000-StateNC	07/01/2007	Unlimite					

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

ame	ID	Code	V
D 🔲 🗌 Judicial Branch	0 20000061	0000-Jdcl Br	07/0
D Boards and Commissions	0 20000072	0000-Boards	07/0
🗁 🛄 🗌 Governor's Cabinet & Agencies	0 20000081	0000-Gov C&A	07/0
D D Juvenile Justice Delinquency	0 20000035	180000000000	07/0
D I State Personnel	0 20000036	400000000000	07/0
Administration	0 20000037	410000000000	07/0
👂 🛄 🔲 Environment Natural Resources	0 20000039	430000000000	07/0
Vildlife Resources Commission	0 20000040	431100000000	07/0
D 🛄 🔲 Health and Human Services	0 20000041	440000000000	07/0
D Correction	0 20000042	450000000000	07/0
D D Commerce	0 20000043	460000000000	07/0
Employment Security Commission	0 20000044	46030000000	07/0
D 🗖 🗌 Revenue	0 20000045	470000000000	07/0
D Cultural Resources	0 20000046	480000000000	07/0
D Crime Control & Public Safety	O 20000047	490000000000	07/0
👂 🥅 🔲 State Budget & Management	0 20000048	300000000000	07/0
🗢 🗖 🖸 State Controller	0 20000049	500000000000	07/0
🗢 🛄 🗌 Office of the State Controller	0 20000027	500000000000	07/0
D C OSC BEACON	0 20000082	501000000000	07/0
🔲 🔲 OSC Business Services	0 20010634	50010000000	07/0
🔲 🗌 OSC Human Resources	0 20010635	500101000000	07/0
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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.



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								
🕄 🔽 🛱 🔁 🔁 Choose 🔁 Save 🛛 🔀 😿 🛃 🖉								
Day balances Data select. period 04/28/2009 - 04/28/2009								
Pers	Name	TmType	Time type descript.	s Number				
259	Bonr	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	Debo	T22R	Holiday Comp End Balance	8.00-				
531	Sue I	T22R	Holiday Comp End Balance	14.50-				
546	Debo	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 Zł	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 <u>Addressing Negative Quota Balances</u> 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 <u>Timesheet Icons in SAP CAT2</u> job aid.