

The purpose of this Business Process Procedure is to explain how to use the TIME Evaluation Error Messages transaction in the Integrated HR-Payroll System.

Trigger: Time Evaluation Messages need to be viewed for a group of employees.

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_ERLOO). 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 Transaction:

Via Menu Path: SAP menu >> Human Resources >> Time Management >> Administration >> Time Evaluation >> PT_ERLO0 - Time Evaluation Messages

Via Transaction Code: PT_ERL00

Procedure

SAP Easy Access Menu



1. Update the following required and optional fields:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. Example: PT_ERL00

2. Click Enter Sutton.

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PDC message number		to		
Historical record flag		to	\$	
Time	00:00:00	to 00:0	10 : 00	

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.

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Error attrik Sup Categor Adn	pervisor area ninistrator gro	pup	*			*
Number Messag	1				Selection: 6	

Click the Continue 🤷 button.

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.

Time Evaluation Messages Display								
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Further selections	Search helps 🛛 🖨	Sort order						
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○ Today	OCurrent month	🔘 Current year						
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 Other period 								
Data Selection Period	06/01/2014	To 06/30/2014						
Person selection period	06/01/2014	To 06/30/2014						
Payroll period								

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*.

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CRITICAL!

3. 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.

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Time Evaluation Messages Display

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Tim	Time Evaluation Messages Pack (F3)								
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Time Evaluation Messages Display									
MessTy	Message long text	PersNo.	Name of employee or applicant	CD	Logical date				
01 🗗	Employee not at work	90000001	Benefits BENEFITS ONLY	TH	03/01/2007				
A5	Default Shift Premium 10% used	90000001	Benefits BENEFITS ONLY	TH	03/01/2007				
A5	Default Shift Premium 10% used	90000001	Benefits BENEFITS ONLY	TH	03/01/2007				
A5	Default Shift Premium 10% used	90000001	Benefits BENEFITS ONLY	TH	03/01/2007				
A6	No On Call Rate Available	90000001	Benefits BENEFITS ONLY	TH	03/01/2007				
A8	Default Holiday Premium 50% used	90000001	Benefits BENEFITS ONLY	TH	03/01/2007				
01	Employee not at work	90000001	Benefits BENEFITS ONLY	FR	03/02/2007				
01	Employee not at work	90000001	Benefits BENEFITS ONLY	MO	03/05/2007				

NOTE: Org Unit Title field is available on the *PT_ERLOO 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 variant** to continue.

Change Layout Displayed Columns Sort Order F Displayed Columns	ilter V	View Display	
Column Name Message type number Message long text Personnel number Name of employee or applicant Day ID Logical date Personnel area Work schedule rule Time Mgmt status Personnel subarea	•	Column Name Cat. of Message Type Message type Historical record Message Supplement Number Processing status Date of Processing Agent Origin Budget Period Object name	

NOTE: The new Object name field can be sorted and filtered	just like the other columns.
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Time Evaluation Messages Display										
Org. Unit	Object name	MessTy	Message long text	PersNo.	CD	Logical date	PA	WS rule	TM	Subarea
20000088	OSC BEACON Integration & Deployment	ZD	Positive time - Hours not entered	487811	SA	12/29/2007	1401	D02N10_F	1	NC01
20000088	OSC BEACON Integration & Deployment	B9	50% not reached no leave accrual	487811	ΜΟ	12/31/2007	1401	D02N10_F	1	NC01
20000088	OSC BEACON Integration & Deployment	ZD	Positive time - Hours not entered	487811	SA	07/05/2008	1401	D02N10_F	1	NC01
20000088	OSC BEACON Integration & Deployment	ZD	Positive time - Hours not entered	487811	SA	11/29/2008	1401	D02N10_F	1	NC01
20000088	OSC BEACON Integration & Deployment	ZD	Positive time - Hours not entered	487811	SA	01/03/2009	1401	D02N10_F	1	NC01
20000088	OSC BEACON Integration & Deployment	Z7	Hol Lv moved to Hol Comp	487811	SA	05/09/2009	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	Z7	Hol Lv moved to Hol Comp	487811	ΤU	02/16/2010	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	Z7	Hol Lv moved to Hol Comp	487811	ΤU	02/15/2011	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	ZD	Positive time - Hours not entered	487811	SA	02/18/2012	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	ZD	Positive time - Hours not entered	487811	SA	02/25/2012	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	ZD	Positive time - Hours not entered	487811	SA	03/03/2012	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	ZD	Positive time - Hours not entered	487811	SA	03/10/2012	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	ZD	Positive time - Hours not entered	487811	SA	03/17/2012	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	ZD	Positive time - Hours not entered	487811	SA	03/24/2012	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	89	50% not reached no leave accrual	487811	SA	03/31/2012	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	ZD	Positive time - Hours not entered	487811	SA	03/31/2012	1401	D02N10_F	1	NC01

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

Additional Resources

Training HELP website: <u>https://www.osc.nc.gov/state-agency-resources/training/training_help_documents</u>

Change Record

Change Date: 6/18/20 – Changed by C. Ennis Changes: Updated format, assigned reference number, and made accessible

Change Date: 6/30/14 – K. Bowman

Changes: New format

Change Record moved to end of document.

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Added 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. (included screen capture)

Added 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 (included screen capture).

Added Critical Text Box:

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

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Added New 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.

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Updated Note

Org Unit Title field is available on the *PT_ERLOO Report-Time Evaluation Message Display*. To add the field to

an existing variant or report, select the Change layout ^{IIII} icon and move Object Name from Column Set to

Displayed Columns. Click **Save** to **Save as** a variant or click **Transfer 1** to continue.