



UPDATING ESS TIME PROFILE

JOB AID PER-89 | TRANSACTION ZCVR

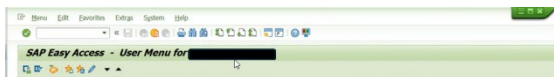
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Purpose

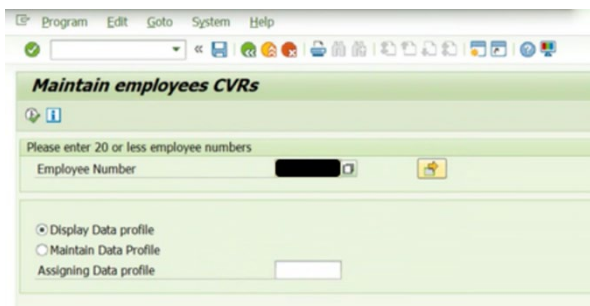
The purpose of this job aid is to provide an overview of the ZCVR transaction which allows the HR Master Data Maintainer to display and maintain an employee's ESS time parameter.

Updating ESS Time Profile

1. Type **ZCVR** in the Command field on the Easy Access screen and click Enter or double-click ESS Time parameter under your Favorites folder.



2. Enter the employee personnel number (PERNR) in the Employee Number field.



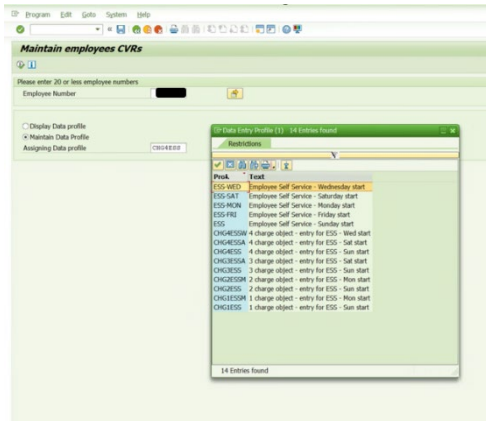
Note: If you are working with more than one employee, use the multiple selection button to enter up to 20 PERNR numbers at a time.


3. Choose Display or Maintain Data Profile.



4. If you choose Display Data Profile, go to Step 6.

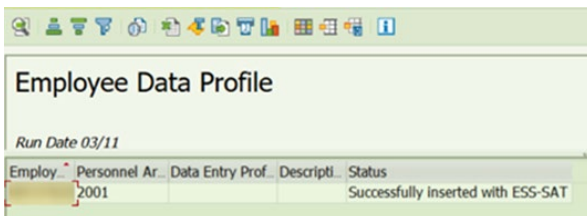
- If you choose Maintain Data Profile, click in the Assigning Data Profile field. Click on the matchcode and choose a profile from the list.



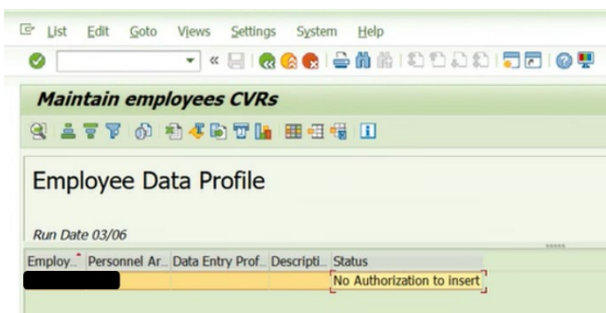
- Click the Execute button  to perform the transaction.

The Employee Data Profile screen will display.

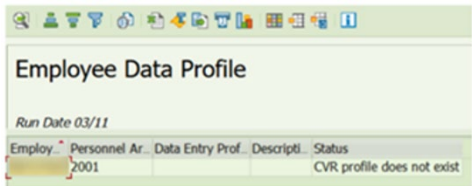
Whichever profile is selected will show under the Status column once it is successfully added the first time.



If you see “no authorization to insert” in the Status column, check the PRNR number to ensure the correct number was typed in the Employee Number field.



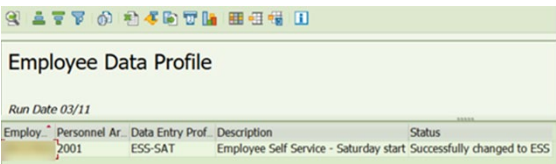
When an EE is assigned the default profile Sun-Sat, it will initially display as ‘CVR profile does not exist.’



The screenshot shows a software interface titled "Employee Data Profile" with a "Run Date 03/11". Below the title is a table with columns: "Employ.", "Personnel Ar.", "Data Entry Prof.", "Descripti.", and "Status". The first row of data shows "2001" in the "Employ." column and "CVR profile does not exist" in the "Status" column.

Employ.	Personnel Ar.	Data Entry Prof.	Descripti.	Status
2001				CVR profile does not exist

When a CVR is updated to a different setting, you will see the old setting under Description and the new change in the Status column.



The screenshot shows the same "Employee Data Profile" interface. The table now shows "ESS-SAT" in the "Data Entry Prof." column, "Employee Self Service - Saturday start" in the "Descripti." column, and "Successfully changed to ESS" in the "Status" column.

Employ.	Personnel Ar.	Data Entry Prof.	Description	Status
2001		ESS-SAT	Employee Self Service - Saturday start	Successfully changed to ESS

Note: There is an option to export this information to an excel spreadsheet.