TM-78 Special Operation Project Pay (SOP) for State Highway Patrol

Purpose

The purpose of this Business Process Procedure is to explain how to process Special Operation Pay in the Integrated HR-Payroll System. This document is intended to be used by State Highway Patrol.

Trigger

There is a need to process Special Operation Project pay for an employee that recorded hours towards an SOP. The hours that they worked should be paid out immediately instead of going through the comp aging limit as regular overtime and gap hours compensation would.

Business Process Procedure Overview

Employee enters time into HR/PY system using AA code 9500 (time worked), using Charge Objects for hours related to Special Operations Project. The system will calculate OT and GAP hrs. automatically for the 28-day OT period. OT comp and GAP hrs. will be stored in the appropriate quota buckets with the aging expiration date according to the position setting.

The agency will use PT_Bal00 to determine if there are any OT/GAP hrs. earned for the 28-day OT period and CATS_DA to determine available hours recorded to the SOP Charge Object.

The agency then has the option of paying the SOP-related hours via IT0416 for OT/GAP hrs. Once IT0416 is created, it will automatically pass this information on to payroll.

Payroll will determine the OT Premium from IT0416 and capture this information for Box 12 on the W-2.

Tips and Tricks:

Ensure all timesheets have been entered, released and approved.

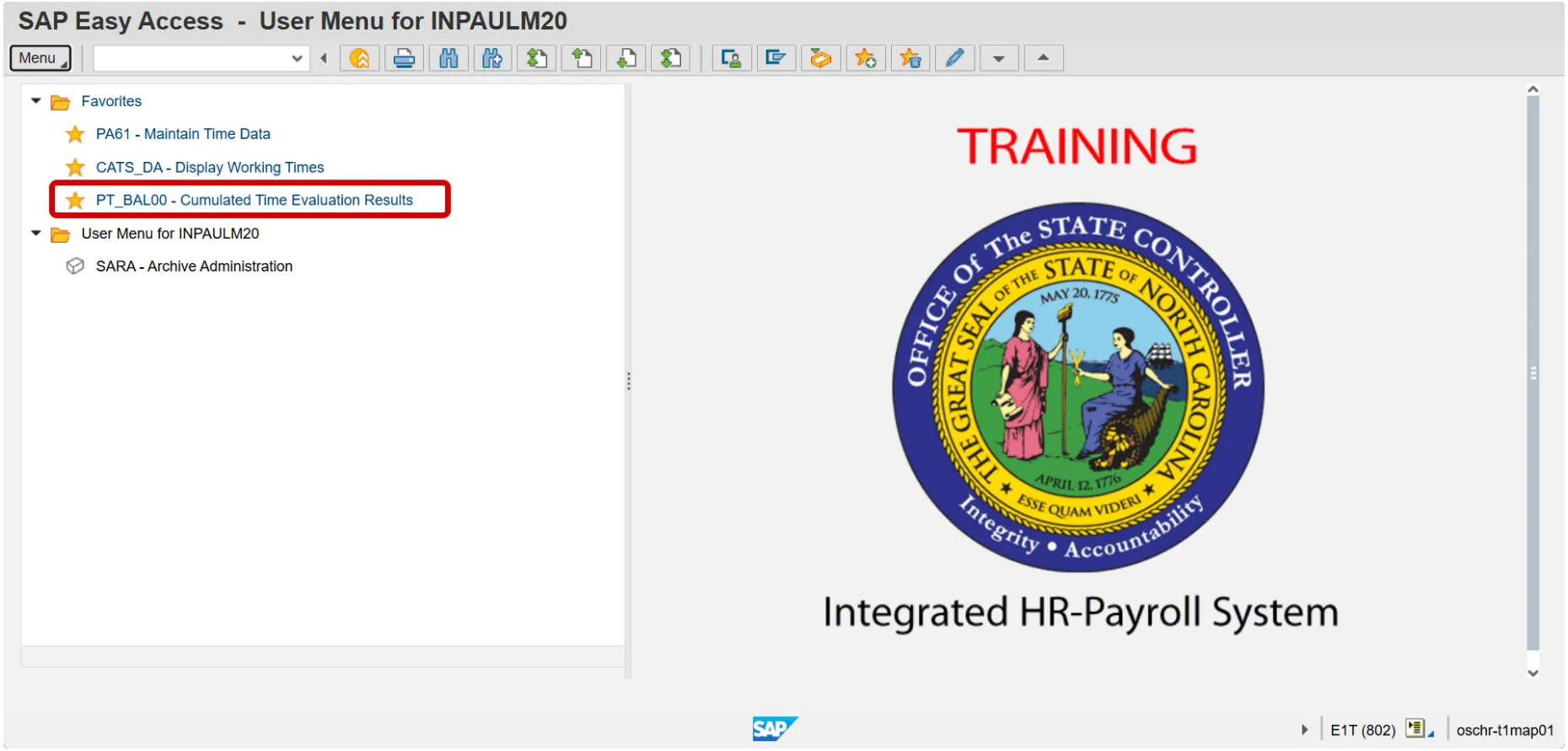
Procedure

Access PT_Bal00

There are 17 steps to complete this process.

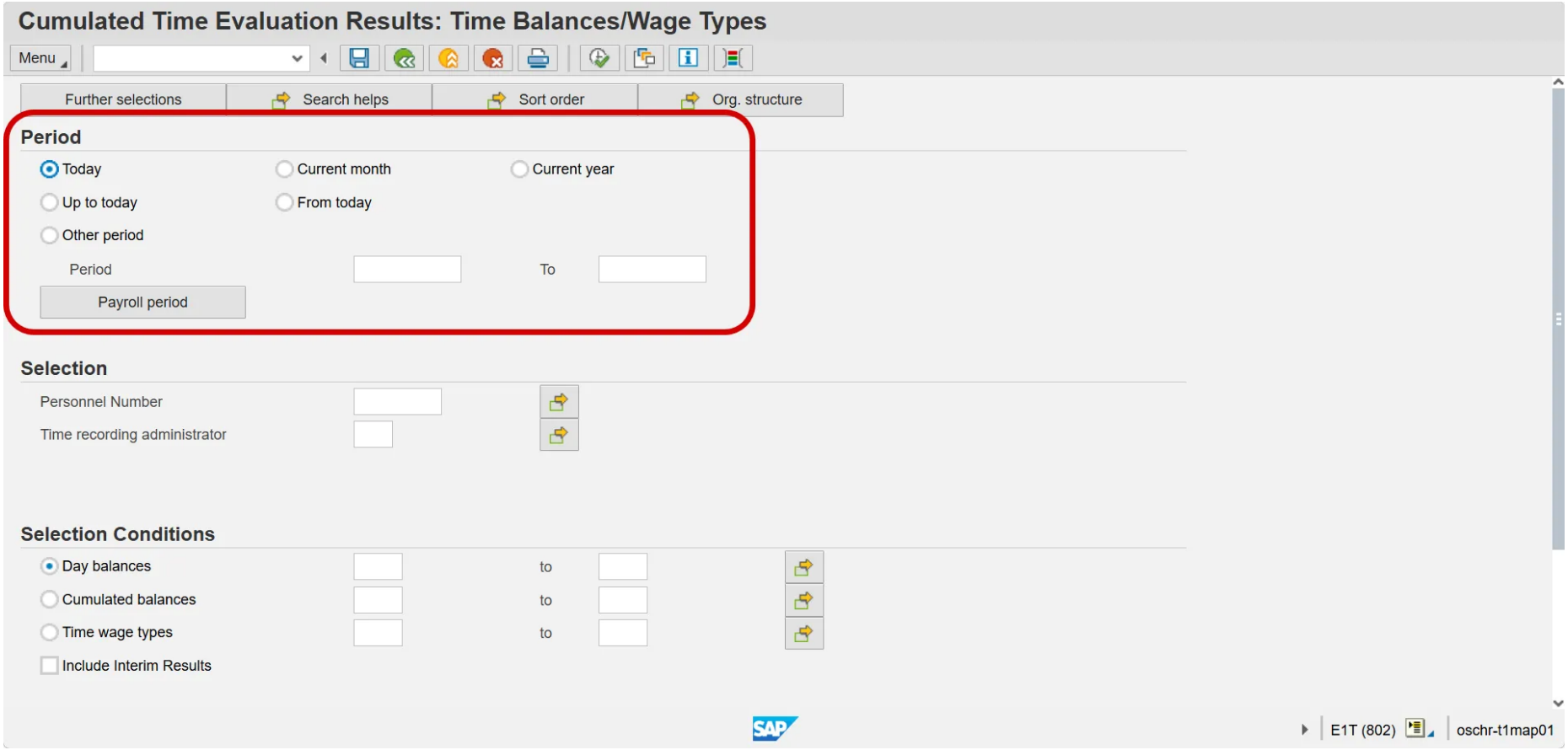
Step 1. From the SAP Easy Access screen, select transaction **PT_Bal00** from the Favorites menu, or enter it into the command field.

Image



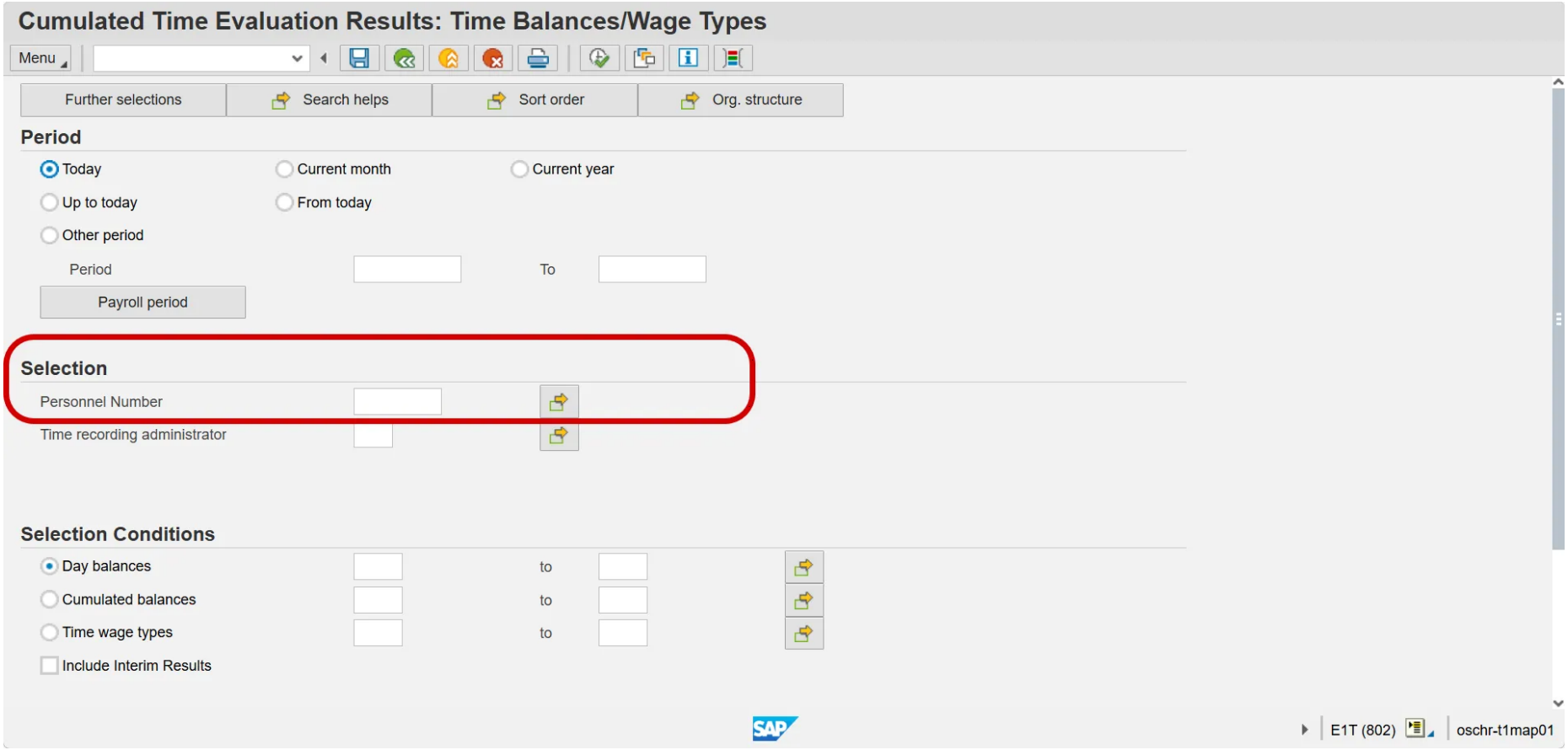
Step 2. Select the appropriate **Period**. The system will default to Today. This selection will display all Time Balance/Wage Types as of the current date.

Image



Step 3. Enter the **Personnel Number** of the Employee. The multiple selection button can also be used to display results for multiple employees.

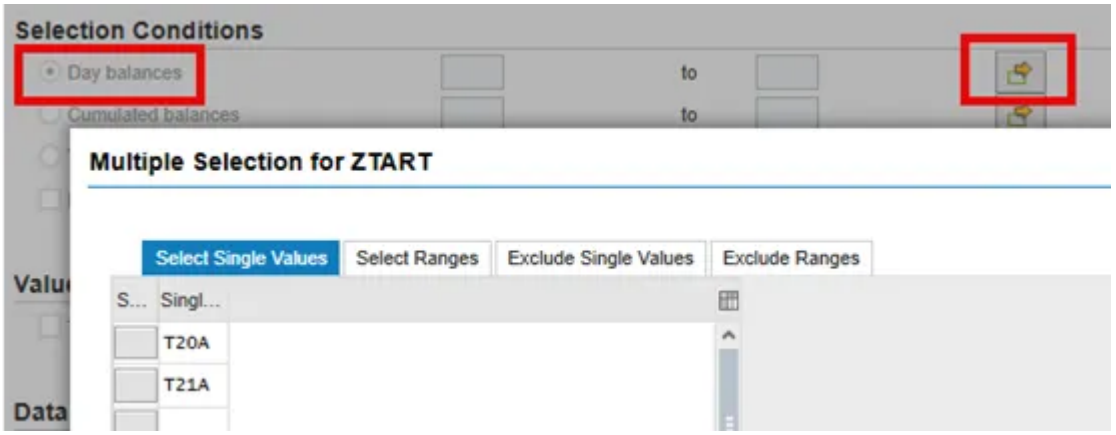
Image



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

Step 4. **Selection Conditions**: Select the Day Balances Multiple Selection button and enter Time types **T20A** and **T21A**. This will show the accruals for OT and Gap hours only.

Image

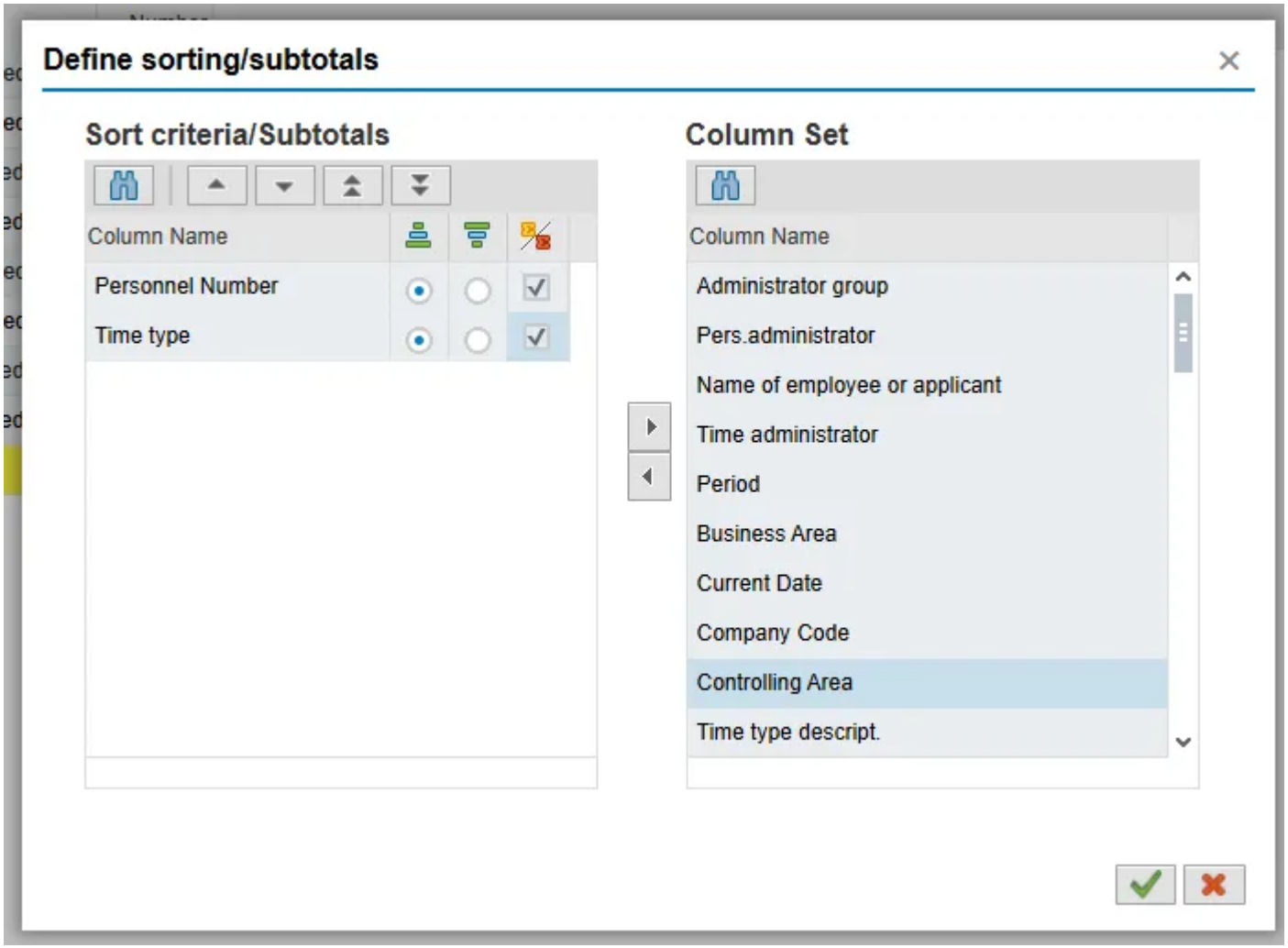


Step 5. Click **Execute**.

View results. Displayed results can also be exported.

Define sorting/subtotals:

Image


Define sorting/subtotals
Sort criteria/Subtotals
Column Name
Personnel Number
Time type
Column Set
Column Name
Administrator group
Pers.administrator
Name of employee or applicant
Time administrator
Period
Business Area
Current Date
Company Code
Controlling Area
Time type descript.
Image

Day balances

Data select. period 01/12/2026 - 02/08/2026

Number of Selected Employees: 2

Pers.No.	Employee/app.name	Period	Current Date	TmT...	Time type descript.	Σ	Number
1234567	John Smith	202602	02/05/2026	T20A	TS OT Comp Quota Accrued		7.50
	John Smith	202602	02/06/2026		TS OT Comp Quota Accrued		15.00
				T20A		▪	**22.50**
	John Smith	202602	02/04/2026	T21A	TS GH Comp Quota Accrued		6.00
	John Smith	202602	02/05/2026		TS GH Comp Quota Accrued		5.00
				T21A		▪	**11.00**
1234567						▪ ▪	**33.50**
2187542	Susan Myers	202602	02/05/2026	T20A	TS OT Comp Quota Accrued		4.50
	Susan Myers	202602	02/06/2026		TS OT Comp Quota Accrued		12.00
				T20A		▪	**16.50**
	Susan Myers	202602	02/04/2026	T21A	TS GH Comp Quota Accrued		6.00
	Susan Myers	202602	02/05/2026		TS GH Comp Quota Accrued		5.00
				T21A		▪	**11.00**
2187542						▪ ▪	**27.50**
						▪ ▪ ▪	**61.00**

Note: You may find it helpful to create a variant for the PT_Bal00 report. For more information on creating variants, please refer to the Create Selection Variant Help Document. A variant can be created to only display Time type T20A and T21A. This will show the accruals for OT and Gap hours only.

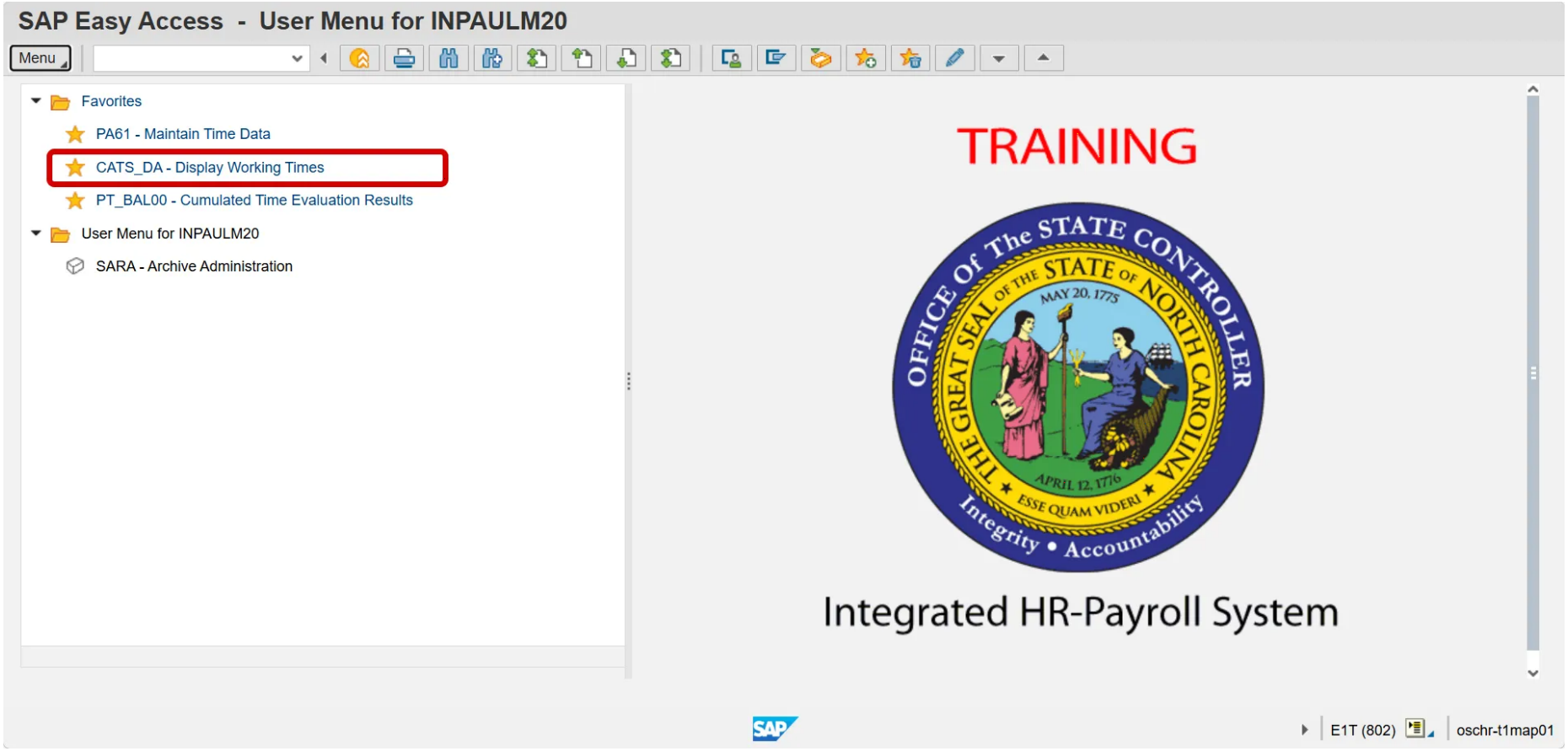
Once employees with Gap Hours Compensation, or Overtime hour balances have been identified, proceed to next step.

Step 6. Click the Green Arrow back to return to the SAP Easy Access screen.

Access CATS_DA

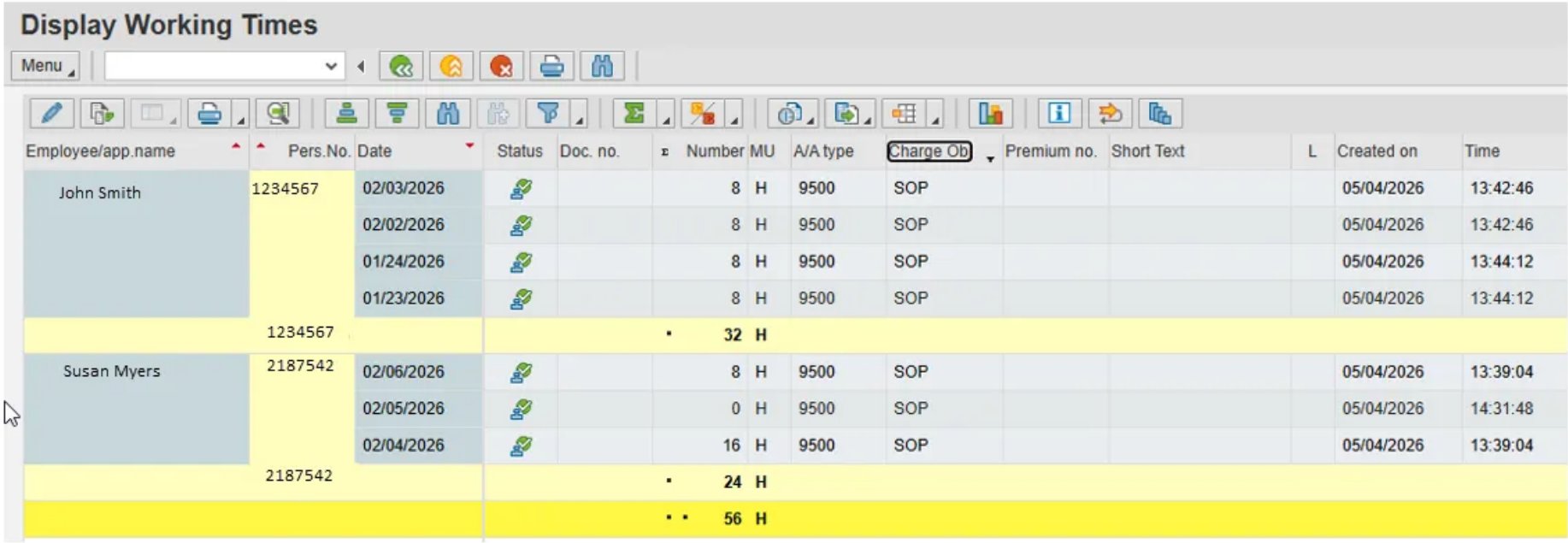
Step 7. From the Favorites menu, or by typing in the Command field, select transaction code **CATS_DA**.

Image



Step 8. Using the CATS_DA Display Working Time transaction, identify the hours recorded to the applicable SOP Charge Object.

Image



Employee/app.name	Pers.No.	Date	Status	Doc. no.	Number	MU	A/A type	Charge Ob	Premium no.	Short Text	L	Created on	Time
John Smith	1234567	02/03/2026			8	H	9500	SOP				05/04/2026	13:42:46
		02/02/2026			8	H	9500	SOP				05/04/2026	13:42:46
		01/24/2026			8	H	9500	SOP				05/04/2026	13:44:12
		01/23/2026			8	H	9500	SOP				05/04/2026	13:44:12
	1234567				32	H							
Susan Myers	2187542	02/06/2026			8	H	9500	SOP				05/04/2026	13:39:04
		02/05/2026			0	H	9500	SOP				05/04/2026	14:31:48
		02/04/2026			16	H	9500	SOP				05/04/2026	13:39:04
	2187542				24	H							
					56	H							

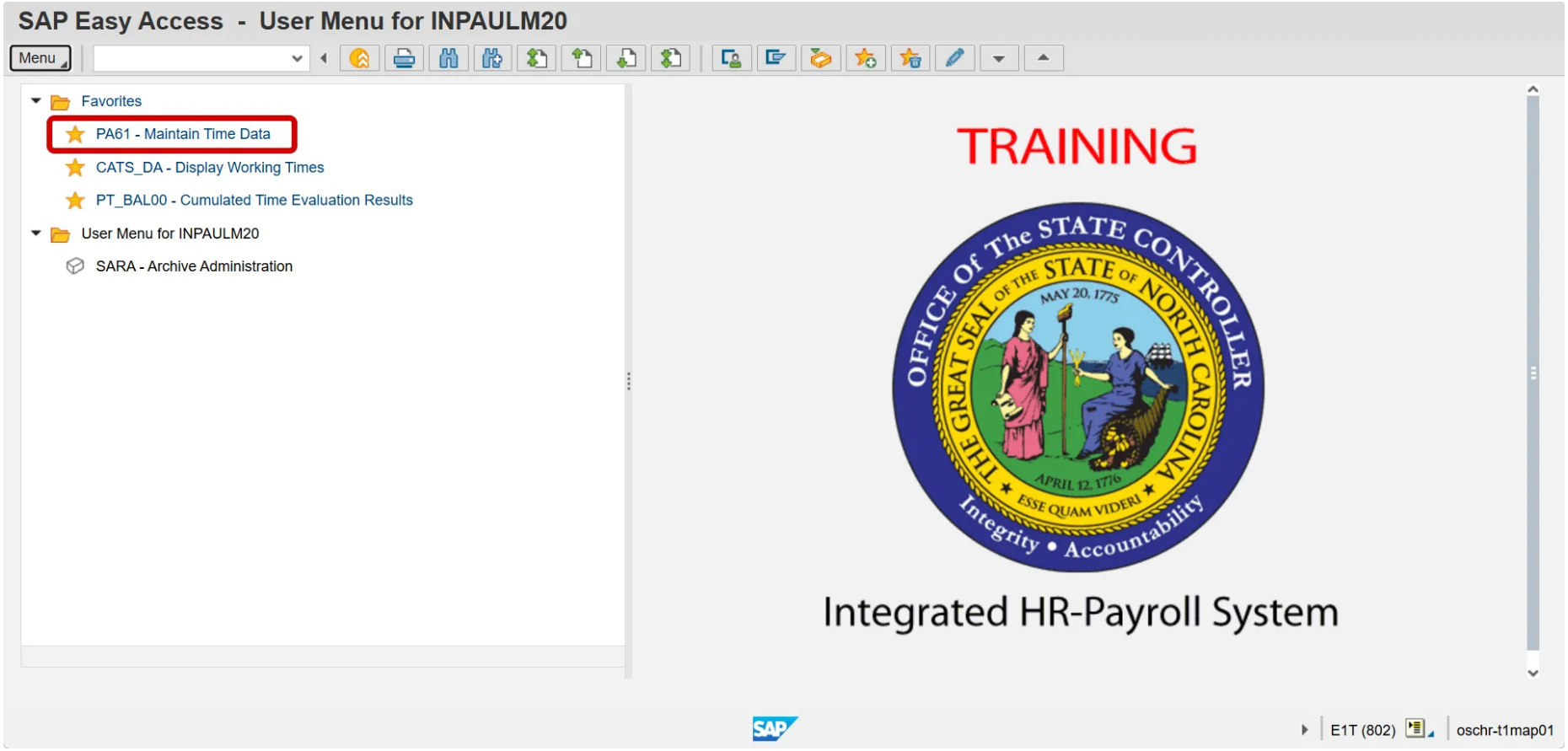
For more information on running the CATS_DA report, access the TM-64 CATS_DA Display Working Time BPP.

If it is determined that the Employee should be paid out for SOP-related hours, the following steps should be followed.

Access IT0416

Step 9. From the SAP Easy Access screen, select transaction code **PA61** Maintain Time Data.

Image

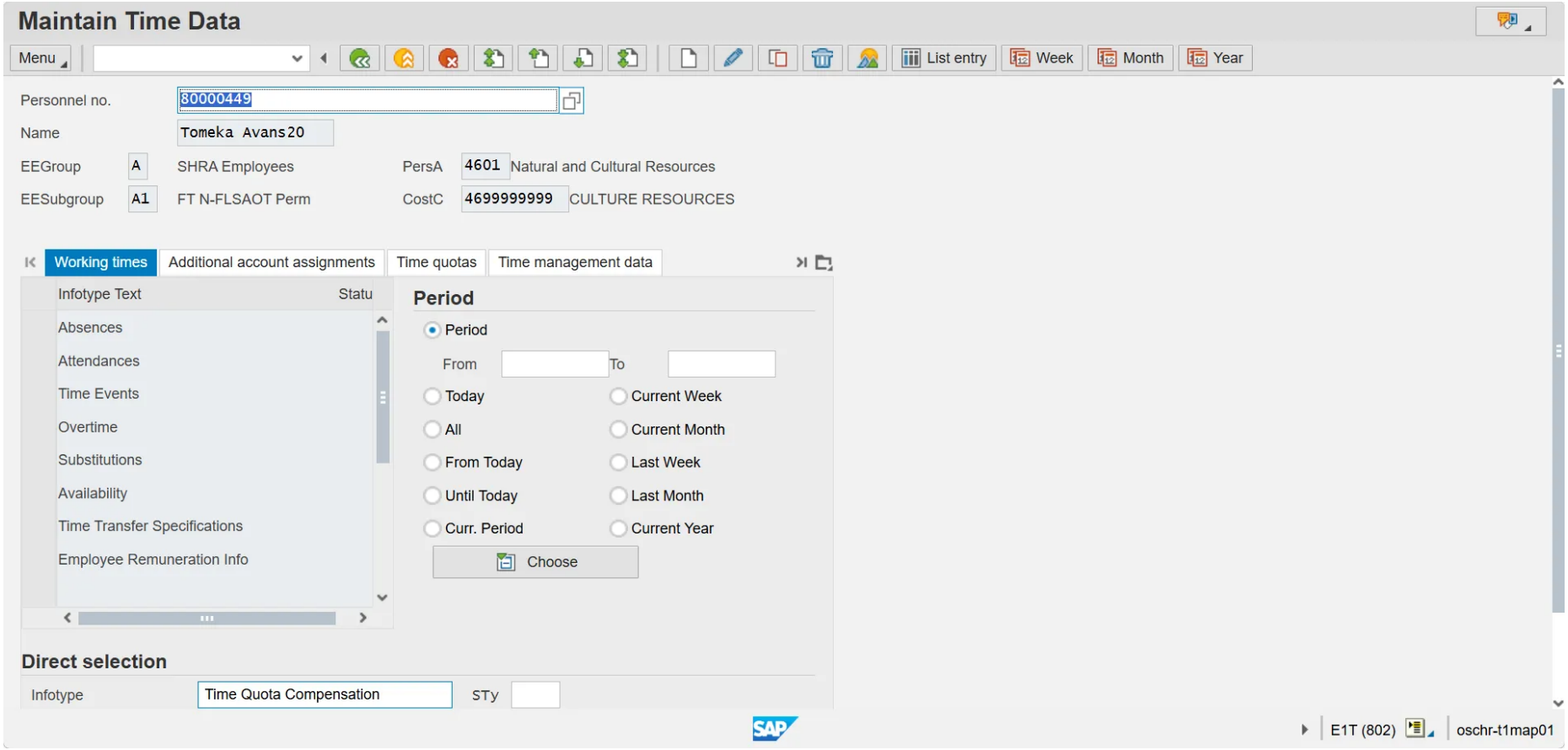


Step 10. Enter the **Personnel Number** of the employee and click Enter on the keyboard to display their information.

Step 11. In the direct selection field, type **0416**, and click Enter on the keyboard.

Time Quota Compensation should appear in the Infotype field.

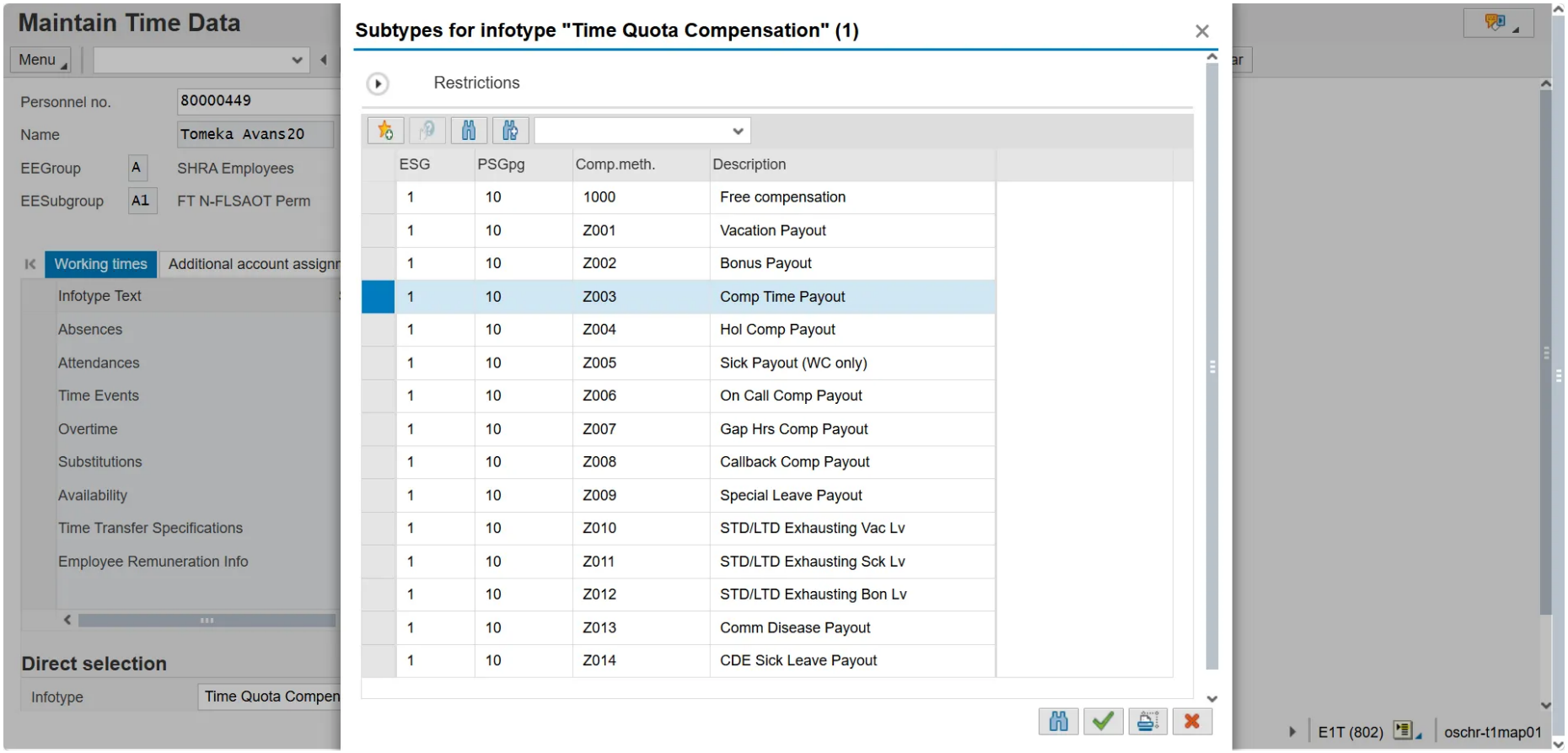
Image



Step 12. In the subtype field, type the appropriate subtype number, or use the matchcode button to select subtype:

- **Z003 Comp Time Payout**
- **Z007 Gap Hrs Comp Payout.**

Image



Step 13. Click **Create**.

Step 14. In the No. to Compensate field, enter the number of hours that the employee should be paid out for.

The Absence Quotas table will display the **total** number of Gap Hours Comp and Overtime Comp. Be sure to use the information you gathered from PT_Bal00 and CATS_DA to determine the correct number to pay out for SOP tim[CM2.1][NB2.2]e, since some of these balances may not be related to SOP time.

Step 15: Add a note. Click **Menu > Edit > Maintain text**.

Step 16: Click **Save**, to save the note.

Step 17: Click **Save** to save the record.

Once IT416 is created, the system will pass this information on to payroll. Payroll will determine OT Premium from IT416 and capture this information for Box 12 on W-2 at the end of the year.

SHP will need to inform the NCFS team (via ticket) if cost allocation (automated movement of expenses to another account or cost distribution) is necessary for specific charge objects.

State Highway Patrol Scenarios

Scenario #1

Jonathan Smith #1234567 works 160 hours in work cycle 12 (11/17 – 12/14/25) and worked 24 hours in Special Operation Projects.

160 Hours Worked (9500)

24 Hours – SOP (Entered as AA9500 with charge object)

184 Hours Total Worked (13 hours total over 171 max)

- System would capture 24 hrs. of SOP which would be split in TE as 11 GAP hrs. and 13 OT hrs. Agency would create two IT416's. One for 11 GAP hrs. and another for 19.5 hrs.
- 19.5 hrs. of OT would be evaluated by payroll and OT premium portion would be added to Box 12 on W-2

* Adjustment may be needed for any additional Special Operation Projects (SOP) project pay rates (PPR) above employee's regular rate of pay.

Scenario #2

Laurie Williams #1326458 works 160 hours in work cycle 12 (11/17 – 12/14/25) and worked 8 hours in Special Operation Projects.

160 Hours Worked (9500)

8 Hours – SOP (Entered as AA9500 with charge object)

168 Hours Total Worked (0 hours total over 171)

- System would capture 8 hrs. of SOP which would be calculated as 8 GAP hrs. Agency would create IT416 for 8 hrs. GAP
- No update to Box 12 on W-2

* Adjustment may be needed for any additional Special Operation Projects (SOP) project pay rates (PPR) above employee's regular rate of pay.

Scenario #3

Keith Hart #1867549 works 142.5 hours in work cycle 12 (11/17 – 12/14/25) and took 22 approved leave. The employee also worked 12 hours of Special Operation Project time.

142.5 Hours Worked (9500)

22 Hours Approved Leave (9000)

12 Hours – SOP (Entered using time code 9500 with a Charge Object[KS5.1]) [KS6.1]

154.5 Hours Total Worked (0 hours total over 171)

- Employee only worked 154.5 hrs. and recorded 22 hrs. of Approved leave. 16.50 hrs. of Approved leave are offset. Leave is not eligible for pay enhancing. 5.5 hrs. of Approved leave and 12 hrs. of SOP are used to meet required 160 hrs.
- No OT or GAP hrs. are generated. No IT416 is necessary

* Adjustment may be needed for any additional Special Operation Projects (SOP) project pay rates (PPR) above employee's regular rate of pay.

Scenario #4

Cherri Ruth #2349821 works 168 hours in work cycle 12 (11/17 – 12/14/25) and worked 24 hours of Special Operation Project time.

168 Hours Worked (9500)

24 Hours – SOP (Entered using time code 9500 with a Charge Object[KS7.1])

192 Hours Total Worked (21 hours total over 171)

- System would capture 24 hrs. of SOP. TE would generate 11 GAP hrs. and 21 OT hrs. Agency would create two IT416’s. One for 3 GAP hrs. and another for 31.5 OT. 8 hrs. of GAP are attributed to normal duties and not payable.
- 31.5 hrs. of OT would be evaluated by payroll and OT premium portion would be added to Box 12 on W-2

* Adjustment may be needed for any additional Special Operation Projects (SOP) project pay rates (PPR) above employee's regular rate of pay.

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