

TM-11 Identifying Employees With Negative Balances

Purpose

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

Identifying Employees With Negative Balances

There are 6 steps to complete this process.

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

Image

Cumulated Time Evaluation Results: Time Balances/Wage Types

Menu

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

Time recording administrator

Selection Conditions

☒ Day balances

to

☐ Cumulated balances

to

☐ Time wage types

to

☐ Include Interim Results

Value limits (hours) for time/wage types

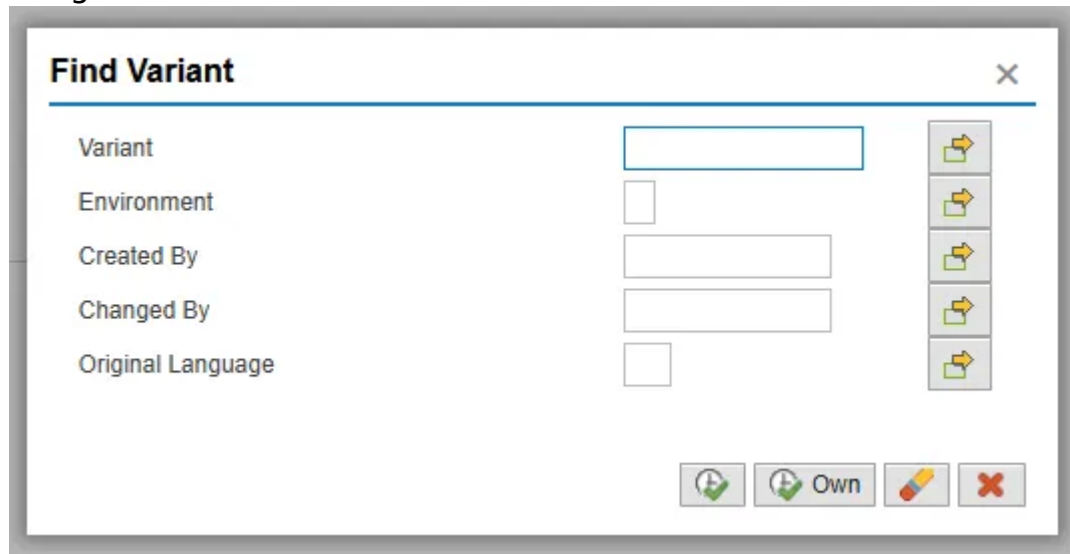
☐ Take account of value limits (hours)

Data format

Step 2. Click on the variants icon or click on the menu path: **Goto > Variants > Get**

Step 3. Remove your personnel number from Created By field in the pop-up window and click on the **Execute** button.

Image



The image shows a 'Find Variant' dialog box with a title bar and a close button (X). It contains five input fields with corresponding selection icons to their right:

Field	Selection Icon
Variant	Icon with a green checkmark and a yellow arrow pointing right.
Environment	Icon with a green checkmark and a yellow arrow pointing right.
Created By	Icon with a green checkmark and a yellow arrow pointing right.
Changed By	Icon with a green checkmark and a yellow arrow pointing right.
Original Language	Icon with a green checkmark and a yellow arrow pointing right.

At the bottom of the dialog box, there are four buttons: a green checkmark icon, a button labeled 'Own' with a green checkmark icon, a button with a yellow pencil icon, and a red 'X' icon.

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

Image

ABAP: Variant Directory of Program RPTBAL00



Variant Catalog for Program RPTBAL00 (2014)

Variant Name	Short Description	Environm...	Protected	Created By	Created On	Changed By	Changed On	
/EMERG COMP	Emergency Comp	A	☐	00487811	02/21/2018			
/LEAVE LIAB	Leave Liability Time types	A	☐	00487811	03/15/2023			
/LEAVE LIAB A	Leave Liability Time types	A	☒	00315346	04/11/2024			
/LEAVE LIAB I	Leave Liability	A	☒	00351354	12/19/2023			
/LOS	Length of Service	A	☒	01104877	10/17/2019	01104877	02/03/202	
/NEG BAL 5926	Negative quota balances	A	☐	01124822	08/12/2013	01124822	08/12/201	
/NEGHOLIDAY	Negative Holiday Balances	A	☐	00504028	03/10/2009			
/NEGQT-JRDCMAT	Negative Quota Balances	A	☒	00644803	12/17/2013	00644803	06/16/201	
/NEGQT_MAINT	Negative Quota Balances	A	☒	00644803	06/20/2012			
/NEGQUOTA	analysis quota balance history	A	☒	00315346	09/09/2024			
/NEGQUOTA ACI	Negative Quota Balances ALL	A	☒	01960940	05/13/2021			
/NEGQUOTA ALL	Negative Quota Balances ALL	A	☒	00555332	12/31/2019	00555332	04/10/202	
/NEGQUOTA CDEE	Negative Quota Balances DCDEE	A	☒	00555332	09/27/2017	00555332	07/09/202	
/NEGQUOTA DAAS	Negative Quota Balances DAAS	A	☒	00555332	02/28/2018	00555332	07/09/202	
/NEGQUOTA DES	Negative Quota Balances ALL	A	☒	02027280	04/13/2020	02027280	12/15/202	



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

Image

Cumulated Time Evaluation Results: Time Balances/Wage Types

Menu        

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



Organizational unit



Time recording administrator



Selection Conditions

- ☒ Day balances
☐ Cumulated balances
☐ Time wage types
☐ Include Interim Results

T10R

to



to



to



Value limits (hours) for time/wage types

- ☐ Take account of value limits (hours)

Data format

Layout

/NEGBAL

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

Image

Cumulated Time Evaluation Results: Time Balances/Wage Types

Menu



☐ Up to today

☐ From today

☐ Other period

Period

To

Payroll period

Selection

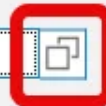
Personnel Number



Personnel area



Organizational unit



Time recording administrator



Selection Conditions

☒ Day balances

T10R

to



☐ Cumulated balances

to



☐ Time wage types

to



☐ Include Interim Results

Value limits (hours) for time/wage types

☐ Take account of value limits (hours)

Data format

Layout

/NEGRAI

Name	ID	Code	Valid from	Valid to	
Organizational structure					
Administration	20000037	410000000000	07/01/2007	Unlimited	
Adult Correction	21028337	DAC	06/30/2022	Unlimited	
COM Division of Employment Secur	20000044	460300000000	07/01/2007	Unlimited	
Commerce	20000043	460000000000	07/01/2007	Unlimited	
Community Colleges	20000051	680000000000	07/01/2007	Unlimited	
Correction	20000042	450000000000	07/01/2007	Unlimited	
Crime Control & Public Safety	20000047	490000000000	07/01/2007	Unlimited	
Cultural Resources	20000046	480000000000	07/01/2007	Unlimited	
Eastern NC School for the Deaf	21031509	ENCSD	06/30/2025	Unlimited	
Environmental Quality	20000039	DEQ	07/01/2007	Unlimited	
Gov Morehead Sch for the Blind	21031507	GMS	06/30/2025	Unlimited	
Health and Human Services	20000041	440000000000	07/01/2007	Unlimited	
Information Technology	20000050	DIT	07/01/2007	Unlimited	
Juvenile Justice Delinquency	20000035	180000000000	07/01/2007	Unlimited	
Military and Veterans Affairs	21023101	Mil & Vet Af	07/01/2015	Unlimited	
NC School for the Deaf	21031508	NCSD	06/30/2025	Unlimited	
NC State Highway Patrol	21031506	NCSHP	07/01/2025	Unlimited	

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.

Step 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.

Image

Cumulated Time Evaluation Results: Time Balances/Wage Types

Menu



Day balances

Data select. period 01/01/1800 - 09/05/2025

Number of Selected Employees: 1

Pers.No.	Employee/app.name	TmType	Time type descript.	Number
150		T22R	Holiday Comp End Balance	1.00-
150		T22R	Holiday Comp End Balance	1.00-
150		T22R	Holiday Comp End Balance	1.00-
150		T22R	Holiday Comp End Balance	6.50-
150		T22R	Holiday Comp End Balance	6.50-
150		T40R	Holiday Lv End Balance	8.00-
150		T15R	Sick Lv End Balance	1.58-
150		T15R	Sick Lv End Balance	1.58-
150		T15R	Sick Lv End Balance	1.58-
150		T15R	Sick Lv End Balance	1.58-
150		T15R	Sick Lv End Balance	1.58-
150		T15R	Sick Lv End Balance	1.58-
150		T15R	Sick Lv End Balance	8.91-
150		T15R	Sick Lv End Balance	8.91-
150		T15R	Sick Lv End Balance	8.91-

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.

First Published

Fri, 05/31/2013

Last Updated

Wed, 02/25/2026

[View PDF](#)