

TM-22 Recovering Advanced Leave

Purpose

The purpose of this job aid is to explain the process for recovering advanced leave in the Integrated HR/Payroll System.

Office of State Human Resources (OSHR) policy states that an employee who has been granted Advanced Vacation or Advanced Sick Leave should repay the liability by the end of the calendar year. If they do not, they will fail Time Evaluation in January of the following calendar year (Time Evaluation errors are **E6 - Advanced Vacation Liability Exists and E7 - Advanced Sick Liability Exists**). The errors must be corrected for Time Evaluation to run successfully.

In **December**, an agency can proactively identify and correct employees with a liability in **Quota 36 - Advanced Vacation leave or Quota 37- Advanced Sick leave** by:

- running transaction PT_BAL00 to identify employees with a liability and determine the amount of the liability, and then,
- having the Leave Administrator manually recover the overdue hours via IT2012.

In **January**, an agency can identify and correct employees who have errored out/failed Time Evaluation due to Advanced Leave liabilities by:

- running transaction PT_ERL00 to identify employees who have received the E6 or E7 Time Evaluation error messages, and then,
- running transaction PT_BAL00 for those employees to determine the amount of the liability, and then,

- having the Leave Administrator manually recover the overdue hours via IT2012.

Instructions follow for running PT_BAL00, for running PT_ERL00, and for Recovering the Liability.

Note: This method is also acceptable to be used in the event an employee separates and has a remaining liability balance in Quota 36 or Quota 37.

PT_BAL00

There are 4 steps in this process.

In December, run transaction **PT_BAL00**.

Step 1. Select Period of **Current Month**.

Step 2. To search for one or more specific employees, enter the **personnel number(s)** in the Personnel Number field; to search by personnel area, select **Further selections**, and, under **Selection options**, double click on **Personnel Area** and select the green check. Enter the personnel area in the **Personnel area** field.

Step 3. Enter **T36R** and **T37R** in the Day balances field using the Multiple Selection button.

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



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

Layout

Step 4. Execute.

Image

Cumulated Time Evaluation Results: Time Balances/Wage Types						
Menu						
Day balances						
Data select. period 12/01/2025 - 12/31/2025						
Number of Selected Employees: 2						
Pers.No.	Name of employee or applicant	Period	Current Date	TmType	Time type descript.	± Number
		202512	12/31/2025	T37R	Adv Sick Owed End Balance	50.00
						▪ 50.00

PT_ERL00

There are 5 steps in this process.

In January, run transaction **PT_ERL00**.

Step 1. For **Period**, select **Current Month**.

Step 2. Enter the appropriate **Selection** criteria – **Personnel Number(s)** or **Personnel Area**.

Step 3. For **Number of Message Type**, enter **E6** and **E7** using the multiple selection button.

Step 4. For **Message Type**, enter **E**.

Image

Time Evaluation Messages Display

Menu



Further selections



Search helps



Sort order

Period

☐ Today ☒ Current month ☐ Current year

☐ Up to today ☐ From today

☐ Other period

Data Selection Period

To

Person selection period

To

Payroll period

Selection

Personnel Number



Employment status



Company Code



Personnel area



Personnel subarea



Payroll area



Pers.area/subarea/cost center



Employee group/subgroup



Error attributes

Category of Message Type

to



Number of Message Type

to



Message type

to



List indicator

to



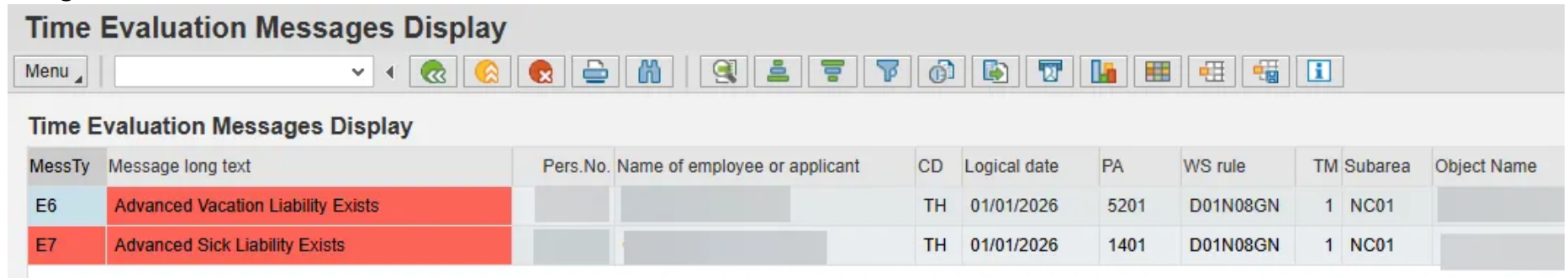
User text

to



Step 5. Execute. The Logical date displayed with the error messages, below, is the date of liability due.

Image



The screenshot shows the 'Time Evaluation Messages Display' window in SAP. It features a menu bar at the top with a dropdown and various icons. Below the menu bar is a table with the following columns: MessTy, Message long text, Pers.No., Name of employee or applicant, CD, Logical date, PA, WS rule, TM Subarea, and Object Name. Two error messages are displayed: E6 'Advanced Vacation Liability Exists' and E7 'Advanced Sick Liability Exists'. Both messages show a logical date of 01/01/2026.

MessTy	Message long text	Pers.No.	Name of employee or applicant	CD	Logical date	PA	WS rule	TM Subarea	Object Name
E6	Advanced Vacation Liability Exists			TH	01/01/2026	5201	D01N08GN	1 NC01	
E7	Advanced Sick Liability Exists			TH	01/01/2026	1401	D01N08GN	1 NC01	

Recovering the Liability

There are 9 steps in this process.

There are two subtypes for Infotype 2012 to allow the Leave Administrator to recover Advanced Vacation or Sick Leave liabilities at year end or when an employee separates: **ZAVL - Make up Adv Vacation w/LWOP** and **ZASL - Make up Adv Sick w/LWOP**.

Step 1. Run transaction **PA61** or **PA30** and enter the personnel number of the employee with a leave liability to recover.

Step 2. Enter value **2012** in the Infotype field and press Enter. (Selecting **Time Transfer Specifications** from the list of infotypes is also an option.) Enter the appropriate value in the **STy Field** and press **Enter**.

Image

Maintain HR Master Data

Menu

Personnel no.

Name

EEGroup

A

SHRA Employees

PersA

1401

State Controller

EESubgroup

A1

FT N-FLSAOT Perm

CostC

1499999999

OSC

Basic Personal Data

Payroll

Benefits

Time

Addtl. Personal Data

Planning Data

Infotype Text

Actions

Organizational Assignment

Personal Data

Addresses

Planned Working Time

Basic Pay

Family Member/Dependents

I-9 Residence Status

Additional Personal Data

Statu

✓

✓

✓

✓

✓

✓

✓

✓

✓

Period

Period

From

To

Today

Current Week

All

Current Month

From Today

Last Week

Until Today

Last Month

Curr. Period

Current Year

Choose

Direct selection

Infotype

Time Transfer Specifications

STY

ZASL

Makeup Adv Sick w/LWOP

Step 3. Click the **Create** button.

Step 4. Change the **Start** value to be the date hours were due. This date can be any date between when the liability was incurred and the due date.

Note: If creating an entry for an employee who is separating, use a date prior to the separation date.

Step 5. Change the **To** value to the same date as the **Start** value.

Step 6. Enter the number of hours to be recovered in the **Number of hours** field.

Note: Do not enter a negative sign for this number.

Image

The screenshot shows a web-based form titled "Create Time Transfer Specifications (2012)". At the top, there is a "Menu" dropdown and a series of icons for file operations (save, undo, redo, delete, etc.). The form contains several input fields and labels:

- Personnel No**: A text input field.
- Name**: A text input field.
- EE group**: A dropdown menu with "A" selected, followed by "SHRA Employees".
- Personnel ar**: A text input field with "1401" entered.
- State Controller**: A text input field.
- WS rule**: A dropdown menu with "D01N08GN" selected, followed by "MTWHF-8,SaS-O".
- Status**: A text input field with "Active" entered.
- Start**: A date input field with "09/08/2025" entered.
- To**: A date input field with "09/08/2025" entered.

Below these fields is a section titled "Time transfer specification" with a horizontal line separator. It contains:

- Time transfer type**: A dropdown menu with "ZASL" selected, followed by the text "Makeup Adv Sick w/LWOP".
- Number of hours**: A text input field with "8.00" entered, followed by the text "Hours".

Step 7. Click **Menu > Edit > Maintain text** and enter any notes if appropriate.

Image

Text

Menu    

Step 8. Click the **Save** button to save your notes. The Detail record screen will display again on your screen.

Image

Create Time Transfer Specifications (2012)

Menu         Personal work sche

Personnel No Name

EE group SHRA Employees Personnel ar State Controller

WS rule MTWHF-8,SaS-O Status Active

Start To 

Time transfer specification

Time transfer type Makeup Adv Sick w/LWOP

Number of hours Hours

Step 9. Click the **Save** button to save the record.

First Published

Tue, 01/26/2016

Last Updated

Mon, 01/26/2026

[View PDF](#)