

TM-23 Recovering Liability Leave Owed

Purpose

The purpose of this job aid is to explain how to recover adverse weather owed in the Integrated HR-Payroll System.

Liability Leave hours that have not been made up and have expired will result in an error message being generated in Time Evaluation: **ZW - Must Reconcile Liability Leave**. Time Evaluation error messages can be viewed in transaction **PT_ERL00**.

Note: The Adverse Weather (A/A type 9545) aging period was updated from 365 days to 90 days in the Adverse Weather policy revision effective 1/1/15; then was updated to 180 days from 9/27/2024 to 10/31/2024; and then was returned to 90 days effective 11/1/2024. So the aging period for an Adverse Weather liability will depend on what the aging period was on the date the liability was incurred.

The employee must use Approved Leave to recover overdue hours. If the employee does not have sufficient Approved Leave to recover the entire liability, the remaining liability should be recovered with LWOP. A Leave Administrator will need to manually trigger the appropriate recovery of the liability with an **Infotype 2012**.

A Leave Admin has two IT2012 subtypes to use to recover overdue hours owed. Subtype **ZAWR** will recover the hours from the Approved Leave quota hierarchy, then LWOP for any remaining liability upon expiration. Subtype **ZAWB** will recover the hours from the Approved Leave quota hierarchy allowing bonus leave to be used before vacation leave, then LWOP for any remaining liability upon expiration.

PT_ERL00 - TIME EVALUATION MESSAGES

Liability Leave hours that have not been made up will result in an error message generated in Time Evaluation:

- ZW – Must Reconcile Liability Leave

Other Time Evaluation messages related to the recovery of Liability Leave are:

- L1 – Liability Lv Balanced with AL (Advanced Leave)
- L2 – Adv Wthr not completely balanced
- L3 – Cannot recover all Liab Lv with AL
- L4 – Liability Lv Recovered with LWOP

There are 5 steps in this process.

Step 1. To view Time Evaluation messages related to the recovery of Liability Leave, run transaction **PT_ERL00**.

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

01/01/2009

To

12/31/9999

Person selection period

To

Payroll period

Selection

Personnel Number



Employment status



Company Code



Personnel area



Payroll area



Pers.area/subarea/cost center



Employee group/subgroup



Error attributes

Category of Message Type

to



Number of Message Type

ZW

to



Message type

to



List indicator

to



User text

to



PDC message number

to



Step 2. Select the **Variants** icon (highlighted above) and then enter **AW** in the variant field (highlighted below). Select Execute.

Image

Find Variant [X]

Variant	AW	[Arrow]
Environment		[Arrow]
Created By		[Arrow]
Changed By		[Arrow]
Original Language		[Arrow]

[Execute] [Own] [Edit] [Cancel]

Step 3. The **AW** Variant will populate the **Period** field and the **Number of Message** Type field in **PT_ERL00**.

Step 4. Enter the appropriate **Personnel Number(s)** or **Personnel area(s)**.

Step 5. Execute.

Note: The AW Variant's results will include all the relevant Time Evaluation messages related to the recovery of liability leave.

Note: Error message ZW shows EE PersNo and Logical date (Date of Liability Leave due). Note that the second ZW error below shows that a balance is due for 4/22/2025.

Note: Future dated records will not show up as a ZW error on the PT_ERL00 report.

Image

MessTy	Message long text	Pers.No.	Name of employee or applicant	CD	Logical date	PA	WS rule	TM	Subarea	Object Name
ZW	Must Reconcile Liability Leave			MO	04/21/2025	5201	D01N08GN	1	NC01	
L1	Liability Lv Balanced with AL			MO	11/04/2024	5201	D01N08GN	1	NC01	
L1	Liability Lv Balanced with AL			TU	11/05/2024	0201	D01N08GN	1	NC01	
L3	Cannot recover all Liab Lv with AL			TU	11/05/2024	1501	I24W24FX	1	NC08	
L4	Liability Lv Recovered with LWOP			TU	11/05/2024	1501	I24W24FX	1	NC08	

Determine Actual Hours Owed

There are 4 steps in this process.

Step 1. Run transaction **PA61**, **PA30** or **PA20**.

Image

Maintain Time Data

Menu



Personnel no.

Name

EEGroup

A

SHRA Employees

PersA

1301

Administration

EESubgroup

B1

FT S-FLSAOT Perm

CostC

1399999999

ADMINISTRATION



Working times

Additional account assignments

Time quotas

Time management data



Infotype Text

Statu

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

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

Leave & Liability Aging

STy

7000

Liability Leave

Step 3. Select the Overview icon.

Overview Leave & Liability Aging (9901)

Menu

Personnel No

Name

EE group

A

SHRA Employees

Personnel ar

5201

Adult Correction

WS rule

D02N10_F

MTWH-10,FSaS-O

Status

Active

Choose

01/01/1800

To

12/31/9999

STy.

7000

Start Date	End Date	Time Type	Hours	On-Call R	Time Eval D...	Payout Date	L...	L...
04/22/2025	04/22/2025	7000	10.00	1.00	01/23/2025			
04/22/2025	04/22/2025	7000	5.75-	1.00	01/30/2025			
04/21/2025	04/21/2025	7000	10.00	1.00	01/22/2025			
04/21/2025	04/21/2025	7000	10.00-	1.00	01/30/2025			

Step 4. Review the resulting IT9901 records with a **Start/End** date that matches the date of the ZW message. The employee shown above is the same employee shown in the PT_ERL00 section example where the ZW message date was 4/22/2025. The sum of the values in the Hours column for these records will provide you with the remaining liability hours that the employee owes on the date. This employee had a total of 10.00 hours due on 4/22/2025 and has made up only 5.75 hours of the liability. By summing the values in the **Hours** field, we can determine that the employee has 4.25 hours remaining for the liability balance due 4/22/2025.

Recovery

The employee must use Approved Leave to recover overdue hours. If the employee does not have sufficient Approved Leave to recover the entire liability, the remaining liability should be recovered with LWOP. A Leave Administrator will need to manually trigger the appropriate recovery of the liability via **IT2012 subtype ZAWR or ZAWB**.

Subtype **ZAWR** will recover the hours from the Approved Leave quota hierarchy, then LWOP for any remaining liability upon expiration. Subtype **ZAWB** will recover the hours from the Approved Leave quota hierarchy allowing bonus leave to be used before vacation leave, then LWOP for any remaining liability upon expiration.

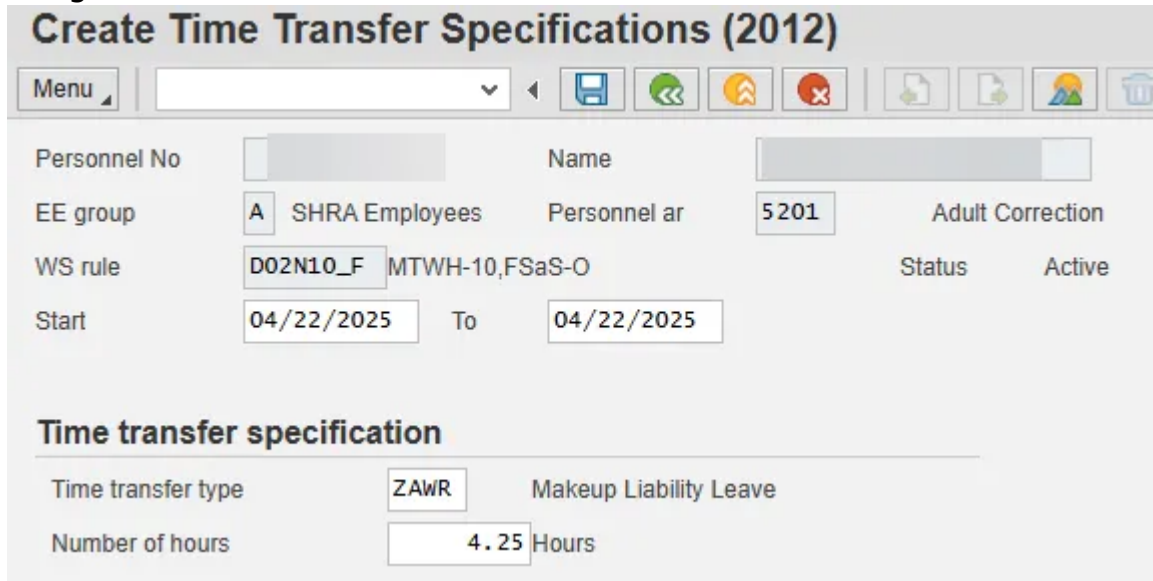
There are 10 steps in this process.

Image

Step 3. Enter **ZAWR (Makeup Liability Leave)** or **ZAWB (Makeup Liab Leave f/ Bonus)** in the STy field and press Enter.

Step 4. Click the **Create** icon.

Image



Create Time Transfer Specifications (2012)

Menu | [Dropdown] | [Icons]

Personnel No [Field] Name [Field]
EE group [A] SHRA Employees Personnel ar [5201] Adult Correction
WS rule [D02N10_F] MTWH-10,FSaS-O Status Active
Start [04/22/2025] To [04/22/2025]

Time transfer specification

Time transfer type [ZAWR] Makeup Liability Leave
Number of hours [4.25] Hours

Step 5. Change the **Start** date to the date the hours were due (although this date can be any date between when the liability was incurred and the due date).

Step 6. Change the **To** date to the same date as the Start date.

Step 7. Enter the number of hours to be recovered in the **Number of hours** field. Do not enter a negative sign for this number.

Step 8. Select **Menu > Edit > Maintain text** and enter any notes if appropriate.

Step 9. Select the **Save** icon to save your notes.

Step 10. Select the **Save** icon to save the record.

Review

After successfully completing the Infotype 2012 and allowing Time Evaluation to process overnight, verify adverse weather repayment has processed properly by viewing the messages in transaction PT_ERL00 again using variant AW.

If ZAWR is used and there is not enough approved leave quota available in the hierarchy quotas, Time Eval will generate an error message:

- L3 – Cannot recover all Liab Lv with AL
- L4 – Liability Lv Recovered with LWOP

When the recovery is successful for either subtype, Time Eval will generate a message confirming the success:

- L1 – Liability Lv Balanced with AL

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