TM-36 Time Statement - ZNC Time

Purpose

The purpose of this job aid is to explain how to access and read the time statement.

Accessible via:

- Transaction code – ZNCTIME
- Hyperlink in ESS

Overview

The Time Statement provides a summary view of Time Evaluation results for an employee for a specified calendar month.

Note: This period of time does not align exactly with Overtime Periods.

Note**:** While this period of time may line up with the monthly Payroll Period, it should not be compared to Payroll results for the same month. Time Evaluation results for a particular month can change if new data is entered or the source data is changed, and Time Evaluation is run again. The Time Statement will reflect the updated results. The Pay Statement will not update once that payroll has been run.

The Time Statement gets its data from Time Evaluation results. If Time Evaluation has not run for an employee for a particular month, the Time Statement will still generate using transaction ZNCTIME, but there will be no data to

display on the form. In ESS, an employee will receive a message indicating “Time Statements not available.”

If the time data for a month is incomplete or Time Evaluation has not been run for all of the month, some data will show, but it will not be complete. The data shown on the Time Statement will update after time data changes have been processed by Time Evaluation.

Any retroactive processing of Time Evaluation could change the Time Evaluation results and, therefore, cause changes to the data shown on the Time Statement. It is best to run the Time Statement again whenever you want to analyze the data that it provides. This will ensure that you have the most recent results available.

Time Statement Section

Personal/Organizational Date	Lists Personal and Organizational Data about the employee.
Leave Quotas	Lists summary details for the quotas holding available hours.
Calculated Time Results	Lists pertinent calculated totals such as Regular Hours Worked, OT Comp Hours Earned, etc.
Supplemental and Premium Time	Lists totals for any supplemental and premium pay time.

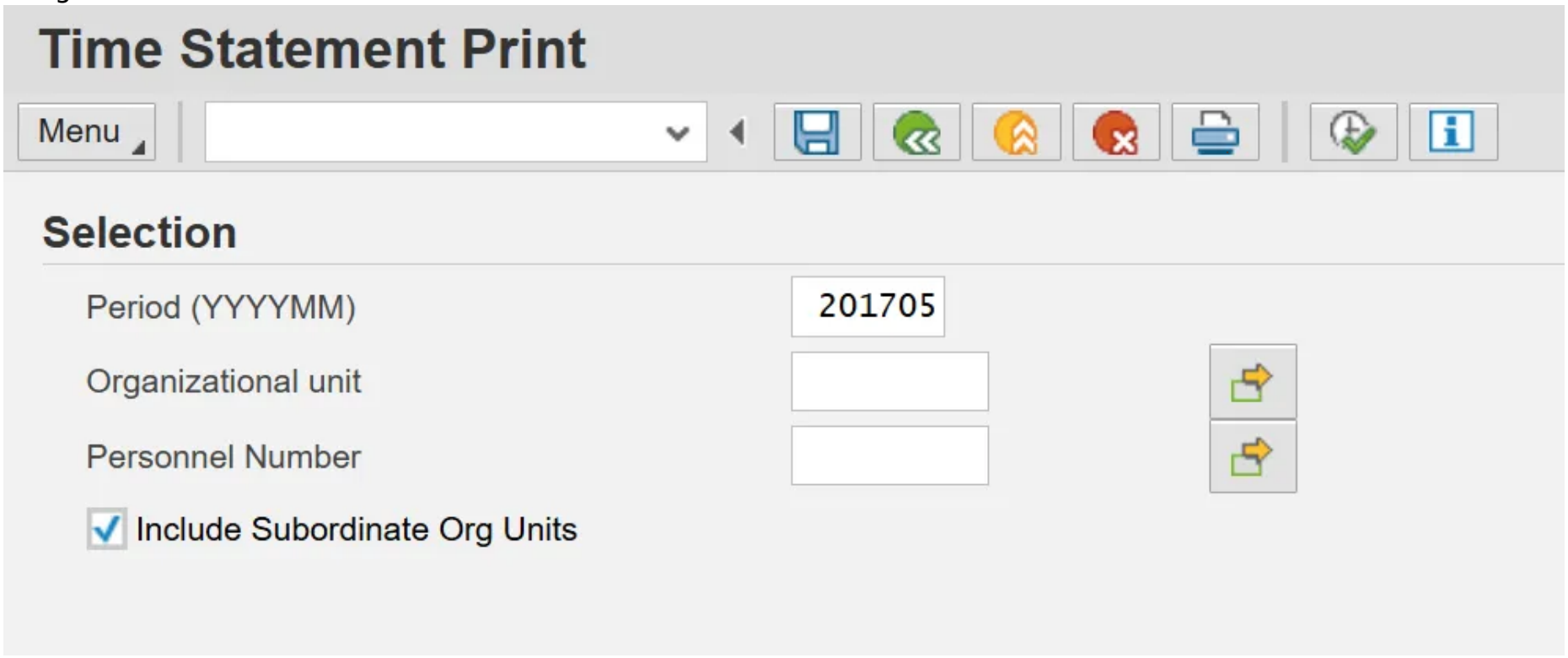
Note: If a related section has no leave activity, then the section will not appear on the time statement. For example, if no special leave hours are found, then no special leave row will be displayed.

Time Evaluation data will remain in the system and be viewable through the Time Statement transaction for at least three years. The Integrated HR-Payroll System eventually will begin archiving this data to move it out of the production system. Details will be provided at that time on how to view this data from the archive location.

Initial Screen -ZNCTIME Transaction

There are 8 steps to complete this process.

Image



Step 1. Enter a **Period** in the format (YYYYMM). Only one period can be specified at a time.

Note: The Time Statement will not run for periods prior to 202505 (May 2025).

Step 2. Enter an **Organizational Unit** value to generate Time Statements for all employees in an Organizational Unit. Multiple values can be entered through the Multiple Selection button.

Step 3. Enter a **Personnel Number value** to generate a Time Statement for one employee. Multiple values can be entered through the Multiple Selection button.

Step 4. Check the box to “Include Subordinate Org Units.” This only works if you have specified an Organizational Unit.

Step 5. Click on the Execute button.

Information: A delay of several seconds to a minute may occur while executing. The system will display “Checking Authorization” in the message bar at the bottom of the screen during this time.

Step 6. View the pop-up window.

Image

Print: Time Statement for EE 80000449

Output Device: LOCL

Page selection:

Spool Request

Name: HRFORM | | ZHR_TIME

Title: Time Statement for EE 80000449

Authorization:

Spool Control

- [ ] Print Now
- [ ] Delete After Output
- [x] New Spool Request
- [ ] Close Spool Request

Spool Retention: 8 Day(s)

Storage Mode: 1 Print only

Number of Copies

Number: 1

- [ ] Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do Not Print

Recipient: INPAULM20

Department:

Print preview | Print | ✖

Step 7. Click on the **“Print preview”** button to view the Time Statement as a PDF file on-screen.

Step 8. Click on the **“Print”** button to print the Time Statement on paper.

Viewing the Time Statement

Image

Archive Print and Archive

Time Statement

Period: 05/01/2017 to 05/31/2017

Run Date: 08/03/2017

Personal / Organizational Data

Name	Kenneth F Potter20	Overtime Period	28 - State Highway Patrol
Personnel Number	10000042	Work Schedule	I24W24FX - MTWHFSaS-7x24
Length Of Service	74.00 Months	Emp Group	B- SPA Law Enforcement
Position	60085393 - Trooper	Sub Area	NC08- 7day Interface
Personnel Area	4705-CCPS-Highway Patrol	Time Mgt Status	1 - Positive Time Recording
Org Unit Name	CCPS SHP Troop F/District	Org Unit/Short Text	20010543/496000000152

Leave Quotas (hours available)

Description	Beginning	Accrued	Deducted	Paid Out	Expired	Offset	Adjustment	EndBalance
Vacation Leave	273.99	11.33						285.32
Sick Leave	267.90	8.00						275.90
Overtime Comp Time	13.50							13.50
Holiday Comp Time	32.00							32.00
Holiday leave	8.00		8.00					0.00
Community Service	24.00							24.00

Calculated Time Results

Description	
Regular Time Hours	176.00

Period

Image



These dates represent the calendar month for which the results are being displayed.

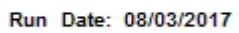
Note: This period of time does not align exactly with Overtime Periods.

Note: While this period of time may line up with the monthly Payroll Period, it should not be compared to Payroll results for the same month. Time Evaluation results for a particular month can change if new data is entered or the source data is changed, and Time Eval is run again. The Time Statement will reflect the updated results. The Pay Statement will not update once that payroll has been run.

The Time Statement gets its data from Time Evaluation results. If Time Evaluation has not run for an employee for a particular month, the Time Statement will still generate using transaction ZNCTIME, but there will be no data to display on the form. In ESS, an employee will receive a message indicating “Time Statements not available.”

Run Date

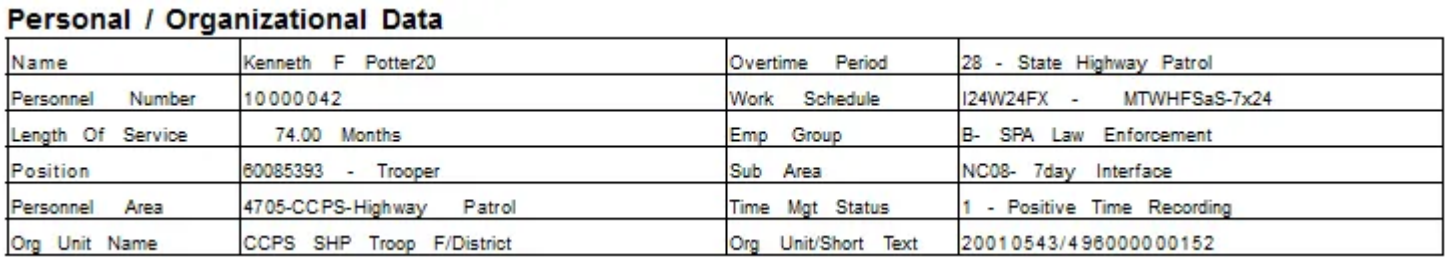
Image



This date represents the date on which the data was pulled for the statement. If the statement is printed, use this date to help you determine if the printed statement contains the most recent time information.

Personal/Organizational Data Section

Image



Personal / Organizational Data

Name	Kenneth F Potter20	Overtime Period	28 - State Highway Patrol
Personnel Number	10000042	Work Schedule	I24W24FX - MTWHFSaS-7x24
Length Of Service	74.00 Months	Emp Group	B- SPA Law Enforcement
Position	60085393 - Trooper	Sub Area	NC08- 7day Interface
Personnel Area	4705-CCPS-Highway Patrol	Time Mgt Status	1 - Positive Time Recording
Org Unit Name	CCPS SHP Troop F/District	Org Unit/Short Text	20010543/496000000152

This section lists Personal and Organizational Data for the Employee.

Information: The values are as of the last date of the “Period” and may be different on other dates in the period.

Row Title	Description
Name	Employee’s name; from IT0001
Personnel Number	Employee’s Personnel Number; from IT0001
Length of Service	Employee’s Total State Service in months; from Time Type 9000
Position	Position to which the employee is assigned; from IT 0002
Personnel Area	The agency to which the employee is assigned; from IT0001
Overtime Period	The period of time over which overtime calculations are performed; from IT0007
Work Schedule	The work schedule rule to which the employee is assigned; from IT0007
Emp Group	The employee group to which the employee is assigned; from IT0001
Sub Area	The personnel subarea to which the employee is assigned; from IT0001

Row Title	Description
Time Mgt Status	The time management status to which the employee is assigned; from IT0007
Org Unit Name	The name of the org unit to which the employee is assigned; from IT0001
Org Unit	The organizational unit to which the employee is assigned; from IT0001. Some users know the field as the Org Unit short text.

Leave Quotas Section

Image

Leave Quotas (hours available)

Description	Beginning	Accrued	Deducted	Paid Out	Expired	Offset	Adjustment	EndBalance
Vacation Leave	273.99	11.33						285.32
Sick Leave	267.90	8.00						275.90
Overtime Comp Time	13.50							13.50
Holiday Comp Time	32.00							32.00
Holiday leave	8.00		8.00					0.00
Community Service	24.00							24.00

Column Title	Description
Description	Name of the leave quota
Beginning	Balance at the end of the previous

Column Title	Description
Accrued	Hours accrued/earned for the quota during the period: • Negative accruals will be subtracted from positive accruals, and the result will be shown • Year-end Vacation hours rolled over to Sick leave are a negative accrual to Vacation and a positive accrual to Sick. • Holiday hours rolled over to Holiday comp are a negative accrual to Holiday and a positive accrual to Holiday Comp.
Deducted	Hours deducted during the period • Deductions result from absence entries on the time sheet or direct maintenance of IT2001.
Paid Out	Hours paid out to the employee • Hours in this column result from 0416 records created for leave payouts and donated shared leave. Compensatory time that ages out and is paid also displays in this column.
Expired	Comp hours which have reached their aging limit and are simply removed • Unused compensatory time for not-subject-FLSA employees is not paid out.

Column Title	Description
Offset	Hours that were offset during the period • Unnecessary hours of leave recorded on the time sheet are deducted from the quota, but are then given back to the employee through an accrual. The Time Statement shows these offsets in a separate column to distinguish them from other accruals.
Adjustment	Hours adjusted during the period • These adjustments are the result of 2013 – Quota Correction records. 2013 records do result in accruals, but are shown in a separate column to distinguish them from other accruals.
End Balance	Balance at the end of the period. • This figure is the mathematical sum of the previous columns. Beginning + Accrued – Deducted – Paid Out - Expired + Offset + Adjustment = End Balance

If any of the values in the previous columns are incorrect, it will affect the End Balance shown on the Time Statement, even though the actual quota balance in the system may be correct.

Note: This section will display only rows for quotas that are found in the employee's time evaluation results for that period. For example, if no OT Comp hours are found (employee's OT comp balance remains 0 for the entire period), then no OT Comp row will be displayed.

This section lists summary details for the quotas holding hours available for absences.

- Vacation Leave
- Sick Leave
- Parental Leave (8 wks)
- Parental Leave (4 wks)
- Callback Comp
- Emergency Closing Comp
- Incentive Leave
- Overtime Comp Time
- Holiday Comp Time
- Travel Comp Time
- On-Call Comp Time
- Holiday Leave
- Communicable Disease Comp Time
- Bonus Leave
- Community Service Leave
- Community Service Leave – Tutoring
- Literacy Volunteer Leave
- Received Shared Leave
- Military Training Leave
- Advanced Vacation Allowed
- Advanced Sick Allowed
- CSL Tutoring
- Special Leave
- Special Bonus FY2018
- Special Bonus FY19-20

Calculated Time Results Section

Image



Calculated Time Results

Description	
Regular Time Hours	176.00

This section lists pertinent totals calculated by the Time Evaluation process.

- Regular Time Hours
- Overtime Paid Hours
- OT Comp Earned Hours
- Judicial Service Years
- SBLV FY19-20 YTD Used (Special Bonus Leave)

Column Title	Description
Description	Name describing the total
Unnamed column	Number of Units – The unit of measure is in the description

Note: This section will display only rows for the totals that are found in the employee's time evaluation results for that period. For example, if no Overtime Paid hours are found, then no Overtime Paid Hours row will be displayed.

Supplemental and Premium Time Section

This section lists totals for any hours of supplemental and premium pay time. It also lists the rate or percentage rate for each item as of the last day of the period.

- Evening Shift Premium
- Weekend Shift Premium
- Night Shift Premium
- Holiday Premium
- On-Call

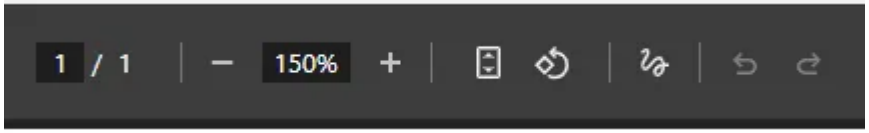
Column Title	Description
Description	Name of the premium or supplemental pay item.
Hours	Total hours of the item.
Rate	The rate or percentage rate as of the last day of the period.

Note: This section will display only rows for the totals that are found in the employee's time evaluation results for that period. For example, if no Evening Shift Premium hours are found, then no Evening Shift Premium row will be displayed.

Viewing Time Statements for Multiple Employees at One Time

If you have entered an Org Unit or multiple Personnel Numbers in the selection criteria, the program will generate a Time Statement for each employee. The header title of the on-screen print preview page will indicate the page number of the first employee.

Image



Use the page up or page down buttons to move between the pages.

Note: For most employees, the Time Statement will be a one-page report. However, the statement will wrap to a second page if an employee has enough data rows to extend that far.

Troubleshooting

If an employee has a break in service, he/she still will be able to pull up a time statement for the months in the break, but there will be no data below the Personal/Organizational data section.

First Published

Wed, 03/08/2017

Last Updated

Wed, 02/25/2026
Printable PDF