TM-49 Council of State Holidays

Purpose

The purpose of this Business Process Procedure is to explain Subtype ZCOS, Holiday Council of State, on IT2012 in the Integrated HR-Payroll System.

Trigger

Subtype on IT2012 titled ZCOS, Holiday Council of State became effective in the system on 9-26-14

Business Process Procedure Overview

Council of State employees post to a different account than SPA EEs. IT2012-ZCOS can be used to prevent the generation of WT1325 and allow the WT from IT0008 to default for holidays. This is intended for Secretary or Council of State positions only. EE must be negative time reporting and PSA NC04.

Users with Payroll Admin role can access IT2012 using PA30.

Procedure

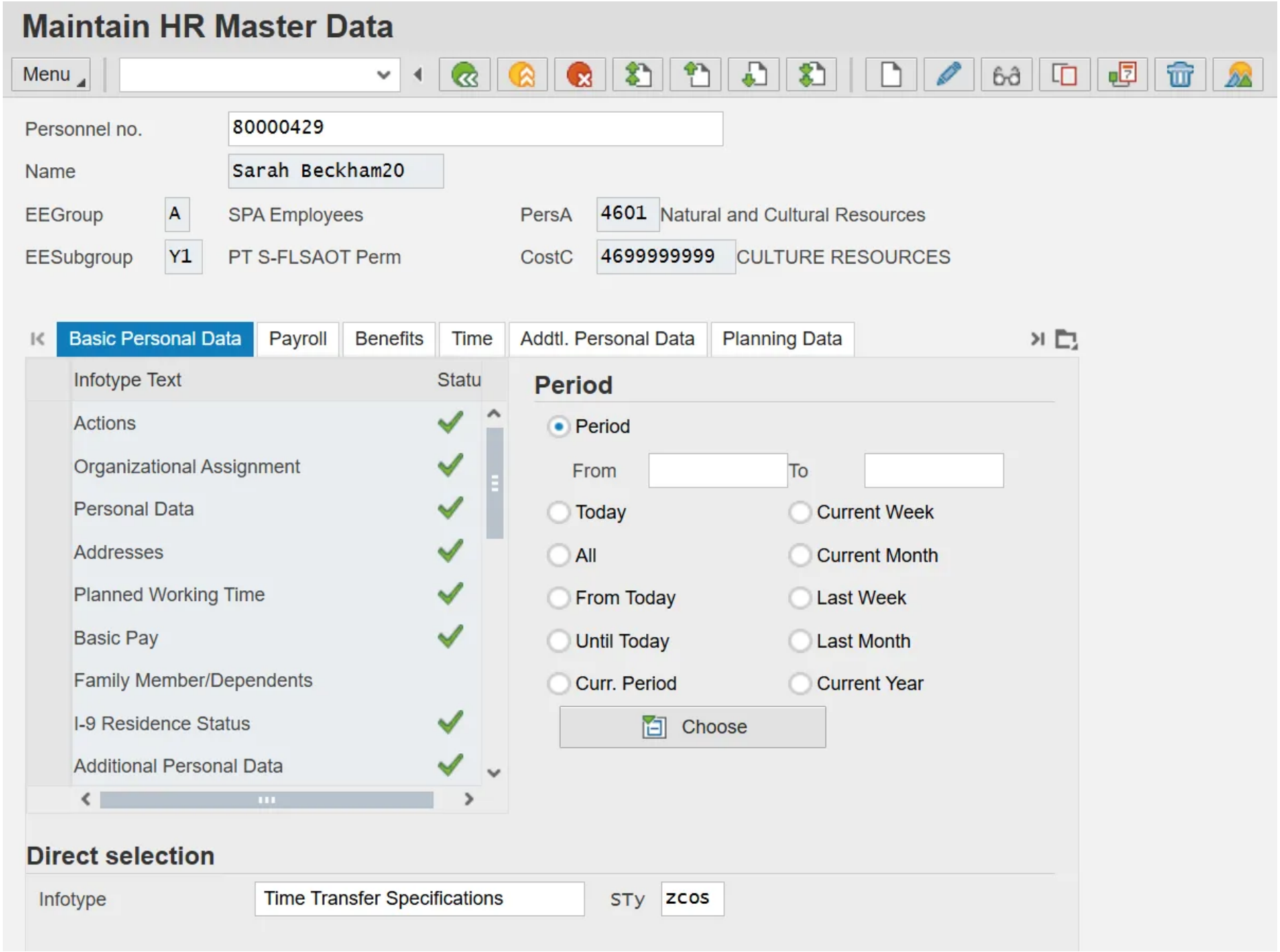
There are 9 steps in this process.

Step 1. Access **PA30** (Maintain HR Master Data).

Step 2. Select **infotype 2012** and **subtype ZCOS**.

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

Image

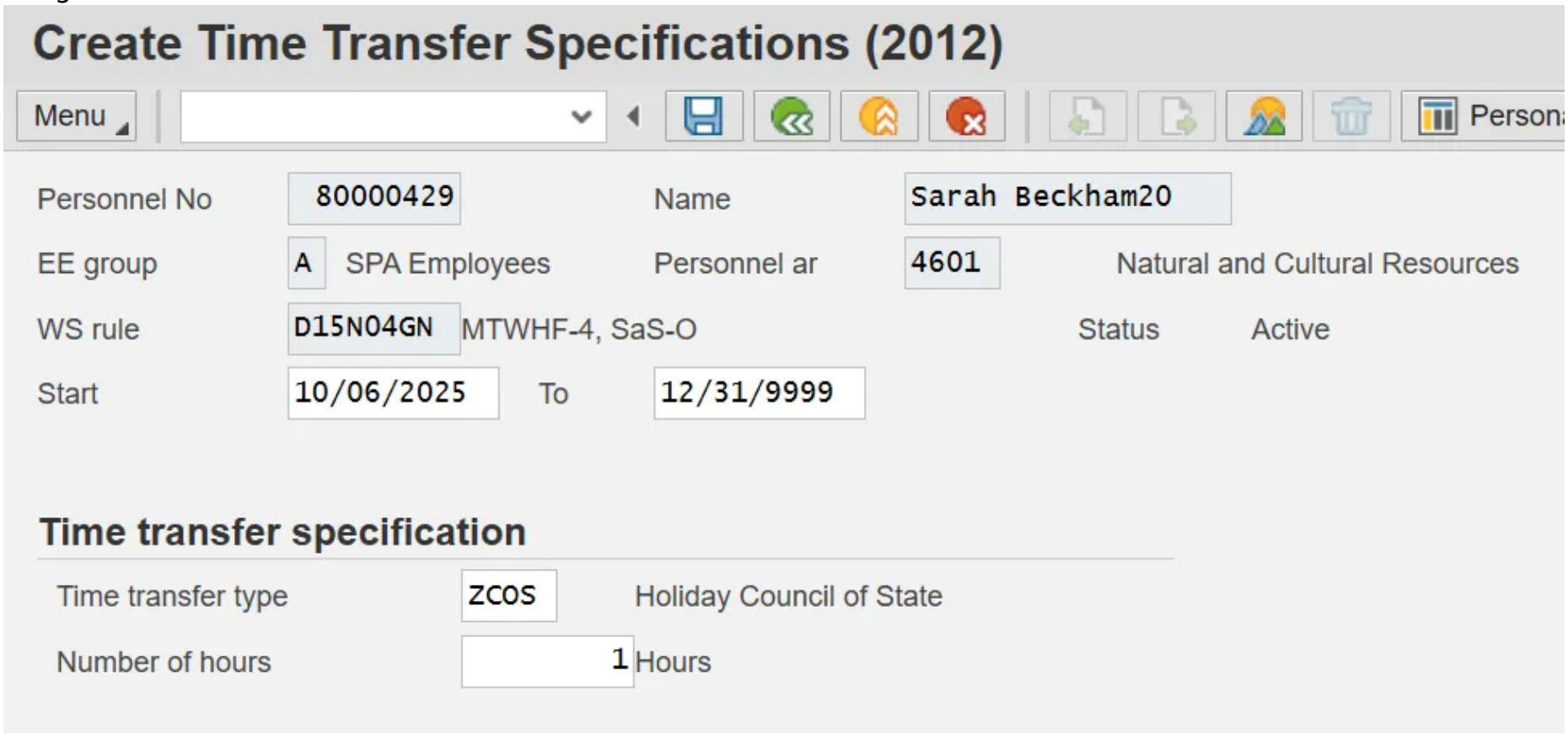

Maintain HR Master Data
Menu
Personnel no. 80000429
Name Sarah Beckham20
EEGroup A SPA Employees
PersA 4601 Natural and Cultural Resources
EESubgroup Y1 PT S-FLSAOT Perm
CostC 4699999999 CULTURE RESOURCES
Basic Personal Data
Payroll
Benefits
Time
Addtl. Personal Data
Planning Data
Infotype Text
Statu
Actions
Organizational Assignment
Personal Data
Addresses
Planned Working Time
Basic Pay
Family Member/Dependents
I-9 Residence Status
Additional Personal Data
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 zcos

Step 4. Enter Effective date in **Start field** and in **To field**.

Note: The record can be set with a validity period range to high date (12/31/9999) but cannot have a start date prior to 7/1/2014.

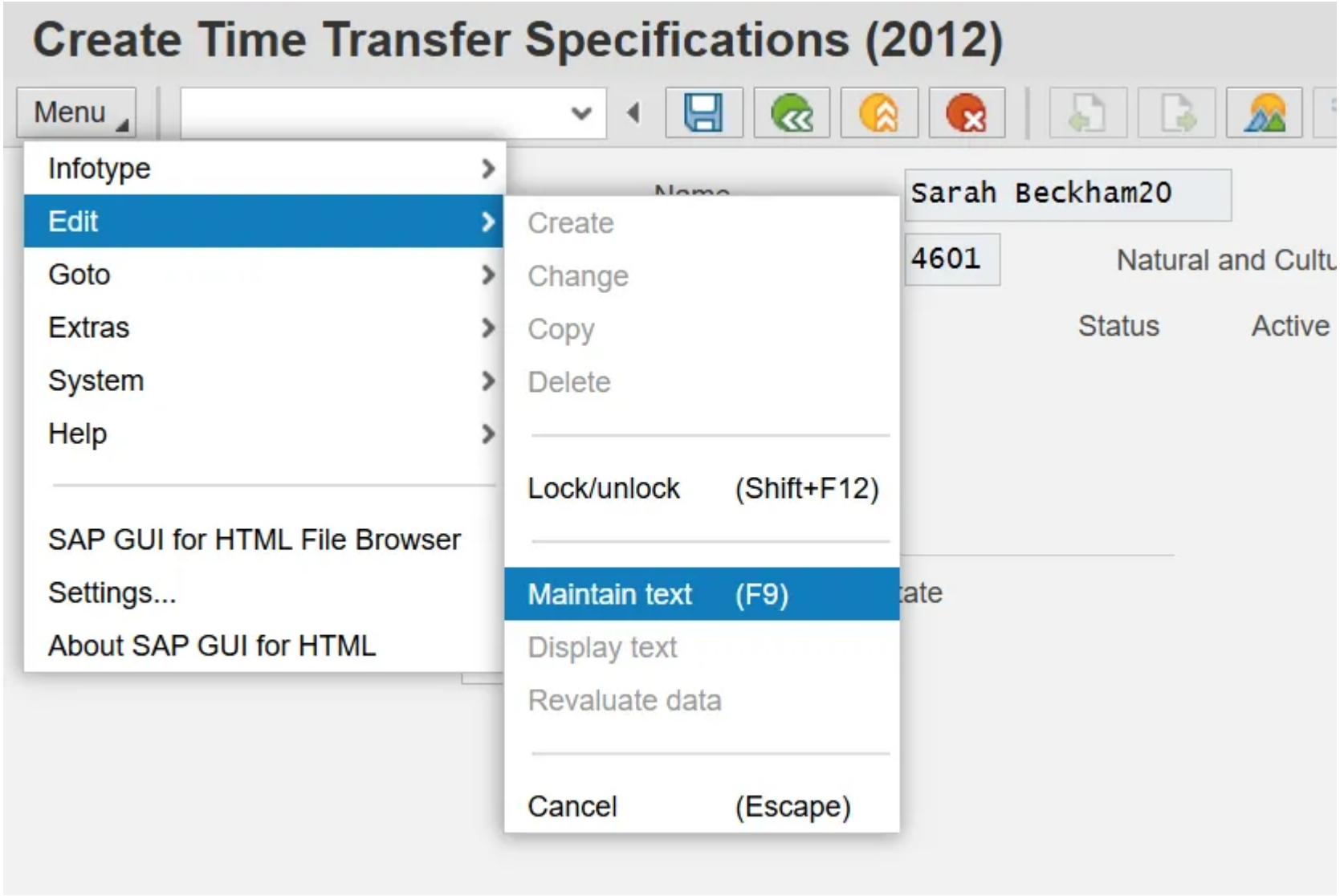
Step 5. Enter **1** in Number of hours.

Image



Step 6. On the toolbar at the top of the screen, click **Menu > Edit > Maintain text**.

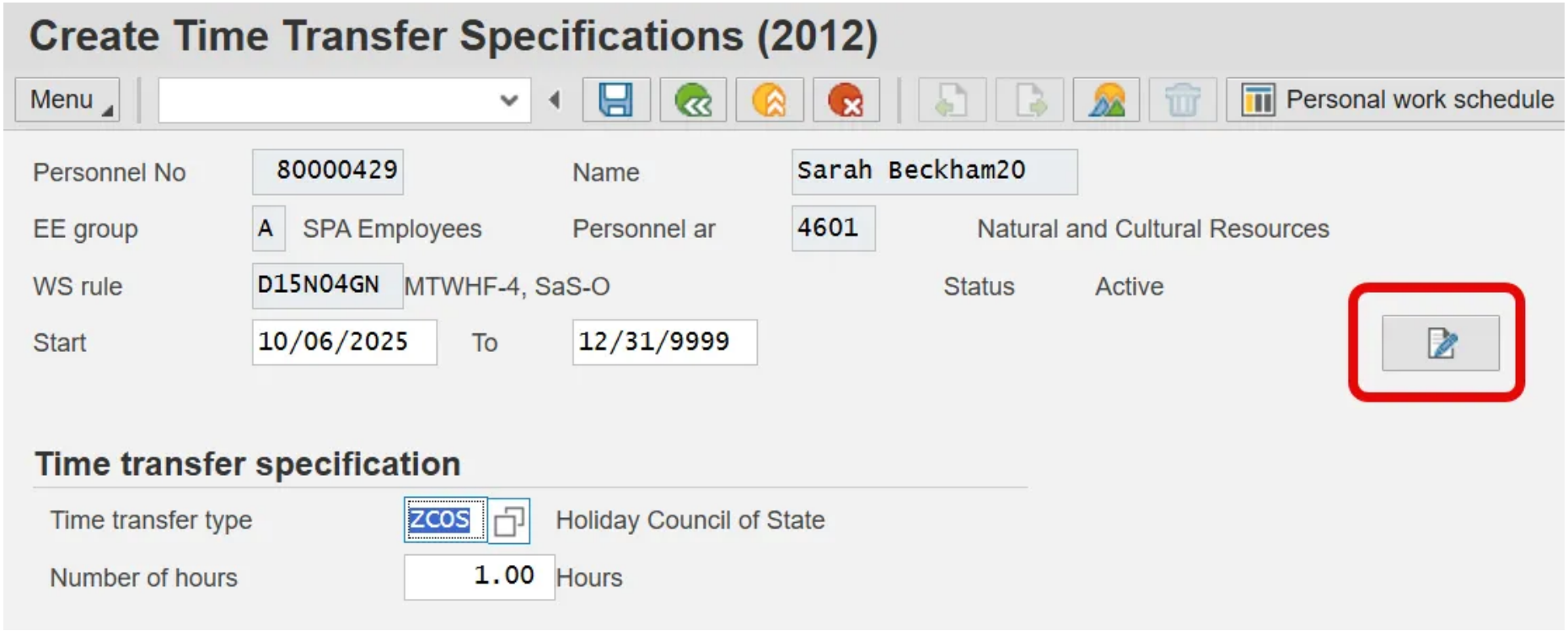
Image



Step 7. Type an appropriate message for the record.

Step 8. Click the **Save (Ctrl+S)** button to save the text to the record. The Maintain Text icon will display on the infotype.

Image



Step 9. Click the **Save (Ctrl+S)** button to save the record.

The system task is complete.

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