TM-56 PTERL00 Time Evaluation Messages Display

Purpose

The purpose of this Business Process Procedure is to explain how to use the PT_ERL00 transaction Time Evaluation Messages to view any error messages for a group of employees in the Integrated HR-Payroll System.

Business Process Procedure Overview

One of the primary responsibilities of the Time Administrator will be to review the error log generated during Time Evaluation. This is accomplished via the Time Evaluation Error Messages transaction (PT_ERL00). It is a good practice to run this report on a weekly basis for the employees in an Agency or Organizational Unit(s).

Tip: Time Administrators can save time generating this report by setting up a Variant containing the Personnel IDs of the employees that they monitor in their Agency.

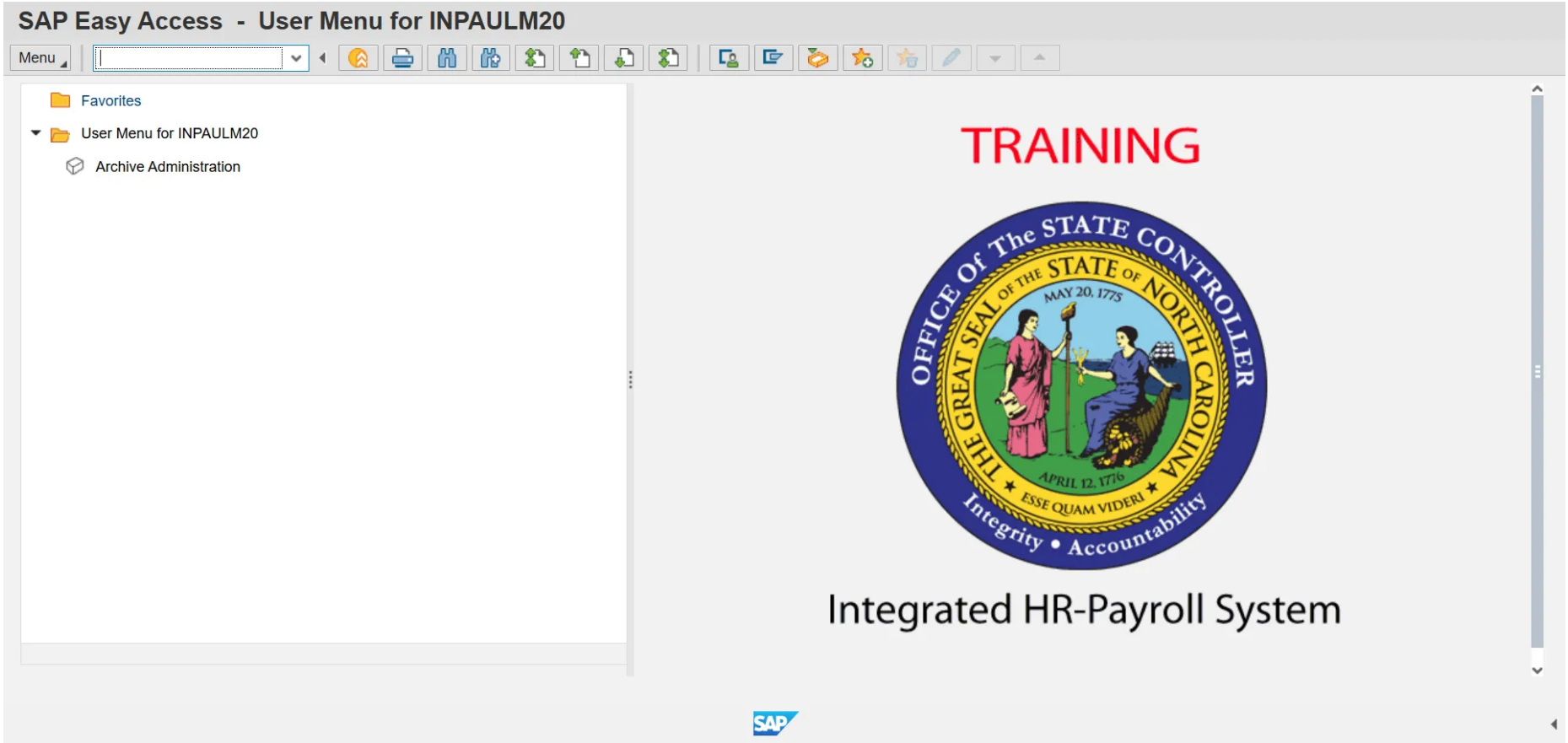
In this BPP, you will learn to report on time evaluation error messages. Access PT_ERL00 by entering the transaction code into the command field at the top left of the Easy Access screen.

Procedure

There are 6 steps in this process.

SAP Easy Access screen

Image



Step 1. Update the following required and optional fields:

- Command Field (example: PT_ERL00)

Step 2. Click **Enter**.

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

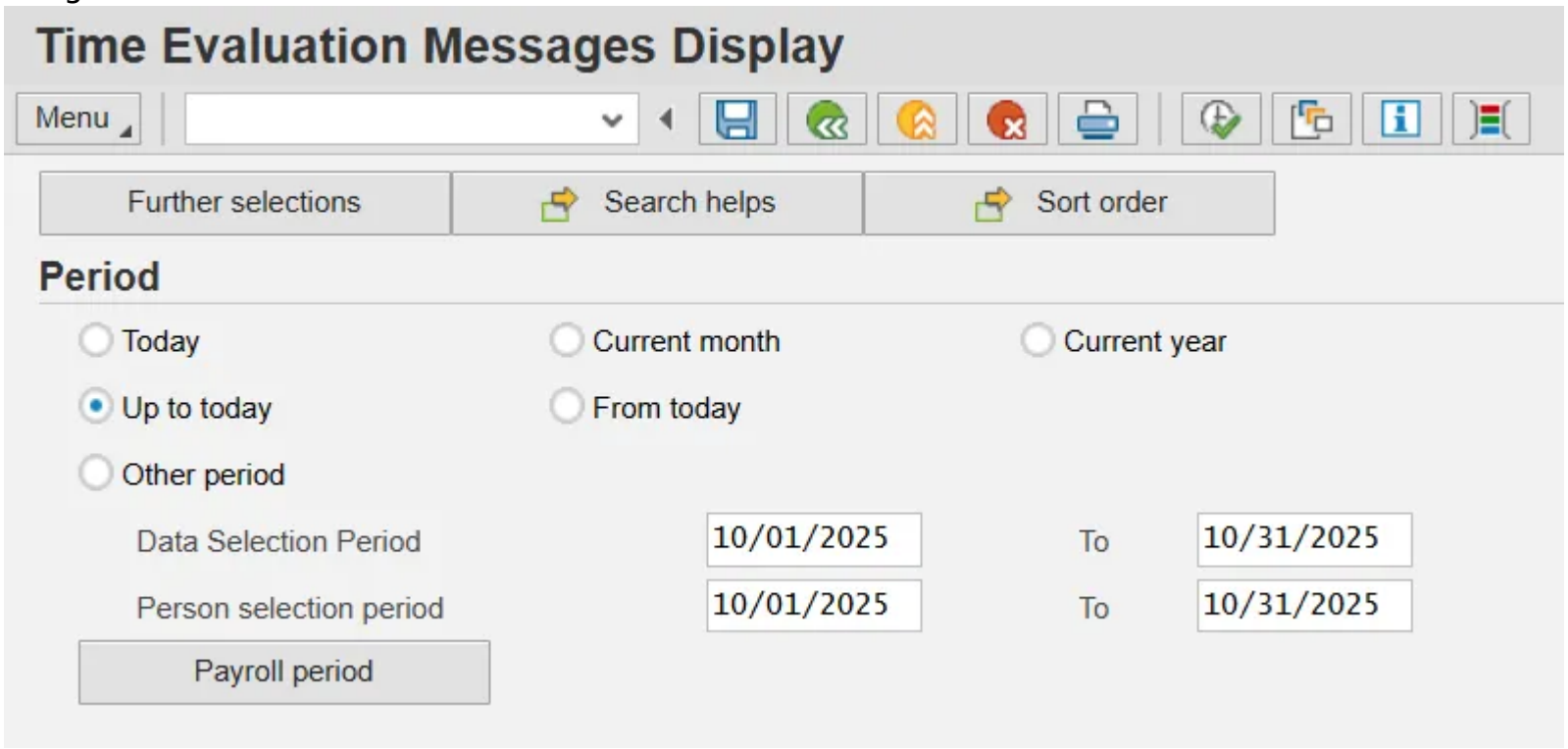
- Personnel Number
- Employment status
- Company Code
- Personnel area
- Personnel subarea
- Payroll area
- Pers.area/subarea/cost center
- Employee group/subgroup

Note: If running the report by Organizational unit, select the **Further selections** button at the top of the screen and move Organizational unit to the Selection fields.

Step 3. Click the **Continue button** (green check).

Note: If you desire to run the report for a selected time period, select the Other period radio button and key the desired date range in the Data Selection period and Person selection period fields.

Image

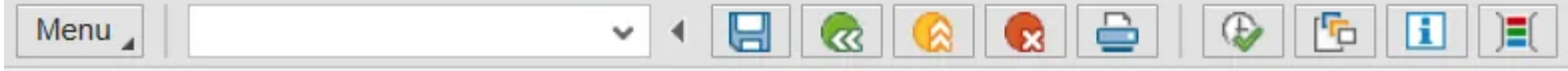


Note: If the Person selection period is left blank, the report could return employees not in the personnel area or organizational unit for the date range provided in the Data Selection Period.

Step 4. Select the desired message type for reporting. To see only red (or hard stop) errors, select ‘E’ in the **Message type** field. To see yellow (or warning/informational) errors in addition to the red errors, leave the field blank.

Image

Time Evaluation Messages Display



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
- Organizational unit
- Pers.area/subarea/cost center
- Employee group/subgroup

Step 5. Click **Execute** (F8) button.

Time Evaluation Messages Display

Image

Time Evaluation Messages Display

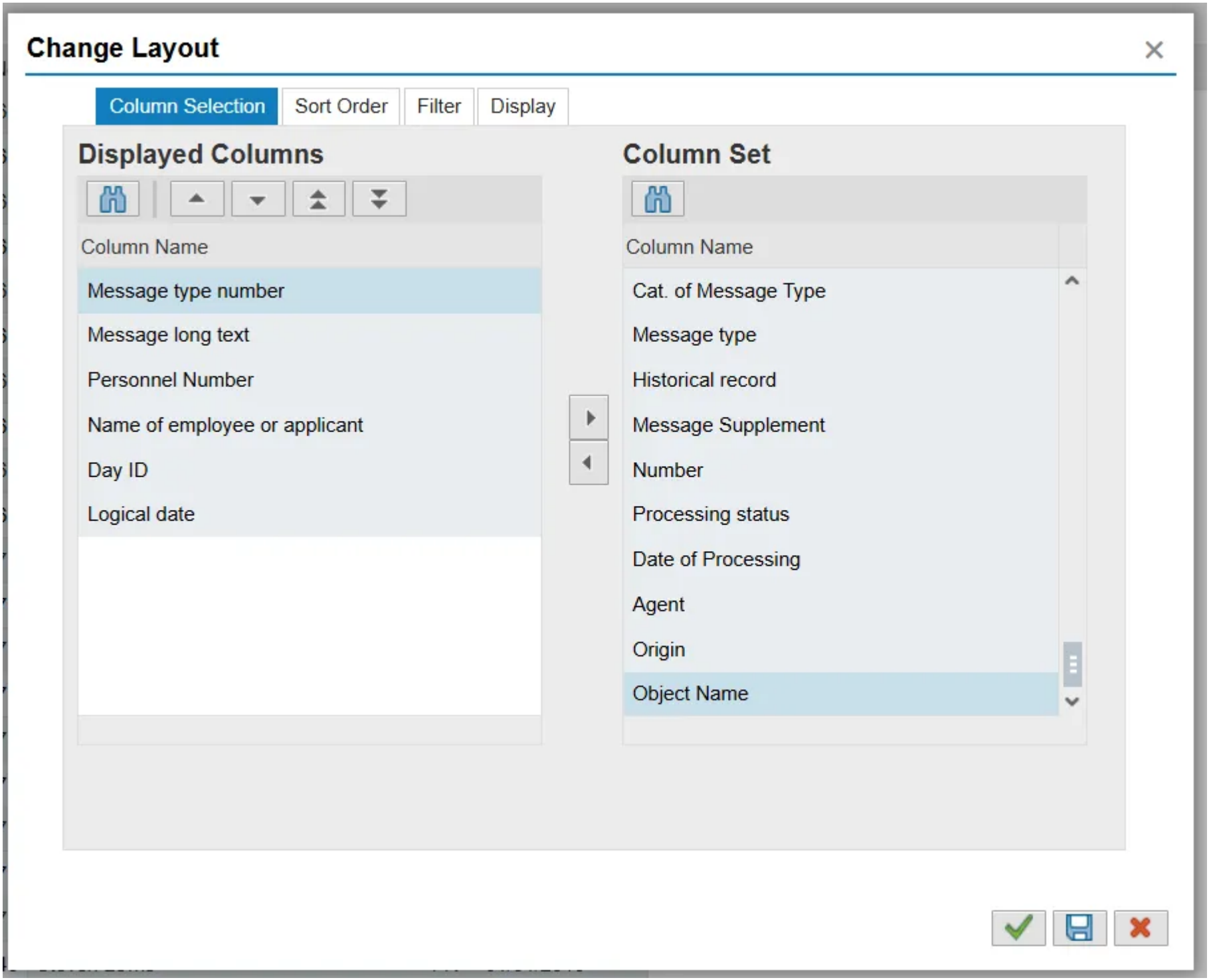
Menu

Time Evaluation Messages Display

MessTy	Message long text	Pers.No.	Name of employee or applicant	CD	Logical date
C2	rk Time Recorded - EE on LOA	80000110	Maureen Ahmed	MO	03/31/2008
72	Missing table entry	80000559	Dianne Burger10	FR	01/02/2015
ZW	Must Reconcile Liability Leave	80000955	Anthony Ramirez01	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000956	Anthony Ramirez02	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000957	Anthony Ramirez03	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000958	Anthony Ramirez04	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000959	Anthony Ramirez05	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000960	Anthony Ramirez06	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000961	Anthony Ramirez07	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000962	Anthony Ramirez08	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000963	Anthony Ramirez09	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000964	Anthony Ramirez10	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000965	Anthony Ramirez13	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000968	Anthony Ramirez14	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000969	Anthony Ramirez15	WE	06/01/2016
ZW	Must Reconcile Liability Leave	80000970	Anthony Ramirez16	WE	06/01/2016
LB	EE LOA w/Liability Lv- Check for AW	80000970	Anthony Ramirez16	WE	07/13/2016
ZW	Must Reconcile Liability Leave	80000971	Anthony Ramirez17	WE	06/01/2016
LB	EE LOA w/Liability Lv- Check for AW	80000971	Anthony Ramirez17	WE	07/13/2016
ZW	Must Reconcile Liability Leave	80000972	Anthony Ramirez18	WE	06/01/2016
LB	EE LOA w/Liability Lv- Check for AW	80000972	Anthony Ramirez18	WE	07/13/2016
ZW	Must Reconcile Liability Leave	80000973	Anthony Ramirez19	WE	06/01/2016
LB	EE LOA w/Liability Lv- Check for AW	80000973	Anthony Ramirez19	WE	07/13/2016

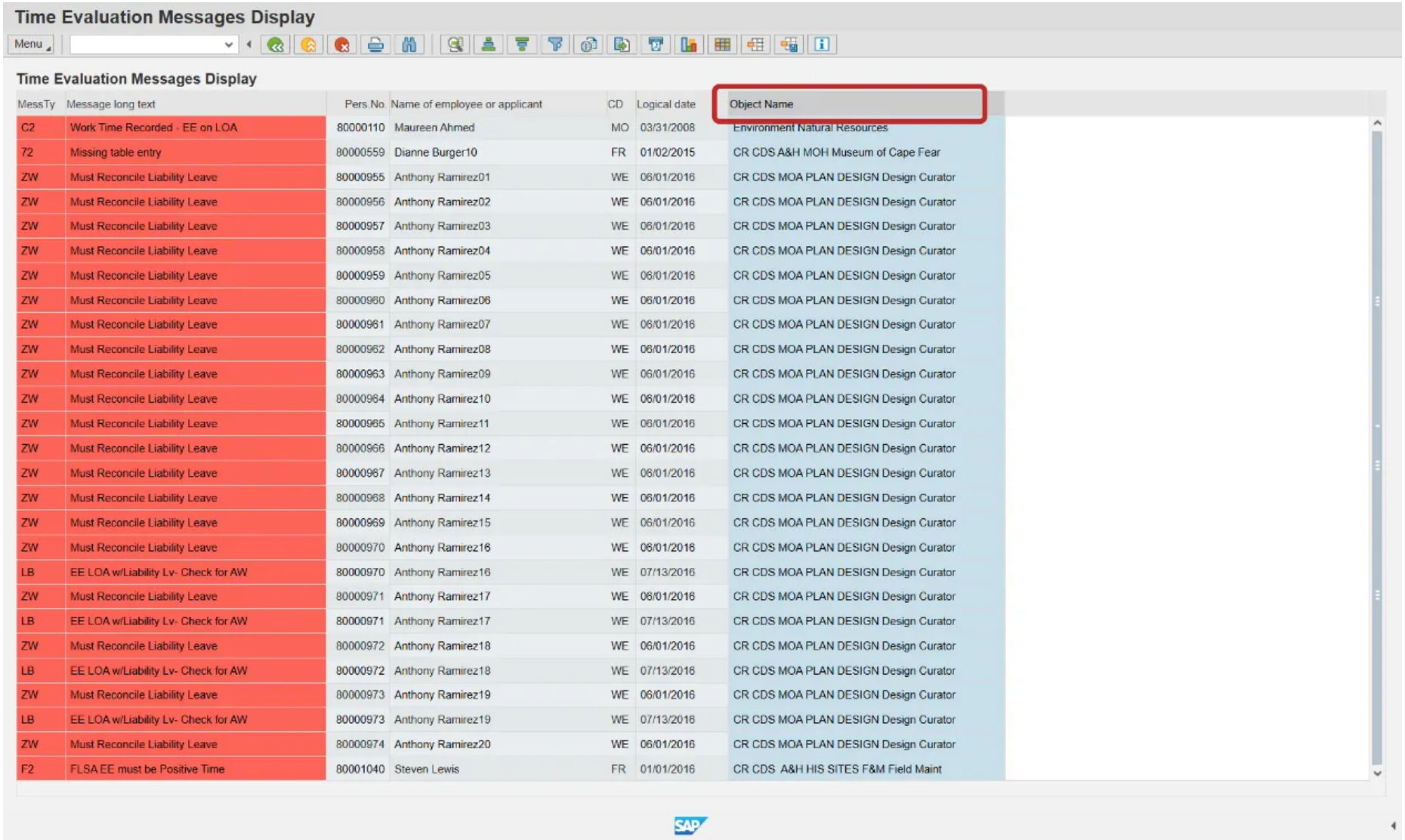
Note: Org Unit Title field is available on the PT_ERL00 Report-Time Evaluation Message Display. To add the field to an existing variant or report, select the Change layout icon and move Object Name from Column Set to Displayed Columns. Click Save to Save as a variant or click Transfer to continue.

Image


Change Layout
Column Selection
Sort Order
Filter
Display
Displayed Columns
Column Name
Message type number
Message long text
Personnel Number
Name of employee or applicant
Day ID
Logical date
Column Set
Column Name
Cat. of Message Type
Message type
Historical record
Message Supplement
Number
Processing status
Date of Processing
Agent
Origin
Object Name

Note: The new Object name field can be sorted and filtered just like the other columns.

Image



Step 6. Click **Back (F3)** button until you return to the SAP Easy Access Menu.

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