TM-65 PA30 Pre-SAP Absence Adjustment

NOTE: This document is for historical information only. Agencies are no longer able to make these adjustments.

Purpose

The purpose of this Business Process Procedure is to allow agencies to account for employees who used certain types of Approved leave during conversion that would have created overtime and need to be compensated in the Integrated HR-Payroll system. This is a one-time entry only valid on 4/1/2008.

Trigger

To enter any leave types during the March dates in the conversion/go-live overtime period to allow the system to make the overtime calculation correct.

Business Process Procedure Overview

There are three absence types that should be included in the determination of overtime compensation:

- 9540 - Other management Approved Leave
- 9550 - Civil Leave/Jury Duty
- 9300 - Holiday Leave

If an employee used any of these types of leave on the March dates in the conversion/go-live overtime period, even if they were reported on the timesheet in the Integrated HR-Payroll System, an adjustment record needs to be created for their overtime calculation to be correct.

Time Administrators can check to see what was entered for these three absence/attendance (A/A) types using the CATS_DA report.

The total of these three A/A types, or what the total should have been if it was not originally included, should be entered on the Infotype 2012.

Infotype 2012 subtype **ZADJ** (Pre-SAP Absence Adjustment) has been created to allow these hours to be entered. The combined number of hours used by the employee for these absence types should be entered on ONE IT2012-ZADJ record. This adjustment record will not affect the holiday leave quota, it is only meant to provide the number of hours for the overtime calculation.

For example:

- If an employee used 8 hours of Holiday Leave but did not report it in the Integrated HR-Payroll System, create an IT2012-ZADJ for 8.00 hours.
- If an employee used 8 hours of Holiday Leave and did report it in the Integrated HR-Payroll System, also create an IT2012-ZADJ for 8.00 hours.
- If an employee used 8 hours of Holiday Leave and 8 hours of Civil Leave, create an IT2012-ZADJ for 16.00 hours.

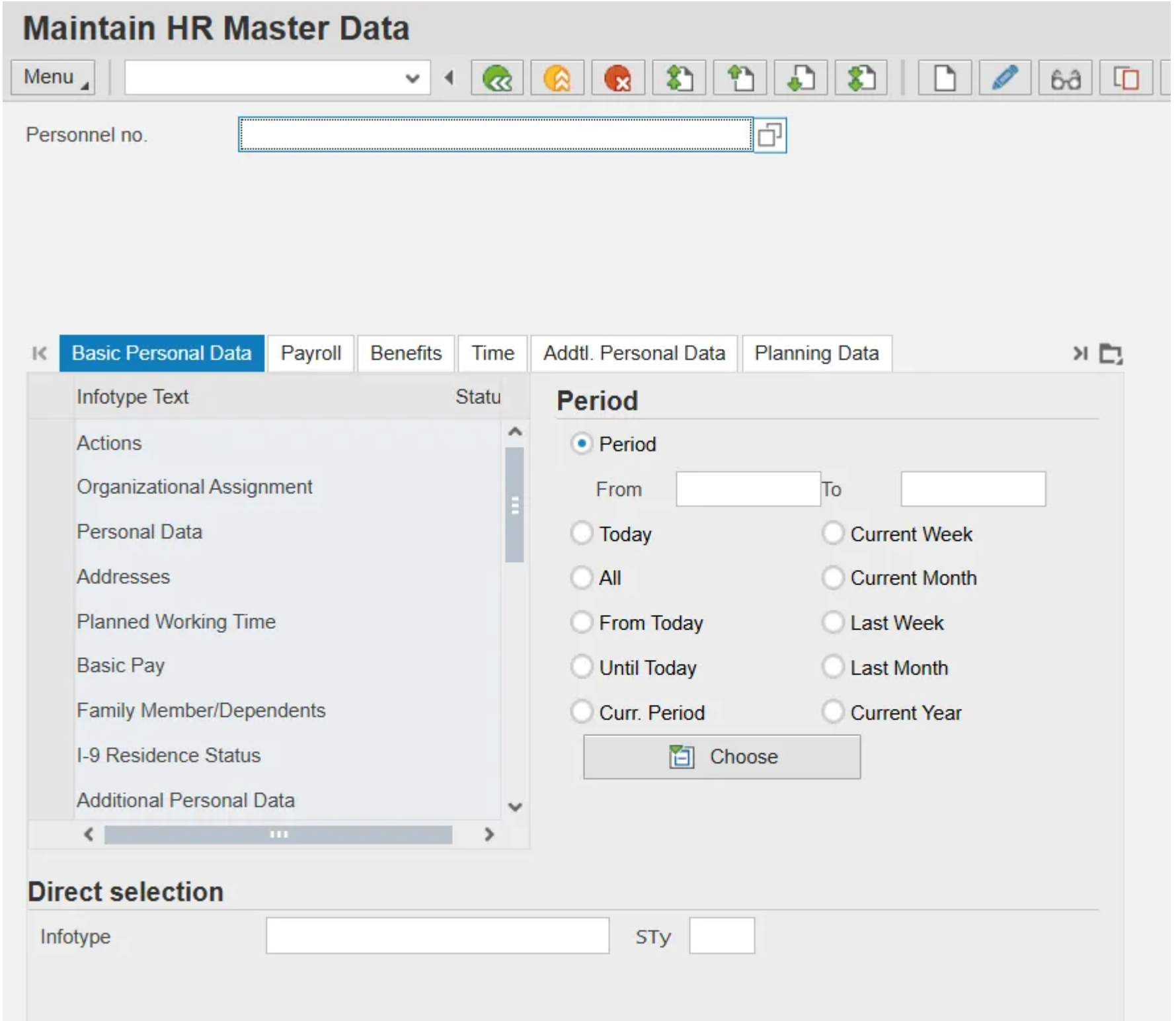
Note**:** This Infotype 2012 Subtype ZADJ is only valid on **April 1, 2008**. When creating the record, you must use **4/1/08** as both the **Start** and **To** dates. You will not be able to choose this subtype if your date is not 4/1/08.

Procedure

There are 12 steps in this process.

Step 1. Access Transaction **PA30**.

Image


Maintain HR Master Data
Menu
Personnel no.
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
All
From Today
Until Today
Curr. Period
Current Week
Current Month
Last Week
Last Month
Current Year
Choose
Direct selection
Infotype
STy

Step 2. Enter the employee **Personnel number**.

Step 3. Click **Enter**. Confirm that this is the correct person for whom an adjustment needs to be made.

Step 4. Under **Period,** enter the **From** date of 04/01/2008.

Step 5. Under **Direct selection**, in the **Infotype** field, enter 2012 (Time Transfer Specifications).

Step 6. Under **Direct selection**, click the **STy** matchcode and select ZADJ.

Information: If you did not use the **From** date of 4/1/08 for the **Period,** you will not be able to see the subtype ZADJ on this list.

Image

Subtypes for infotype "Time Transfer Specifications" (1)

PSGpg	TrTy	Time transfer type text
01	Z032	Accrual - 24 days/yr
01	Z033	% Longevity paid
01	Z034	Pay Add'l Hours
01	Z036	Accrual - 25.75 days/yr
01	Z039	Manage Conv OTComp > 240
01	Z040	Pay Immediate After 4
01	Z57T	Spec Bonus 19 Used Transf
01	ZADJ	Pre SAP Absence Adj
01	ZASL	Makeup Adv Sick w/LWOP
01	ZAVL	Makeup Adv Vac w/LWOP
01	ZAWA	Makeup Adv Wthr w/ App Lv
01	ZAWB	Makeup Liab Leave f/Bonus
01	ZAWL	Makeup Adv Wthr w/ LWOP
01	ZAWR	Makeup Liability Leave
01	ZCLV	CDE Care Leave Aging Flag
01	ZCOS	Holiday Council of State
01	ZCT1	Comp Time Adj OTComp
01	ZCT2	Comp Time Adj On Call Cmp
01	ZHL2	Holiday Leave Correction

Step 7. Click the **Copy (Enter)** button.

Step 8. Click the **Create (F5)** button.

Image



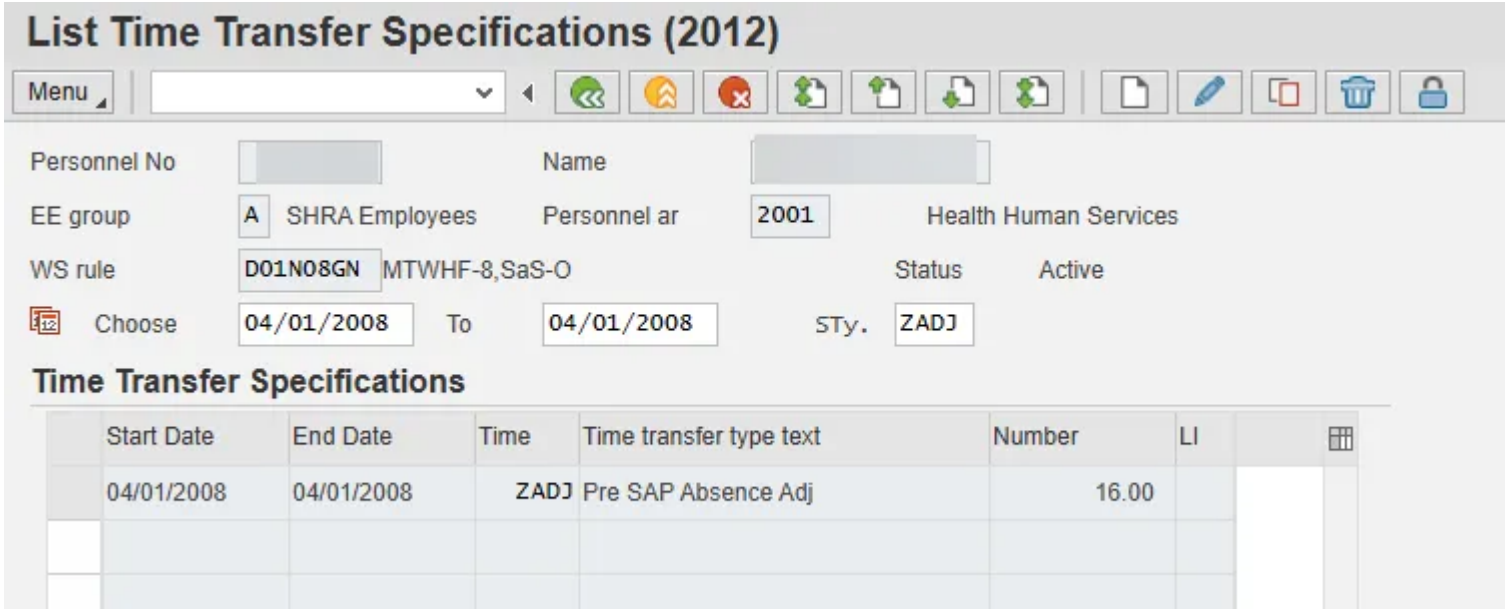
Step 9. Enter the number of hours that this employee needs to be compensated in the **Number of hours** field. Remember to combine the hours of the three acceptable leave types:

- 9540 Other Management Approved Leave
- 9550 Civil Leave/Jury Duty
- 9300 Holiday Leave

Step 10. Click the **Save (Ctrl+S)** button.

Step 11. Click the **Overview** button to view the new record.

Image



Step 12. Select the **Back (F3)** button. The system task is complete.

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