TM-66 PA30 Pre-SAP Work Time 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 adjust time worked hours for any employee who recorded too many or not enough hours during conversion. This is a one-time entry only valid on 4/1/2008.

Trigger

To adjust the pre-SAP time worked hours for impacted employees.

Business Process Procedure Overview

Infotype 2012 subtype ZWDJ allows agencies to adjust the time worked hours for impacted employees. This record can be a negative value if too many hours were reported, and the number needs to be reduced. The hours of time worked that were already reported on the timesheet in the Integrated HR-Payroll System have been counted, so this 2012 entry is an adjustment to add or reduce the hours. It does not replace the previous count of hours.

For example:

- If 8.5 hours of time worked was not reported, create an IT2012-ZWDJ for 8.50 hours.

- If 3 hours too much time worked was reported, create an IT2012-ZWDJ for -3.00 hours.

To check what was already counted, run transaction code [PT_BAL00] for Day Balances code 3699 on 3/31/2008. Instructions are included here.

Tips and Tricks

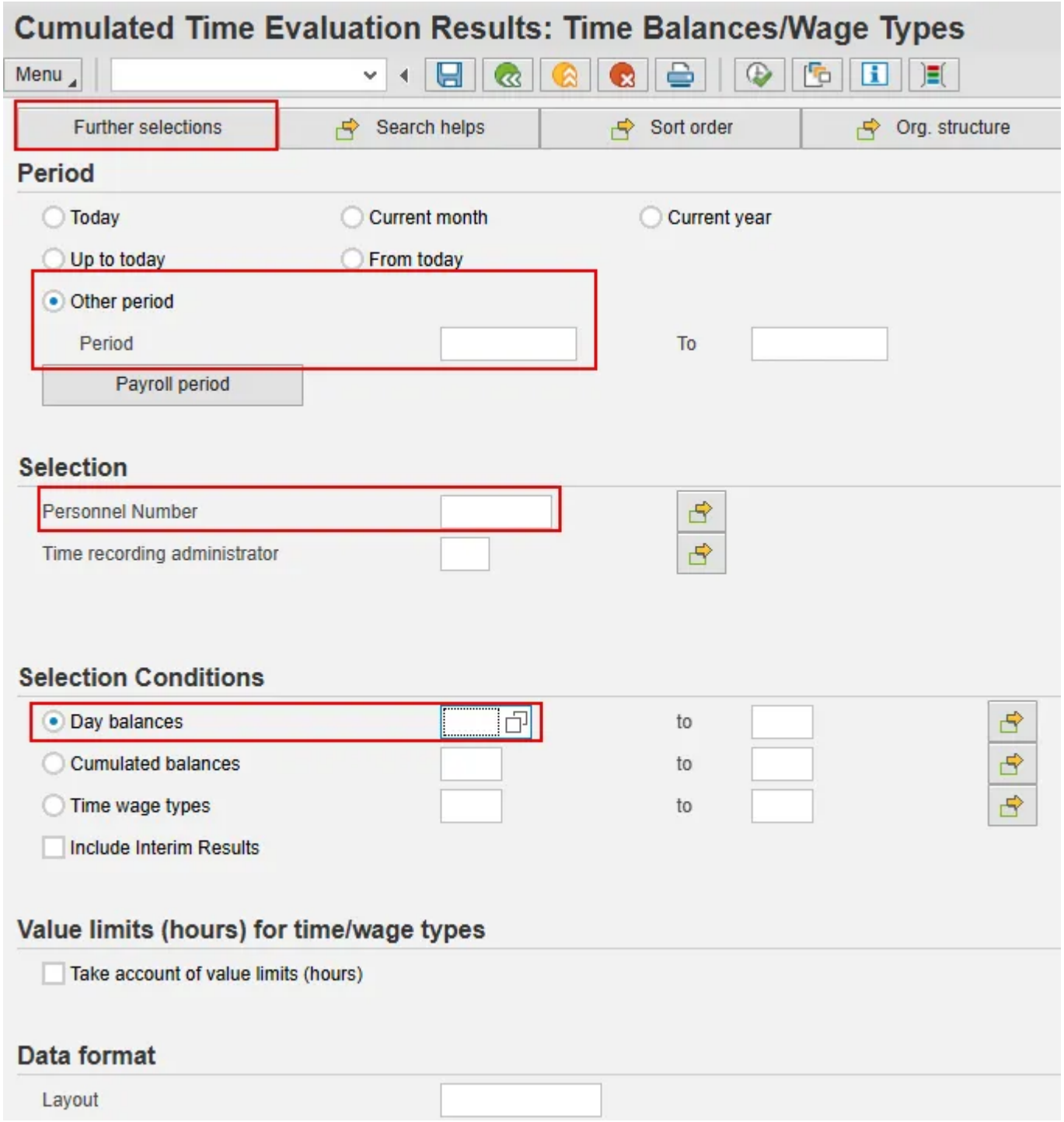
Infotype 2012 subtype ZWDJ only works on **4/1/2008** - you will not be able to choose this subtype if your date is not 4/1/2008.

Procedure

There are 8 steps in this process.

Step 1. Access Transaction **PT_BAL00** to check what hours were already counted.

Image


Cumulated Time Evaluation Results: Time Balances/Wage Types
Menu
Further selections
Search helps
Sort order
Org. structure
Period
Today
Current month
Current year
Up to today
From today
Other period
Period
To
Payroll period
Selection
Personnel Number
Time recording administrator
Selection Conditions
Day balances
to
Cumulated balances
to
Time wage types
to
Include Interim Results
Value limits (hours) for time/wage types
Take account of value limits (hours)
Data format
Layout

Step 2. Enter the employee personnel number in the Personnel Number field and select Enter on your keyboard.

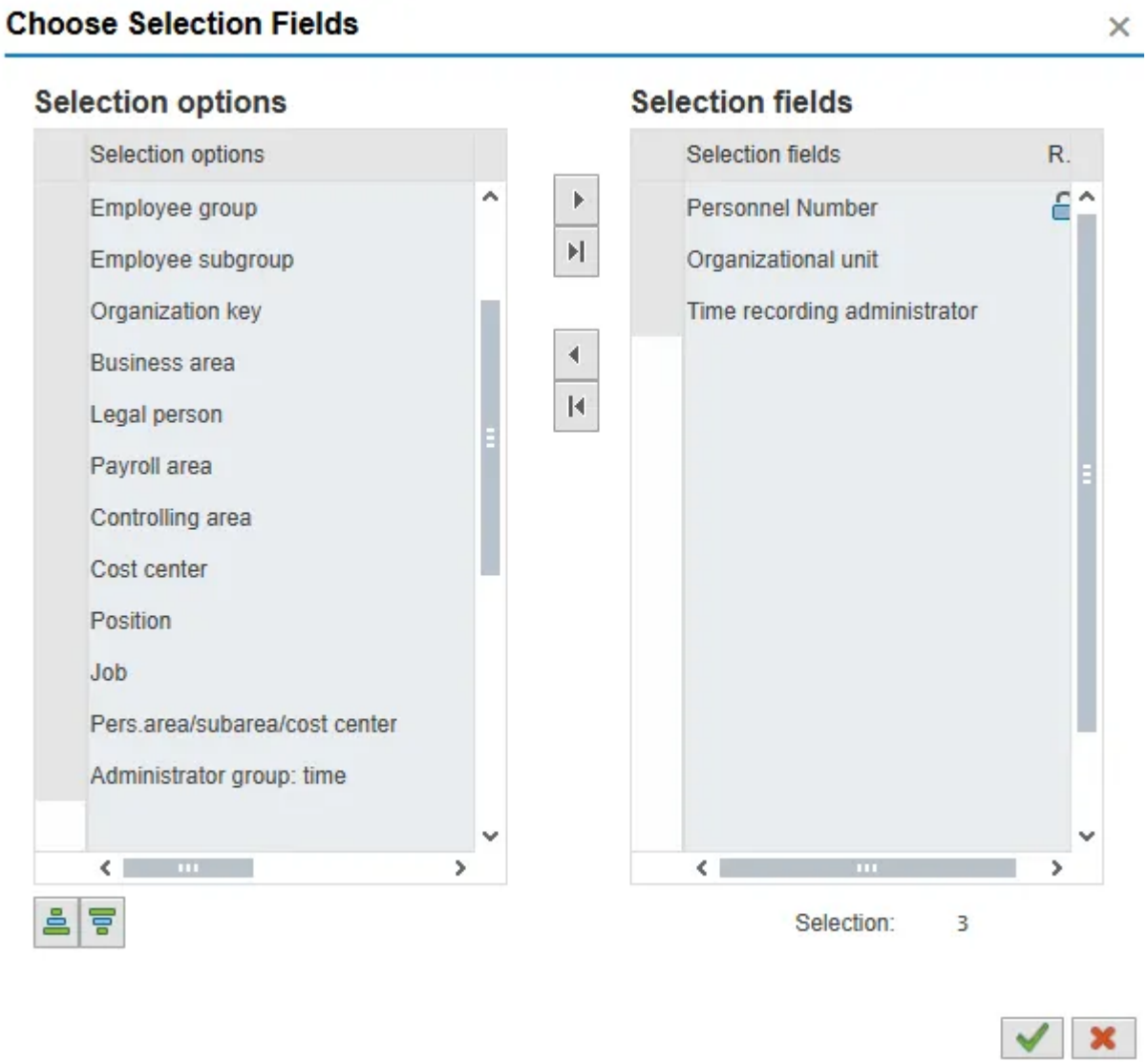
Step 3. Under the **Period** section, for **Other period**, enter date of 3/31/2008.

Step 4. Under the **Selection Conditions** section, in the Day balances field, enter Time Type 3699 (Elig Hours for OT).

Step 5. If you want to add the Organizational Unit field to your screen to filter on, you may*. (Or you can simply use the personnel number you have already entered to run the report.)

* To add the Organizational Unit field, at the top of the screen, click the **Further selections** button. Under **Choose Selection fields, Selection Options**, double click on Organizational unit. The field will be moved to the **Selection fields** column.
Information: You can move any of these Selection options fields to the Selection fields column which will populate the field on the main screen and allow you to enter filter criteria.

Image



Step 6. Click the **Continue (Enter**) button.

Step 7. Click **Execute (F8)** button.

Information: The details per person are displayed for 3/31/2008.

Image

Cumulated Time Evaluation Results: Time Balances/Wage Types

Menu | Choose | Save

Day balances

Data select. period 03/31/2008 - 03/31/2008

Number of Selected Employees: 40

Pers.No.	Name of employee or applicant	Period	Current Date	TmType	Time type descript.	Σ	Number
		200803	03/31/2008	3699	Elig Hours for OT		12.25
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		6.50
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		85.75
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		85.75
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		96.00
		200803	03/31/2008	3699	Elig Hours for OT		85.75
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		10.00
		200803	03/31/2008	3699	Elig Hours for OT		49.00
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		85.75
		200803	03/31/2008	3699	Elig Hours for OT		10.00
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		8.00
		200803	03/31/2008	3699	Elig Hours for OT		85.75
		200803	03/31/2008	3699	Elig Hours for OT		8.00

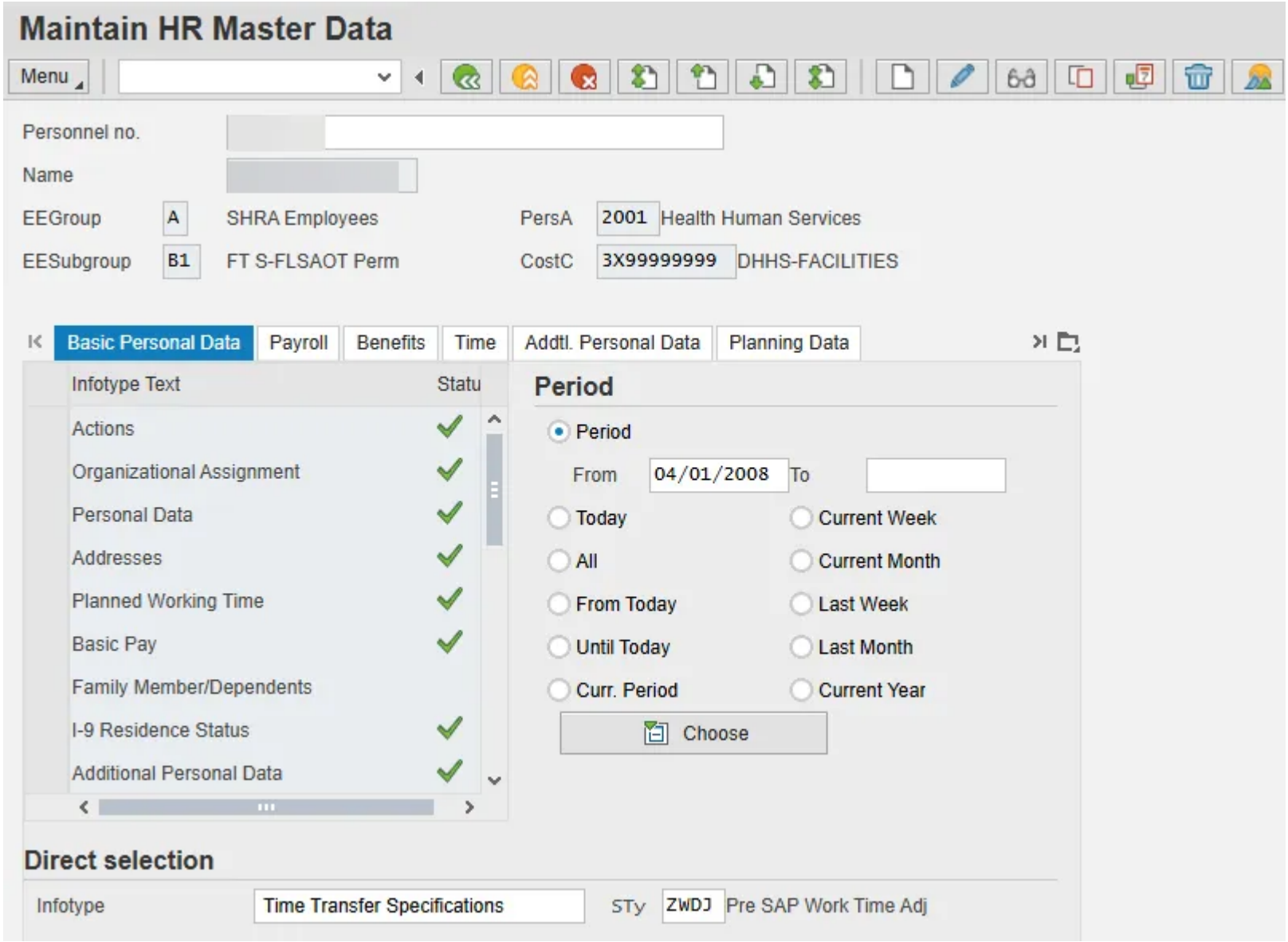
Step 8. Click the **Back (F3)** button.

The next step is to create the adjustment reason to add or subtract the appropriate number of hours.

There are 12 steps in this process.

Step 1. Access transaction **PA30**.

Image



Step 2. Enter the **employee personnel number** in the Personnel no. field.

Step 3. Click **Enter**. Confirm this is the correct person for whom to make the adjustment.

Step 4. Under **Period**, in the From field, enter 4/1/2008.

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

Step 6. Under **Direct selection**, in the **STy** field, use the matchcode to select subtype **ZWDJ** and then click the Copy button.

Remember: You will only be able to use Subtype ZWDJ on the date of 4/1/2008. If you did not use the date of 4/1/2008 for the Period, you will not be able to see the subtype ZWDJ on this list.

Image

Subtypes for infotype "Time Transfer Specifications" (1)

Restrictions

PSGpg	TrTy	Time transfer type text
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
01	ZHLC	Holiday Leave Correction
01	ZHTX	Transfer Hol to Hol Comp
01	ZL40	OT Comp Limit - 40
01	ZLOT	OT Forfeit Exempt
01	ZLSD	LOS Adjustment - Decrease
01	ZLSI	LOS Adjustment - Increase
01	ZMLE	End Military Eligibility
01	ZSLE	FY12-13 Special Lv Elig
01	ZWDJ	Pre SAP Work Time Adj
01	ZZ07	Baylor Plan - Reg (End)
01	ZZ08	Incentive Pay - RN (End)
01	ZZ19	Incentive Pay - LPN (End)
01	ZZZ9	Convert Holiday Count

68 Entries found

Step 7. Click the **Create (F5)** button.

Image



Step 8. In the **Number of hours** field, enter the number of hours to be adjusted, positive or negative (-).

For example:

- If 8.5 hours of time worked was not reported, enter 8.50 hours.
- If 3 hours too much time worked was reported, enter -3.00 hours (as in the screen shot).

Step 9. **Enter** to validate your data.

Step 10. Select **Save (Ctrl+S)** button to save your data.

Step 11. Select the **Overview (Shift+F8**) button to view the record created.

Image



Step 12. Click the **Back (F3)** button.

The system task is complete.

First Published

Tue, 04/09/2013

Last Updated

Thu, 01/29/2026

Printable PDF