TM-67 View Time Evaluation Results

Purpose

The purpose of this Business Process Procedure is to explain how to view an employee’s time evaluation results in the Integrated HR-Payroll System.

Trigger

There is a need to view an employee's Time Evaluation results.

Business Process Procedure Overview

All employee time data is processed in Time Evaluation. The results of this processing are stored in the Integrated HR-Payroll System using structures known as clusters, specifically the B2 cluster. B2 clusters are both viewable and reportable using transaction PT66. Transaction PT66 can be used to troubleshoot Payroll and Time related inquiries.

Time Evaluation results are stored for every employee on a monthly basis regardless of the employee's Payroll Area. Each month is referred to as a Time Evaluation period. January is period "1," February is period "2," and so on. The stored results include Wage Types, Quota Accruals, Attendances, Absences, Current Actions, Time Evaluations messages and Substitutions.

This BPP will detail:

- Displaying B2 cluster data
- Drill down reporting on specific tables

Procedure

There are 21 steps in this process.

Step 1. Log into the Integrated HR-Payroll system.

Step 2. Type transaction code **PT66** in the command field on the SAP Easy Access screen and click the **Green Check** button to the left or Enter on your keyboard. Note: No menu path is available for this transaction.

Step 3. Enter the **Personnel number** of the employee.

Step 4. Enter the **fiscal year** corresponding to the periods open for posting.

Image

Display Time Evaluation Results (Cluster B2)

Menu

Selection

Personnel number	10000042	to	
Year	2016	to	
Period (YYYYPP)		to	
Cluster type	1	to	

List format

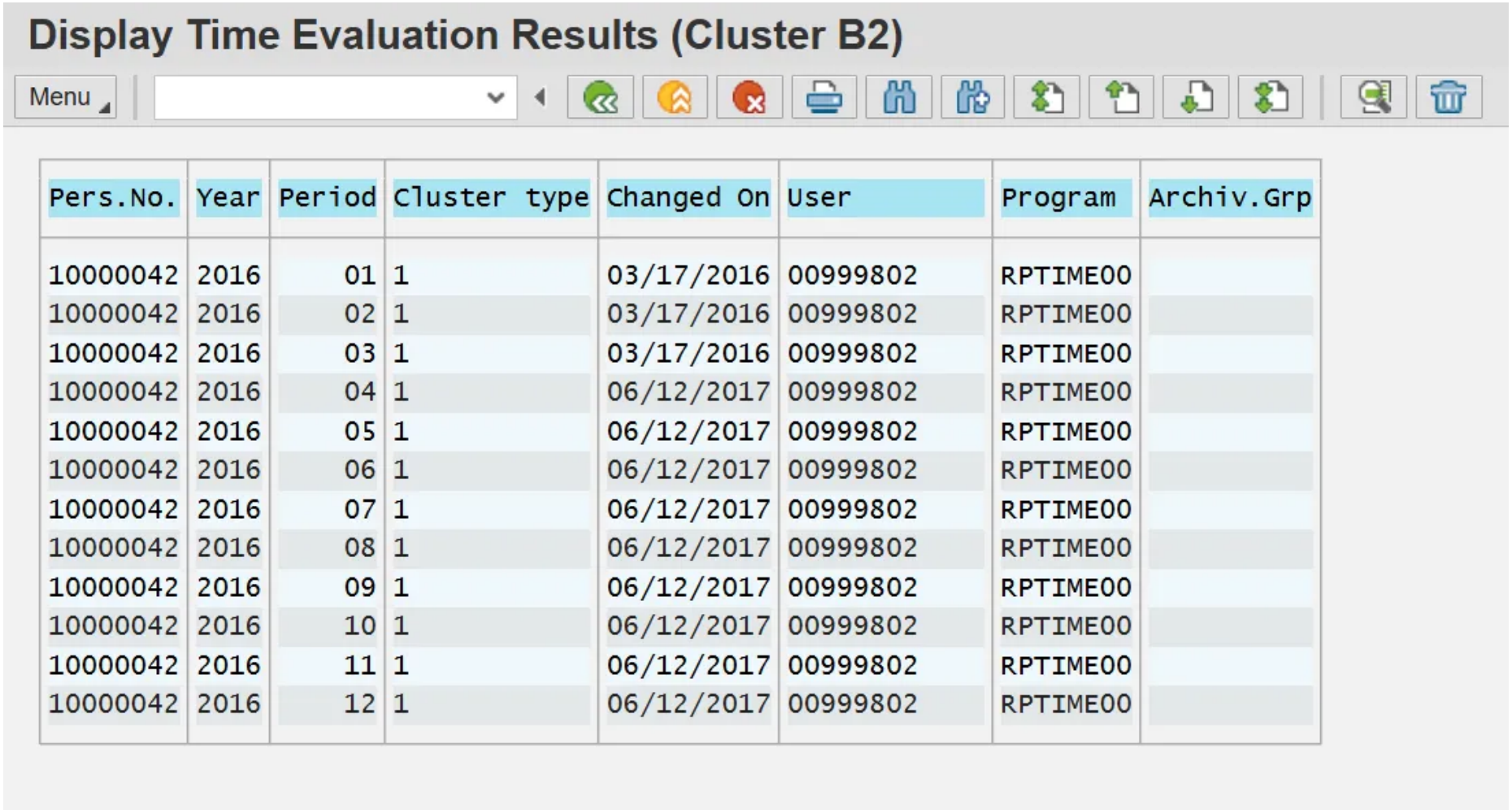
- (•) List of personnel numbers and periods
- ( ) Detailed description of all table entries

Archived Data

- (•) Do not display archived data
- ( ) Display archived data only
- ( ) Display archived and non-archived data

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

Image



Pers.No.	Year	Period	Cluster type	Changed On	User	Program	Archiv.Grp
10000042	2016	01	1	03/17/2016	00999802	RPTIME00	
10000042	2016	02	1	03/17/2016	00999802	RPTIME00	
10000042	2016	03	1	03/17/2016	00999802	RPTIME00	
10000042	2016	04	1	06/12/2017	00999802	RPTIME00	
10000042	2016	05	1	06/12/2017	00999802	RPTIME00	
10000042	2016	06	1	06/12/2017	00999802	RPTIME00	
10000042	2016	07	1	06/12/2017	00999802	RPTIME00	
10000042	2016	08	1	06/12/2017	00999802	RPTIME00	
10000042	2016	09	1	06/12/2017	00999802	RPTIME00	
10000042	2016	10	1	06/12/2017	00999802	RPTIME00	
10000042	2016	11	1	06/12/2017	00999802	RPTIME00	
10000042	2016	12	1	06/12/2017	00999802	RPTIME00	

Step 6. Double click in the row for the period (month) you wish to view or click once and then click the Choose (F2) button.

Note: The B2 clusters consist of many tables, all of which are displayed on the following screen for the Period selected. If results have been generated for a given table, that row will be green. If not, the row will be gray. This BPP details several of the most relevant tables. Double click on any line item of data in any of the tables discussed below for additional details.

Image

Display Time Evaluation Results (Cluster B2)

Menu | All tables

Person 10000042 Kenneth Franklin Potter20
Period 04 2016
ClType 1

Group Table Name	Name	Number of entries
Basic data and work schedule		
WPBP	Basic data	1
PSP	Personal work schedule	32
Balances, wage types and quota transactions		
ZES	Time balances for each day	1,614
SALDO	Cumulated time balances	121
ZKO	Time quotas	5
ZL	Time wage types	60
ALP	Different payment	0
C1	Cost dist.	0
VS	Variable balances	0
CVS	Accrued variable balances	0
FEHLER	Messages	0
KNTAG	Work bridging two calendar days	0
Automatic accrual of absence quotas		

WPBP: Basic Data

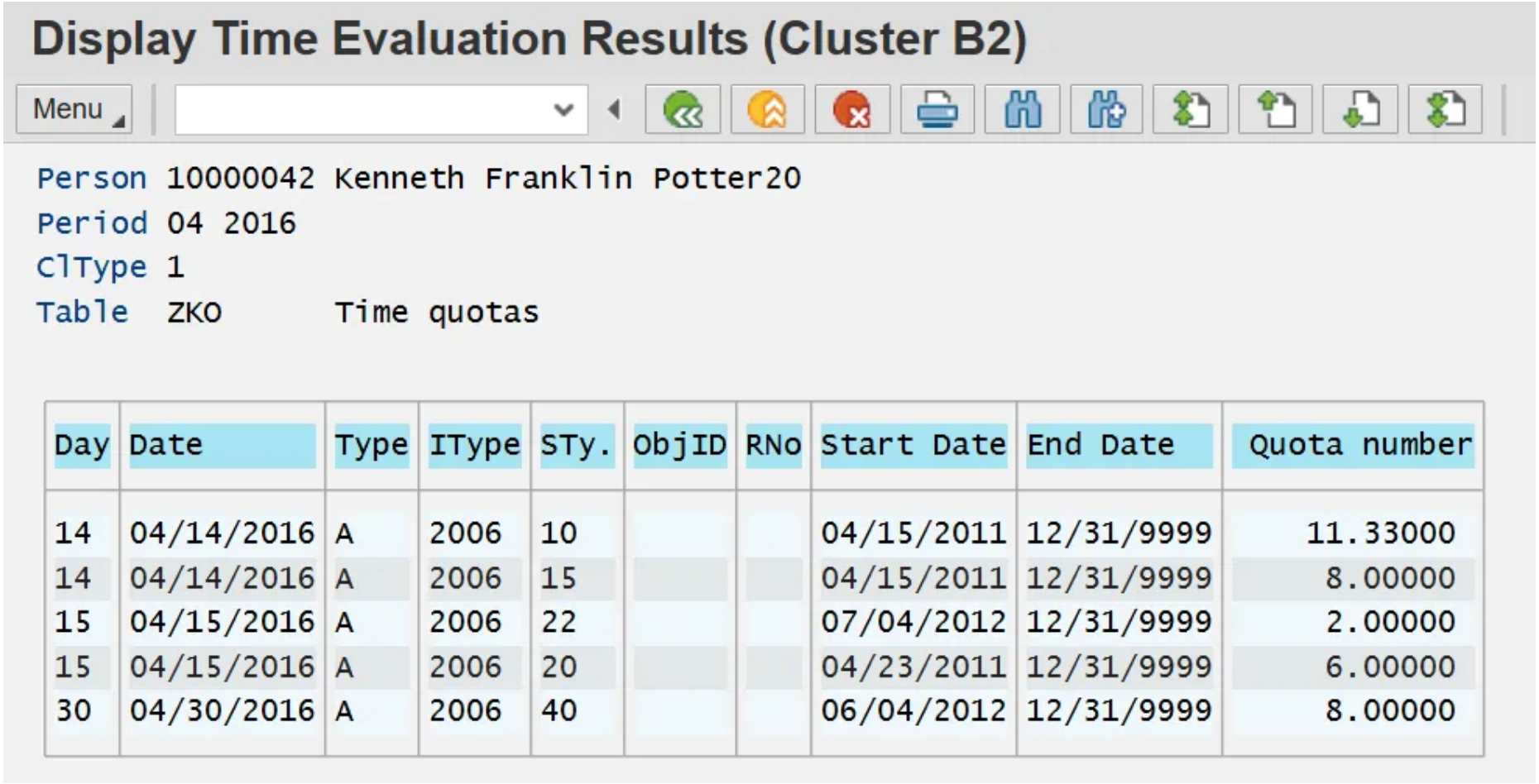
Step 7. Double click **WPBP** in the Basic data and work schedule group. The WPBP table lists the EE's current action(s). The Act. column displays the action code, and the Gr column displays the reason code for the action. The Start date and End date are not the dates of the action. Instead, they represent the day before and the day after the current Period selected for review. The data indicates that the example employee, Kenneth Potter, received a Salary Adjustment with reason code 22 in May 2016.

Step 8. Click the **Back (F3)** button to go back to the previous screen for the same period (month) or back to the main screen to select a different period (month).

ZKO: Time Quotas

Step 9. Double click **ZKO** in the Balances, wage types and quota transactions group. The ZKO table lists the employee's quota accruals for the selected period. The Day column displays the day of the period on which the quota was accrued. The Sty. column displays the quota number of the quota accrued. The Quota number column displays the amount of the accrual. These rows of data indicate that the example employee, Kenneth Potter, earned 11.33 hours of vacation leave and 8 hours of sick leave on 4/14/2016.

Image



Step 10. Click the **Back (F3)** button to go back to the previous screen for the same period (month) or back to the main screen to select a different period (month).

ZL: Time Wage Types

Step 11. Double click **ZL** in the Balances, wage types and quota transactions group. The ZL table lists the wage types generated for the employee on each day of the selected period. The Date column displays the day of the

period on which the wage type was generated. The WT column displays the wage type generated. The Number column displays the amount for the given wage type that was sent to Payroll. Scroll down the screen to view all additional dates for the selected Period.

Image

Display Time Evaluation Results (Cluster B2)

Menu

Person 10000042 Kenneth Franklin Potter20
Period 04 2016
ClType 1
Table ZL Time wage types

Date	Start	End	AL	C1	Ab	WT	Wage Type Long Text	I	Number
04/01/2016			00	0000	00	9909	Night Shift Premium Rate	A	10.00
04/01/2016			00	0000	00	9910	Evening Shift Premium Rte	A	10.00
04/01/2016			00	0000	00	9911	Weekend Shift Prem Rate	A	10.00
04/01/2016			00	0000	00	9915	Holiday Premium Rate	A	50.00
04/01/2016			00	0000	00	9923	Work Day	S	1.00
04/01/2016			00	0000	00	1000	Regular Salary	S	8.00
04/01/2016			00	0000	00	9918	Years of Service	S	5.00
04/01/2016			00	0000	00	9917	Work Days in Period	S	21.00
04/02/2016			00	0000	00	9923	Work Day	S	1.00
04/03/2016			00	0000	00	9923	Work Day	S	1.00
04/04/2016			00	0000	00	9923	Work Day	S	1.00
04/04/2016			00	0000	00	1000	Regular Salary	S	8.00
04/05/2016			00	0000	00	9923	Work Day	S	1.00
04/05/2016			00	0000	00	1000	Regular Salary	S	8.00
04/06/2016			00	0000	00	9923	Work Day	S	1.00
04/06/2016			00	0000	00	1000	Regular Salary	S	8.00
04/07/2016			00	0000	00	9923	Work Day	S	1.00

Step 12. Click the **Back (F3)** button to go back to the previous screen for the same period (month) or back to the main screen to select a different period (month).

FEHLER: Messages

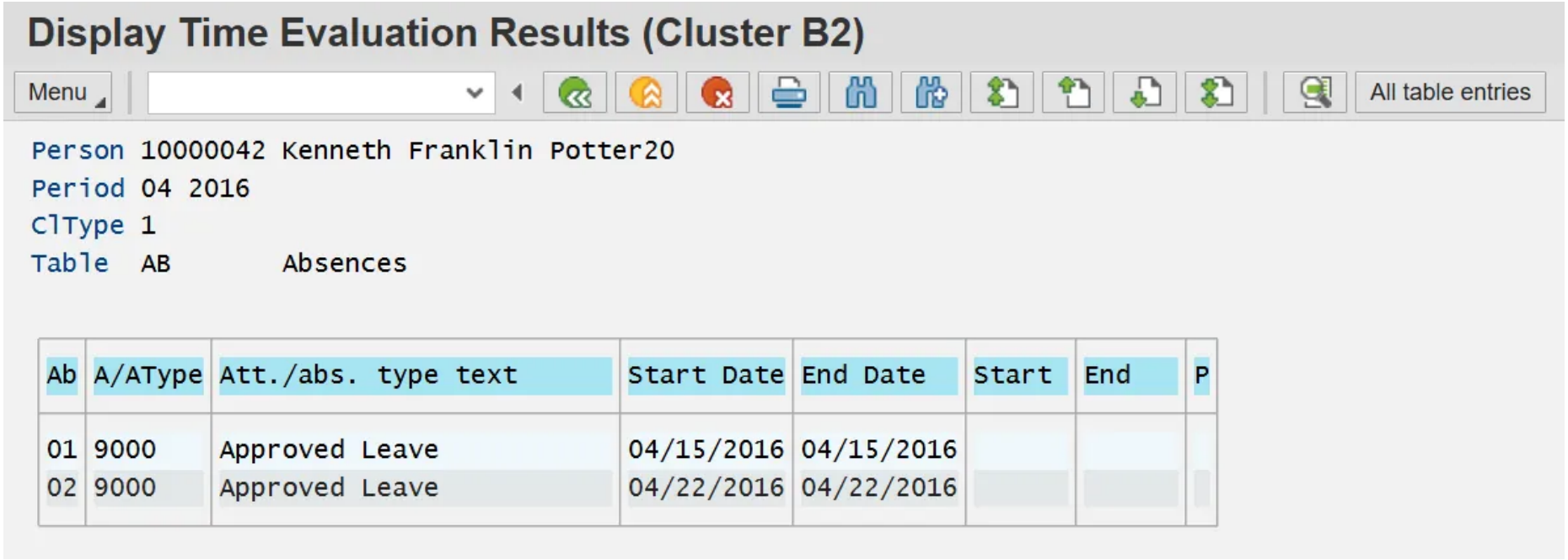
Step 13. Double click **FEHLER** in the Balances, wage types and quota transactions group. The FEHLER table lists the messages generated by Time Evaluation for the employee during the selected period. The Log. date column displays the date on which the message was generated. The MessTy column displays the code for the generated message. The Long text column provides a short description of the generated message. There are three messages for the example employee, Kenneth Potter, for the Period of February 2016. The first indicates that his Holiday Leave moved to Holiday Comp on 2/16/2016. The second indicates that he did not enter hours as of 2/21/2016 as required for a Positive time employee. The third indicates he did not reach 50% of his scheduled workdays for the period and therefore did not accrue leave as of 2/29/2016.

Step 14. Click the **Back (F3)** button to go back to the previous screen for the same period (month) or back to the main screen to select a different period (month).

AB: Absences

Step 15. Double click **AB** in the Time data group. The AB table lists the absences an employee reported for selected period as well as the dates of the absences. The Ab column displays the sequential number of the absence for the period. The A/AType column displays the absence code reported on the time sheet. The Start Date and End Date columns represent the duration of the absence. The example employee, Kenneth Potter, had 2 absences in April 2016. Both were for Approved Leave on 4/15 and 4/22.
Note: Time Evaluation processes time data for the day before and the day after any given period.

Image

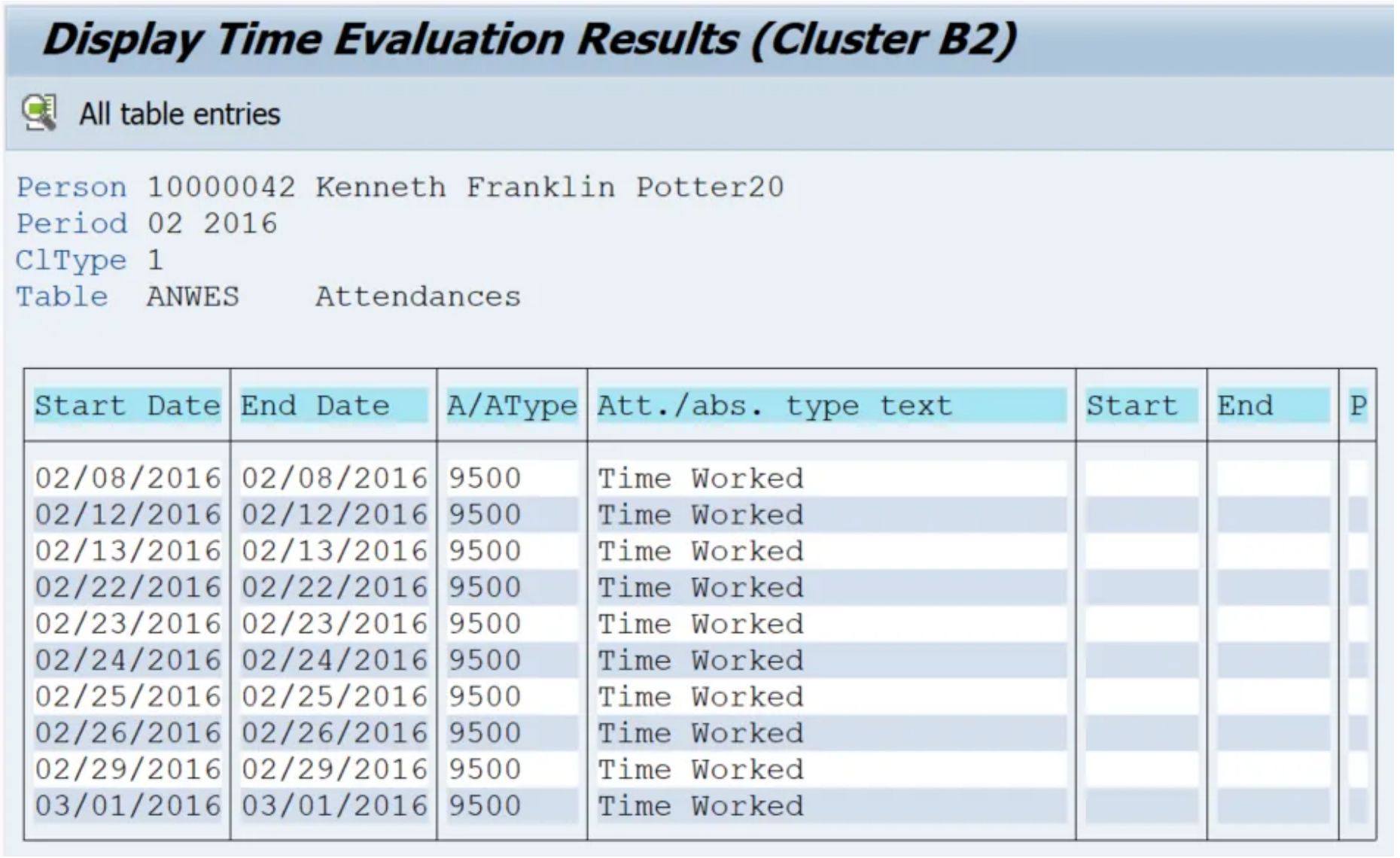


Step 16. Click the **Back (F3)** button to go back to the previous screen for the same period (month) or back to the main screen to select a different period (month).

ANWES: Attendances

Step 17. Double click **ANWES** in the Time data group. The ANWES table lists attendances reported for the employee during the selected period. The Start Date and End Date columns represent the duration of the attendance. The A/AType column displays the attendance code reported on the timesheet. Double click on a date on the ANWES table to obtain more detailed information on a particular attendance, such as the hours reported.

Image



Display Time Evaluation Results (Cluster B2)

All table entries

Person 10000042 Kenneth Franklin Potter20
Period 02 2016
ClType 1
Table ANWES Attendances

Start Date	End Date	A/AType	Att./abs. type text	Start	End	P
02/08/2016	02/08/2016	9500	Time Worked			
02/12/2016	02/12/2016	9500	Time Worked			
02/13/2016	02/13/2016	9500	Time Worked			
02/22/2016	02/22/2016	9500	Time Worked			
02/23/2016	02/23/2016	9500	Time Worked			
02/24/2016	02/24/2016	9500	Time Worked			
02/25/2016	02/25/2016	9500	Time Worked			
02/26/2016	02/26/2016	9500	Time Worked			
02/29/2016	02/29/2016	9500	Time Worked			
03/01/2016	03/01/2016	9500	Time Worked			

Note: Time Evaluation processes time data for the day before and the day after any given period.

Step 18. Double click on any line item to see more details, such as the number of hours worked.

Image

Display Time Evaluation Results (Cluster B2)

Menu

Person 10000042 Kenneth Franklin Potter20
Period 04 2016
ClType 1
Table ANWES Attendances
Entry 10

Field name	Field cont.	Description
Start Date	04/13/2016	
End Date	04/13/2016	
Att./Absence type	9500	Time Worked
Start time		
End time		
Prev. day indicator		
Attendance days	0.33	
Attendance hours	8.00	
Payroll days	0.33	
Payroll hours	8.00	
Calendar days	0.00	
Overtime comp. type		Depends on wage type
Wage Type		
Full-day		
Set hours	X	
Reference fields exist (cost a		

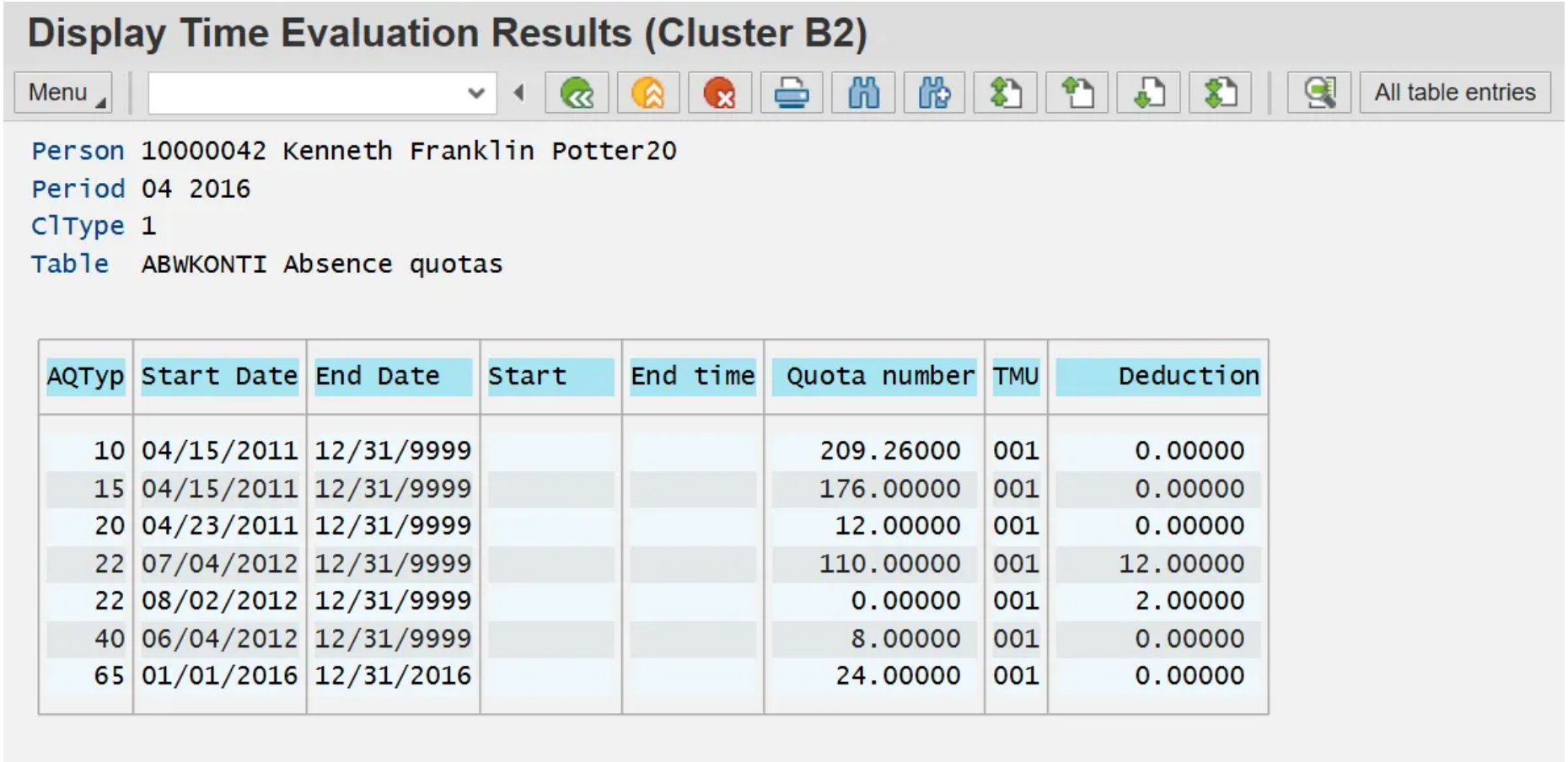
Step 19. Click the **Back (F3)** button to go back to the previous screen for the same period (month) or back to the main screen to select a different period (month).

ABWKONTI: Absence Quotas

Step 20. Double click **ABWKONTI** in the Time data group. The ABWKONTI table lists an employee's current quota entitlement as well as the current deductions from that entitlement. The AQTYP column displays the quota number. The Start Date and End Date columns represent the duration of the quota. The Quota number column displays the employee's total entitlement (including both leave taken, and leave accrued but not yet taken). The Deduction column displays the total deductions that have been taken against the entitlement.

Tip: To determine an employee's current quota balance, reduce the amount of the quota entitlement by the amount of the deduction.

Image



Step 21. Click the **Back (F3)** button to go back to the previous screen for the same period (month) or back to the main screen to select a different period (month). Click any line item to view another period for the selected employee. Otherwise, the system task is complete.

First Published

Tue, 04/09/2013

Last Updated

Thu, 01/29/2026

Printable PDF