



# RECOVERING ADVANCED LEAVE



## JOB AID TM-22

The purpose of this job aid is to explain the process for recovering advanced leave in the Integrated HR/Payroll System.

Office of State Human Resources (OSHR) policy states that an employee who has been granted Advanced Vacation or Advanced Sick Leave should repay the liability by the end of the calendar year. If an employee has a remaining liability in **Q37**- Advanced Sick or **Q36** -Advanced Vacation leave that has not been made up by 12/31, Time Evaluation will generate the following error message(s):

### **E6 – Advanced Vacation Liability Exists**

### **E7 – Advanced Sick Liability Exists**

The Leave Administrator will need to manually recover the overdue hours via IT2012. Two new subtypes have been created to allow for recovery by docking pay (Leave Without Pay):

### **ZAVL - Makeup Adv Vacation w/LWOP**

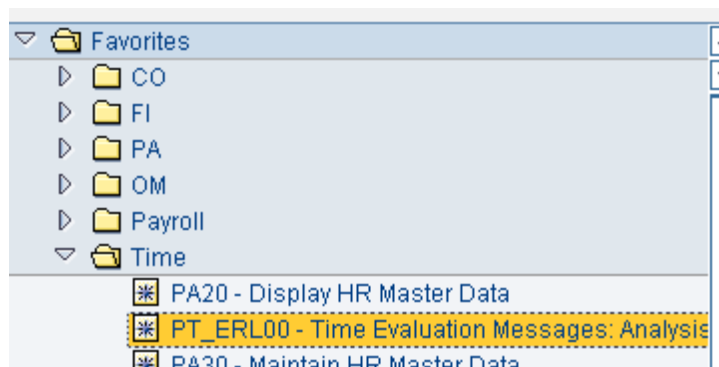
### **ZASL – Makeup Adv Sick w/LWOP**

**NOTE:** This method is also acceptable to be used in the event an employee separates and has a remaining liability balance in Q36 or Q37.

## View Messages

Advanced Vacation or Sick Leave liability hours that have not been made up by the end of the calendar year will result in an error message generated in Time Evaluation: **E6** – ‘Advanced Vacation Liability Exists’ and/or **E7** – ‘Advanced Sick Liability Exists.’ Time evaluation messages can be viewed in transaction **PT\_ERL00**.

**NOTE:** Advanced Vacation or Sick Leave can also be monitored via **PT\_BAL00**.



The report can be run for specific employees or personnel area.

**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  
 Payroll area  
 Pers.area/subarea/cost center  
 Employee group/subgroup

**Error attributes**

Category of Message Type                      to  
 Number of Message Type                      to  
 Message type                      to  
 List indicator                      to  
 User text                      to  
 PDC message number                      to  
 Historical record flag                      to  
 Time                      00:00:00                      to                      00:00:00

Layouts

1. Enter the appropriate Personnel Selection criteria.
2. Select **E6** and **E7** for Number of Message Type and **E** for Message type.
3. Click the Execute button .

**Time Evaluation Messages Display**

MessTy	Message long text	PersNo.	Employee/app.name	CD	Logical date	PA	WS rule	TM	Subarea	Object name
E7	Advanced Sick Liability Exists			FR	01/01/2016	1501	I24W24FX	1	NC08	DOT PAM/PD DMV 1 HMRO C DATA CAPTURE
E6	Advanced Vacation Liability Exists			FR	01/01/2016	1901	D01N08GN	1	NC01	PS ACJJ OPS CS D4 JDM-30 CPPO-B

Error messages **E6** and **E7** show employee PersNo. and date of liability due (Logical date). To view the actual hours owed, execute **PT\_Ba100** for time types **T36R** and **T37R**.

**Determine Amount Owned**

Run transaction **PT\_Bal00** for impacted PersNo. using **T36R** and **T37R** Day balance types.

1. Key PersNo in the **Personnel Number** field.
4. Enter **T36R** and **T37R** in the Day balance field using the Multiple Selection button.

**Cumulated Time Evaluation Results: Time Balances/Wage Types**

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      T36R      to    
 Cumulated balances      to    
 Time wage types      to

Value limits (hours) for time/wage types

Multiple Selection for ZTART

Select Single Values (2) | Sel

O. Sin...  
 T36R  
 T37R

5. Click the **Execute** button.

**Cumulated Time Evaluation Results: Time Balances/Wage Types**

Choose | Save | | | ABC | Print

**Day balances**

Data select. period 12/31/2015 - 12/31/2015

Pers.No.	Employee/app.name	Period	Current Date	TmType	Time type descript.	ΣNumber
		201512	12/31/2015	T36R	Adv Vac Owed End Balance	16.00
		201512	12/31/2015	T37R	Adv Sick Owed End Balance	33.00
						<b>49.00</b>

**Recovery**

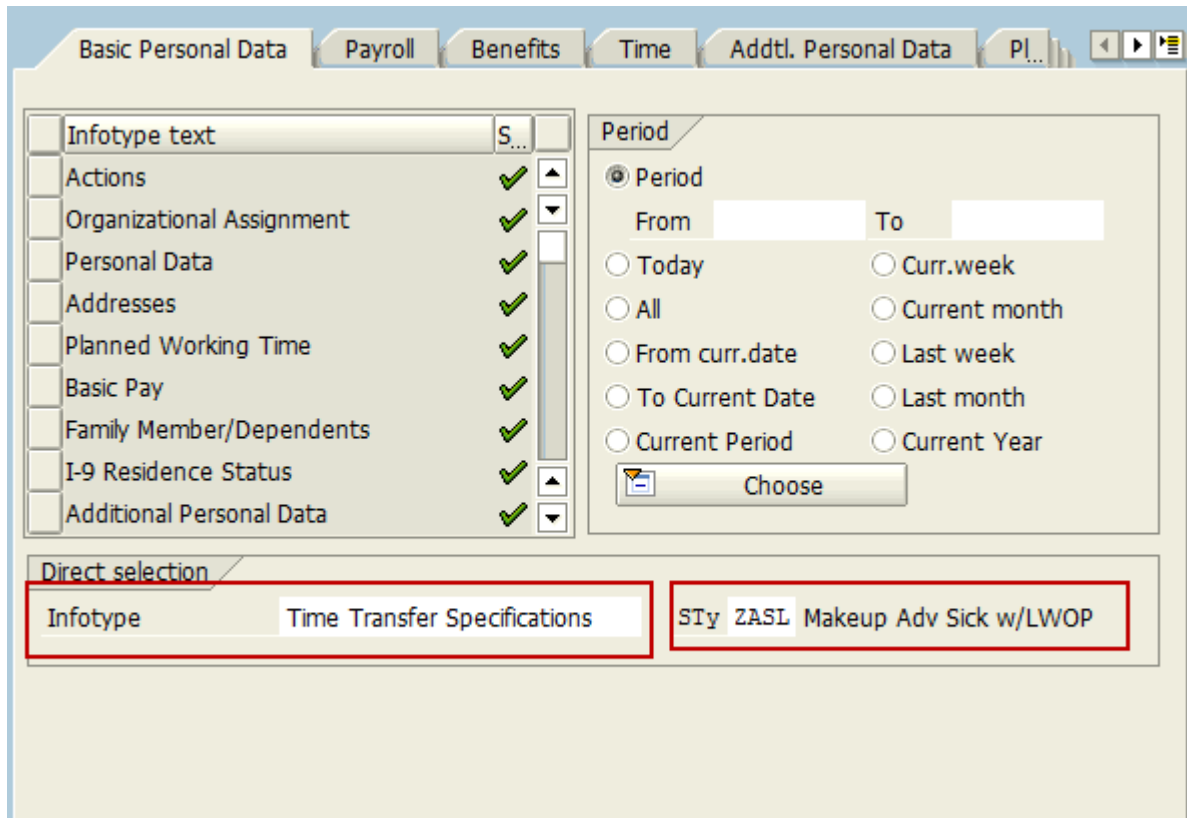
Two new subtypes for Infotype 2012 have been created to allow the Leave Admin to recover Advanced Vacation or Sick Leave liabilities at year end or when an employee separates.

**ZAVL** -Makeup Adv Vacation w/LWOP

**ZASL** – Makeup Adv Sick w/LWOP

Run transaction **PA61** or **PA30**.

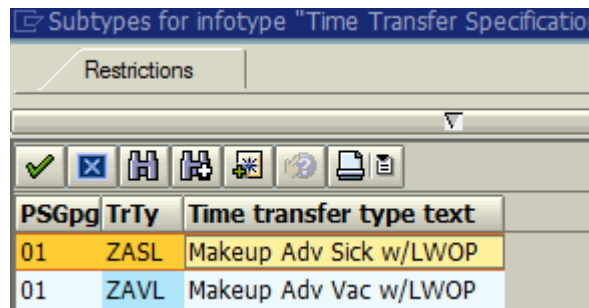
1. Enter value **2012** in the Infotype field and press Enter. Selecting **Time Transfer Specifications** from the list of infotypes is also an option.



2. Enter the appropriate value in the **STy Field** and press **Enter**.

**ZAVL** -Makeup Adv Vacation w/LWOP

**ZASL** – Makeup Adv Sick w/LWOP



3. Click the **Create** button .

### Create Time Transfer Specifications (2012)

Personal work schedule | Activity allocation | Cost assignment | External serv

Personnel No  Name   
 EE group  SPA Employees Personnel ar  Public Safety  
 WS rule  MTWHF-8,SaS-O Status   
 Start  To   
 Time transfer specification  
 Time transfer type  Makeup Adv Sick w/LWOP  
 Number of hours  Hours

4. Change the **Start** value to be the date hours were due. This date can be any date between when the liability was incurred and the due date.  
**NOTE:** If creating an entry for an employee who is separating, use a date prior to the separation date.
5. Change the **To** value to the same date as the **Start** value.
6. Enter the number of hours to be recovered in the Number of hours field.  
**NOTE:** Do not enter a negative sign for this number.
7. Click **Edit > Maintain text** and enter any notes if appropriate.

### Infotype Text

1/2/2016 Explain the need for this entry

8. Click the **Save** button to save your notes. The Detail record screen will display again on your screen.

### Create Time Transfer Specifications (2012)

Personal work schedule | Activity allocation | Cost assignment | External services

Personnel No		Name	
EE group	A SPA Employees	Personnel ar	1901 Public Safety
WS rule	D01N08GN MTWHF-8,SaS-O	Status	Active
Start	12/31/2015	To	12/31/2015



Time transfer specification

Time transfer type	ZASL	Makeup Adv Sick w/LWOP
Number of hours	8.00	Hours

9. Click the **Save** button  to save the record.