



# TIME EVALUATION MESSAGES DISPLAY

## TM-56 | TRANSACTION PT\_ERL00



The purpose of this Business Process Procedure is to explain how to use the TIME Evaluation Error Messages transaction in the Integrated HR-Payroll System.

**Trigger:** Time Evaluation Messages need to be viewed for a group of employees.

### **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

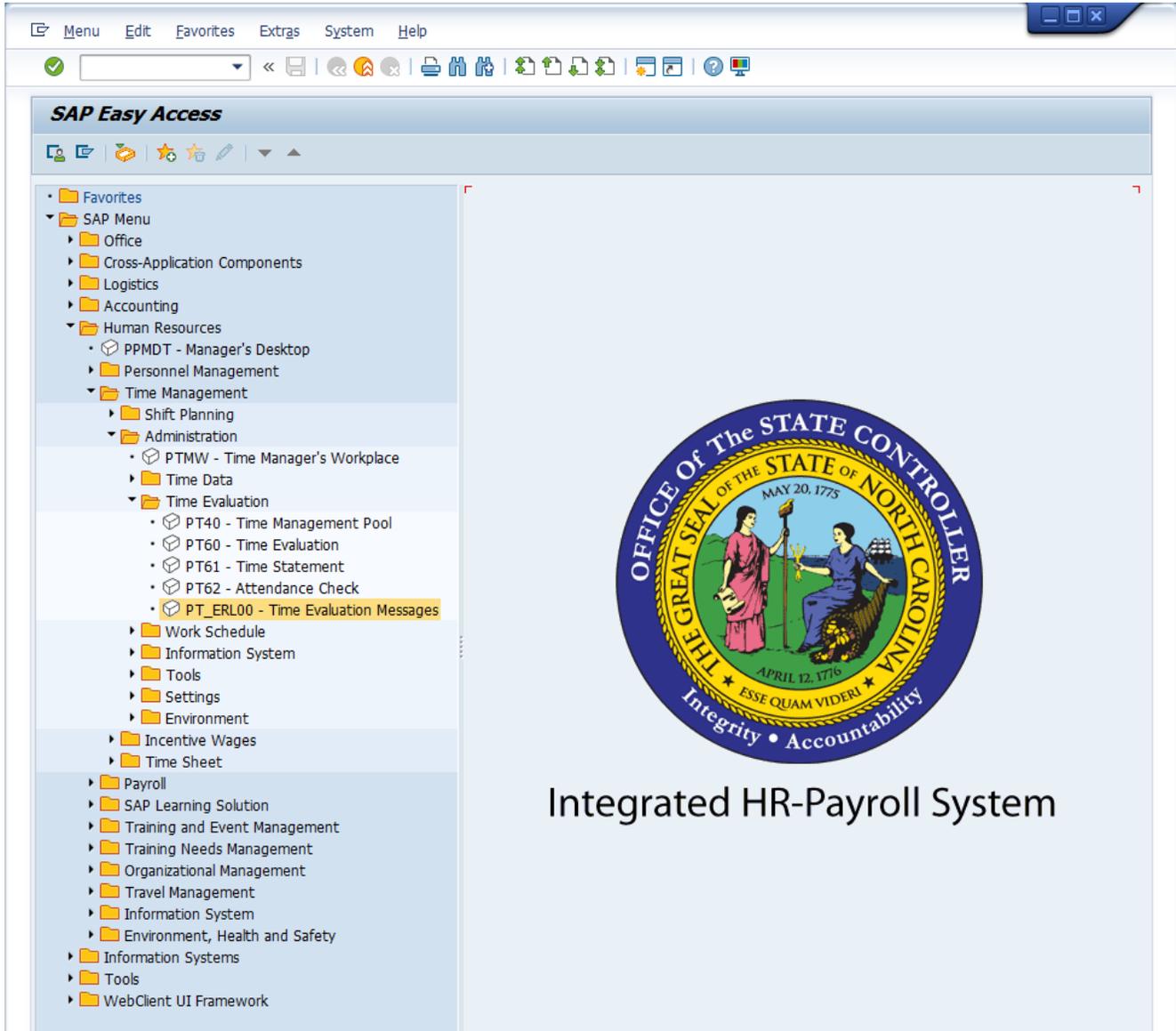
### **Access Transaction:**

**Via Menu Path:** SAP menu >> Human Resources >> Time Management >> Administration >> Time Evaluation >> PT\_ERL00 - Time Evaluation Messages

**Via Transaction Code:** PT\_ERL00

Procedure

SAP Easy Access Menu

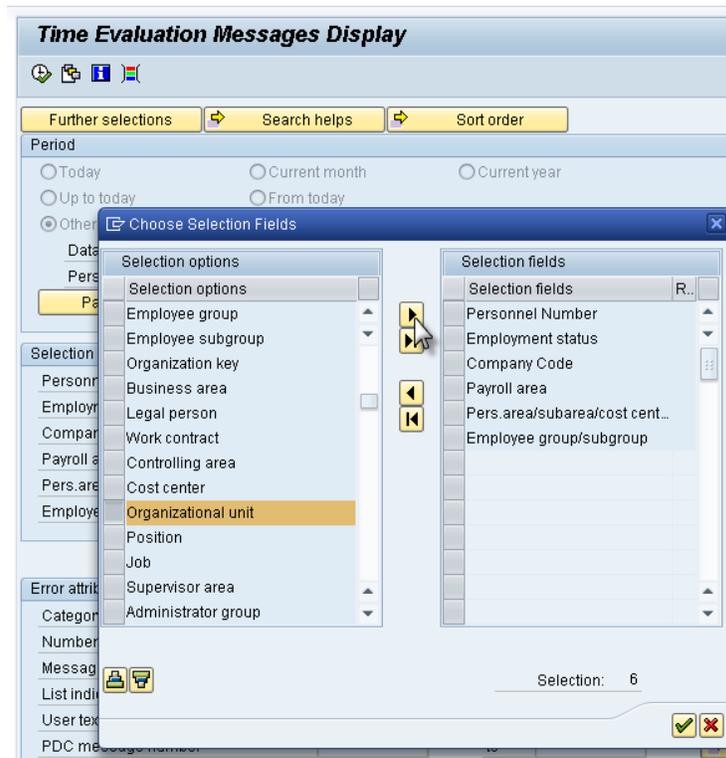


1. Update the following required and optional fields:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. Example: PT_ERL00

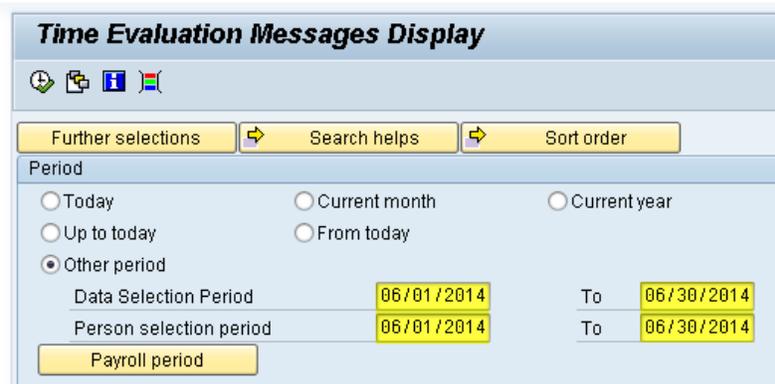
2. Click **Enter**  button.

**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.



Click the Continue  button.

**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.



 **CRITICAL!** 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**.

- 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.

### Time Evaluation Messages Display

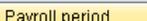
   

Further selections 
Search helps 
Sort order 

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

**Error attributes**

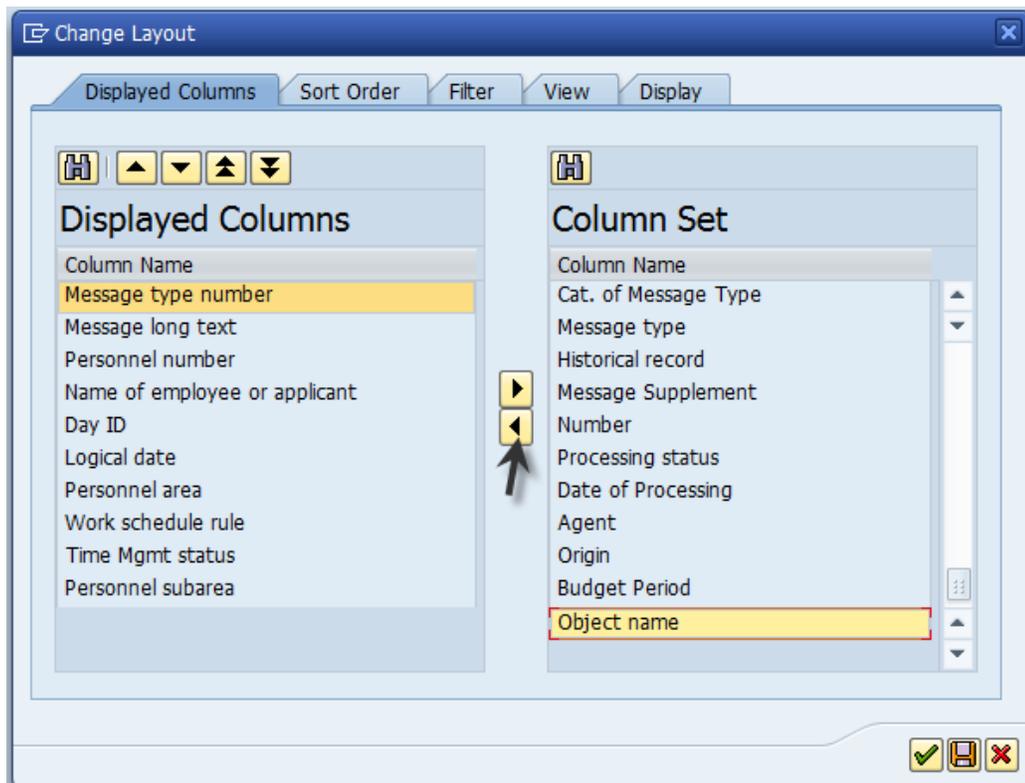
Category of Message Type	<input type="text"/>	to	<input type="text"/>	
Number of Message Type	<input type="text"/>	to	<input type="text"/>	
<b>Message type</b>	<input type="text"/>	to	<input type="text"/>	
List indicator	<input type="text"/>	to	<input type="text"/>	
User text	<input type="text"/>	to	<input type="text"/>	
PDC message number	<input type="text"/>	to	<input type="text"/>	
Historical record flag	<input type="text"/>	to	<input type="text"/>	
Time	<input type="text" value="00:00:00"/>	to	<input type="text" value="00:00:00"/>	

Layouts

- Click **Execute (F8)**  button.

**Time Evaluation Messages Display**

**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.



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

Time Evaluation Messages Display										
Org. Unit	Object name	MessTy	Message long text	PersNo.	CD	Logical date	PA	WS rule	TM	Subarea
20000088	OSC BEACON Integration & Deployment	ZD	Positive time - Hours not entered	487811	SA	12/29/2007	1401	D02N10_F	1	NC01
20000088	OSC BEACON Integration & Deployment	B9	50% not reached no leave accrual	487811	MO	12/31/2007	1401	D02N10_F	1	NC01
20000088	OSC BEACON Integration & Deployment	ZD	Positive time - Hours not entered	487811	SA	07/05/2008	1401	D02N10_F	1	NC01
20000088	OSC BEACON Integration & Deployment	ZD	Positive time - Hours not entered	487811	SA	11/29/2008	1401	D02N10_F	1	NC01
20000088	OSC BEACON Integration & Deployment	ZD	Positive time - Hours not entered	487811	SA	01/03/2009	1401	D02N10_F	1	NC01
20000088	OSC BEACON Integration & Deployment	Z7	Hol Lv moved to Hol Comp	487811	SA	05/09/2009	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	Z7	Hol Lv moved to Hol Comp	487811	TU	02/16/2010	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	Z7	Hol Lv moved to Hol Comp	487811	TU	02/15/2011	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	ZD	Positive time - Hours not entered	487811	SA	02/18/2012	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	ZD	Positive time - Hours not entered	487811	SA	02/25/2012	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	ZD	Positive time - Hours not entered	487811	SA	03/03/2012	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	ZD	Positive time - Hours not entered	487811	SA	03/10/2012	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	ZD	Positive time - Hours not entered	487811	SA	03/17/2012	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	ZD	Positive time - Hours not entered	487811	SA	03/24/2012	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	B9	50% not reached no leave accrual	487811	SA	03/31/2012	1401	D02N10_F	1	NC01
20010650	OSC BEACON PROD/TECH Functional	ZD	Positive time - Hours not entered	487811	SA	03/31/2012	1401	D02N10_F	1	NC01

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

## Additional Resources

Training HELP website: [https://www.osc.nc.gov/state-agency-resources/training/training\\_help\\_documents](https://www.osc.nc.gov/state-agency-resources/training/training_help_documents)

## Change Record

Change Date: 6/18/20 – Changed by C. Ennis

Changes: Updated format, assigned reference number, and made accessible

Change Date: 6/30/14 – K. Bowman

Changes: New format

Change Record moved to end of document.

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Added 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. (included screen capture)

Added 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 (included screen capture).

Added Critical Text Box:

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**.

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Added New 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.

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Updated 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.