



PRE-SAP ABSENCE ADJUSTMENT

TM-65 | PA30

TM

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 in order for their overtime calculation to be correct.

Time Administrators can check to see what was entered for these three absence/attendance 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.

A new 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 all of 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 new 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.

Tips and Tricks:

- This infotype and subtype only work on **4/1/08** - you will not be able to choose this subtype if your date is not 4/1/08.

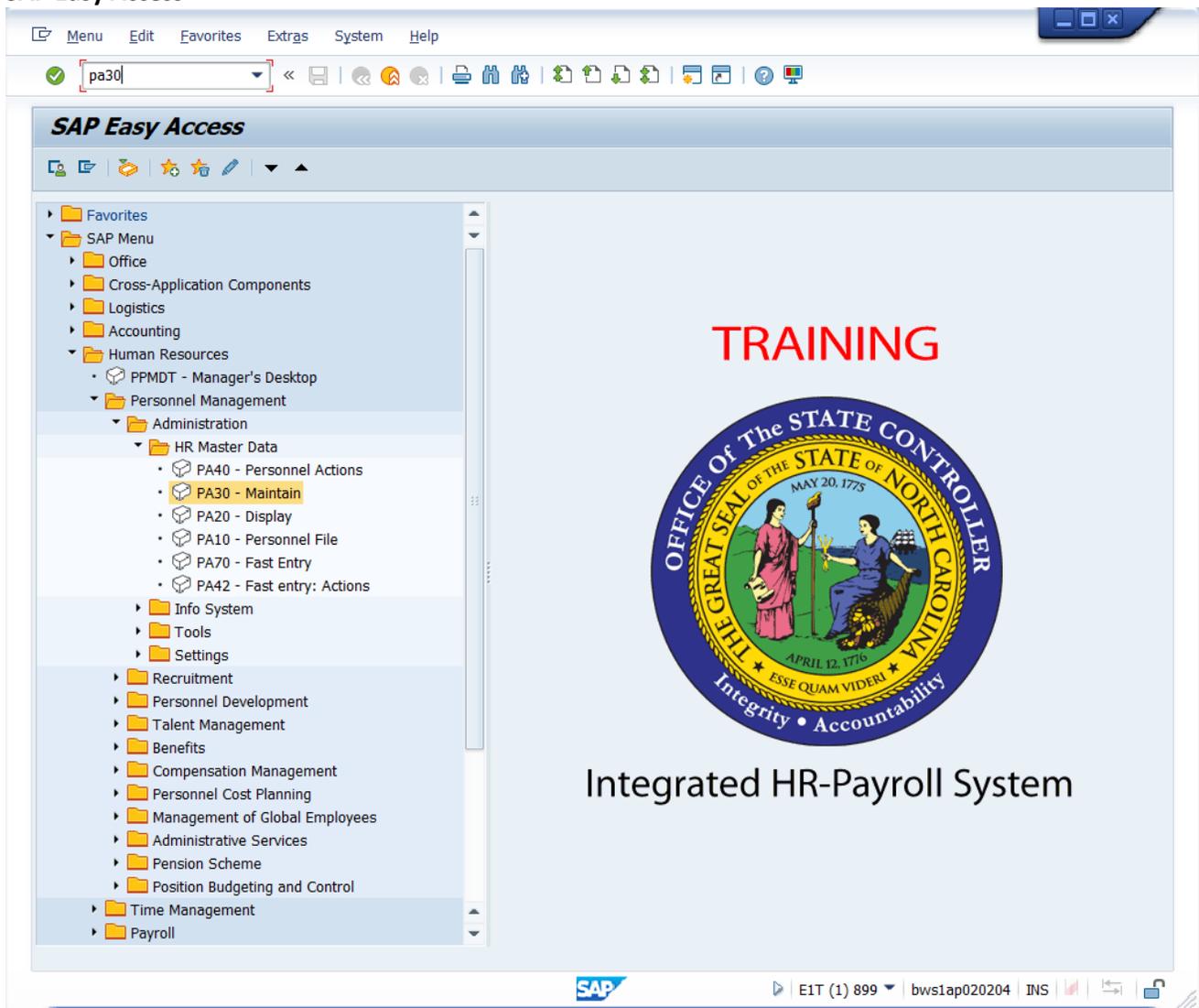
Access Transaction:

Via Menu Path: SAP menu ==> Human Resources ==> Personnel Management ==> Administration ==> HR Master Data ==> PA30 – Maintain

Via Transaction Code: PA30

Procedure:

SAP Easy Access



1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. Example: PA30

- Click **Enter**  button.



Information: You may want to enter this transaction code in your Favorites folder. Choose Favorites ==> Insert Favorites, and type in PA30, then click Enter.

To see the transaction code displayed in front of the link in your favorites, choose Edit ==> Settings, put a check next to Display Technical Name, and click Enter.

Maintain HR Master Data

The screenshot shows the SAP 'Maintain HR Master Data' window. At the top, there is a menu bar with 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain HR Master Data' and contains a 'Personnel no.' field with the value '80000069'. Below this are several tabs: 'Basic Personal Data', 'Payroll', 'Benefits', 'Time', 'Addtl. Personal Data', and 'Planning D...'. The 'Basic Personal Data' tab is active, showing a list of data categories on the left and a 'Period' selection area on the right. The 'Period' area has a 'Period' radio button selected, along with other options like 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is highlighted in yellow. At the bottom, there is a 'Direct selection' section with 'Infotype' and 'STy' fields.

- Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Personnel no.	Unique employee identifier	R	Enter value in Personnel no.. Example: 80000069

- Click **Enter**  button.



Information: Enter the personnel number and click **Enter** to validate this is the correct person for whom an adjustment needs to be made.

Maintain HR Master Data

The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, there is a menu bar with options like 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain HR Master Data' and contains the following fields:

- Personnel no.: 80000069
- Name: George Crumley01
- EEGroup: A SPA Employees
- PersA: 4601 Natural and Cultural Resources
- EESubgroup: A1 FT N-FLSAOT Perm
- CostC: 4699999999 CULTURE RESOURCES

Below these fields are several tabs: 'Basic Personal Data', 'Payroll', 'Benefits', 'Time', 'Addtl. Personal Data', and 'Planning D...'. The 'Basic Personal Data' tab is active, showing a list of data categories on the left with green checkmarks indicating they are present:

- Infotype Text
- Actions
- Organizational Assignment
- Personal Data
- Addresses
- Planned Working Time
- Basic Pay
- Family Member/Dependents
- I-9 Residence Status
- Additional Personal Data

On the right side of the 'Basic Personal Data' tab, there is a 'Period' section with a radio button selected for 'Period'. It includes a 'From' field with the date '04/01/2008' and a 'To' field. Below this are several radio button options for different time periods: 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'To Current Date', 'Last month', 'Current Period', and 'Current Year'. A 'Choose' button is located below these options.

At the bottom of the 'Basic Personal Data' tab, there is a 'Direct selection' section with an 'Infotype' field containing '2012' and an 'STy' field with a dropdown menu.

The SAP logo and system information (EIT (1) 899, bws1ap020204, INS) are visible at the bottom of the window.

- Update the following **required** and **optional** fields:

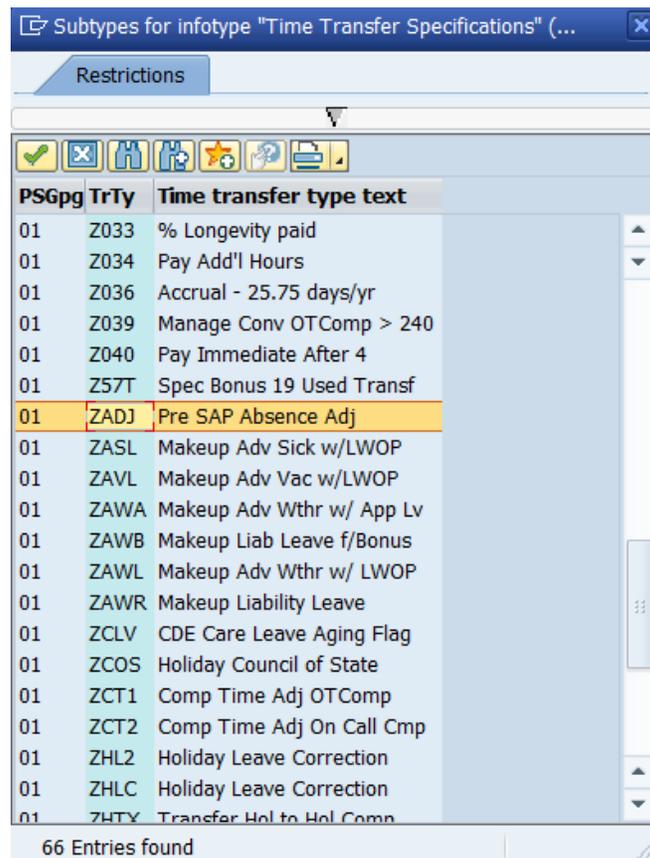
Field Name	Description	R/O/C	Values
From	Effective date of the personnel action	R	Enter value in From. Example: 04/01/2008
Infotype	Unique number identifying the type of data to be displayed.	R	Enter value in Infotype. Example: 2012

6. Click the **STy** matchcode.



Information: You will only be able to use the Infotype 2012 Subtype ZADJ on the date of **4/1/08**. Enter 4/1/08 in the From field, enter infotype 2012, and use the pull-down to locate the subtype ZADJ.

Subtypes for infotype "Time Transfer Specifications"



7. Select **ZADJ** in the **subtype** list box.

8. Click **Copy (Enter)** button.



Information: If you did not use the date of 4/1/08 on the previous screen, you will not be able to see the subtype ZADJ in this list.

Maintain HR Master Data

The screenshot shows the SAP 'Maintain HR Master Data' window. At the top, there is a menu bar with options like 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain HR Master Data' and contains the following data:

- Personnel no.: 80000069
- Name: George Crumley01
- EEGroup: A SPA Employees
- PersA: 4601 Natural and Cultural Resources
- EESubgroup: A1 FT N-FLSAOT Perm
- CostC: 4699999999 CULTURE RESOURCES

Below the data is a tabbed interface with 'Basic Personal Data' selected. A list of infotypes is shown on the left, with 'Time Transfer Specifications' selected. On the right, there is a 'Period' selection area with radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. The 'Period' radio button is selected, and the 'From' date is set to 04/01/2008. A 'Choose' button is visible below the radio buttons.

At the bottom, there is a 'Direct selection' section with the following data:

- Infotype: Time Transfer Specifications
- STy: ZADJ
- SAP Absence Adj

The SAP logo and system information (E1T (1) 899, bws1ap020204, INS) are visible at the bottom of the window.

9. Click **Create (F5)** button.

Create Time Transfer Specifications (2012)

The screenshot shows the SAP Infotype 899 'Create Time Transfer Specifications (2012)' interface. The main title is 'Create Time Transfer Specifications (2012)'. Below the title, there are several tabs: 'Personal work schedule', 'Activity allocation', 'Cost assignment', and 'External services'. The 'Personal work schedule' tab is selected. The form contains the following fields and values:

- Personnel No: 80000069
- Name: George Crumley01
- EE group: A SPA Employees
- Personnel ar: 4601
- Natural and Cultural Resources
- WS rule: D01N08GN MTWHF-8,SaS-O
- Status: Active
- Start: 04/01/2008
- To: 04/01/2008
- Time transfer specification:
 - Time transfer type: ZADJ Pre SAP Absence Adj
 - Number of hours: 16.00 Hours

The SAP logo and system information (E1T (1) 899, bws1ap020204, INS) are visible at the bottom of the window.

10. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Number of hours	Enter the number of hours to be added or subtracted (-).	R	Enter value in Number of hours. Example: 16.00

11. Click **Save (Ctrl+S)**  button.



Information: Enter the total number of hours taken for one of the approved leave types and click Enter to validate the data and then save your data. Remember to add the total number of hours together and enter them on one infotype record, not as separate infotype records.

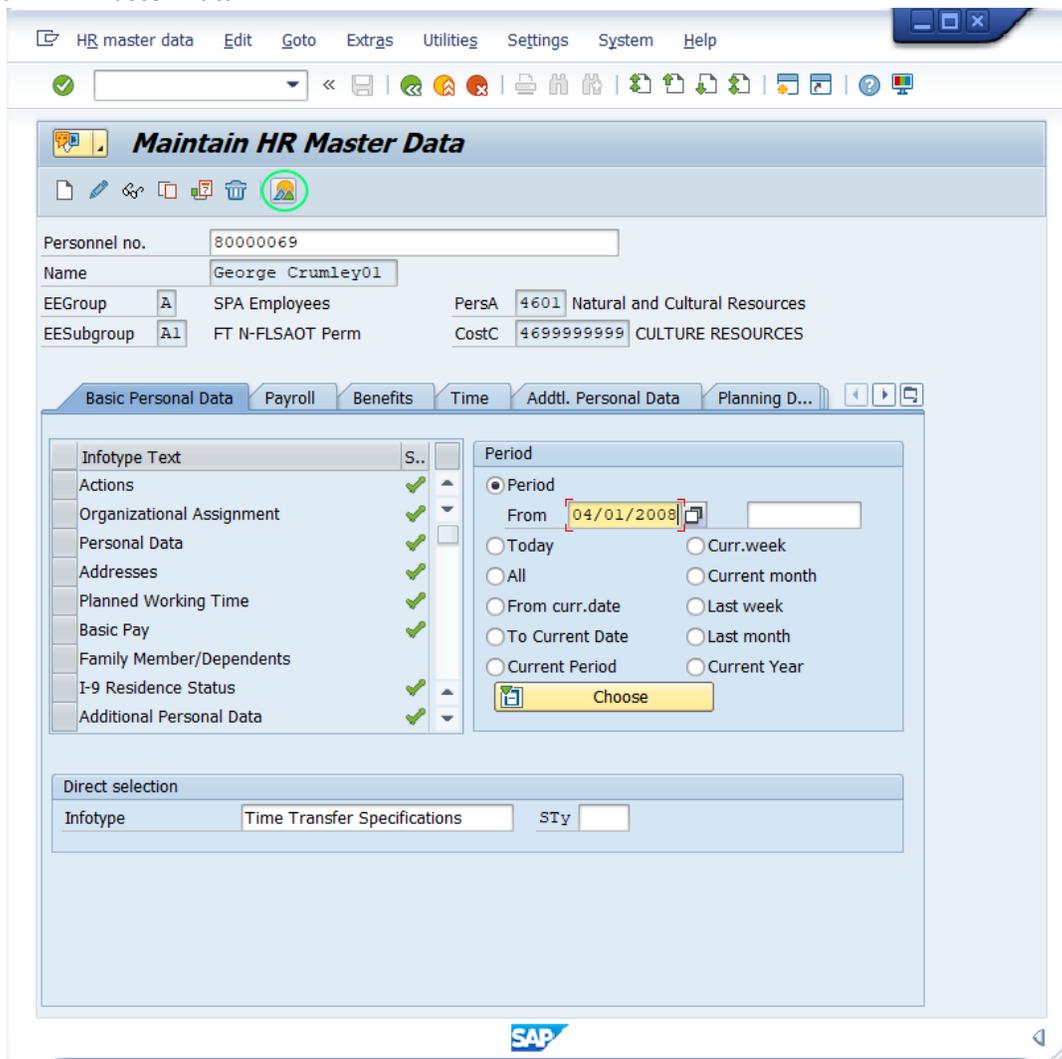
For example:

- 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.
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- If an employee used 8 hours of Holiday Leave and 8 hours of Civil Leave, create an IT2012-ZADJ for 16.00 hours.

Acceptable Leave types:

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

Maintain HR Master Data



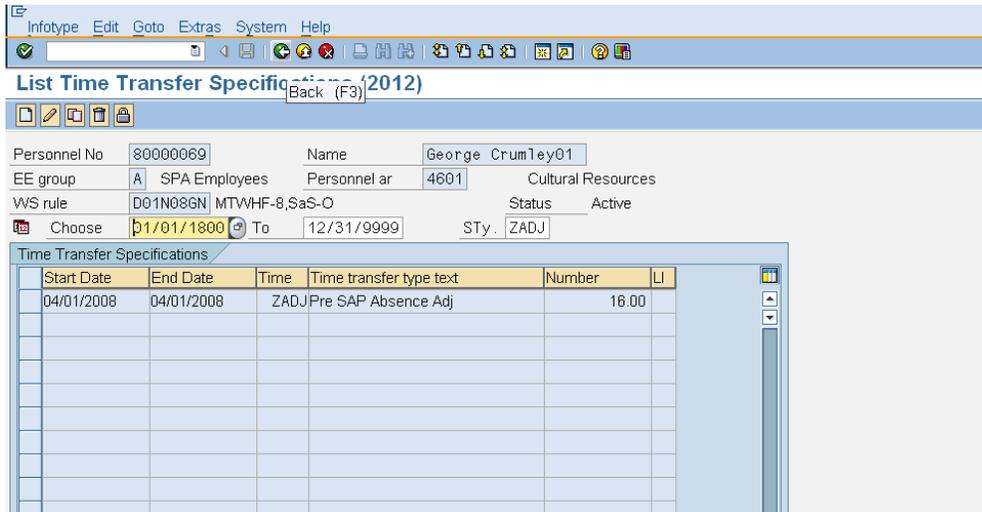
12. Click **All** All radio button.

13. Click **Overview (Shift+F8)**  button.



Information: To view the data you just entered, choose the **All** time period button and click **Overview**.

List Time Transfer Specifications (2012)



The screenshot shows the SAP 'List Time Transfer Specifications (2012)' window. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following data:

Personnel No: 80000069 Name: George Crumley01
 EE group: A SPA Employees Personnel ar: 4601 Cultural Resources
 WS rule: D01N086N MTWHF-8,SaS-O Status: Active
 Choose: 01/01/1800 To: 12/31/9999 STy.: ZADJ

Below this is a table titled 'Time Transfer Specifications':

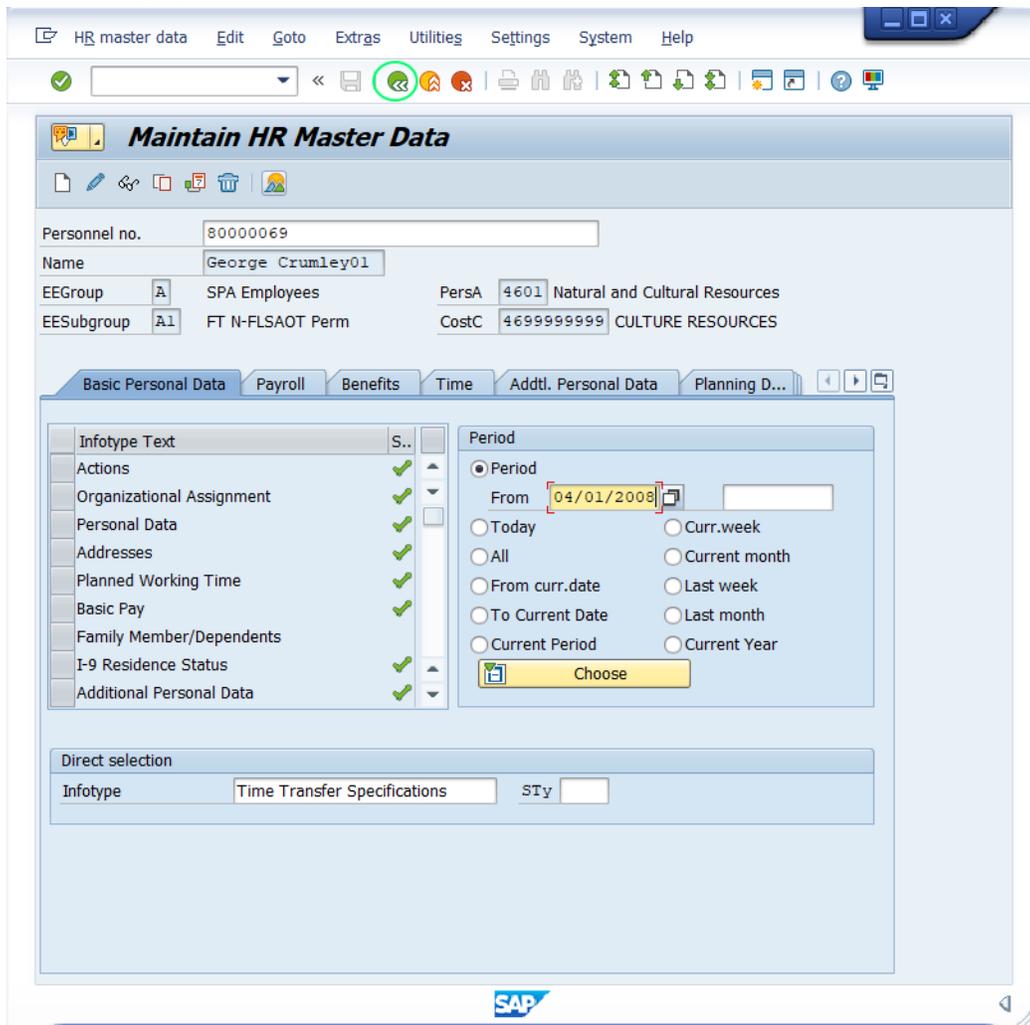
Start Date	End Date	Time	Time transfer type text	Number	LI
04/01/2008	04/01/2008		ZADJPre SAP Absence Adj	18.00	

14. Click **Back (F3)**  button.



Information: The data entered is displayed.

Maintain HR Master Data



15. Click **Back (F3)**  button.
16. The system task is complete.

Change Record

- 9/23/2020 – Updated format, assigned reference number, and made accessible – Claire Ennis