



# PRE-SAP WORK TIME ADJUSTMENT

## TM-66 | PA30

TM

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 time worked hours for pre-SAP for impacted employees.

### Business Process Procedure Overview:

This infotype 2012 subtype ZWDJ has been created to allow 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.

To check what was already counted, run transaction code [PT\_BAL00] for Day Balances code 3699 on 3/31/08. Instructions are included here.

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.

### 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.

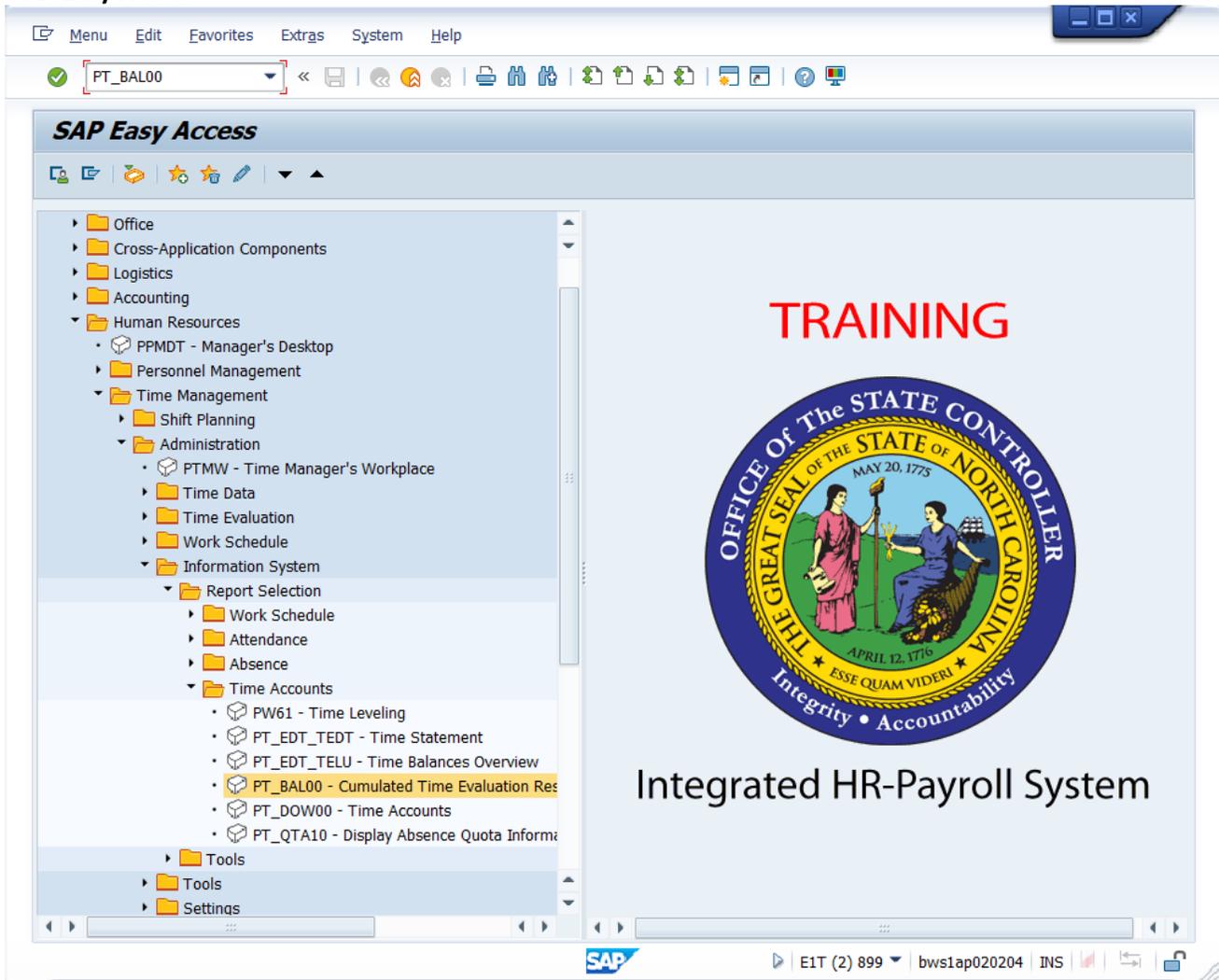
### Access Transaction:

**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. <b>Example:</b> PT_BAL00

2. Click **Enter**  button.



**Information:** You may want to enter this transaction code in your Favorites folder. Choose Favorites ==> Insert Favorites, and type in PT\_BAL00, 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.

Cumulated Time Evaluation Results: Time Balances/Wage Types

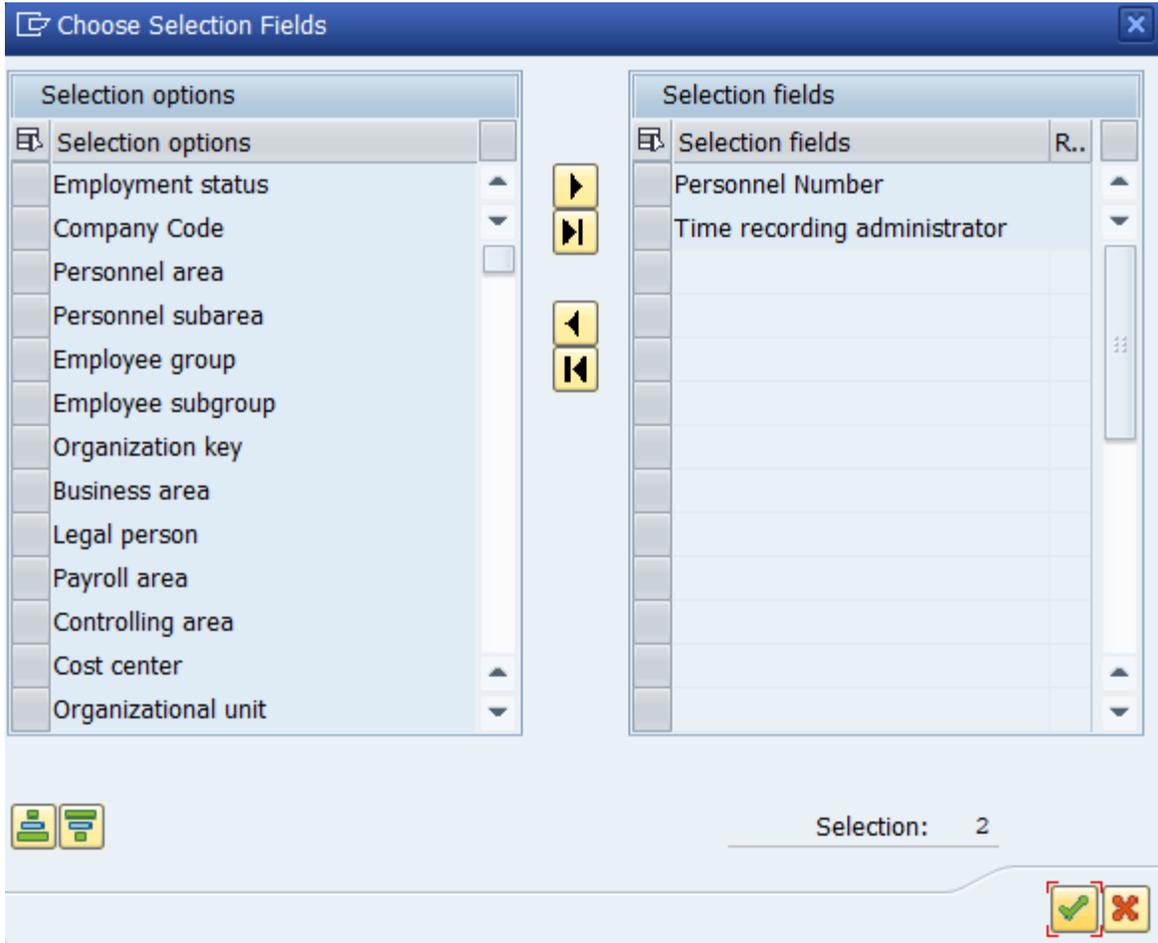
3. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Period	Choose either Today, a specific period range, or a specific date	R	Enter value in Period. <b>Example:</b> 03/31/2008
to	Ending date of the specified date range	R	Enter value in to. <b>Example:</b> 3699

- Click **Further selections**  button.



**Information:** The first step is to check the hours which were already counted on 3/31/08. The adjustment will be made on 4/1/08 (no other dates are an option - this is a one-time fix). Use transaction code [PT\_BAL00] to verify the data entered for the individuals in question. In this example we will add the Organizational Unit field to filter on, or you can simply enter a personnel number to run the report against. Choose Selection Fields



- Click **Organizational unit**  button.
- Click **Select**  button.
- Click **Continue (Enter)**  button.



**Information:** You can move any of these fields from the left to the right of the screen which will populate the field on the front screen and allow you to enter filter criteria.

Cumulated Time Evaluation Results: Time Balances/Wage Types

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

Field Name	Description	R/O/C	Values
Organizational unit	Code identifying the organizational unit.	R	Enter value in Organizational unit. <b>Example:</b> 20000027

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



**Information:** Enter the appropriate filter criteria and click **Execute**.

Cumulated Time Evaluation Results: Time Balances/Wage Types

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

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

P	Period	Current Date	TmType	Time type text	ΣNumber
8	200803	03/31/2008	3699	Elig Hours for OT	8.00
8	200803	03/31/2008	3699	Elig Hours for OT	8.00
8	200803	03/31/2008	3699	Elig Hours for OT	8.00
8	200803	03/31/2008	3699	Elig Hours for OT	8.00
8	200803	03/31/2008	3699	Elig Hours for OT	8.00
					<b>- 40.00</b>

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



**Information:** The details per person are displayed for 3/31/08. In this example the person's name and personnel number have been hidden for security reasons. You can use this report for any other date, but for this specific task of correcting Pre-SAP Work Time hours, use the date of 3/31/08.

Cumulated Time Evaluation Results: Time Balances/Wage Types

**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: 03/31/2008      To: [ ]

Payroll period

**Selection**

Personnel Number: [ ]  
 Organizational unit: 20000027  
 Time recording administrator: [ ]

**Selection Conditions**

Day balances      3699      to      [ ]  
 Cumulated balances      [ ]      to      [ ]  
 Time wage types      [ ]      to      [ ]

**Value limits (hours) for time/wage types**

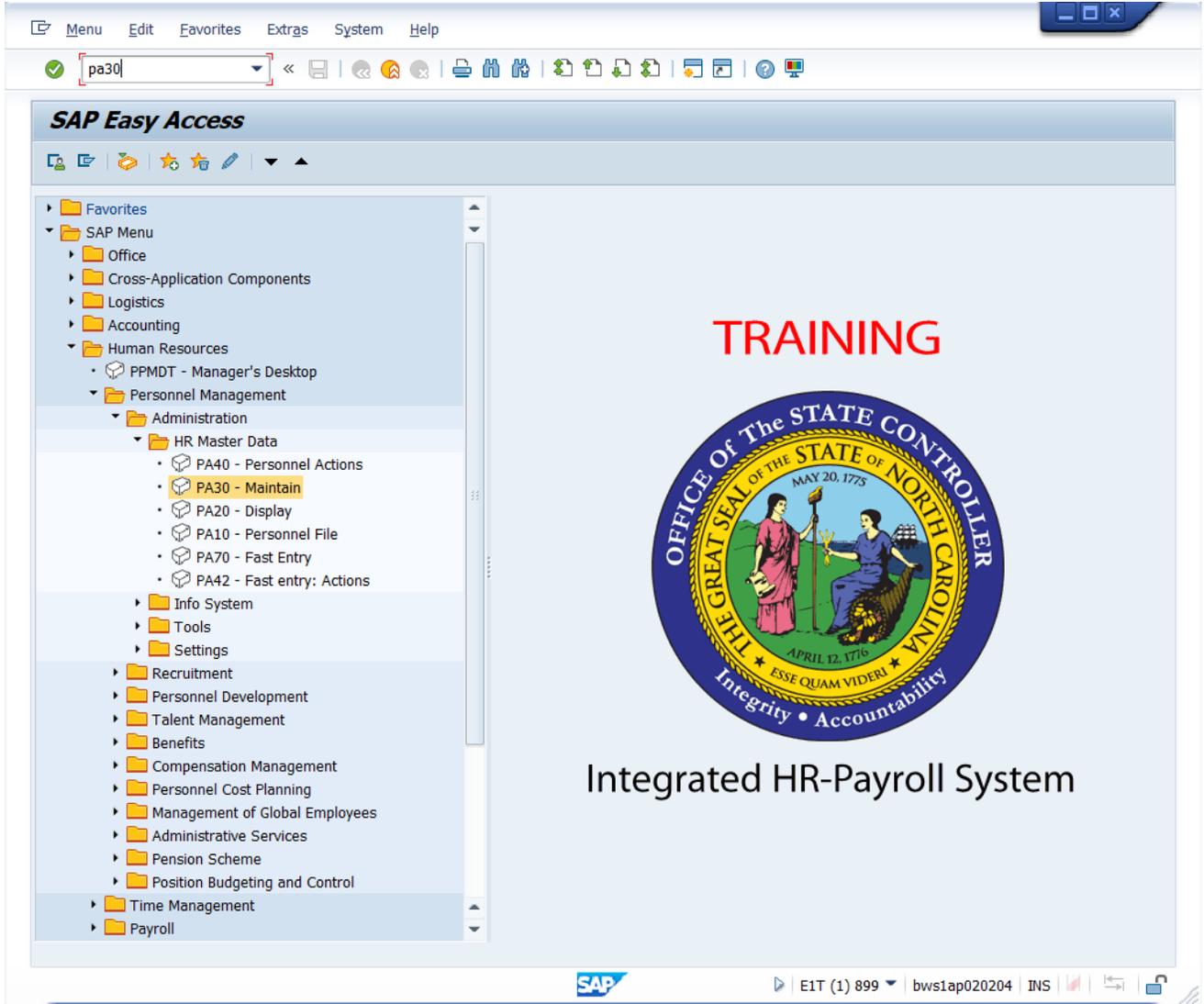
Take account of value limits (hours)

**Data format**

Layout: [ ]

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

SAP Easy Access



12. 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. <b>Example:</b> PA30

13. Click **Enter**  button.



**Information:** The second step is to create the adjustment reason to add or subtract the appropriate number of hours. Use transaction code [PA30].

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**

14. 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. <b>Example:</b> 80000069

15. Click **Enter** button.



**Information:** Enter the personnel number and click **Enter** to validate this is the correct person for whom to make the adjustment.

**Maintain HR Master Data**

The screenshot displays 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 content area is titled 'Maintain HR Master Data' and contains the following information:

- 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 this information 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 infotypes on the left and a 'Period' selection area on the right.

The 'Infotype Text' list includes:

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

The 'Period' section has a radio button selected for 'Period' and a 'From' date field set to '04/01/2008'. Other options include '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 also present.

At the bottom, there is a 'Direct selection' section with an 'Infotype' field set to '2012' and an 'STy' field.

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

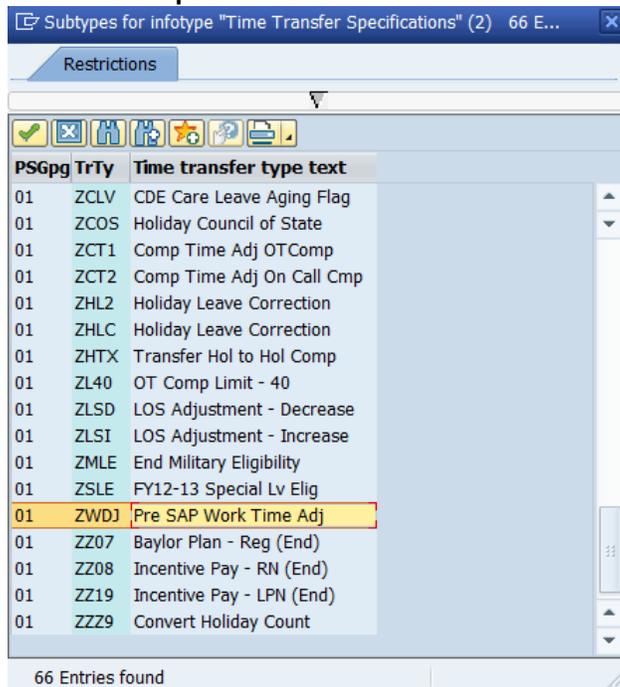
Field Name	Description	R/O/C	Values
From	Effective date of the personnel action	R	Enter value in From. <b>Example:</b> 04/01/2008
Infotype	Unique number identifying the type of data to be displayed.	R	Enter value in Infotype. <b>Example:</b> 2012

17. Click the **STy** matchcode.



**Information:** You will only be able to use the Infotype 2012 Subtype ZWDJ 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 ZWDJ.

**Subtypes for infotype "Time Transfer Specifications"**



18. Select **ZWDJ** in the **subtype** list box.

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



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

**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 displays 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, there are tabs for 'Basic Personal Data', 'Payroll', 'Benefits', 'Time', 'Addtl. Personal Data', and 'Planning D...'. The 'Time' tab is selected. On the left, a list of infotypes is shown with checkmarks in the 'S..' column:

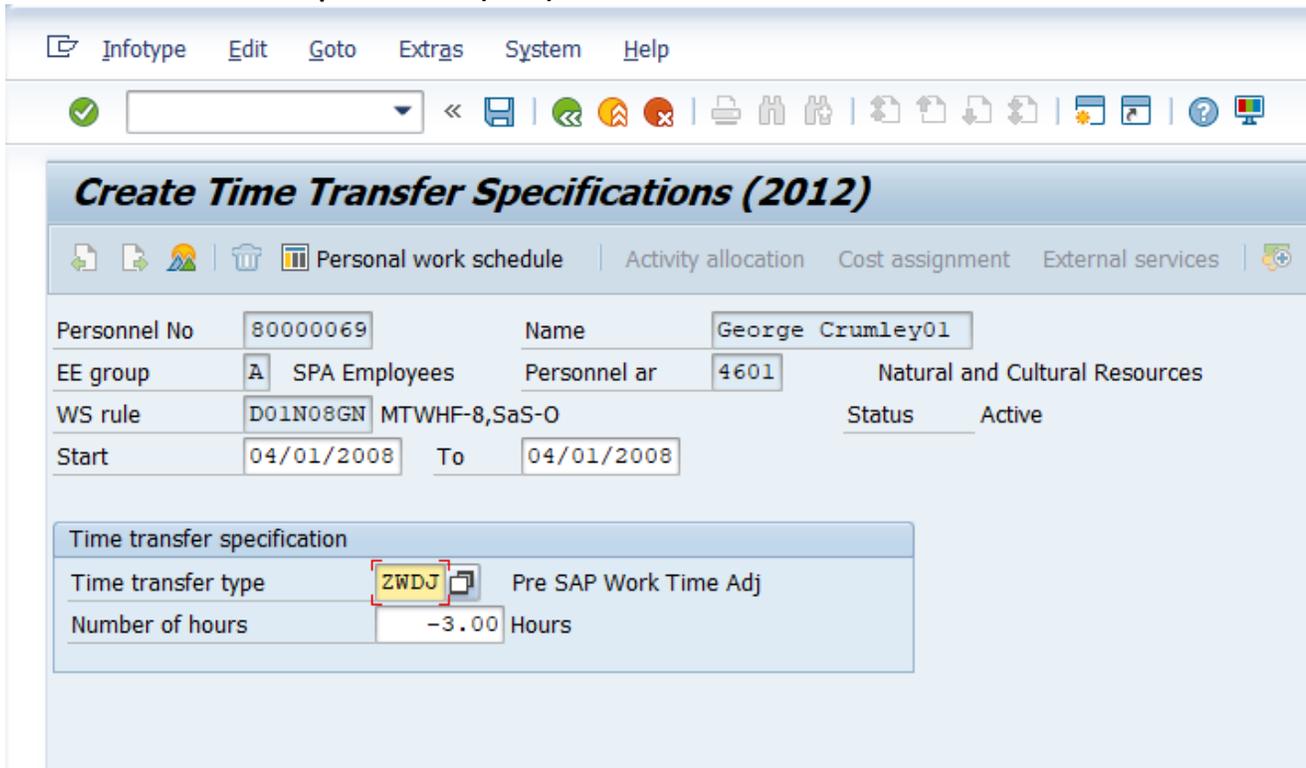
- Actions
- Organizational Assignment
- Personal Data
- Addresses
- Planned Working Time
- Basic Pay
- Family Member/Dependents
- I-9 Residence Status
- Additional Personal Data

On the right, the 'Period' section is visible, showing a date range from 04/01/2008 to a blank 'To' field. Below this are several radio button options for selection: 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 located below these options.

At the bottom, the 'Direct selection' section shows the 'Infotype' field set to 'Time Transfer Specifications' and the 'STy' field set to 'ZWDJ', which is highlighted with a red box. The text 'SAP Work Time Adj' is visible to the right of the 'STy' field.

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

**Create Time Transfer Specifications (2012)**



**Create Time Transfer Specifications (2012)**

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

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	ZWDJ Pre SAP Work Time Adj
Number of hours	-3.00 Hours

21. 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. <b>Example:</b> -3.00

22. Click **Enter**  button.
23. Click **Save (Ctrl+S)**  button.

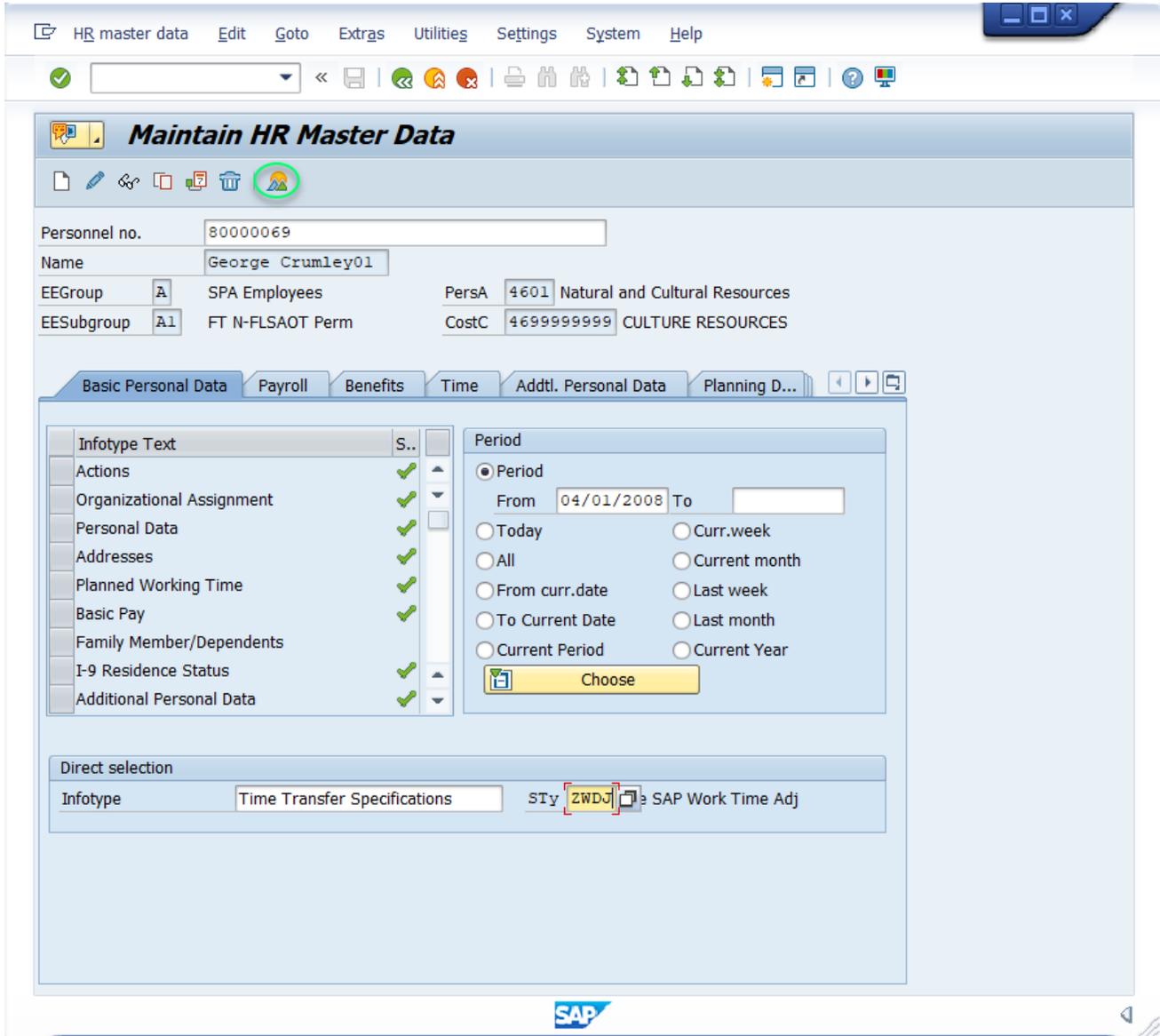


**Information:** Enter the number of hours to be adjusted, positive or negative. Click Enter to validate the data and then save your data.

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 this screen shot).

**Maintain HR Master Data**



24. Click **All**  All radio button.

25. 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)**

Personnel No 80000069 Name George Crumley01  
 EE group A SPA Employees Personnel ar 4601 Cultural Resources  
 WS rule D01N08GN MTWHF-8,SaS-O Status Active  
 Choose 01/01/1800 To 12/31/9999 STy. ZWDJ

Start Date	End Date	Time	Time transfer type text	Number	LI
04/01/2008	04/01/2008		ZWDJ Pre SAP Work Time Adj	3.00-	

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



**Information:** The data entered is displayed.

27. The system task is complete.

**Change Record**

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