



# RECOVERING LIABILITY LEAVE OWED

## JOB AID TM-23



The purpose of this job aid is to explain how to recover adverse weather owed in the Integrated HR/Payroll System.

Liability Leave hours that have not been made up and expired will result in an error message being generated in Time Evaluation: ZW – “Must Reconcile Liability Leave.” Time Evaluation messages can be viewed in transaction PT\_ERL00.

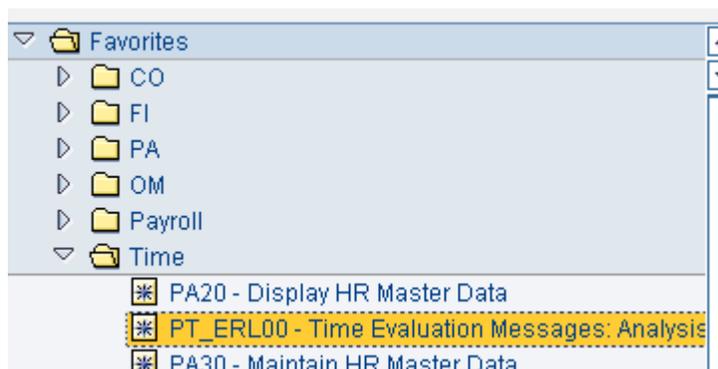
**NOTE:** The Adverse Weather (A/A type 9545) aging period was updated from 365 days to 90 days in the Adverse Weather policy revision effective 1/1/15. All liabilities incurred prior to 1/1/15 will show the 365-day aging period. For CDE Care Leave (A/A type 9549) per policy, the employee has 730 days to make-up the hours taken.

The employee must use Approved Leave to recover overdue hours. If the employee does not have sufficient Approved Leave to recover all of the liability, the remaining liability should be recovered with LWOP. A Leave Administrator will need to manually trigger the appropriate recovery of the liability.

Two-subtypes for Infotype 2012 have been created effective 7/1/2015 to allow a Leave Admin to recover overdue hours owed. Subtype ZAWR will recover the hours from the Approved Leave quota hierarchy, then LWOP for any remaining liability upon expiration. Subtype ZAWB will recover the hours from the Approved Leave quota hierarchy allowing bonus leave to be used before vacation leave, then LWOP for any remaining liability upon expiration.

### View Messages

Liability Leave hours that have not been made up will result in an error message generated in Time Evaluation: ZW – “Must Reconcile Liability Leave.” Time Evaluation messages can be viewed in transaction **PT\_ERL00**.



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

1. Select the **AW variant** .

**NOTE:** The AW (Adverse Weather) variant will display all Time Evaluation messages related to the recovery of Liabilities Leave.

2. Enter the appropriate personnel selection criteria.

3. Click on the **Execute** icon .

Error message **ZW** shows EE PersNo. and Date of Liability Leave due (Logical date): example 07/02/2015. This message notifies that a balance is due for this date. To identify the actual hours owed, view **Infotype 9901, subtype 7000** via **PA61, PA30** or **PA20**.

**\*NOTE\*** Future dated records will not show up as a ZW error on the PT\_ERL00 report.

**Determine Amount Owed**

Run transaction **PA61**.

The screenshot shows the SAP 'Display HR Master Data' interface. The 'Time' tab is selected. The 'Infotype Text' list on the left includes 'Planned Working Time' (checked), 'Absences', 'Attendances', 'Absence Quotas', 'Attendance Quotas', 'Employee Remuneration Info', 'Time Events', 'Workers' Comp. NA', and 'Additional Abs. Data'. The 'Period' section on the right shows 'From 01/01/1800' and 'To 12/31/9999'. The 'Direct selection' table at the bottom contains the following data:

Infotype	Description	STy	Value	Description
9901	Leave & Liability Aging	7000		Liability Leave

1. Key '9901' in the Infotype field and '7000' in the Sty (Subtype) field.
2. Click on the **Overview** icon .



The screenshot shows the SAP 'Overview Leave & Liability Aging' report for employee Jane T Doe. The report parameters are: Personnel No. 1001047, Name Jane T Doe, EE group A SPA Employees, Personnel ar 2001, Health Human Services, WS rule D01N08GN MTWHF-8,SaS-O, Status Active, and STy. 7000. The date range is from 01/01/1800 to 12/31/9999. The table below shows the liability aging records, with a red box highlighting the records for 07/02/2015. A tooltip indicates that 8 - 1 = 7 remaining AW hours are owed.

Start Date	End Date	Time T...	Hours	On-Call R	Time Eval D...	Payout Date	L	L...
07/02/2015	07/02/2015	7000	8.00	0.00	04/04/2015			
07/02/2015	07/02/2015	7000	1.00-	0.00	04/10/2015			
01/28/2010	01/28/2010	7000	8.00	0.00	01/29/2009			
01/28/2010	01/28/2010	7000	1.00-	0.00	02/13/2009			
01/28/2010	01/28/2010	7000	7.00-	0.00	01/28/2010			
01/27/2010	01/27/2010	7000	8.00	0.00	01/28/2009			
01/27/2010	01/27/2010	7000	3.00-	0.00	02/06/2009			
01/27/2010	01/27/2010	7000	5.00-	0.00	02/13/2009			

Review **IT9901** (7000) for records with a start/end date that matches the date of the ZW message. The sum of the values in the 'Hours' column for these records will provide you with the remaining liability hours that the employee owes on the date.

In this example, 7/2/2015 is the date of the ZW message. The sum of the values in the 'Hours' column for these records will provide you with the remaining liability hours that the employee owes for the expiration date of 7/2/2015. This employee had a total of eight hours due on 6/17/2015 and has made up only one hour of the liability. By summing the values in the 'Hours' field, we can determine that the employee has seven hours remaining for the liability balance due 7/2/2015.

### Recovery

The employee must use Approved Leave to recover overdue hours. If the employee does not have sufficient Approved Leave to recover all of the liability, the remaining liability should be recovered with LWOP. A Leave Admin will need to manually trigger the appropriate recovery of the liability via subtype ZAWR or ZAWB.

Two new subtypes for Infotype 2012 have been created effective 7/1/2015 to allow a Leave Admin to recover overdue hours owed. Subtype 'ZAWR' will recover the hours from the Approved Leave quota hierarchy, then LWOP for any remaining liability upon expiration. Subtype 'ZAWB' will recover the hours from the Approved Leave quota hierarchy allowing bonus leave to be used before vacation leave, then LWOP for any remaining liability upon expiration.

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

The screenshot shows the SAP 'Maintain Time Data' interface for employee Jane T. Doe (Personnel no. 1001047). The 'Direct selection' section at the bottom has a red box around the 'Time Transfer Specifications' infotype. The 'Period' section on the right shows various selection options like 'Today', 'All', 'From curr.date', etc.

2. Enter the appropriate value in the **STy** field and press Enter.
  - **ZAWR** Makeup Liability Leave
  - **ZAWB** Makeup Liab Leave f/ Bonus

**Maintain HR Master Data**

Personnel no.

Name

EEGroup  SPA Employees      PersA  Health Human Services

EESubgroup  FT S-FLSAOT Perm      CostC  DHHS-MAIN

Basic Personal Data    Payroll    Benefits    **Time**    Addtl. Personal Data    P...

Infotype Text    S..

Planned Working Time   

Absences

Attendances

Absence Quotas

Attendance Quotas

Employee Remuneration Info

Time Events

Workers' Comp. NA

Additional Abs. Data

Period

Period

From  To

Today       Curr.week

All       Current month

From curr.date       Last week

To Current Date       Last month

Current Period       Current Year

Direct selection

Infotype  Time Transfer Specifications    STy  Makeup Liability Leave

3. Click the **Create** icon .

**Create Time Transfer Specifications (2012)**

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

Personnel No  Name

EE group  SPA Employees    Personnel ar  Health Human Services

WS rule  MTWHF-8,SaS-O    Status

Start  To

Time transfer specification

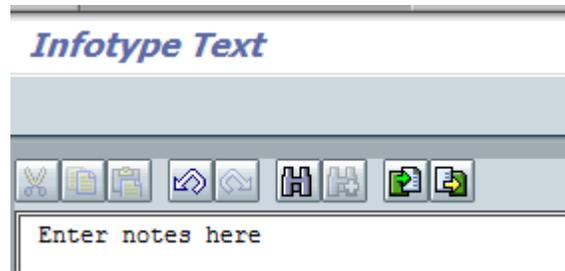
Time transfer type  Makeup Liability Leave

Number of hours  Hours

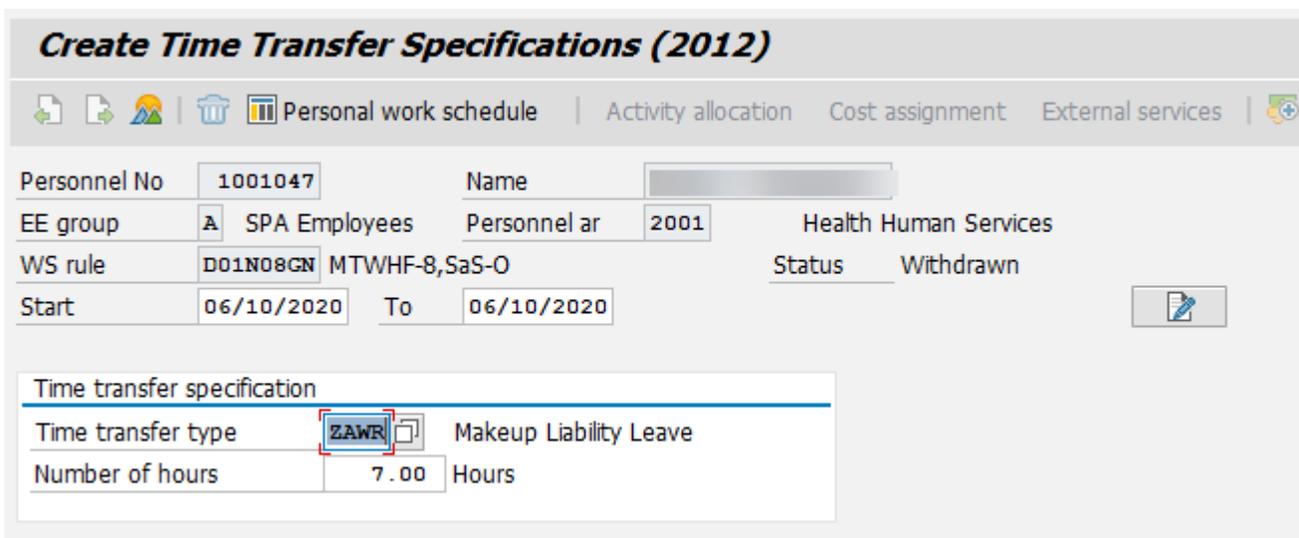
4. Change the **Start** value to be the date the hours were due. This date can be any date between when the liability was incurred and the due date.
5. Change the **To** value to the same date.
6. Enter the **number of hours to be recovered** in the Number of hours field.

**NOTE:** Do not enter a negative sign for this number.

- Click **Edit > Maintain text** and enter any notes if appropriate.



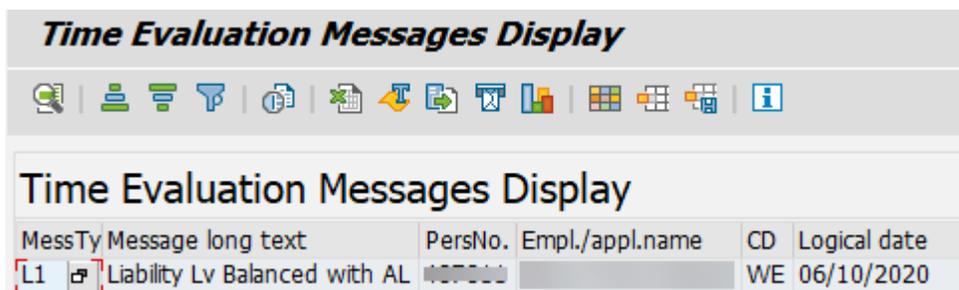
- Click the **Save** icon  to save your notes. The *Detail record* screen will display again on your screen.



- Click the **Save** icon  to save the record.

## Review

After successfully completing the Infotype 2012 and allowing Time Evaluation to process overnight, verify adverse weather repayment has processed properly by viewing the messages in transaction PT\_ERL00, again using variant 'AW.'



If ZAWR is used and there is not enough approved leave quota available in the hierarchy quotas, Time Eval will generate an error message:

L3 – “Cannot recover all Liab Lv with AL ”

L4 – “Liability Lv Recovered with LWOP”

When the recovery is successful for either subtype, Time Eval will generate a message confirming the success:

L1 – Liability Lv Balanced with AL