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SECTION I

TIME REPORTING OVERVIEW

Time Management / CATS

Processing employee time in SAP is an essential part in the SAP - HR Module. The Cross Application Time Sheet (CATS) and the Time Management component of SAP are used to record and evaluate employee time data.

CATS is the time collection area. This is where an employee's time is entered and approved. CATS replaced the DWR 2764, DWR 3055, DWR 202a, DWR 202b, and monthly submittal forms.

Time Management takes the time from CATS and evaluates the time. This evaluation process ensures that the time complies with the work standard rules and each employee's bargaining unit contract. Time is then sent to SCO for payroll purposes.

Note: Each Division/District will determine the manual process they will use prior to entering time into SAP.

Time Management

The Time Evaluation program takes place on a daily basis. Once time is entered, it must be approved before being sent to CO & HR Modules for further processing. In order for time to show up on the time statement, time entry needs go through time evaluation. Time evaluation is run automatically overnight and then it is sent via interface to SCO. As time is evaluated, it is checked against information contained in various time info types.

SAP calculates overtime, shift premiums (etc.) automatically. Time Recorders only need to record actual hours worked and absences. SAP will maintain leave balances for **ALL monthly, hourly, and biweekly** employees. SAP validates recorded absences against current leave balances and will not allow posting if a balance is zero. Hourly pay hours, overtime hours, and shift pay is generated to an interface tape that is sent to the State Controller's Office (SCO).

SAP HR Time Module Configuration Rules

Rules have been added to Time Evaluation incorporating State of California and bargaining unit contract provisions for DWR employees.

The added rules are based on:

- Employee Group
- Employee Subgroup
- Personnel Area
- Personnel Sub Area
- Wage Type
- Work Schedule
- Work Week Group (WWG)

Time Recorder's Roles

- Time Entry

Time recorders enter attendance and absences with accompanying hours and costing information for multiple employees within one organizational unit that is unable to be entered by the employee through ESS (Employee Self Service). The approving officer/supervisor will review and approve or reject all time entries. If time data entries are rejected then information will not be transferred to payroll or CO-controlling and costing module. Time recording information for bi-weekly paid employees will be manually reported to SCO via the time recorder and Personnel Specialist. All time for bi-weekly employees must be entered into SAP and documented on the Std. 672 that is faxed to the Personnel Specialist. The Personnel Specialist will reconcile the Std. 672 with time entries in the CATS timesheet.
- Maintaining Work Schedule

Time Recorders enter new work schedules for employees including AWWs. It is essential that while maintaining time data, such as recording a substitution for an employee that the information entered into SAP is accurate. Please contact the HR Office when changes are made to a workweek schedule. It is extremely important to use the “**create**” button and input the correct dates to ensure that all information is kept in history. The **change** button overwrites previous data and will not reflect history.
- Reports

Time Reports complete the reports for various time and quota requests. These reports may include missing time, excess hours or intermittent hours.
- Time Transfers

Time Recorders enter time transfers to complete adjustments to balances such as excess hours and overtime.
- Retroactive Time Correction

Time Recorders complete the necessary steps to submit for authorization and complete retroactive time correction. This could be for incorrect time posting or costing changes requested by employee, division or HR office.

Time Recorder Administrator Authorization Role

Below is a list of SAP transaction codes that all Time Recorders will have access to.

Transaction Code

CADO	CATS: Display Data
CAOR	CATS: Display Report
CAT2	CATS: Maintain Time
CAT3	CATS: Display Time
PA51	Display Time Data
PA61	Maintain Time Data
PT40	PDC Error Transaction
PT50	Quota Overview
PT61	Time Statement
ZDUN	Missing Timesheet Report

Deadlines

- **Time Entry**

All employee's attendances and absences should be entered into SAP by the end of the work week. For most employees, work weeks are Monday to Sunday except for bi-weekly employees whose work weeks are Sunday to Saturday. Time should be entered on the close of business on Friday, unless employees work the weekend for overtime. If the pay period ends mid week, all time entry should be entered and approved by the last day of the pay period. To ensure that all time entry is recorded and approved by the deadlines, Time Recorders should run the Missing Timesheet Report (ZDUN) on a weekly basis and on a daily basis on the week of pay day to ensure that all relevant time is entered and approved in SAP.
- **Dock**

Dock time should be entered and approved by the identified date on the Time Recorder calendar in order for it to be included in the SCO electronic interface. If dock time is posted and approved after this date, time recorders are to notify the Personnel Specialist on a daily basis until pay day.
- **Late DOCK**

Personnel Office staff will identify dock entered and approved after master payroll cutoff and key into the SCO database. Overpayments as a result of late dock will be collected via an Account Receivable from the following month's paycheck or Personnel will return the employee's pay warrant to SCO which may issue a salary advance to the employee on pay day.

As stated in most bargaining unit contracts, a salary advance of no less than 50% of the employee's actual net pay will be issued within 5 workdays after payday and no more than 4 salary advances per calendar year may be released if reasons are due to **late dock** or **AWOL**. If it's no fault of the employee, salary advance will be issued within 2 workdays after payday for an amount close to the actual net pay.

- **Overtime and Shift Differential**

Overtime and shift differential pay will be sent via an interface tape to SCO for payment. If an employee requests overtime to transfer to CTO instead of pay, time transfer must be completed by the 3rd day of the following pay period.

- **Additional Pay**

Additional pay such as diving pay, holiday cash out, and any other payments for monthly employees will be keyed by the Personnel Specialist following Department and SCO schedules which normally is the 10th of the following month.

- **Biweekly Employees**

All bi-weekly employee's attendances and absences should be entered into SAP by the time recorder and be approved or rejected by the approving supervisor by 12 noon Monday for the prior work week, Sunday to Saturday. Time recorders are to document the Std. 672 and fax it to the Personnel Specialist by 10:30 a.m. on the Tuesday following the end of the bi-weekly pay period. On occasion, it is due on Monday due to no cycle within the SCO system. Please refer to the Time Recorder pay period calendar.

The Personnel Specialist will reconcile the Std. 672 with time entries in the CATS timesheet prior to keying into SCO. Bi-weekly pay information is not sent via an interface to SCO. SAP will automatically update all leave entitlements and quota balances (except Holiday credit and CTO entitlement). Therefore, leave usage will not need to be reported to the Personnel Office. However, it will need to be entered into SAP for any leave usage.

Current attendance leave codes/time types in SAP:

Some attendance types may only be entered by the Time recorder.

Attendance

1CP1	Climbing Pay
1ES1	Evening Shift
1HC1	Holiday Credit(1.0)
1HP1	Hours for Pay
1NG1	Night Shift
1TR1	Training
1UN1	Union Representation
2HP5	Holiday Pay @ 1.0
2HP6	Holiday Pay @ 1.5

Worker's Comp. Absence types

ALX1	Lost time waiting - Annu
SX01	Lost time waiting - sick
TD01	Temporary Disability
VX01	Lost time waiting - Vacat
WCCT	Wcomp - CTO-wait
WCHC	Wcomp - Hol Credit-wait
WCP2	Wcomp - PLP2-wait
WCPH	Wcomp - Pers Hol-wait
WCPL	Wcomp - Pers Leave-wait
LC01	Lost time docked
IDL1	Approved Industrial Disab

FMLA Absence types

FMAL	FMLA - Annual Leave
FMCF	Unpaid Leave - FMLA/CFRA
FMCT	FMLA - Comp time off
FMFH	FMLA Furlough Hrs Used
FMHC	FMLA- Holiday Credit
FMP2	FMLA - Personal Leave 2
FMPH	FMLA - Personal Holiday
FMPL	FMLA - Personal Leave
FMSF	FMLA- Sick Leave (family)
FMSL	FMLA - Sick Leave (self)
FMVA	FMLA - Vacation
1FML	FMLA - Excluded

Absence

AL01	Annual Leave
ATG1	Admin Time off general
ATO1	Natural Disaster - Admin
ATO2	Disciplinary - Admin TO
AWOL	Unpaid Leave - Unapproved
BL01	Bereavment Leave
CATL	Catastrophic Leave (AL)
CATV	Catastrophic Leave (Vac)
CT01	CTO (used)
CT02	OA Incentive CTO (Used)
DOCK	Unpaid Leave - Informal
EX01	Excess Hours (used)
FHUP	Furlough Hours Used
HC01	Holiday Credit (used)
HCIE	Holiday Credit (Intermit)
ITO1	Informal Time Off -approv
JD01	State Jury Duty
JD02	Federal Jury Duty
ML01	Military Leave
ML02	Military Leave (Spouse)
MLAL	Mentoring, Annual Leave
MLCT	Mentoring, CTO
MLEX	Mentoring, Excess Hours
MLHC	Mentoring, Holiday Credit
MLPA	Mentoring, PARR Leave
MLPH	Mentoring, Personal Holid
MLPL	Mentoring, Personal Leave
MLUP	Mentoring, Unpaid DOCK
MLVA	Mentoring, Vacation
MN01	Mentoring Leave, Used
NDL1	Apprvd Non-Industrial Dis
PA01	PARR Leave (used)
PDD1	Prof Dev Day (Used)
PH01	Personal Holiday (used)
PL01	Personal Leave (used)
PL10	PLP 2010 (Used)
PLP2	PLP2-PLP(used)eff 10/1/03
SL01	Sick Leave (self)
SL02	Sick Leave (family)
SW01	Subpoenaed Witness
TL01	Transfer of agency leave
UT01	Union Time Off
VA01	Vacation
VPLP	Voluntary PLP (Used)

Scenario	R12 (non BV) Working on: Jan. 1st Memorial Day July 4th Labor Day Thanksgiving Christmas	R12 (non BV) Working on: 3rd Mon. in Jan 3rd Mon. in Feb March 31st November 11 Day after Thksgvg	R01, R02, R04, R09, R10, R11, R14 & R21 Working on: Jan. 1st Memorial Day July 4th Labor Day Thanksgiving Christmas	R01, R02, R04, R09, R10, R11, R14 & R21 Working on: 3rd Mon. in Jan 3rd Mon. in Feb March 31st November 11 Day after Thksgvg	S01-S21, E97 Non-represented Supervisory or Excluded FLSA Covered (WVG 2)	Any Non-FLSA Covered Employees (WVG E)	R12 Bi-Weekly	S12 Bi-Weekly
Holiday on Regular Work Day								
Employee <u>does not</u> work	No SAP posting necessary							
SAP Posting Compensation								
Employee <u>does</u> work	2HP6 (15) Holiday Pay - or - Receives Holiday Credit	2HP5 (10) Holiday Pay - or - Receives Holiday Credit	2HP6 (15) Holiday Pay - or - Receives Holiday Credit	2HP5 (10) Holiday Pay - or - Receives Holiday Credit	2HP5 (10) Holiday Pay - or - Receives Holiday Credit	2HP5 (10) Holiday Pay - or - Receives Holiday Credit	IHC1 (for hours worked, up to 8) Holiday Credit Earned No cash compensation	Accrue Holiday Credits via a Time-Transfer upload Post Regular Hours for Pay (IHP1) on holidays worked. HC hours are banked for future use.
Holiday on Regularly Scheduled Day Off								
Employee <u>does not</u> work	No SAP posting necessary Holiday Credit automatically accrued No cash compensation. HC hours are kept on books & used as needed.							
SAP Posting Compensation								
Employee <u>does</u> work	2HP6 (15) Holiday Pay - or - Receives Holiday Credit	2HP5 (10) Holiday Pay - or - Receives Holiday Credit	2HP6 (15) Holiday Pay - or - Receives Holiday Credit	2HP5 (10) Holiday Pay - or - Receives Holiday Credit	2HP5 (10) Holiday Pay - or - Receives Holiday Credit	2HP5 (10) Holiday Pay - or - Receives Holiday Credit	IHC1 (for hours worked, up to 8) Holiday Credit Earned No cash compensation	Accrue Holiday Credits via a Time-Transfer upload Post Regular Hours for Pay (IHP1) on holidays worked. HC hours are banked for future use. - OR - Cashed out as H5 at year-end
Reference								
Effective Date of Change	10/12/2009	10/22/2010; 05/23/2011; 05/24/2011						
Reference Document(s)	FML 09-040	FML 2010-30; FML 2011-016; 2011-018; 2011-019						
SAP Info								
Attendances			Absences			Transfer Holiday Time Worked to Holiday Credit Accrual		
2HP5	Posted on holidays worked, Holiday Premium Pay @ 1.0	HC01	Posted when an employee uses an accrued Holiday Credit	Holiday worked at 1.0 premium rate (2HP5)		Z205 - Give Holiday Credit Hours Z500 - Zero out 2HP5 Hours		
2HP6	Posted on holidays worked, Holiday Premium Pay @ 1.5	HCIE	Posted when an intermittent employee uses an accrued HC	Holiday worked at 1.5 premium rate (2HP6)		Z215 - Give Holiday Credit Hours Z501 - Zero out 2HP6 Hours		
1HC1	Posted on holidays worked Holiday Credit hours earned							

SECTION II

TIME ENTRY (CATS)

TIME ENTRY

Perform this procedure when entering attendance or absences. To ensure that the correct hours are charged to the correct cost objects, all hours must be recorded.

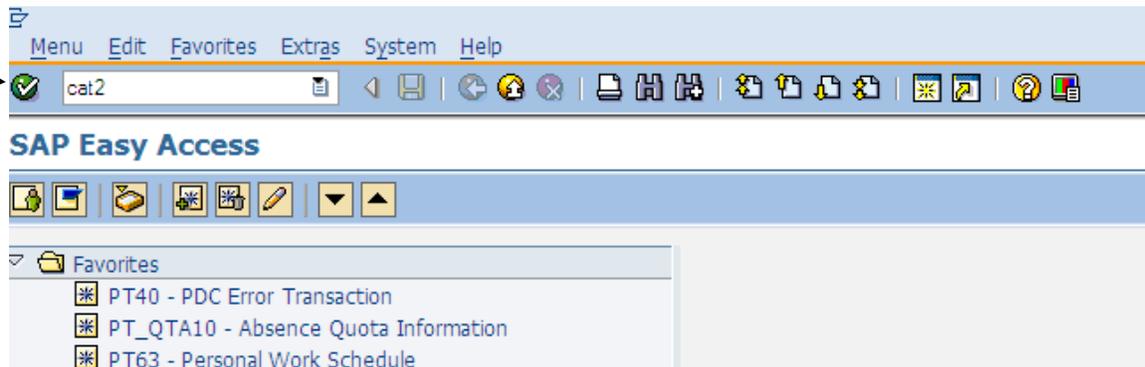
Entry of an attendance requires using a cost object such as an internal order, WBS element, or Plant Maintenance Order (PMO). Entry of an absence requires posting to an internal order number.

An absence or attendance code must be entered for leave accounting and payroll purposes. Attendance types begin with a number, while absence types begin with a letter.

Absences are not allowed to be entered on a day an employee is not scheduled to work.

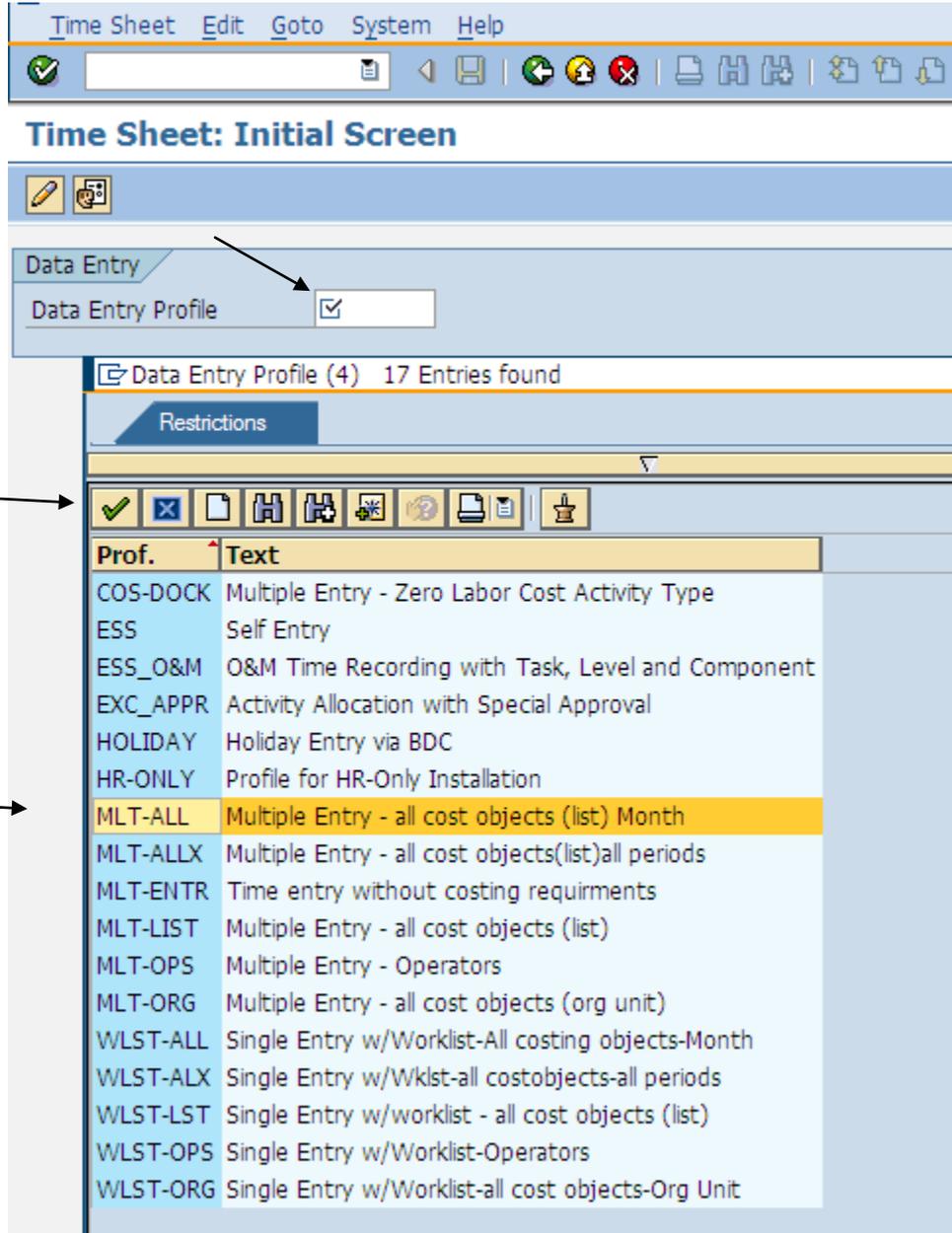
Transaction Code; CAT2

Enter CAT2.



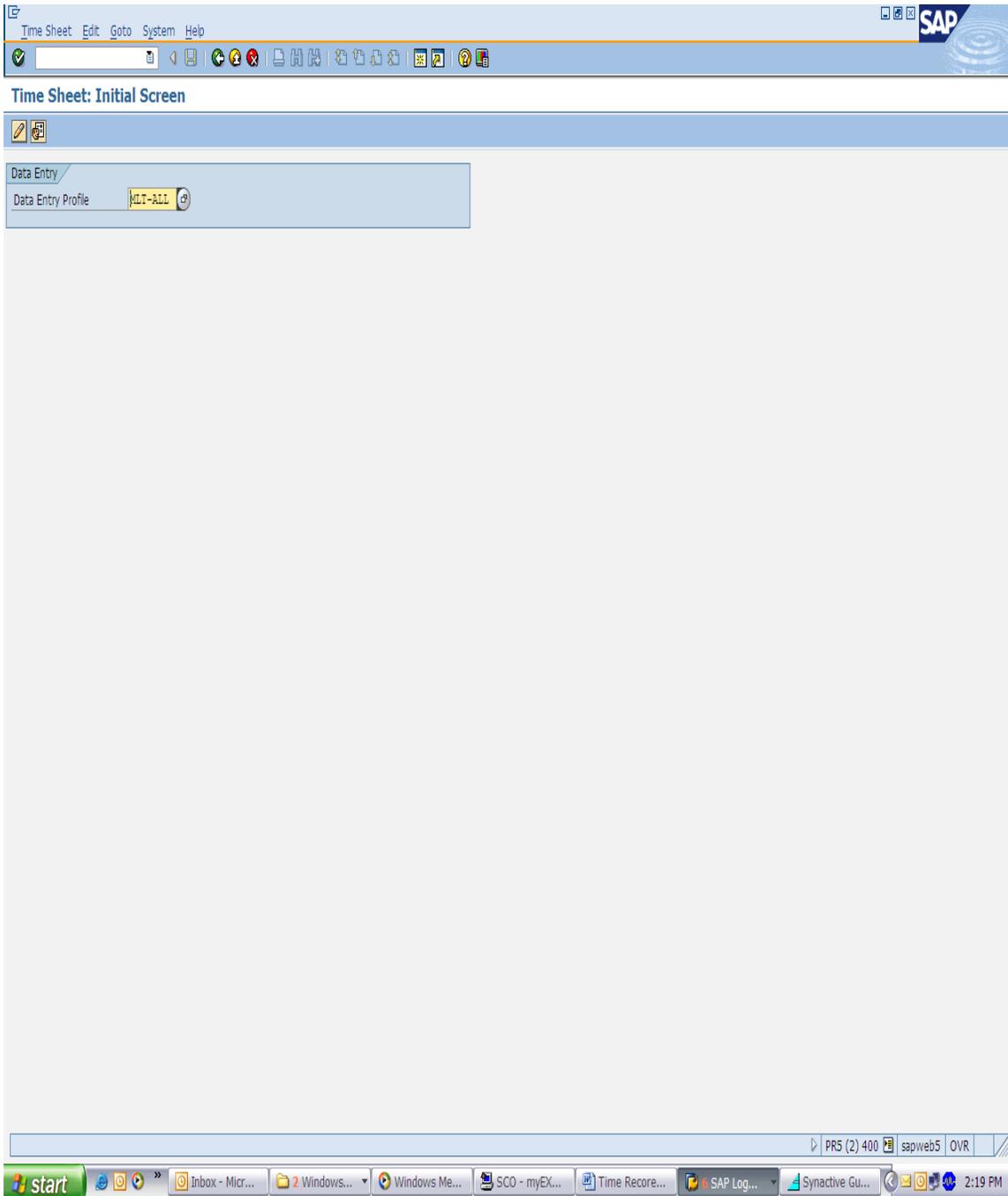
Click green check icon.

Click on the “Data Entry Profile” to select the data entry profile that fits your entry.



Click on the green check button.

Click on the pencil button.



The screenshot shows the SAP Time Sheet: Initial Screen. At the top, there is a menu bar with 'Time Sheet', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Time Sheet: Initial Screen' and contains a 'Data Entry' section with a 'Data Entry Profile' dropdown menu set to 'MLT-ALL'. The bottom of the screen shows the Windows taskbar with the Start button and several open applications: 'Inbox - Mic...', '2 Windows...', 'Windows Me...', 'SCO - myEX...', 'Time Recore...', 'SAP Log...', and 'Synactive Gu...'. The system tray on the right shows the time '2:19 PM' and the date 'PR5 (2) 400 sapweb5 OVR'.

Program Edit Goto System Help

Personnel Number Selection for Fast Data Entry

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

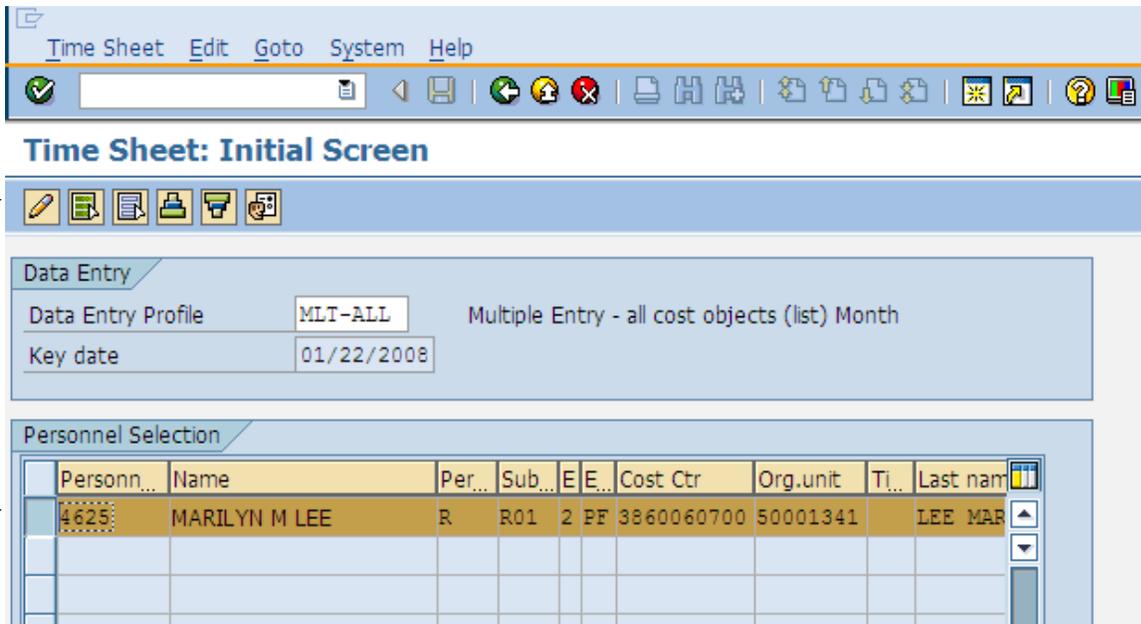
Personnel Number

Employment status

Time recording administrator

Click Execute button.

Click the box on the left next to the employee's SAP#. The line will be highlighted
Click on the pencil icon.



On this screen, enter the SAP# in the line below the Pers. No. Hit enter. The system will bring up the employee's name.

Rec. Order # might be different for each unit. Obtain the # from your Administrative Officer. Enter employee's attendance. You will need to enter in a new line for each leave type, hours for pay, or if the Rec. order or PM (Active type) is different. Use the drop down by clicking on A/A for list of attendance code.

For **Part time employees**, when you enter leave for them, you will have to split the leave usage into two lines if you need to enter more than their scheduled work hours.

For example, for half time employees, their scheduled work hours per day are 4 hours. If you need to enter 6 hours of leave in one day, you will need to enter 4 hours in one line and enter another 2 hours in another line.

LT	Pers.No.	Name	Receiver WBS element	Rec. Order	Acti...	A/A...	Tc
	4625	MARILYN M LEE					
	4625	MARILYN M LEE					
	4625	MARILYN M LEE		30607019		1HP1	
	4625	MARILYN M LEE		30607019		1HP1	

You may put the list in order by clicking on the A/Aty once to put the time code in order or by clicking on the Att./abs type text to put the list in order by text.

The screenshot shows the 'Time Sheet: Data Entry View' interface. At the top, there is a toolbar and a header area with the title 'Time Sheet: Data Entry View'. Below this, there are input fields for 'Data Entry Period' (01/01/2008 - 01/31/2008) and 'Week' (01.2008). The main area is a table with columns: LT, Pers.No., Name, Receiver WBS element, Rec. Order, Acti..., A/A..., Total, 01/01, 01/02, 01/03. The table contains four rows for 'MARILYN M LEE' with various 'A/A' codes and 'Total' values.

An overlay window titled 'Att./Absence type (4) 81 Entries found' is open, showing a list of absence types. The list has columns: P..., A/ATy..., Att./abs. type text, Start Date, and End Date. The entry '01 1HP1 Hours for Pay' is highlighted in yellow. The dialog box also has a 'Restrictions' tab and a toolbar with various icons.

LT	Pers.No.	Name	Receiver WBS element	Rec. Order	Acti...	A/A...	Total	01/01	01/02	01/03
	4625	MARILYN M LEE					168	0	8	
	4625	MARILYN M LEE					103	0	8	
	4625	MARILYN M LEE		30607019		1HP1	73		8	
	4625	MARILYN M LEE		30607019		1HP1	30			

P...	A/ATy...	Att./abs. type text	Start Date	End Date
01	FMPH	FMLA - Personal Holiday	07/01/2006	12/31/9999
01	FMPL	FMLA - Personal Leave	07/01/2006	12/31/9999
01	FMP2	FMLA - Personal Leave 2	07/01/2006	12/31/9999
01	FMSL	FMLA - Sick Leave (self)	01/01/1990	12/31/9999
01	FMVA	FMLA - Vacation	01/01/1990	12/31/9999
01	FMHC	FMLA- Holiday Credit	07/01/2006	12/31/9999
01	FMSF	FMLA- Sick Leave (family)	01/01/1990	12/31/9999
01	HCIE	Holiday Credit (Intermit)	01/01/1990	12/31/9999
01	HC01	Holiday Credit (used)	01/01/1990	12/31/9999
01	1HC5	Holiday credit H5 (1.0)	01/01/1990	12/31/9999
01	1HC6	Holiday credit H6 (1.5)	01/01/1990	12/31/9999
01	1HC1	Holiday Credit(1.0)	01/01/1990	12/31/9999
01	1HC2	Holiday Pay	01/01/1990	12/31/9999
01	1HP1	Hours for Pay	01/01/1990	12/31/9999
01	1SP1	Hours for second postitio	01/01/1990	12/31/9999
01	1ITO	Informal Time Off -approv	09/01/2005	12/31/9999
01	ALC1	Lost time - Annual Leave	01/01/1990	12/31/9999
01	SC01	Lost time - Sick Leave	01/01/1990	12/31/9999
01	VC01	Lost time - Vacation	01/01/1990	12/31/9999
01	LC01	Lost time docked	01/01/1990	12/31/9999
01	ALX1	Lost time waiting - Annua	01/01/1990	12/31/9999
01	SX01	Lost time waiting - sick	01/01/1990	12/31/9999
01	VX01	Lost time waiting - Vacat	01/01/1990	12/31/9999

Select the time type you need. It will be become highlighted.

The screenshot displays the SAP Time Sheet: Data Entry View interface. At the top, the menu bar includes 'Time Sheet', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The title bar shows 'Time Sheet: Data Entry View'. Below the menu, there are icons for various functions and a 'Data Entry Period' field set to '01/01/2008 - 01/31/2008' with a 'Week' button and '01.2008'.

The main area is a 'Data Entry Area' table with columns for 'LT', 'Pers.No.', 'Name', 'Receiver WBS element', 'Rec. Order', 'Act.', 'A/A', 'Total', and 16 daily columns from '01/01' to '01/16'. The first row shows a total of 168 hours. A 'Restrictions' dialog box is open, showing a list of absence types with columns for 'P', 'A/Aty', 'Att./abs. type text', 'Start Date', and 'End Date'. The entry '01 IHC2 Holiday Pay' is highlighted, and a green checkmark icon is visible in the first column of the dialog box. Arrows point to this checkmark and the highlighted entry.

At the bottom of the window, the taskbar shows the 'start' button and several open applications: 'Inbox - Micr...', 'Windows Me...', 'SCO - myEX...', 'Time Recore...', 'SAP Log...', and 'Synactive Gu...'. The system clock shows '2:33 PM'.

Click on the green check icon.

Enter the number of hours on the day you need to enter time. The top line on the screen shows the scheduled hours to work for each day.

If there is a gray or blue line in the middle of the screen, it reflects a holiday generated by the system. It shows holiday credit earned and used for all employees who are eligible for holiday pay. You cannot make any changes to that line entry.

The screenshot displays the SAP Time Sheet: Data Entry View interface. At the top, the menu bar includes 'Time Sheet', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The SAP logo is visible in the top right corner. Below the menu bar, the title 'Time Sheet: Data Entry View' is shown, along with a toolbar containing various icons for navigation and editing. The 'Data Entry Period' is set to '12/01/2007 - 12/31/2007' and the 'Week' is '48.2007'.

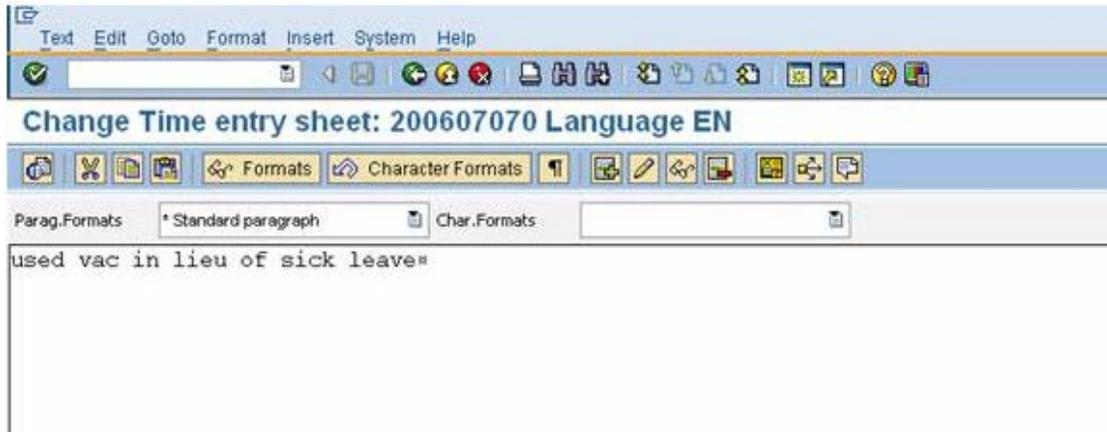
The main area is the 'Data Entry Area', which contains a table with the following columns: LT, Pers.No., Name, Receiver WBS element, Rec. Order, Act., A/A, Total, and dates from 12/19 to 12/31. The table shows data for employee MARILYN M LEE (Pers.No. 4625). A gray line is present on 12/25, indicating a holiday. An arrow points to this line.

LT	Pers.No.	Name	Receiver WBS element	Rec. Order	Act.	A/A	Total	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	
	4625	MARILYN M LEE					160	8	8	8	0	0	8	0	8	8	8	8	0	0	8
	4625	MARILYN M LEE					168	8	8	8	0	0	8	8	8	8	8	8	0	0	8
	4625	MARILYN M LEE		30607019		1HP1	133	8	8	8			8								8
	4625	MARILYN M LEE		20600000		SL02	1														
	4625	MARILYN M LEE		20600000		CT01	22								8	8					4
	4625	MARILYN M LEE		30607019		1ITO	4														4
	4625	MARILYN M LEE		20600000			8							8							

At the bottom of the window, there are buttons for 'Data entry view', 'Release view', and 'Variable view', along with 'Entry 1 of 7'. The Windows taskbar at the very bottom shows the start button, several open applications (Inbox, Windows Explorer, Windows Media Center, SCO, Time Recorder, SAP Log, Synactive GUI), and the system clock showing 2:38 PM on 12/25/2007.

Long text a time posting

As required after entering the number of hours, click the LONG TEXT  icon to enter Long text



Click the ENTER  icon to accept entered text.

Click the BACK  icon to return to the *Time Sheet: Data Entry View* screen.

The date on which long text was entered will now display the number of hours in red.

Click the ENTER  icon to validate entries.

Click the SAVE  icon.

REJECTED TIME

Follow the same steps as time entry until you get to the employee's time sheet below:

Rejected time will be highlighted. Double click on that box.

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period: 01/01/2008 - 01/31/2008 Week 01.2008

Data Entry Area																							
LT	Pers.No.	Name	Receiver WBS element	Rec. Order	Act.	A/A	Total	01/01	01/02	01/03	01/04	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16
	1513	ELVIRA RAMIRE					168	0	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8
	1513	ELVIRA RAMIRE					34	0	8	8	8	0	10	0	0	0	0	0	0	0	0	0	0
	1513	ELVIRA RAMIRE		30607019		1RP1	34						10										

Data entry view Release view Variable view Entry 1 of 3

PR5 (2) 400 sapweb5 OVR

start | Inboxes - Micro... | Windows... | Windows Me... | SCO - myEX... | Time Recore... | SAP Logo... | Synactive Gui... | 3:44 PM

Enter the corrected number in the box. Click the green check and save.

The screenshot displays the SAP Time Sheet: Data Entry View interface. At the top, there is a menu bar with options: Time Sheet, Edit, Goto, Extras, Environment, System, Help. Below the menu is a toolbar with various icons. The main area shows the 'Data Entry Period' set to 01/01/2008 - 01/31/2008, with a 'Week' view selected for 01.2008.

The 'Data Entry Area' contains a grid with columns for dates from 01/03 to 01/16. A pop-up form titled 'Cell Information' is overlaid on the grid. The form has several sections:

- Additional information: General:** Includes a 'Cell content' field with the value '10' and the unit 'Hour'. Below it is a 'Short Text' field and a 'Reason for rejection' field with the value '0001 Incorrect hours recorded'.
- Additional information: Logistics:** Includes a radio button for 'Partial confirmation'.
- Technical information:** Includes a 'Processing status' field with the value '40' and the text 'Approval rejected', and a 'Document Number' field.

At the bottom of the SAP window, there are tabs for 'Data entry view', 'Release view', and 'Variable view', with 'Entry 1 of 3' displayed. The Windows taskbar at the very bottom shows the start button and several open applications, including 'Inbox - Micro...', 'Windows...', 'Windows Me...', 'SCO - myEX...', 'Time Recore...', 'SAP Logo...', and 'Synactive Gui...', with the system clock showing 3:45 PM.

If you need to change to a different time type, enter "0" (zero) in the box, green check save, and then go to a new line to enter the correct time type.

Time Sheet: Data Entry View

Data Entry Period: 01/01/2008 - 01/31/2008 Week 01.2008

Pers.No.	Name	Receiver WBS element	Rec. Order	Act.	A/A	Total	01/01	01/02	01/03	01/04	01/05	01/06	01/07	01/08	01/09	01/10	01/11	01/12	01/13	01/14	01/15	01/16	
1513	ELVIRA RAMIRE					168	0	8	8	8	0	0	8	8	8	8	8	0	0	0	0	0	0
1513	ELVIRA RAMIRE					26	0	8	8	8	0	2	0	0	0	0	0	0	0	0	0	0	0
1513	ELVIRA RAMIRE	30607019			1RP1	26		8	8	8		2											

Data entry view | Release view | Variable view | Entry 1 of 3

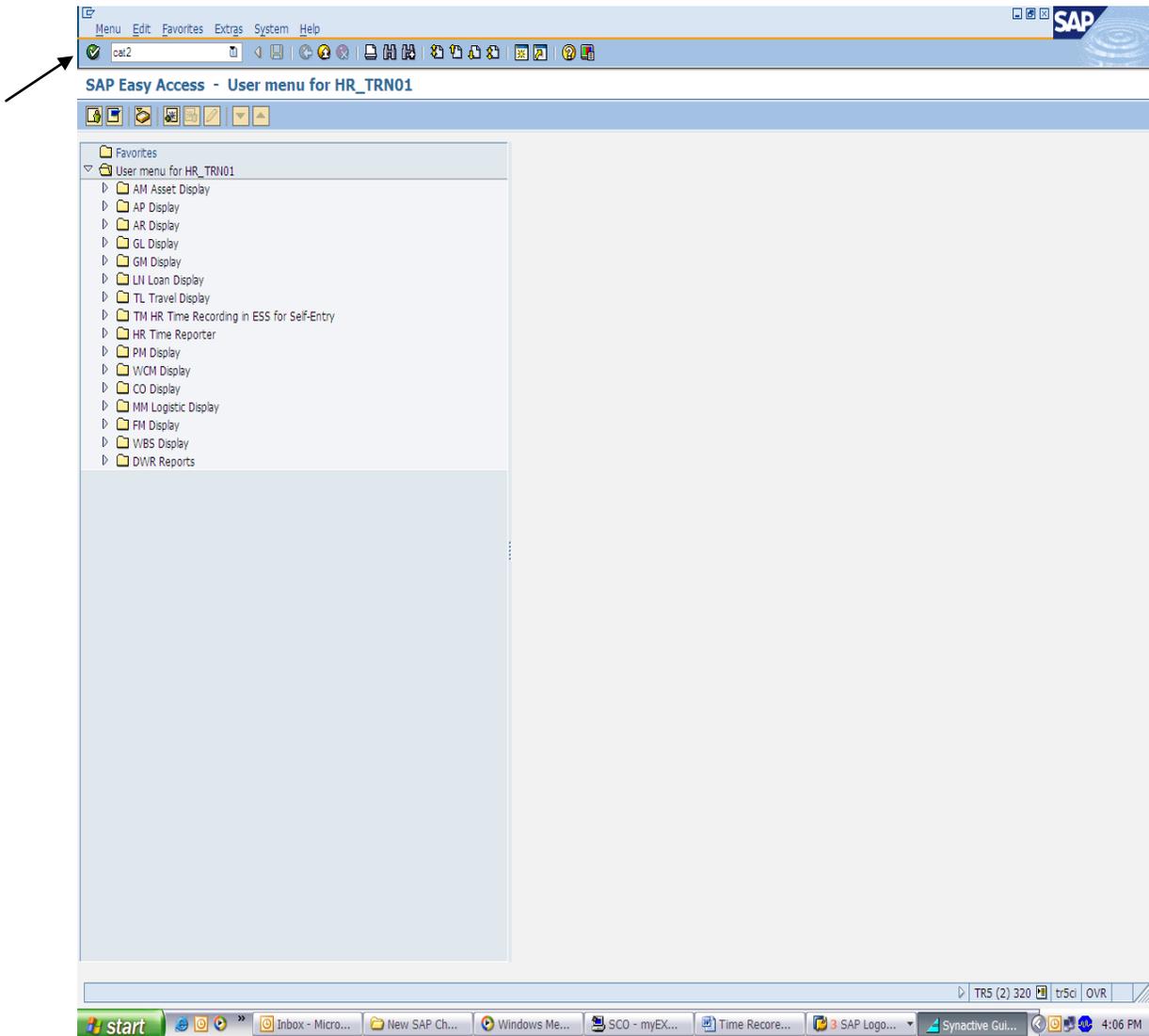
PR5 (2) 400 sapweb5 OVR

start | Inboxes - Micro... | Windows... | Windows Me... | SCO - myEX... | Time Recore... | SAP Logo... | Synactive Gui... | 3:47 PM

Retroactive Time Entry

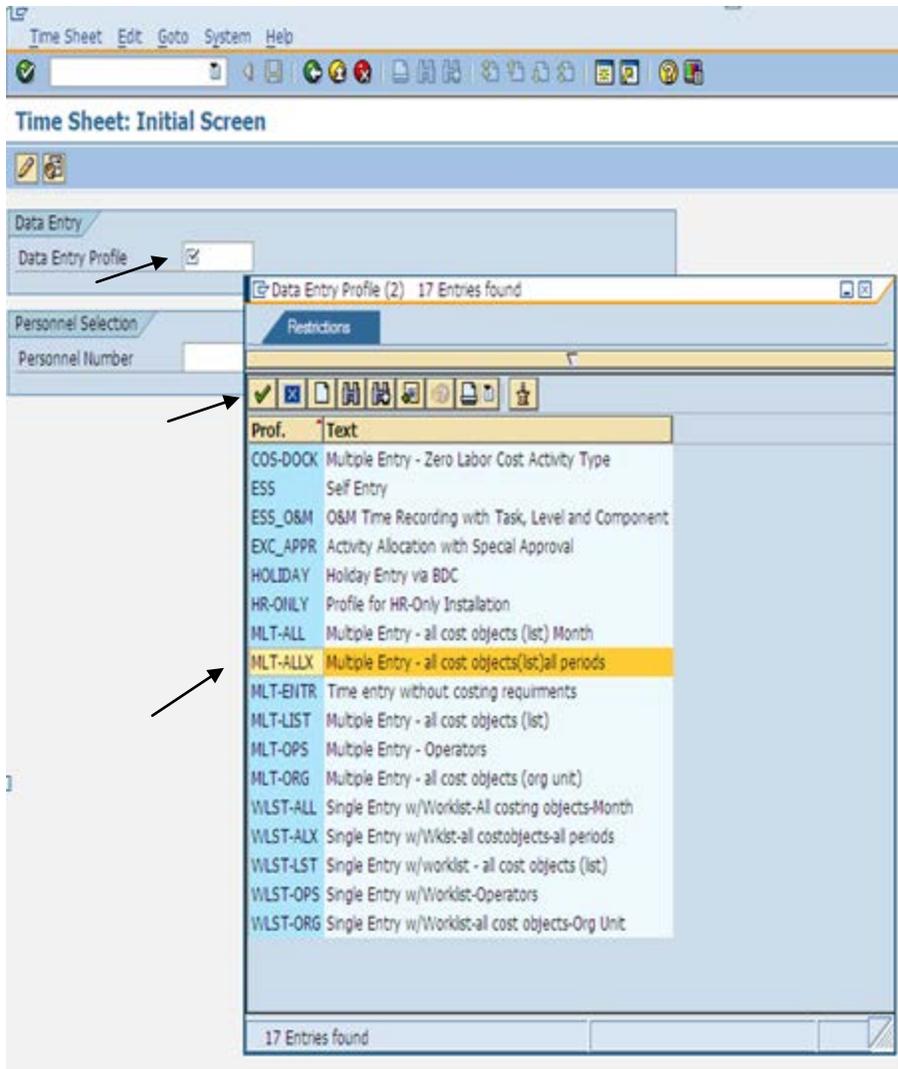
Retroactive time requests must be submitted through AquaAssist service request
 You may only do a retroactive time entry or correction if you received a notification back from the DWR Security Office to notify you that you have access to make the changes.

Transaction Code: **CAT2**

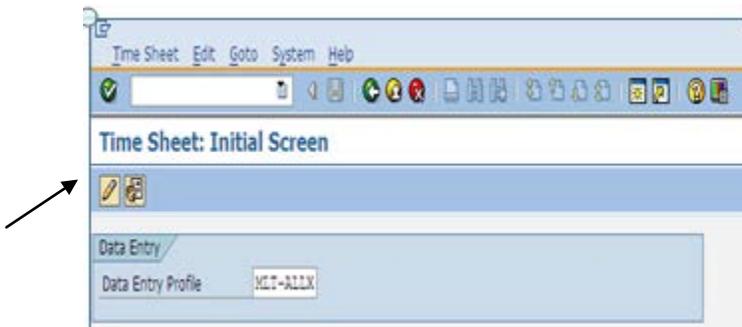


Click on the drop down in Data Entry Profile.

Select MLT-ALLX and click the green check.

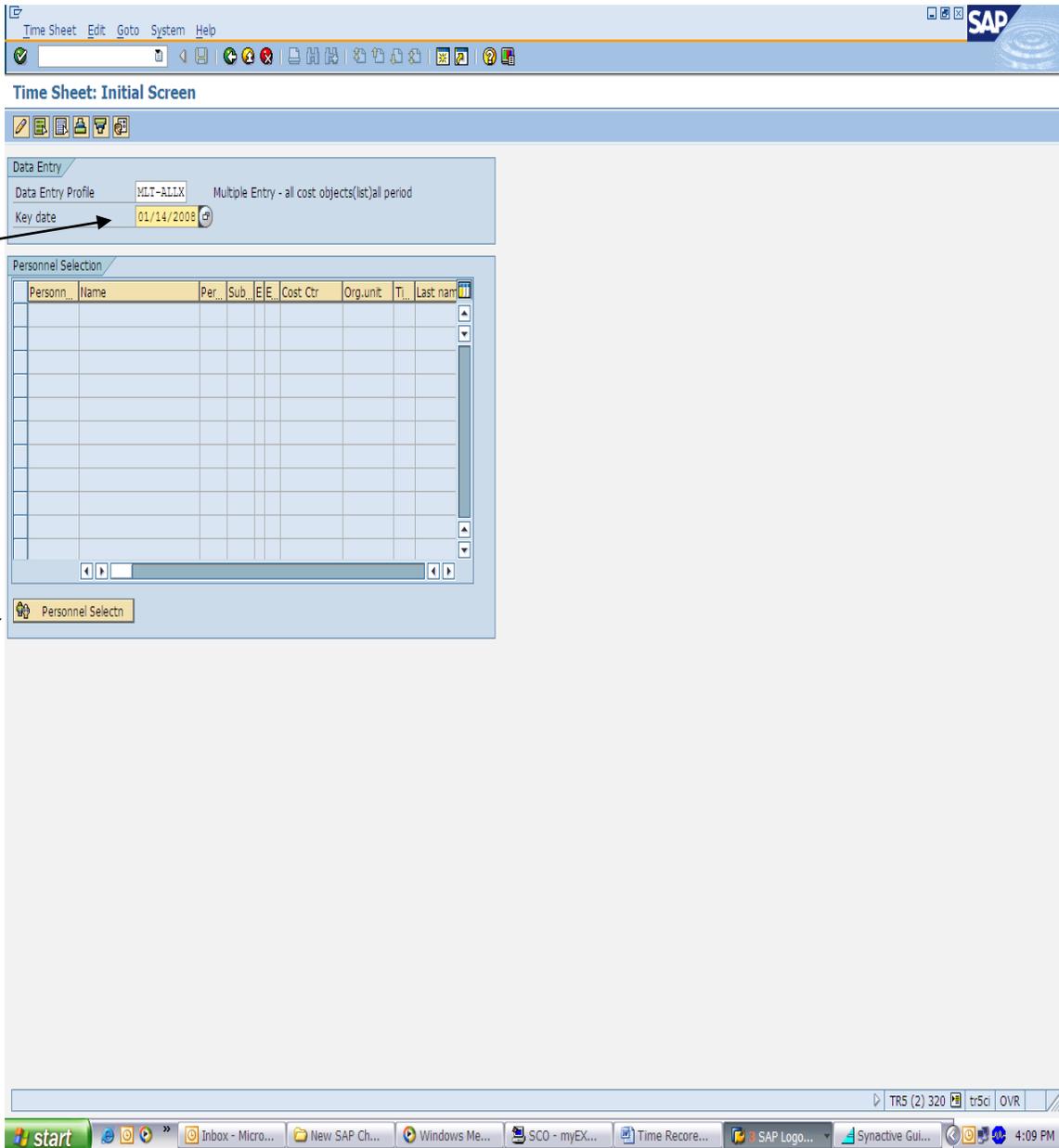


Click on the pencil icon.



Change the date in the “Key Date” tab to the date that you need to make the retro time correction. For example, if you need to make a time correction in the Dec 2012 pay period, enter 12/01/12.

Click on Personnel Selection box.



Enter the employee's SAP Personnel #.

Click the execute icon.

The screenshot displays the SAP 'Personnel Number Selection for Fast Data Entry' interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is divided into three sections:

- Period:** Contains radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', and 'From today'. The 'Other period' option is selected, with input fields for 'Period' and 'To'. A 'Payroll period' button is located below these fields.
- Selection:** Contains input fields for 'Personnel Number' (value: 4625), 'Employment status' (value: 0), and 'Time recording administrator'. An arrow points to the 'Personnel Number' field.
- Additional data:** Contains a list of fields with 'to' fields and arrows: 'Job', 'Organizational unit', 'Position', 'Work schedule rule', 'Payroll administrator', 'HR administrator', and 'Time data administrator'.

The bottom of the screen shows a Windows taskbar with the Start button and several open applications, including 'Inbox - Micro...', 'New SAP Ch...', 'Windows Me...', 'SCO - myEX...', 'Time Recore...', 'SAP Logo...', and 'Synactive Gui...'. The system clock shows '4:11 PM'.

Follow the same steps for time entry. After you make the corrections from the DWR 9504, have the employee's supervisor review and approve the changes.

The screenshot displays the SAP 'Time Sheet: Initial Screen' interface. At the top, there is a menu bar with 'Time Sheet', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into sections. The 'Data Entry' section shows 'Data Entry Profile' as 'MIT-ALIX' and 'Key date' as '07/01/2007'. The 'Personnel Selection' section contains a table with the following data:

Personn...	Name	Per...	Sub...	E	E	Cost Ctr	Org.unit	Ti...	Last nam
W225	MARILYN M LEE	R	R01	2	PF	3860060700	50001341		LEE MAR

An arrow points to the first row of the table. At the bottom of the window, the Windows taskbar is visible, showing the start button and several open applications including 'Inbox - Micro...', 'New SAP Ch...', 'Windows Me...', 'SCO - myEX...', 'Time Recore...', 'SAP Logo...', and 'Synactive Gui...'. The system clock shows '4:14 PM'.

SECTION III

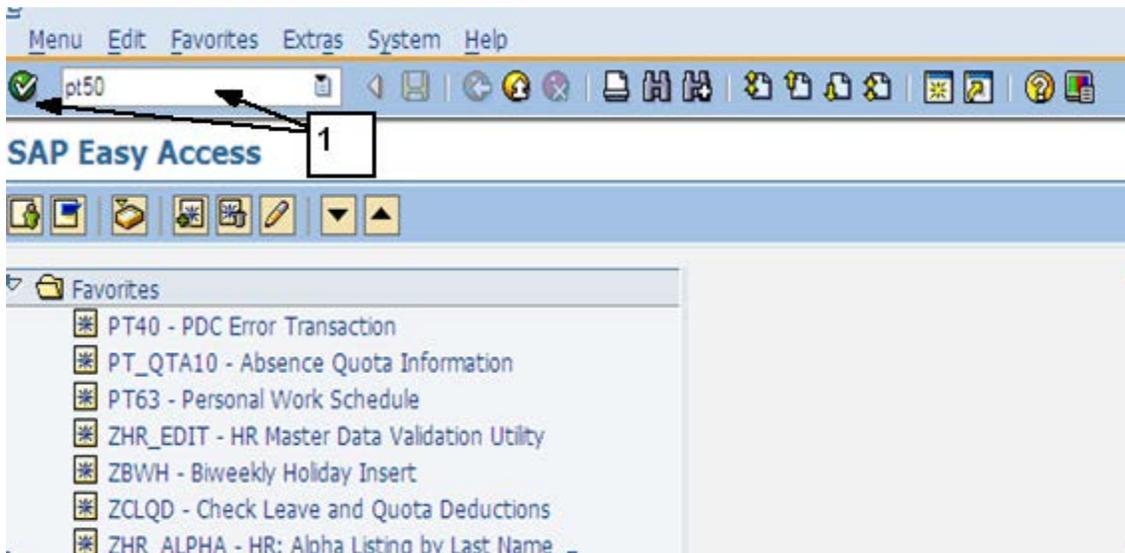
LEAVE QUOTA BALANCES & TIME
STATEMENTS

Leave Quota Balances

Look up the current quota balance and accruals for an employee.

Transaction Code: PT 50

1. Enter Transaction code PT50
2. Click green check button



1. Enter the Personnel number.
2. Click on "All" button.
3. Click "Absence Quota" tab.

Quota Overview

Time evaluation | Projection | Selection | Display

Personnel No. 4625 **1**

Name MARILYN M LEE

Personnel area R Rank and File Cost Center 3860060700 MSD Perso

EE subgroup PF Perm Full Time WS rule 5/8/40 5/8/40 WF

Selection dates | Absence quotas **3** | Accrual information | Attendance

General Overview

Quota type	Entitlement	Remaining	Unit
Absence quotas	3.00000	3.00000	Days
	1,776.98000	1,425.23000	Hours

Selection intervals

Deduction period 01/01/2008 - 01/30/2008

Validity period 01/01/2008 - 01/30/2008

Generation period 01/01/2008 - 01/30/2008

From today | Current Period | Calendar year | **All** **2**

The "Rem." column contains the balances the employee has remaining

Quota Overview

Time evaluation Projection Selection Display

Personnel No. 4645

Name

Personnel area R Rank and File Cost Center 3880203703 O&M Plnt M

EE subgroup PF Perm Full Time WS rule 5/8/40 5/8/40 WR

Selection dates Absence quotas Accrual information Attendance quotas

Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requested
	03	Prof Development D	Hours	32.00000	16.00000	16.00000
	04	PLP 2010/2011	Hours	48.00000	48.00000	0.00000
	05	Personal Holiday	Days	6.00000	2.00000	4.00000
	10	Holiday Credit	Hours	257.00000	90.50000	166.50000
	19	PLP2 eff. 10/01/03	Hours	74.00000	46.00000	28.00000
	21	Vacation Leave	Hours	836.00000	535.50000	300.50000
	22	Sick Leave	Hours	512.75000	98.75000	414.00000
	26	Furlough Hours	Hours	560.00000	64.00000	496.00000

Selection intervals

Validity period 09/01/2011 - 09/30/2011

Deduction period 09/01/2011 - 09/30/2011

4. Click on the “accrual information” tab.

This is where you can view the date the accrual was transferred into the employees quotas.

Date	AbQuotaTyp	Quota text	Unit	Generated	Accrued	Transferred	Cor
07/04/2006	10	Holiday Credit	Hours	8.00000	0.00000	8.00000	
07/04/2006	10	Holiday Credit	Hours	8.00000-	0.00000	8.00000-	
08/01/2006	21	Vacation Leave	Hours	14.00000	0.00000	14.00000	
08/01/2006	22	Sick Leave	Hours	8.00000	0.00000	8.00000	
08/31/2006	21	Vacation Leave	Hours	14.00000	0.00000	14.00000	
08/31/2006	22	Sick Leave	Hours	8.00000	0.00000	8.00000	
09/04/2006	10	Holiday Credit	Hours	8.00000	0.00000	8.00000	
09/04/2006	10	Holiday Credit	Hours	8.00000-	0.00000	8.00000-	

Time Statements

An employee's detail leave usage can be viewed by looking at the employee's time statement.

Transaction Code: PT 61

1. Enter transaction code PT61
2. Green check



3. Enter the Personnel number.
4. Select "Other Period"
5. Enter the dates of the pay period
6. Change the form name to "ZF03" or enter "ZBAL" to only see the totals overview section of the time statement.
7. Check the Format in color box
8. Click on the execute icon

Time Statement Form

The screenshot shows the 'Time Statement Form' interface. At the top, there are icons for home, refresh, Facebook, and a flag. Below these are three buttons: 'Further actions' (with callout 8), 'Search helps', and 'Sort order'. The 'Period' section contains radio buttons for 'Today' (callout 4), 'Up to today', 'Other period', 'Current month', 'From today' (callout 5), and 'Current year'. Below these are two date input fields, one highlighted in yellow (callout 5) and one labeled 'To'. A 'Payroll period' button is at the bottom of this section. The 'Selection' section has two input fields: 'Personnel Number' (callout 3) and 'Time recording administrator'. The 'Parameters for time statement' section has a 'Form name' field containing 'TF00' (callout 6). The 'Date selection and navigation' section has three checkboxes: 'Printout of recalculation' (checked), 'Include employees with errors' (checked), and 'Branch to time data info' (unchecked). The 'Parameters for List Layout' section has four checkboxes: 'Collapse time wage types' (checked), 'Week totals: Full weeks only' (unchecked), 'Statistics information at end' (checked), and 'Format form in color' (callout 7).

The first part of the time statement will show all time worked and leave used for each day of the pay period.

Individual Results						
=====						
Day	Abs/Att	ATTEND	ABS	HFP	OT (1.5)	OT (1.0) DWS
02	Hours for Pay	8.00		8.00		8HRS
03	Hours for Pay	8.00		8.00		8HRS
04	Hours for Pay	8.00		8.00		8HRS
05	Hours for Pay	8.00		8.00		8HRS
06	Sa		Off Work			FREE
07	Su		Off Work			FREE
Weekly Total				32.00		
08	PLP 2010/2011 (Used)		8.00	8.00		8HRS
09	Prof Dev Day (Used)		8.00	8.00		8HRS
10	Prof Dev Day (Used)		8.00	8.00		8HRS
11	Personal Holiday (used		8.00	8.00		8HRS
12	PLP 2010/2011 (Used)		3.00			
12	Vacation		5.00	8.00		8HRS
13	Sa		Off Work			FREE
14	Su		Off Work			FREE
Weekly Total				40.00		

The totals overview section of the time statement gives employee's month to month used and accrual. This section also lists the time transfers completed within the pay period. Only review the balance in the Absence Quota for the current month past time statements will not reflect correct balances in this section.

Totals Overview			
=====			
Type	Hours	Type	Hours
Reg Hrs for Pay	176.00	Hours Scheduled to Work	176.00
Includes Int Pro-rata Holiday	0.00	Hours in Pay Period	176.00
Total Dock	0.00	Excess Hours for Month	0.00
OT (1.5)	0.00		
OT (1.0)	0.00		
Night Shift	0.00	Night Shift Overtime	0.00
Evening Shift	0.00	Evening Shift Overtime	0.00
Holiday Pay 2HP5 (1.0)	0.00	Climbing Pay	0.00
Holiday Pay 2HP6 (1.5)	0.00	Diving Pay	0.00
Holiday Pay	0.00	Rotating Shift Premium	0.00
Vacation Beg Balance	129.00	Annual Leave Beg Balance	0.00
Vacation Credit	10.00	Annual Leave Credit	0.00
Vacation Used	5.00	Annual Leave Used	0.00
Vacation Correction	0.00	Annual Leave Correction	0.00
Vacation End Balance	134.00	Annual Leave End Balance	0.00
Sick Leave Beg Balance	82.75	Excess Hrs Beg Balance	0.00
Sick Leave Credit	8.00	Excess Hrs for Month	0.00
Sick Leave Used	0.00	Excess Hrs (Cover HC)	0.00
Sick Leave Correction	0.00	Excess Hrs Correction	0.00
Sick Leave End Balance	90.75	Excess Hrs End Balance	0.00
Int Hrs to 1500	0.00	State Service	43.00
Ret Annuity Hrs to 960	0.00	State Service Carry Fwd	0.00
Student Hrs to 1500	0.00		
Student Month of Count	0.00		
Actual Days Worked	0.00		
Accruals are posted on the last day of pay period.			
Accruals must not be used in pay period earned.			
Time Transfers			
=====			
From	To	Time Balance Revision	
08/02/2011	08/02/2011	2016 PLP 2010/2011 Accrual	8.00
Absence Quotas			
=====			
From	To	Quota	Remaining
08/17/2008	12/31/9999	01 Compensating time off	0.00000 Hours
11/02/2010	12/31/9999	03 Prof Development Day	0.00000 Hours
11/02/2010	12/31/9999	04 PLP 2010/2011	2.00000 Hours
02/04/2008	12/31/9999	05 Personal Holiday	0.00000 Days
02/12/2008	12/31/9999	10 Holiday Credit	0.00000 Hours
02/29/2008	12/31/9999	21 Vacation Leave	134.00000 Hours
02/29/2008	12/31/9999	22 Sick Leave	90.75000 Hours
02/01/2009	12/31/9999	26 Furlough Hours	0.00000 Hours

SECTION IV

DISPLAY TIMESHEET DATA
CADO/CAOR

Display Time Sheet Data

Display Time Sheet Data (CADO) and (CAOR)

Purpose

Use this procedure to display all time entries for either a specific employee or all employees within an organizational unit.

Perform this procedure when it is necessary to display multiple time entries.

Time entries can be displayed only after time has been entered into the Cross Application Time Sheet (CATS).

- Enter transaction code **CADO** to go to the *Display Time Sheet Data* screen.
- To view time entries for a single employee, use transaction code **CADO (see step 1)**.

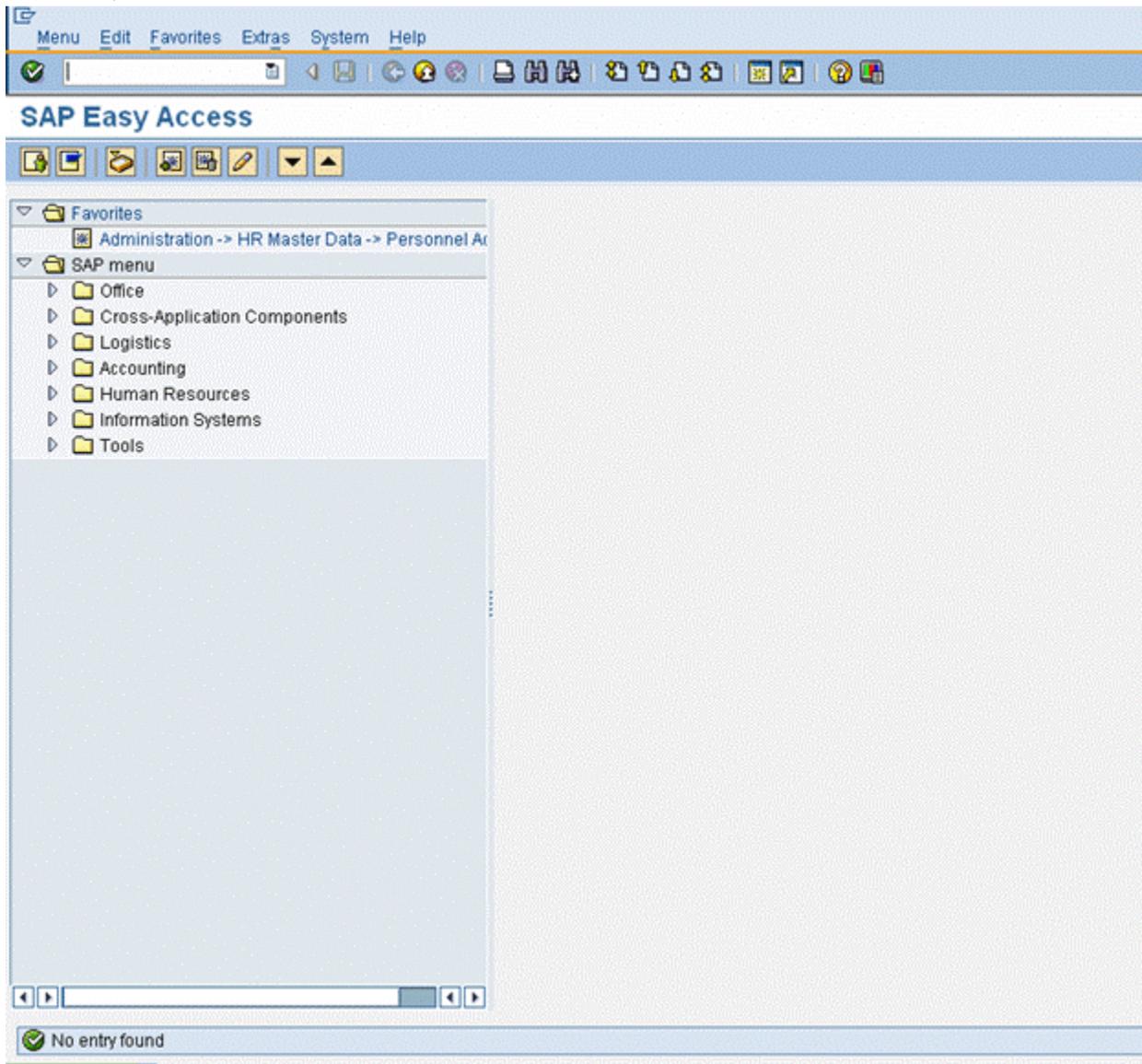
- Enter transaction code **CAOR** to go to the *Display Time Sheet Data* screen.

- To view time entries for an organizational unit, use transaction code **CAOR (see step 16)**.

Procedure

1. Start the transaction using transaction code **CADO**.

SAP Easy Access



2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Transaction Code	R	A unique four-character (in most cases) identification assigned to each SAP transaction based on its purpose. Example: CADO

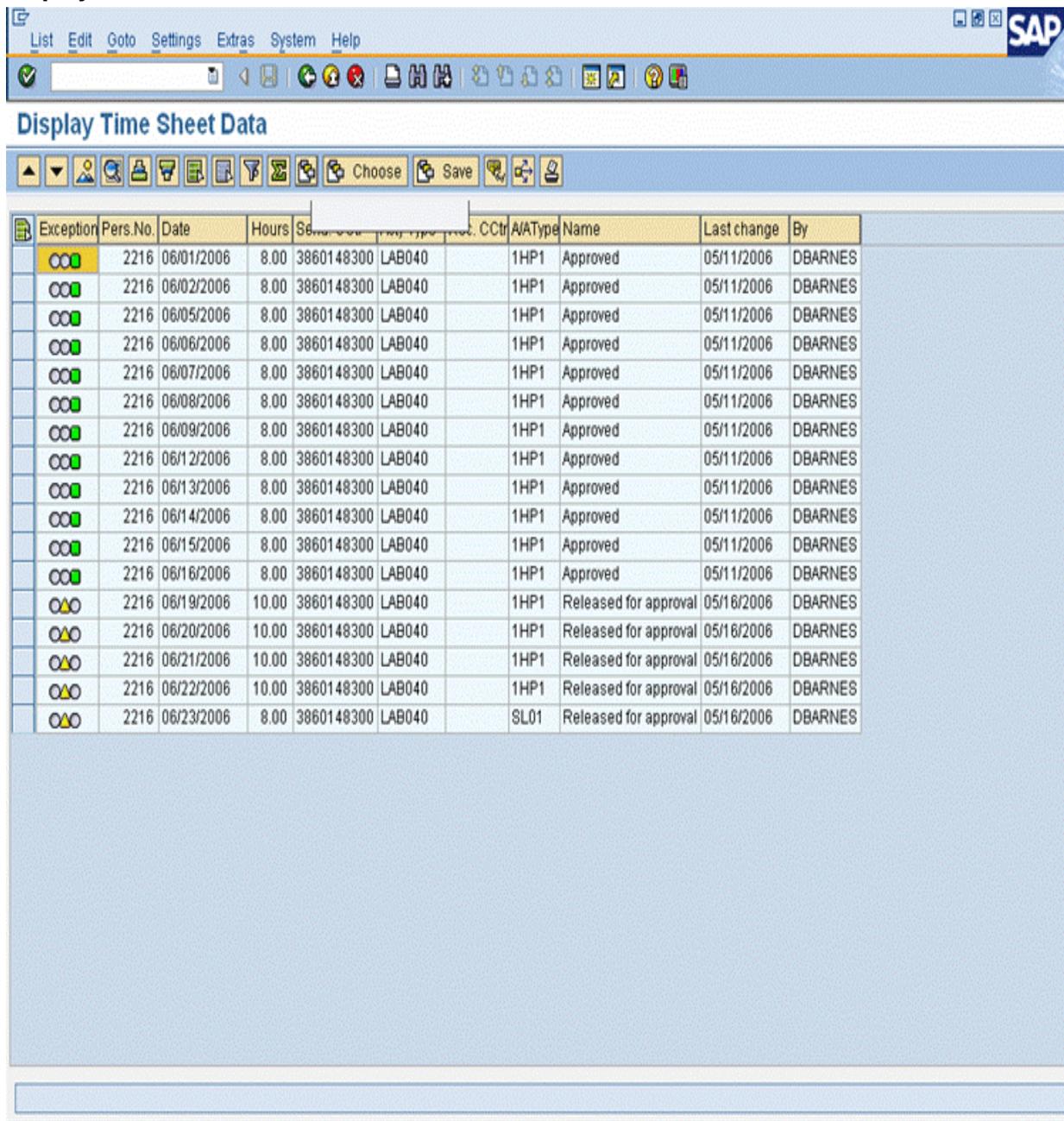
Display Time Sheet Data

3. As required, complete/review the following fields:

Field Name	R/O/C	Description
Personnel no.	R	A unique identification number for personnel assigned by the system. Example: 2216
Data selection period	R	Date range of data selection. Example: 050106
to	R	End date of action. Example: 05/17/2006

- Click the EXECUTE  icon.

Display Time Sheet Data

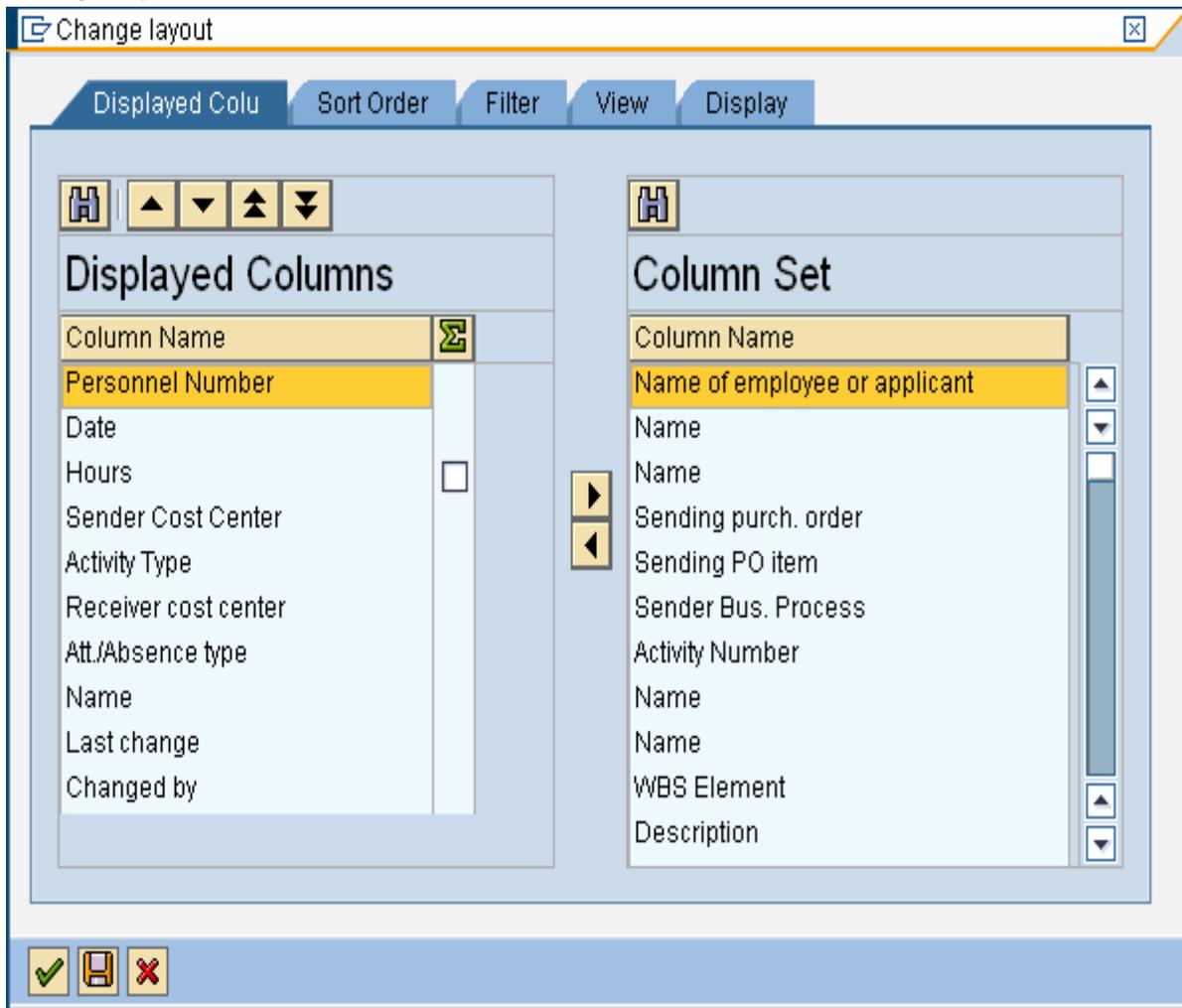


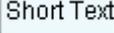
The screenshot shows the SAP 'Display Time Sheet Data' window. The window title is 'Display Time Sheet Data' and it includes a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains a table with the following columns: Exception, Pers.No., Date, Hours, Sem, Ctr, A/Type, Name, Last change, and By. The table lists 18 rows of data, with the first 15 rows having a status of 'Approved' and the last 3 rows having a status of 'Released for approval'.

Exception	Pers.No.	Date	Hours	Sem	Ctr	A/Type	Name	Last change	By
	2216	06/01/2006	8.00	3860148300	LAB040	1HP1	Approved	05/11/2006	DBARNES
	2216	06/02/2006	8.00	3860148300	LAB040	1HP1	Approved	05/11/2006	DBARNES
	2216	06/05/2006	8.00	3860148300	LAB040	1HP1	Approved	05/11/2006	DBARNES
	2216	06/06/2006	8.00	3860148300	LAB040	1HP1	Approved	05/11/2006	DBARNES
	2216	06/07/2006	8.00	3860148300	LAB040	1HP1	Approved	05/11/2006	DBARNES
	2216	06/08/2006	8.00	3860148300	LAB040	1HP1	Approved	05/11/2006	DBARNES
	2216	06/09/2006	8.00	3860148300	LAB040	1HP1	Approved	05/11/2006	DBARNES
	2216	06/12/2006	8.00	3860148300	LAB040	1HP1	Approved	05/11/2006	DBARNES
	2216	06/13/2006	8.00	3860148300	LAB040	1HP1	Approved	05/11/2006	DBARNES
	2216	06/14/2006	8.00	3860148300	LAB040	1HP1	Approved	05/11/2006	DBARNES
	2216	06/15/2006	8.00	3860148300	LAB040	1HP1	Approved	05/11/2006	DBARNES
	2216	06/16/2006	8.00	3860148300	LAB040	1HP1	Approved	05/11/2006	DBARNES
	2216	06/19/2006	10.00	3860148300	LAB040	1HP1	Released for approval	05/16/2006	DBARNES
	2216	06/20/2006	10.00	3860148300	LAB040	1HP1	Released for approval	05/16/2006	DBARNES
	2216	06/21/2006	10.00	3860148300	LAB040	1HP1	Released for approval	05/16/2006	DBARNES
	2216	06/22/2006	10.00	3860148300	LAB040	1HP1	Released for approval	05/16/2006	DBARNES
	2216	06/23/2006	8.00	3860148300	LAB040	SL01	Released for approval	05/16/2006	DBARNES

- Click the CURRENT LAYOUT  icon to select customized view as needed.

Change layout



6. Click the COLUMN NAME  button to sort the list in alpha order.
7. Click  or applicable selection you wish to have displayed as part of a custom view.
8. Click the ADD COLUMN  icon to move the selected item to the Displayed Columns field.
9. Click  or applicable selection you wish to have displayed as part of a custom view.
10. Click the ADD COLUMN  icon to move the selected item to the Displayed Columns field.
11. Click the ENTER  icon to copy the selected additions to your customized view.

Display Time Sheet Data

Exception	Pers.No.	Date	Hours	Send. Cctr	Acty Type	Rec. Cctr	A/AType	Name	Last change	By	Short Text	W
	2216	06/01/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES		
	2216	06/02/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES		
	2216	06/05/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES		
	2216	06/06/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES		
	2216	06/07/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES		
	2216	06/08/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES		
	2216	06/09/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES		
	2216	06/12/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES		
	2216	06/13/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES		
	2216	06/14/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES		
	2216	06/15/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES		
	2216	06/16/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES		
	2216	06/19/2006	10.00	3860148300	LAB040		1HP1	Released for approval	05/16/2006	DBARNES		1.0
	2216	06/20/2006	10.00	3860148300	LAB040		1HP1	Released for approval	05/16/2006	DBARNES		1.0
	2216	06/21/2006	10.00	3860148300	LAB040		1HP1	Released for approval	05/16/2006	DBARNES	wow we are working really hard	
	2216	06/22/2006	10.00	3860148300	LAB040		1HP1	Released for approval	05/16/2006	DBARNES		
	2216	06/23/2006	8.00	3860148300	LAB040		SL01	Released for approval	05/16/2006	DBARNES		



You will see a series of lights in the **Exception** field.



Green light = Approved Time



Yellow light = Time has been entered, but not approved.



Red light = Time has been entered, but rejected by the approving officer.

12. Click the  button on the applicable line to view additional detail.

13. Click the CHOOSE DETAIL  icon to view detail of the selected line from step 12.

Details

Group description	Cell Content
Receiving Functional Area	WR23017153200000
Routing number for operations	1000000001
Sender fund	0691S11944
Sender Grant	NOT RELEVANT
Sending Functional Area	WR50010200020000
Short Text	Coastal Plants - Mechanic
Time of entry	13:29:19
Time of last change	13:29:19
Work center	ME1
Hours	10.00
Sender Cost Center	3860148300
Activity Type	LAB040
Att./Absence type	1HP1
Name	Released for approval
Last change	05/16/2006
Changed by	DBARNES
Short Text	wow we are working really

14. Click the ENTER  icon to exit the *Details* dialog box and return to the report.

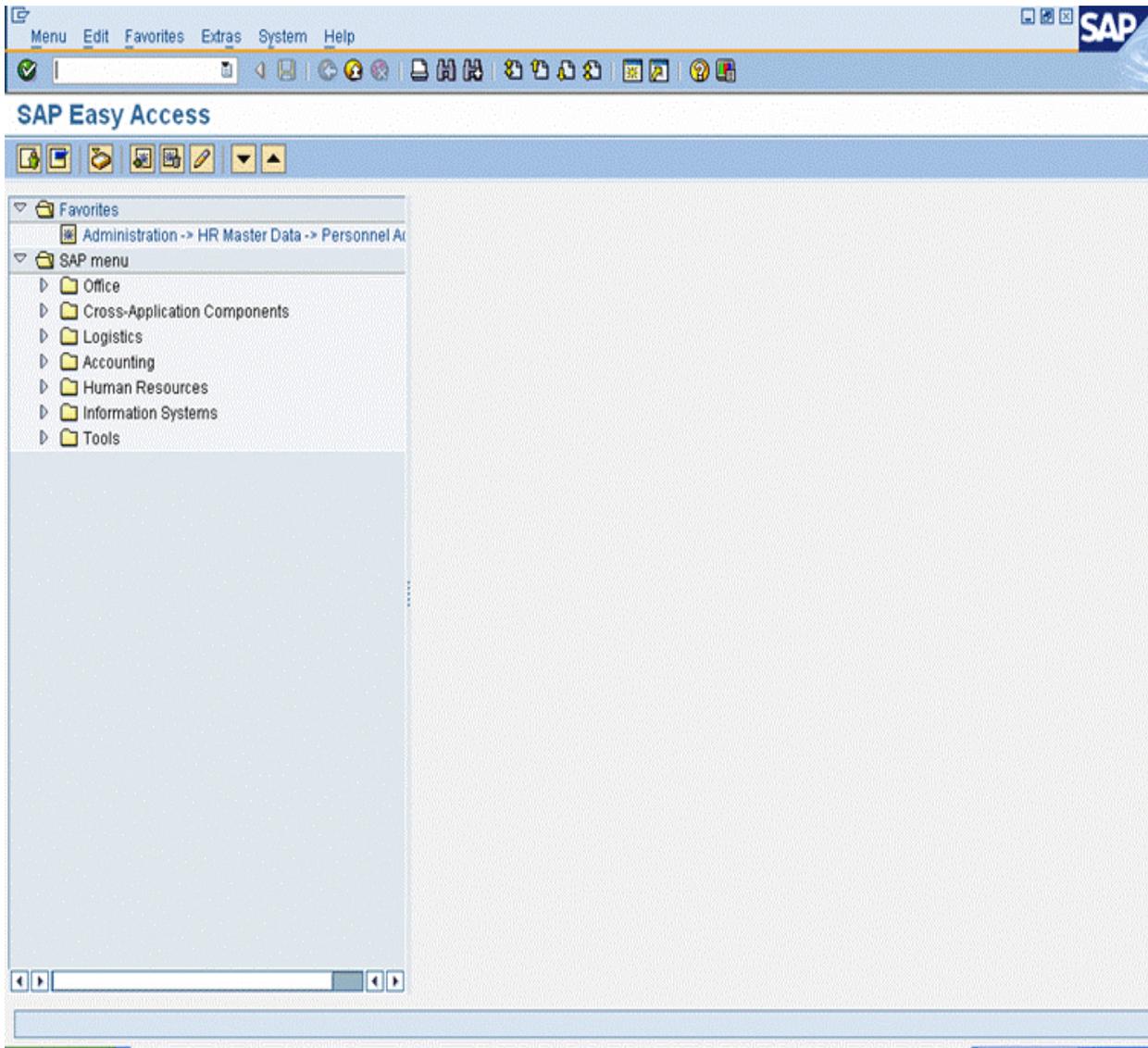


SAP does not display a message. You may print the report as needed.

15. You have completed this transaction for single employee view. Continue to step 16 to view time entries for all employees within an Organizational Unit.

- Use Transaction code **CAOR** to view time entries for all employees within an Organizational Unit as follows:

SAP Easy Access



- As required, complete/review the following fields:

Field Name	R/O/C	Description
Transaction Code	R	A unique four-character (in most cases) identification assigned to each SAP transaction based on its purpose. Example: CAOR

Display Time Sheet Data

Program Edit Goto System Help

Display Time Sheet Data

Receiver parameters Sender parameters All parameters

Person

Object ID

Status

Reporting period

Today Current Year Other Period

Current Week All

Current month Past

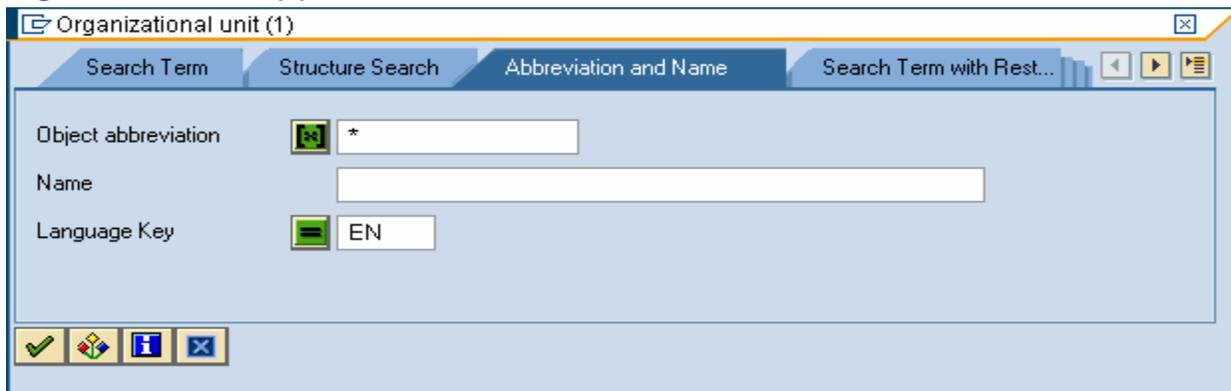
Data selection period to

Options

Layout

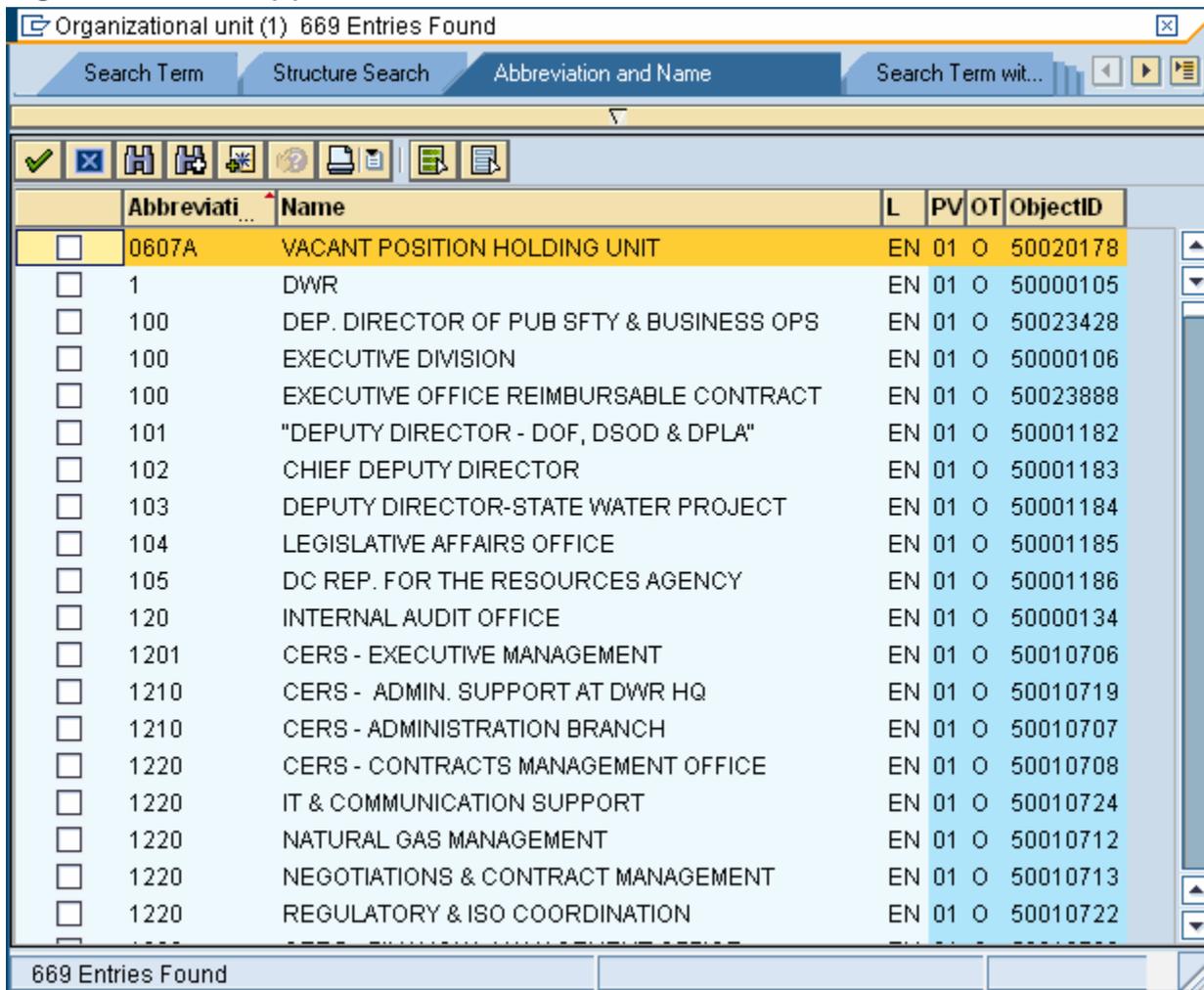
18. Click the CHOOSE FROM PICK LIST  icon to select the applicable Organizational unit.

Organizational unit (1)



19. Click the ENTER  icon to view Organizational unit listing.

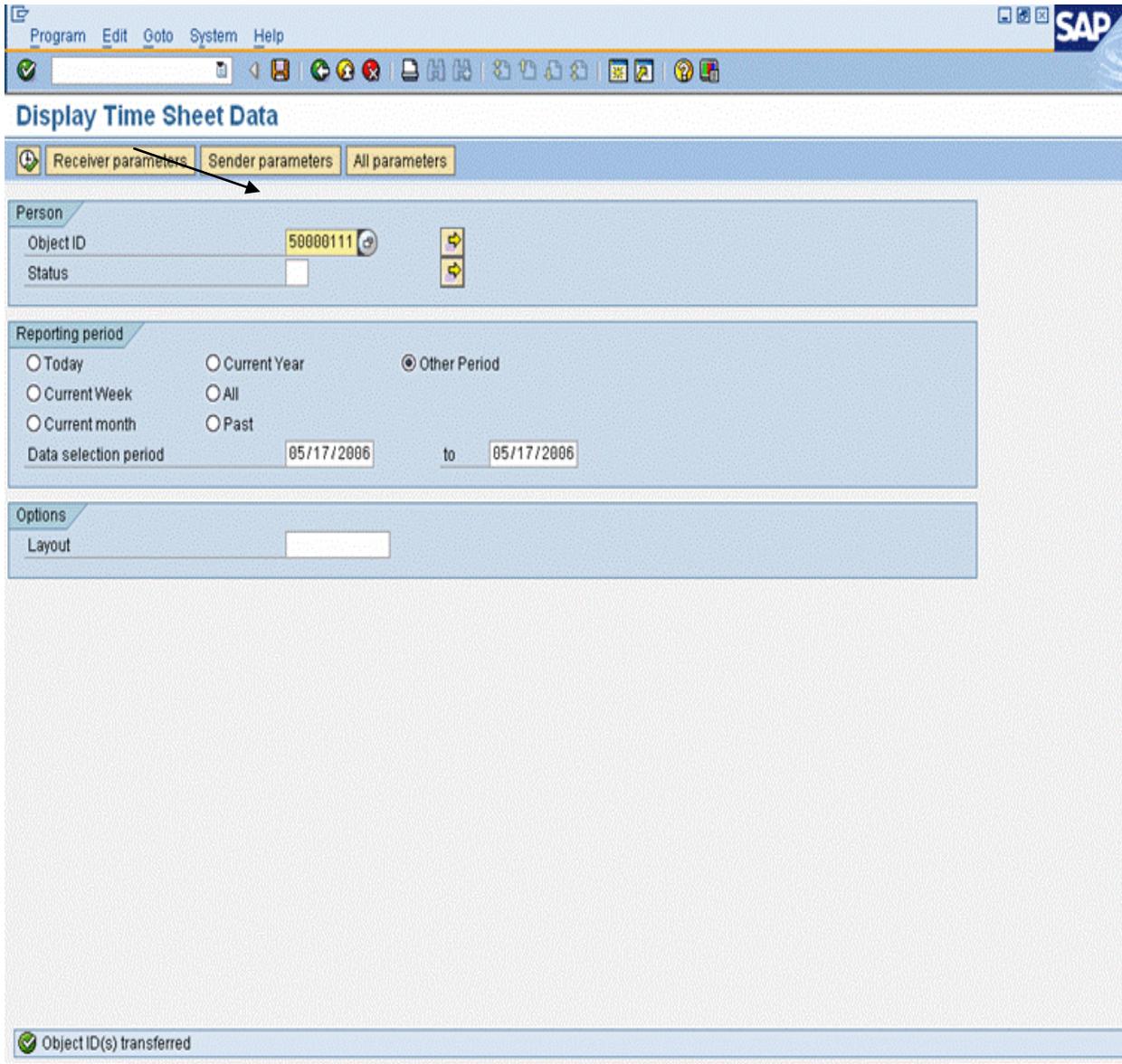
Organizational unit (1) 669 Entries Found



	Abbreviati...	Name	L	PV	OT	ObjectID
<input type="checkbox"/>	0607A	VACANT POSITION HOLDING UNIT	EN	01	O	50020178
<input type="checkbox"/>	1	DWR	EN	01	O	50000105
<input type="checkbox"/>	100	DEP. DIRECTOR OF PUB SFTY & BUSINESS OPS	EN	01	O	50023428
<input type="checkbox"/>	100	EXECUTIVE DIVISION	EN	01	O	50000106
<input type="checkbox"/>	100	EXECUTIVE OFFICE REIMBURSABLE CONTRACT	EN	01	O	50023888
<input type="checkbox"/>	101	"DEPUTY DIRECTOR - DOF, DSOD & DPLA"	EN	01	O	50001182
<input type="checkbox"/>	102	CHIEF DEPUTY DIRECTOR	EN	01	O	50001183
<input type="checkbox"/>	103	DEPUTY DIRECTOR-STATE WATER PROJECT	EN	01	O	50001184
<input type="checkbox"/>	104	LEGISLATIVE AFFAIRS OFFICE	EN	01	O	50001185
<input type="checkbox"/>	105	DC REP. FOR THE RESOURCES AGENCY	EN	01	O	50001186
<input type="checkbox"/>	120	INTERNAL AUDIT OFFICE	EN	01	O	50000134
<input type="checkbox"/>	1201	CERS - EXECUTIVE MANAGEMENT	EN	01	O	50010706
<input type="checkbox"/>	1210	CERS - ADMIN. SUPPORT AT DWR HQ	EN	01	O	50010719
<input type="checkbox"/>	1210	CERS - ADMINISTRATION BRANCH	EN	01	O	50010707
<input type="checkbox"/>	1220	CERS - CONTRACTS MANAGEMENT OFFICE	EN	01	O	50010708
<input type="checkbox"/>	1220	IT & COMMUNICATION SUPPORT	EN	01	O	50010724
<input type="checkbox"/>	1220	NATURAL GAS MANAGEMENT	EN	01	O	50010712
<input type="checkbox"/>	1220	NEGOTIATIONS & CONTRACT MANAGEMENT	EN	01	O	50010713
<input type="checkbox"/>	1220	REGULATORY & ISO COORDINATION	EN	01	O	50010722

20. Click the NAME **Name** button to sort the list in alpha order.
21. Click 601 DIVISION OF MANAGEMENT SERVICES EN 01 50000111 or applicable Org Unit.
22. Click the ENTER  icon to copy the information to your custom view.

Display Time Sheet Data



The screenshot shows the SAP 'Display Time Sheet Data' interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title 'Display Time Sheet Data' is centered. Below the title, there are three tabs: 'Receiver parameters', 'Sender parameters', and 'All parameters'. An arrow points to the 'Receiver parameters' tab. The 'Person' section contains 'Object ID' (50000111) and 'Status'. The 'Reporting period' section has radio buttons for 'Today', 'Current Year', 'Other Period' (selected), 'Current Week', 'All', and 'Past'. Below these are 'Data selection period' fields with dates '05/17/2006' and 'to 05/17/2006'. The 'Options' section has a 'Layout' field. At the bottom, a status bar shows 'Object ID(s) transferred'.



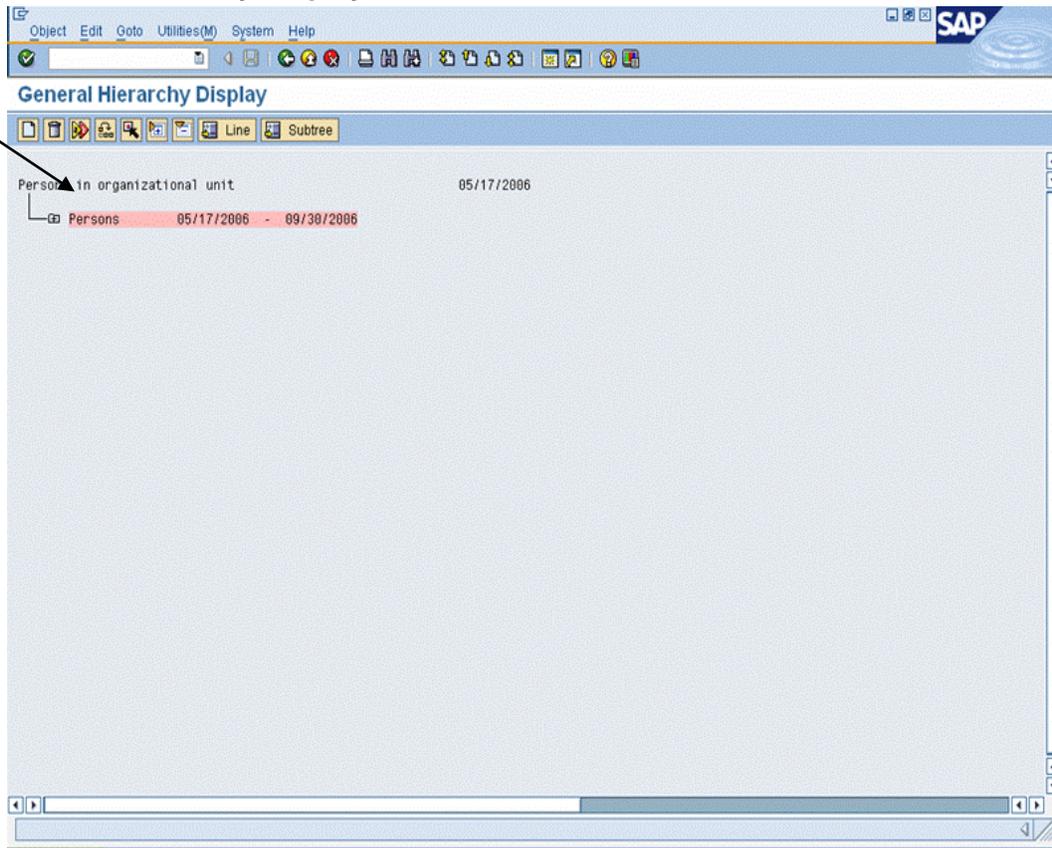
Adjust Data selection period as needed. Current date defaults in this field.

23. As required, complete/review the following fields:

Field Name	R/O/C	Description
to	R	End date of action. Example: 093006

24. Click the EXECUTE  icon to access the Display Timesheet report.

General Hierarchy Display



25. Click the highlighted term **Persons 05/17/2006 - 09/30/2006** Persons.



All entered employees' time for the selected organizational unit displays.

General Hierarchy Display

Exception	Pers.No.	Date	Hours	Send. Cctr	Acty Type	Rec. Cctr	A/AType	Name	Last change	By
	2216	06/01/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/02/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/05/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/06/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/07/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/08/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/09/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/12/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/13/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/14/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/15/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/16/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/19/2006	10.00	3860148300	LAB040		1HP1	Released for approval	05/16/2006	DBARNES
	2216	06/20/2006	10.00	3860148300	LAB040		1HP1	Released for approval	05/16/2006	DBARNES
	2216	06/21/2006	10.00	3860148300	LAB040		1HP1	Released for approval	05/16/2006	DBARNES
	2216	06/22/2006	10.00	3860148300	LAB040		1HP1	Released for approval	05/16/2006	DBARNES
	2216	06/23/2006	8.00	3860148300	LAB040		SL01	Released for approval	05/16/2006	DBARNES

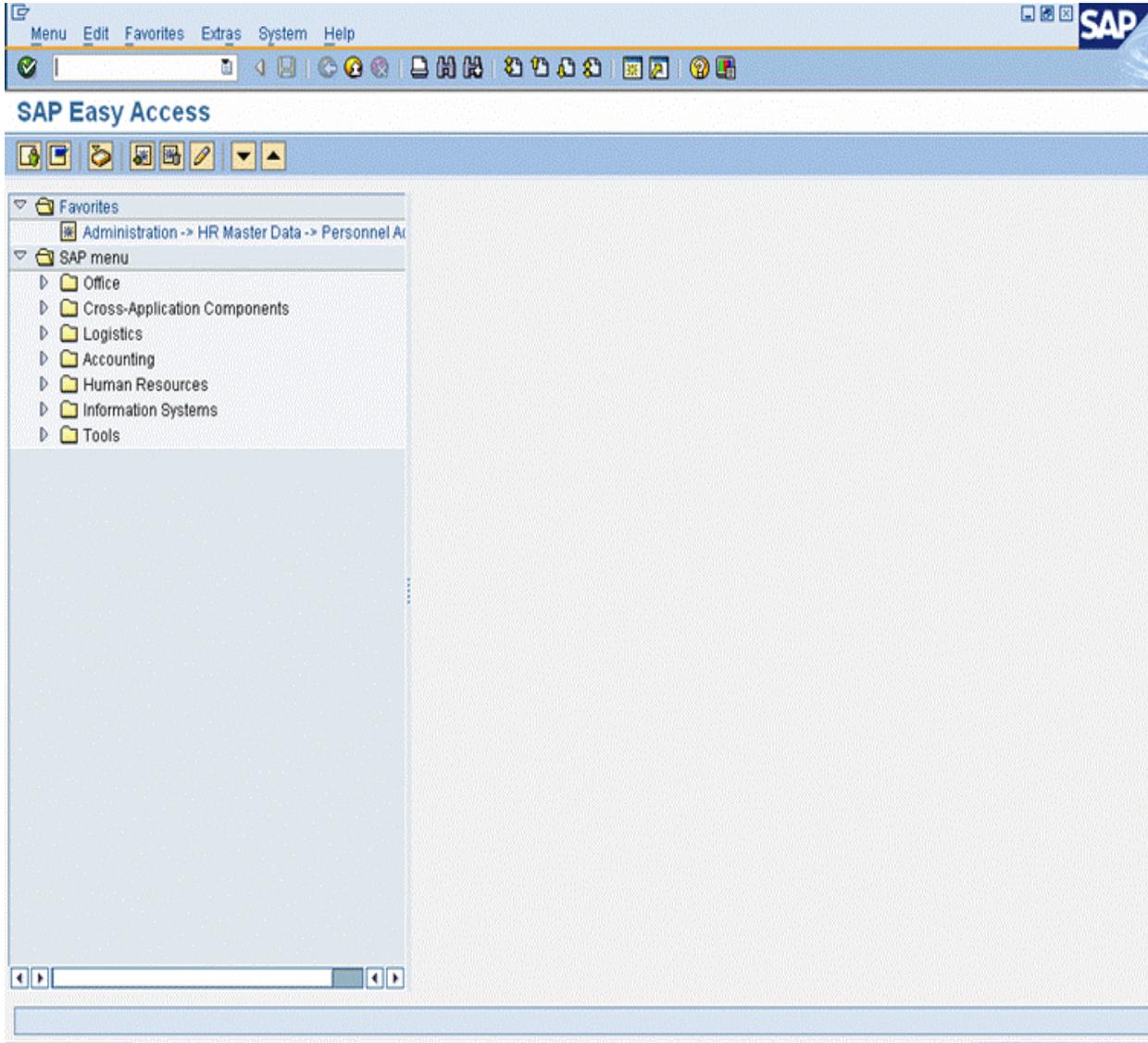


SAP does not display a message. You may print the report as needed.

You have displayed time entries for a specific employee and for all employees within an Organizational Unit.

- Use Transaction code **CAOR** to view time entries for all employees within an Organizational Unit as follows:

SAP Easy Access



- As required, complete/review the following fields:

Field Name	R/O/C	Description
Transaction Code	R	A unique four-character (in most cases) identification assigned to each SAP transaction based on its purpose. Example: CAOR

Display Time Sheet Data

Program Edit Goto System Help

Display Time Sheet Data

Receiver parameters Sender parameters All parameters

Person

Object ID

Status

Reporting period

Today Current Year Other Period

Current Week All

Current month Past

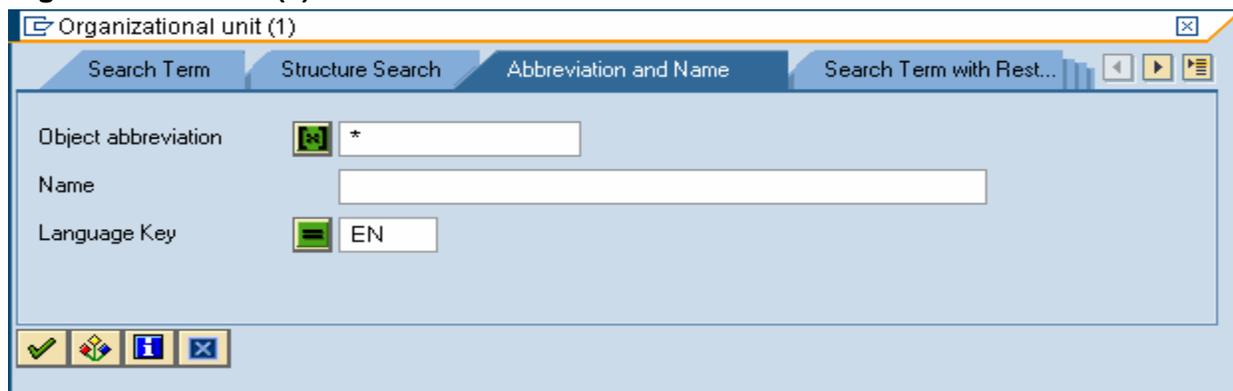
Data selection period to

Options

Layout

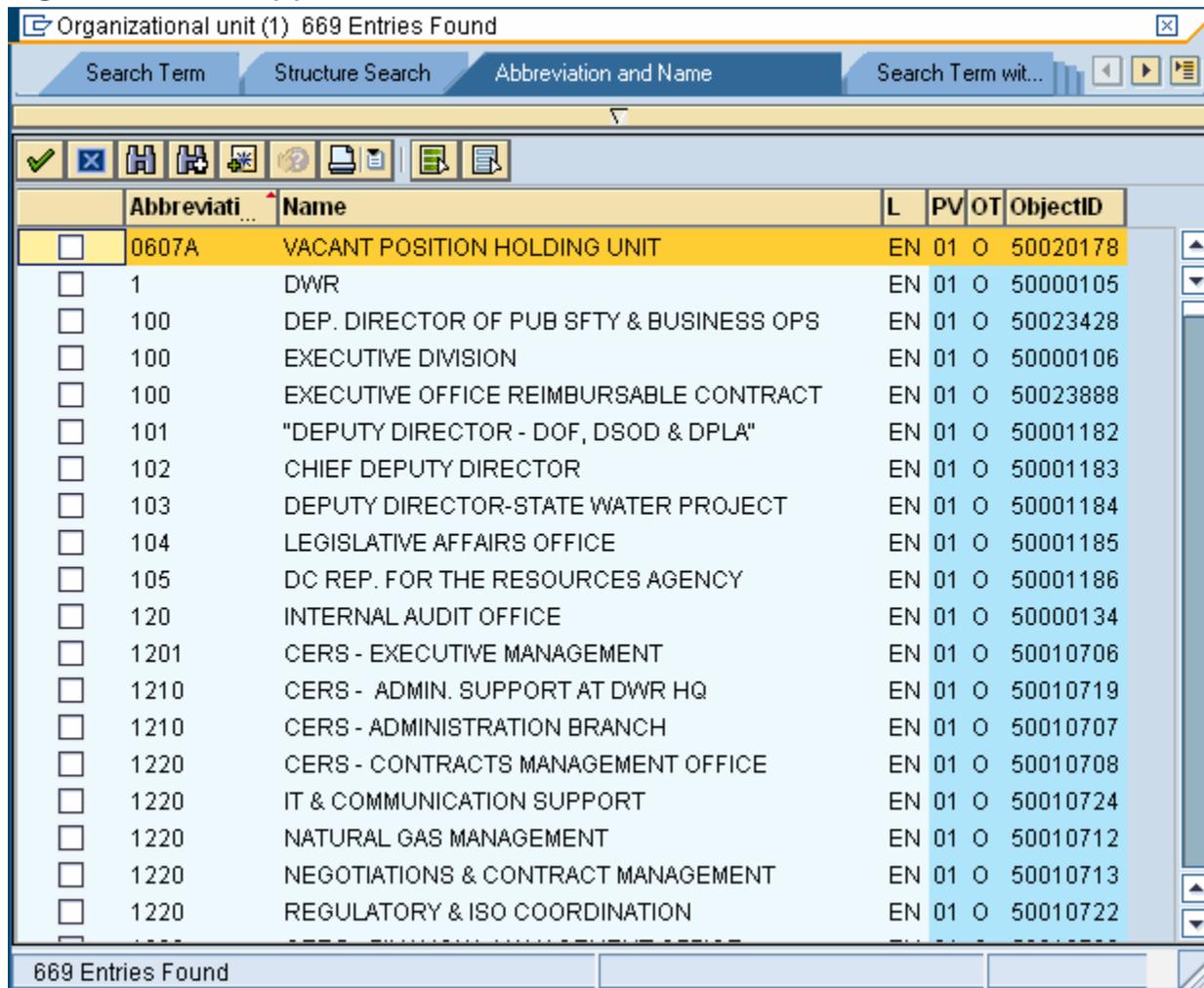
18. Click the CHOOSE FROM PICK LIST  icon to select the applicable Organizational unit.

Organizational unit (1)



19. Click the ENTER  icon to view Organizational unit listing.

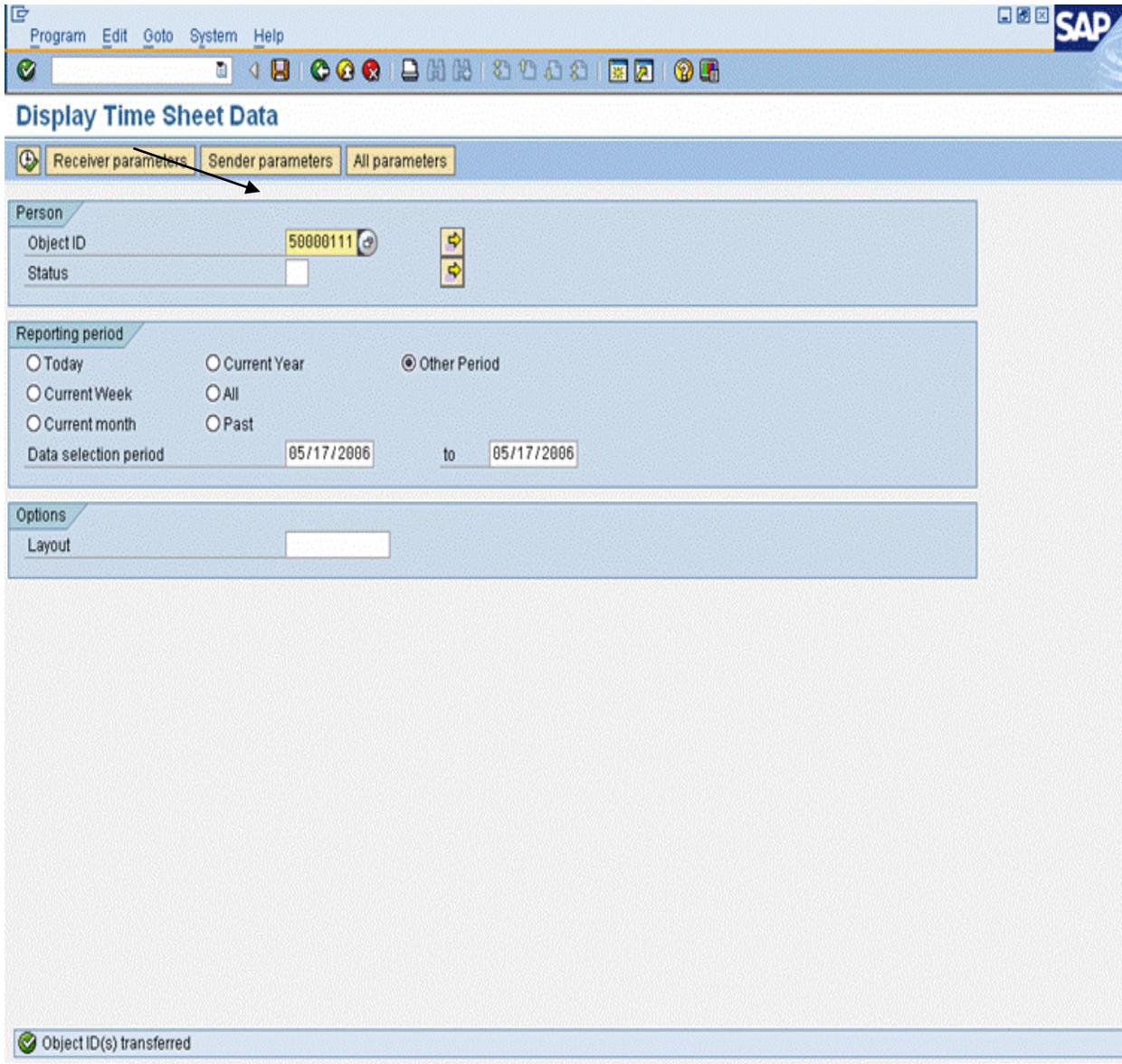
Organizational unit (1) 669 Entries Found



	Abbreviati...	Name	L	PV	OT	ObjectID
<input type="checkbox"/>	0607A	VACANT POSITION HOLDING UNIT	EN	01	O	50020178
<input type="checkbox"/>	1	DWR	EN	01	O	50000105
<input type="checkbox"/>	100	DEP. DIRECTOR OF PUB SFTY & BUSINESS OPS	EN	01	O	50023428
<input type="checkbox"/>	100	EXECUTIVE DIVISION	EN	01	O	50000106
<input type="checkbox"/>	100	EXECUTIVE OFFICE REIMBURSABLE CONTRACT	EN	01	O	50023888
<input type="checkbox"/>	101	"DEPUTY DIRECTOR - DOF, DSOD & DPLA"	EN	01	O	50001182
<input type="checkbox"/>	102	CHIEF DEPUTY DIRECTOR	EN	01	O	50001183
<input type="checkbox"/>	103	DEPUTY DIRECTOR-STATE WATER PROJECT	EN	01	O	50001184
<input type="checkbox"/>	104	LEGISLATIVE AFFAIRS OFFICE	EN	01	O	50001185
<input type="checkbox"/>	105	DC REP. FOR THE RESOURCES AGENCY	EN	01	O	50001186
<input type="checkbox"/>	120	INTERNAL AUDIT OFFICE	EN	01	O	50000134
<input type="checkbox"/>	1201	CERS - EXECUTIVE MANAGEMENT	EN	01	O	50010706
<input type="checkbox"/>	1210	CERS - ADMIN. SUPPORT AT DWR HQ	EN	01	O	50010719
<input type="checkbox"/>	1210	CERS - ADMINISTRATION BRANCH	EN	01	O	50010707
<input type="checkbox"/>	1220	CERS - CONTRACTS MANAGEMENT OFFICE	EN	01	O	50010708
<input type="checkbox"/>	1220	IT & COMMUNICATION SUPPORT	EN	01	O	50010724
<input type="checkbox"/>	1220	NATURAL GAS MANAGEMENT	EN	01	O	50010712
<input type="checkbox"/>	1220	NEGOTIATIONS & CONTRACT MANAGEMENT	EN	01	O	50010713
<input type="checkbox"/>	1220	REGULATORY & ISO COORDINATION	EN	01	O	50010722

20. Click the NAME **Name** button to sort the list in alpha order.
21. Click 601 DIVISION OF MANAGEMENT SERVICES EN 01 50000111 or applicable Org Unit.
22. Click the ENTER  icon to copy the information to your custom view.

Display Time Sheet Data



The screenshot shows the SAP 'Display Time Sheet Data' interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title 'Display Time Sheet Data' is centered. Below the title, there are three tabs: 'Receiver parameters', 'Sender parameters', and 'All parameters'. An arrow points to the 'Receiver parameters' tab. The 'Person' section contains 'Object ID' (50000111) and 'Status'. The 'Reporting period' section has radio buttons for 'Today', 'Current Week', 'Current month', 'Current Year', 'All', and 'Other Period' (which is selected). Below these are date fields for 'Data selection period' (05/17/2006) and 'to' (05/17/2006). The 'Options' section has a 'Layout' field. At the bottom, a status bar shows 'Object ID(s) transferred'.



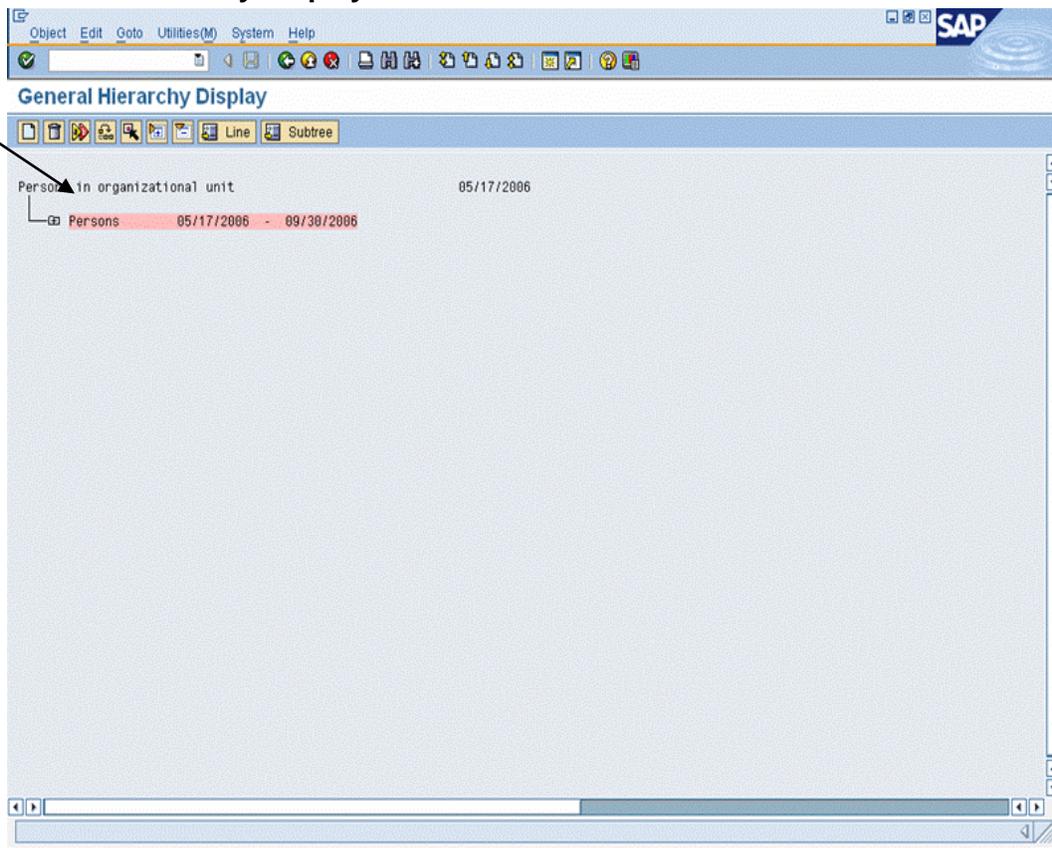
Adjust Data selection period as needed. Current date defaults in this field.

23. As required, complete/review the following fields:

Field Name	R/O/C	Description
to	R	End date of action. Example: 093006

24. Click the EXECUTE  icon to access the Display Timesheet report.

General Hierarchy Display



25. Click the highlighted term **Persons 05/17/2006 - 09/30/2006** Persons.



All entered employees' time for the selected organizational unit displays.

General Hierarchy Display

Exception	Pers.No.	Date	Hours	Send. Cctr	Acty Type	Rec. Cctr	A/AType	Name	Last change	By
	2216	06/01/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/02/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/05/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/06/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/07/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/08/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/09/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/12/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/13/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/14/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/15/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/16/2006	8.00	3860148300	LAB040		1HP1	Approved	05/11/2006	DBARNES
	2216	06/19/2006	10.00	3860148300	LAB040		1HP1	Released for approval	05/16/2006	DBARNES
	2216	06/20/2006	10.00	3860148300	LAB040		1HP1	Released for approval	05/16/2006	DBARNES
	2216	06/21/2006	10.00	3860148300	LAB040		1HP1	Released for approval	05/16/2006	DBARNES
	2216	06/22/2006	10.00	3860148300	LAB040		1HP1	Released for approval	05/16/2006	DBARNES
	2216	06/23/2006	8.00	3860148300	LAB040		SL01	Released for approval	05/16/2006	DBARNES



SAP does not display a message. You may print the report as needed.

You have displayed time entries for a specific employee and for all employees within an Organizational Unit.

SECTION V

TIME TRANSFERS

Create a time transfer

Transaction Code: PA61

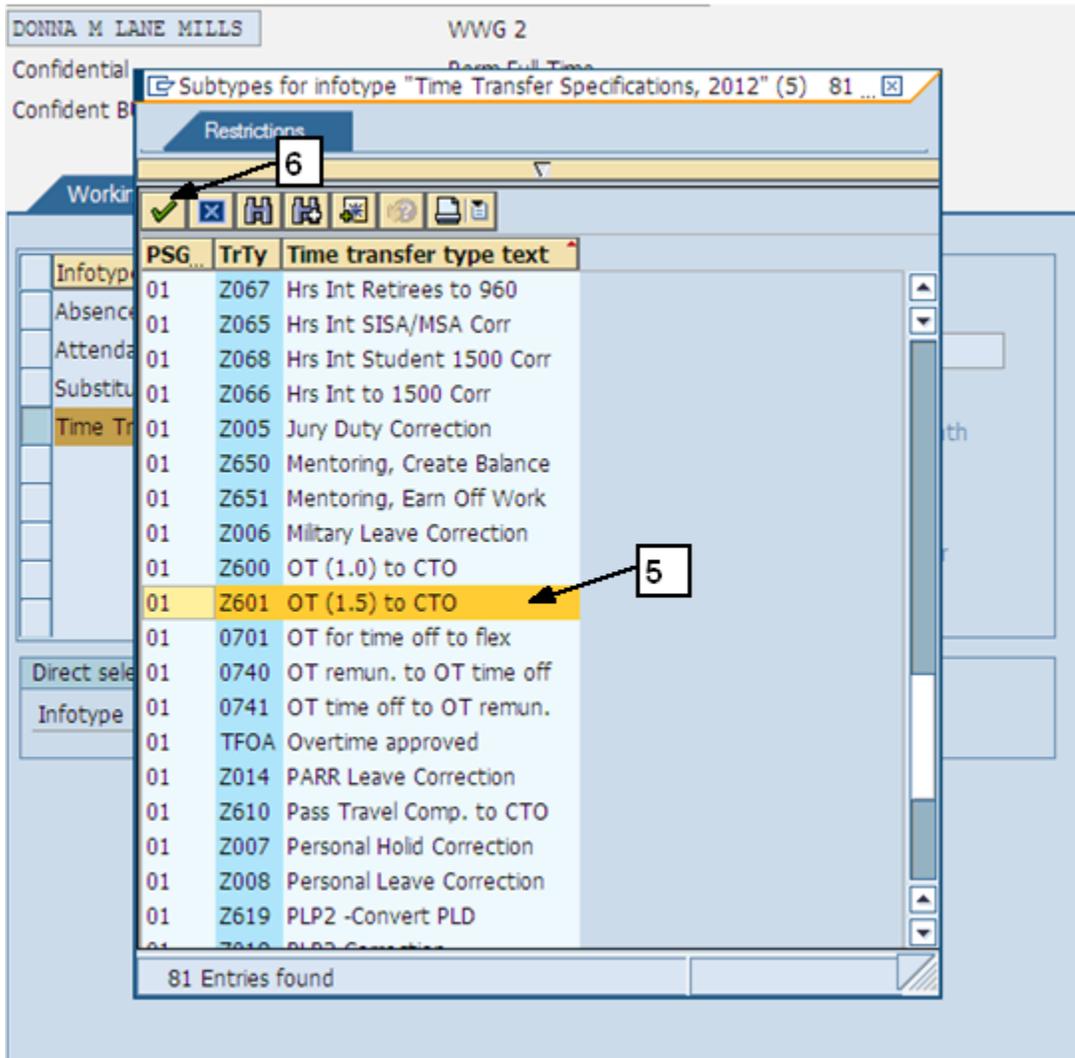
1. Enter the Personnel number.
2. Select Time Transfer Specifications.
3. Enter the date you wish to do the time transfer. You only need to enter the “from date”.
4. Click on create icon.

The screenshot displays the SAP 'Maintain Time Data' interface. At the top, the menu bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain Time Data' and contains a toolbar with icons for 'List entry', 'Week', 'Month', and 'Year'. The 'Personnel no.' field is populated with '2225'. Below this, the employee's name 'DONNA M LANE MILLS' and other details like 'WWG 2', 'Perm Full Time', 'Confidential', 'Confident BU01', and 'DWR Position 0607-5142404' are visible. The 'Time Management Data' tab is active, showing a list of infotypes. The 'Time Transfer Specifications, 2012' infotype is selected. To the right, the 'Period' section is visible, with the 'From' date field set to '070107'. The 'Direct selection' section at the bottom shows the selected infotype 'Time Transfer Specifications, 20' and a 'SIY' field.

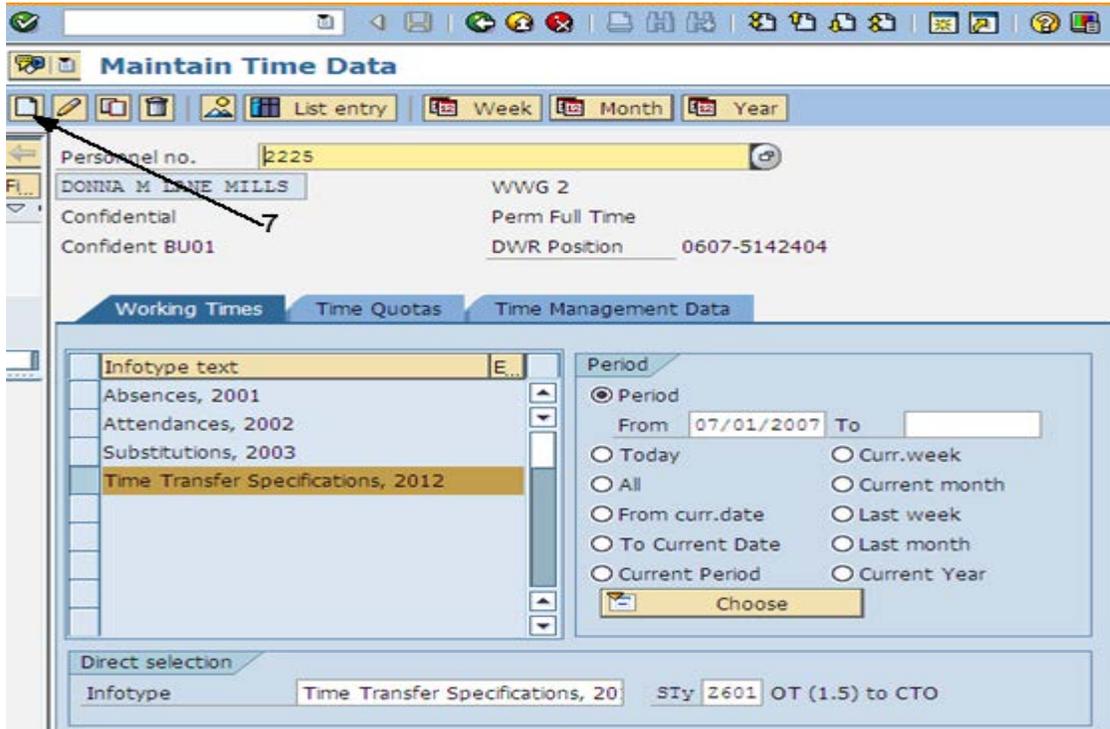
Annotations in the image indicate the following steps:

- 1. Arrow pointing to the 'Personnel no.' field containing '2225'.
- 2. Arrow pointing to the 'Time Transfer Specifications, 2012' entry in the list.
- 3. Arrow pointing to the 'From' date field in the 'Period' section, containing '070107'.
- 4. Arrow pointing to the 'Create' icon (a square with a plus sign) in the top toolbar.

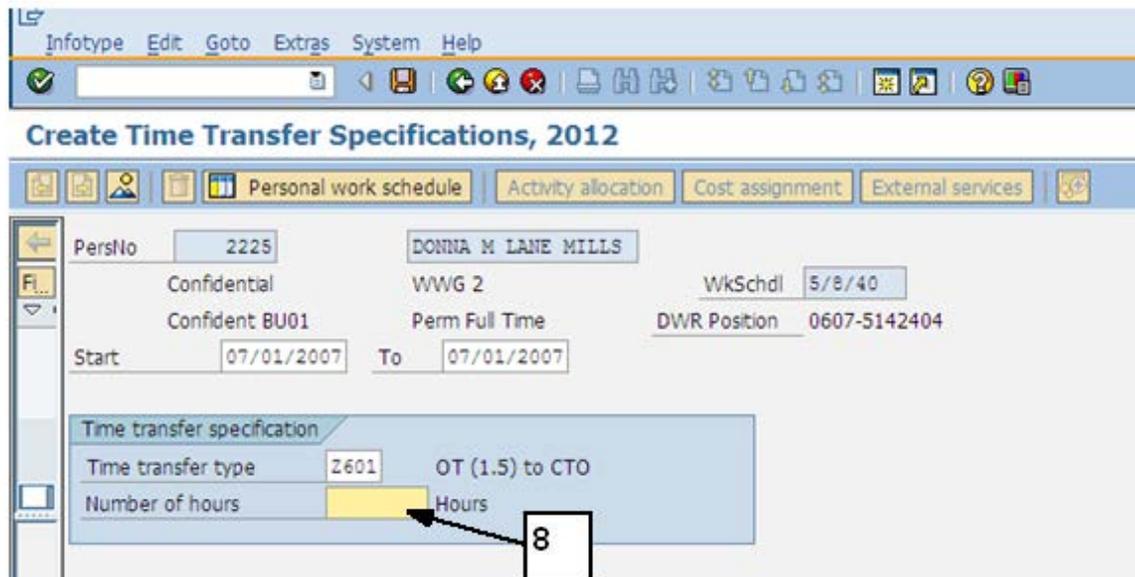
5. Select the time type you need to do time transfer for.
If you use the create icon, you will automatically get the list below or you may go into “Sty” getting the drop down list.
6. Green check



7. Click on the create icon.

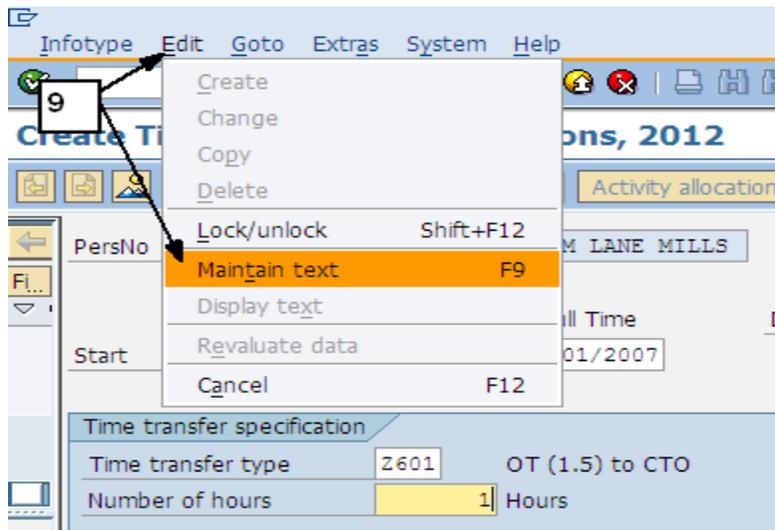


8. Enter the # of hours

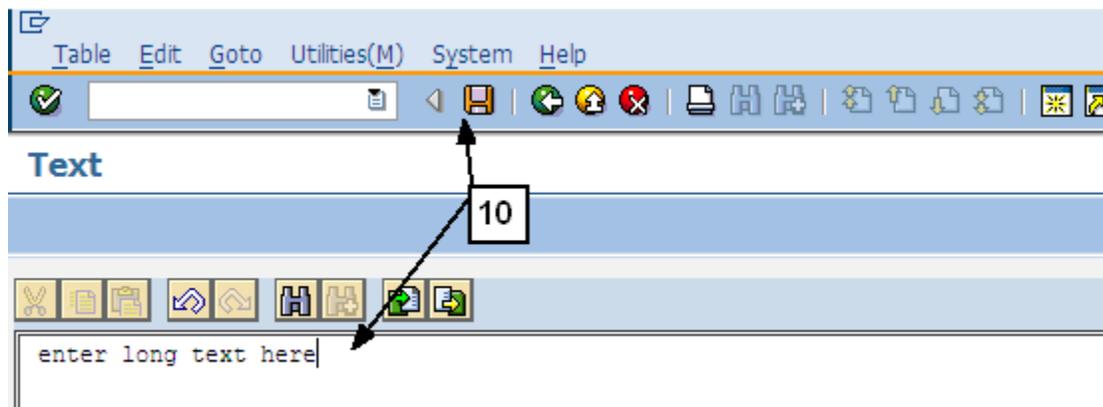


It is always recommended to use Long text for all time transfers.

9. Go to “Edit”, clicking on “Maintain text” to enter long text.

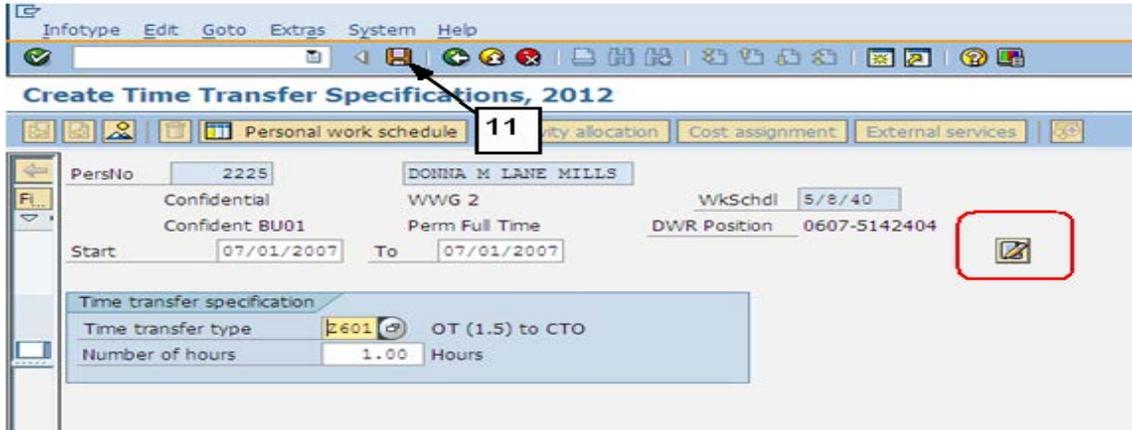


10. Enter long text and then click save.



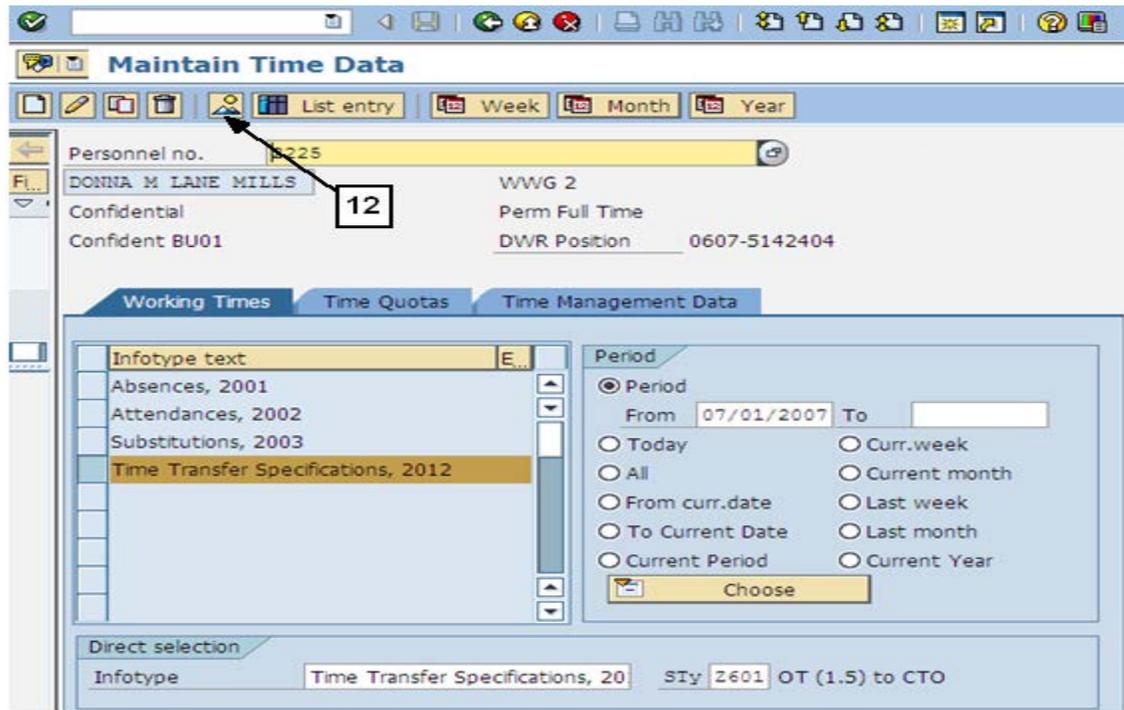
You will get the screen below with the little icon of long text.

11. Click on the save icon again.



You will be back to the screen below. You should always review the time transfers that you have just completed.

12. Click on the overview button.



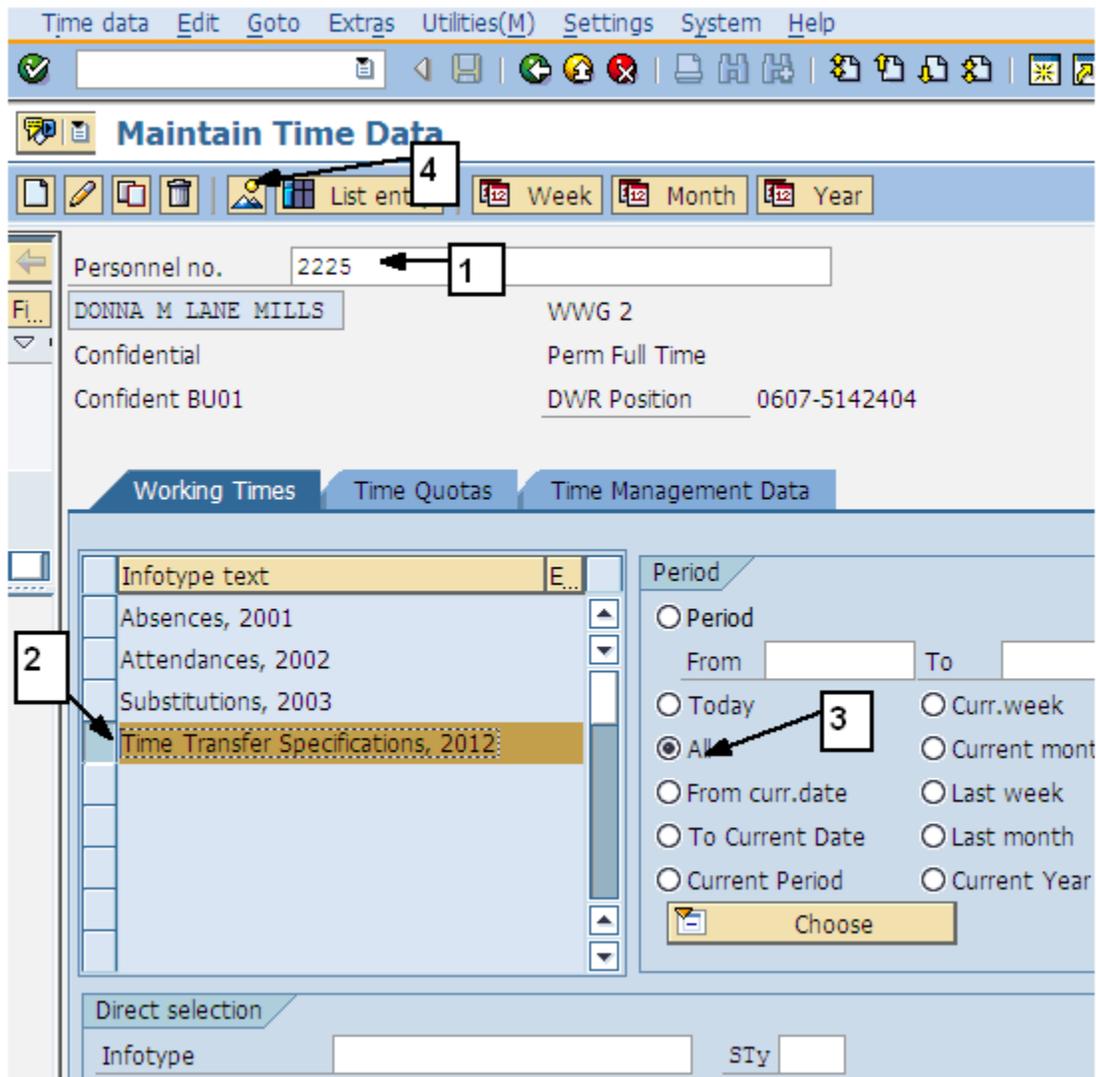
Optional

If you want to review all the time transfers on this employee, delete the code in "Sty", click on "All", and then click on overview.

Change a Time Transfer

Transaction Code: PA61

1. Enter the personnel number.
2. Select Time Transfer Specifications.
3. Change the period to All.
4. Click the Overview icon.



5. Select the time transfer that needs to be changed.
6. Click the 'Change' (pencil) icon.

Start Date	End Date	Time	Time transfer type text	Number	LI
07/01/2006	07/01/2006	Z000	Annual Leave Correction	184.00	
07/01/2006	07/01/2006	Z002	CTO Correction	10.40	
07/01/2006	07/01/2006	Z002	CTO Correction	6.38	
07/01/2006	07/01/2006	Z010	Sick Leave Correction	0.50	
07/01/2006	07/01/2006	Z019	PLP2 Correction	30.50	
07/01/2006	07/01/2006	Z020	State Service Correction	134.00	
10/21/2007	10/21/2007	Z601	OT (1.5) to CTO	4.50	
09/30/2007	09/30/2007	Z601	OT (1.5) to CTO	1.50	
07/01/2007	07/01/2007	Z601	OT (1.5) to CTO	1.00	
10/08/2006	10/08/2006	Z601	OT (1.5) to CTO	2.25	

7. Make the necessary changes
8. Click the green check icon.
9. Click the save icon.

Change Time Transfer Specifications, 2012

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

PersNo: 2225 DONNA M LANE MILLS
 Confidential WWG 2 WkSchdl 5/8/40
 Confident BU01 Perm Full Time DWR Position 0607-5142404
 Start 07/01/2007 To 07/01/2007 Chg. 01/23/2008 MMLEE

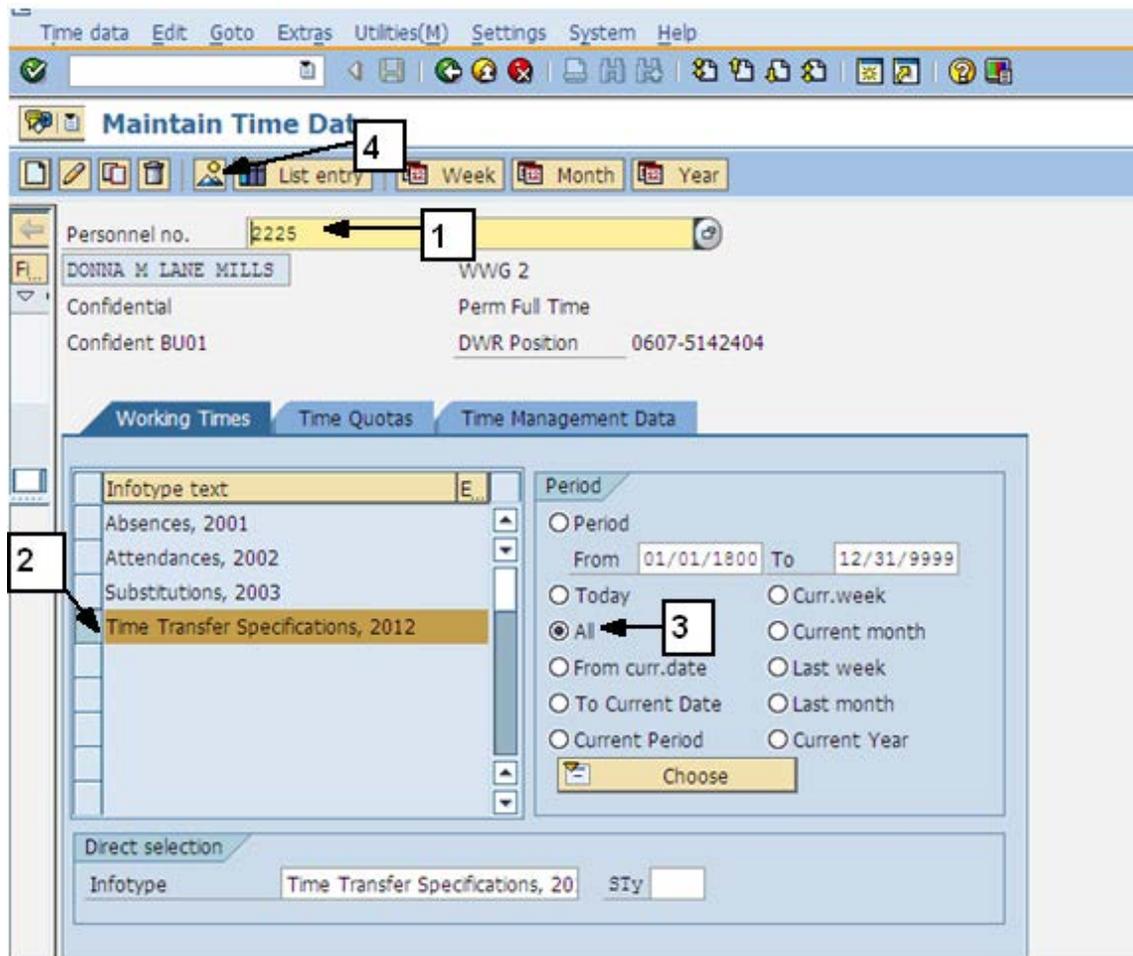
Time transfer specification

Time transfer type Z601 OT (1.5) to CTO
 Number of hours 2 Hours

Delete a Time Transfer

Transaction Code: PA61

1. Enter the Personnel number.
2. Select Time Transfer Specifications, 2012.
3. Click on All.
4. Click on the Overview icon.



5. Select the time transfer to be deleted.
6. Click on the 'delete' (trash can) icon.

List Time Transfer Specifications, 2012

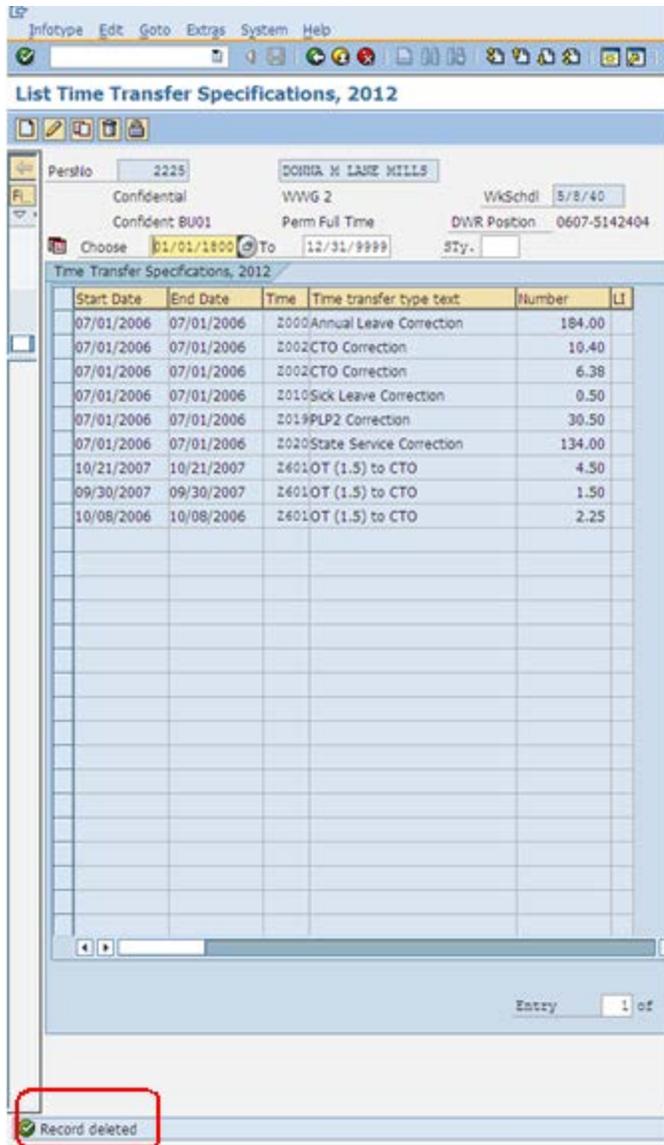
Start Date	End Date	Time	Time transfer type text	Number	LI
07/01/2006	07/01/2006	2000	Annual Leave Correction	184.00	
07/01/2006	07/01/2006	2002	CTO Correction	10.40	
07/01/2006	07/01/2006	2002	CTO Correction	6.38	
07/01/2006	07/01/2006	2010	Sick Leave Correction	0.50	
07/01/2006	07/01/2006	2019	PLP2 Correction	30.50	
07/01/2006	07/01/2006	2020	State Service Correction	134.00	
10/21/2007	10/21/2007	2601	OT (1.5) to CTO	4.50	
09/30/2007	09/30/2007	2601	OT (1.5) to CTO	1.50	
07/01/2007	07/01/2007	2601	OT (1.5) to CTO	2.00	
10/08/2006	10/08/2006	2601	OT (1.5) to CTO	2.25	

7. The individual time transfer populates. Click on the delete icon again.

Time transfer specification

Time transfer type	2601	OT (1.5) to CTO
Number of hours	2.00	Hours

The message "Record deleted" will appear at the bottom of your screen to indicate that the time transfer has been deleted.



Time transfer for OT to CTO

Overtime to CTO Time Transfer

Hours must not be transferred if they are not reflected on the time statement. Time has to be approved and run through time evaluation before it will show on the time statement.

Check PT61 for OT balance for the month.

The time transfer should be dated for the day the OT calculates once the work week has ended.

Time Statement

Page: 1

Accounting period: 200907 From 07/01/2009-07/30/2009

With queries, please contact:

MARILYN M LEE

Personnel no: 00004625
 Employee group: WWG 2
 Empl. subgroup: PF
 Personnel area: R
 Company code: CA00
 Cost center: 3860060900
 WS rule: 5/8/40

Individual Results

Day	Abs/Att	ATTEND	ABS	HFP	OT(1.5)	OT(1.0)	DWS
01	Hours for Pay	8.00		8.00			8HRS
02	Hours for Pay	8.00		8.00			8HRS
03	Hours for Pay	8.00		5.50	2.50		8HRS
04	Indep. Day		Off Work				FREE
05	Su		Off Work				FREE
	Weekly Total			21.50	2.50		
06	Hours for Pay	8.00		8.00			8HRS
07	Hours for Pay	8.00		8.00			8HRS
08	Hours for Pay	8.00		8.00			8HRS
09	Hours for Pay	8.00		8.00			8HRS
10	Furlough Hours Used		8.00	8.00			8HRS
11	Sa		Off Work				FREE
12	Su		Off Work				FREE
	Weekly Total			40.00			
13	Hours for Pay	8.00		8.00			8HRS
14	Hours for Pay	8.00		8.00			8HRS
15	Hours for Pay	8.00		8.00			8HRS
16	Hours for Pay	8.00		8.00			8HRS
17	Furlough Hours Used		8.00	8.00			8HRS
18	Sa		Off Work				FREE
19	Su		Off Work				FREE
	Weekly Total			40.00			
20	Hours for Pay	8.50		8.50			8HRS
21	Hours for Pay	9.50		9.50			8HRS
22	Hours for Pay	8.00		8.00			8HRS
23	Hours for Pay	10.00		10.00			8HRS
24	Furlough Hours Used		8.00	8.00			8HRS
25	Hours for Pay	4.00		4.00			FREE
26	Su		Off Work	8.00-		8.00	FREE
	Weekly Total			40.00		8.00	
27	Furlough Hours Used		8.00	8.00			8HRS
28	Furlough Hours Used		8.00	8.00			8HRS
29	Furlough Hours Used		8.00	8.00			8HRS
30	Furlough Hours Used		8.00	8.00			8HRS

Weekly Total

32.00

Totals Overview			
Type	Hours	Type	Hours
Reg Hrs for Pay	176.00	Hours Scheduled to Work	176.00
Includes Int Pro-rata Holiday	0.00	Hours in Pay Period	176.00
Total Dock	0.00	Excess Hours for Month	0.00
OT (1.5)	2.50		
OT (1.0)	8.00		
Night Shift	0.00	Night Shift Overtime	0.00
Evening Shift	0.00	Evening Shift Overtime	0.00
Holiday Pay 2HP5 (1.0)	0.00	Climbing Pay	0.00
Holiday Pay 2HP6 (1.5)	0.00	Diving Pay	0.00
Holiday Pay	0.00	Rotating Shift Premium	0.00
Vacation Beg Balance	811.15	Annual Leave Beg Balance	0.00
Vacation Credit	14.00	Annual Leave Credit	0.00
Vacation Used	0.00	Annual Leave Used	0.00
Vacation Correction	0.00	Annual Leave Correction	0.00
Vacation End Balance	825.15	Annual Leave End Balance	0.00
Sick Leave Beg Balance	445.35	Excess Hrs Beg Balance	0.00
Sick Leave Credit	8.00	Excess Hrs for Month	0.00
Sick Leave Used	0.00	Excess Hrs (Cover HC)	0.00
Sick Leave Correction	0.00	Excess Hrs Correction	0.00
Sick Leave End Balance	453.35	Excess Hrs End Balance	0.00
Int Hrs to 1500	0.00	State Service	261.00
Ret Annuity Hrs to 960	0.00	State Service Carry Fwd	0.00
Student Hrs to 1500	0.00		
Student Month of Count	0.00		
Actual Days Worked	0.00		

Accruals are posted on the last day of pay period.
 Accruals must not be used in pay period earned.

SECTION VI

Holiday Posting

Holiday

Holiday Costing Program will be run by Fiscal staff after the pay period ends for Fiscal's assessments and will not affect employee's time entry. You can view the costing time posting in CADO and CAT2. CAT2 will not allow this entry to be changed or deleted

	4625	MARILYN M LEE	03/31/2009	8.00		04/06/2009	TIMECST1	Approved
	4625	MARILYN M LEE	05/25/2009	8.00		06/03/2009	MNAGEL	Approved
	4625	MARILYN M LEE	07/04/2009	8.00		07/31/2009	MNAGEL	Cancelled
	4625	MARILYN M LEE	07/04/2009	0.00		08/10/2009	MNAGEL	Approved
	4625	MARILYN M LEE	09/07/2009	8.00		10/06/2009	MNAGEL	Approved

Biweekly Paid employee's holidays are not included in the regular pay warrant like the monthly paid employees due to their work schedule. HR Office generates a program to credit the biweekly paid employees 8 hours of holiday credit each time after the holiday.

WWG E Employees Working on Holiday: Work Week Group E employees do not get overtime pay when working on holidays, however, they are entitled to holiday credit. Their timekeeper will need to post up to 8 hours **1HC1** in order for the system to credit the WWG E employees the holiday credit. Timekeeper will need to enter **1HC1** with number of hours worked for WWG E employee who worked on holiday.

Non-represented Supervisory or Excluded FLSA Covered (WWG 2) – please see [Holiday pay Compensation chart](#). Employees that work the holiday will have to enter **2HP5** for hours worked on the holiday.

WWG 2 (excluded BW) – please see [Holiday pay Compensation chart](#). Timekeeper will have to enter **2HP6** on hours worked for all WWG 2 employees who worked on a holiday. Employees can currently enter **2HP5** hours in ESS. Please refer to the Holiday pay compensation chart to determine which time type to post on which holiday.

Holiday pay will issue around the 10th working day of the following pay period unless employee request to receive holiday credit in lieu of cash. Holiday credit used posting for Perm Full Time or Perm Part Time should be post with attendance code: **HC01**
 Holiday credit used posting for **PI** should be post with attendance code: **HCIE**

Personal Holiday is accrued in a day unit and when posted the full unit must be used. For full time employees, employee will need to post 8 hours of **PH01** when Personal holiday use. Part time employees will be based on time base. PI needs to post 8 hours. At the end of the month, the system will prorate PH base on hours worked in the pay period.

BU12 HC Cash out - Holiday credits are cashed out at the end of every fiscal year per MOU for BU12 employees.

Holiday Credit in lieu of cash

If an employee wants holiday credit instead of receiving payment for the hours worked on the holiday then a time transfer will need to be completed to put the hours in the holiday credit quota. Check Time Statement – PT61 under Total Overview for the number of 2HP5 or 2HP6 hours. Do not process the time transfers until you see the hours show up in time statement.

This is a two steps process: Refer to Time Transfer section of the manual instruction on completing time transfers.

- A. You will need to do a time transfer with number of hours employee worked and requested to receive holiday credit instead of cash use **Z205** for **2HP5** or **Z215** for **2HP6** to transfer the hours to holiday credit, best to use the time transfer date as the day of the holiday.
- B. Do another time transfer use **Z500** to zero out the 2HP5 or **Z501** to zero out the 2HP6.

Totals Overview			
=====			
Type	Hours	Type	Hours
Reg Hrs for Pay	176.00	Hours Scheduled to Work	178.00
Includes Int Pro-rata Holiday	0.00	Hours in Pay Period	176.00
Total Dock	0.00	Excess Hours for Month	2.00
OT (1.5)	59.00		
OT (1.0)	0.00		
Night Shift	0.00	Night Shift Overtime	0.00
Evening Shift	0.00	Evening Shift Overtime	0.00
Holiday Pay 2HP5 (1.0)	12.00	Climbing Pay	0.00
Holiday Pay 2HP6 (1.5)	0.00	Diving Pay	0.00
Holiday Pay	0.00	Rotating Shift Premium	0.00
Vacation Beg Balance	398.25	Annual Leave Beg Balance	0.00
Vacation Credit	13.00	Annual Leave Credit	0.00
Vacation Used	0.00	Annual Leave Used	0.00
Vacation Correction	0.00	Annual Leave Correction	0.00
Vacation End Balance	411.25	Annual Leave End Balance	0.00
Sick Leave Beg Balance	102.00	Excess Hrs Beg Balance	21.00
Sick Leave Credit	8.00	Excess Hrs for Month	2.00
Sick Leave Used	0.00	Excess Hrs (cover HC)	1.00
Sick Leave Correction	0.00	Excess Hrs Correction	0.00
Sick Leave End Balance	110.00	Excess Hrs End Balance	20.00
Int Hrs to 1500	0.00	State Service	206.00
Ret Annuity Hrs to 960	0.00	State Service Carry Fwd	0.00
Student Hrs to 1500	0.00		
Student Month of Count	0.00		
Actual Days Worked	0.00		

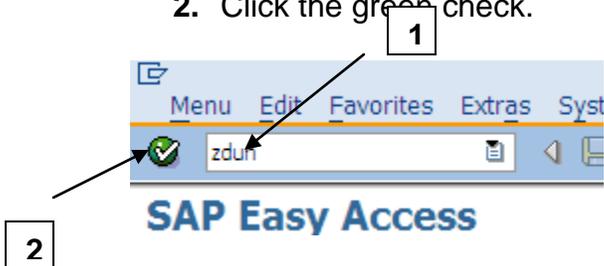
SECTION VII

REPORTING

ZDUN - Missing Time Report

Transaction Code: ZDUN

1. Enter **ZDUN**.
2. Click the green check.



3. Select the Organizational Unit using the drop down in “Org. Structure”.
4. Enter the date you want to view.
5. **Reporting:** Select “only unapproved/missing time” if you want the system to send an e-mail for missing or unapproved time. If you select “all timesheets”, you may run into problems when requesting notification to send out.
6. **Employee Notification for Incomplete/Missing Timesheets:** Select “yes” if you would like the system to send out e-mails to the employees who have missing time.
7. **Supervisor Notification to Review/Approve Timesheets:** Select “yes” if you would like the system to send out e-mails to the supervisors pending for time approval.
8. Execute.

8 → [Refresh/Print icons]

4 → [Report Title: Human Resources - Time Entry Status Report]

PERIOD
Enter Desired Date(s) To

3 → [Choose Organizational unit]

SELECTION
Timebase/Tenure
Personnel number
Organizational Unit(s)

5 → [REPORTING section]
Only Unapproved/Missing Time
All Timesheets
Report Format Variant

6 → [Employee Notification For Incomplete/Missing Timesheets]
No
Yes

7 → [Supervisor Notification To Review/Approve Timesheets]
No
Yes

3 → [Organizational structure tree]
Name
Organizational structure
DWR
CERS - Executive Management
Dep. Director Regional Wtr F
EXECUTIVE DIVISION (checked)
Division of Environmental Se
Public Affairs Office
Bay-Delta Office
Division of Flood Management
Division of Safety of Dams
State Water Project Analysis
Division of Operations & Mai
Division of Engineering

Intermittent Hours Report

Balances that do not reset: Personnel Specialists are responsible for resetting these hours in SAP.

MSA Hrs
SISA Hrs
Range Change Hrs
Probation Hrs
State Service Carry Forward Hrs
Total State Service Hrs

Balances that do reset:

Health Benefits (beginning of each control period, July 1 and January 1)
Student Hrs to 1500 (every 12 months from hire date)
PI 1500 hours – reset by Fiscal year - July 1 every year
1000 hours to CAPERS retirement (each July 1)
Retired Annuitant Hrs to 960 (each July 1)

Each month, PI tape normally goes over to SCO the 4th working day after the end of the pay period. Please refer to the Time Recorder calendar provided by the HR office.

PI reports can be created by using transaction code PT40 to see how many hours of pay the intermittent employees should receive. Reports can also be created to track the 960 or 1500 hours for your employees to make sure that they do not work over the maximum allowed hours for the year.

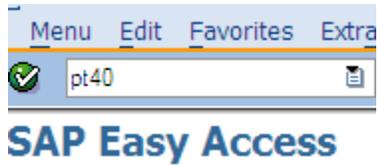
Report Variants

If you often run the same reports with the same set of data selections (for example, to create a monthly statistical report), you can save the values in a selection set called a **variant**.

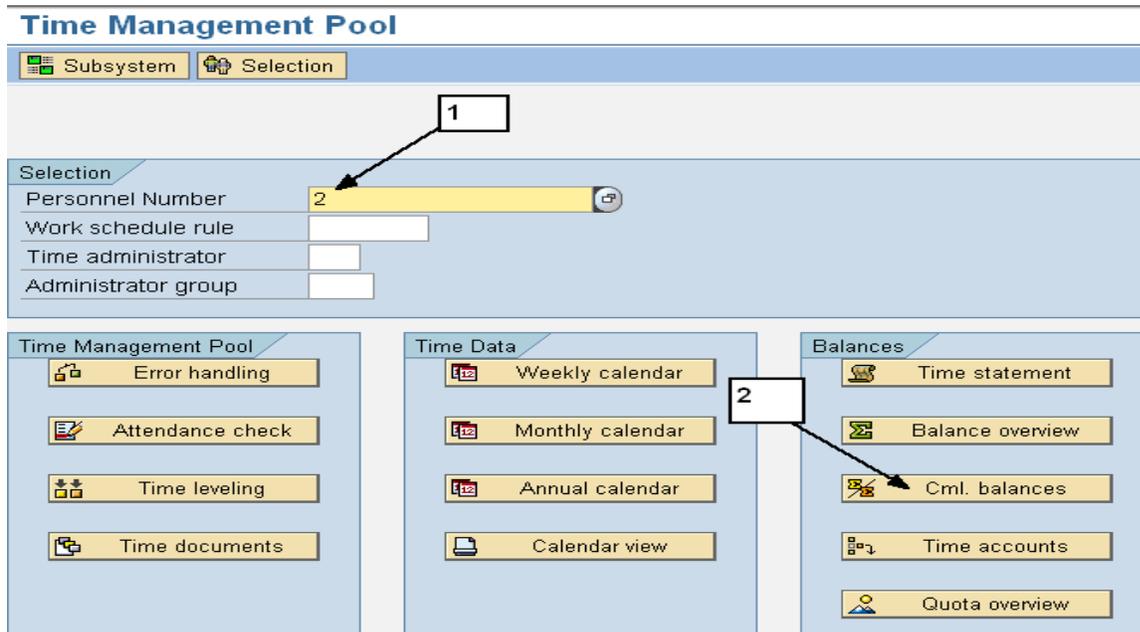
You can create any number of variants for transactions in which selection screens are defined. For example variants can be created and saved in Transaction codes: CADO/CAOR; PT40; and CATS. Variants are assigned exclusively to the transactions for which they were created.

Creating a Variant

Transaction Code: PT40



1. Enter employee's Personnel Number.
2. Click on Cml. Balance.



3. Click on "Day balance" if you want to report by day or "Cumulated balance" if you want to report by pay period.
4. Click on the  icon.

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 to
 Cumulated balances to
 Time wage types to

3 4

- Click on the drop down to get the list.

Cumulated Time Evaluation Results: Time Balances/Wage Types

Multiple Selection for SALDI

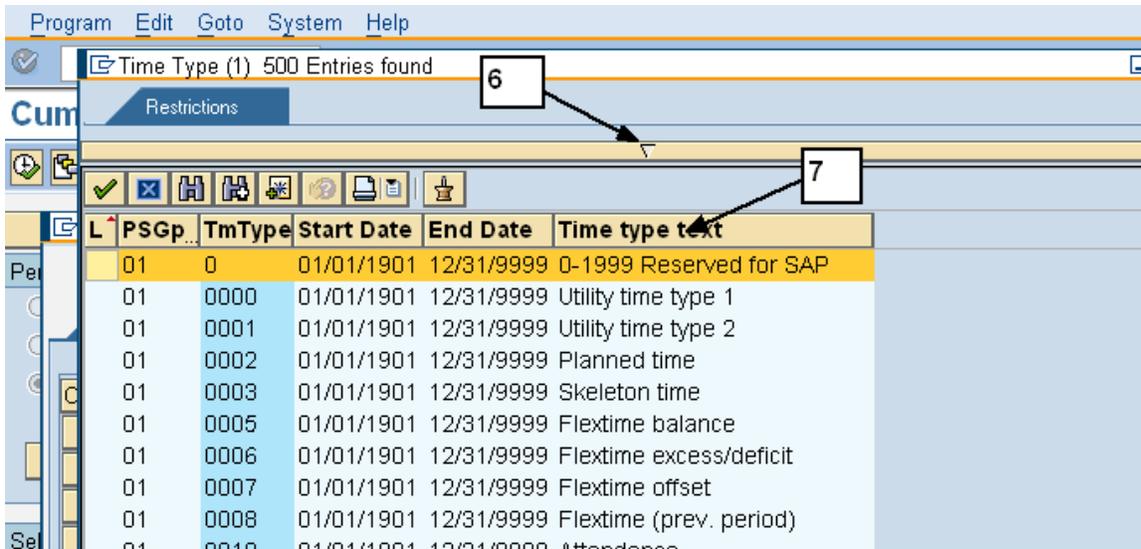
Select Single Values | Select Ranges | Exclude Single Values | Exclude Ranges

O Sing... 5

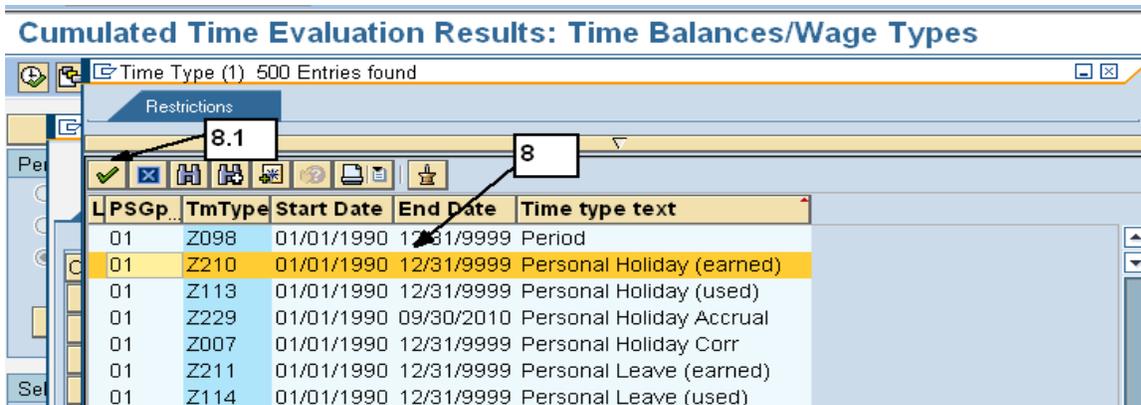
Multiple selection..

- Click on the change the "Maximum No. of Hits" to 9999 and green check. This will give the complete list of all the time types.

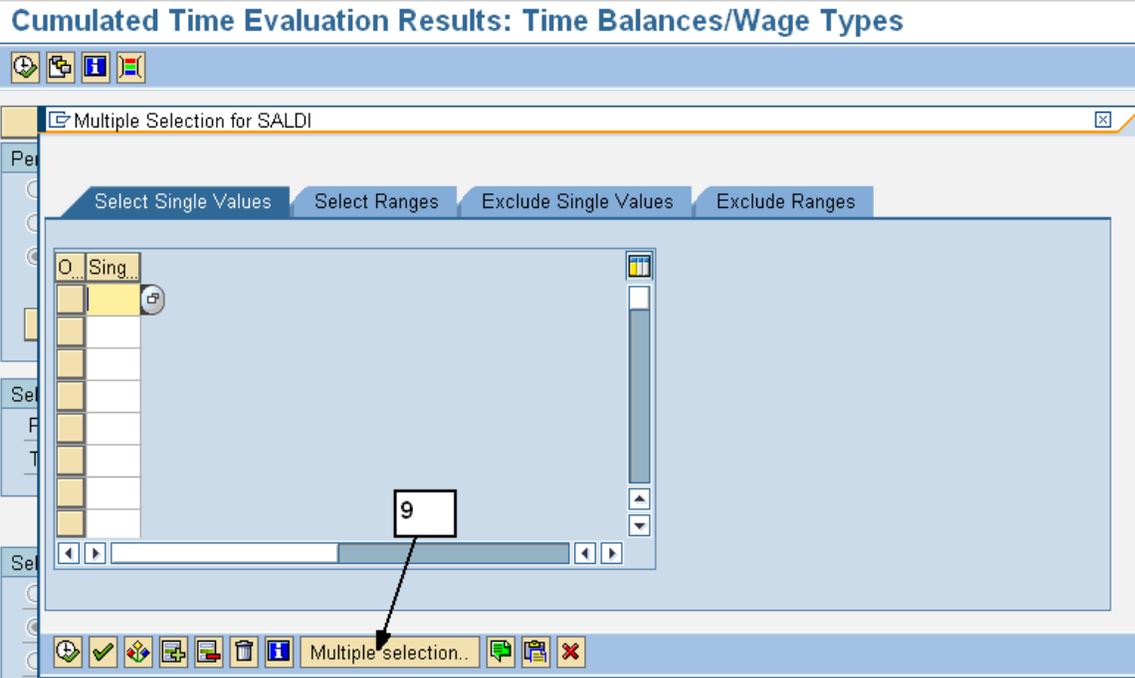
- Click on the **"TmType"** to put in time type code in numerical order or click on **"Time type text"** to put the list in alphabetical order by time type text.



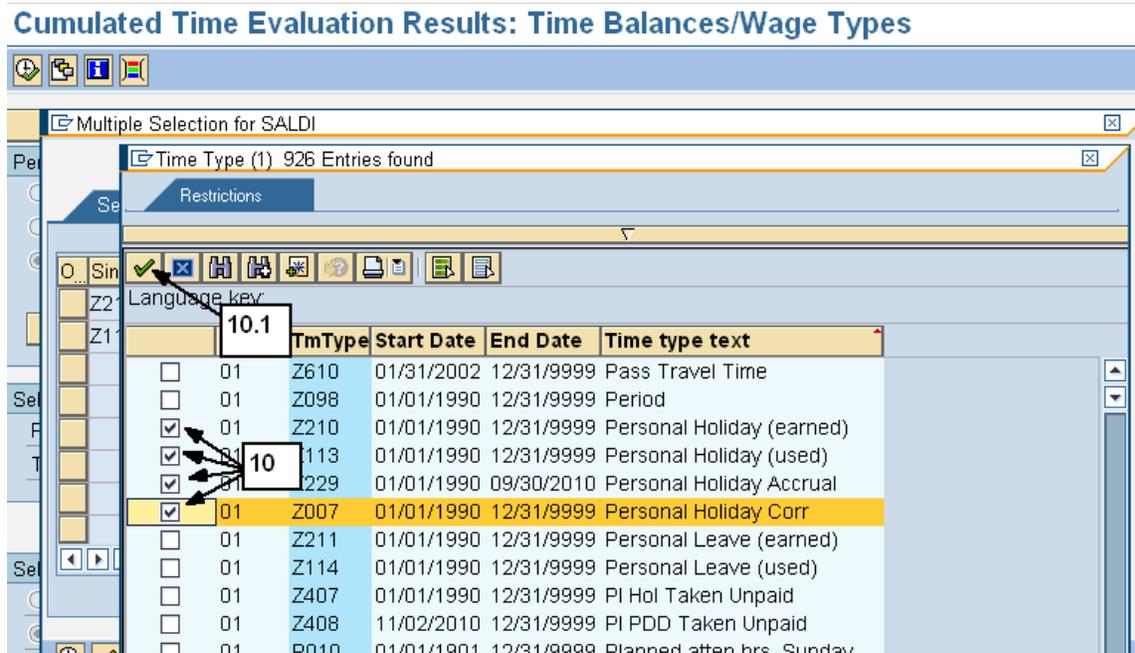
- Select the time type you want to pull a report for by clicking on the line and then click on the green check.



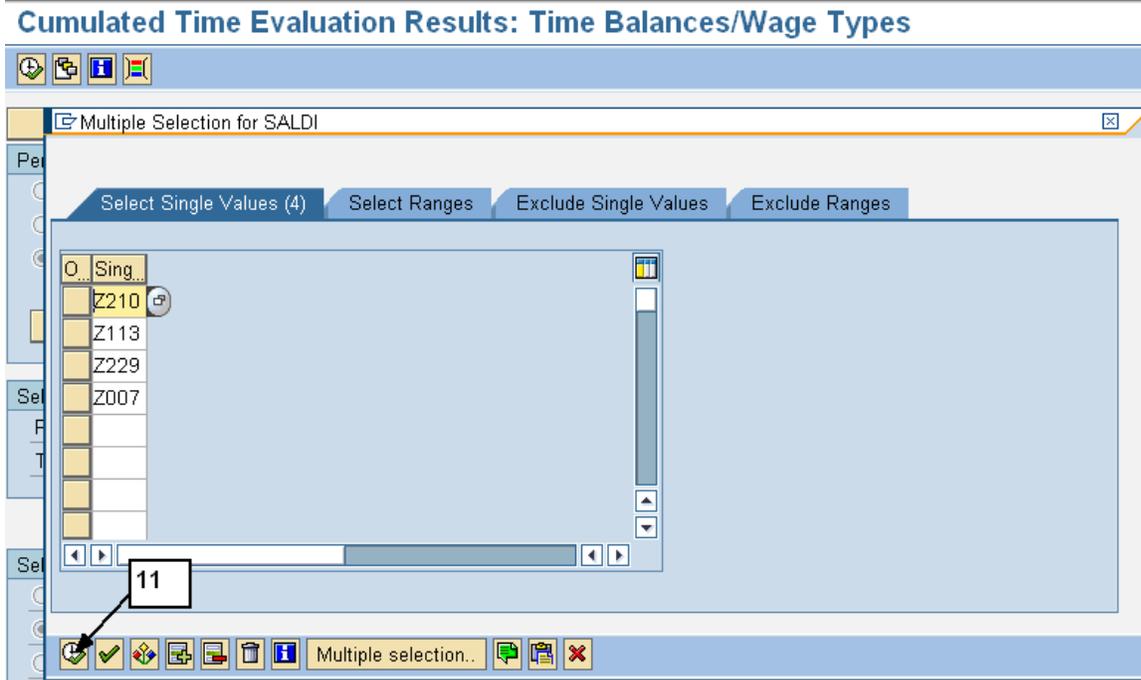
- If you want to pull a report for more than one time type, click on “Multiple selection”.

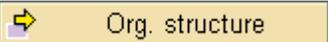


- Check on all the boxes you want to pull a report for and green check.



11. Click on the  icon.



1. Select “Other period” radial button.
2. Enter the date range for your report.
3. Either enter the Personnel Number or select the  button to select all employees in a specific org unit.

Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections Search helps Sort order Org. structure

Period

Today **12**
 Current month
 Current year
 Up to today
 From today **13**
 Other period

Period: 08/02/2011 To: 08/31/2011
Payroll period

Selection

Personnel Number: **14**
Time recording administrator:

Selection Conditions

Day balances to
 Cumulated balances Z210 to
 Time wage types to

Value limits (hours) for time/wage types

Take account of value limits (hours)

Data format

Layout:

4. Select the organizational structure.
5. Green check

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

Choose Organizational unit

Name	ID	Code	Valid from	V...
Organizational structure				
<input type="checkbox"/> DWR	50000105	1	05/01/2006	Unli
<input type="checkbox"/> SWP Power & Risk Office	50036361	1501	06/01/2008	Unli
<input type="checkbox"/> Deputy Director - CERS	50039605	1201	07/01/2008	Unli
<input type="checkbox"/> FloodSAFE Env. Stewardship &...	50042229	1100	07/01/2009	Unli
<input type="checkbox"/> Division of Statewide Integr. Wa...	50042654	1800	07/01/2009	Unli
<input type="checkbox"/> Division of Integ. Regional Wate...	50042680	1600	07/01/2009	Unli
<input type="checkbox"/> CVFPB Office of the Chief	50047212	0800	07/01/2010	Unli
<input checked="" type="checkbox"/> EXECUTIVE DIVISION	50000106	0100	05/01/2006	Unli
<input type="checkbox"/> Division of Fiscal Services	50000107	0200	05/01/2006	Unli
<input type="checkbox"/> Division of Environmental Servi...	50000108	0300	05/01/2006	Unli
<input type="checkbox"/> Public Affairs Office	50000109	0401	05/01/2006	Unli
<input checked="" type="checkbox"/> Division of Technology Services	50000110	0500	05/01/2006	Unli
<input type="checkbox"/> EF00 Division of Management &...	50000111	840-601-DMS	05/01/2006	Unli
<input type="checkbox"/> Bay-Delta Office	50000112	1301	05/01/2006	Unli
<input type="checkbox"/> Office of the Chief Counsel	50001193	0130	05/01/2006	Unli
<input type="checkbox"/> Division of Flood Management	50000113	1401	05/01/2006	Unli
<input type="checkbox"/> Division of Safety of Dams	50000115	1700	05/01/2006	Unli
<input type="checkbox"/> State Water Project Analysis Of...	50000121	1900	05/01/2006	Unli
<input type="checkbox"/> Division of Operations & Mainte...	50000122	2001	05/01/2006	Unli
<input type="checkbox"/> Division of Engineering	50000123	3101	05/01/2006	Unli
<input type="checkbox"/> SPECIAL STUDIES & TECH SUPP...	50001517	6300	05/01/2006	Unli

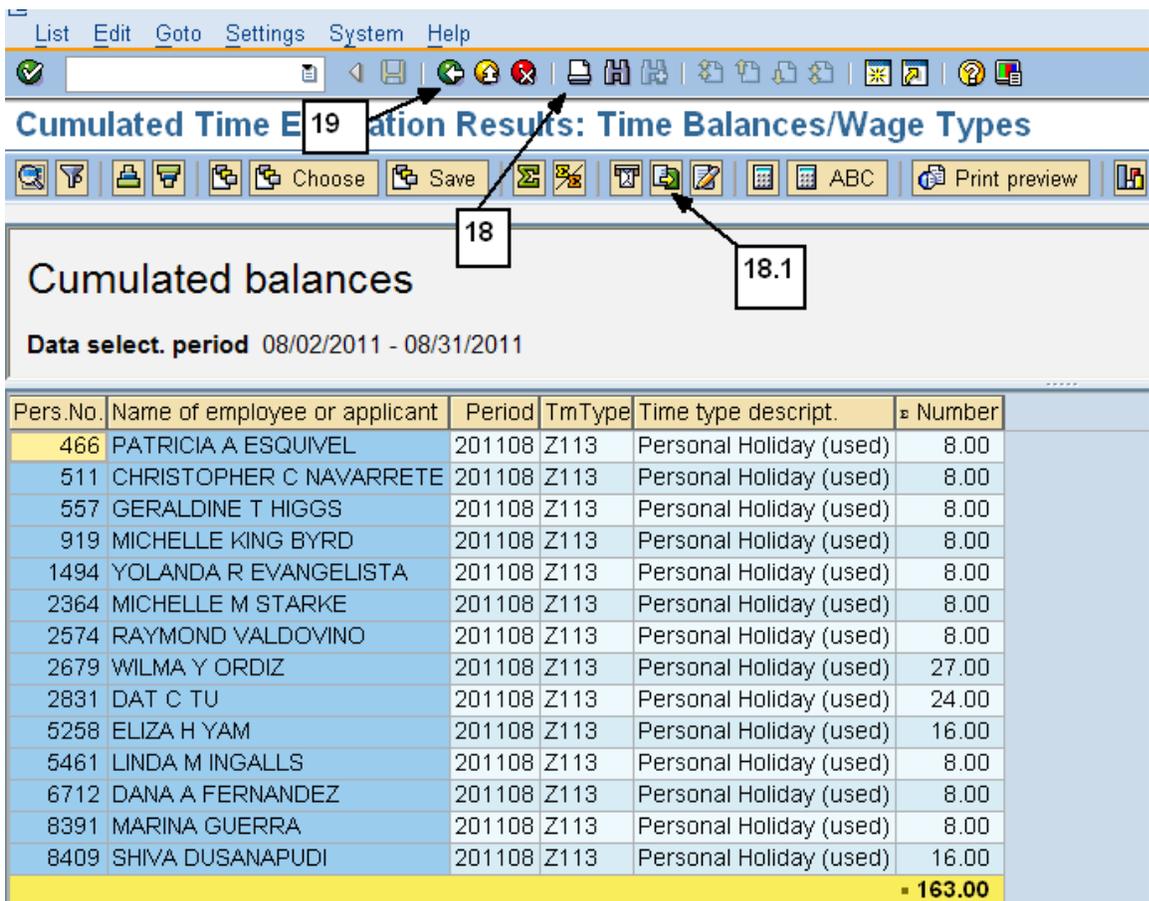
15

16

EXECUTE

6. Click on the execute icon.

7. Print the report by selecting the print button  or you can download to an excel spreadsheet by selecting the save list in file button .
8. Once you have printed or downloaded to excel click on the  icon to go back.

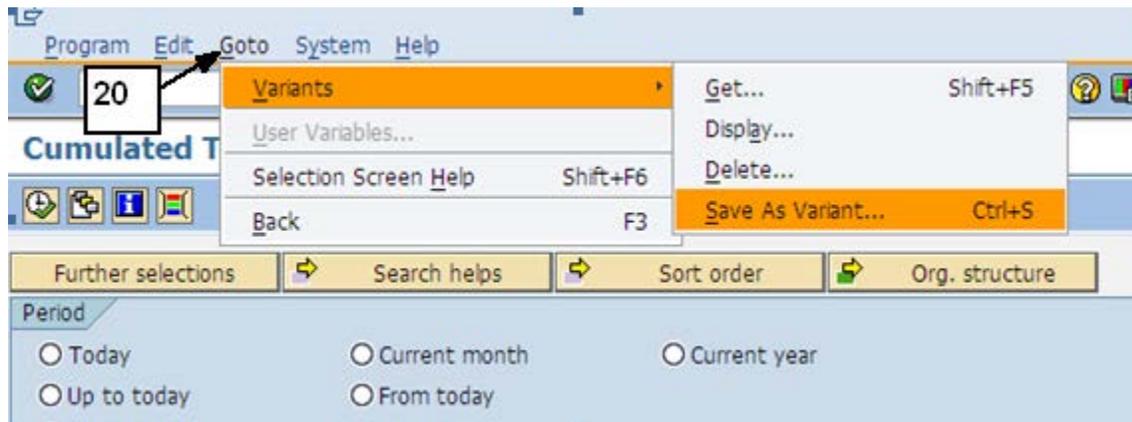


Cumulated balances

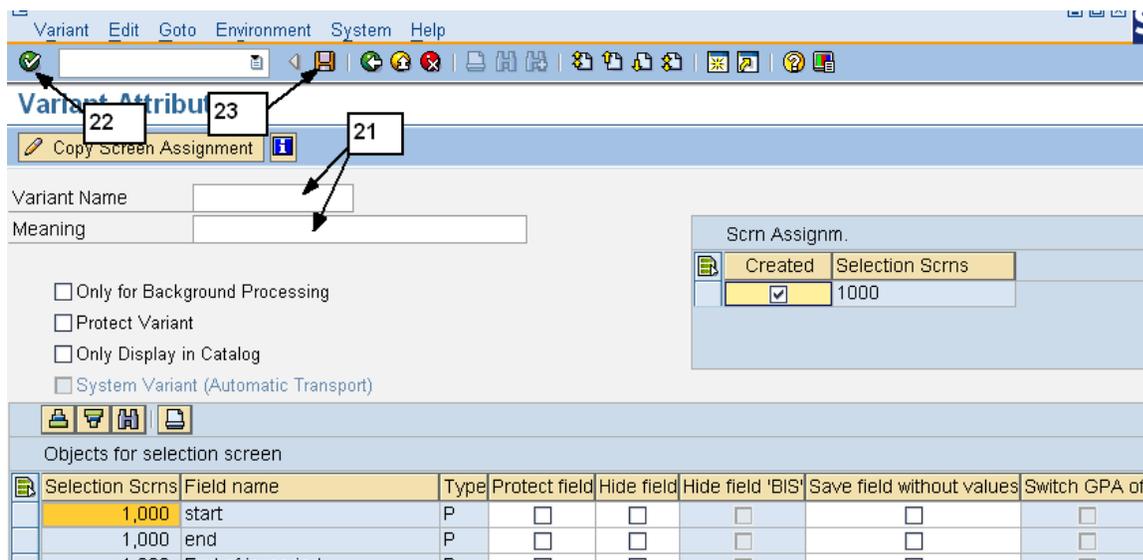
Data select. period 08/02/2011 - 08/31/2011

Pers.No.	Name of employee or applicant	Period	TmType	Time type descript.	Number
466	PATRICIA A ESQUIVEL	201108	Z113	Personal Holiday (used)	8.00
511	CHRISTOPHER C NAVARRETE	201108	Z113	Personal Holiday (used)	8.00
557	GERALDINE T HIGGS	201108	Z113	Personal Holiday (used)	8.00
919	MICHELLE KING BYRD	201108	Z113	Personal Holiday (used)	8.00
1494	YOLANDA R EVANGELISTA	201108	Z113	Personal Holiday (used)	8.00
2364	MICHELLE M STARKE	201108	Z113	Personal Holiday (used)	8.00
2574	RAYMOND VALDOVINO	201108	Z113	Personal Holiday (used)	8.00
2679	WILMA Y ORDIZ	201108	Z113	Personal Holiday (used)	27.00
2831	DAT C TU	201108	Z113	Personal Holiday (used)	24.00
5258	ELIZA H YAM	201108	Z113	Personal Holiday (used)	16.00
5461	LINDA M INGALLS	201108	Z113	Personal Holiday (used)	8.00
6712	DANA A FERNANDEZ	201108	Z113	Personal Holiday (used)	8.00
8391	MARINA GUERRA	201108	Z113	Personal Holiday (used)	8.00
8409	SHIVA DUSANAPUDI	201108	Z113	Personal Holiday (used)	16.00
163.00					

- To save the report Variant click on “Goto” tab then variants, then save as variant.

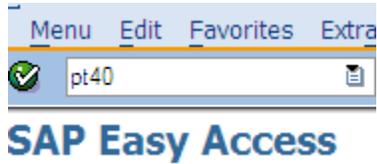


- Enter the variant name and meaning of your variant.
- Click the green check
- Click the save.

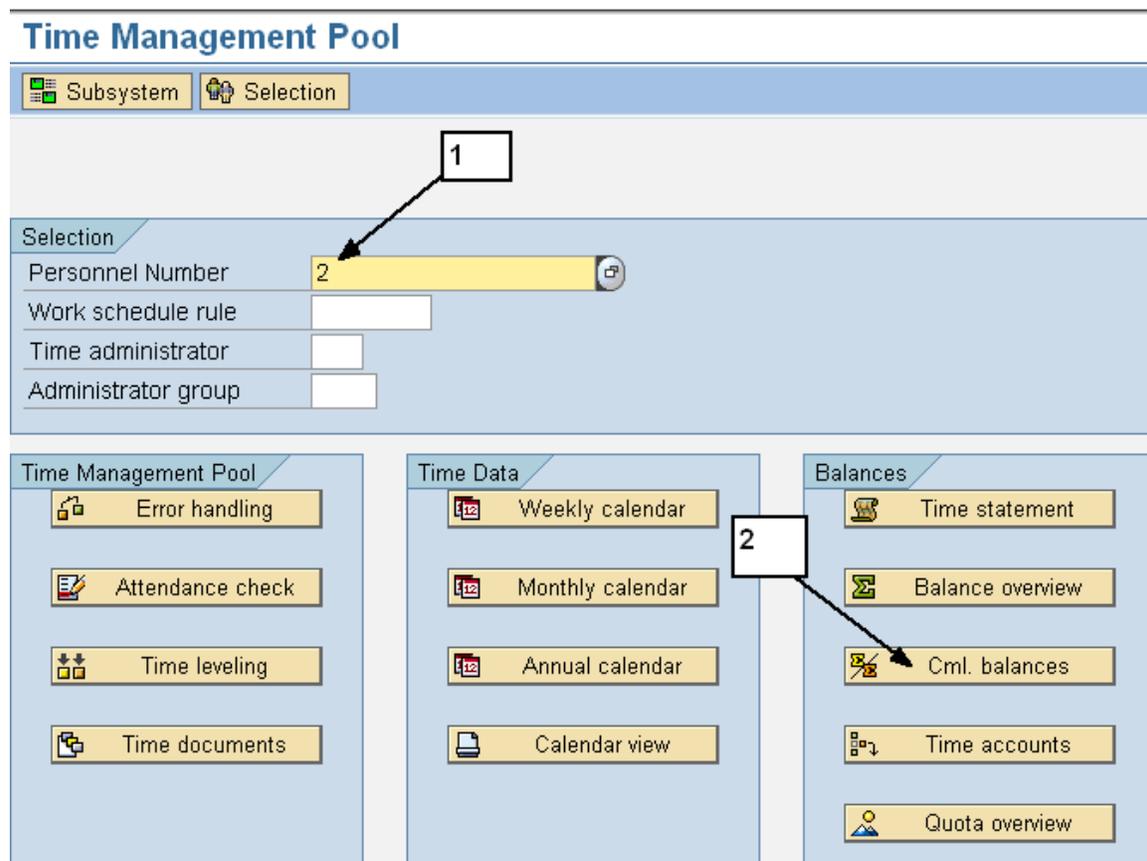


Getting a Variant

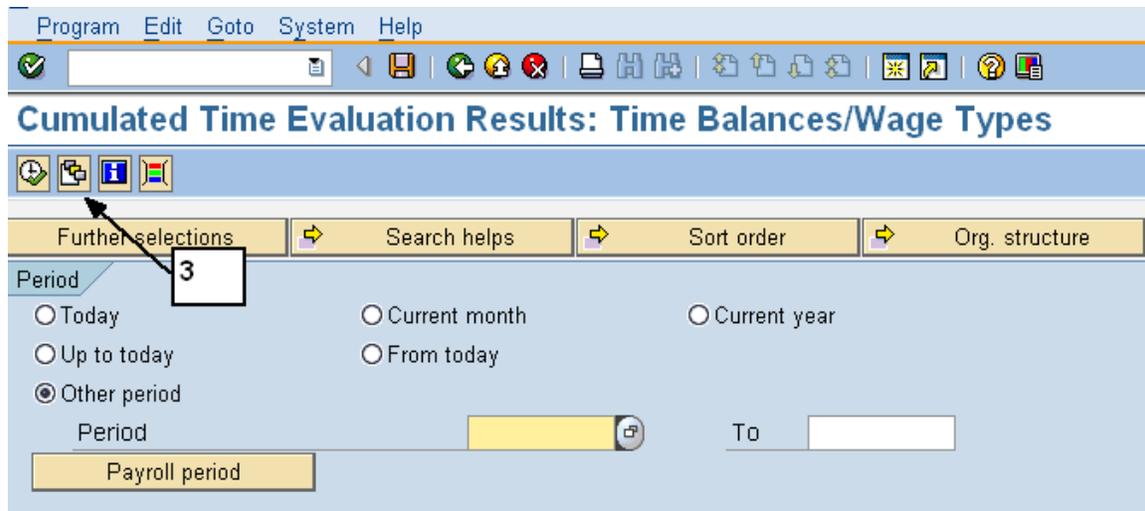
Transaction Code: PT40



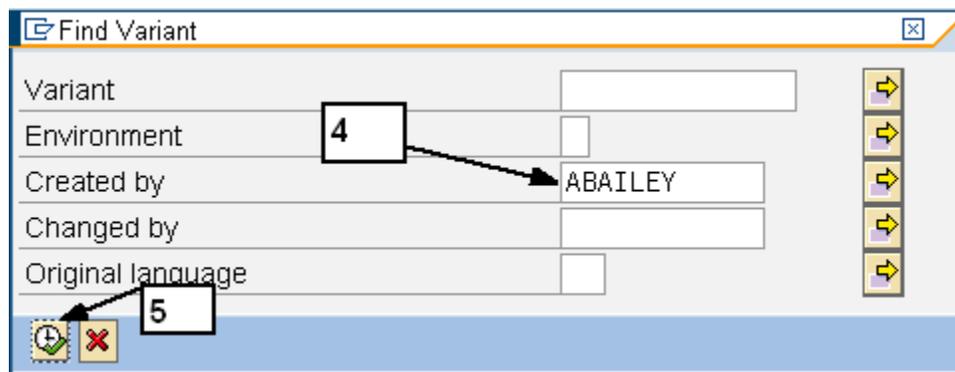
1. Enter the Personnel number.
2. Click on **cml. Balances**.



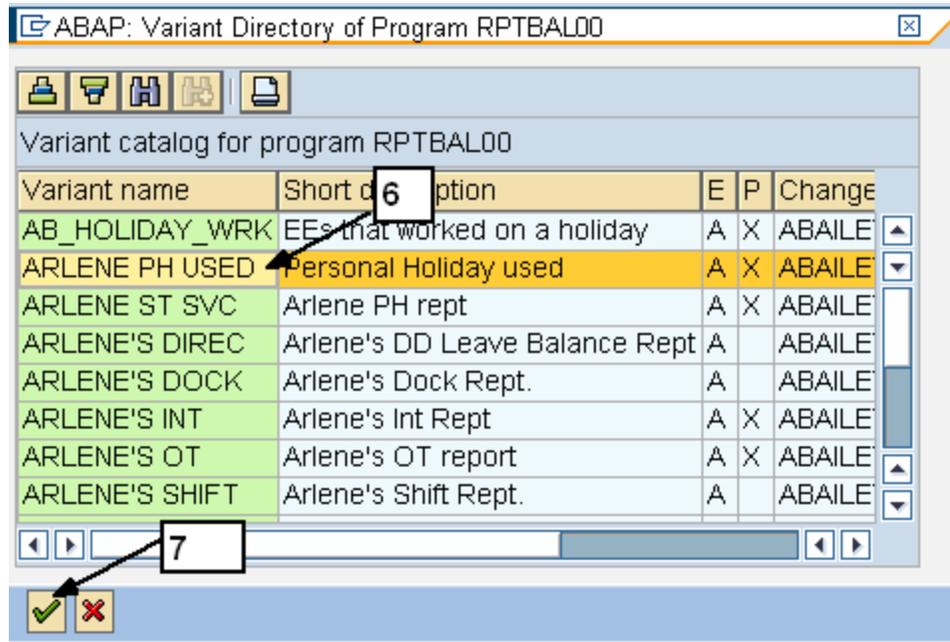
3. Click the Get Variant icon .



4. Leave your user ID in the **“Create by”** or delete the user ID to see a list of all saved variants.
5. Click the execute Icon.



6. Select the variant.
7. Click the green check icon.



This has populated the saved variant in order to complete a report.
The selection period dates can be changed to a current pay period before executing the report.

Editing a Variant

1. Complete the steps in “Getting a Variant”.
2. Make all necessary changes to the selection conditions.
3. Click the save icon.

Program Edit Goto System Help

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 Z113 to

Cumulated balances to

Time wage types to

Value limits (hours) for time/wage types

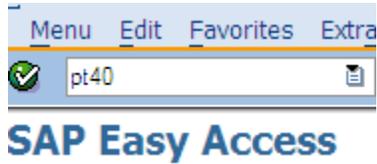
Take account of value limits (hours)

4. Click the green check
5. Click the save icon
6. Click “yes” to overwrite the variant.

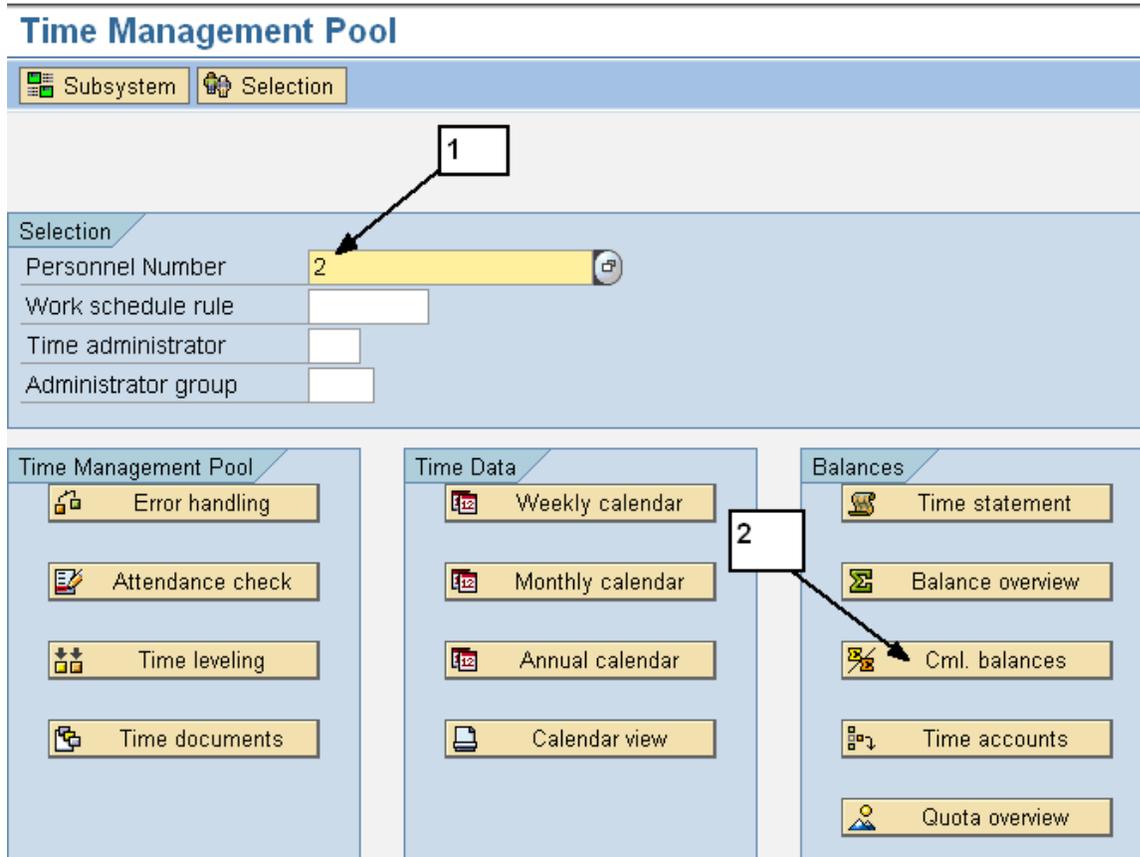
If you are using another person’s variant and wish to save it as your own, you **MUST** change the variant name to prevent from overwriting the original variant.

Deleting a Variant

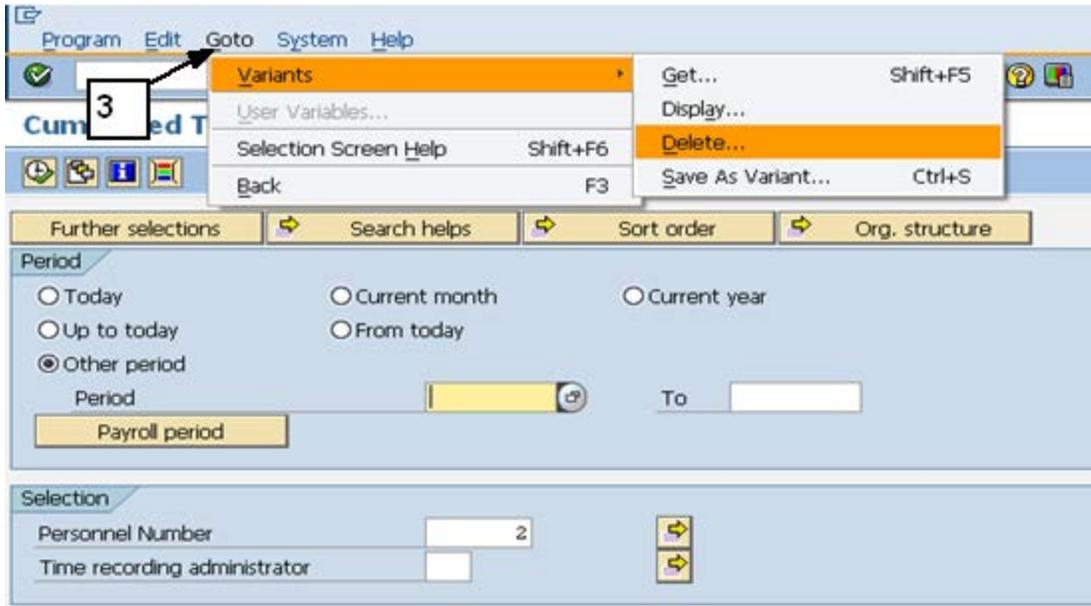
Transaction Code: PT40



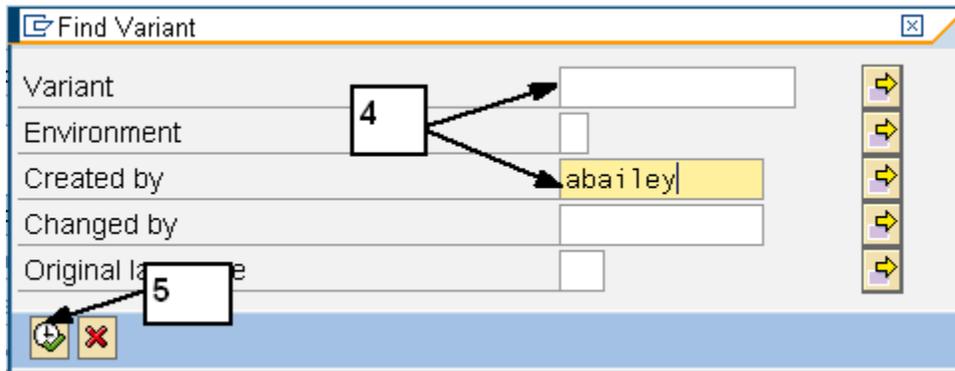
1. Enter employee's Personnel Number.
2. Click on Cml. Balance.



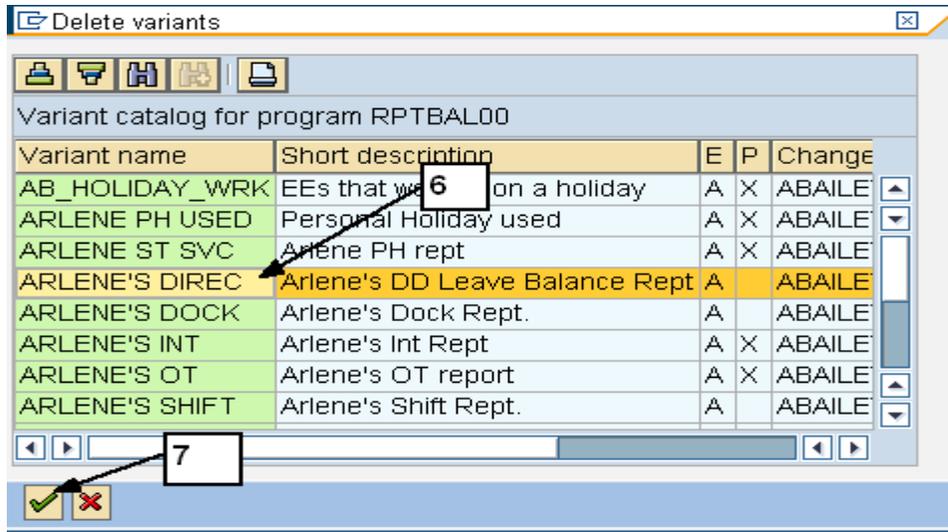
3. Select the "Goto" menu, then variants, then delete.



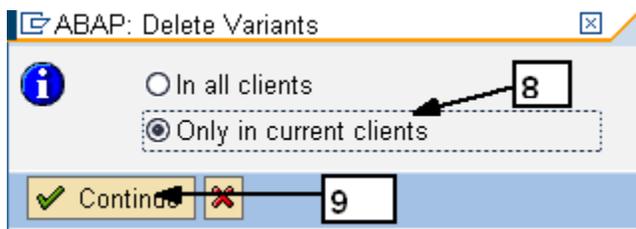
4. Enter the variant name or the created by user id (your user id will be there by default the each time you first use the PT 40 transaction)
5. Click the execute icon.



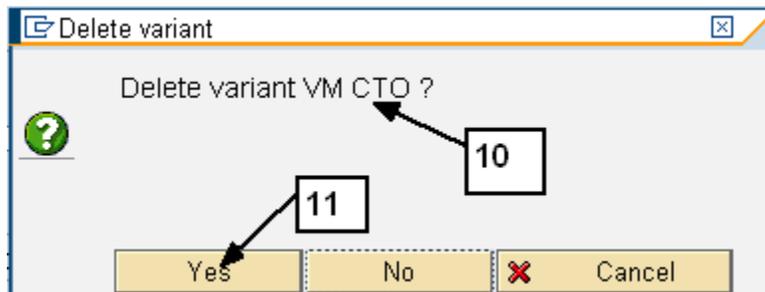
6. Select the variant name you want to delete. (you should only delete variant you created).
7. Click the green check button.



8. Select "Only in current Clients"
9. Select Continue.



10. Verify the variant name is correct
11. Select the Yes button.



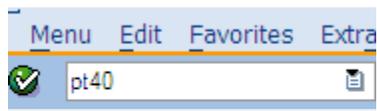
Creating and Saving a Layout Variant

A report variant has a default layout. This layout can be customized to add, delete or change column order. The layout can be saved in the variant so that each time a report is generated it will be displayed the same way each time.

Note: Even though the instructions and examples are for a Cumulated Balances Report (PT40) the steps are the same for other SAP HR reports too (i.e. CADO, CAOR, CAT4).

Creating a layout variant

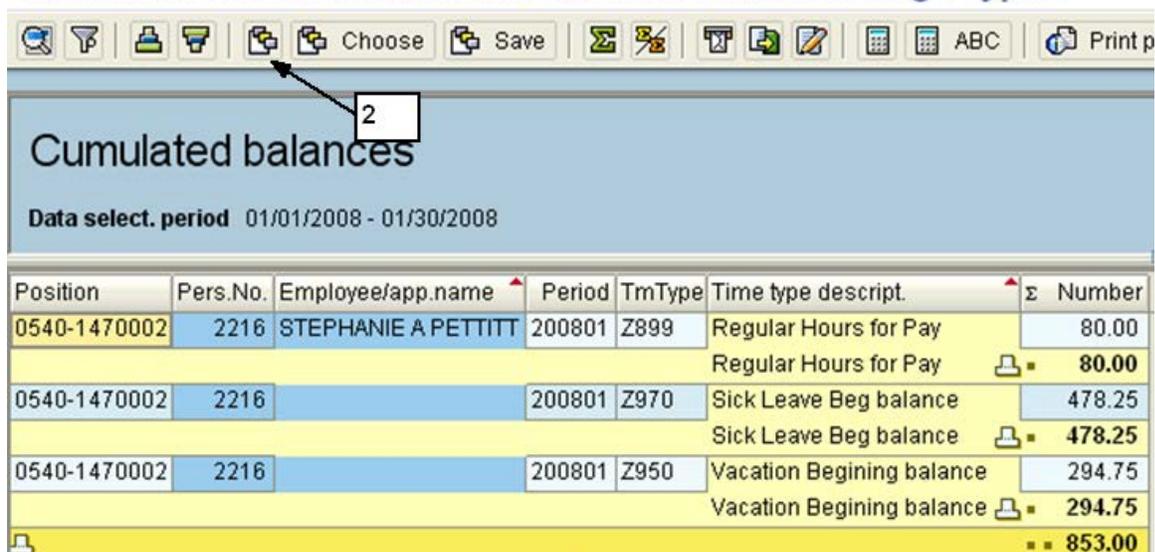
Transaction Code: PT40



SAP Easy Access

1. Complete the steps required to run a report in PT40.
2. After generating the report, you can customize the way it is displayed by clicking on the Current Layout icon .

Cumulated Time Evaluation Results: Time Balances/Wage Types



The screenshot shows the SAP report output for 'Cumulated Time Evaluation Results: Time Balances/Wage Types'. The report title is 'Cumulated balances' and the data selection period is '01/01/2008 - 01/30/2008'. The report displays a table with columns: Position, Pers.No., Employee/app.name, Period, TmType, Time type descript., and Number. The table contains three rows of data, each with a summary row. A toolbar at the top of the report area includes icons for 'Choose', 'Save', and 'Print p'. A callout box with the number '2' points to the 'Current Layout' icon in the toolbar.

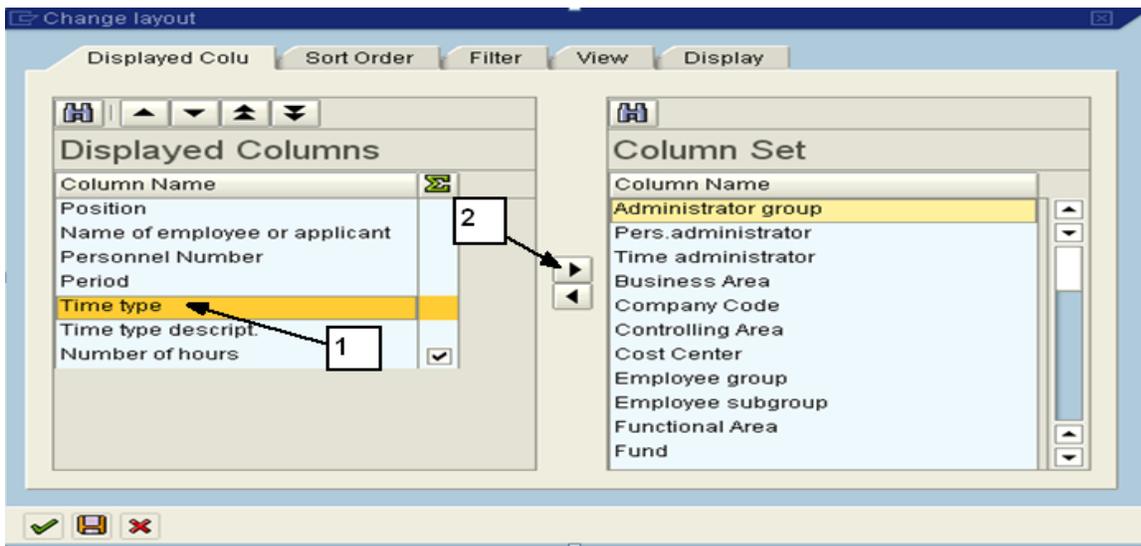
Position	Pers.No.	Employee/app.name	Period	TmType	Time type descript.	Σ Number
0540-1470002	2216	STEPHANIE A PETTITT	200801	Z899	Regular Hours for Pay	80.00
					Regular Hours for Pay	80.00
0540-1470002	2216		200801	Z970	Sick Leave Beg balance	478.25
					Sick Leave Beg balance	478.25
0540-1470002	2216		200801	Z950	Vacation Beginning balance	294.75
					Vacation Beginning balance	294.75
						853.00

Removing Columns

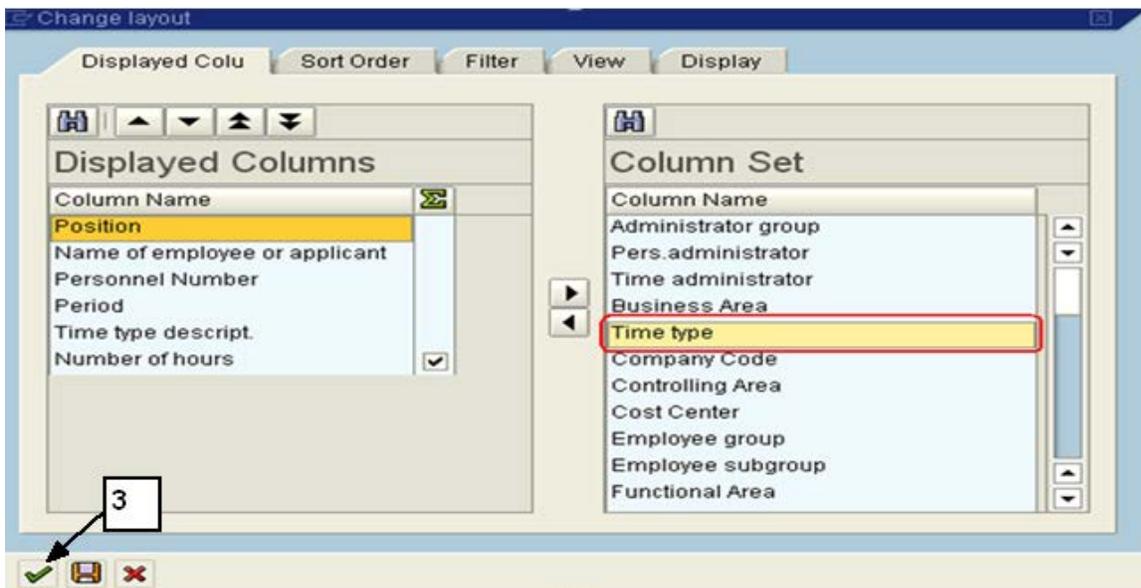
The columns that are currently displayed will be listed under Displayed Columns.

1. To remove a column from the list, first click on the column name
2. Then click on the right arrow  to move it to the Column Set side.
3. Green check when finished making edits.

Example: To remove the column Time type, click on the name and then the right arrow.



The column Time type is now in the Column Set list.

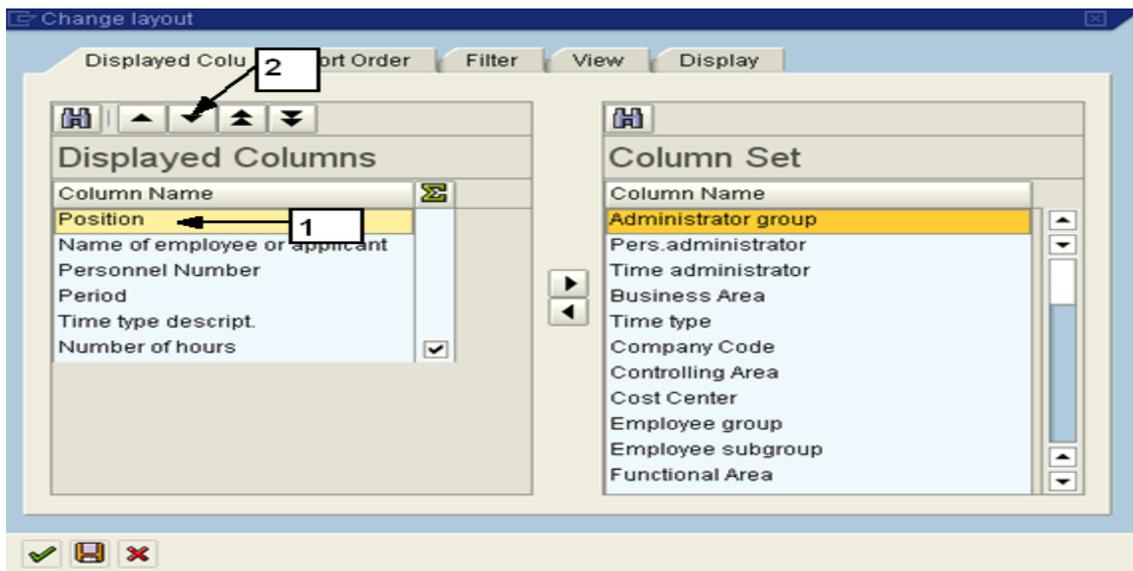


Moving Displayed Columns

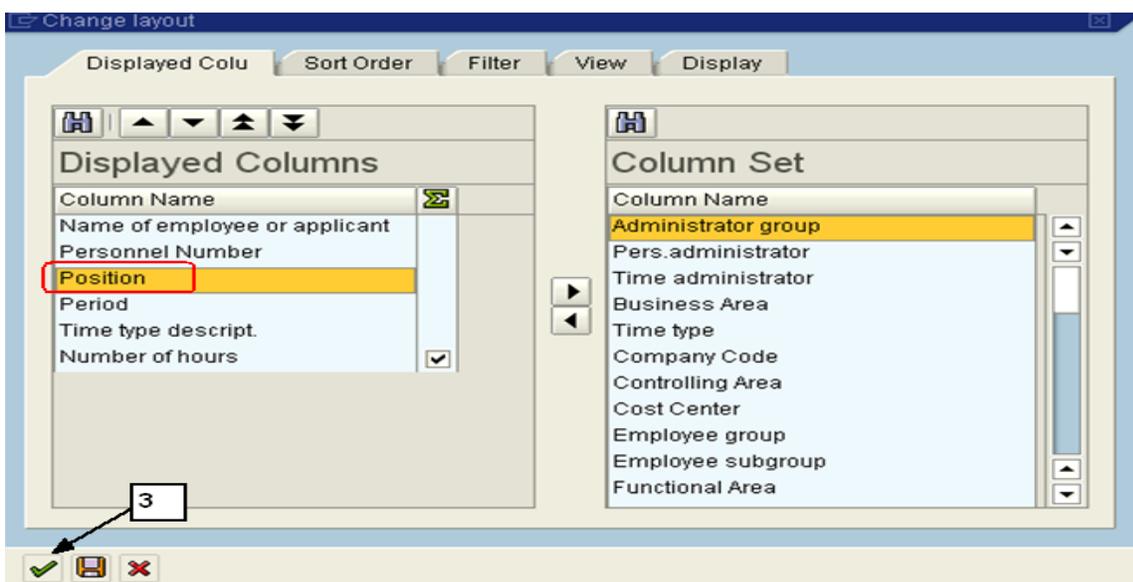
The order of how the columns are displayed can be moved.

1. Click on the column name.
2. Then Select the  buttons to move the the name where you would like to it to be displayed before it.
3. Green Check when finished making edits.

Example: To move the Position column before the Period column.



The Position column will now be displayed before the Period column.

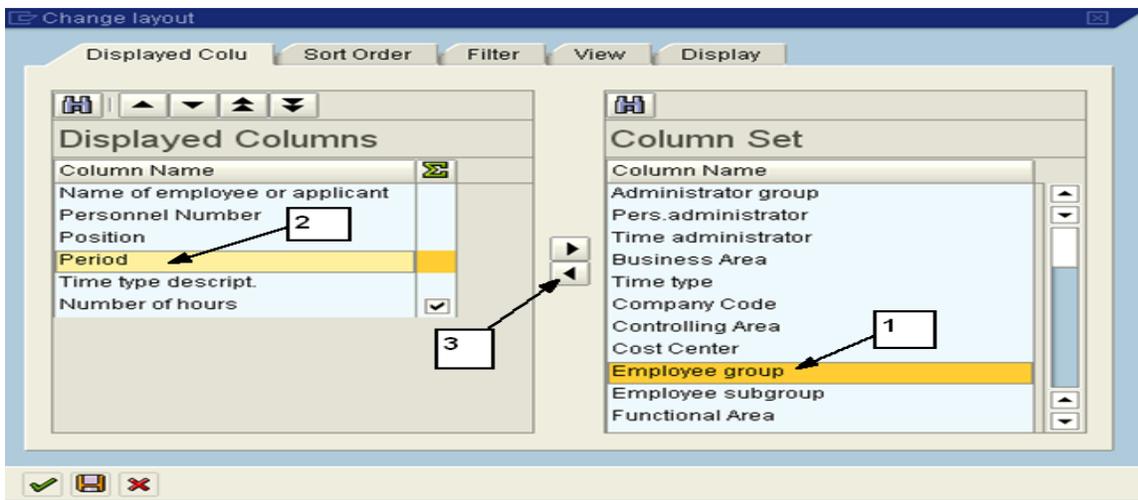


Adding Columns

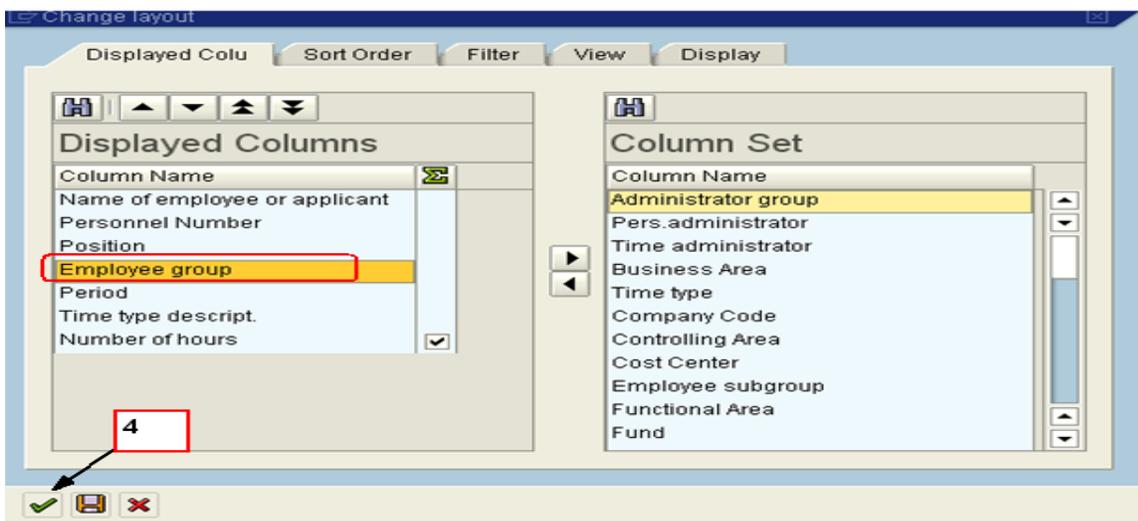
To add column names to the Displayed columns list and specify the order you would like the new column to be displayed:

1. Click on the column name listed under the Column Set list.
2. Under the Displayed Columns list, click on the column name that you would like it to be displayed before.
3. Click on the left arrow .
4. Click the green check when all edits have been completed.

Example: To add the column Employee Group to the report and to have it displayed before the Period column, click on Employee Group and Period.



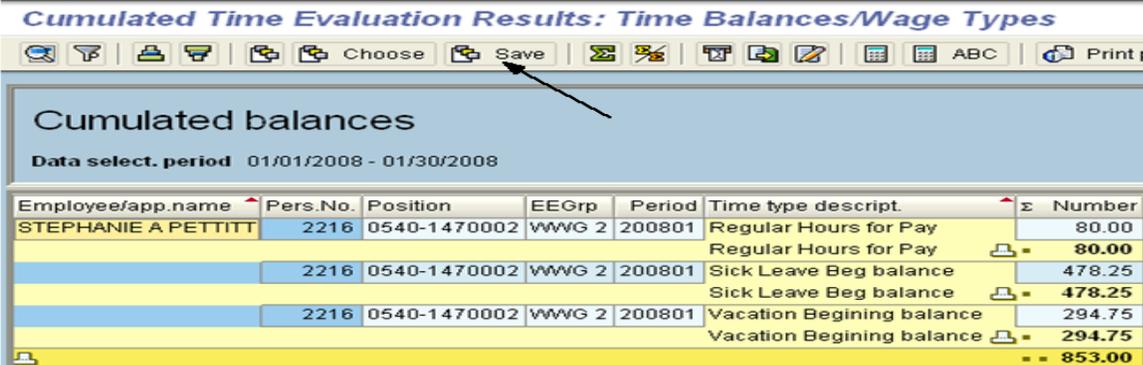
Employee group will now be displayed before Period.



Saving a Layout Display Variant

Once your layout has been customized, you can save it as a variant.

1. Click on the Save layout icon  Save.

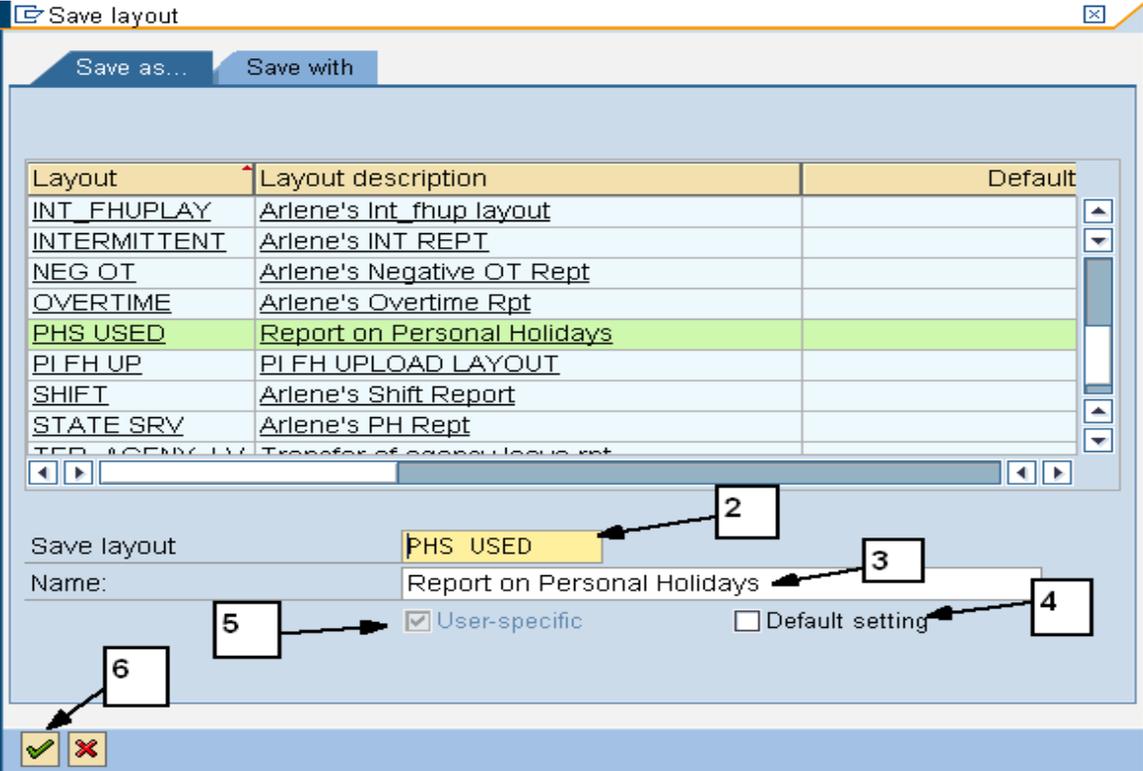


Cumulated Time Evaluation Results: Time Balances/Wage Types

Data select. period 01/01/2008 - 01/30/2008

Employee/app.name	Pers.No.	Position	EEGrp	Period	Time type descript.	Σ	Number
STEPHANIE A PETTITT	2216	0540-1470002	VVWG 2	200801	Regular Hours for Pay		80.00
					Regular Hours for Pay	=	80.00
	2216	0540-1470002	VVWG 2	200801	Sick Leave Beg balance		478.25
					Sick Leave Beg balance	=	478.25
	2216	0540-1470002	VVWG 2	200801	Vacation Beginning balance		294.75
					Vacation Beginning balance	=	294.75
						=	853.00

2. In the Save layout field, enter a new layout name.
3. In the Name field, enter a layout description name.
4. Click on the Default setting box. (this will default for reports without layouts saved in the variant)
5. Leave the box for User-specific checked.
6. Click the green check icon.



Save layout

Save as... Save with

Layout	Layout description	Default
INT_FHUPLAY	Arlene's Int_fhup layout	
INTERMITTENT	Arlene's INT REPT	
NEG OT	Arlene's Negative OT Rept	
OVERTIME	Arlene's Overtime Rpt	
PHS USED	Report on Personal Holidays	
PIFH UP	PIFH UPLOAD LAYOUT	
SHIFT	Arlene's Shift Report	
STATE SRV	Arlene's PH Rept	
TRF AGENBY LY	Transfer of agency layout	

Save layout: PHS USED (2)

Name: Report on Personal Holidays (3)

User-specific (5) Default setting (4)

The next time a report is generated, the layout will default to the variant you created. Individual layouts can be created and saved for each report variant by selecting the layout and saving the variant again.

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
 Cumulated balances
 Time wage types

Value limits (hours) for time/wage types

Take account of value limits (hours)

Data format

Layout

Download your report

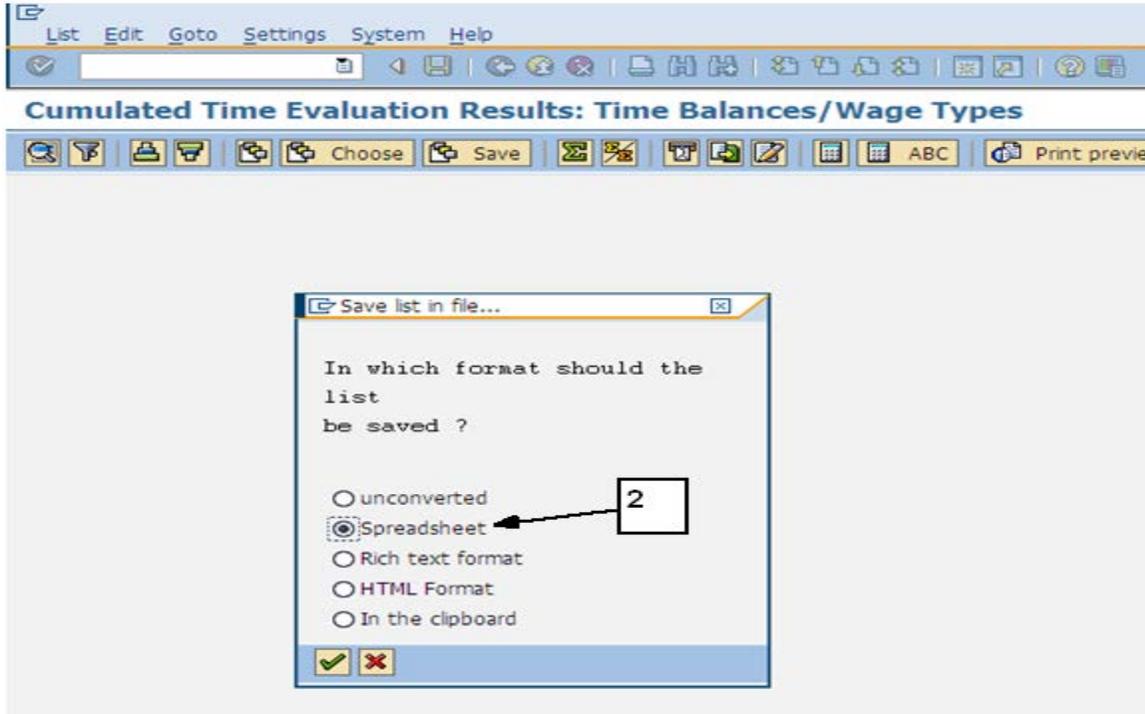
1. With the report open, click on "List", "Export", then "Local file".

The screenshot shows a software window titled "Cumulated balances" with a menu open. The menu path is: List -> Export -> Local file... The "Local file..." option is highlighted in orange. Below the menu, a table of data is visible.

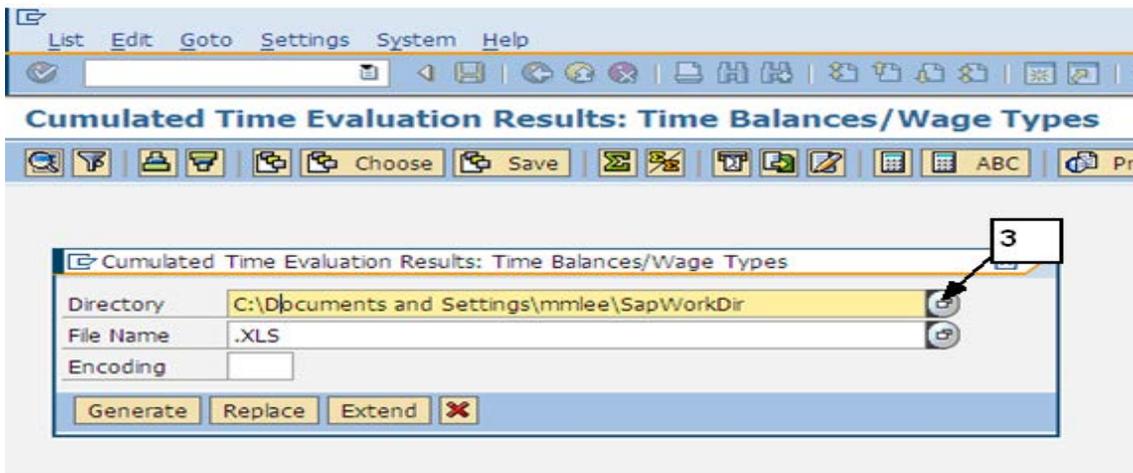
Org.unit	Position	Pers.No.	Employee/app.name	TmType	Employee subgr
2530	2530-6463013	2507	AARON G LYNAM	Z954	Perm Full Bi-Wee
2530	2530-6463013	2507		Z964	Perm Full Bi-Wee
2530	2530-6463013	2507		Z974	Perm Full Bi-Wee

AARON G LYNAM

2. You will see the screen below. Click on “spreadsheet” and then click the green check.

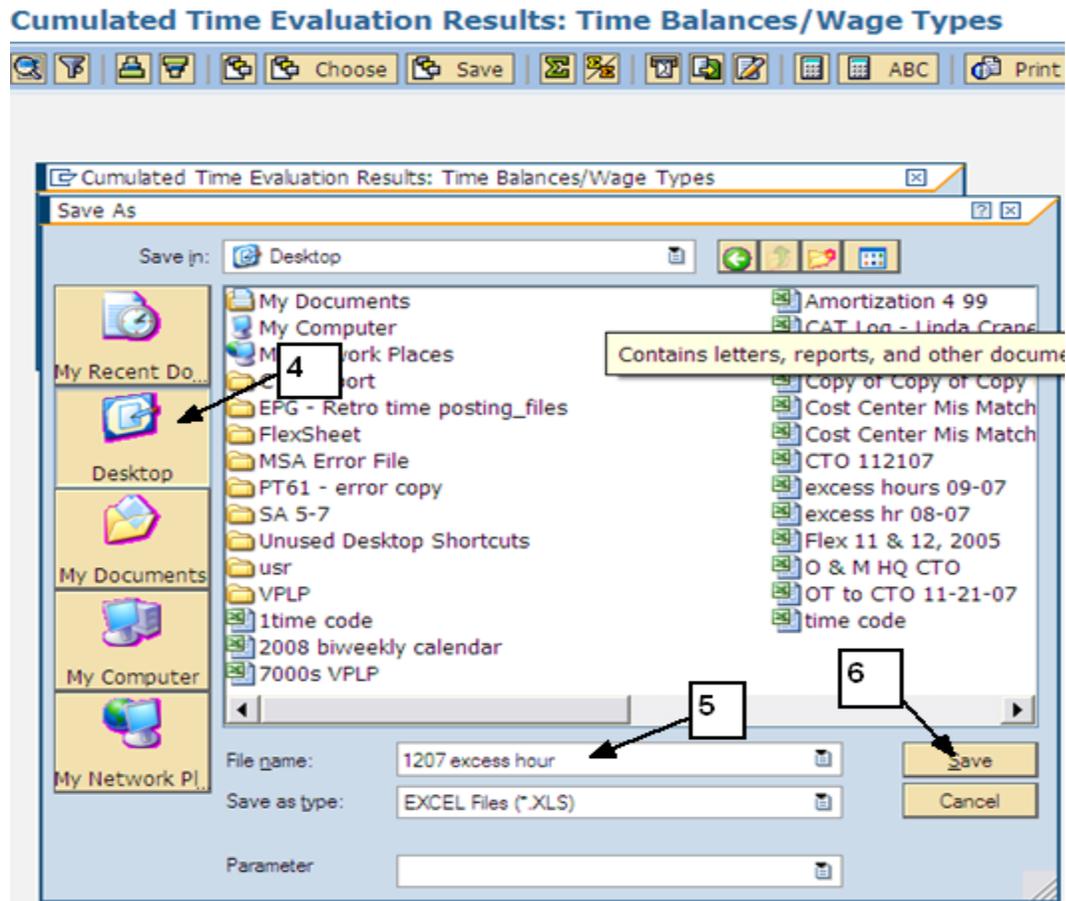


3. Select the drop down menu for the Directory. To select where to save and name the file.

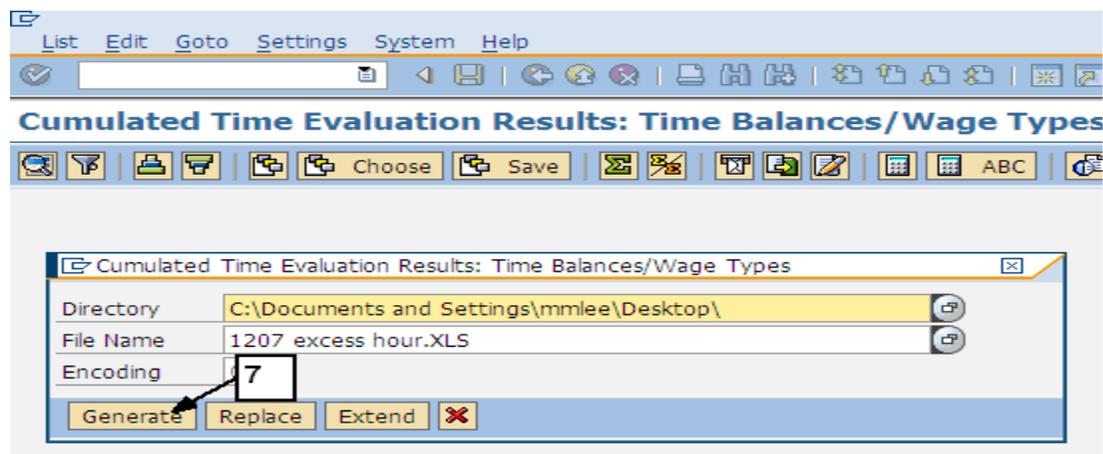


4. Select the directory to save the file.
5. Name the file

6. Click on save.



7. Click on the "Generate" button.



8. Go to the directory to pull your file.

11/30/2007 - 12/31/2007										
Org. unit	Position	Pers.No.	Employee/app.name	TmType	EE subgroup	WS rule	Time type descript	Period	Number	
2530	2530-6463013	2507	AARON G LYNAM	Z954	Perm Full Bi-We	T-OP-7D	Vacation ending ba	200712	0	
2530	2530-6463013	2507	AARON G LYNAM	Z964	Perm Full Bi-We	T-OP-7D	Annual Leave end	200712	84.5	
2530	2530-6463013	2507	AARON G LYNAM	Z974	Perm Full Bi-We	T-OP-7D	Sick Leave end ba	200712	0	
			AARON G LYNAM						84.5	
2550	2550-6848500	111	ABRAHAM GUTIERREZ	Z954	Perm Full Time	5/8/1940	Vacation ending ba	200712	641.75	
2550	2550-6848500	111	ABRAHAM GUTIERREZ	Z964	Perm Full Time	5/8/1940	Annual Leave end	200712	0	
2550	2550-6848500	111	ABRAHAM GUTIERREZ	Z974	Perm Full Time	5/8/1940	Sick Leave end ba	200712	818	
			ABRAHAM GUTIERREZ						1,459.75	
2540	2540-6457180	5843	ALFREDO TOY, JR	Z954	Perm Full Time	5/8/1940	Vacation ending ba	200712	280.5	
2540	2540-6457180	5843	ALFREDO TOY, JR	Z964	Perm Full Time	5/8/1940	Annual Leave end	200712	0	
2540	2540-6457180	5843	ALFREDO TOY, JR	Z974	Perm Full Time	5/8/1940	Sick Leave end ba	200712	197	
			ALFREDO TOY, JR						477.5	
2550	2550-6267081	5841	ALISA ROCKWELL	Z954	Perm Full Time	5/8/1940	Vacation ending ba	200712	40	
2550	2550-6267081	5841	ALISA ROCKWELL	Z964	Perm Full Time	5/8/1940	Annual Leave end	200712	0	
2550	2550-6267081	5841	ALISA ROCKWELL	Z974	Perm Full Time	5/8/1940	Sick Leave end ba	200712	49	

9. You can sort out your report however you want it to look.

111	ABRAHAM GUTIERREZ	Vacation ending balance	641.75
111	ABRAHAM GUTIERREZ	Annual Leave end balance	0
111	ABRAHAM GUTIERREZ	Sick Leave end balance	818
2507	AARON G LYNAM	Vacation ending balance	0
2507	AARON G LYNAM	Annual Leave end balance	84.5
2507	AARON G LYNAM	Sick Leave end balance	0
5843	ALFREDO TOY, JR	Vacation ending balance	280.5
5843	ALFREDO TOY, JR	Annual Leave end balance	0
5843	ALFREDO TOY, JR	Sick Leave end balance	197

Time Type Selection For Reports

1. Excess hours end balance report
Z753 – Excess hours ending balance

2. CTO report
Z105 – CTO used
Z152 – Mentoring, CTO used
Z161 – FMLA – CTO used
Z250 – CTO Earn
Z661 – BU12 Safety Correction - CTO
Z674 – CAT CTO Transfer
Z219 – OA Incentive CTO (used)
Z023 – OA Incentive CTO correction

3. OT report
0040 – Overtime worked (overtime at 1.5)
Z040 – Overtime at 1.0
Z050 – Overtime total month
Z600 – Overtime (1.0) to CTO
Z601 – Overtime (1.5) to CTO

5. PI report
0040 – Overtime worked (overtime at 1.5)
Z040 – Overtime at 1.0
Z050 – Overtime total month
Z063 – Hrs. Int Range Change Correction
Z065 – Hrs Int SISA/MSA Correction
Z067 – Hrs Int Retirees to 960
Z068 – Hrs Int Student 1500 Correction
Z069 – Hrs Int Day Class 0835 Correction
Z095 – Hrs Int Student Month
Z400 – State Service
Z401 – State Service Carry Fwd
Z403 – Hrs Int Toward 1500
Z404 – Hrs Int Retirees to 960
Z405 – Hrs Int Students to 1500
Z406 – Hrs Int Actual Day Worked
Z421 – Hrs Int PERS Retirement
Z422 – Hrs Int to Prob Period
Z423 – Hrs Int to SISA/MSA
Z424 – Hrs Int to Range Change
Z425 – Hrs Int to Insurance CP
Z899 – Regular Hours for Pay
Z142 – Furlough hours used
Z600 – Overtime (1.0) to CTO

- Z601 – Overtime (1.5) to CTO
- Z987 – PLP2 Correction

- 6. Dock report
 - Z103 – Unpaid Leave (AWOL)
 - Z106 – Unpaid Leave (DOCK)
 - Z108 – Unpaid Leave (FMLA)
 - Z260 – Unpaid Leave (CFRA)
 - Z127 – Unpaid Leave – FMLA/CFRA
 - Z111 – Lost Time Docked
 - Z140 – Military Leave (spouse)
 - Z158 – Mentoring, Unpaid Dock

- 7. Excess hour end balance
 - Z753 – Excess Hours Ending Balance

- 8. Holiday credit earned and used
 - Z109 – Holiday Credit
 - Z130 – Holiday Credit (used)
 - Z212 – Holiday Credit (earned)
 - Z213 – Holiday Credit transfer

- 9. FMLA qualify hours report
 - Z200 – Hours for Pay
 - Z203 – Evening Shift
 - Z204 – Night Shift
 - Z217 – Training Instructor
 - Z218 – Training Attendee

- 10. Leave usage report
 - Z101 – Lost Time – Annual Leave
 - Z102 – Lost Time Waiting - AL
 - Z104 – Bereavement Leave
 - Z105 – CTO used
 - Z107 – Excess Hours (used)
 - Z113 – Personal Holiday (used)
 - Z114 – Personal Leave (used)
 - Z115 – Lost Time – Sick Leave
 - Z117 – Sick Leave (self)
 - Z118 – Sick Leave (family)
 - Z120 – Lost Time Waiting Sick
 - Z123 – Lost Time - Vacation
 - Z124 – Lost Time Waiting - Vacation
 - Z126 – Catastrophic Leave (AL)
 - Z132 – FMLA – Annual Leave
 - Z133 – FMLA – Sick Leave (family)

Z134 – FMLA – Sick Leave (self)
Z135 – FMLA - Vacation
Z138 – Catastrophic Leave (VA)
Z139 – Transfer of agency leave
Z142 – Furlough Hours Used
Z150 – Mentoring Leave, Used
Z151 – Mentoring, Annual Leave
Z152 – Mentoring, CTO used
Z153 – Mentoring, Excess hours
Z154 – Mentoring, Holiday Credit
Z156 – Mentoring, Personal Holiday
Z157 – Mentoring, Personal Leave
Z158 – Mentoring, Unpaid Dock
Z159 – Mentoring, Vacation
Z161 – FMLA - CTO
Z162 – FMLA Holiday Credit
Z163 – FMLA Personal Leave 2
Z164 – FMLA Personal Holiday
Z165 – FMLA – Personal Leave
Z219 – OA Incentive CTO (used)
Z952 – Vacation used
Z962 – Annual Leave used
Z972 – Sick Leave used
Z986 – PLP2 used
Z982 – PLD Excluded (used)

SECTION VIII

EXCESS HOURS

Excess Hours Earned and Used

Excess/Deficit Hours:

An employee on an alternate workweek (AWW) schedule will not always work the required number of hours (168/176) in a pay period. In order to achieve the appropriate pay period hours each month, an "excess/deficit" hour account will be established in SAP for employees on an AWW schedule. These hours are accumulated and accounted for on an hour-for-hour basis separately from any other leave as long as the employee participates in an alternate workweek schedule. The accumulation and use of excess hours will be noted on the time statement in SAP. **If an employee transfers out of alternate workweek schedule or becomes Permanent Full Time, all excess hours need to be zeroed out by either recovery from other leave if negative or transfer to Quota if positive.**

"**Excess**" hours are a "**plus**" figure. **They are not CTO and therefore are not used or compensated as overtime.** Excess hours will be used to supplement time before vacation, annual leave, CTO, or personal leave is used. If no excess hours are available, a negative figure will calculate on the SAP time statement. Other leave will be used if an employee comes off of an alternate workweek schedule with a negative excess hour balance.

Excess hours are carried over to the next pay period and used when the hours worked are less than the total required for the pay period (see "deficit hours" below). **However, overtime hours worked are not considered to be excess hours and will be compensated in cash or may be transferred to CTO.** Excess hour balances should never exceed a total of 24 hours. Any excess hours over 24 will be paid as straight time or converted to an excess hour quota balance in SAP to be used by the employee as leave. If an employee transfers, separates, changes to a different alternate work schedule, or returns to a regular 5/8/40 work schedule, any excess hours accumulated will be cashed out at straight time.

"**Deficit**" hours are a "**minus**" figure that may be carried into the following month. Deficit hours may not exceed -24 hours. To bring a balance below -24 hours, the employee will use vacation, annual leave, CTO, or personal leave credits. If the employee separates, transfers to another agency, changes to a different alternate work schedule, or returns to a regular 5/8/40 schedule and a deficit balance exists, vacation, annual leave, CTO, or personal leave credits will be used to cover the deficit hours. If no vacation, annual leave, CTO, or personal leave exists, an accounts receivable will be established.

Note: this information is from the EPG (Enterprise Process Guide) titled Alternate Work Schedule Rules-Attachment B.

Excess Hours Report

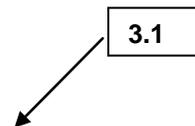
Transaction code: PT40

1. Enter your personnel #.
2. Click on cumulate balances.

The screenshot displays a web interface for generating an Excess Hours Report. At the top, there are four input fields: 'Personnel Number' (containing '4625'), 'Work schedule rule', 'Time administrator', and 'Administrator group'. The name 'MARILYN M LEE' is displayed next to the personnel number. Below these fields are three main sections: 'Time Management Pool' with buttons for 'Error handling', 'Attendance check', 'Time leveling', and 'Time documents'; 'Time Data' with buttons for 'Weekly calendar', 'Monthly calendar', 'Annual calendar', and 'Calendar view'; and 'Balances' with buttons for 'Time statement', 'Balance overview', 'Cml. balances', and 'Time accounts'. An arrow labeled '1' points to the 'Personnel Number' field, and another arrow labeled '2' points to the 'Cml. balances' button.

3. Go to the Org. Structure and select your unit.

4. Click the Green check.



Further selections | Search helps | Sort order | Org. structure

period

Today
 Up to today
 Other period

Period

Payroll period

selection

Personnel Number

Time recording administrator

selection Conditions

Day balances
 Cumulated balances
 Time wage types

value limits (hours) for time/wage

Take account of value limits

data format

Layout

3.2

Name	ID	Code	Valid from	V
Organizational structure				
<input type="checkbox"/> DWR	O 50000105	1	05/01/2006	Ur
<input type="checkbox"/> CERS - Executive Management	O 50010706	1201	05/01/2006	Ur
<input checked="" type="checkbox"/> Dep. Director Regional Wtr Plng & Mgmt	O 50034246	0100	07/01/2007	Ur
<input checked="" type="checkbox"/> EXECUTIVE DIVISION	O 50000106	0100	05/01/2006	Ur
<input type="checkbox"/> Division of Environmental Services	O 50000108	0300	05/01/2006	Ur
<input type="checkbox"/> Public Affairs Office	O 50000109	0401	05/01/2006	Ur
<input type="checkbox"/> Bay-Delta Office	O 50000112	1301	05/01/2006	Ur
<input type="checkbox"/> Division of Flood Management	O 50000113	1401	05/01/2006	Ur
<input type="checkbox"/> Division of Safety of Dams	O 50000115	1700	05/01/2006	Ur
<input type="checkbox"/> State Water Project Analysis Office	O 50000121	1900	05/01/2006	Ur
<input type="checkbox"/> Division of Operations & Maintenance	O 50000122	2001	05/01/2006	Ur
<input type="checkbox"/> Division of Engineering	O 50000123	3101	05/01/2006	Ur

4

5. Select the "Other period" radial button and enter the day range.
6. Select the "Cumulated balances" radial button under Selection Conditions section and enter Z753 (Excess hour ending balance) in cumulated balances box.
7. Delete the personnel #.
8. Execute.

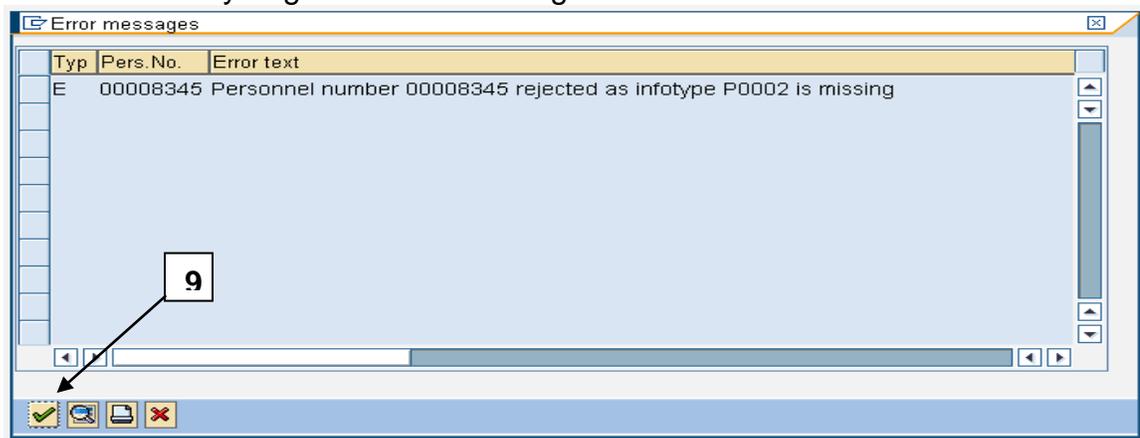
The screenshot shows a software interface with several sections:

- Period:** Contains radio buttons for "Today", "Up to today", "Other period" (selected), "Current month", "From today", "Current year". Below are date fields for "Period" (03/01/2008) and "To" (03/31/2008). A "Payroll period" button is also present.
- Selection:** Contains input fields for "Personnel Number" (4625) and "Time recording administrator".
- Selection Conditions:** Contains radio buttons for "Day balances", "Cumulated balances" (selected), and "Time wage types". Below are input fields for values, with "2753" entered in the first field.

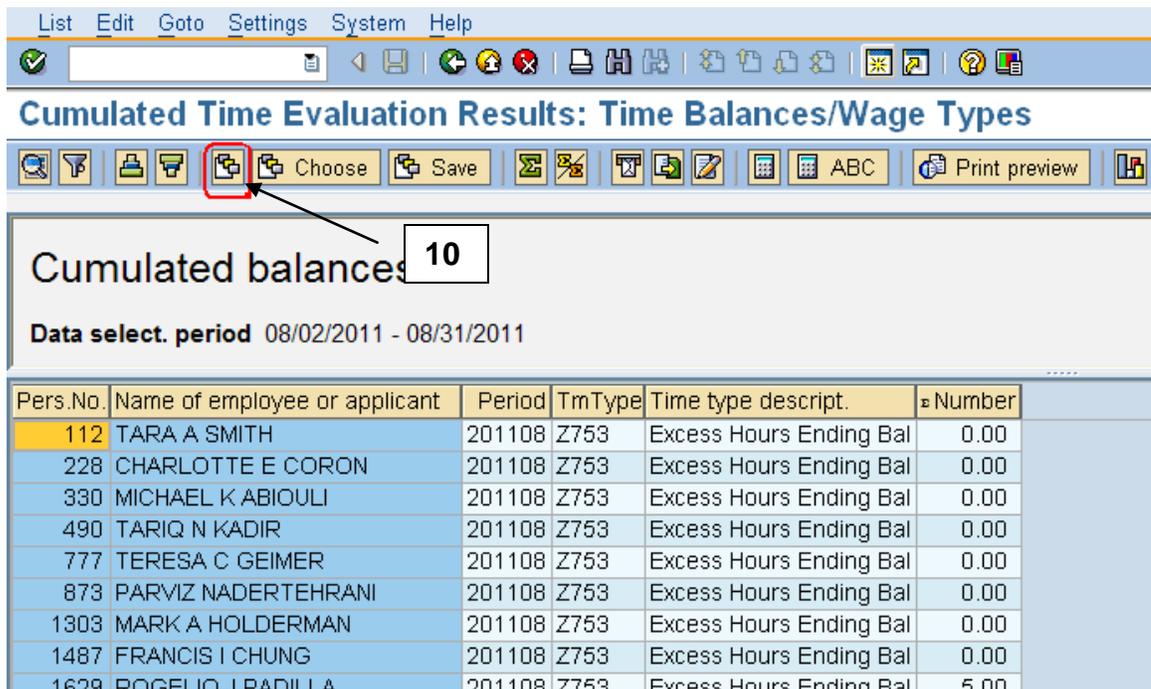
Callouts in the image:

- 8:** Points to the "Further selections" button in the top navigation bar.
- 5.1:** Points to the "Current year" radio button.
- 5:** Points to the "Other period" radio button.
- 7:** Points to the "Payroll period" button.
- 6:** Points to the "Cumulated balances" radio button.

9. Green check if you get an error message box.



10. Select the change layout button .

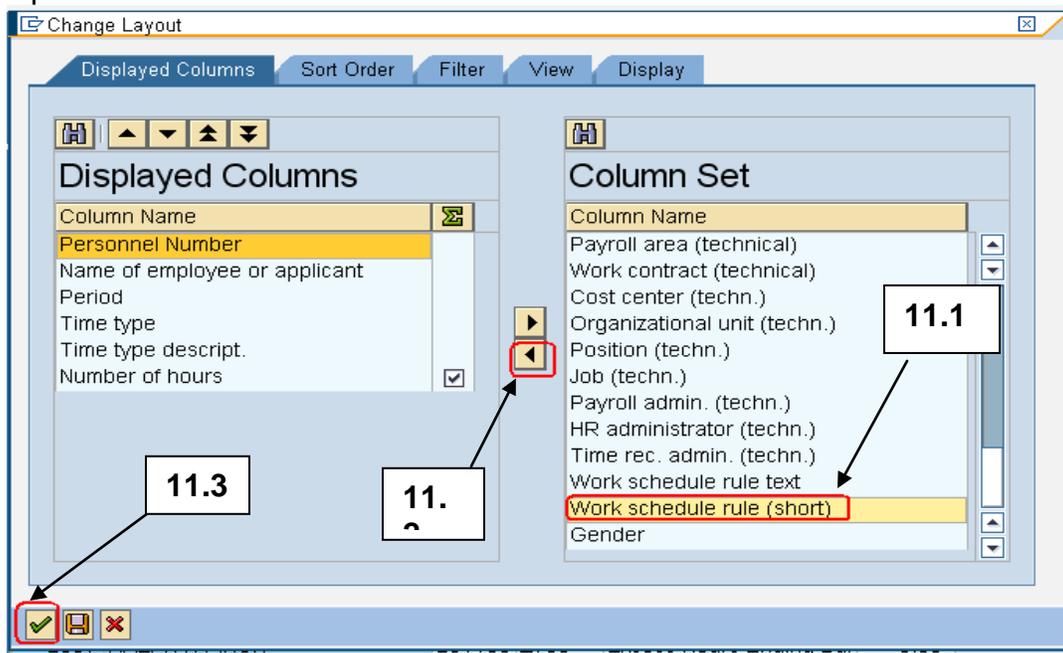


Cumulated balances **10**

Data select. period 08/02/2011 - 08/31/2011

Pers.No.	Name of employee or applicant	Period	TmType	Time type descript.	Number
112	TARA A SMITH	201108	Z753	Excess Hours Ending Bal	0.00
228	CHARLOTTE E CORON	201108	Z753	Excess Hours Ending Bal	0.00
330	MICHAEL K ABILOULI	201108	Z753	Excess Hours Ending Bal	0.00
490	TARIQ N KADIR	201108	Z753	Excess Hours Ending Bal	0.00
777	TERESA C GEIMER	201108	Z753	Excess Hours Ending Bal	0.00
873	PARVIZ NADERTEHRANI	201108	Z753	Excess Hours Ending Bal	0.00
1303	MARK A HOLDERMAN	201108	Z753	Excess Hours Ending Bal	0.00
1487	FRANCIS I CHUNG	201108	Z753	Excess Hours Ending Bal	0.00
1629	ROGELIO L PADI LA	201108	Z753	Excess Hours Ending Bal	5.00

11. Under Column Set scroll down and select “Work schedule rule (short)”, add to the Displayed Columns, then green check.
This will add in the employees work schedule for the date selected into the report.



Change Layout

Displayed Columns | Sort Order | Filter | View | Display

Displayed Columns

- Personnel Number
- Name of employee or applicant
- Period
- Time type
- Time type descript.
- Number of hours

Column Set

- Payroll area (technical)
- Work contract (technical)
- Cost center (techn.)
- Organizational unit (techn.)
- Position (techn.)
- Job (techn.)
- Payroll admin. (techn.)
- HR administrator (techn.)
- Time rec. admin. (techn.)
- Work schedule rule text
- Work schedule rule (short)** (11.1)
- Gender

11.3 (Green checkmark button)

11. (Right-pointing arrow button)

12. Review your report to see if any of your employees has over or less than 24 hours excess hours balance.

Cumulated balances

Data select. period 08/02/2011 - 08/31/2011

Pers.No.	Name of employee or applicant	Period	TrnType	Time type descript.	Number	WS rule
4408	RICHARD J CARTER	201108	Z753	Excess Hours Ending Bal	0.00	5/8/40
4409	DAVID W BRADLEY	201108	Z753	Excess Hours Ending Bal	4.00-	ALT410-F
4421	JOSE H MOLDOGO	201108	Z753	Excess Hours Ending Bal	0.00	5/8/40
4423	ROBERT L PERRY	201108	Z753	Excess Hours Ending Bal	18.00-	ALT980MB
4473	ANGELICA G AGUILAR	201108	Z753	Excess Hours Ending Bal	0.00	5/8/40
4508	RICHARD B BREWER	201108	Z753	Excess Hours Ending Bal	0.00	5/8/40
4572	JOSEPH P NEILAN	201108	Z753	Excess Hours Ending Bal	18.00-	ALT980FB
4578	MARGARET A RINGLER	201108	Z753	Excess Hours Ending Bal	0.00	5/8/40

Reducing a Negative Excess Hour Balance

If an employee has a negative excess hour balance that exceeds 24 hours, two (2) time transfers will be needed to reduce the negative balance. Any leave credits may be used **except** for sick leave credits.

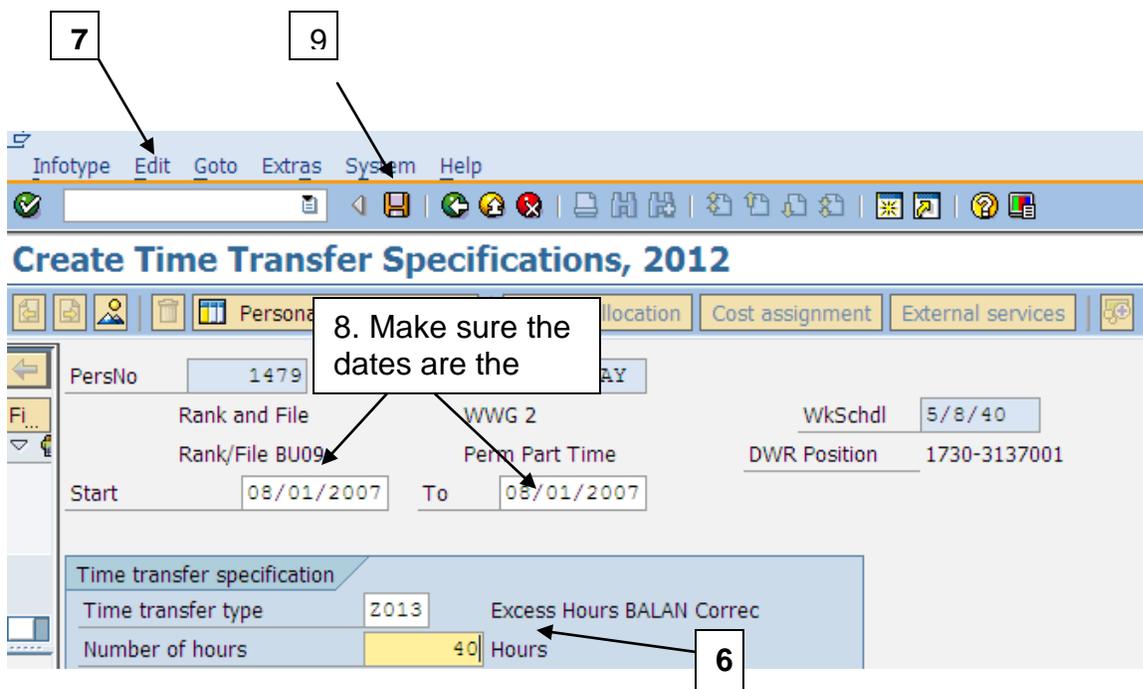
Transaction code: **PA61**

1st Time Transfer

1. Enter employee's personnel #.
2. Select Time Transfer Specifications, #2012.
3. Use the drop down menu in the "STy" box to select Z013 "Excess Hours BALAN Correction" or you can type in "Z013".
4. Click Enter. Enter the period (best to use the last day of the pay period in which the excess hours report was completed) in the "From" box and leave the "To" box blank.
5. Click on Create icon

The screenshot shows the SAP 'Maintain Time Data' interface. The 'Personnel no.' field contains '1479' and the name 'BEITY F GRAY' is displayed. The 'Time Transfer Specifications, 2012' option is selected in the list. The 'Period' section shows 'From 08/01/2007'. The 'STy' dropdown menu is set to 'Z013 Excess Hours BALAN Correc'. The 'Restrictions' table on the right lists various time transfer types, with 'Z013 Excess Hours BALAN Correc' highlighted. Numbered callouts point to: 1. The 'Time Transfer Specifications, 2012' list item; 2. The 'Time Transfer Specifications, 2012' list item; 3.1. The 'STy' dropdown menu; 3.2. The 'Z013 Excess Hours BALAN Correc' entry in the 'Restrictions' table; 4. The 'From' date field; 5. The 'Create' icon in the top toolbar.

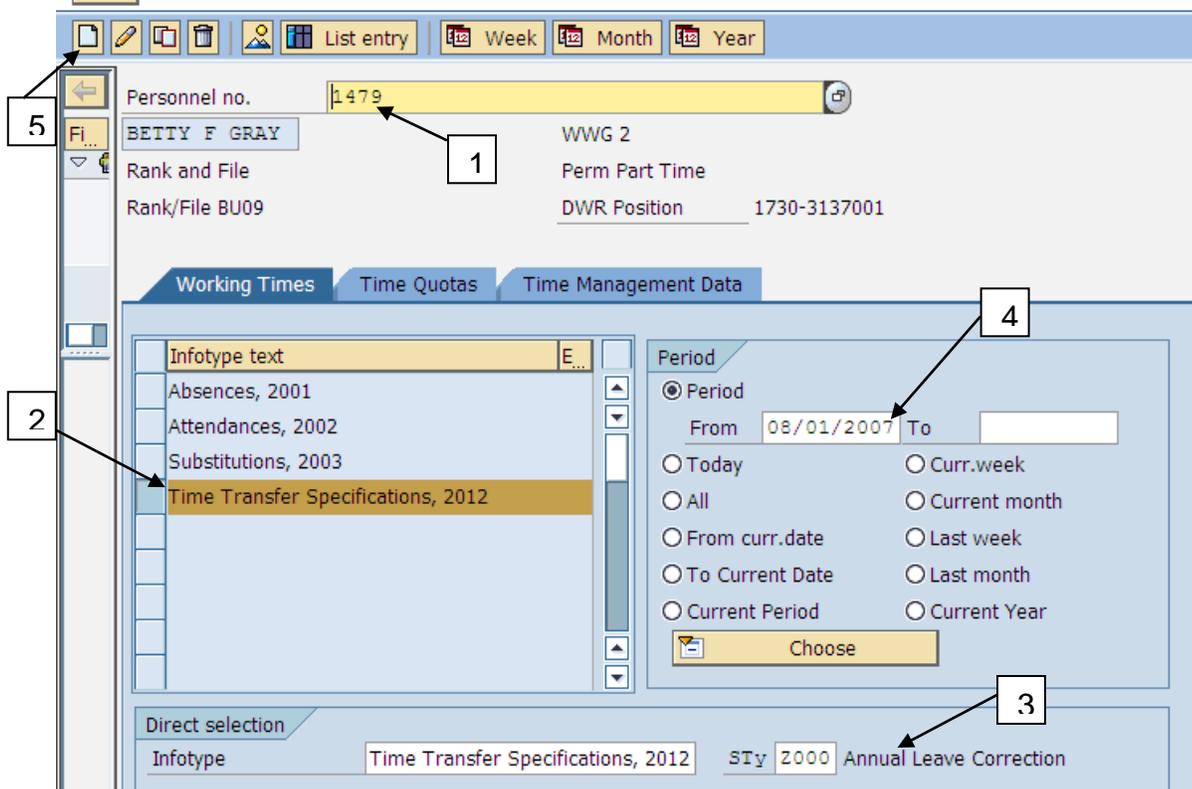
PSG	TrTy	Time transfer type text
01	Z671	CAT Annual Leave Transfer
01	Z674	CAT CTO Transfer
01	Z676	CAT Holiday Credit Trnsfr
01	Z675	CAT Personal Hol Transfer
01	Z673	CAT Personal LV Transfer
01	Z679	CAT PLP2
01	Z672	CAT Vacation LV Transfer
01	0802	Compensation time to flex
01	Z002	CTO Correction
01	Z661	CTO Safety Correction
01	TFOK	Day has been processed
01	Z031	End Qual Fract Mths Corre
01	Z030	End Qual Time Hours Corre
01	Z013	Excess Hours BALAN Correc
01	Z003	Excess Hours QUOTA Correc
01	Z602	Excess Hrs bal to Quota
01	0895	Extend entit. to time off
01	0801	Flex to compensation time
01	0101	Flex to FV, off for diff.



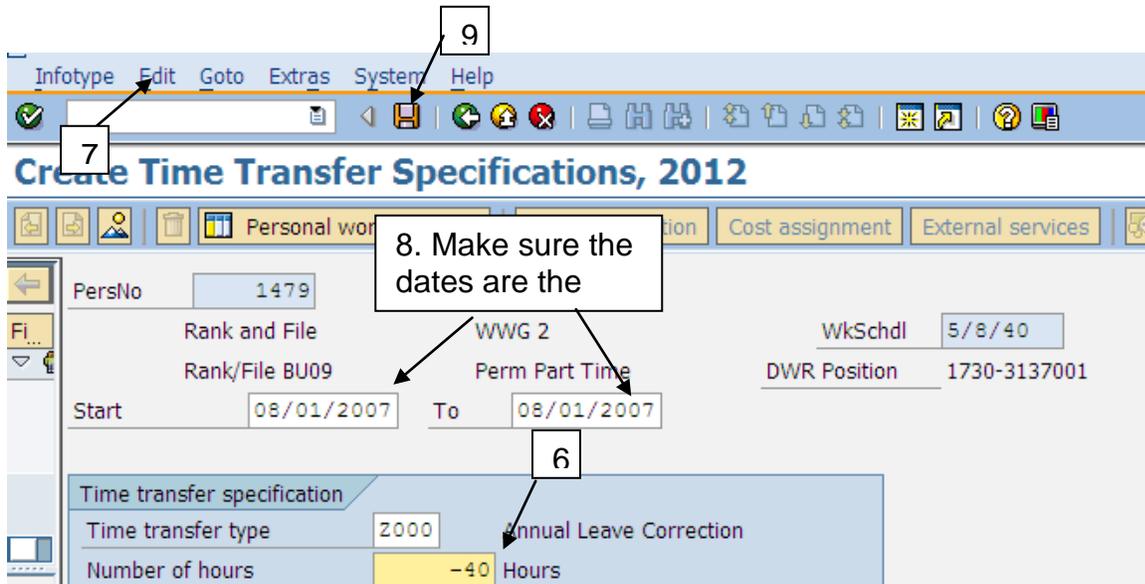
6. Enter the # of hours you need to do time transfer. (Positive #)
7. Click on Edit and select “maintain text” to enter long text. Enter the long text. Then green check and Save.
8. Make sure the dates in the “Start” and “To” boxes are the same.
9. Click on Save.

2nd Time Transfer

1. Enter employee’s personnel #.
2. Select Time Transfer Specifications, #2012.
3. Use the drop down menu in the “STy” box to select the type of leave the employee wants to use to recover the negative excess hours. *
4. Click Enter. Enter the period (best to use the last day of the pay period in which the excess hours report was completed) in the “From” box. Leave the “To” box blank.
5. Click on Create icon.



6. Enter the same amount of hours that you transfer to excess hours except you need to enter a **minus** symbol.
7. Click on Edit and select “maintain text” to enter long text. Enter the long text. Then green check and Save.
8. Make sure the dates in the “Start” and “To” boxes are the same.
9. Click on Save.



Note: If there are other time transfers with the same date, a “Collision” message will appear. **This is just a warning message.** Just green check the warning message and save again to save the newly posted time transfer.

*Depending on what leave credits the employee has requested to use, it will determine what subtype you will be using. The other subtypes that may be used are:

- Z000 Annual Leave Correction
- Z002 CTO Correction
- Z004 Holiday Credit Correction
- Z007 Personal Holiday Correction (**may be used in 8.0 hr increments ONLY**)
- Z019 PLP2 Correction
- Z012 Vacation Time Correction

Excess Hours balance to Quota (Use or Cash Out)

If an employee has a Positive excess hour balance that exceeds 24 hours, one (1) time transfers will be needed to move the balance to the Quota. A second time transfer will be completed by the Personnel Specialist if the employee is going to cash out the hours. A second time transfer is not need if the hours will remain in the quota for usage. If an employee transfers, separates, changes to a different alternate work schedule, or returns to a regular 5/8/40 work schedule, any excess hours accumulated will be cashed out at straight time.

Transaction code: **PA61**

1. Enter employee's personnel #.
2. Select Time Transfer Specifications, #2012.
3. Use the drop down menu in the "STy" box to select Z602 "Excess Hrs bal to Quota" or you can type in "Z602".
4. Click Enter. Enter the period (best to use the last day of the pay period in which the excess hours report was completed) in the "From" box and leave the "To" box blank.
5. Click on Create icon

The screenshot shows the 'Maintain Time Data' window. At the top, there is a menu bar with 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain Time Data' and contains several sections:

- Personnel Information:** A form with fields for 'Personnel no.' (1479), 'REBECCA F BARRON', 'Rank and File' (Rank/File BU09), 'WWG 2', 'Perm Part Time', and 'DWR Position' (1730-3137001). A callout '1' points to the personnel number field.
- Time Management Data:** A tabbed interface with 'Working Times', 'Time Quotas', and 'Time Management Data'. The 'Time Management Data' tab is active, showing a list of categories: 'Absences, 2001', 'Attendances, 2002', 'Substitutions, 2003', and 'Time Transfer Specifications, 2012'. A callout '2' points to the 'Time Transfer Specifications, 2012' entry.
- Period Selection:** A section with radio buttons for 'Period', '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 also present. A callout '4' points to the 'From' field, which contains '08/31/2011'.
- Direct selection:** A section with 'Infotype' (Time Transfer Specifications, 20) and 'STy' (Z602). A callout '3' points to the 'STy' field, which has a dropdown menu showing 'Excess Hrs bal to Quota'.
- Toolbar:** A callout '5' points to the 'Create' icon (a document with a plus sign) in the toolbar.

6. Enter the amount of hours that are over the 24 (Positive #).
7. Click on Edit and select “maintain text” to enter long text “EE is using excess hours” or “EE is cashing out excess hours.” Then green check and Save in the text screen.
8. Make sure the dates in the “Start” and “To” boxes are the same.
9. Click on Save.

Infotype Edit Goto Extras System Help

Create Time Transfer Specifications, 2012

Personal work schedule Activity allocation Cost assignment External serv

PersNo 1479 REBECCA F BARRON

Rank and File WWG 2

Rank/File BU00 Perm Part Time

WkSchdl 5/8/40

DWR Position 1730-3137001

Start 08/31/2011 To 08/31/2011

Time transfer specification

Time transfer type Z602 Excess Hrs bal to Quota

Number of hours 10 Hours

Note: All Excess hour cash out must be approved by employee’s supervisor prior to completing the time transfer. After the hours have been transferred to a quota, timekeeper **must** e-mail Personnel Specialist to manually key hours for pay, and the Personnel Specialist will complete the second time transfer to cash out the hours.

Effective date of the time transfer should use the end of the pay period.

SECTION IX

ALTERNATE WORKWEEK
SCHEDULES (AWW)

AWW Schedules

Use this procedure to create a new work schedule for an employee who is changing their planned working time.

A DWR 4191 must be completed and submitted to the HR Office for any 9/8/80 or 4/10/40 Work Schedule Rule (WSR) prior to the start date

A DWR 4192 must be completed and submitted to the HR Office for the termination of any 9/8/80 or 4/10/40 WSR prior to the termination date.

When changing to a 9/8/80 WSR, change must be made before hours are recorded in the CATS. Change should not be made retroactively for the 9/8/80 WSR.

The effective date of all work schedule changes must be at the beginning of a working week which is Monday.

Changing to a 9/8/80 WSR requires a two step process. If this change is made retroactively a time evaluation will be needed.

NOTE: The instructions below are for changing a 5/8/40 to a 9/8/80 AWW with a Floating Friday. Other AWW schedule change instructions are included in the Enterprise Process Guide Personnel 21: Alternate Workweek Schedules.

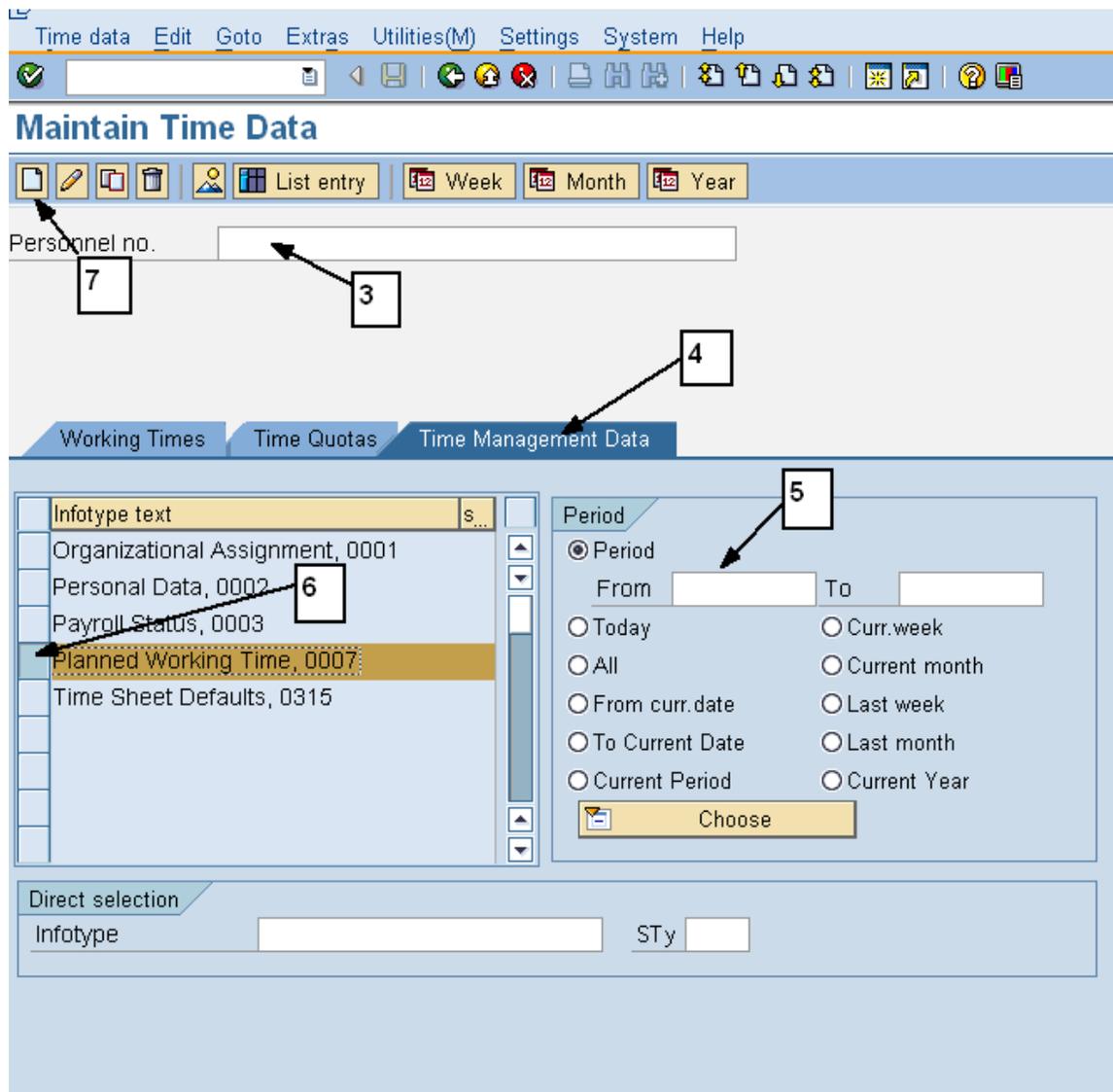
Transaction Code

PA61

1. Enter the transaction code.
2. Green check.



3. Enter the employee's personnel number.
4. Click the *Time Management Data* **Time Management Data** tab
5. Enter the effective date of the schedule change in the "From" box. ("To" box should be left blank).
5. Select Planned Working Time, 0007 from the infotype text.
6. Click the CREATE  icon to begin the transaction.



8. Verify the correct effective date defaults from previous page.
9. Verify end of time date defaults (13/31/9999)
10. Click the CHOOSE FROM PICK LIST  icon in the Work schedule rule field to select the appropriate WSR

Create Planned Working Time, 0007

Work schedule

PersNo 3624 Rank and File ROBIN J LEMAY
 RankFile BU04 Perm Full Time WWG 2
 Start 07/03/2006 To 12/31/9999 DWR Position 2510-5157xxx

Work schedule rule

Work schedule rule 5/8/40
 Time Mgmt status 99 - Negative Time Recorder (FT/PT, Monthly)
 Working week 01 Monday to Sunday
 Part-time employee

Working time

Employment percent 100.00 Dyn. daily work schedule
 Daily working hours 0.00
 Weekly working hours 0.00
 Monthly working hrs 0.00
 Annual working hours 0.00
 Weekly workdays 0.00

11. Highlight the appropriate WSR. **Example:** [ALT980FB 9/8/80 – Fri off WW08 9/8F](#)
12. Click the ENTER  icon to bring the desired work schedule to the Work schedule rule field.

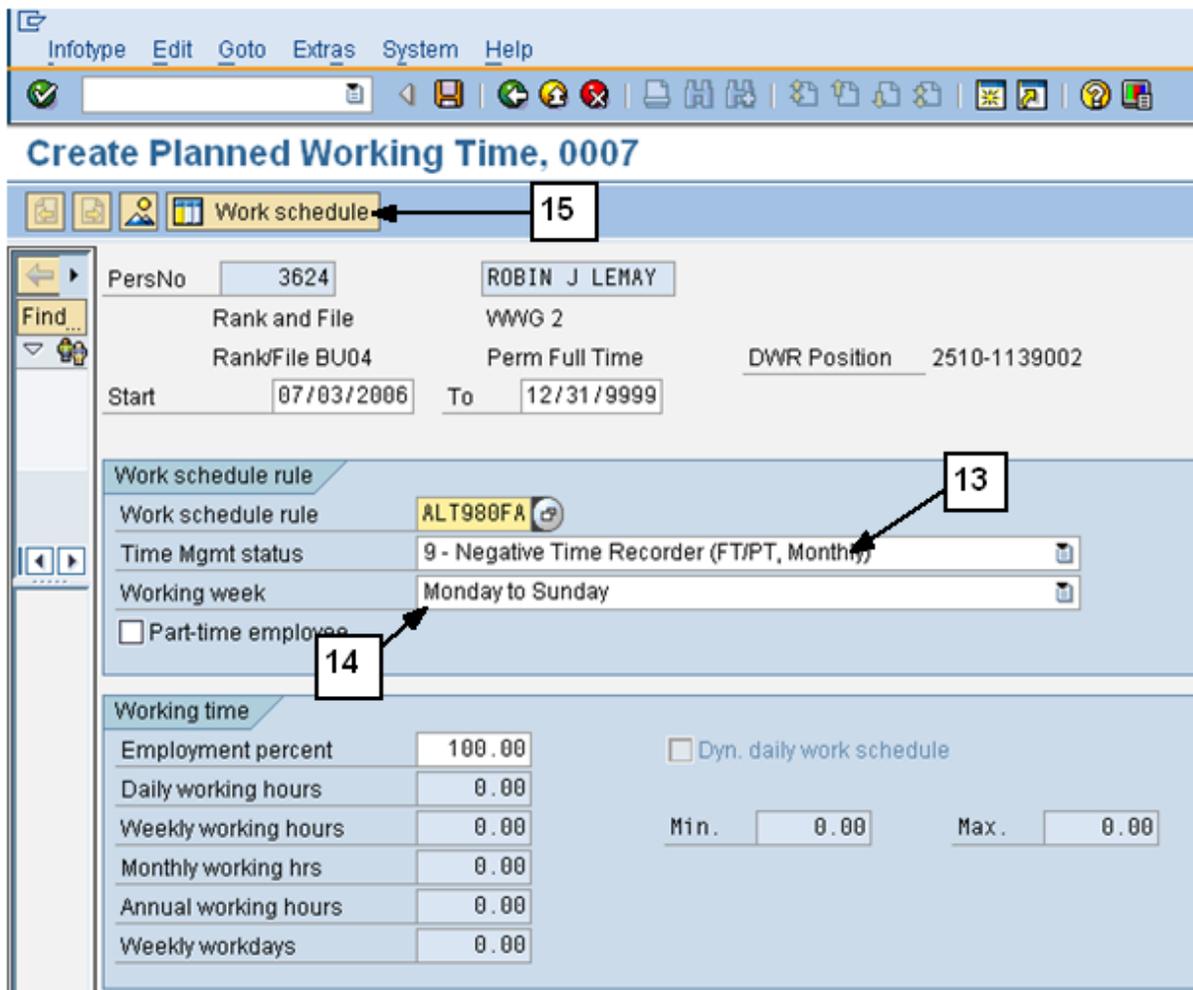
Restrict Value Range (5) 96 Entries found

Restrictions

ES grouping: 1
Holiday Calendar ID: WR
PS grouping: 01

WS rule	W	Schedule rule text	PWS	Start Date	End Date
5/8/40	5/8/40	WR WW 01 WW 07	5840	01/01/1990	12/31/9999
ALT410-F	4/10/40	Fri Off WW 01	410F	01/01/1990	12/31/9999
ALT410-H	4/10/40	Thur Off WW 01	410H	01/01/1990	12/31/9999
ALT410-M	4/10/40	Mon Off WW 01	410M	01/01/1990	12/31/9999
ALT410-T	4/10/40	Tues Off WW 01	410T	01/01/1990	12/31/9999
ALT410-W	4/10/40	Wed Off WW 01	410W	01/01/1990	12/31/9999
ALT9801A	9/8/80	ALTF W-T OFF WW 08	9/81	01/01/1990	12/31/9999
ALT9801B	9/8/80	ALTF W-T OFF WW 08	9/81	01/01/1990	12/31/9999
ALT9802A	9/8/80	T S-M OFF WW 11	9/82	01/01/1990	12/31/9999
ALT9802B	9/8/80	T S-M OFF WW 11	9/82	01/01/1990	12/31/9999
ALT9803A	9/8/80	T F-S OFF WW	9/83	01/01/1990	12/31/9999
ALT9803B	9/8/80	ALTT F-S OFF WW 09	9/83	01/01/1990	12/31/9999
ALT980FA	9/8/80	- Fri Off WW 08	9/8F	01/01/1990	12/31/9999
ALT980FB	9/8/80	- Fri Off WW 08	9/8F	01/01/1990	12/31/9999
ALT980MA	9/8/80	- Mon Off WW 12	9/8M	01/01/1990	12/31/9999
ALT980MB	9/8/80	- Mon Off WW 12	9/8M	01/01/1990	12/31/9999
ALTD0-FS	ALTD0-FS	WW 01 WW 07	5840	01/01/1990	12/31/9999
ALTD0-MT	ALTD0-MT	WW 01 WW 07	5840	01/01/1990	12/31/9999
ALTD0-SM	ALTD0-SM	WW 01 WW 07	5840	01/01/1990	12/31/9999
ALTD0-TF	ALTD0-TF	WW 01 WW 07	5840	01/01/1990	12/31/9999
ALTD0-TW	ALTD0-TW	WW 01 WW 07	5840	01/01/1990	12/31/9999
ALTD0-WS	ALTD0-WS	WW 01 WW 07	WS	01/01/1990	12/31/9999
ALTD0-WT	ALTD0-WT	WW 01 WW 07	5840	01/01/1990	12/31/9999
EVEN	EVENING	M-F WW 01 WW 07	EVEN	01/01/1990	12/31/9999
EVEN T-S	EVENING	T-S WW 01 WW 07	METS	01/01/1990	12/31/9999
FLEXTIME	Do Not Use	WW 01	5840	01/01/1990	12/31/9999
M-DE M-F	DAY/EVEN	M-F WW 01 WW 07	DE	01/01/1990	12/31/9999
M-ED M-F	EVEN/DAY	M-F WW 01 WW 07	ED	01/01/1990	12/31/9999
NGHT	NIGHT	M-F WW 01 WW 07	NGHT	01/01/1990	12/31/9999
OP14-EDA	EVEN-DAY	14 DAY WW 07	E-D	01/01/1990	12/31/9999
OP14-EDB	EVEN-DAY	14 DAY WW 07	E-D	01/01/1990	12/31/9999
OP28-A	OP-A	28 DAY CYCLE WW 07	28A	01/01/1990	12/31/9999
OP28-B	OP-B	28 DAY CYCLE WW 07	28A	01/01/1990	12/31/9999
OP28-C	OP-C	28 DAY CYCLE WW 07	28A	01/01/1990	12/31/9999
OP28-D	OP-D	28 DAY CYCLE WW 07	28A	01/01/1990	12/31/9999

13. Verify the Time Mgmt status field is a 9 - Negative Time Recorder (FT/PT, Monthly) or 1 -1 Positive Time Recorder.
14. Verify the Working Week is Monday to Sunday.
15. Click the WORK SCHEDULE  Work schedule button to display a monthly calendar of employee's scheduled hours to work, free days, and holidays.



16. Verify you have selected the correct AWW schedule by checking that the Regular Day Off (RDO) is listed correctly on the work schedule.
17. Click the NEXT MONTH button to display the following month's time if needed.
18. Click the BACK  icon to return to the *Create Planned Working Time* screen.

Work schedule Edit Goto System Help

Display Work Schedule

Choose Previous month Next month

ES grouping 1 DWS grouping 01 Monthly hours 169.00
 Holiday Calendar ID WR Period work schedule 9/8F
 PS grouping 01 Work schedule rule ALT980FA

Valid July 2006 Chngd 06/27/2006 TBOUDEAU

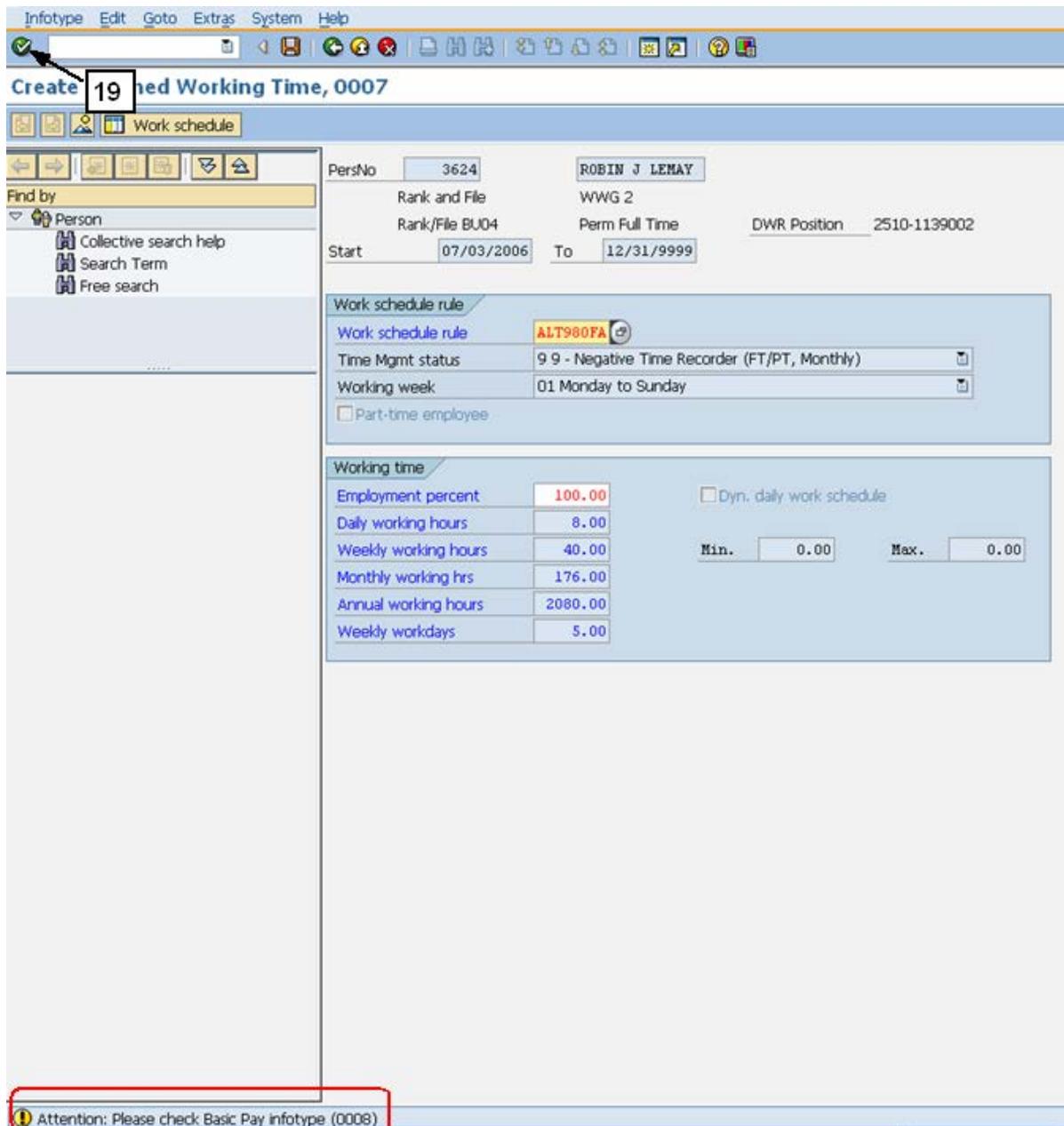
Work Schedule

Wk	D	MO	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC	D	SU	HC
26																	01			02	
																	FREE			FREE	
27	03			04		1	05			06				07			08			09	
		9HRS			9HRS			9HRS			9HRS			8HRS			FREE			FREE	
28	10			11			12			13			14			15			16		
		9HRS			9HRS			9HRS			9HRS			FREE			FREE			FREE	
29	17			18			19			20			21			22			23		
		9HRS			9HRS			9HRS			9HRS			8HRS			FREE			FREE	
30	24			25			26			27			28			29			30		
		9HRS			9HRS			9HRS			9HRS			FREE			FREE			FREE	
31	31																				
		9HRS																			

Restart: Month Week Day in year

Note: If the RDO is on the wrong Friday then you will need to change the Work schedule rule to the opposite schedule.

19. You will get a warning message to check basic pay. Click the ENTER  icon to accept the warning message.



20. You will also receive warning messages about delimiting of prior record. Click the ENTER  icon to accept warning messages

Infotype Edit Goto Extras System Help

20

Create Person Working Time, 0007

Work schedule

PersNo 3624 ROBIN J LEMAY
 Rank and File WWG 2
 Rank/File BU04 Perm Full Time DWR Position 2510-1139002
 Start 07/03/2006 To 12/31/9999

Work schedule rule
 Work schedule rule ALT980FA 9/8/80 - Fri Off WW 08
 Time Mgmt status 9 9 - Negative Time Recorder (FT/PT, Monthly)
 Working week 01 Monday to Sunday
 Part-time employee

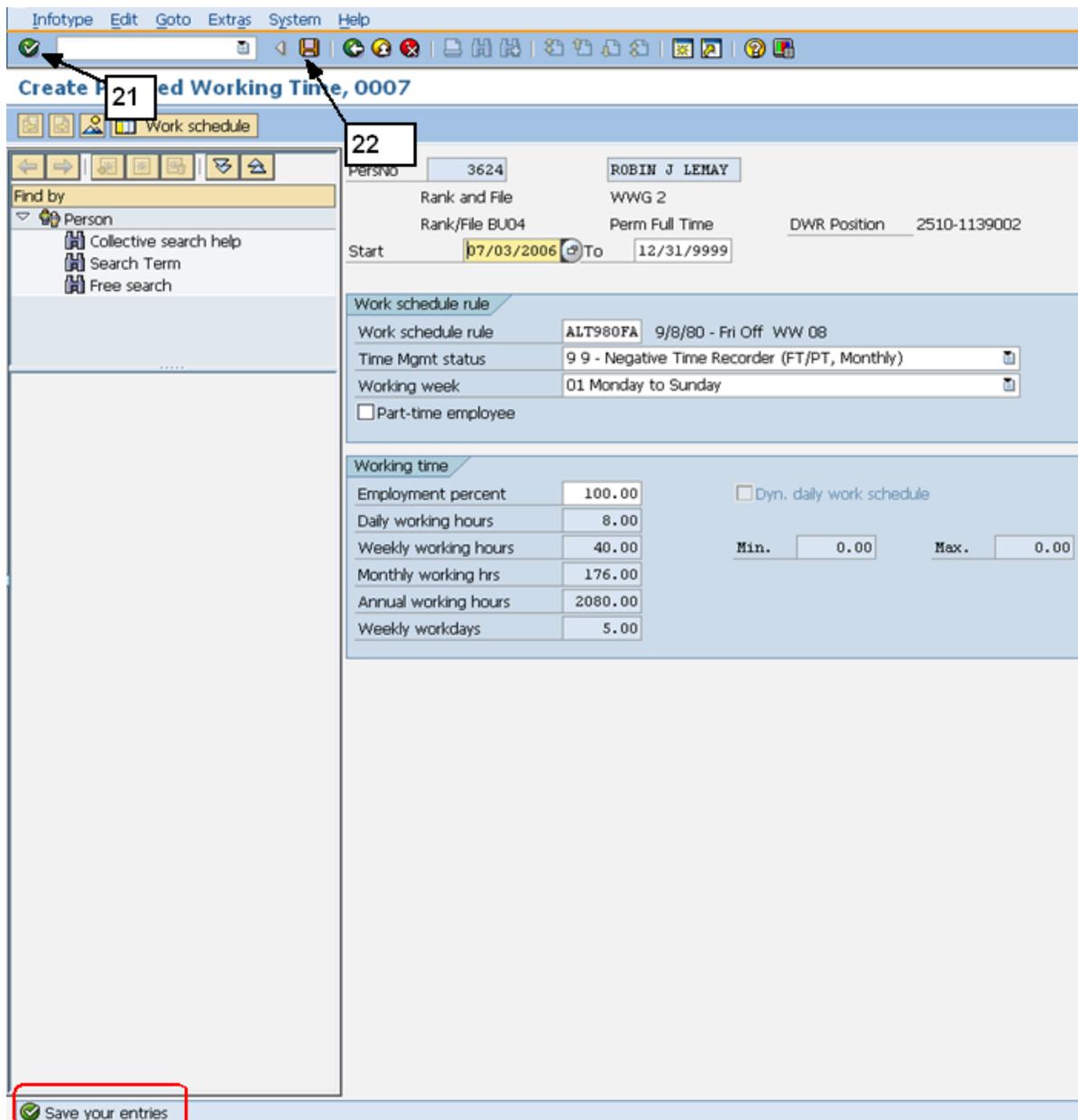
Working time
 Employment percent 100.00 Dyn. daily work schedule
 Daily working hours 8.00
 Weekly working hours 40.00 Min. 0.00 Max. 0.00
 Monthly working hrs 176.00
 Annual working hours 2080.00
 Weekly workdays 5.00

Find by Person
 Collective search help
 Search Term
 Free search

Record valid from 03/01/2006 to 12/31/9999 delimited at end

21. Click the Enter  icon to validate entries.

22. Click the Save  icon to save entries.



The screenshot shows the SAP 'Create New Working Time' screen. The title bar includes 'Infotype Edit Goto Extras System Help'. The main title is 'Create New Working Time, 0007'. The left sidebar has a 'Find by' section with 'Person' selected and options for 'Collective search help', 'Search Term', and 'Free search'. The main area contains the following data:

PERSNO	3624	ROBIN J LEMAY
Rank and File	WWG 2	
Rank/File BUD4	Perm Full Time	DWR Position 2510-1139002
Start	07/03/2006	To 12/31/9999

Work schedule rule

Work schedule rule	ALT980FA	9/8/80 - Fri Off WW 08
Time Mgmt status	9 9 - Negative Time Recorder (FT/PT, Monthly)	
Working week	01 Monday to Sunday	

Part-time employee

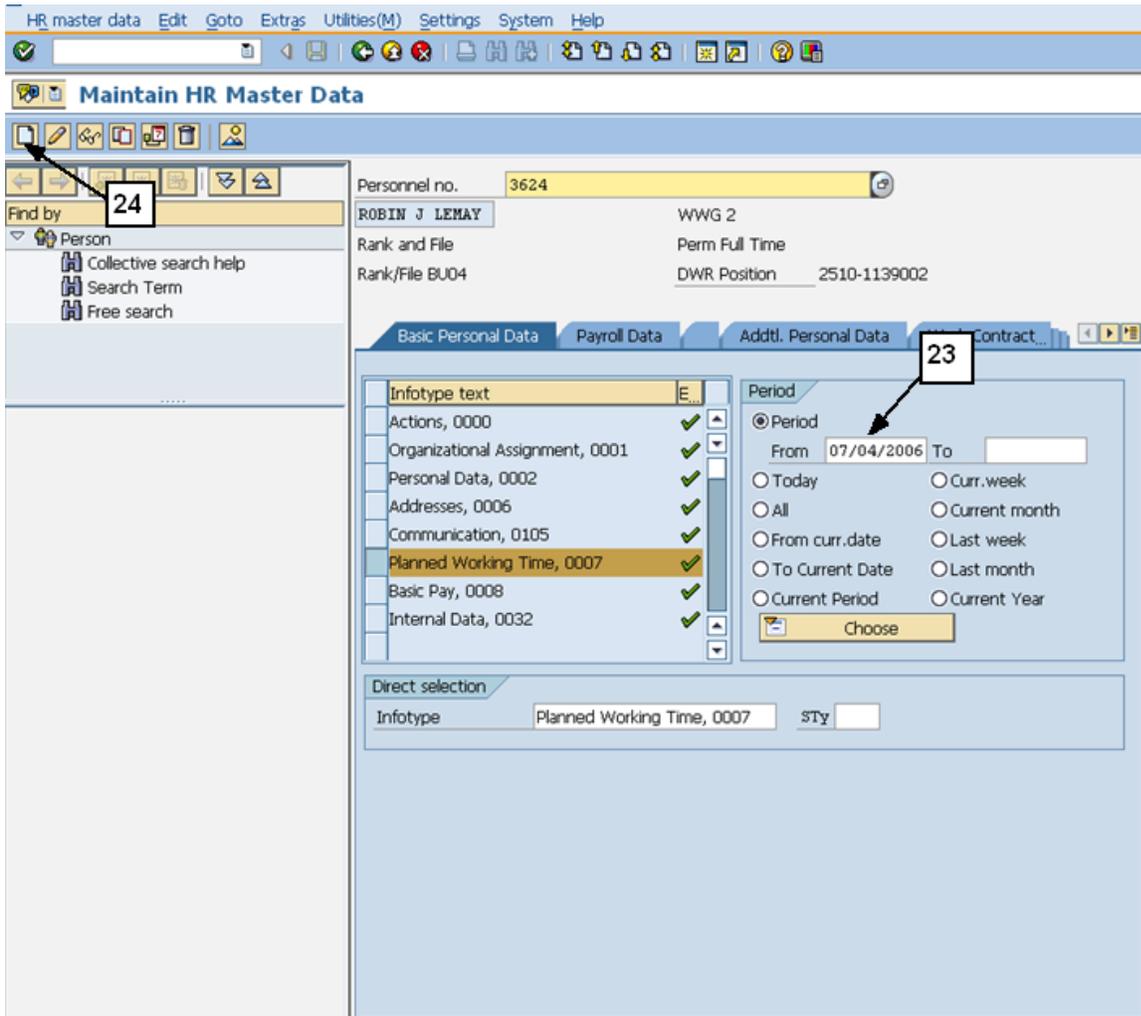
Working time

Employment percent	100.00	<input type="checkbox"/> Dyn. daily work schedule
Daily working hours	8.00	
Weekly working hours	40.00	Min. 0.00 Max. 0.00
Monthly working hrs	176.00	
Annual working hours	2080.00	
Weekly workdays	5.00	

At the bottom left, there is a 'Save your entries' button with a checkmark icon.

You are launched back into the *Maintain Time Data* screen and SAP displays the message, "Record created."

23. Now you will have to follow the same path to process the 2nd step of the schedule change. **Change the effective date to Tuesday, the date following the 1st step of the schedule change.**
24. Click the create icon.



25. Select the same work schedule rule: ALT980FA 9/8/80 – Fri Off WW 08 9/8F.
26. Change the working week to: 08 9/8/80 – Friday Floating.
27. Green check.

Infotype Edit Goto Extras System Help

Create New Working Time, 0007

Work schedule

Find by
 Person
 Collective search help
 Search Term
 Free search

PersNo 3624 ROBIN J LEMAY
 Rank and File WWG 2
 Rank/File BU04 Perm Full Time DWR Position 2510-1139002
 Start 07/04/2006 To 12/31/9999

Work schedule rule
 Work schedule rule ALT980FA
 Time Mgmt status 9 9 - Negative Time Recorder (FT/PT, Monthly)
 Working week 08 9/8/80 - Friday Floating
 Part-time employee

Working time
 Dyn. daily work schedule
 Employment percent 100.00
 Daily working hours 0.00
 Weekly working hours 0.00 Min. 0.00 Max. 0.00
 Monthly working hrs 0.00
 Annual working hours 0.00
 Weekly workdays 0.00

28. You will get warning message to check basic pay. Green check

Infotype Edit Goto Extras System Help

Create Planned Working Time, 0007

28

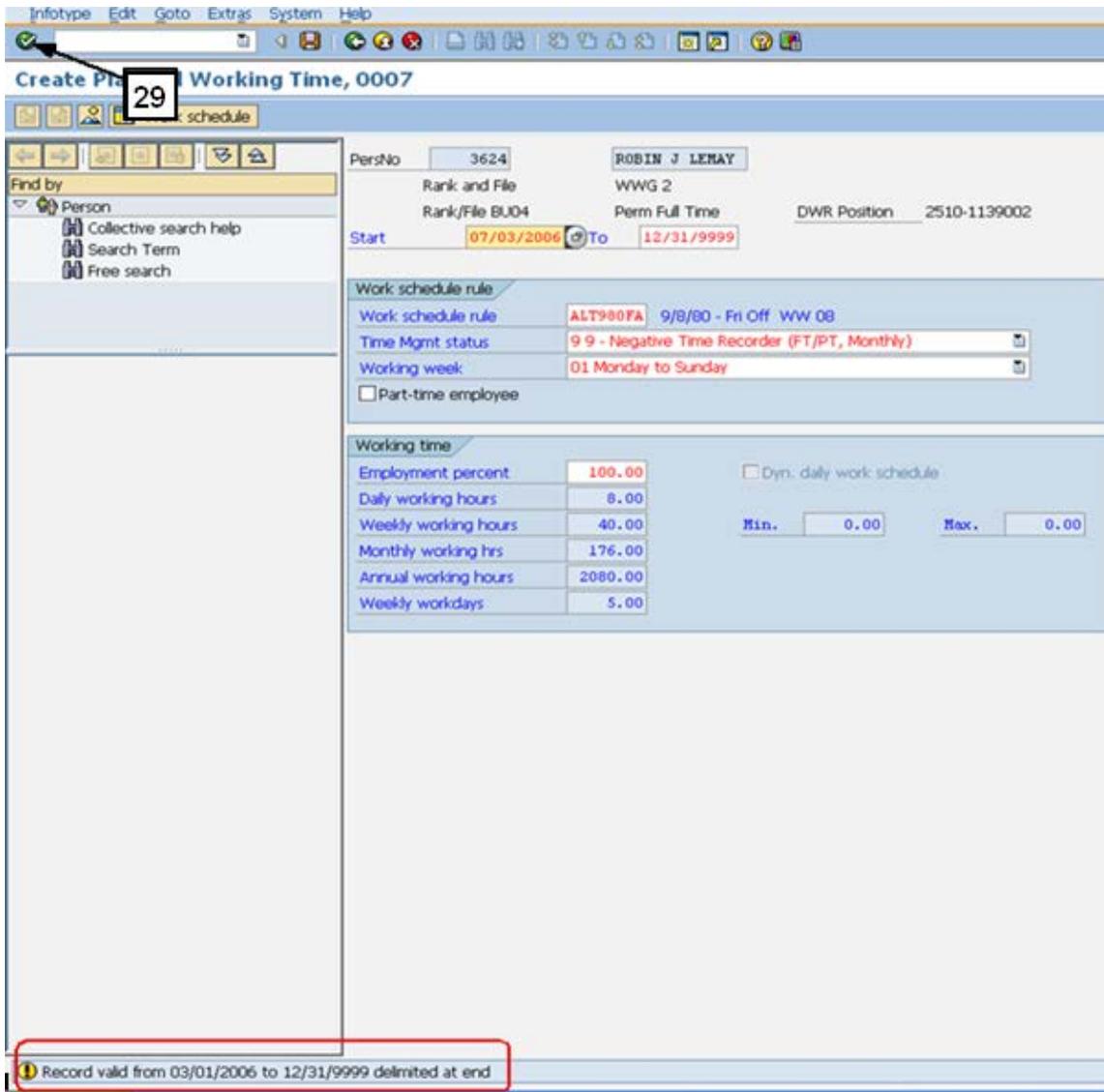
PersNo 3624 ROBIN J LEMAY
Rank and File WWG 2
Rank/File BU04 Perm Full Time DWR Position 2510-1139002
Start 07/04/2006 To 12/31/9999

Work schedule rule
Work: schedule rule ALT980FA
Time Mgmt status 9 9 - Negative Time Recorder (FT/PT, Monthly)
Working week 08 9/8/80 - Friday Floating
 Part-time employee

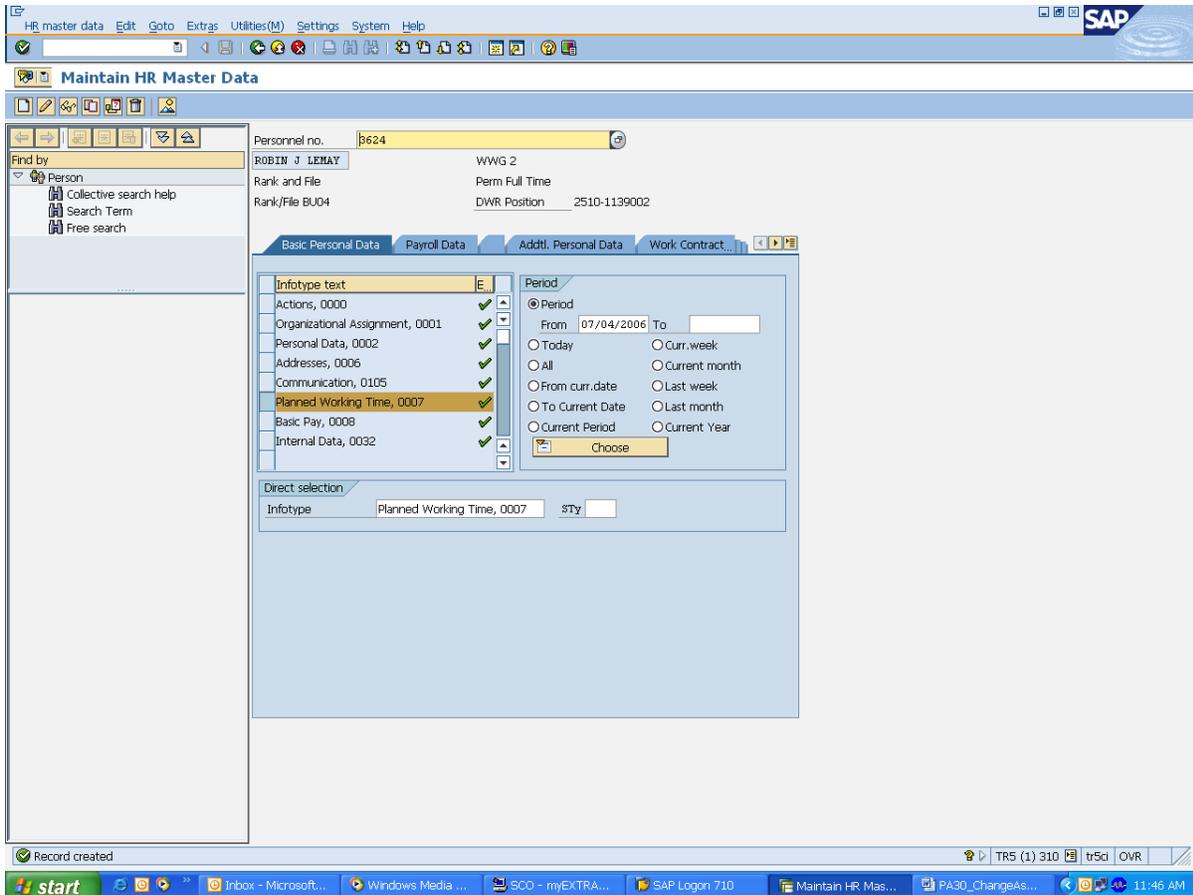
Working time
Employment percent 100.00 Dyn. daily work schedule
Daily working hours 8.00 Min. 0.00 Max. 0.00
Weekly working hours 40.00
Monthly working hrs 176.00
Annual working hours 2080.00
Weekly workdays 5.00

Attention: Please check Basic Pay infotype (0008)

29. You will also receive a warning message about delimiting of prior record. Click the enter icon to accept the warning message.



29. Click on the enter  icon to validate entries.
30. Click the save  icon to save entries.



You have changed the WSR of an employee.

Check and make sure if schedule changes need substitution or not. For an employee with Friday off, if the employee chooses the 1st Friday off, you need to do a substitution. If an employee chooses the 2nd Friday off, there is no need to do substitution.

For an employee who chooses Monday off, if the employee chooses the first Monday off, there is no need for a substitution. If an employee chooses the 2nd Monday off, you need to do a substitution. If a substitution is needed, follow the steps below:

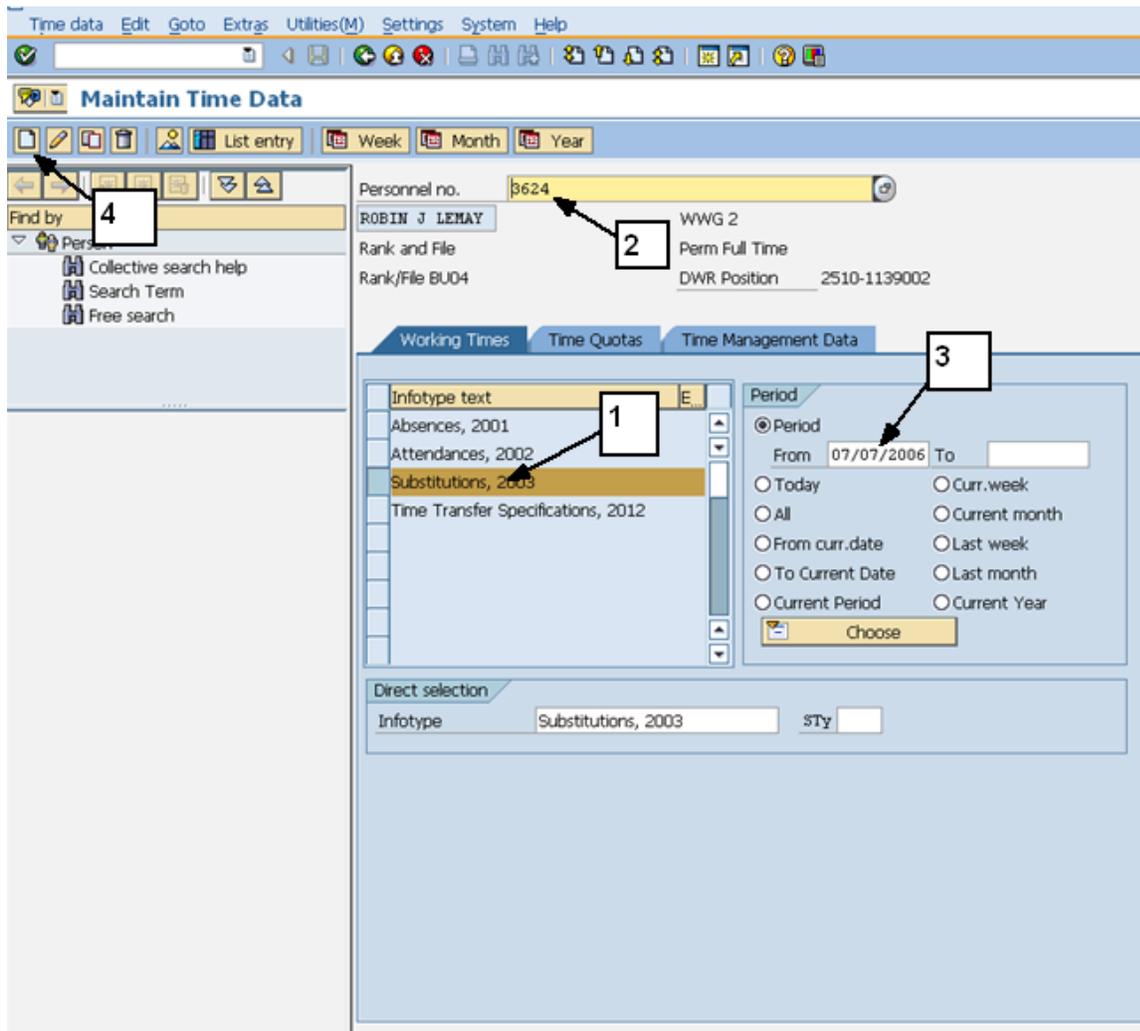
SUBSTITUTIONS

Transaction Code

PA61

For a **Friday** substitution:

1. Select infotype 2003 (substitution)
2. Enter Personnel number
3. From date: Friday's date (8 hours schedule day) To date: leave blank
4. Select Create icon



5. Daily work schedule: enter 4 AM. Accept all other defaults
6. Click Green check
7. Click save

The screenshot shows the SAP 'Create Substitutions, 2003' dialog box. The interface includes a menu bar (Infotype, Edit, Goto, Extras, System, Help), a toolbar, and a search pane on the left. The main area contains fields for personnel data and substitution details. Three annotations are present: '6' points to a green checkmark in the toolbar, '7' points to a save icon in the toolbar, and '5' points to a yellow highlight in the 'Daily work schedule' section.

Personnel Data:

- PersNo: 3624
- Rank and File: WWG 2
- Rank/File BU04
- Perm Full Time
- From: 07/07/2006
- To: 07/07/2006
- WkSchdl: ALT980FA
- DWR Position: 2510-1139002

Substitution Details:

- Subst. type: 02 Shift substitution
- Substitution hours: 0.00

Individual working time:

- Time: [] - [] Previous day
- Daily WS class: []

Daily work schedule:

- Daily work schedule: [] **5**
- Daily WS variant: []
- DWS grouping: 01

Breaks:

- Work break schedule: []
- 1st break: [] - [] Paid: [] Unpaid: []
- 2nd break: [] - [] Paid: [] Unpaid: []

Work schedule rule:

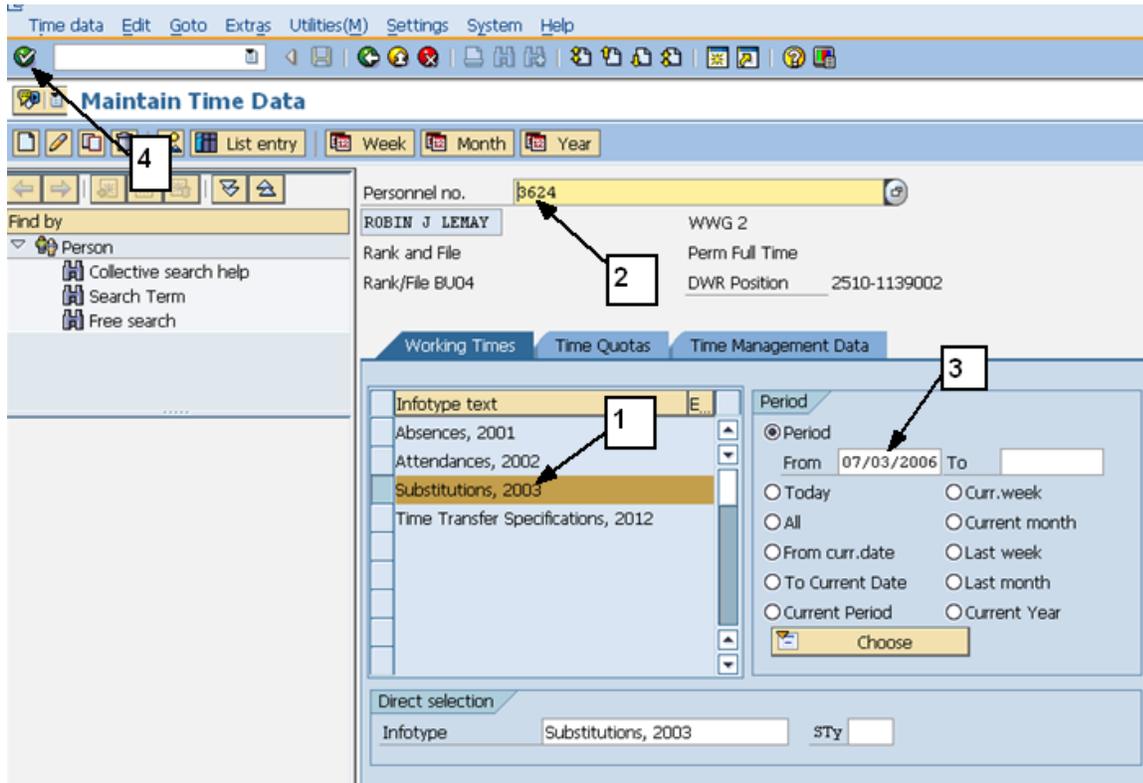
- Work schedule rule: []
- Holiday Calendar ID: []
- ES grouping: []
- PS grouping: []
- Personnel number: []

Different payment according to:

- Position: []
- Work center: []
- Time: [] - [] P. day
- Day type: []

For a **Monday** substitution:

1. Select infotype 2003 (Substitution)
2. Enter Personnel number
3. From date: Monday's date (8 hours work day) To date: leave blank
4. Select create icon



5. Daily work schedule: enter 4 PM. Accept all other defaults
6. Click Green check
7. Click save

The screenshot shows the SAP 'Create Substitutions, 2003' form. The form is titled 'Create Substitutions, 2003' and has a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The form is divided into several sections:

- Header:** Contains fields for 'PersNo' (3624), 'ROBIN J LEMAY', 'Rank and File' (WWG 2), 'WkSchdl' (ALT980FA), 'Rank/File BU04', 'Perm Full Time', 'DWR Position' (2510-1139002), 'From' (07/07/2006), and 'To' (07/07/2006).
- Subst. type:** '02 Shift substitution', 'Substitution hours' (0.00).
- Individual working time:** 'Time' (input field), 'Previous day' (checkbox), 'Daily WS class' (input field).
- Daily work schedule:** 'Daily work schedule' (input field with a yellow highlight and a green checkmark icon), 'DWS grouping' (01), 'Daily WS variant' (input field).
- Breaks:** 'Work break schedule' (input field), '1st break' (input field), 'Paid' (checkbox), 'Unpaid' (checkbox), '2nd break' (input field), 'Paid' (checkbox), 'Unpaid' (checkbox).
- Work schedule rule:** 'Work schedule rule' (input field), 'ES grouping' (input field), 'Holiday Calendar ID' (input field), 'PS grouping' (input field), 'Personnel number' (input field).
- Different payment according to:** 'Position' (input field), 'Work center' (input field), 'Time' (input field), 'P. day' (checkbox).
- Day type:** (input field).

Annotations on the form:

- 6:** Points to the green checkmark icon in the 'Daily work schedule' field.
- 7:** Points to the save icon in the top toolbar.
- 5:** Points to the green checkmark icon in the 'Daily work schedule' field.

Terminate a 9/8/80 Work Schedule

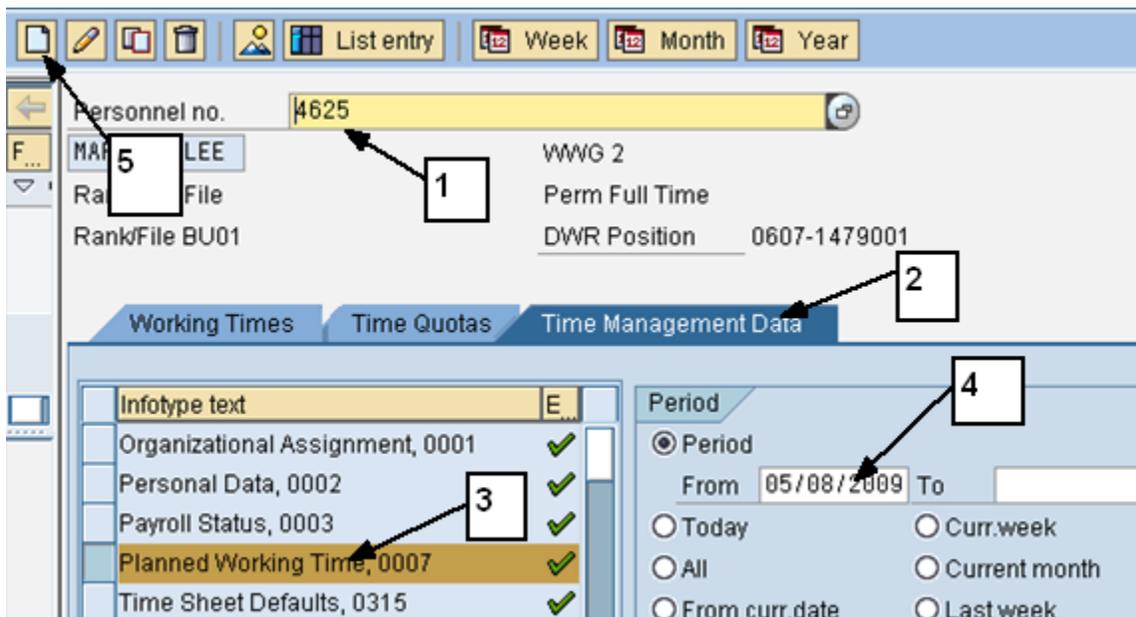
Transaction Code

PA61

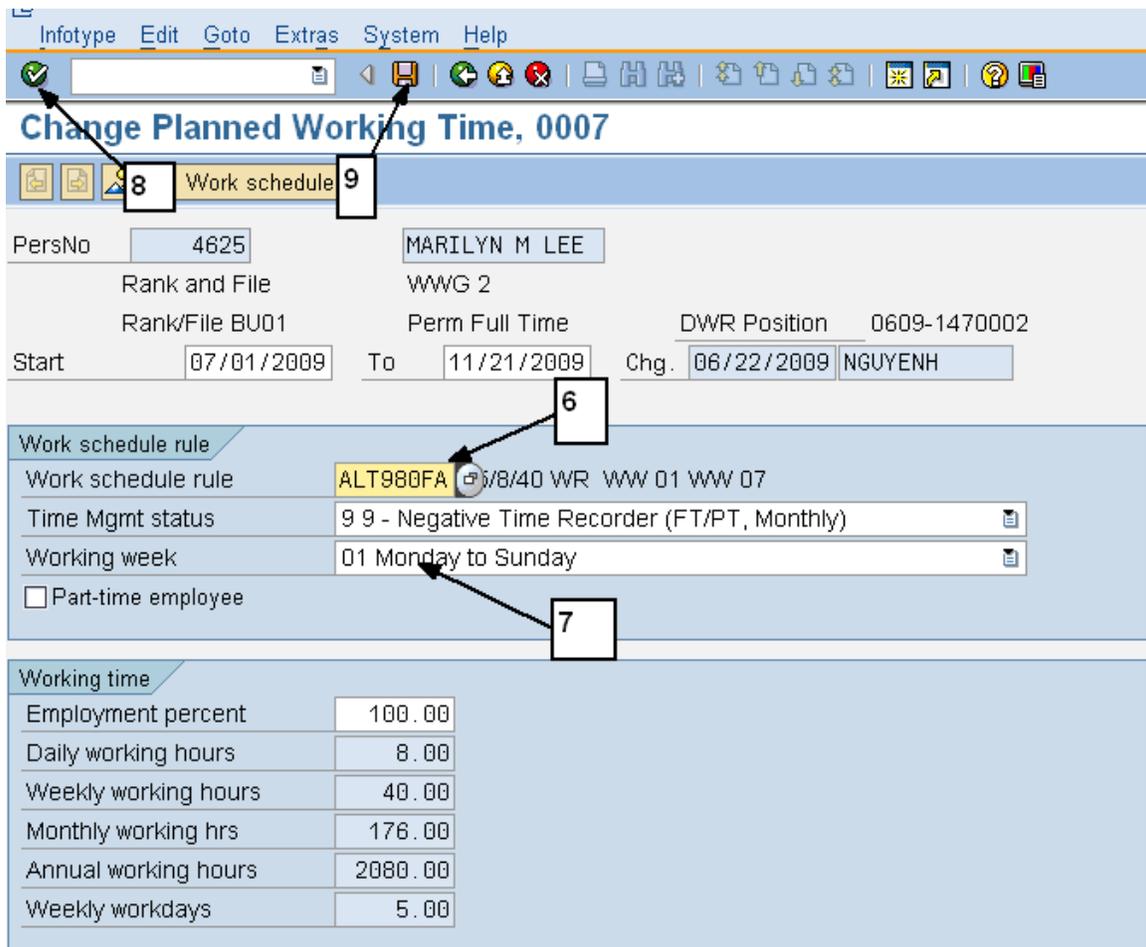
Note: This is a two entry process.

First Entry

1. Enter Personnel number
2. Select on "Time Management Data" tab
3. Click on "Planned Working Time, 0007"
4. Enter the Friday date prior to the effective of the work schedule change.
5. Click on Create icon

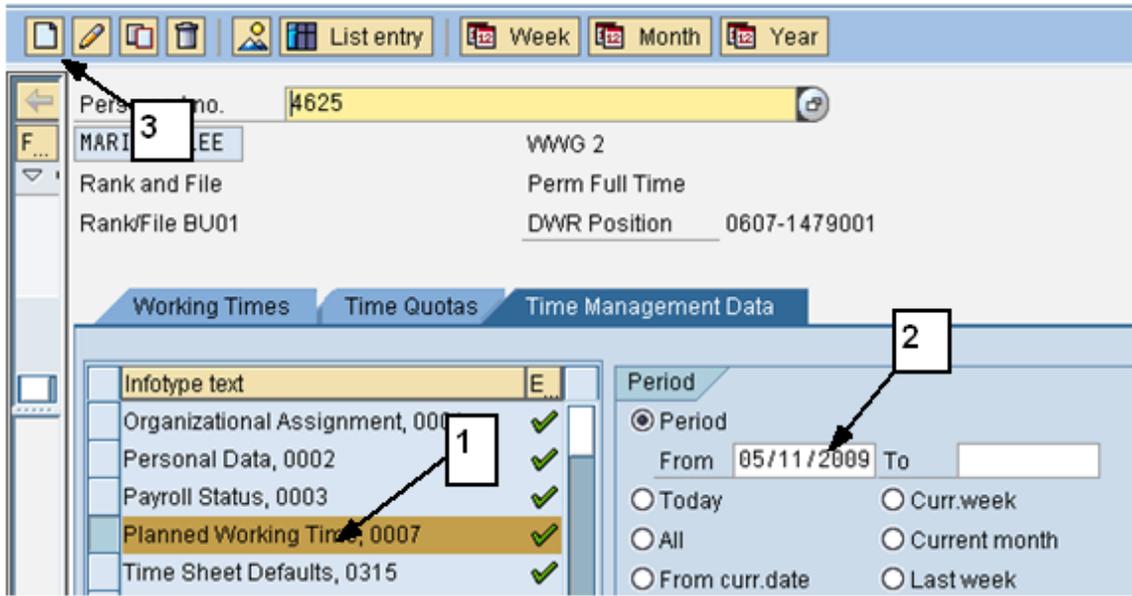


6. Leave same "work schedule rule" as employee has.
7. Change "Working Week" to Monday to Sunday.
8. Click Green check
9. Click save

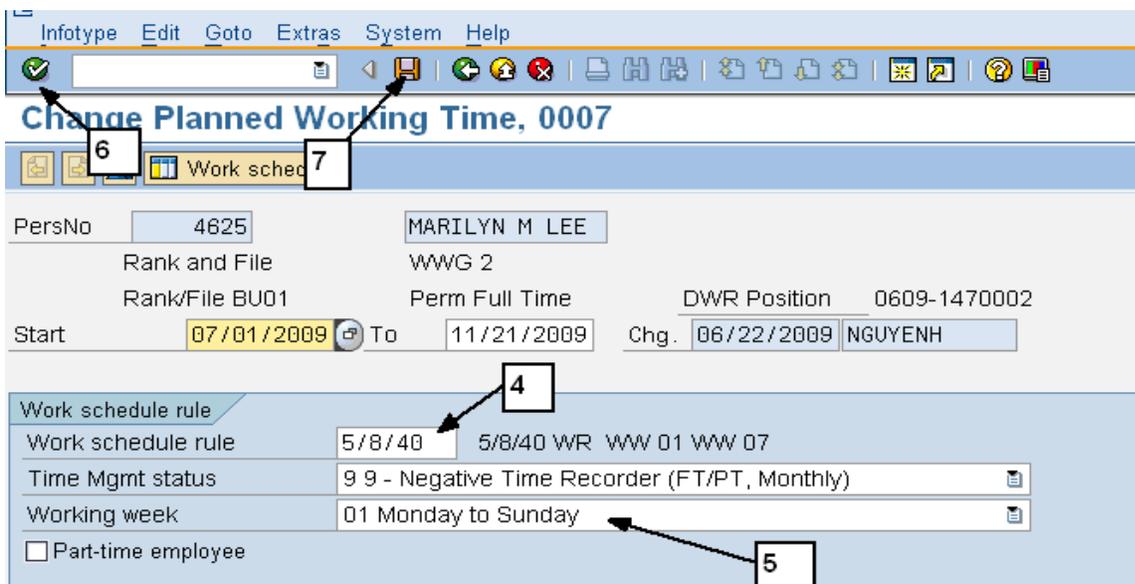


Second Entry

1. Click on "Planned Working Time, 0007"
2. Enter effective date of the work schedule change, which is the following Monday
3. Click on create icon



4. Change "Work Schedule Rule" to 5/8/40
5. Make sure "Working Week" is Monday to Sunday.
6. Click green check
7. Click save



SECTION X

Biweekly

Shift Differential

Night Shift Differential: employees shall qualify for night shift differential pay when working a shift of four or more hours of which fall between 12 midnight and 6 a.m.; or working a shift of four or more hours of which fall between 6 p.m. and 6 a.m.

Night Shift Differential Premium: employees shall qualify for premium night shift differential pay when working four (4) hours or more of their regular scheduled work shift. Processing employee time in SAP is an important part in the SAP - HR Module. The time recording component (CATS- electronic time sheet) and the Time Management component of SAP are used to record and evaluate employee time data.

Holiday

Biweekly pay employee's holidays are not included in the regular pay warrant like the monthly pay employees due to their work schedule. HR office generates the report to credit the biweekly pay employee 8 hours of holiday credit each time after the holiday.

Holidays: if an employee chooses to use holiday credits on a holiday, the proper attendance code to use is **HC01**.

Holiday Cash Out: at the end of each fiscal year, all unused Personal holiday and holiday credits will be cashed out.

STD 672

Biweekly pay employee's time must be manually keyed into SCO for payroll processing. All hours worked for each biweekly pay period is recorded and submitted to the proper Personnel Specialist for processing.

All biweekly employees' time should be entered and approved by Monday after the biweekly's pay period ends. The timekeeper should capture all time entry on Tuesday morning. On the biweekly key date, documents on the STD672 need to be faxed to the Personnel Specialist by 10:30 a.m.

Make sure that time management for infotype 0007 reflects "Positive Time Recorder". For biweekly employees, their work week should be Sunday to Saturday.

Change Planned Working Time, 0007

Work schedule

PersNo [REDACTED] RICHARD A KUNZ

R&F - Biweekly Perm Full Bi-Weekly DWR Position 2630-64630

Start 05/01/2006 To 12/31/9999 Chg. 06/22/2006 HR_CNVRT

Work schedule rule

Work schedule rule OP42-C OP- 42 DAY WW 07

Time Mgmt status 11 - Positive Time Recorder (Intermittent/Bi-weekly)

Working week 07 Sunday to Saturday

Part-time employee

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	176.00
Annual working hours	2080.00
Weekly workdays	5.00