



Time Learning Lab 2012 – TM-45

TM

Overview

- Negative Balances
 - Potential Causes
 - Reporting and Researching Negative Quota Balances
- “T” Series Time Types
- The Magic Equation
- Holidays
 - Accrual Entitlement Behavior
 - Holiday Reporting
- IT 2013 (Quota Adjustments)
- FY2012-2013 Special Leave
- Did You Know?

Updated to new format 5/18/20



Negative Balances Potential Causes

- Incorrect use of Infotype 2013
 - Retro absence reallocation; Touching Absences
 - Retro WSR changes
 - Absences on FREE days
 - Full day absence flag (FDA) errors
- Late time entry & approvals
- Retro changes that result in end-of-year vacation to sick rollover balance adjustments



IT0007

Personnel No	[REDACTED]		Name	[REDACTED]	
EEGroup	A	SPA Employees	PersA	1401	State Controller
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Choose	01/01/1800		12/31/9999		

Start Date	End Date	WS rule	T	Empl.	MoHrs	Wk.hrs	Hrs/Da	WkD...	P	LI	AI
12/12/2011	12/31/9999	D02N10_T	1	100.00	173.33	40.00	10.00	0.00			
12/01/2007	12/11/2011	D02N10_F	1	100.00	173.33	40.00	10.00	0.00			
11/01/1997	11/30/2007	D01N08GN	1	100.00	173.33	40.00	8.00	0.00			

PT_BAL00

Empl./appl.name	Period	Current Date	TmType	Time type descript.	Σ Num...
[REDACTED]	201112	12/12/2011	T22R	Holiday Comp End Balance	32.00
		12/12/2011			■ 32.00
[REDACTED]	201112	12/13/2011	T22U	TS Hol Comp Quota Used	2.00
[REDACTED]	201112		T22R	Holiday Comp End Balance	30.00
		12/13/2011			■ 32.00
[REDACTED]	201112	12/14/2011	T22R	Holiday Comp End Balance	30.00
		12/14/2011			■ 30.00

9901-6005

Start Date	End Date	Time Ty...	Hours	On-Call R	Time Eval ...	Payout Date
10/02/2012	10/02/2012	6005	8.00	0.00	10/04/2011	
07/31/2012	07/31/2012	6005	8.00	0.00	08/02/2011	
06/26/2012	06/26/2012	6005	8.00	0.00	06/28/2011	
05/19/2012	05/19/2012	6005	8.00	0.00	05/21/2011	
02/15/2011	02/15/2011	6005	2.00	0.00	02/16/2010	
02/15/2011	02/15/2011	6005	1.00-	0.00	03/02/2010	

PT50

Σ	22	Holiday Comp Time	Hours	37.50000	30.00000	03/17/2010	Absences	9000	0.50000	Hours
				37.50000	30.00000	03/29/2010	Absences	9000	0.50000	Hours
						02/10/2011	Absences	9000	0.50000	Hours
Σ	40	Holiday Leave	Hours	338.50000	48.00000	12/13/2011	Absences	9000	2.00000	Hours



Full day Absence Flag

Personnel No	10000	Name	WILLIAM HENRY WOOD
EE group	A SPA Employees	Personnel ar	1401 State Controller
WS rule	D02N10_F MTWH-10,FSaS-O	Status	Active
Start	12/28/2009 To 12/28/2009	Chg.	01/06/2010 00504028

Absence	
Absence type	9000 Approved Leave
Time	- <input type="checkbox"/> Prev.day
Absence hours	10.00 <input checked="" type="checkbox"/> Full-day
Absence days	1.00
Calendar days	1.00
Quota Used	10.00 Hours

Before

After

Personnel No	10000	Name	WILLIAM HENRY WOOD
EE group	A SPA Employees	Personnel ar	1401 State Controller
WS rule	D24W24FX Day Flex	Status	Active
Start	12/28/2009 To 12/28/2009	Chg.	01/06/2010 00504028

Absence	
Absence type	9000 Approved Leave
Time	- <input type="checkbox"/> Prev.day
Absence hours	24.00 <input checked="" type="checkbox"/> Full-day
Absence days	1.00
Calendar days	1.00
Quota Used	10.00



Negative Balances

Potential Causes (continued)

- Timing of holiday entries
- Infotype 416 payouts generated in excess of current available balance
- Understanding quota balance on a current basis
(Deductions pull from the current quota balance, not from the available balance on the date of the absence)



Empl./appl.name	Period	Current Date	TmType	Time type descript.	Σ Number
	201207	07/05/2012	T22U	TS Hol Comp Quota Used	6.00
	201207		T22R	Holiday Comp End Balance	6.00-
07/05/2012					0.00
	201207	07/06/2012	T22R	Holiday Comp End Balance	6.00-

There is no Q20 available on 7/5/12

	201208	08/12/2012	T22R	Holiday Comp End Balance	6.00-
	201208		T20R	OT Comp End Balance	8.00
08/12/2012					2.00
	201208	08/13/2012	T22R	Holiday Comp End Balance	6.00-
	201208		T20R	OT Comp End Balance	8.00
08/13/2012					2.00

Accrued Q20 on 8/12/12

Touch absence 7/5/12 via PT50 to realign deduction

20 Overtime Comp Ti... Hours	192.67000	8.00000	184.67000	02/10/2011	Absences	9000	0.50000	Hours
	192.67000	8.00000	184.67000	12/13/2011	Absences	9000	2.00000	Hours
22 Holiday Comp TimeHours	17.50000	6.00000-	23.50000	07/05/2012	Absences	9000	6.00000	Hours
	17.50000	6.00000-	23.50000					

7/5/12 absence pulled from current balance of Q20

20 Overtime Comp Ti... Hours	192.67000	2.00000	190.67000	0.00000
	192.67000	2.00000	190.67000	0.00000
22 Holiday Comp TimeHours	17.50000	0.00000	17.50000	0.00000
	17.50000	0.00000	17.50000	0.00000



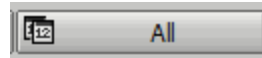
Researching & Reporting Negative Quota Balances

- PT50 – Quota Overview
- PT_BAL00 – Cumulated Time Evaluation Results:
Time Balances/Wage Types
 - T series
- Infotype 9901
 - Relative Subtype

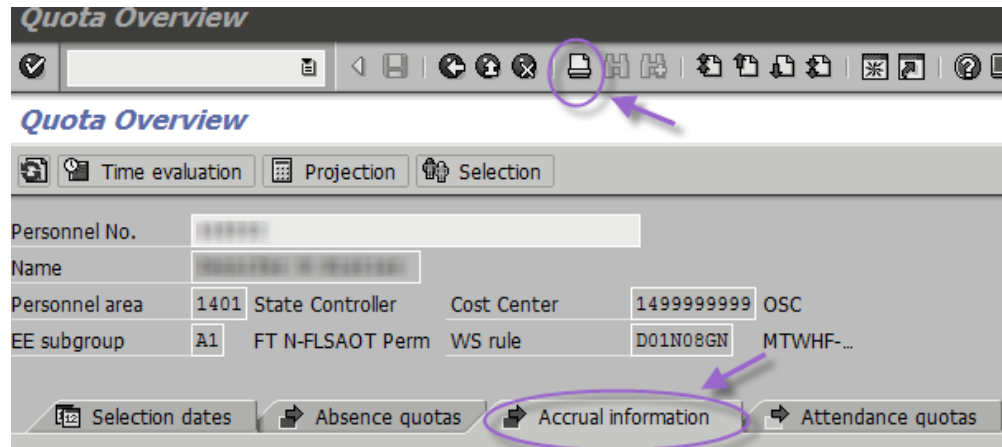


PT50 – Quota Overview

- Always select ALL on the Selection dates tab.



- Click the Accrual information tab selection, then click the Print icon.



PT50 – Quota Overview

Filter Functionality

- Quota type selection, then Filter

Quota Overview

Date	Quota type	Quota text	Unit
02/01/2008	10	Vacation Leave	Hours
02/01/2008	15	Sick Leave	Hours
02/01/2008	65	Community Service Leave	Hours
02/15/2008	10	Vacation Leave	Hours
02/15/2008	15	Sick Leave	Hours
02/20/2008	40	Holiday Leave	Hours
02/29/2008	20	Overtime Comp Time	Hours



PT50 – Quota Overview Filtering Functionality

- Use appropriate quota type, then Enter

The screenshot displays the 'Quota Overview' application window. On the left, a table titled 'Accrual information' lists various dates and quota types. The main area features a filter criteria input field where the number '40' is entered in the 'Quota type' field. A callout box with the text 'Insert appropriate quota type' points to this field. At the bottom left, a checkmark icon in the toolbar is circled, with an arrow pointing to it from the callout box.

Date	Q	Quo
02/01/2008	1	Vac
02/01/2008	1	Sick
02/01/2008	6	Com
02/15/2008	1	Vac
02/15/2008	1	Sick
02/20/2008	4	Holi
02/29/2008	2	Ove
03/07/2008	2	Ove
03/14/2008	2	Ove
03/17/2008	1	Vac
03/17/2008	1	Sick
03/28/2008	2	Ove
04/15/2008	1	Vac
04/15/2008	1	Sick
04/18/2008	2	Ove
04/19/2008	2	Ove
04/24/2008	2	Overtime Comp Time
04/25/2008	2	Overtime Comp Time



PT50 – Quota Overview

Accrual information

Quota Overview





Personnel number: [redacted]
 Generate: 11/01/1997 - 12/31/9999
 Reference date: 08/14/2012




Date	Quota type	Quota text	Unit	Curr. generated	Accrued	Transferred
06/26/2012	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
06/04/2012	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
05/05/2012	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
04/28/2012	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
03/07/2012	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
02/14/2012	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
02/11/2012	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
01/31/2012	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
01/25/2012	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
01/24/2012	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
12/24/2011	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
12/23/2011	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
12/17/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
12/14/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
12/03/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
11/27/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
11/26/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
10/26/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
10/25/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
10/12/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
10/04/2011	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-
08/06/2011	40	Holiday Leave	Hours	8.00000	0.00000	8.00000
08/02/2011	40	Holiday Leave	Hours	8.00000-	0.00000	8.00000-



PT_BAL00 & "T Series" of Time Types

Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections  Search helps  Sort order  Org. structure

Period


Today Current month Current year
 Up to today From today


Other period

Period To


Payroll period


Selection


Personnel Number 

Time recording administrator 

Selection Conditions

Day balances to 

Cumulated balances to 

Time wage types to 



PT_BAL00 & “T Series” of Time Types

- Apply appropriate period and dates as needed
 - Select Personnel Number
 - Apply applicable day balance T series
 - T ** A
- (Where ‘**’ represents quota type & ‘A’ represents type of behavior, in this case accruals)

T Series Time Types



PT_BALOO & “T Series” of Time Types

The Quota Type is interchangeable

T20**U** - Overtime comp USED

T20**A** - Overtime comp ACCRUED

T20**R** - Overtime comp REMAINING BALANCE

T20**O** - Overtime comp OFFSET

T20**P** - Overtime comp PAID

T20**X** - Overtime comp EXPIRED



PT_BALOO & “T Series” of Time Types

The Quota Type is interchangeable

T10**U** - Vacation USED

T10**A** - Vacation ACCRUED

T10**R** - Vacation REMAINING BALANCE

T10**O** - Vacation OFFSET

T10**P** - Vacation PAID



PT_BALOO & “T Series” of Time Types

The Quota Type is interchangeable

T15**U** - Sick USED

T15**A** – Sick ACCRUED

T15**R** – Sick REMAINING BALANCE

T15**O** - Sick OFFSET



PT_BALOO & “T Series” of Time Types

Quota Type	Quota Text
10	Vacation Leave
15	Sick Leave
20	Overtime Comp Time
21	Gap Hours
22	Holiday Comp Time
40	Holiday Leave



Magic Equation

$$PT50 = T**R = IT 9901$$



Magic Equation

Quota Overview

Time evaluation Projection Selection

Personnel No. [] Name []

Personnel area [] State Controller Cost Center [] OSC

EE subgroup [] FT N-FLSAOT Perm WS rule [] MTWH-9,...

Selection dates Absence quotas Accrual information Attendance quotas

Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requ
	10	Vacation Leave	Hours	540.78000	92.28000	
	15	Sick Leave	Hours	471.58000	253.08000	
	20	Overtime Comp Ti...	Hours	172.00000	9.00000	
	22	Holiday Comp Time	Hours	0.00000	0.00000	
	40	Holiday Leave	Hours	408.00000	8.00000	

Day balances

Data select. period 08/01/2012 - 08/31/2012

Pers.No.	Empl./appl.name	Period	Current Date	TmType	Time type descrpt.	Σ Number
9901	IT 9901-6000	201208	08/01/2012	T20R	OT Comp End Balance	9.00
9901	IT 9901-6000	201208	08/02/2012	T20R	OT Comp End Balance	9.00
9901	IT 9901-6000	201208	08/03/2012	T20R	OT Comp End Balance	9.00
9901	IT 9901-6000	201208	08/04/2012	T20R	OT Comp End Balance	9.00
9901	IT 9901-6000	201208	08/05/2012	T20R	OT Comp End Balance	9.00
9901	IT 9901-6000	201208	08/06/2012	T20R	OT Comp End Balance	9.00
9901	IT 9901-6000	201208	08/07/2012	T20R	OT Comp End Balance	9.00
9901	IT 9901-6000	201208	08/08/2012	T20R	OT Comp End Balance	9.00
9901	IT 9901-6000	201208	08/09/2012	T20R	OT Comp End Balance	9.00
9901	IT 9901-6000	201208	08/10/2012	T20R	OT Comp End Balance	9.00
9901	IT 9901-6000	201208	08/11/2012	T20R	OT Comp End Balance	9.00
9901	IT 9901-6000	201208	08/12/2012	T20R	OT Comp End Balance	9.00
9901	IT 9901-6000	201208	08/13/2012	T20R	OT Comp End Balance	9.00
9901	IT 9901-6000	201208	08/14/2012	T20R	OT Comp End Balance	9.00
						126.00

Overview Leave & Liability Aging (9901)

Personnel No [] Name []

EE group [] SPA Employees Personnel ar [] State Controller

WS rule [] MTWH-9,F-4,SaS-O Status Active

Choose 01/01/1800 To 12/31/9999 STy. 6000

Start Date	End Date	Time T...	Hours	On-Call R	Time Eval ...	Payout Date
07/26/2013	07/26/2013	6000	6.00	0.00	07/27/2012	
07/19/2013	07/19/2013	6000	3.00	0.00	07/20/2012	
04/26/2013	04/26/2013	6000	3.00	0.00	04/27/2012	
04/26/2013	04/26/2013	6000	3.00-	0.00	05/08/2012	
04/19/2013	04/19/2013	6000	5.00	0.00	04/20/2012	
04/19/2013	04/19/2013	6000	1.00-	0.00	05/07/2012	
04/19/2013	04/19/2013	6000	4.00-	0.00	05/08/2012	

PT_BAL00

PT50

IT 9901-6000



Holidays

Accrual Entitlement Behavior:

- Holiday entitlement is generated 30 days before the actual holiday
- When the holiday entitlement is not exhausted, the holiday rolls to holiday comp 30 days after the holiday
- If part or all of the holiday is worked, only the hours equal to the hours recorded as time worked will roll to holiday comp (max 8 hours) on the holiday. The remaining hours will be available for holiday leave use until they expire, or 'roll' to holiday comp.



Holiday Reporting PT_BALOO

- Apply appropriate period and dates as needed
 - Select Personnel Number
 - Apply applicable day balance time types
 - Production Variant;
- ## HOL CORRECTION
- Sort by Current Date

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 []



Time Type	Short Description	
9308	Holiday Liability	If an EE's holiday leave balance goes negative, TT 9308 will generate
9311	Entitlement available after the holiday	Tracks balance after the holiday & is updated once any or all of the balance has been used
9316	Entitlement used before the holiday	Contains what (if anything) has been used before the holiday
9317	Entitlement remaining on the holiday	Only populated on the holiday
HP02	Hours worked on the holiday	Contains the total hrs worked
9122	Holiday comp accrual	Value of holiday comp
9140	Holiday leave accrual	Value of holiday leave
T40R	Holiday leave remaining balance	Remaining balance on a given day
T40U	Holiday leave used	Used value on a given day. TT



Holiday Leave Accrual

201205	05/28/2012	T40U	TS Holiday Quota Used	8.00
	05/28/2012			▪ 8.00
201206	06/04/2012	9140	Holiday Time Off Accrual	8.00
201206		T40R	Holiday Lv End Balance	8.00
	06/04/2012			▪ 16.00
201206	06/05/2012	T40R	Holiday Lv End Balance	8.00
	06/05/2012			▪ 8.00
201206	06/06/2012	T40R	Holiday Lv End Balance	8.00
	06/06/2012			▪ 8.00

9901-6015

Start Date	End Date	Time T...	Hours	On-Call R	Time Eval D...	Payout Date	L	L...
10/02/2012	10/02/2012	6015	8.00	0.00	08/04/2012			
08/02/2012	08/02/2012	6015	8.00	0.00	06/04/2012			
08/02/2012	08/02/2012	6015	2.50-	0.00	07/04/2012			
08/02/2012	08/02/2012	6015	5.50-	0.00	08/02/2012	08/02/2012		
06/26/2012	06/26/2012	6015	8.00	0.00	04/28/2012			
06/26/2012	06/26/2012	6015	8.00-	0.00	05/28/2012			

T40*

Pers.No.	Empl./appl.name	Period	Current Date ^	TmType	Time type descript.	Σ	Number
		201206	06/04/2012	T40A	TS Holiday Quota Accrued		8.00
		201206		T40R	Holiday Lv End Balance		8.00



Leave Used and Entitlement Remaining on the Same Day

	201207	07/03/2012	T40R	Holiday Lv End Balance	8.00
					8.00
	201207	07/04/2012	T40U	TS Holiday Quota Used	2.50
	201207		9317	Possible Hol Comp	5.50
	201207		9311	Holiday Counter Post Hol	5.50
	201207		T40R	Holiday Lv End Balance	5.50
					19.00
	201207	07/05/2012	9311	Holiday Counter Post Hol	5.50
	201207		T40R	Holiday Lv End Balance	5.50
					11.00
	201207	07/06/2012	9311	Holiday Counter Post Hol	5.50
	201207		T40R	Holiday Lv End Balance	5.50

9901-6015

10/02/2012	10/02/2012	6015	8.00	0.00	08/04/2012	
08/02/2012	08/02/2012	6015	8.00	0.00	06/04/2012	
08/02/2012	08/02/2012	6015	2.50-	0.00	07/04/2012	
08/02/2012	08/02/2012	6015	5.50-	0.00	08/02/2012	08/02/2012
06/26/2012	06/26/2012	6015	8.00	0.00	04/28/2012	
06/26/2012	06/26/2012	6015	8.00-	0.00	05/28/2012	

T40* Series Time Types

	201207	07/03/2012	T40R	Holiday Lv End Balance	8.00
					8.00
	201207	07/04/2012	T40U	TS Holiday Quota Used	2.50
	201207		T40R	Holiday Lv End Balance	5.50
					8.00
	201207	07/05/2012	T40R	Holiday Lv End Balance	5.50
					5.50
	201207	07/06/2012	T40R	Holiday Lv End Balance	5.50



Holiday Comp Accrual and Holiday Leave Accrual

	201208	08/01/2012	9311	Holiday Counter Post Hol	5.50
	201208		T40R	Holiday Lv End Balance	5.50
08/01/2012					▪ 11.00
	201208	08/02/2012	9122	Holiday Comp Time Accr...	5.50
	201208		9140	Holiday Time Off Accrual	5.50-
08/02/2012					▪ 0.00
	201208	08/04/2012	9140	Holiday Time Off Accrual	8.00
	201208		T40R	Holiday Lv End Balance	8.00

9901-6015

10/02/2012	10/02/2012	6015	8.00	0.00	08/04/2012	
08/02/2012	08/02/2012	6015	8.00	0.00	06/04/2012	
08/02/2012	08/02/2012	6015	2.50-	0.00	07/04/2012	
08/02/2012	08/02/2012	6015	5.50-	0.00	08/02/2012	08/02/2012
06/26/2012	06/26/2012	6015	8.00	0.00	04/28/2012	
06/26/2012	06/26/2012	6015	8.00-	0.00	05/28/2012	

9901-6005

08/01/2013	08/01/2013	6005	5.50	0.00	08/02/2012
05/08/2010	05/08/2010	6005	1.92	0.00	05/09/2009
05/08/2010	05/08/2010	6005	1.92-	0.00	05/15/2009

T40* and T22*

	201207	07/31/2012	T40R	Holiday Lv End Balance	5.50
07/31/2012					▪ 5.50
	201208	08/01/2012	T40R	Holiday Lv End Balance	5.50
08/01/2012					▪ 5.50
	201208	08/02/2012	T40A	TS Holiday Quota Accrued	5.50-
	201208		T22A	TS Hol Comp Quota Accrued	5.50
08/02/2012					▪ 0.00
	201208	08/04/2012	T40A	TS Holiday Quota Accrued	8.00
	201208		T40R	Holiday Lv End Balance	8.00



Holiday Reporting

PT_ERL00

When to act on ZL warning:

Change 9300 to 9000, hol worked message

ZD	Positive time - Hours not entered	156920	SA	02/11/2012
ZL	change 9300 to 9000, hol worked	156920	TH	07/05/2012
ZM	Timing of absence entries requires	156920	TH	07/05/2012
ZN	Holiday already worked	156920	TH	07/05/2012
ZD	Positive time - Hours not entered	156920	SA	08/04/2012

- Messages should be managed currently, but not retro actively prior to 6/1/12 due to holiday quota corrections project
 - Except when: An EE works on the holiday and records holiday leave in the same OT period

Empl./appl.name	Pers.No.	Date	Status	Σ Number	MU	A/A type	Created on
		07/05/2012		8	H	9300	07/20/2012
				2	H	9000	07/20/2012
		07/04/2012		10	H	9500	07/20/2012
		07/03/2012		10	H	9500	07/20/2012
		07/02/2012		10	H	9500	07/20/2012



IT 2013 is needed when...

- An employee is on an LOA action, in pay status and:
 - The LOA date is prior to the normal system generated accrual
 - The LOA date is after the normal system generated accrual and the employee is reinstated prior to the actual holiday
- An employee separates after the holiday accrual but before the actual holiday
- An employee goes out on LOA after entitlement has been granted but doesn't have enough leave to keep them in pay status until holiday
- IT 2013 records should follow the normal dates of the system behavior in order to align the time types correctly



IT 2013 is needed when...

- In the event EE works 50% of the month, but system does not grant appropriate accruals due to reset of counts.

Examples:

EE suspended during month

EE is separated and reinstated within month

- Following a VSL event, to move remaining VSL (up to 40 hrs) to Sick Leave
- Returning excess received VSL to donors

Always include applicable notes for appropriate IT 2013s



IT 2013 should not be used...

- To remove a negative quota balance
- To correct a quota balance
- To correct Adverse Weather
- To realign quota deduction
- To enhance vacation payouts

If you think you need an IT2013 for any of the above situations, contact BEST



FY2012-2013 Special Leave

Questions



Good to Know

- FMLA workbench is not configured to track FIL. Leave associated with FIL should be managed externally
- When position time management settings are changed, a retro time eval request is required
- When creating substitutions special care should be taken when selecting Holiday Calendar and grouping data

Work schedule rule				
Work schedule rule	D01N08GN	MTWHF-8,SaS-O	ES grouping	2
Holiday Calendar ID	AC		PS grouping	10



Good to Know

- In order to receive shift premium, an EE's WSR must be conducive to the applicable shift.
 - A Night shift WSR will not receive Evening Shift Premium
 - An Evening shift WSR will not receive Night Shift Premium
 - Push codes should be used for Day shift schedules
- IT 2013s are being monitored



Final Thoughts....

Questions

