



COUNCIL OF STATE HOLIDAYS

TM-49 | TRANSACTION PA30



The purpose of this Business Process Procedure is to explain Subtype ZCOS, Holiday Council of State, on IT2012 in the Integrated HR-Payroll System.


Trigger: Subtype on IT2012 titled **ZCOS, Holiday Council of State** became effective in the system on 9-26-14

Business Process Procedure Overview:

Council of State employees post to a different account than SPA EEs. IT2012-ZCOS can be used to prevent the generation of WT1325 and allow the WT from IT0008 to default for holidays. This is intended for Secretary or Council of State positions only. EE must be negative time reporting and PSA NC04.

Users with Payroll Admin role can access IT2012 using PA30.

Procedures

1. Access **PA30** (Maintain HR Master Data).
2. Select infotype **2012** and subtype **ZCOS**.
3. Click the **Create**  button.

Maintain HR Master Data SAP

Personnel no. 1823330
Name Lilly Ann Small Exempt Managerial
EEGroup A SPA Employees PersA 1201 Insurance
EESubgroup A1 FT N-FLSAOT Perm CostC 1299999999 INSURANCE

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

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

Period
From To
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year
Choose

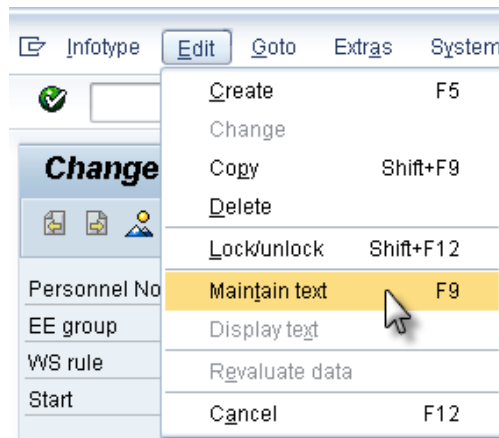
Direct selection
Infotype 2012 STy ZCOS Holiday Council of State

4. Enter Effective date in **Start** field and in **To** field.
5. Enter **1** in Number of hours.

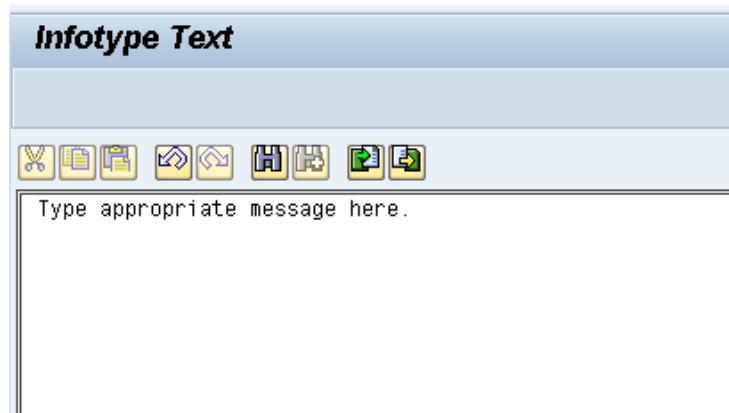
NOTE: The record can be set with a validity period range to high date (12/31/9999) but cannot have a start date prior to 7/1/2014.



Information

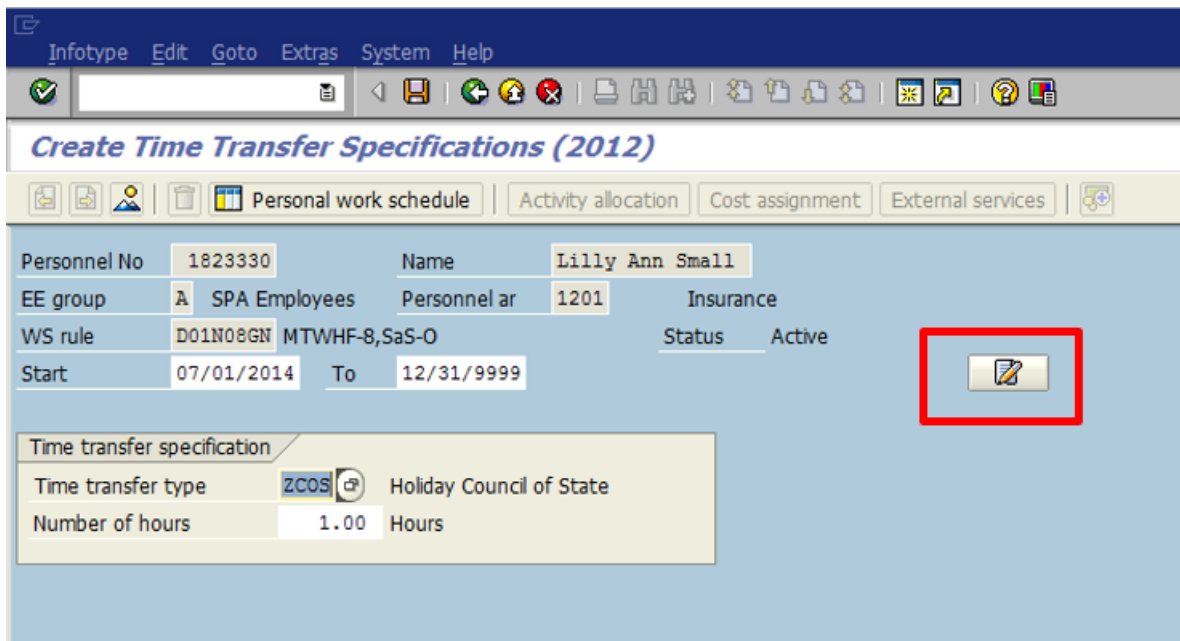
6. On the toolbar at the top of the screen, click **Edit > Maintain text**.




7. Type an appropriate message for the record.



8. Click the **Save (Ctrl+S)**  button to save the text to the record. The Maintain Text icon  will display on the infotype.



9. Click the **Save (Ctrl+S)**  button to save the record.
10. The system task is complete.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 5/29/20 – Changed by C. Ennis
 Changes: Updated format, assigned reference number, and made accessible