The purpose of this Business Process Procedure is to explain how to print a mass time statement print job.

Trigger: Agency has a requirement to print time information (time statement).

Business Process Procedure Overview: The preferred method for printing time statements is through Employee Self Service (ESS.) This transaction allows for central printing of the time statement for users who are not able to print and for agencies that will initially print this statement. A designated agency user will be able to print the time statements for a group of employees.

Tips and Tricks

- Pre-definition of a group of people for whom the time statement is to be printed is very important. This pre-definition can be in the form of an Organizational Unit or Personnel Number.
- In order to print time statements for your Organizational Unit, or for your group of employees, you must have the required authorization.
- Additional knowledge of the Agency's Organizational structure/units and its relationship with individual personnel will be very useful.

To print time statements, it is important to understand the definitions of the above selection field/parameters.

- **Period**- Period is the calendar month for which time data is to be included on the time statement. Before a Time Statement is printed, it is important that all time data has been entered and approved for that period and that Time Evaluation has run for the period.

- **Organizational Unit** – Using Organizational Unit the local HR representative will be able to print the time statements for all employees under their Organizational Unit (that are in positions that belong to that particular Org Unit). The Agency HR should communicate to each of their HR representatives the Organizational Unit(s) for which they will be responsible for printing time statements.

  NOTE: Organizational Unit is a master data field and each employee is assigned to a specific Organizational Unit. Each local HR representative will be able to maintain documentation for their assigned organizational units.

Please note the following:

1. There is a checkbox underneath 'Personnel Number' that allows you to **include** subordinate Organizational Units (checkbox selected) or to **exclude** subordinate Organizational Units (checkbox deselected) when the time statements are printed. By **default,** this checkbox is selected so that entering a value in the Organizational Unit field will include all the subordinate Organizational Units.

2. This allows flexibility when selecting the group of employees for which you want to print time statements.

3. Examples of how the selection options can be used:

    - **Print time statements for employees in a single Org Unit A (the eight-digit number for this Org Unit is 12345678).** If you have 10 employees who belong to Org. Unit A and you want to print their statements, enter the number of this one Org Unit, **deselect** the checkbox so that no subordinate Org Units are included and print the statements. See screen print below:

    If you do not know the eight-digit number for the Org Unit, use the match code button ⬚ next to the Organizational Unit field to look this number up. Click on the match code button ⬚, drill down in the structure until you find the Org Unit you are looking for, select and double click, and the number will be pulled into the field.

    - **Print time statements for employees in a number of Org Units where there is a hierarchical relationship with subordinate units**. In this example Org Unit A is the highest Org Unit in the hierarchy (10 employees) and Org Unit B (six employees) and C (five employees) both report to Org Unit A. To print time statements for all 21 employees, enter the number for Org Unit A in the Organizational unit field, **select** the checkbox to **include** subordinate Org Units, and print the statements. See screen print below:

Selection	
Period (YYYYMM)	200812
Organizational unit	12345678
Personnel Number	
☑ Include Subordinate Org Units	

NOTE: The Time Statements will print out sorted by Personnel Number, regardless of how many Org Units are included.

- **Print time statement in a number of Org Units that are not related via a hierarchy.** There may be a situation where you need to print statements for employees who belong to Org Units in separate areas of your organization. If you have this requirement, you can select individual Org Units and print statements for the employees who belong to these Org Units. For example, Org Unit Z (10000001), Org Unit Y (10000002) and Org Unit X (10000003) do not report to each other. You can still print statements for the employees who belong to these org units by entering the org units separately in the selection screen as follows:

Complete the Period field and deselect the checkbox to include subordinate Org Units. See screen print below:

Selection	
Period (YYYYMM)	200812
Organizational unit	
Personnel Number	
☐ Include Subordinate Org Units	

Click on the multiple selection button [icon] next to the Organization unit field and enter the Org Unit numbers in the screen that displays as shown below (This screen should contain all the Org Units numbers you want to select):

Multiple Selection for Organizational unit

Select Single Values

O.	Single v...
	10000001
	10000002
	10000003

NOTE: You can search for Org Units by clicking on the match code button ⬚ and then drill down in the Org Structure until you find the Org Unit(s) needed. Simply select the Org Unit by double-clicking on it.

Step 3: Click on the copy button 🔘 to return to the previous screen. Notice that the 'multiple selection' button 📑 now looks as follows 📑 - which shows that multiple Org Units have been selected:

Selection	
Period (YYYYMM)	200812
Organizational unit	10000001
Personnel Number	Multiple selections (active)
☐ Include Subordinate C	
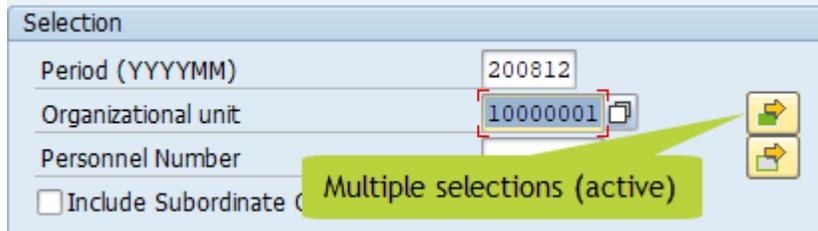
- **Personnel Number** - This is the lowest level of selection parameter for time statements. Time statements can be printed for an individual employee or for a group of employees as shown below.

Selection
Period (YYYYMM)   200812
Organizational unit
Personnel Number   123456
☐ Include Subordinate Org Units

Multiple Selection for Personnel Number

Select Single Values (1)

O.	Single v...
	123456

Multiple selection..
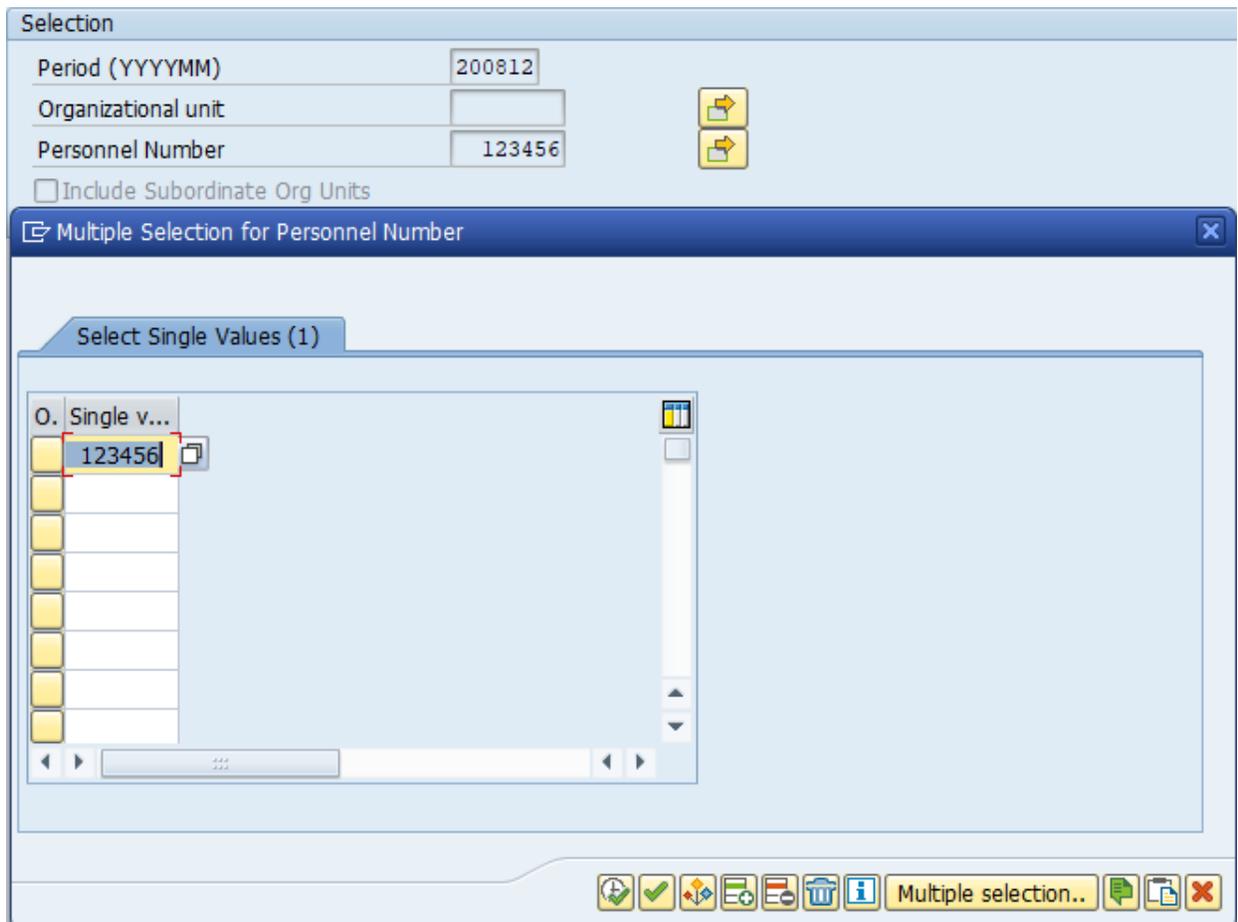
Examples of how the Personnel Number field can be used to print time statements:

- **Print a time statement for a single employee.** After entering the Period field, enter the personnel number for the employee directly into the field, and then proceed to print the time statement. If you

need to search for the Personnel Number, there is a search help feature you can use, following the steps described below:

Click on the match code button ⬚ next to the Personnel Number field (if you do not see this button, click in the Personnel Number field and it will display). You will see the next search help screen:
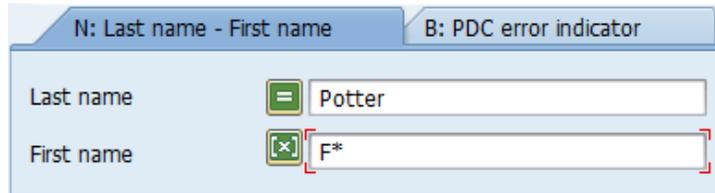
This screen offers several options to search for an employee, represented by several different tabs at the top of the screen. The most frequently used options are the one shown here (using the Last name and First name fields) and the other option is to search by organizational assignment (shown later).

Enter the Last name/First name and click on the start search button ✅. A list of all the employees with the last name 'Potter' and the first name starting with an 'F' will appear (in this example there was only one hit)
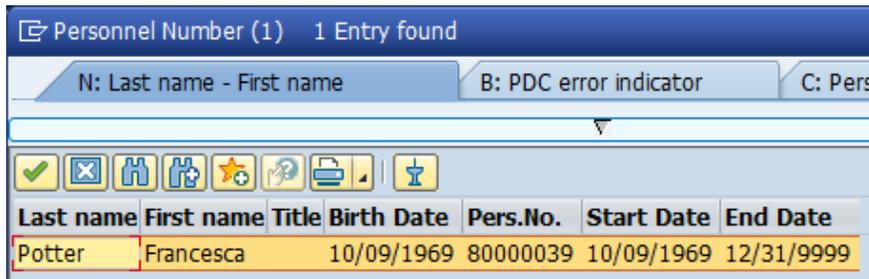
Select the appropriate employee by double clicking on the name in the list (You can also select the employee with a single click and then click on the copy button ✅ in the example below:
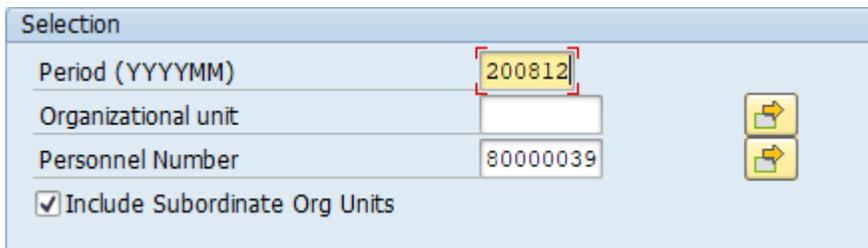
The system will enter the selected Personnel Number in the field, and this individual's time statement is ready to print.

- **Print a time statements for a group of employees using the Personnel Number field and a series of selection options.** If you want to select a very specific group of employees in your organization (other than in a particular Org Unit or Units) use other selection options that are to be found in the Search option next to the Personnel Number field. To do this, complete the following steps:

Complete the Period field and deselect the checkbox to include subordinate Org Units. See screen print below:

Selection

Period (YYYYMM)	200812
Organizational unit	
Personnel Number	
☐ Include Subordinate Org Units	

Click on the multiple selection button [⇨] next to the Personnel Number field and then on the different looking multiple selection button [Multiple selection..] at the bottom of the pop-up screen that displays (see below):

Multiple Selection for Personnel Number

Select Single Values

O.	Single v...

Multiple selection.. (F6)

[ ] [ ] [ ] [ ] [ ] [ ] [ ] Multiple selection.. [ ] [ ] [ ]
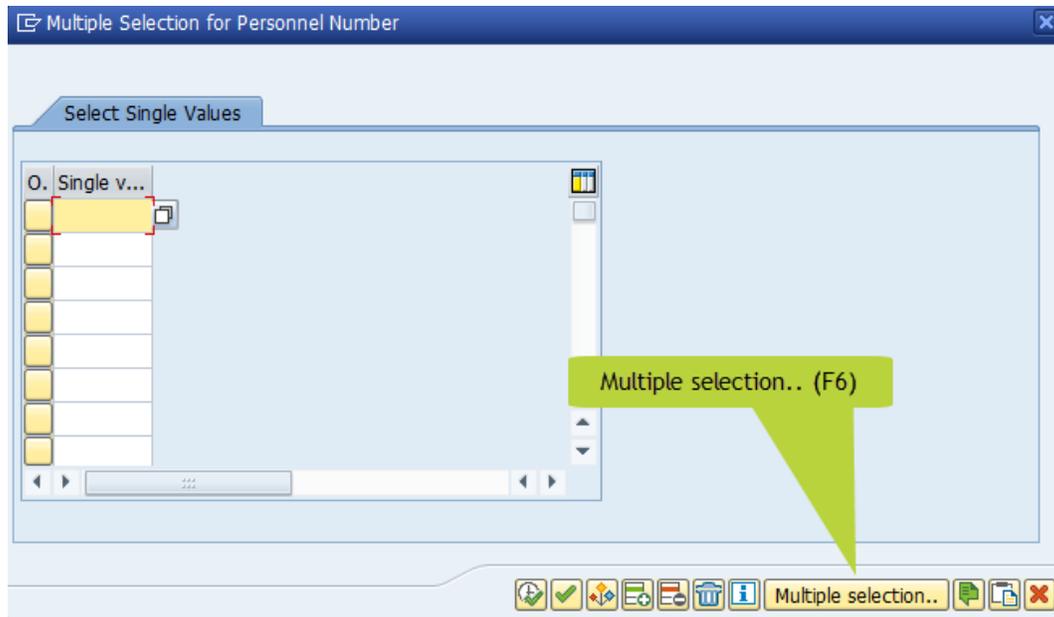
In the following screen click on the 'Organizational assignment' tab and use the fields (selection options) on this screen to narrow down/select the group of employees who need statements printed, for example, employees in a certain employee group or employees in a certain Payroll Area or a combination. In this example all the employees in Personnel Area 1401 (OSC), in Payroll Area 01 (Monthly) whose Last Name begins with a 'W' have been selected:

Click on the start search button ✅ and a list of these employees will appear. Select some or all of them to search upon.

NOTE: Only use this option when there is a need to print time statements for a **limited number of individual employees**. The Personnel number will be required in order to print a time statement for that individual.

Required and **optional** fields:

Field Name	Description	R/O/C	Values
Period	Period is the calendar month for which time data is needed. Before a time statement is printed, it is important that all time data has been entered and approved for that period and that Time Evaluation has run for the period.	R	Enter value in Period. **Example:** 200812
Organizational unit	Organizational unit is a master data field, and each employee is assigned to a specific organizational unit. Each local HR representative will be able to maintain documentation for their assigned organizational units.	R	Enter value in Organizational Unit **Example - 70227938**

Personnel no.	This is the lowest level of selection parameter for time statements. Time statements can be printed for an individual employee or for a group of employees as below.	R	Enter Value in Personnel No. (Orbit no.) Example - 1501777

NOTE - You cannot enter values in both the Organizational unit and personnel number fields. The system will give an error message if both values are entered. Only use Organizational unit as provided by your HR office.

Press **ENTER** or Click **Enter** button ✅.

The system validates the values entered. If there are any errors in the selections, review the selected values for each field and if values are correct, contact your Agency HR technician.

Click **Execute (F8)** button 🕗 and wait until printer selection screen is displayed as shown below.
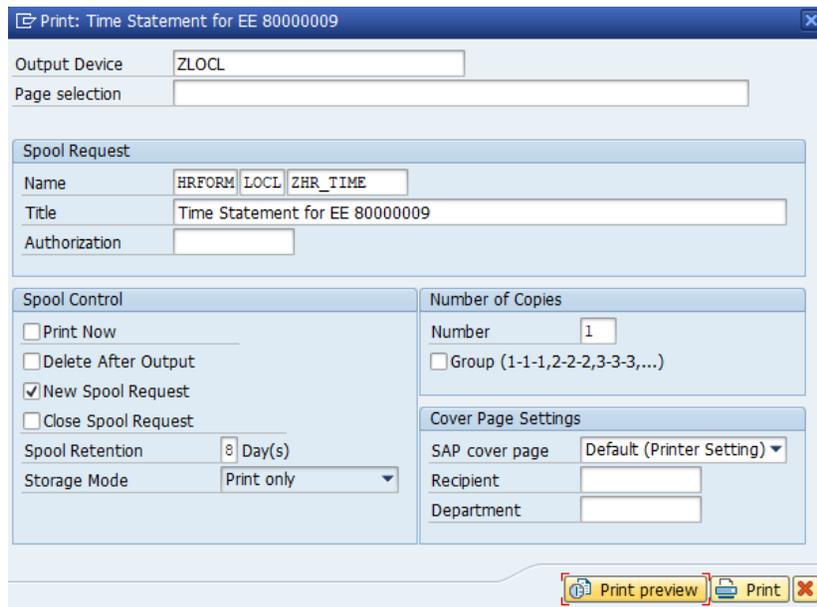
Information:

Most of the values for the above selection are populated automatically based on the settings prepared for you by selecting the printer (e.g. ZLOCL = local printer set for you in Beacon). NB – Must be ZLOCL (LOCL does not print correctly)

NOTE to DPS and DHHS (for printing of large quantities of time statements to Mainframe Printers).

Please complete the following steps to select the correct printers for mainframe printing (do not use ZLOCL):

1. Click on the match code button 🗗 next to the 'Output Device' field:
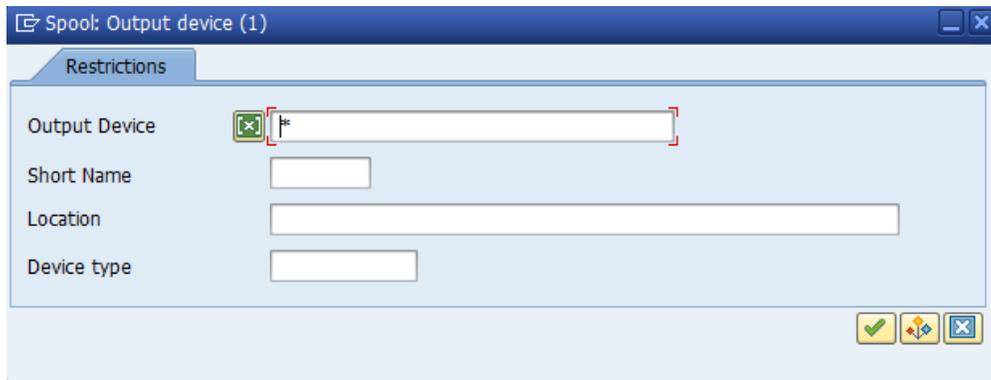
1. Put an * in the Output Device field and click on the start search button ✅.

    A list of available printers will appear:
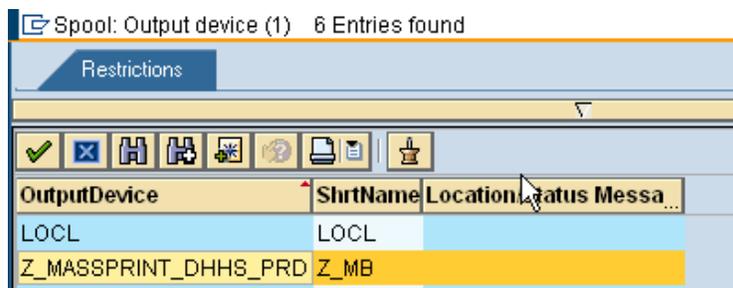
3. Select the appropriate printer from the list:
    (for DHHS = Z_MASSPRINT_DHHS_PRD and for DOC = Z_MASSPRINT_ITS_PRD)
4. Click on the 'copy' button ✅:
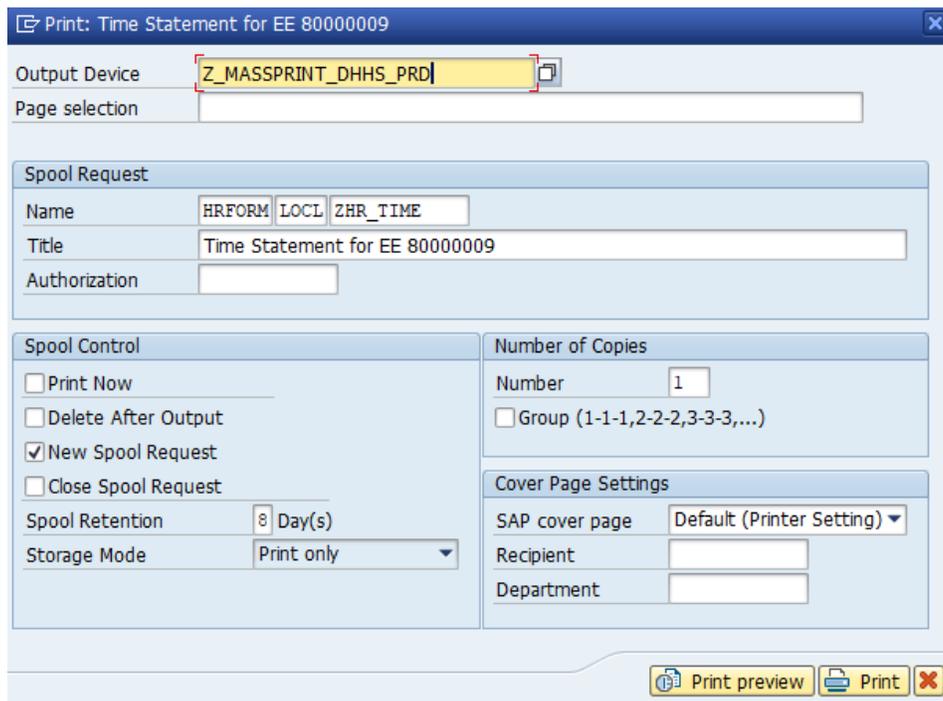
The correct printer for Mass Printing to the Main Frame has been selected.

B) The above example shows the process to use for large quantity print (over 100 time statements). Select print and then release it from the print spool which will be shown on the following pages. However, if you have only a few statements to print, check the Print immediately box under Spool Control in this pop-up spool window. The statements will go directly to the printer.

6. Click **Print** button 🖨 Print .

Once the print button is clicked, the following screen will appear:
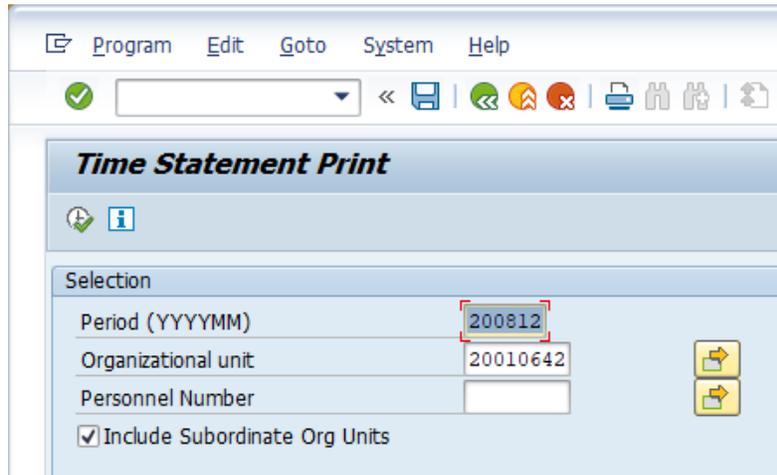
7. Choose the "System" option from the top menu bar.

Mass Print of Time Statements
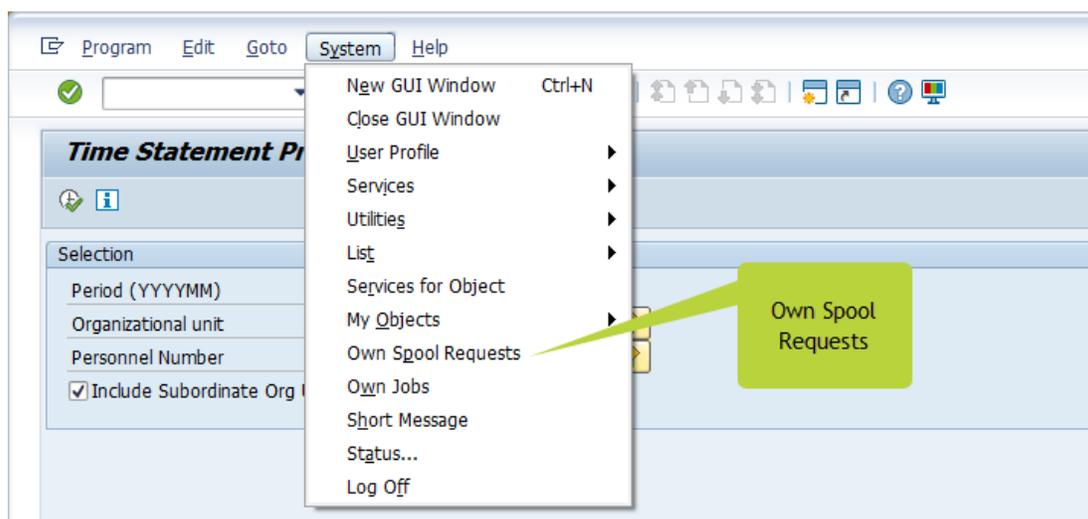
8. Choose "Own Spool Requests" option under system menu to get the following screen:

Information:
Check the date and time for the appropriate print file. Select the item that looks like a document icon under TYPE. This will allow you to review the documents in the print spool as shown on the next few pages. Select the box next to the spool request and select the print icon to print the documents.

Print Preview of ZLOCL Page 00001 of 00010 (not real data)

Print Preview of LOCL Page 00001 of 00010.

📥 Archive   📑 Print and Archive   🔍 🔍

Time Statement

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Period: 12/01/2008 to 12/31/2008

Run Date: 1/25/2009

Personal / Organizational Data

Name	Steven Lewis		Overtime Period	Wk - Sun (mdnt) - Sat
Personnel Number	80001040		Work Schedule	D01N08GN - MTWHF-8,SaS-O
Length Of Service	8.00 Months		Emp Group	A- SPA Employees
Position	60083420 - Maintenance Mechanic III		Sub Area	NC01- 7day Norm
Personnel Area	4601-Natural and Cultural Resources		Time Mgt Status	1 - Positive Time Recording
Org Unit Name	CR CDS A&H HIS SITES F&M		Org Unit/Short Text	20010168/4802040 2301

Leave Quotas (hours available)

Description	Beginning	Accrued	Deducted	Paid Out	Expired	Offset	Adjustment	EndBalance
Vacation Leave	70.47	7.83						78.30
Sick Leave	72.00	8.00						80.00
Overtime Comp Time	12.00							12.00
Holiday leave	16.00		16.00					0.00
Community Service	24.00	24.00			24.00			24.00

Calculated Time Results

Description	
Regular Time Hours	160.00

9. Click Next Page (Page down) button 📥.

Print Preview of ZLOCL Page 00002 of 00010 (not real data)

Print Preview of LOCL Page 0002 of 00010.

Archive   Print and Archive

Time Statement

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Period: 12/01/2008 to 12/31/2008

Run Date: 1/25/2009

Personal / Organizational Data

Name	Sharon Fairbank20	Overtime Period	Wk - Sun (mdnt) - Sat
Personnel Number	80000509	Work Schedule	D01N08GN - MTWHF-8,SaS-O
Length Of Service	8.00 Months	Emp Group	A- SPA Employees
Position	65001411 - Departmental Purchasing A	Sub Area	NC01- 7day Norm
Personnel Area	4601-Natural and Cultural Resources	Time Mgt Status	9 - Negative Time Recording
Org Unit Name	CR CDS ADMIN FB&P Purcha	Org Unit/Short Text	20010133/48010201130

Leave Quotas (hours available)

Description	Beginning	Accrued	Deducted	Paid Out	Expired	Offset	Adjustment	EndBalance
Vacation Leave	70.47	7.83						78.30
Sick Leave	72.00	8.00						80.00
Community Service	24.00	24.00				24.00		24.00

Calculated Time Results

Description	
Regular Time Hours	160.00

10. Click **Back (F3)** button to go back to spool list as below:

Output Controller: List of Spool Requests
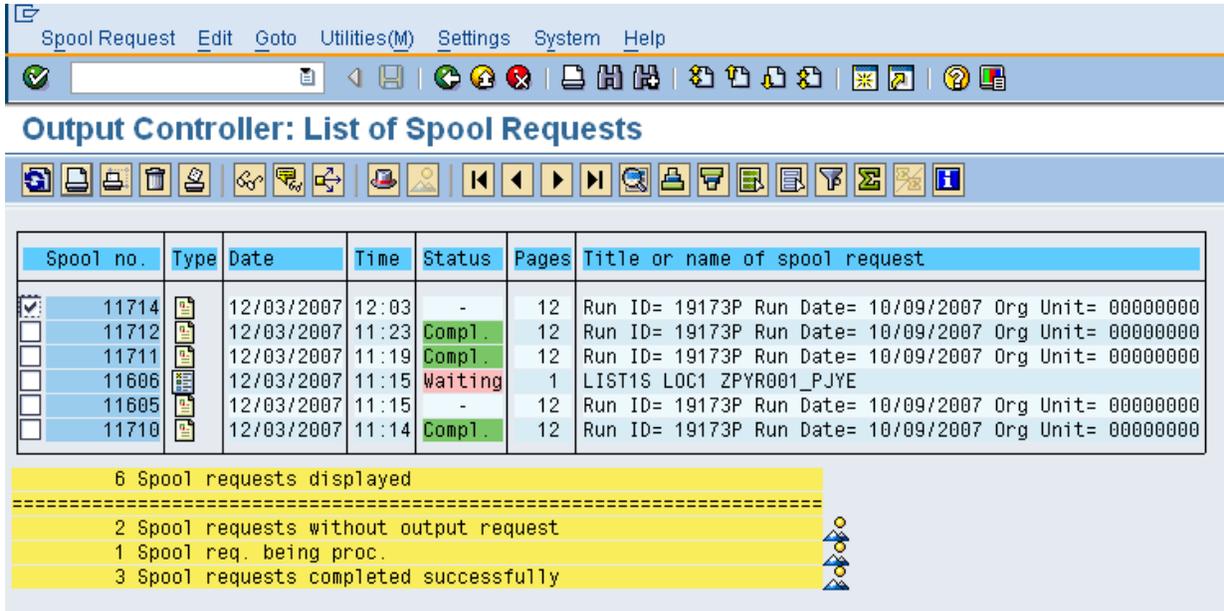
11. Click Spool no. checkbox, example ☐   11714 .

12. Click print icon **(or Ctrl+Shift+F8)** 🖶**.**

Print
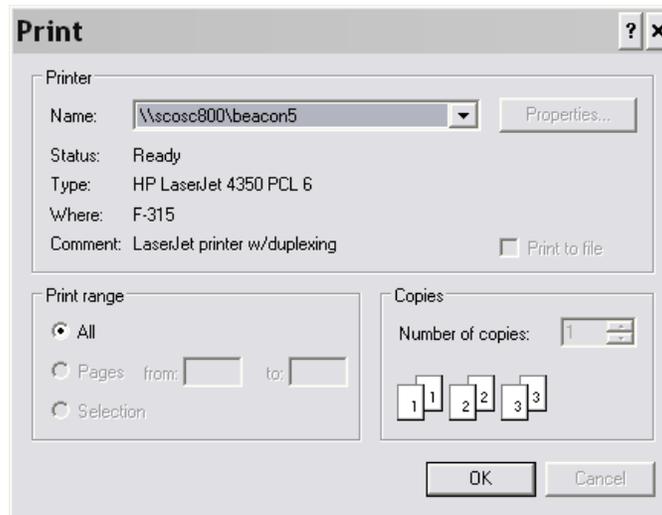
NOTE: A Printer (name) will be selected automatically if user has a default printer set. (Make sure this is the correct printer.)

13. Click OK button ⬛ OK .

Output Controller: List of Spool Requests

14. Click **Back (or F3)** button .

The system task is complete.

SORTING

The program will sort the time statements using the **personnel number** of the employees selected. It will not sort by Org Unit if multiple Org Units are selected.

Setting Up and Using Variants for Mass Printing Purposes:

A. Setting up the variant:

> **STEP 1**: Once the date is gathered for printing the time statements for your Agency, enter it into the selection screen (after entering T-Code ZNCTIME).
>
> In the example below, time statements need to be printed for all employees in Org Unit (# 12345678 and all the subordinate Org Units). The Period is 200812:

STEP 2: Since time statements will always be printed for all the employees in this Org Unit (#12345678 and all its subordinate Org Units), **save these values as a variant** so that the values do not have to be selected every time the report is run. To do this, click the button 💾 at the top of the screen. The following screen will display:
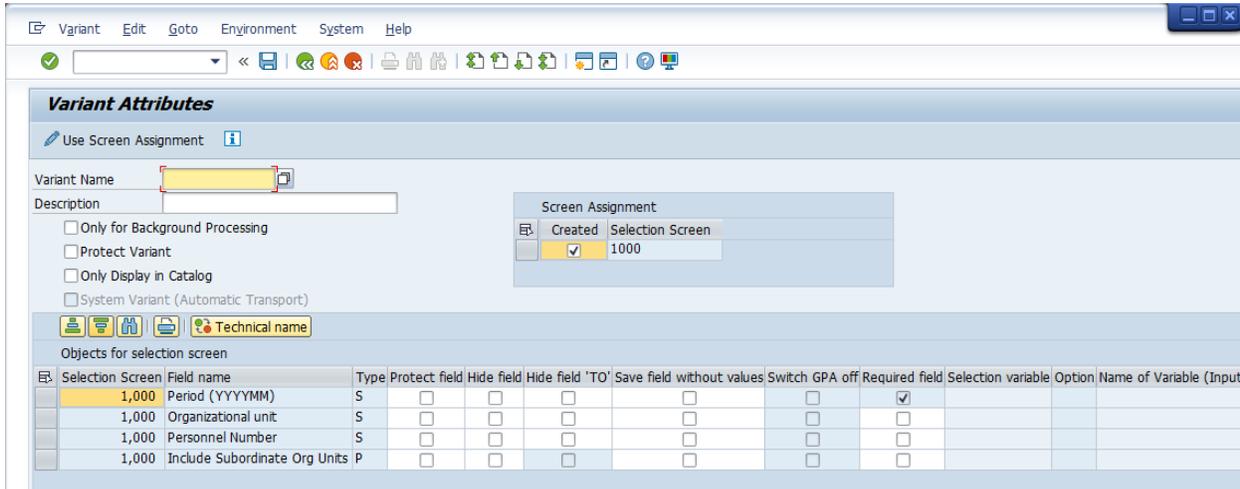
Enter the Variant attributes so that you (or other co-workers) will recognize this variant in the future when it is needed. Complete the following fields:

1) Variant Name (Use a naming convention for your agency/group)

2) Meaning (Give a description of the content of the variant)

NOTE: Since the Period field in the report is **required** you have to complete it to save the variant. But since this field will **change** every period you will need to remember to update this value each time you run the program.

STEP 3: Complete the Variant Name and Meaning fields and click the button 💾 again.

STEP 4: You will get a message at the bottom of the screen that the variant (Name) has been saved.

B. Using the variant:

Next time you want to use this variant to print time statements you can access it as follows:

STEP 1: Enter T-Code ZNCTIME to a start the program. On the first screen you will see this icon 🗐.
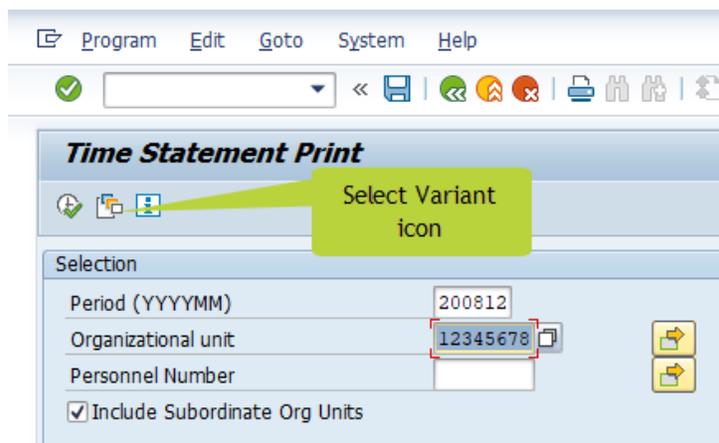
Step 2: Click on the 'Get variant' icon [icon]. The next screen will display:
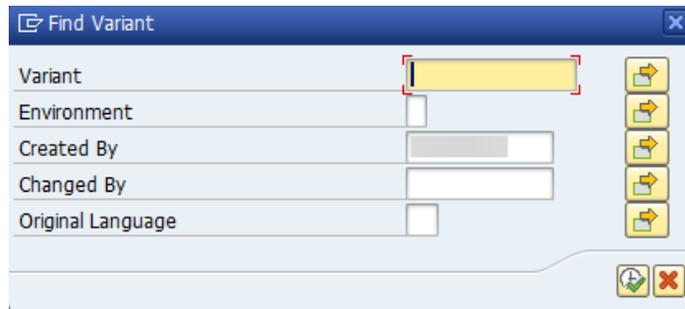
The field 'Created by' will contain the User Name of the person who logged in to SAP to execute the program (in this example it is 90000023). If you want to see the variants that this person has created, click the button [icon]. However, if you want to see ALL the variants, remove the User Name as it acts as a filter. That way you will see variants created by other users as well.

STEP 3: Click the button [icon] and you will see a list of all existing variants:
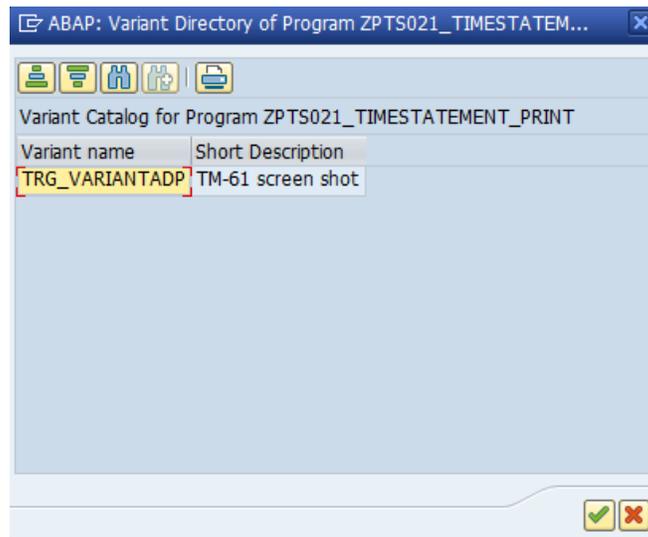
You can see the variant that we saved at the top of this list (you may have to scroll down to find your variant if there is a long list).

STEP 4: Select the variant by clicking on it (will highlight in yellow), and then click [icon]. The values you have saved will default into the selection screen – see below:

Note how the first field defaults to the current period, but the Org Unit field contains the value we selected and the checkbox to include subordinate Org Units is also selected.

All you have to do is to enter the appropriate Period and you are then ready to print the Time Statements.

Additional Resources

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

Change Record
Change Date: 7/29/2020 – Changed by C. Ennis
Changes: Updated format, assigned reference number, and made accessible