VIEW TIME EVALUATION RESULTS
BPP TM-67 | PT66

TM

PURPOSE

The purpose of this Business Process Procedure is to explain how to view an employee's time evaluation results in the Integrated HR-Payroll System.

Trigger

There is a need to view an employee's Time Evaluation results.

Business Process Procedure Overview

All employee time data is processed in Time Evaluation. The results of this processing are stored in the Integrated HR-Payroll System using structures known as clusters, specifically the B2 cluster. B2 clusters are both viewable and reportable using transaction PT66. Transaction PT66 can be used to troubleshoot Payroll and Time related inquiries.

Time Evaluation results are stored for every employee on a monthly basis regardless of the employee's Payroll Area. Each month is referred to as a Time Evaluation period. January is period "1," February is period "2," and so on. The stored results include Wage Types, Quota Accruals, Attendances, Absences, Current Actions, Time Evaluations messages and Substitutions.

This BPP will detail:
- Displaying B2 cluster data
- Drill down reporting on specific tables

Procedure

1. Log into the Integrated HR-Payroll system.
2. Access transaction code by typing **PT66** in the command field on the SAP Easy Access screen and click the **Green Check** button ✅ to the left or **Enter** on your keyboard. **Note:** No menu path is available for this transaction.

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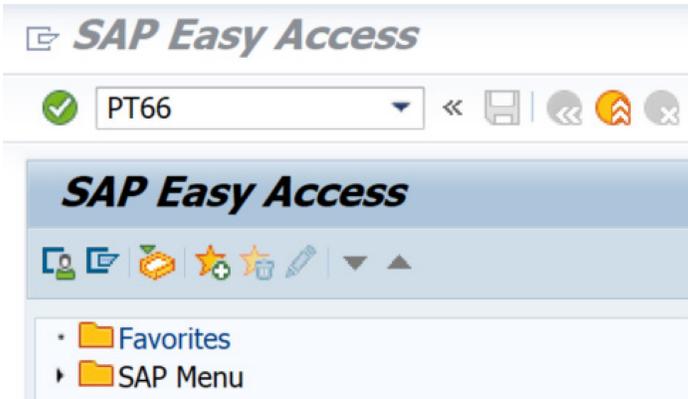
3. Enter the Personnel number of the employee.
4. Enter the fiscal year corresponding to the periods open for posting.
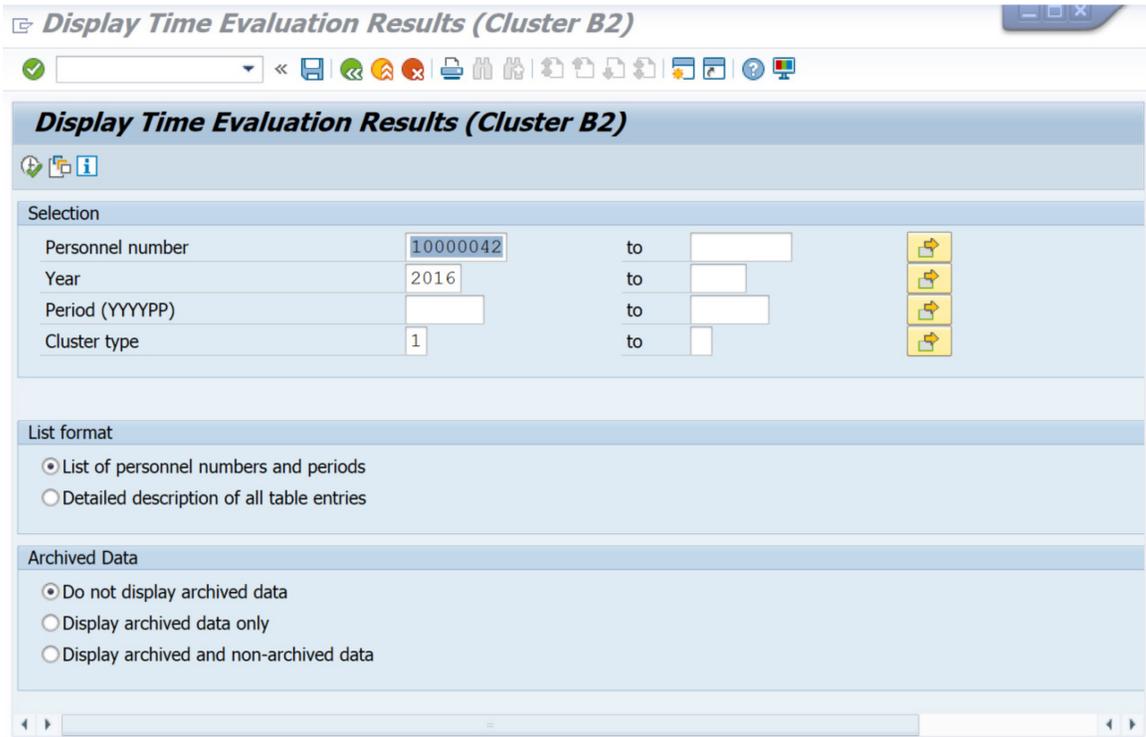
5. Click the **Execute (F8)** button.

Display Time Evaluation Results (Cluster B2)

Pers.No.	Year	Period	Cluster type	Changed On	User	Program	Archiv.Grp
10000042	2016	01	1	03/17/2016	00999802	RPTIME00	
10000042	2016	02	1	03/17/2016	00999802	RPTIME00	
10000042	2016	03	1	03/17/2016	00999802	RPTIME00	
10000042	2016	04	1	06/12/2017	00999802	RPTIME00	
10000042	2016	05	1	06/12/2017	00999802	RPTIME00	
10000042	2016	06	1	06/12/2017	00999802	RPTIME00	
10000042	2016	07	1	06/12/2017	00999802	RPTIME00	
10000042	2016	08	1	06/12/2017	00999802	RPTIME00	
10000042	2016	09	1	06/12/2017	00999802	RPTIME00	
10000042	2016	10	1	06/12/2017	00999802	RPTIME00	
10000042	2016	11	1	06/12/2017	00999802	RPTIME00	
10000042	2016	12	1	06/12/2017	00999802	RPTIME00	

6. Double click in the row for the period (month) you wish to view or click once and then click the **Choose (F2)** button.

Note: The B2 clusters consist of many tables, all of which are displayed on the following screen for the Period selected. If results have been generated for a given table, that row will be green. If not, the row will be gray. This BPP details several of the most relevant tables. Double click on any line item of data in any of the tables discussed below for additional details.

Display Time Evaluation Results (Cluster B2)

All tables

```
Person 10000042 Kenneth Franklin Potter20
Period 05 2016
ClType 1
```

Group		
Table Name	**Name**	**Number of entries**
Basic data and work schedule		
WPBP	Basic data	1
PSP	Personal work schedule	33
Balances, wage types and quota transactions		
ZES	Time balances for each day	1,826
SALDO	Cumulated time balances	111
ZKO	Time quotas	2
ZL	Time wage types	58
ALP	Different payment	0
C1	Cost dist.	0
VS	Variable balances	0
CVS	Accrued variable balances	0
FEHLER	Messages	0
KNTAG	Work bridging two calendar days	0
Automatic accrual of absence quotas		
QTACC	Absence quota generation	2
QTBASE	Base entitl.	2
QTTRANS	Transfer pool	0
URLAN	Leave accrual	0

WPBP: Basic Data

7. Double click **WPBP** in the **Basic data and work schedule** group. The **WPBP** table lists the EE's current action(s). The **Act.** column displays the action code, and the **Gr** column displays the reason code for the action. The **Start date** and **End date** are not the dates of the action. Instead, they represent the day before and the day after the current **Period** selected for review. The data indicates that the example employee, Kenneth Potter, received a Salary Adjustment with reason code 22 in May 2016.

Display Time Evaluation Results (Cluster B2)

All table entries

```
Person 10000042 Kenneth Franklin Potter20
Period 05 2016
ClType 1
Table  WPBP      Basic data
```

WC	Start Date	End Date	Act.	Name of action type	Gr	CoCd	PA	TBer
00	04/30/2016	06/01/2016	ZC	Salary Adjustment (NC)	22	NC01	4705	NC08

8. Click the **Back (F3)** button to go back to the previous screen for the same period (month) or back to the main screen to select a different period (month).

ZKO: Time Quotas

9. Double click **ZKO** in the **Balances, wage types and quota transactions** group. The **ZKO** table lists the employee's quota accruals for the selected period. The **Day** column displays the day of the period on which the quota was accrued. The **Sty.** column displays the quota number of the quota accrued. The **Quota number** column displays the amount of the accrual. These two rows of data indicate that the example employee, Kenneth Potter, earned 11.33 hours of vacation leave and 8 hours of sick leave on 5/16/2016.

Display Time Evaluation Results (Cluster B2)

Person 10000042 Kenneth Franklin Potter20
Period 05 2016
ClType 1
Table ZKO Time quotas

Day	Date	Type	IType	STy.	ObjID	RNo	Start Date	End Date	Quota number
16	05/16/2016	A	2006	10			04/15/2011	12/31/9999	11.33000
16	05/16/2016	A	2006	15			04/15/2011	12/31/9999	8.00000

10. Click the **Back (F3)** button to go back to the previous screen for the same period (month) or back to the main screen to select a different period (month).

ZL: Time Wage Types

11. Double click **ZL** in the **Balances, wage types and quota transactions** group. The **ZL** table lists the wage types generated for the employee on each day of the selected period. The **Date** column displays the day of the period on which the wage type was generated. The **WT** column displays the wage type generated. The **Number** column displays the amount for the given wage type that was sent to Payroll. Scroll down the screen to view all additional dates for the selected Period.

Display Time Evaluation Results (Cluster B2)

```
Person  10000042 Kenneth Franklin Potter20
Period  05 2016
ClType  1
Table   ZL        Time wage types
```

Date	Start	End	AL	C1	Ab	WT	Wage Type Long Text	I	Number
05/01/2016			00	0000	00	9909	Night Shift Premium Rate	A	10.00
05/01/2016			00	0000	00	9910	Evening Shift Premium Rte	A	10.00
05/01/2016			00	0000	00	9911	Weekend Shift Prem Rate	A	10.00
05/01/2016			00	0000	00	9915	Holiday Premium Rate	A	50.00
05/01/2016			00	0000	00	9923	Work Day	S	1.00
05/01/2016			00	0000	00	9918	Years of Service	S	5.08
05/01/2016			00	0000	00	9917	Work Days in Period	S	22.00
05/02/2016			00	0000	00	9923	Work Day	S	1.00
05/02/2016			00	0000	00	1000	Regular Salary	S	8.00
05/03/2016			00	0000	00	9923	Work Day	S	1.00
05/03/2016			00	0000	00	1000	Regular Salary	S	8.00
05/04/2016			00	0000	00	9923	Work Day	S	1.00

12. Click the **Back (F3)** button to go back to the previous screen for the same period (month) or back to the main screen to select a different period (month).

FEHLER: Messages

13. Double click **FEHLER** in the **Balances, wage types and quota transactions** group. The **FEHLER** table lists the messages generated by Time Evaluation for the employee during the selected period. The **Log. date** column displays the date on which the message was generated. The **MessTy** column displays the code for the generated message. The **Long text** column provides a short description of the generated message. There are three messages for the example employee, Kenneth Potter, for the Period of February 2016. The first indicates that his Holiday Leave moved to Holiday Comp on 2/16/2016. The second indicates that he did not enter hours as of 2/21/2016 as required for a Positive time employee. The third indicates he did not reach 50% of his scheduled workdays for the period and therefore did not accrue leave as of 2/29/2016.

Display Time Evaluation Results (Cluster B2)

All table entries

```
Person  10000042 Kenneth Franklin Potter20
Period  02 2016
ClType  1
Table   FEHLER    Messages
```

Log.date	Ty.	MessTy	Long text	Msg.type	Mess.Supp.	St
02/16/2016	1	Z7	Hol Lv moved to Hol Comp			
02/21/2016	1	ZD	Positive time - Hours not entered		0.0000	
02/29/2016	1	B9	50% not reached no leave accrual			

14. Click the **Back (F3)** ◀◀ button to go back to the previous screen for the same period (month) or back to the main screen to select a different period (month).

AB: Absences

15. Double click **AB** in the **Time data** group. The **AB** table lists the absences an employee reported for selected period as well as the dates of the absences. The **Ab** column displays the sequential number of the absence for the period. The **A/AType** column displays the absence code reported on the time sheet. The **Start Date** and **End Date** columns represent the duration of the absence. The example employee, Kenneth Potter, had 3 absences in July 2016. One was for Holiday Leave on 7/4 and two were for Approved Leave on 7/21 and 7/22.

> **Note:** Time Evaluation processes time data for the day before and the day after any given period.

Display Time Evaluation Results (Cluster B2)

All table entries

Person 10000042 Kenneth Franklin Potter20
Period 07 2016
ClType 1
Table   AB   Absences

Ab	A/AType	Att./abs. type text	Start Date	End Date	Start	End	P
01	9300	Holiday Leave	07/04/2016	07/04/2016			
02	9000	Approved Leave	07/21/2016	07/21/2016			
03	9000	Approved Leave	07/22/2016	07/22/2016			

16. Click the **Back (F3)** ◀◀ button to go back to the previous screen for the same period (month) or back to the main screen to select a different period (month).

ANWES: Attendances

17. Double click **ANWES** in the **Time data** group. The **ANWES** table lists attendances reported for the employee during the selected period. The **Start Date** and **End Date** columns represent the duration of the attendance. The **A/AType** column displays the attendance code reported on the timesheet. Double click on a date on the **ANWES** table to obtain more detailed information on a particular attendance, such as the hours reported.

> **Note:** Time Evaluation processes time data for the day before and the day after any given period.

Display Time Evaluation Results (Cluster B2)

All table entries

Person 10000042 Kenneth Franklin Potter20
Period 02 2016
ClType 1
Table   ANWES   Attendances

Start Date	End Date	A/AType	Att./abs. type text	Start	End	P
02/08/2016	02/08/2016	9500	Time Worked			
02/12/2016	02/12/2016	9500	Time Worked			
02/13/2016	02/13/2016	9500	Time Worked			
02/22/2016	02/22/2016	9500	Time Worked			
02/23/2016	02/23/2016	9500	Time Worked			
02/24/2016	02/24/2016	9500	Time Worked			
02/25/2016	02/25/2016	9500	Time Worked			
02/26/2016	02/26/2016	9500	Time Worked			
02/29/2016	02/29/2016	9500	Time Worked			
03/01/2016	03/01/2016	9500	Time Worked			

18. Double click on any line item to see more details, such as the number of hours worked.

Field name	Field cont.	Description
Start Date	02/08/2016	
End Date	02/08/2016	
Att./Absence type	9500	Time Worked
Start time		
End time		
Prev. day indicator		
Attendance days	0.51	
Attendance hours	12.25	
Payroll days	0.51	
Payroll hours	12.25	

19. Click the **Back (F3)** button to go back to the previous screen for the same period (month) or back to the main screen to select a different period (month).

ABWKONTI: Absence Quotas

20. Double click **ABWKONTI** in the **Time data** group. The **ABWKONTI** table lists an employee's current quota entitlement as well as the current deductions from that entitlement. The **AQTYP** column displays the quota number. The **Start Date** and **End Date** columns represent the duration of the quota. The **Quota number** column displays the employee's total entitlement (including both leave taken, and leave accrued but not yet taken). The **Deduction** column displays the total deductions that have been taken against the entitlement.

> **Tip:** To determine an employee's current quota balance, reduce the amount of the quota entitlement by the amount of the deduction.

Display Time Evaluation Results (Cluster B2)

All table entries

Person 10000042 Kenneth Franklin Potter20
Period 02 2016
ClType 1
Table   ABWKONTI Absence quotas

AQTyp	Start Date	End Date	Start	End time	Quota number	TMU	Deduction
10	04/15/2011	12/31/9999			186.60000	001	0.00000
15	04/15/2011	12/31/9999			160.00000	001	0.00000
20	04/23/2011	12/31/9999			6.00000	001	0.00000
22	07/04/2012	12/31/9999			100.00000	001	4.00000
22	08/02/2012	12/31/9999			0.00000	001	2.00000
40	06/04/2012	12/31/9999			8.00000	001	0.00000
65	01/01/2016	12/31/2016			24.00000	001	0.00000

21. Click the **Back (F3)** button to go back to the previous screen for the same period (month) or back to the main screen to select a different period (month). Click any line item to view another period for the selected employee. Otherwise, the system task is complete.

Display Time Evaluation Results (Cluster B2)

Pers.No.	Year	Period	Cluster type	Changed On	User	Program	Archiv.Grp
10000042	2016	01	1	03/17/2016	00999802	RPTIME00	
10000042	2016	02	1	03/17/2016	00999802	RPTIME00	
10000042	2016	03	1	03/17/2016	00999802	RPTIME00	
10000042	2016	04	1	06/12/2017	00999802	RPTIME00	
10000042	2016	05	1	06/12/2017	00999802	RPTIME00	
10000042	2016	06	1	06/12/2017	00999802	RPTIME00	
10000042	2016	07	1	06/12/2017	00999802	RPTIME00	
10000042	2016	08	1	06/12/2017	00999802	RPTIME00	
10000042	2016	09	1	06/12/2017	00999802	RPTIME00	
10000042	2016	10	1	06/12/2017	00999802	RPTIME00	
10000042	2016	11	1	06/12/2017	00999802	RPTIME00	
10000042	2016	12	1	06/12/2017	00999802	RPTIME00	

CHANGE RECORD

9/23/2020 – Updated format, assigned reference number, and made accessible – Claire Ennis

8/24/2022 – Updated all screenshots, formatting, and added alt text – A. Durrence