



# LENGTH OF SERVICE

## JOB AID PER-18 | TRANSACTION PT\_BAL00

PA

The purpose of this job aid is to explain how to use the PT\_BAL00 transaction to determine an employee's length of service.

Users with the "Display Time" role can use transaction PT\_BAL00. A variant for "Length of Service" has been created where only the employee personnel number needs to be entered.

### 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

Value limits (hours) for time/wage types

Take account of value limits (hours)

Data format

Layout

1. Type transaction **PT\_BAL00** in the Command field and click the Enter  button. You can also add it to your Favorites.


2. Click the **Variant**  icon to select it.

## Cumulated Time Evaluation Results: Time Balances/Wage Types

The screenshot shows the SAP interface for 'Cumulated Time Evaluation Results: Time Balances/Wage Types'. A pop-up window titled 'ABAP: Variant Directory of Program RPTBAL00' is open, displaying a table of variant names and their descriptions. The 'LENGTH OF SERVICE' variant is circled in red. Below the table, there are 'OK' and 'Cancel' buttons. The main interface includes a 'Period' section with radio buttons for 'Today', 'Up to today', 'Current month', 'From today', 'Current year', and 'Other'. There are also buttons for 'Further selections', 'Search helps', 'Sort order', and 'Org. structure'. A 'Value limits (hours) for time/wage types' section has a checkbox for 'Take account of value limits (hours)'. A 'Data format' section has a 'Layout' dropdown menu.

Variant name	Short description
BW-WT TOTALS	Bi-Weekly Wage Type Totals
<b>LENGTH OF SERVICE</b>	<b>Length of Service</b>
MON-WT TOTALS	Monthly Wage Type Totals
XHR	Test XHR
XHR2	noch'n Test

3. Select **Length of Service** from the pop-up box.

4. Click the Green Check  button.

**Cumulated Time Evaluation Results: Time Balances/Wage Types**

**Period**  
 Today       Current month       Current year  
 Up to today       From today  
 Other period  
 Period  To

**Selection**  
 Personnel Number    
 Time recording administrator

**Selection Conditions**  
 Day balances  to    
 Cumulated balances  to    
 Time wage types  to

**Value limits (hours) for time/wage types**  
 Take account of value limits (hours)

**Data format**  
 Layout

5. Enter the **employee’s personnel number**. All other information will pre-populate.

6. Click the **Execute (F8)**  button.

**Cumulated Time Evaluation Results: Time Balances/Wage Types**

Day balances

Data select. period 12/01/2014 - 12/31/9999

Pers.No.	Empl./appl.name	Period	Current Date	TmType	Time type text	Number
80000286	Janet Thomas01	201412	12/31/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/30/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/29/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/28/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/27/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/26/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/25/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/24/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/23/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/22/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/21/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/20/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/19/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/18/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/17/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/16/2014	9000	Length of Service	85.00
80000286	Janet Thomas01	201412	12/15/2014	9000	Length of Service	84.00
80000286	Janet Thomas01	201412	12/14/2014	9000	Length of Service	84.00
80000286	Janet Thomas01	201412	12/13/2014	9000	Length of Service	84.00
80000286	Janet Thomas01	201412	12/12/2014	9000	Length of Service	84.00
80000286	Janet Thomas01	201412	12/11/2014	9000	Length of Service	84.00
80000286	Janet Thomas01	201412	12/10/2014	9000	Length of Service	84.00
80000286	Janet Thomas01	201412	12/09/2014	9000	Length of Service	84.00
80000286	Janet Thomas01	201412	12/08/2014	9000	Length of Service	84.00
80000286	Janet Thomas01	201412	12/07/2014	9000	Length of Service	84.00
80000286	Janet Thomas01	201412	12/06/2014	9000	Length of Service	84.00
80000286	Janet Thomas01	201412	12/05/2014	9000	Length of Service	84.00
80000286	Janet Thomas01	201412	12/04/2014	9000	Length of Service	84.00
80000286	Janet Thomas01	201412	12/03/2014	9000	Length of Service	84.00
80000286	Janet Thomas01	201412	12/02/2014	9000	Length of Service	84.00
80000286	Janet Thomas01	201412	12/01/2014	9000	Length of Service	84.00

The top line has the latest number of months of service.