

How Do I Clear Time Evaluation Errors?

(Part Two of Three)

(Issued 06/30/06)

This week the following ZT11 errors are addressed:

Note: These errors can also be found thru Process Messages in PTMW. The correction process would be the same.

Errors:

Paid Leave Hours > 80.00

Paid Leave Hours > 86.31

Retirement Hours > 80.00

Retirement Hours > 86.31

Cause 1:

1) A retroactive change to Planned Working Time (IT7) was entered on employee.

Example of Paid Leave Hours > 80.00: Employee was on an 8 hr. day schedule. A retroactive change was made to the employee's planned working time, changing the employee to a 24 hr. day schedule. The full day indicator is enabled on the absence hours that were already coded on the time file. Instead of reading the absence as 8 hours, the system is now reading it as 24 hrs; even though 8 hours are on the time file.

Cause 2:

2) A Work Schedule Rule Substitution (IT2003) was entered on the employee for the pay period.

Example of Retirement Hours > 80.00: Employee had a Work Schedule Rule Substitution for an entire pay period, including the weekend. The substitution should be for the actual work days, not including days off.

Cause 3:

3) *A change to Planned Working Time (IT7) was entered for the middle of a pay period, instead of at the beginning.*

Example of Retirement Hours > 80.00: Employee had a work schedule change on IT7 in the middle of the pay period. Employee was on 8 hr. days then changed to 10 hr. days with no break in the schedule; causing the retirement hours for the pay period to exceed 80.00.

Research:

Verify that attendances/absences were entered.

Check for a retroactive change made to Planned Working Time (IT7) causing an absence to now exist on an off day.

Check Planned Working Time (IT7) to see if the employee is on a 24H 7DAY work schedule. If so, verify that the full day indicator checkbox is not selected on the absence.

Check for a Work Schedule Substitution (IT2003) for the time period in question. Verify that any work schedule rule ranges do not include off days.

Solution:

Use PA61 – Maintain Time Data to correct time entry. Full day indicator problems should be corrected by deleting and rekeying the absence.

Use PA30 – Maintain HR Master Data to correct work schedule (IT7) changes.

Use PA30 – Maintain HR Master Data to change the work schedule substitution (IT2003) for consecutive working days to exclude days off.

After making corrections, run ZP109 – Time Eval/Absence Recalc (Single Person) for the employee.

Re-run [ZT11](#) to make sure an error did not occur on a subsequent day.