

HOW CAN I CLEAR MY AGENCY'S ERRORS ON THE ZX02 MISMATCH REPORT??

(Part Seven)

Issued 12/08/06

This week we will review several errors related to the employee's Infotype 0008 Basic Pay screen:

EG = PART TIME HOURLY AND FTE = 100%

EG = FULL TIME SALARY OR HOURLY & FTE NOT = 100%

ESG = STUDENT BUT JOB CODE NOT = 00507100

and

ESG = STUDENT BUT PSA NOT FOR STUDENT *For ISIS HR Paid Agencies (CO=0010) ONLY*

EG = PART TIME HOURLY AND FTE = 100% When this error message is given, the Employee Group (EG = "B") indicates Part Time Hourly but the employee FTE (as defined by the Cap Util Level on **Basic Pay** infotype) equals 100% (full time). Research each of these and determine which is incorrect. EE Group will need to be corrected on the Position in Org Management and then an action will need to be performed on the Employee to refresh the record with this new information. In some cases, re-executing an old action will suffice. Cap Util Level on Basic Pay is actually a value that defaults from the Planned Working Time Infotype. If Cap Util Level is incorrect, re-executing the most recent action will also correct this problem. However, in many cases, it may be necessary to re-create the Basic Pay screen.

EG = FULL TIME SALARY OR HOURLY & FTE NOT = 100% When this error message is given, the Employee Group (EG = "A" Full Time Salary or "E" Full Time Hourly) indicates Full Time but the employee FTE (as defined by the Cap Util Level on **Basic Pay** infotype) is **not** 100% (full time). After some investigation, these errors can be corrected using the same methods as described above.

ESG = STUDENT BUT JOB CODE NOT = 00507100 When this error message is given, the Employee Subgroup (ESG = 12 or 13) indicates a Student employee but the job code is **not** the STUDENT job code (00507100 as defined by Civil Service). In this case, Employee Subgroup should be changed, if it is incorrect, on the Position in Org Management. Then an action will need to be performed on the Employee to refresh the record with this new information. If the Job Code is incorrect, it must be changed on the Position in Org Management.

ESG = STUDENT BUT PSA NOT FOR STUDENT *For ISIS HR Paid Agencies (CO=0010) ONLY* When this error message is given, the Employee Subgroup (ESG = 12 or 13) indicates a Student employee but the personnel subarea (PSA) indicates a salary object which is **not** considered valid for a student. One of these characteristics will need to be changed on the position and either the last action on the employee re-executed or a new action performed to refresh this information on the employee.

Valid **PSA** for students are:

- "0500" Reg/NLeave2210 or
- "0650" Reg/NLeave 3682 or
- "0750" Reg/NLeave5210