

## How do I identify positive time employees in the parishes that were impacted by Hurricane Katrina?

State agencies may find it beneficial to identify those positive time employees impacted by Hurricane Katrina and begin planning how to deal with time reporting for upcoming payroll periods.

In order to identify these employees follow these steps:

### 1) Run the **ZX01 Employment Summary Report**.

The screenshot displays the SAP 'Employment Summary' configuration screen. The 'Date Ranges' section has 'Today' selected. The 'Selection Criteria' section lists various fields with input boxes and arrows. The 'Report Type' section has 'All' selected. The 'Additional Selections' section has 'Field Selection' and 'Org. Structure' selected. The 'Variant Selection' section has 'Display Variant' selected. The status bar at the bottom indicates 'DEV (1) (110) doahr1 INS'.

2) Use the personnel area and work parish selections to limit your search to your agencies and the affected areas that you are interested in.

3) Under **Report Type**, be sure that the **All** radio button is selected.

- 4) Under **Additional Selections**, the **Field Selections** button will allow you to select the output fields that are relevant to your needs. Be sure to select the **Time Mgt Status** output field.
- 5) Execute the report.

Both **Work Parish** and **Residence Parish** are output on this report. **Time Mgt Status** will allow you to determine persons in these areas whose time entry may need attention. In the **Time Mgt Status** field, 0 = no time evaluation, 1 = positive time entry and 9 = negative time entry. A quick filtering or sorting on Time Mgt status can assist to segregate those employees who are positive time management status.

Go to the [ZX01 Employment Summary Report Descriptor](#) for more information.