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BEST SHARED SERVICES

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Lesson 2: Quota and Leave Management

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Quotas

Recording Leave

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INTRODUCTION

Overview

Welcome to the TM310 – Leave Administration class.

The course introduction is an opportunity to get to know others who are attending class as well as to agree on classroom courtesy. There will be at least one break during this session.

Prerequisites

- Time Overview - TM200
- Introduction to Leave Administration - TM210

There are two pre-requisites that you must take before attending this class. Attending or taking these pre-requisites ensures that you are prepared to learn the new processes, concepts, terms, and data entry skills that are covered in this course.

Integrated HR/Payroll System Training Curriculum

The Integrated HR/Payroll System training program comprises several courses and different modules. Based on your HR/Payroll role, you will attend courses in the Time Management module.
Time Administration Training Curriculum

As noted in the pre-requisites, this class is preceded by the web-based course TM210 – Preliminary Material for Leave Administration.

Strategy for Training

**TELL ME (Concepts)**

Instructor will discuss the process, responsibilities, and describe the transactions – LISTEN

**SHOW ME (Demonstrations)**

Instructor will demonstrate job-related tasks performed in the Integrated HR/Payroll System – HANDS OFF.

**LET ME (Exercises)**

Student will complete the exercises which allows for hands-on practice in class – HANDS ON

**SUPPORT ME (Availability)**

Instructor will be available to answer questions while the students complete the exercises
Course Objectives

- Describe the Quotas available to employees
- Describe and execute the process for quota corrections
- Describe and execute the maintenance of FMLA-relevant absences
- Perform basic quota reporting and troubleshooting

Course Map

You can see the Course Map of the class at the beginning of each lesson. The lessons covered in this class include:

- Lesson 1: Leave Administration Overview
- Lesson 2: Quotas and Leave Management
- Lesson 3: FMLA
- Lesson 4: Reporting and Troubleshooting

The Time Administration Student Guide can be used as a reference when you return to the workplace. For example, you can use the exercises for practicing in the Integrated HR/Payroll System training environment.

Reference Materials

State Agency Resources Website:

- Login – Integrated HR/Payroll System
- HR/Payroll Customer Services Website:
  - BEST Shared Services Contact Information
  - Support Material
    - Payroll Calendars
    - BEST Forms
  - HR/Payroll System – System Status Log
OSC Training Website:

- HY/Payroll System Courses
  - Student Guide
- Help Documents
  - Job Aids (Working Weeks)
  - Business Process Procedures (BPPs)
    - Step-by-Step Work Instructions

The materials above can be accessed through the OSC Training HELP website. Use the following link to access the HELP website:

https://www.osc.nc.gov/state-agency-resources/training
Lesson 1: Leave Administration Overview

Objectives

- Explain how information in other Integrated HR/Payroll System modules can affect time, payroll, and quotas
- List leave quotas in the Integrated HR/Payroll System
- List key changes:
  - Leave Hierarchy
  - Leave Offsetting
  - Holiday Behavior
  - Time Evaluation

This course is designed to provide you with knowledge and skills necessary to perform Leave Administration in the Integrated HR/Payroll System.

Integrated HR/Payroll System

The Integrated HR/Payroll System entries made in one module affect other system components, such as an employee's time and pay. The system is also a date-driven system.
Some infotypes entered are tied directly to the employee, like work weeks, schedules, addresses, and tax withholding information. Other infotypes are applied to the position and affect things like how the Integrated HR/Payroll System looks at holidays, overtime, and premium pay. OM, PA, BN, and TM settings all can affect an employee’s paycheck.

**PA Infotypes**

<table>
<thead>
<tr>
<th>Infotype</th>
<th>Infotype Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>Actions</td>
</tr>
<tr>
<td>0001</td>
<td>Organizational Assignment</td>
</tr>
<tr>
<td>0002</td>
<td>Personal Data</td>
</tr>
<tr>
<td>0006</td>
<td>Address (permanent)</td>
</tr>
<tr>
<td>0007</td>
<td>Planned Working time</td>
</tr>
<tr>
<td>0008</td>
<td>Basic Pay</td>
</tr>
<tr>
<td>0041</td>
<td>Date Specifications</td>
</tr>
<tr>
<td>0552</td>
<td>Time Specification/Employ. Period</td>
</tr>
<tr>
<td>2001</td>
<td>Absences</td>
</tr>
<tr>
<td>2003</td>
<td>Substitutions</td>
</tr>
<tr>
<td>2013</td>
<td>Quota Corrections</td>
</tr>
</tbody>
</table>

To understand some of the interconnection between the Integrated HR/Payroll System modules, we need to look at how some of the infotypes from one area can affect processing in another. For example, the infotypes listed above are entered in PA, but affect an employee’s time, benefits and payroll.

The next few pages give some details on some of these interconnections.
Actions Infotype (0000)

Time, Payroll and Benefits use information from IT0000.

- **Actions IT (0000):** The **Actions 0000** infotype indicates the events that occurred on the employee’s personnel record. Some examples are: New Hire, Promotion, Range Revision, etc. In addition, the infotype shows the employment status (Active, Inactive, Withdrawn).
Organizational Assignment – (0001)

**Display Organizational Assignment (0001)**

<table>
<thead>
<tr>
<th>Personnel No: 0000042</th>
<th>Name: Kenneth Franklin Potter</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEGroup: B</td>
<td>SPA Law Enforcement</td>
</tr>
<tr>
<td>EESubgroup: B1</td>
<td>FT S-FLSAOT Perm</td>
</tr>
<tr>
<td>Start: 07/01/2012</td>
<td>to 12/31/9999</td>
</tr>
<tr>
<td>Chng: 08/23/2012</td>
<td>0134609</td>
</tr>
</tbody>
</table>

**Enterprise structure**

<table>
<thead>
<tr>
<th>CoCode: NC01</th>
<th>Pers.area: 4705</th>
<th>Subarea: NC06</th>
<th>7day Interface: Crime Control and Public ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pers.area: 4705</td>
<td>CCPS-Highway Patrol</td>
<td>Cost Ctr: 4799999999</td>
<td>CCPS</td>
</tr>
<tr>
<td>Func. Area: 600000000000001</td>
<td>General Government</td>
<td>7day Interface: Crime Control and Public ...</td>
<td></td>
</tr>
</tbody>
</table>

**Personnel structure**

<table>
<thead>
<tr>
<th>EE group: B</th>
<th>SPA Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE subgroup: B1</td>
<td>FT S-FLSAOT Perm</td>
</tr>
</tbody>
</table>

**Organizational plan**

<table>
<thead>
<tr>
<th>Percentage: 100.00</th>
<th>Position: 002020303145</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job key: 30003101</td>
<td>Hwy Ptl Tr</td>
</tr>
<tr>
<td>Org. Unit: 20010543</td>
<td>CCPS SHP Troop F/Di...</td>
</tr>
<tr>
<td>Org.key: 47054799999999</td>
<td>CCPS SUSPENCE</td>
</tr>
</tbody>
</table>

Time, Payroll and Benefits receive information from **Org Assignment IT (0001)**. All of the fields on this infotype default from the position assigned to the employee.

- **Personnel area**: Used by Payroll to determine where wages and salaries are posted and from where they are paid.
- **Subarea**: Identifies various working schedules for Time Management rules.
- **Cost Center, Fund, Functional Area, Business Area**: Are related to Finance and Funding.
• **Employee Group**: Drives benefits eligibility, leave and pay calculations.
• **Employee Subgroup**: Defines work status (full time, part time) overtime rules, and impacts benefits.
• **Payroll area**: Determines the payroll cycle.
• **Work Contract**: Identifies if employee will pay full or partial cost for health insurance premiums.
• **Percentage**: Always 100%.
• **Position** and **Job**: The position to which the employee is assigned and the job to which the position is related.
• **Organizational Unit**: An entity within the organizational structure.

**Personal Data (0002)**

![Display Personal Data (0002)](image)

- Social Security number
- Date of Birth
- Marital Status
Addresses (0006)

Tax infotypes (Residence Tax, Work Tax Area, Unemployment State) are associated with IT0006 – permanent address. If IT0006 is skipped during the New Hire Action, the tax infotypes do not display, and the employee’s record will error out in payroll.

If the address information is incorrect:

- A separated employee does not receive his or her final paycheck.
- An employee cannot receive W2s at the end of the year.
Planned Working Time (0007)

**Display Planned Working Time (0007)**

![Work Schedule Rule Example (D01N08GN)]

```
D01N08GN
MTWHF-SaS-0
```

**Weekly working hours drives benefits**

**Planned Working Time:** The Work Schedule Rule (WSR) is the foundation on which an employee’s time is processed in the Integrated HR/Payroll System. Each employee is assigned a WSR that best represents his or her work pattern. The WSR combines an assigned holiday calendar (the main State holiday calendar or an alternate calendar approved by OSHR) with a repeatable pattern of work representing an employee’s scheduled work days and scheduled non-work days. The WSR can represent work patterns repeated over single or multiple weeks and can include day, evening, and night shift designations that trigger premium payments at rates designated for the employee’s position (as set for the position in OM).

The WSR does not limit the number of hours an employee can record on any given day, but only allows leave to be taken on scheduled work days. Many fields trigger other time functions. For example, Time Sheet Defaults, IT0315 (from PA20) are directly related to the Time Management Status field on IT0007. A Time Mgmt Status of 1 indicates that a time sheet is required, and 9 indicates a Time Sheet is not required (positive time or negative time). If a negative time employee is on Leave of Absence, IT0007 must be revised to change the employee to positive during the Leave and changed back to negative on Reinstatement.

Negative time employees should be employees who work five days a week, eight hours a day.
Planned Working Time – Effect on Pay

**IT007 Impacts Employee’s Pay**

Work schedules entered in PA can affect employee pay. Note that, unless the employee has a significant number of days without pay (A/A Type 9400), this discrepancy would affect only the first and last months that an employee is on a certain schedule.

**Pay Formula:**

\[
\text{Pay Formula:} \\
\text{# of days worked in schedule} \\
\text{Divided by # of possible work days in schedule} \\
\text{Time the monthly pay amount}
\]

The examples describe two employees hired on the same day but given two different work schedules. Both employees are paid $6,250 monthly salary.

**Employee A – IT0007**

Employee A starts on January 19 and is assigned work schedule D01N08GN which has 22 possible work days in the month. Counting January 19th, the employee worked nine days of the possible 22. The pay is figured by this formula: nine days divided by 22 times the monthly rate ($6,250) = $2,556.82 paid for the month for Employee A (based on IT0007 and IT0008).
Employee B – IT0007

Employee B’s work schedule (D92WVA01) has 16 possible work days in the month. Counting the first day Employee B reported to work (1/19), the employee worked seven out of the 16 days. The number of days worked (seven) divided by the possible work days (16) times the monthly salary ($6,250) calculates a pay of $2,734.38.

You can see that both employees were paid correctly, yet the specific work schedule, and Basic Pay (IT0008), determined two different pay amounts.
Basic Pay (0008)

Display Basic Pay (0008)

Reason field must be entered
Other fields default from position

Basic Pay: Salary or hourly wages

The Salary Amount button does not calculate correctly for DOT employees, but does calculate for all non-DOT wage types. You must manually enter information in the Reason field during the Action. The remaining IT0008 fields default from the PCR for a salaried employee. In the case of an hourly employee, you must enter the hourly wage in the Amount field.

You would seldom make an entry directly on IT0008. Most of the adjustments involving an employee’s pay would result from an Action. However, one example of when it is appropriate to make a direct adjustment to IT0008 is when an employee returns to work part-time while receiving partial Worker’s Comp.
Date Specifications (0041)

Two useful reports to use for Date Specifications are the following:

- Transaction ZEMP
- PT_BAL00
### Actions & Date Types

<table>
<thead>
<tr>
<th>Action</th>
<th>Date Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Z0 - New Hire</strong></td>
<td>01 – Original Hire Date</td>
</tr>
<tr>
<td><strong>Z7 - Non-Beacon to Beacon</strong></td>
<td>02 – Agency Hire Date</td>
</tr>
<tr>
<td><strong>ZS – New Hire Date Adjusted (NC)</strong></td>
<td>04 – Judicial Anniv Date (for specific Judicial Jobs)</td>
</tr>
<tr>
<td><strong>ZG – Separation</strong></td>
<td>03 – Last Day Worked (defaults date from PCR)</td>
</tr>
<tr>
<td><strong>Z2 – Reinstatement/Reemployment</strong></td>
<td>Copies existing date types with effective date of action. Agency can change date types if required.</td>
</tr>
<tr>
<td><strong>Z2 – Reinstatement/Reemployment</strong></td>
<td>02 – Agency Hire Date</td>
</tr>
<tr>
<td><strong>Z2 – Reinstatement/Reemployment</strong></td>
<td>04 – Judicial Anniv Date (for specific Judicial Jobs)</td>
</tr>
<tr>
<td><strong>Z2 – Reinstatement/Reemployment</strong></td>
<td>07 – Lottery Anniv Date (All of Lottery except Temps)</td>
</tr>
<tr>
<td><strong>Z8 – Transfer (within Agency)</strong></td>
<td>Copies existing date types with effective date of action. Agency can change date types if required.</td>
</tr>
<tr>
<td><strong>Z8 – Transfer (Agency to Agency)</strong></td>
<td>02 – Agency Hire Date</td>
</tr>
<tr>
<td><strong>Z8 – Transfer (Temp to Perm)</strong></td>
<td>04 – Judicial Anniv Date (for specific Judicial Jobs)</td>
</tr>
<tr>
<td><strong>Z8 – Transfer (Temp to Perm)</strong></td>
<td>01 – Original Hire Date</td>
</tr>
<tr>
<td><strong>Z8 – Transfer (Temp to Perm)</strong></td>
<td>02 – Agency Hire Date</td>
</tr>
<tr>
<td><strong>Z8 – Transfer (Temp to Perm)</strong></td>
<td>04 – Judicial Anniv Date (for specific Judicial Jobs)</td>
</tr>
</tbody>
</table>

**NOTE:** For AOC, time evaluation bases longevity payments for employees who are eligible for monthly longevity on date type 04.

**NOTE:** IT0041 was created November 1, 2013 for all Supplemental Staff.

**CAUTION:** Use caution when adjusting the validity dates of the copied record. If the validity dates are set to dates in the past, the dates will be used in any retro-calculations triggered by Time Evaluation. If the only change to the record involves adding another date type, use the current date as the new validity From date and 12/31/9999 as the new validity To date.
Time Specification/Employ. Period (0552)

Creditable service earned prior to the Integrated HR/Payroll System must be entered on IT0552. Once an employee is entered in the Integrated HR/Payroll System, the system automatically calculates service and longevity dates using the Time module. If HR makes changes to IT0552 that affect the longevity date, the Integrated HR/Payroll System takes back any money already paid out and repays based on the new longevity date. If you make a change on IT0552, you must email BEST with the name of the employee. Do not adjust the original IT0552 entry from conversion. If an employee has creditable service from more than one organization, enter additional IT0552s to add the additional organizations, rather than extending the date on the original IT0552 to include the additional service dates.

Two useful reports to use for Date Specifications are the following:

- Transaction ZEMP
- PT_BAL00
Substitutions (2003)

The Substitution IT2003 is used to indicate that the employee is working something other than his or her regular schedule. Substitutions can be daily or for weeks at a time. IT0007 – Planned Working Time is overwritten with the properties of the Substituted schedule. Some examples include:

- An employee is working at a time other than his or her planned work schedule. For example: employee works on day off or works on a shift that has a different premium (or has no premium) than his or her usual shift

Substitution is used only when the work schedule change is temporary. If the employee will be permanently assigned to a new schedule, use IT0007 to change the Work Schedule Rule appropriately.

Additional Resources

Refer to the OSC Training website in HELP documents for more information about Shift Substitutions.
Search for the following support document titles:
- PA61 Shift Substitutions BPP
Absences (2001)

The Absences infotype (IT2001) indicates the number of hours the employee wants to exhaust for leave while on Leave of Absence or the number of hours the employee is taking unpaid leave (9400). When the dates are entered, the hours that default are based on the work schedule rule entered on the Planned Working Time infotype (IT0007) which was created as part of the LOA Action.

Because SAP is integrated, the hours entered on the Absences infotype are processed during the next time evaluation. A time sheet should not be created.

As long as the employee is receiving pay (leave or work), benefits continue to be deducted. If not receiving pay, the employee must pay for benefits or discontinue them.

The Updating Absence Deduction job aid is available on the OSC Training website in Help Documents.
Infotype 2013 Quota Corrections

The Integrated HR/Payroll System automatically manages an employee's accruals of various quotas, including Sick, Vacation, Community Service and Military leave (if applicable). The Integrated HR/Payroll System will also systematically manage deductions to these quotas, holidays, etc. There are only a few special circumstances that require manual adjustments to an employee's quota balances. The Quota Adjustments infotype (2013) is used to manage adjustments to an employee's quotas.

When there is an EE separation action, the vacation quota is paid out using IT0416 maximum of 240 hours. Any remaining vacation quota is zeroed out by using IT2013 subtype 10. The Leave Administrator will receive notification when to process the remaining balance of vacation quota.

<table>
<thead>
<tr>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to the OSC Training website in HELP documents for more information about Quota Adjustments.</td>
</tr>
<tr>
<td>Search for the following support document title:</td>
</tr>
<tr>
<td>•  PA61 Quota Adjustments BPP</td>
</tr>
</tbody>
</table>
Position Infotypes – Employee and Time

<table>
<thead>
<tr>
<th>Infotype</th>
<th>Infotype Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT9005</td>
<td>Overtime Compensation</td>
</tr>
<tr>
<td>IT9006</td>
<td>Holiday Payout Period</td>
</tr>
<tr>
<td>IT9007</td>
<td>Night Shift Premium</td>
</tr>
<tr>
<td>IT9008</td>
<td>Evening Shift Premium</td>
</tr>
<tr>
<td>IT9009</td>
<td>Weekend Shift Premium</td>
</tr>
<tr>
<td>IT9010</td>
<td>Holiday Premium Rate</td>
</tr>
<tr>
<td>IT9011</td>
<td>On-Call</td>
</tr>
<tr>
<td>IT9012</td>
<td>Callback</td>
</tr>
<tr>
<td>IT9017</td>
<td>Gap Hours Comp</td>
</tr>
</tbody>
</table>

HR personnel with access to PO13 will update the above infotypes for a position. If the position infotypes for the types of pay are not flagged correctly, the employee will not receive the correct pay even if hours are entered, released, and approved.

If you **revise a position setting** that is **retro** to a pay period before the current pay period, you **must contact BEST Payroll** to let them know to run time evaluation on the affected employee’s retro to that same period. You only need to contact BEST Payroll if you revise a position. If you revise time for an employee, the Integrated HR/Payroll System automatically runs time evaluation and adjusts the time records.

💡 **NOTE:** If a position is revised, an email should be sent to BEST Shared Services. In the subject line, type “Retro Time Evaluation.”
Overtime Compensation (9005)

If time worked beyond the overtime limit (40 hours, etc.) is to be paid or accumulated as compensatory time, the position must have a valid IT9005 record. If overtime compensatory time is to be paid out (FLSA Subject only) or expired (FLSA Not-subject only) at a point earlier than 12 months from when it was earned, the Comp Aging Limit field should be populated with the corresponding number of days (30 days, 60 days, etc.). If it is to be paid out immediately, the Immediate Payout checkbox should be checked. The default is 365 days. The setting on IT9005 works with IT2012 (discussed later) determine the rules for overtime compensation.

As indicated previously, an employee can have worked more than 40 hours and entered and released the time. Even if the time is approved by the manager, if the Overtime Compensation infotype is not flagged correctly for the position, the employee will not receive overtime compensation. An IT9005 record is not required if the position is not eligible for overtime pay or compensation.

Additional Resources

For more information regarding Overtime Compensation, please refer to the OSHR Policy: Hours of Work and Overtime Compensation.
**Holiday Payout (9006)**

If holiday compensatory time (equal time off for time worked on a holiday) is to be paid out at a point earlier than 12 months from when it was earned, the Comp Aging Limit field should be populated with the corresponding number of days (30 days, 60 days, etc.). If it is to be paid out immediately, the Immediate Payout checkbox should be checked.

The default is 365 days. If no record exists, the default value of 365 applies.

**Additional Resources**

For more information regarding Overtime Compensation, please refer to the [OSHR Policy: Holiday Premium Pay](#).
Shift Premiums (9007, 9008, 9009)

Positions eligible for any of the premiums listed below must have valid infotypes.

**Night Shift Premium (IT9007)**

OSHR approved rates other than the default of 10% must be entered in the Rate field.

**Evening Shift Premium (IT9008)**

OSHR approved rates other than the default of 10% must be entered in the Rate field.

**Weekend Shift Premium (IT9009)**

OSHR approved rates other than the default of 10% must be entered in the Rate field.

You can review the PT66 report to see the shift premium rates that have passed to the position the 1st of each month.

**Additional Resources**

For more information regarding Shift Premium Pay, please refer to the OSHR Policy: [Shift Premium Pay](#).
The various types of premium pay display as separate line items on the employee's pay stub only if the rates are different. For example, if an employee's evening and night shift are both 10%, the hours worked in the evening and night are together on one Shift Premium line item on the pay stub. On the other hand, as shown above, if the weekend rate is 10%, the evening rate is 15% and the night rate is 20%, the hours worked for the different shifts are shown in three separate line items on the employee's pay stub.

**Holiday Premium Rate (9010)**

**Holiday Premium Rate (IT9010)**

IT9010 is only required if the Holiday Premium Rate is different than 50%.

OSHR approved rates other than the default of 50% must be entered in the Rate field.
Lesson 1: Leave Administration Overview

**Leave Administration Overview**

---

**Additional Resources**

For more information regarding Holiday Premium, please refer to the **OSHR Policy:** Holiday Premium Pay.

---

**On-Call (9011)**

For more information regarding On-Call, please refer to the **OSHR Policy:** On-Call and Emergency Callback Compensation.

---

**On-Call (9011)**

On-Call (9011) positions eligible for On-Call compensation must have a valid IT9011 record.

The accrued box should be checked if the time is to be collected as On-Call comp time. The Rate field must be populated with the OSHR approved on-call rate.

For every eight (8) hours worked, you will accrue one hour of on-call comp.

---

**On-Call (IT9011)**

Positions eligible for On-Call compensation must have a valid IT9011 record.

The accrued box should be checked if the time is to be collected as On-Call comp time. The Rate field must be populated with the OSHR approved on-call rate.

For every eight (8) hours worked, you will accrue one hour of on-call comp.

---

**Additional Resources**

For more information regarding On-Call, please refer to the **OSHR Policy:** On-Call and Emergency Callback Compensation.
Callback (9012)

Positions eligible for Callback compensation must have a valid IT9012 record. The decision to pay versus accrue comp time is determined by the Immediate Payout checkbox.

Positions eligible for Callback receive a minimum of two (2) hours compensatory time or additional pay at straight time rate for each call back incident.

Additional Resources

For more information regarding Callback, please refer to the OSHR Policy: On-Call and Emergency Callback Compensation

Gap Hours Comp (9017)
Lesson 1: Leave Administration Overview

Lesson 1: Leave Administration Overview

Gap Hours IT9017

Positions eligible for Gap Hours Comp must have a valid IT9017 record. The decision to pay versus comp time is determined by the Gap Hours Accrual checkbox.

Gap Hours are additional hours for Subject- FLSA employees. The “Additional hours” are those hours caught in the gap between the minimum hours of work required and the overtime threshold. These hours are currently being paid at an hour-for-hour rate for Subject-FLSA employees.

<table>
<thead>
<tr>
<th>Subtype</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z009</td>
<td>First 10 Hours Comp</td>
<td>Forces the first 10 hours (over the min. required work hours) to go to the Comp Time quota, and anything over that to be paid</td>
</tr>
<tr>
<td>Z020</td>
<td>Immediate Payout (OT)</td>
<td>Turns on Immediate Payout for OT for a specific date range</td>
</tr>
<tr>
<td>Z040</td>
<td>Pay Immediate After 4</td>
<td>Forces the first four hours (over the min. required work hours) to go to the Comp Time quota, and anything over that to be paid</td>
</tr>
<tr>
<td>ZAWR</td>
<td>Makeup Adv Wthr</td>
<td>Used to capture AW with Approved Leave then LWOP, if needed. (≥7/1/2015)</td>
</tr>
<tr>
<td>ZAWB</td>
<td>Makeup Adv Wthr f/Bonus</td>
<td>Used to capture AW with Bonus Leave then LWOP, if needed. (≥7/1/2015)</td>
</tr>
</tbody>
</table>

The Time Transfer Specifications infotype (IT2012) can be used to influence time management behavior and is typically applied to an employee by the HR Master Data Maintainer or the Leave Administrator. Infotype 2012 records are created for specific employees for specific periods of time.
Terms and Concepts

- **Quota** – A balance reflecting an employee’s entitlement for Leave
- **Quota Type** – two-digit code in the Integrated HR/Payroll System that indicates the type of quota. e.g., sick (15), holiday comp time (22)
- **Cross Application Time Sheet (CATS)** – Acronym in the Integrated HR/Payroll System for the time sheet used by Time Administrators and Leave Administrators to enter or correct time
- **Attendance/Absence Type (A/A Type)** – A code that reflects the nature of an employee’s absence or attendance. Absence codes are for time off – sick, vacation, bonus, etc. Attendance codes reflect time worked - regular work, hours, make up time, etc.
- **Positive Time or Negative Time** – Describes the requirement to enter all time worked and leave taken (Positive time), or to record exceptions from their normal work schedule only (Negative time)
- **Time Evaluation** – The Nightly Time Evaluation Run processes time rules and readies approved time for use for Payroll processing.
Quota Types

<table>
<thead>
<tr>
<th>Quota Type</th>
<th>Quota Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Vacation Leave</td>
</tr>
<tr>
<td>15</td>
<td>Sick Leave</td>
</tr>
<tr>
<td>20</td>
<td>Overtime Comp Time</td>
</tr>
<tr>
<td>21</td>
<td>Gap Hrs Time</td>
</tr>
<tr>
<td>22</td>
<td>Holiday Comp Time</td>
</tr>
<tr>
<td>23</td>
<td>Callback Comp Time</td>
</tr>
<tr>
<td>24</td>
<td>Travel Compensatory Time</td>
</tr>
<tr>
<td>26</td>
<td>On-Call Comp Time</td>
</tr>
<tr>
<td>27</td>
<td>Emergency Closing Comp Time</td>
</tr>
<tr>
<td>29</td>
<td>Incentive Leave</td>
</tr>
<tr>
<td>31</td>
<td>Advanced Vacation Leave Allowed</td>
</tr>
<tr>
<td>32</td>
<td>Advanced Sick Leave Allowed</td>
</tr>
<tr>
<td>40</td>
<td>Holiday Leave</td>
</tr>
<tr>
<td>50</td>
<td>Bonus Leave</td>
</tr>
<tr>
<td>56</td>
<td>Special Bonus FY2018</td>
</tr>
<tr>
<td>57</td>
<td>Special Bonus FY19</td>
</tr>
<tr>
<td>61</td>
<td>Adv Weather # Hours Owed</td>
</tr>
<tr>
<td>65</td>
<td>Community Service Leave</td>
</tr>
</tbody>
</table>

Specific descriptions follow on the next pages.

- **Holiday Leave** is the holiday that is due in the next 60 days, for positive time employees. A holiday absence will reduce the amount in the Holiday Leave Quota. Negative Time employees will not see a Holiday Quota.
- **Holiday Comp** is earned when an employee works on a holiday or if the employee does not record and approve the holiday leave within 30 days of the holiday. At that time, the system automatically moves the Holiday Leave to Holiday Comp Leave.

**Leave Hierarchy – Approved Leave – A/A Type 9000**

All absences recorded as ‘**9000 - Approved Leave**’ will be subject to this **Leave Hierarchy**. The Leave Hierarchy reflects the order in which leave balances will be deducted when an entry for an Approved Absence is approved and transferred at night. At the point of entry, the quotas are checked in succession until enough quota is found to cover the recorded absence. The system will return a message ‘no quota available’ only if it has checked each bucket and not found a balance to cover the absence.
The quotas will be automatically deducted in this order.

1. Holiday Comp
2. OT Comp
3. Gap Hours
4. Callback Comp
5. On-Call Comp
6. Travel Comp
7. Emergency Closing Comp
8. Incentive Leave
9. Vacation
10. Advanced Leave

*Hierarchy – Sick Leave – A/A Type 9200*

The **Sick Leave** Hierarchy represents the order in which the system will deduct quotas when an entry of 9200 is recorded. Like the Approved Leave Hierarchy, the quotas are checked at the point of entry, and the quotas are deducted when time is approved and transferred.

**Additional Resources**

For more information about OSHR Leave policies, please refer to the OSHR website:

https://oshr.nc.gov/policies-forms
Positive vs. Negative Time

<table>
<thead>
<tr>
<th>Employee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive Time/Exception Pay</td>
<td>Employees record all their time worked and all their exceptions such as leave taken each month.</td>
</tr>
<tr>
<td>Positive Time/Actual Pay</td>
<td>Employees record all time worked and are paid based on actual time recorded. This applies to Temporary Employees and DOT.</td>
</tr>
<tr>
<td>Negative time</td>
<td>Employees only record variations from their normal schedule, such as leave taken. Only employees “not-subject to FLSA” can be negative time.</td>
</tr>
</tbody>
</table>

It is important to recognize the distinction between actual and exception pay.

- **Actual pay** – Employee only receives pay for time reported. If no time is reported, then no pay is received. Temporaries and NCDOT employees are actual pay.
- **Exception pay** – Employee receives full pay unless Leave Without Pay is reported.
- **Positive time reporting** – Always applies to employees subject to Fair Labor Standards Act (FLSA).
- **Negative time reporting** – Can apply only to employees that are exempt from FLSA. Only exemptions must be reported.

☑️ **NOTE:** Exempt employees can be set as Positive time reporting. This can be necessary to maintain a consistent agency-wide time reporting structure.
Leave Offsetting

THE RULE:

Leave is to cover the time between hours worked and the minimum expected work hours.

When Approved Leave is taken in the same period where the employee has worked additional hours, the amount of leave taken will be offset with the additional work hours, and the leave that had been recorded will be restored to the employee’s quota for later use.

Example: A Positive Time employee with a normal 5x8-hour work schedule works four ten-hour days and takes eight hours of leave on Friday. In this scenario, the eight hours of leave will be restored to the employee’s Approved Leave quota and the employee will be paid for 40 hours.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 HOURS APPROVED LEAVE</td>
<td>10 HOURS WORKED</td>
<td>10 HOURS WORKED</td>
<td>10 HOURS WORKED</td>
<td>10 HOURS WORKED</td>
</tr>
</tbody>
</table>

Approved Leave, Sick Leave and Community Service Leave will be offset when the employee achieves his expected work hours in the same OT period in which leave was recorded.

Quotas with established limits will be offset, except for holiday, civil and other management approved leave.

Entries keyed for Leave in excess of the minimum required work hours will automatically be restored to the employee’s leave quota balances.
Leave restoration will be *first-taken, first- restored*. If a weekly employee takes Approved Leave on Monday, and then a day of Sick Leave on Tuesday, and then works an extra eight hours on Wednesday, the Approved Leave from Monday will be the first to be restored.

**NOTE:** Leave Offsetting is done within an Overtime (OT) period. For normal, 40-hour, subject personnel, Leave Offsetting will be done within the seven-day OT period. For 28-day employees, the entire 28-day period is subject to offsetting.

### Additional Resources

For more information about the Leave Offsetting policy, please refer to the OSHR website: General Leave Policies – Leave Offsetting

https://oshr.nc.gov/policies-forms

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**Holiday Leave – (Type 9300)**

Positive Employee will see 8 hours added to their Holiday Leave quota 30 days prior to July 4th.

If not taken, Employee will see that the Holiday Leave balance will no longer reflect the 8 hours of leave as of the 30th day after the Holiday, August 3rd.

**Positive Time Employees**

- Will see holiday leave is displayed in their quotas 30 days before the holiday
- Can take the holiday from that date forward, not to exceed 30 days after the holiday
• Can observe the holiday on the day it naturally occurs. This 60-day holiday period is designed to provide flexibility for agencies with 24x7 operations.
  ° If the holiday falls on a regularly scheduled work day and the employee is off, the employee should record 9300, Holiday Leave.
  ° If the employee works on the Holiday, the employee will record work hours, will receive equal time off, up to eight hours, and the relevant holiday premium pay. The Holiday Leave (9300) will be converted to Holiday Comp Time and placed in the appropriate Leave quota.
  ° If the holiday falls on a non-scheduled work day, the employee can record their holiday leave (9300) on another day, an absence they should arrange with their supervisor.

Negative Time (Non-FLSA Subject) employees who record exceptions only:

• The only exception for these employees is if they WORK on the holiday. Otherwise, it will be assumed that they had the benefit of the holiday.

>Note: Some agencies allow the employees who normally work 4x10 to revert to a 5x8 schedule in the week of a holiday. This will not require a change to the employee’s work schedule.
Time Evaluation

**Time Evaluation – What Goes In**

Time Evaluation determines:

- OT/Comp Time
- Premium Pay
- Leave Offsets
- Recovery of outstanding liabilities

Payroll picks up Time Evaluation results and generates pay checks.
EXERCISE 1.1: Logging into the Integrated HR/Payroll System

SCENARIO
You need to log on the Integrated HR/Payroll System training client so you can complete course exercises.

Instructions
Use the steps and data provided in the notes below to log on to the Integrated HR/Payroll System in the classroom.

1. Access the Integrated HR/Payroll System training portal web page.
   
   [https://trg-mybeacon.its.state.nc.us/irj/portal](https://trg-mybeacon.its.state.nc.us/irj/portal)

2. Enter the **User ID** and **password** that is assigned to your classroom PC.

3. Click the **Log on** button.

4. Click **Yes** to confirm the security message displayed.
5. Click the **SAP GUI tab**.

6. Click the **training client** specified by your Instructor.

7. **Stop** when you have reached the SAP Easy Access screen.

Follow your instructor as he/she leads you in adding the following transactions to your SAP Favorites folder.

- CATS_DA
- PA61
- PT50
- PTFMLA
- ZNCTIME

The **Working With Your Favorites Folder** job aid is available on the OSC Training website in HELP documents for more information.
# Knowledge Check

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. True or False – Vacation is used before Comp time in the Leave Hierarchy.</td>
<td></td>
</tr>
<tr>
<td>2. True or False – The Integrated HR/Payroll System automatically deducts approved leave based on the new OSHR leave hierarchy policy.</td>
<td></td>
</tr>
<tr>
<td>3. True or False – Holiday Leave (A/A 9300) must be recorded by all employees.</td>
<td></td>
</tr>
<tr>
<td>4. True or False - Positive Time employees get their holiday leave 30 days in advance.</td>
<td></td>
</tr>
<tr>
<td>5. What is the infotype used to enter quota adjustments?</td>
<td></td>
</tr>
<tr>
<td>6. VSL will pull from which hierarchy?</td>
<td></td>
</tr>
<tr>
<td>7. When does offsetting occur?</td>
<td></td>
</tr>
<tr>
<td>8. Are approved CATS records considered in the time eval process?</td>
<td></td>
</tr>
<tr>
<td>9. GAP hours will pull from which hierarchy?</td>
<td></td>
</tr>
<tr>
<td>10. What two infotypes will give you information concerning creditable service?</td>
<td></td>
</tr>
</tbody>
</table>

# Summary

- Explain how information in other Integrated HR/Payroll System modules can affect time, payroll, and quotas
- List leave quotas in the Integrated HR/Payroll System.
- List key changes:
  - Leave Hierarchy
  - Leave Offsetting
  - Holiday Behavior
  - Time Evaluation
Lesson 2: Quota and Leave Management

Objectives

- View quotas (PT50)
- Modify quota balances (PA61)
- Describe Community Service Leave in the Integrated HR/Payroll System
- Convert quota from CSL to CSL-Tutoring or Literacy Volunteer Leave
- Describe Voluntary Shared Leave process at a high level

Accruals

Quota Accruals

Who accrues?

- Employees with an employer/employee non-temporary relationship with the State.

When do Employees Accrue?

- Positive time employees must record time worked or leave for 50% of their scheduled work days in the pay period to accrue in that period. The accrual date depends on the number of work days, as derived from the employee’s work schedule.

What counts for accrual?

- Any approved entry that puts the employee in a pay status for that day will count towards the 50% achievement.

What do they accrue?

- Hours and minutes, in decimals

What is prorated?

- Annual Leave, Sick Leave, and Holiday Leave are prorated for part-time employees. Community Service leave is prorated for new hires starting after mid-January.
The accrual date depends on the number of work days, as derived from the employee’s work schedule.

- For example:
  - An employee works five days a week.
  - There are 21 work days for this employee, on this work schedule, in the current month.
  - The employee would accrue his leave when time is entered and approved through the 11th workday of the month.

Employees with intermittent LWOP could conceivably accrue later in the month.

Any approved entry that puts the employee in a pay status for that day will count towards the 50% achievement.

 NOTE: Only time entries that place the employee in a pay status are counted toward achievement of 50%. Any entry for Leave without pay (LWOP – A/A type 9400) will delay the accrual of leave until the employee meets 50% of the period in a pay status.

**Accruals – When and How**

**THE RULE:**

An employee will accrue their leave when they have achieved 50% of their payroll period.

Employees who are Positive Time must demonstrate that achievement by recording time.

Employees who record only their exceptions (Negative Time) will receive their accruals based on their planned Working Time.

 NOTE: The Integrated HR/Payroll System staff recommends weekly time entry to ensure timely and accurate accruals. Agencies adopting monthly entry deadlines for their Positive Time Recording population will see a delay in the monthly accruals.
Quotas

Recording Leave

Employees accrue leave when the time has been earned based on approved timesheet entries. Leave cannot be taken before it is earned. Time must be entered, approved and evaluated before the accrual will be done.

Leave earned on the 15th day cannot be applied to an absence on the 10th.

Leave Administrators have the responsibility to research Quota problems and make appropriate adjustments.

-note: Notes should always be made in the system for all adjustments and a good explanation of why the adjustment is being made. Leave is deducted from available quota balances.

Advanced Leave

Agencies can elect to Advance leave in accordance with OSHR policy. Typically, this is rare and for a specific purpose.

A Leave Administrator, with management approval, would create an Advanced Leave Quota entitlement for the hours awarded.

- Quota 31 = Vacation
- Quota 32 = Sick

The Advanced Leave Quota will be consumed when the employee records an absence that deducts from that Quota.

The system will generate a liability for the employee based on the hours taken. It will automatically recover future accruals towards that liability until it is satisfied.

- If the liability is not satisfied by the end of the calendar year, an IT2012 record will be implemented by the Agency Leave Administrator.

Additional Resources

Refer to the OSC Training website in HELP documents for more information about Advanced Leave.

Search for the following support document title:

- PA61 Advanced Leave BPP
Advanced Leave is subject to the limits in the OSHR Policy manual.

The recovery of liabilities is reflected on the Time Statement and recovered by December 31 each year.

### Additional Resources

<table>
<thead>
<tr>
<th>Time Statements</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Summary of all time data entered for an employee during a specific period</td>
</tr>
<tr>
<td>- ESS time users will be able to view time statements online</td>
</tr>
<tr>
<td>- Leave Administrator can print Time Statements for employees as needed</td>
</tr>
<tr>
<td>- Used to view Leave Offsetting</td>
</tr>
</tbody>
</table>

Any retroactive processing of Time Evaluation could change the Time Evaluation results and, therefore, cause changes to the data shown on the Time Statement. It is best to run the Time Statement again whenever you want to analyze the data that it provides. This will insure that you have the most recent results available.

The Time Statement is the first place to go when an employee identifies a potential error.

Time Statement can show:

- Leave that was accrued
- Leave that was offset
- Liabilities that were recovered
- Donations that were applied
- Position settings

Time statements can be printed individually or via a batch process by the Leave Administrator.
Additional Resources

Refer to the OSC Training website in HELP documents for more information about Time Statements.
Search for the following support document title:

- Time Statement – ZNC Time job aid

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**Time Statement**

*Period: 09/01/2015 to 09/30/2015*

*Run Date: 11/03/2015*

### Personal / Organizational Data

<table>
<thead>
<tr>
<th>Name</th>
<th>Kenneth F. PortaGO</th>
<th>Overtime Period</th>
<th>78 - State Highway Patrol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Number</td>
<td>10000942</td>
<td>Work Schedule</td>
<td>NCWHF56S-7x24</td>
</tr>
<tr>
<td>Length Of Service</td>
<td>84.00 Months</td>
<td>Emp Group</td>
<td>B - SPA Law Enforcement</td>
</tr>
<tr>
<td>Position</td>
<td>000053533 - Trooper</td>
<td>Sub Area</td>
<td>NCOS - 7day Interface</td>
</tr>
<tr>
<td>Personnel Area</td>
<td>4705-CCPS-Highway Patrol</td>
<td>Time Mgt Status</td>
<td>1 - Positive Time Reporting</td>
</tr>
<tr>
<td>Org Unit Name</td>
<td>CCPS SHP Troop F/District</td>
<td>Org Unit/Short Text</td>
<td>200103543/4983000000162</td>
</tr>
</tbody>
</table>

### Leave Quotas (have available)

<table>
<thead>
<tr>
<th>Description</th>
<th>Beginning</th>
<th>Accrued</th>
<th>Deducted</th>
<th>Paid Out</th>
<th>Expired</th>
<th>Offset</th>
<th>Adjustment</th>
<th>End Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation Leave</td>
<td>177.27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>177.27</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>152.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>152.00</td>
</tr>
<tr>
<td>Overtime Comp Time</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Holiday Comp Time</td>
<td>0.00</td>
<td>2.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2.00</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Holiday Leave</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Community Service</td>
<td>24.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24.00</td>
</tr>
</tbody>
</table>

### Calculated Time Results

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Time Hours</td>
<td>17.00</td>
</tr>
<tr>
<td>OT Comp Earned Hours</td>
<td>6.00</td>
</tr>
</tbody>
</table>

The Time Statement provides a summary view of Time Evaluation results for an employee for a specified calendar month. It is not a pay slip, nor does it reflect compensation.

⏰ **NOTE:** This period of time does not align exactly with Overtime Periods.

The Time Statement gets its data from Time Evaluation results. If Time Evaluation has not run for an employee for a particular month, the Time Statement will still generate using transaction ZNCTIME, but there will be no data to display on the form. In ESS, an employee will receive a message indicating “Time Statements not available.”
If the time data for a month is incomplete or Time Evaluation has not been run for all of the month, some data is displayed, but will not be complete. The data shown on the Time Statement will update after time data changes have been processed by Time Evaluation.

Quota Overview Snapshot

The Quota Overview (PT50) transaction has several key tabs:

- **Selection dates** – should use the all button to capture all dates
- **Absence quotas** – tab shows quota types and their balances (shown above)
- **Accrual information** – tabs shows accrual information
- **Attendance quota tab** – not in use

On the Absence quotas tab, there are several columns showing key values:

- **Entitlement** – what is added to the quota balance through accruals, offsets, or adjustments during the display period
- **Remaining** – hours left for use by employee
- **Requested** – hours deducted
- **Compensated** – leave donation

On the Accrual Information tab:

- **Generated** – calculated by the system and ready to be moved into employee’s quotas during next Time Evaluation
- **Transferred** – moved into employee’s quota and available for use
**EXERCISE 2.1: Quota Overview (PT50)**

**SCENARIO**
An employee has requested Vacation leave. You will check to see if an employee has enough leave in her absence quotas to take the requested amount.

**Instructions**

1. Enter transaction code **PT50** in the Command field and click or press Enter.

2. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel no.</td>
<td>Use Employee Tiffany Lawrence from the above list. Your instructor will advise what your student ID is.</td>
</tr>
</tbody>
</table>

3. Click the **Absences quotas** tab.

4. Review the displayed quota balances as follows as you will need this info in a later exercise:

<table>
<thead>
<tr>
<th></th>
<th>Vacation</th>
<th>Sick</th>
<th>OT</th>
<th>HC</th>
<th>HL</th>
<th>BL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>342.63</td>
<td>353.11</td>
<td>0</td>
<td>0</td>
<td>16</td>
<td>0</td>
</tr>
</tbody>
</table>

5. Click the **Accrual Information** tab.
6. Click the  (Back) button to return to the SAP Easy Access screen.

This exercise is complete.

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

Quota Adjustments (Infotype 2013)

Quota adjustments can be used to:

- Manage Holiday(s) during LOA's
- Correct quota errors (should not be a common occurrence)
- Advance leave
- Convert Community Service Leave to Community Service Leave Tutoring or to Literacy Volunteer Leave
- Return Voluntary Shared Leave

Quota adjustments are done by selecting the Quota subtype and then entering the number of hours.

Transaction – Maintain Time Data - PA61

- Infotype 2013
  - Subtype 10 – Vacation
  - Subtype 15 – Sick Leave
  - Subtype 31 – Advanced Vacation
  - Subtype 32 – Advanced Sick

 pena NOTE: Make notes in the system for all adjustments.

In normal day-to-day operations, Leave Administrators should not be changing quotas as a standard practice. However, it is necessary to have an awareness of steps to take if an occasional correction is needed.

The list above is a partial list of Quotas. A complete list can be viewed in the Integrated HR/Payroll System.
IT 2013 is needed when:

- An employee is on an LOA action, in pay status and:
  - The LOA date is prior to the normal system generated accrual
  - The LOA date is after the normal system generated accrual and the employee is reinstated prior to the actual holiday
- An employee separates after the holiday accrual but before the actual holiday
- An employee goes out on LOA after entitlement has been granted but does not have enough leave to keep them in pay status until the holiday
- IT 2013 records should follow the normal dates of the system behavior to align the time types correctly

IT 2013 should not be used...

- To remove a negative quota balance
- To correct a quota balance
- To correct Adverse Weather
- To realign quota deduction
- To enhance vacation payouts

If you think you need an IT 2013 for any of the above situation, contact BEST for assistance.

Valid Reasons to Make Adjustments

- Giving employee’s military leave training hours for the first time (automatically resets on 10/1 after initial entry)

NOTE: When an EE is no longer eligible for Military Training leave, a Leave Admin or HR Data Maintainer can create an IT2012-ZMLE to stop the automatic accruals that take place in October of each year.

- Moving hours from CSL to Tutoring or Literacy Volunteer Leave
- Giving employee Advanced Vacation or Sick (with approval)
- Returning unused voluntary shared leave
- New hires from outside of the Integrated HR/Payroll System coming in with balances
- Separation action zeroing out remaining vacation balance

As previously indicated, quota corrections should not be a standard practice. The list above shows some valid reasons why an adjustment can be necessary.

<table>
<thead>
<tr>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to the OSC Training website in HELP documents for more information about Military Training Leave.</td>
</tr>
<tr>
<td>Search for the following support document title:</td>
</tr>
<tr>
<td>• Delimiting Military Training Leave job aid</td>
</tr>
</tbody>
</table>

**Quota Correction Rules**

**Always** add notes (F9 or Edit>Maintain Text) explaining why you are creating or changing an IT2013 record.

There should **never** be more than one IT2013 record per quota type on the same date.

**Never** choose the "Replace generated entitlement" radio button. Only choose the "Increase" or "Reduce" radio button.

- **Do not** put a negative sign on the value in the number field. Use the "Increase" or "Reduce" radio buttons to indicate that value should be added or subtracted.
- **Always** set the "Transfer" option to "Do not change transfer time."
- If the number of hours on an IT2013 is incorrect, it is better to change that record than to create another record to increase/decrease the hours. This is not possible with Wave 1 go-live conversion IT2013s which are dated before go-live. In that case, a new record must be created.
- Changing a conversion IT2013 record from "Increase" to "Reduce" is not the same as deleting it or changing the hours to zero. If the beginning balance should be zero hours, delete the record or change the hours to zero.

Leave Administrators have the following options to choose that are **allowed** by the system:

- Increase generated entitlement
- Reduce generated entitlement
- Replace generated entitlement **(DO NOT USE!)**
The Leave Administrator must also choose a transfer option – In the past “Only transfer quota correction immediately” was used for quota adjustments. The recommended selection “Do not change transfer time” ensures the quota adjustment is processed correctly. All existing records with the “Only transfer quota correction immediately” selection should NOT be changed.

The quota balance will reflect the change once time evaluation has been processed.

**Negative Quota Corrections**

Negative quota balances can result from any change that reduces the Entitlement amount on a quota. All changes to the Entitlement amount are made through accruals, which are visible in PT50 on the Accrual tab. Changes that can result in the reduction of an Entitlement amount include:

- An IT 2013 – Quota Correction record with the “Reduce” option chosen
- Time data or time settings changes that alter how many hours were accrued in a quota
- A correction to Time Evaluation configuration that alters the calculation of accruals

**Additional Resources**

Refer to the OSC Training website in HELP documents for more information about Quota Corrects with Negative Balances.

Search for the following support document titles:

- *Addressing Negative Quota Balances*
- *Identifying Employees with Negative Balances*
EXERCISE 2.2: Quota Adjustment (Military Leave)

**SCENARIO**
You need to add 80 hours for military training to an employee.

*NOTE:* This infotype must be added only one time. On October 1 of each subsequent year, the Integrated HR/Payroll System will automatically create a new record.

**Instructions**

1. Enter transaction code **PA61** in the Command field and click or press Enter.  
2. Complete the following fields:

<table>
<thead>
<tr>
<th>PERNR #: Tiffany Lawrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel no.</td>
<td>Use Employee Tiffany Lawrence.</td>
</tr>
<tr>
<td>Infotype</td>
<td>2013 (Quota Correction)</td>
</tr>
<tr>
<td>Subtype</td>
<td>85 (Military Leave Training)</td>
</tr>
</tbody>
</table>

3. Click the Create button.  
4. Enter the current date in the Start field.  
5. Verify that the Absence quota type field displays subtype 85 (Military Leave Training).
6. Type 80 in the quota number field.

7. Verify that the Increase generated entitlement button is selected.

8. In the Transfer field select Do not change transfer time.

9. Click Edit > Maintain text from the menu to write an applicable note justifying the reason you are making an adjustment.

10. Click Save button. Observe the infotype now has a notes icon displayed.

11. Click Save to save the infotype. The Maintain Time Data screen displays with a message that the transfer was successful. The next time Time Eval runs, the 80 hours will display in PT50.

12. Click the (Back) button to return to the SAP Easy Access screen.

This exercise is complete.

EXERCISE 2.3: Quota Adjustment (Advanced Leave)

SCENARIO
You need to create an advance leave quota adjustment for an employee based on an approved request for 40 hours of vacation.

Instructions

**NOTE:** The creation of the absence quota does not create a liability. The absences recorded for the employee that uses the Advanced Leave will create a liability from the employee to the State.

1. Enter transaction code PA61 in the Command field and click or press Enter.
2. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel no.</td>
<td>Use Employee Kathy Allen.</td>
</tr>
<tr>
<td>Infotype</td>
<td>2013 (Quota Correction)</td>
</tr>
<tr>
<td>Subtype</td>
<td>31 (Advanced Leave - allowed)</td>
</tr>
</tbody>
</table>

3. Click the Create button.

4. Enter the current date in the Start field.

5. Verify that the Absence quota type field displays subtype 31.

6. Type 40 in the quota number field.

7. Verify that the Increase generated entitlement button is selected.

8. In the Transfer field select Do not change transfer time.

9. Click Edit > Maintain text from the menu to write an applicable note justifying the reason you are making an adjustment.

10. Click Save. Observe the infotype now has a notes icon displayed.

11. Click Save to save the infotype. The Maintain Time Data screen displays the message that the transfer was successful.

12. Click the (Back) button to return to the SAP Easy Access screen.

This exercise is complete.
EXERCISE 2.4: Quota Adjustment (Separation Action)

SCENARIO
EE separated from State Employment. Vacation Quota was paid out (240 hours). Leave Administrator needs now to zero out remaining vacation quota balance.

Instructions

1. Enter transaction code **PA61** in the Command field and click or press Enter.

2. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel no.</td>
<td>Use Employee Tiffany Lawrence.</td>
</tr>
<tr>
<td>Infotype</td>
<td>2013 (Quota Correction)</td>
</tr>
<tr>
<td>Subtype</td>
<td>10  (Vacation Leave)</td>
</tr>
</tbody>
</table>

3. Click the Create button.

4. Enter the date of Separation in the Start field.

5. Verify that the Absence Quota type field displays Subtype 10.

6. Type the number of hours that was remaining from the Vacation Quota balance (102.63).

7. Verify that the Reduce generated entitlement button is selected.

8. In the Transfer field select Do not change transfer time.
9. Click **Save**. The system displays the message that you have successfully completed the Transfer.

    📝 **NOTE:** Add a note stating the reason why the Vacation Quota was zeroed out.

10. Click **Edit** then **maintain text**.

11. Click **Save**. Observe the infotype now has a notes icon displayed.

12. Click **Save** to save the infotype.

13. Click the (Back) button to return to the SAP Easy Access screen.

This exercise is complete.

*********************************************************************************

**Community Service Leave**

**CSL to CSL Tutoring Option (A/A Types 9560 & 9565)**

Full time employees can opt to convert their 24 hours of community service leave (CSL) to 36 hours of community service tutoring.

Tutoring leave should be taken in one hour increments.

Employees who elect tutoring must use A/A Type 9565.

Employees accrue 24 hours of Community Service Leave (CSL) annually. Full time employees can opt to convert their 24 hours of community service leave (CSL) to 36 hours of community service tutoring. This conversion is performed by creating a quota correction to reduce quota 65 - CSL to zero hours and another to increase quota 66 - CSL Tutoring to 36 hours.

**Example:** Employee has used 6.00 hours of CSL. Maximum amount of entitlement for Quota 66 - CSL Tutoring would equal 30 hours (36 less 6 hours CSL).

CSL must be used between January 1st and December 31st within the calendar year.
NOTE: In lieu of the regular Community Service Leave (24 hours), an employee, with approval of the school and supervisor, can be eligible to choose either CSL Tutoring or CSL Literacy Volunteer Leave.

Additional Resources

For more information about the Community Service, refer to the OSHR website: Community Service Leave.
For more information about the Literacy, Tutoring and Mentoring, refer to the OSHR website: Community Service Leave – Literacy, Tutoring and Mentoring

http://oshr.nc.gov/policy-forms

Additional Resources

Refer to the OSC Training website in HELP documents for more information about PA61 Quota Adjustments.
Search for the following support document title:
- PA61 Quota Adjustments BPP

CSL to Literacy Volunteer Leave (A/A Types 9560 & 9566)

In lieu of the 24 hours of CSL and in lieu of CSL Tutoring, an employee can opt to volunteer in a literacy program.

Literacy Voluntary Leave can be used up to five hours each month not to exceed 45 hours in a calendar year. This leave should be used exclusively for assisting students in reading and/or writing skills in the public school.

Employees who elect literacy volunteer must use A/A type 9566.

Full time employees can opt to convert their 24 hours of community service leave (CSL) to literacy volunteer leave. This conversion is performed by creating a quota correction to reduce quota 65 - CSL to zero hours and another to increase quota 67 - Literacy Volunteer Leave. The maximum amount that can be established in Quota 67 - Literacy Volunteer Leave is 45 hours per calendar year. If an employee has already consumed Quota 65 - CSL the maximum amount available to be transferred to Quota 67 would equal 45 hours less Quota 65 used (T65U).
• **Example:** Employee has used 5.00 hours of CSL. Maximum amount of entitlement for Quota 67 - Literacy Volunteer Leave would equal 40 hours (45 less 5.00 hours CSL).

  Literacy Volunteer Leave must be used between January 1st and December 31st within the calendar year.

• **NOTE:** In lieu of the regular Community Service Leave (24 hours), an employee, with approval of the school and supervisor, can be eligible to choose either CSL Tutoring or CSL Literacy Volunteer Leave.

### Additional Resources

For more information about the Literacy, Tutoring and Mentoring, refer to the OSHR website: *Community Service Leave – Literacy, Tutoring and Mentoring.*

[http://oshr.nc.gov/policy-forms](http://oshr.nc.gov/policy-forms)

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### EXERCISE 2.5: Quota Adjustment (CSL to CSL Tutoring)

#### SCENARIO

You need to convert an employee’s 24 hours of community service leave to 36 hours of community service leave – tutoring.

 guardar

**NOTE:** Normally, time balances should be adjusted through corrections to CATS entries if possible.

### Instructions

1. Enter transaction code **PA61** in the Command field and click or press Enter.

2. Complete the following fields:

<table>
<thead>
<tr>
<th></th>
<th>PERNR #</th>
<th></th>
<th>PERNR #</th>
<th></th>
<th>PERNR #</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>80000510</td>
<td>6</td>
<td>80000515</td>
<td>11</td>
<td>80000520</td>
<td>16</td>
</tr>
<tr>
<td>2</td>
<td>80000511</td>
<td>7</td>
<td>80000516</td>
<td>12</td>
<td>80000521</td>
<td>17</td>
</tr>
<tr>
<td>3</td>
<td>80000512</td>
<td>8</td>
<td>80000517</td>
<td>13</td>
<td>80000522</td>
<td>18</td>
</tr>
<tr>
<td>4</td>
<td>80000513</td>
<td>9</td>
<td>80000518</td>
<td>14</td>
<td>80000523</td>
<td>19</td>
</tr>
<tr>
<td>5</td>
<td>80000514</td>
<td>10</td>
<td>80000519</td>
<td>15</td>
<td>80000524</td>
<td>20</td>
</tr>
</tbody>
</table>
3. Click the **Create** button.

4. Enter the current date in the **Start** field.

5. Verify that the **Absence quota type** field displays subtype **65**.

6. Type **24** in the **quota number** field.

7. Click the **Reduce generated entitlement** button.

8. In the **Transfer** field select **Do not change transfer time**.

   **NOTE:** Remember to add a note stating the reason why you are processing the Quota Adjustment.

9. Click **Save**. The system displays the message that you have successfully completed the transfer.

   **NOTE:** When using **PA61** to adjust a quota, be sure to pay attention to the increase, decrease, or replace option.

10. Repeat steps above to create a **2013** quota correction for subtype **66** to add **36** hours of Community Service Leave – Tutoring.

11. Click the **Back** button to return to the SAP Easy Access screen.

This exercise is complete.
Voluntary Shared Leave

As with the other topics in this lesson, the Voluntary Shared Leave process is administered with Quota Adjustments.

The TM340 - Voluntary Shared Leave Web-based training course is available. Log in to LMS to register online.

Additional Resources

For more information about the Voluntary Shared Leave, refer to the OSHR website: Voluntary Shared Leave.

http://oshr.nc.gov/policy-forms

Voluntary Shared Leave Process

1. A Voluntary Shared Leave Event must be established:
   - Date of the event should reflect the start date of the employee’s confinement or disability.
   - No system check for eligibility

2. A Donation must be processed (Infotype 0613).

3. The Recipient is credited the number of hours and can be viewed on IT2013.

   **INFORMATION**
   
   BEST Shared Services will manage donations when the Donor and Recipient are in different Integrated HR/Payroll System agencies.

A Leave Administrator will process leave donations within their agency. Donations are now Vacation or Sick Leave.

Additional Resources

For more information about the donations to Voluntary Shared Leave, refer to the OSHR website: Voluntary Shared Leave.

http://oshr.nc.gov/policy-forms
Ending of VSL Events

Unused leave, in excess of 40 hours, must be returned to ACTIVE employees on a pro-rated basis at the end of the Shared Leave event (not to exceed two decimal places).

Leave remaining less than 40 hours should be moved to sick leave and the VSL event delimited.

Leave Administrators can manage the return of Vacation and Sick Leave to Donors if all Donors are in the Recipient’s agency using IT2013. The return of Bonus Leave must be processed by OSC BEST Shared Services.

If leave is to be restored to people outside the agency, then the Leave Administrator must contact BEST Shared Services.

The VSL Event must be ended by changing the To date field in the VSL event.

Knowledge Check

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. True or False – Employees accrue on the 1st of the month.</td>
<td></td>
</tr>
<tr>
<td>2. True or False – Advanced Leave requires management approval.</td>
<td></td>
</tr>
<tr>
<td>3. True or False – The system will automatically recover future accruals towards the Advanced Leave liability until it is satisfied.</td>
<td></td>
</tr>
<tr>
<td>4. True or False – Subtype 10 is Sick Leave.</td>
<td></td>
</tr>
<tr>
<td>5. True or False – Quota Adjustments are done through the PA61 transaction.</td>
<td></td>
</tr>
<tr>
<td>6. True or False – Employees must formally elect the tutoring option.</td>
<td></td>
</tr>
<tr>
<td>7. What transaction will show the most up to date leave balances?</td>
<td></td>
</tr>
<tr>
<td>8. What would be a valid reason for making a quota adjustment?</td>
<td></td>
</tr>
<tr>
<td>9. True or False – For quota adjustments you do not need to make notes or comments.</td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>10. Can you see recovered liabilities on the time statement?</td>
<td></td>
</tr>
<tr>
<td>11. What transaction would you view to see leave balances/accruals?</td>
<td></td>
</tr>
<tr>
<td>12. What attendance type is not counted towards 50% of the employee’s work days to receive accruals?</td>
<td></td>
</tr>
</tbody>
</table>

**SUMMARY**

In this lesson, you learned to:

- View quotas
- Manage quota adjustments
- Describe Community Service Leave in the Integrated HR/Payroll System
- Convert quota from CSL to CSL-Tutoring or Literacy Volunteer Leave
- Describe Voluntary Shared Leave process at a high level
Lesson 3: FMLA

Objectives

- Create FMLA Events
- Apply absences during an FMLA Event
- Describe the ending of an FMLA Event

Terms and Concepts

**FMLA** is the Family and Medical Leave Act.

**FMLA event**

- A qualified event under the Federal Law that guarantees an employee’s job will be protected during an absence of up to 12 weeks (480 hours)

**FMLA absences**

- An absence that falls during an employee’s FMLA event period that is attributable to that event.
- An absence that is not attributable to that event that falls in the FMLA event period needs to be deselected to use other leave.

### Additional Resources

For more information about the FMLA, refer to the OSHR website:

- *Family and Medical Leave*
- *Family and Medical Leave – Military Caregiver*
- *Family and Medical Leave – Qualifying Exigency*

[http://oshr.nc.gov/policy-forms](http://oshr.nc.gov/policy-forms)
Linking Events to Absences

There are two FMLA profiles:
- FMLA Maintainer
- FMLA Administrator

There is a security role – FMLA Event Maintainer – that can create FMLA Events.

All Leave Administrators can apply absences, but not all can create events.

Approved Leave, Sick Leave and LWOP absences can be applied to an FMLA event.

Paid or unpaid absences can be applied. Pay status is irrelevant.

Donated Leave under Voluntary Shared Leave (VSL) does not affect FMLA. Absences are recorded as Sick Leave and applied to the FMLA event, same as other absences.

<table>
<thead>
<tr>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to the OSC Training website in HELP documents for more information about Time Statements.</td>
</tr>
<tr>
<td>Search for the following support document titles:</td>
</tr>
<tr>
<td>- Time Statement – ZNC Time job aid</td>
</tr>
</tbody>
</table>
EXERCISE 3.1: Create an FMLA Event (PTFMLA)

SCENARIO
You need to create an FMLA event in the Integrated HR/Payroll System based on an approved FMLA request by an employee.

Instructions

1. Enter transaction code PTFMLA in the Command field and click or press Enter.

2. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile</td>
<td>SAP_FMLA_APP -- FMLA Approver</td>
</tr>
<tr>
<td></td>
<td>☑ NOTE: You will have to do this the first time you access the PTFMLA transaction only.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERNR #: Kathy Allen</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel no.</td>
<td>Use Employee Kathy Allen from the list above.</td>
</tr>
</tbody>
</table>

3. Press Enter or click the Enter button.

4. Click the Create Request button. The Create FMLA Request screen is displayed.
5. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMLA Reason</td>
<td>Birth</td>
</tr>
<tr>
<td>Valid from</td>
<td>7/01/2012</td>
</tr>
<tr>
<td>Valid to</td>
<td>6/30/2013</td>
</tr>
<tr>
<td>Certificate Provided</td>
<td>Select this check box</td>
</tr>
<tr>
<td>Status</td>
<td>Approved</td>
</tr>
</tbody>
</table>

6. Click the Check Request button.

7. Press Enter or click the Enter button.

8. Click the Save button.

You need to apply absences to an open event for Kathy Allen.

9. Click the Absences tab. The Assign Absences screen is displayed.

10. Click the checkbox in front of each absence that is a relevant absence in the FMLA event period.

11. Click the Save button.

12. Click the Back button to return to the SAP Easy Access screen.

This exercise is complete.

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
Ending the Event

The FMLA event will end when either:

- The 12-month rolling period has expired
  
  OR

- The FMLA Event Maintainer changes the end date

Changing the end date held in the PTFMLA Valid To field will end (delimit) the event.

Knowledge Check

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. True or False – All employee absences during an FMLA event are FMLA relevant.</td>
<td></td>
</tr>
<tr>
<td>2. True or False – All Leave Admins can create FMLA events.</td>
<td></td>
</tr>
<tr>
<td>3. For an FMLA event, an employee’s job is protected for how many weeks and/or hours?</td>
<td></td>
</tr>
<tr>
<td>4. True or False – Voluntary Shared Leave has no effect on FMLA.</td>
<td></td>
</tr>
<tr>
<td>5. What does FMLA stand for?</td>
<td></td>
</tr>
<tr>
<td>6. True or False – The FMLA Maintainer can create FMLA events?</td>
<td></td>
</tr>
</tbody>
</table>

Summary

In this lesson, you learned to:

- Create FMLA Events
- Apply absences during a FMLA Event
- Describe the ending of a FMLA Event
Lesson 4: Reporting and Troubleshooting

Objectives

- Review Time and Leave entries with transaction CATS_DA
- Review Leave results with Time Statements
- Troubleshoot quota concerns

About Troubleshooting

**PRACTICE**

This lesson is designed to introduce troubleshooting. After class, be sure to practice and explore.

**BE PATIENT**

Troubleshooting is a skill that is honed over time – don’t be alarmed if you don’t feel like an expert at the end of class.

**IT GETS EASIER**

Your comfort with troubleshooting will increase as you become more familiar with the Integrated HR/Payroll System, data, processes, and transactions.

**DON’T WORRY**

The transactions discussed in this topic are displays and reports. They don’t update or change data so running them will not “hurt” anything.

Variants

A Variant in the Integrated HR/Payroll System is a set of saved selection criteria to be used during data entry or reporting.

Advantages of variants:

- Faster entry
- Reduced errors
- Can be used by more than one Leave Administrator and/or Time Administrator
To create a Variant using CATS_DA and CAT2 transactions:

Enter Personnel numbers using Multiple Selection functionality.

1. Click GoTo > Variants > Save As Variant from the menu path.
2. Enter Variant Name and Description.
3. Click the Save button.

To use a Variant:

1. Click the Get Variant button or select menu path Goto > Variant > Get.
2. Double-click desired Variant to select.
3. The Integrated HR/Payroll System will populate CATS_DA with Personnel numbers in Variant.
4. Modify and enter data as needed.

**NOTE:** You can change variants by saving the new variant with the same name. The system will warn you that the variant will be overwritten.

Display Working Time

Display Working Times, transaction CATS_DA, allows for the review of an employee’s time records for a specified period of time.

- Reflects time as it was entered. Changes to entries are reflected as additional lines on the same date.
- Displays A/A codes, amounts, premium codes, and audit details.
- Can be subtotaled by A/A types or searched by specific A/A types.
- Can show a list of employees by using the multiple employee option
- Does not show offsetting

CATS_DA will not display changes to the data that resulted from Time Evaluation.

Time Evaluation will offset leave taken in a week where the employee has exceeded their minimum expected work hours.

Leave that has been offset will show on the employee’s Time Statement.
EXERCISE 4.1: Display Working Times (CATS_DA)

SCENARIO
You want to view a report showing an employee’s working times in the Integrated HR/Payroll System.

Instructions

1. Enter transaction code CATS_DA in the Command field and click .

2. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Period</td>
<td>Other Period:</td>
</tr>
<tr>
<td></td>
<td>01/23/17 – 02/19/17</td>
</tr>
<tr>
<td></td>
<td>02/20/17 – 03/19/17</td>
</tr>
<tr>
<td></td>
<td>03/20/17 – 04/16/17</td>
</tr>
<tr>
<td>Personnel number</td>
<td>10000042 (Kenneth Potter)</td>
</tr>
</tbody>
</table>

3. Click the Execute button.

Listen as your instructor describes some of the displayed fields for you.

4. Click the Back button to return to the SAP Easy Access screen.

Your exercise is complete.
Time Statements

- Summary of all time data entered for an employee during a specific period
- ESS time users will be able to view time statements online
- Leave Administrator can print Time Statements for employees as needed
- Used to view Leave Offsetting

Any retroactive processing of Time Evaluation could change the Time Evaluation results and, therefore, cause changes to the data shown on the Time Statement. It is best to run the Time Statement again whenever you want to analyze the data that it provides. This will insure that you have the most recent results available.

The Time Statement is the first place to go when an employee identifies a potential error.

Time Statement can show:

- Leave that was accrued
- Leave that was offset
- Liabilities that were recovered
- Donations that were applied
- Position settings

Time statements can be printed individually or via a batch process by the Leave Administrator.

<table>
<thead>
<tr>
<th>Additional Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to the OSC Training website in HELP documents for more information about Time Statements.</td>
</tr>
<tr>
<td>Search for the following support document titles:</td>
</tr>
<tr>
<td>- <em>Time Statement</em> job aid</td>
</tr>
</tbody>
</table>
The Time Statement provides a summary view of Time Evaluation results for an employee for a specified calendar month. It is not a pay slip, nor does it reflect compensation.

**NOTE**: This period of time does not align exactly with Overtime Periods.

The Time Statement gets its data from Time Evaluation results. If Time Evaluation has not run for an employee for a particular month, the Time Statement will still generate using transaction ZNCTIME, but there will be no data to display on the form. In ESS, an employee will receive a message indicating “Time Statements not available.”

If the time data for a month is incomplete or Time Evaluation has not been run for all the month, some data is displayed, but will not be complete. The data shown on the Time Statement will update after time data changes have been processed by Time Evaluation.
Cumulated Time Evaluation – PT_BAL00

View Absence Hours Offset with PT_BAL00 uses Code 9342 in Selection Criteria Day Balances or Cumulated Balances.

**List of employees with Negative Quotas**

Run the PT_BAL00 report, with variant /NEGQUOTA, to identify your employees with negative balances.

⚠️ **NOTE:** The variant above limits the results to the quotas listed below.

Refer to the Identifying Employees with Negative Balances job aid located on the OSC Training website in Help Documents for assistance in running this report.

After determining the employees with negative balances, divide the records into groups by the quota type:

- 10 – Vacation Leave
- 15 – Sick Leave
- 50 – Bonus Leave
- 65 – Community Service Leave
- 66 - Community Service Leave – Tutoring
- 67 - Literacy Volunteer Leave

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**Knowledge Check**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. True or False – Employees will be paid for everything recorded in CATS.</td>
<td></td>
</tr>
<tr>
<td>2. True or False – CATS_DA can show a list of employees.</td>
<td></td>
</tr>
<tr>
<td>3. True or False – Time Statements are always available.</td>
<td></td>
</tr>
<tr>
<td>4. True or False – Leave that has been offset will show in CATS_DA.</td>
<td></td>
</tr>
<tr>
<td>5. True or False – Time Statements display compensation.</td>
<td></td>
</tr>
<tr>
<td>6. What are some advantages of using a variant?</td>
<td></td>
</tr>
</tbody>
</table>
**SUMMARY**

In this lesson, you learned to:

- Review Time and Leave entries with transaction CATS_DA
- Review Leave results with Time Statements
- Troubleshoot quota concerns
Lesson 5: Course Review

Objectives

• Describe the Quotas available to employees
• Describe and execute the process for quota corrections
• Describe and execute the maintenance of FMLA-relevant absences
• Perform basic quota reporting and troubleshooting

Next Steps

• Monitor the Integrated HR/Payroll System communication
  ◦ BEST Shared Services web site
  URL: https://www.osc.nc.gov/state-employees/BEST
  ◦ Review conceptual materials
  ◦ Access the Training HELP site
  URL: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents
• Practice what you’ve learned
  URL: https://mybeacon.its.state.nc.us/irj/portal
    ▪ Use your current NCID user name and password
    ▪ Select SAP GUI > Training Sandbox (E1T 899) tab
• Keep your training materials close by as a ready reference.

Need transactional assistance?

Remember to access the Training HELP website when you need assistance in completing transactions. As stated above, the work instructions can be accessed online through the web link in the steps above.
Course Assessment/Evaluation

Follow the instructions given by your instructor to complete your competency assessment and your evaluation of today’s class in the Learning Management System (LMS).

CONGRATULATIONS!

You’ve completed the course!