# Time Evaluation

Transaction Code:
ZT60

**Purpose**    Use this procedure to update an employees' quota balance outside of the scheduled payroll processing days or when the employee's leave accrual needs to be reevaluated based on updated master data.

**Trigger**    A quota correction is created to adjust the accruals or the date specification (0041) infotype is updated with a different anniversary date, or unbroken service date, which could impact the system generated accrual amount.

**Prerequisites**    A quota correction is created to adjust the accruals or the date specification (0041) infotype is updated with a different anniversary date, or unbroken service date, which could impact the system generated accrual amount.

Note:  The above are the most common scenarios for running the Time Evaluation, however running the Time Evaluation is not limited to those.

**End User Roles**    Time and Attendance Processor, Time and Attendance Inquirer, Time and Attendance Supervisor and Payroll Processor

| Change History | Change Description |
|---|---|
| 7/6/2009 | Created |

**Menu Path**    Human Resources → Personnel Management → Administration → Time Management →  Time Evaluation

**Transaction Code**    ZT60

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

| Message Type | Description |
|---|---|
| **Error**  | **Example**:  Make an entry in all required fields. <br><br> **Action**: Fix the problem(s) and then click  (Enter) to validate and proceed. |
| **Warning**  | **Example**:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <br><br> **Action**: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed. |
| **Confirmation**  or  | **Example**:  Save your entries. <br><br> **Action**: Perform the required action to proceed. |

## Procedure

Scenario:

An agency created a quota correction on 7/24 to give an employee their quota accrual for the month of July as the employee did not meet the 80 hour requirement to accrue their leave during the first half of the month. The **Time Evaluation (ZT60)** must be processed to give the employee their leave accrual.



1. Start the transaction using the above menu path or transaction code **ZT60**

**HR**
WSD **Personnel**

2. Complete the following fields:

| R=Required Entry   O=Optional Entry   C=Conditional Entry | | |
|---|---|---|
| Field Name | R/O/C | Description |
| Personnel Number | R | The employee's unique identifying number.<br><br>**Example**: 40000200 |
| Forced recalculation as of | C | The date that the system needs to recalculate the leave accrual for.<br><br>![info] Enter a date into this field to have the system recalculate the accrual based on changes made to an employees' record.  If an update is made to an employees' record, the date would be the start date of the specific record that was updated.<br><br>If the employee's date specification (0041) Infotype is updated with an effective date in the past, enter that date.<br><br>**Example:  7/24/2xxxx** enter **7/24/2xxx**<br><br>![info] If the quota correction is created to impact the system generated accrual, leave this field blank while running the Time Evaluation |
| Display Log | O | Check this box to display errors, and accrual details.<br><br>![info] Selecting the Display log will help to identify time errors that are created if the Time Evaluation does not process successfully.<br><br>If the **PDC error field** on the employee's *Payroll Status (0003)* Infotype is checked you will need to run the Time Evaluation with the display logged checked to identify the specific error for your employee. |

3. Click ![execute icon] (Execute) to run the **Time Evaluation-without display log checked:**
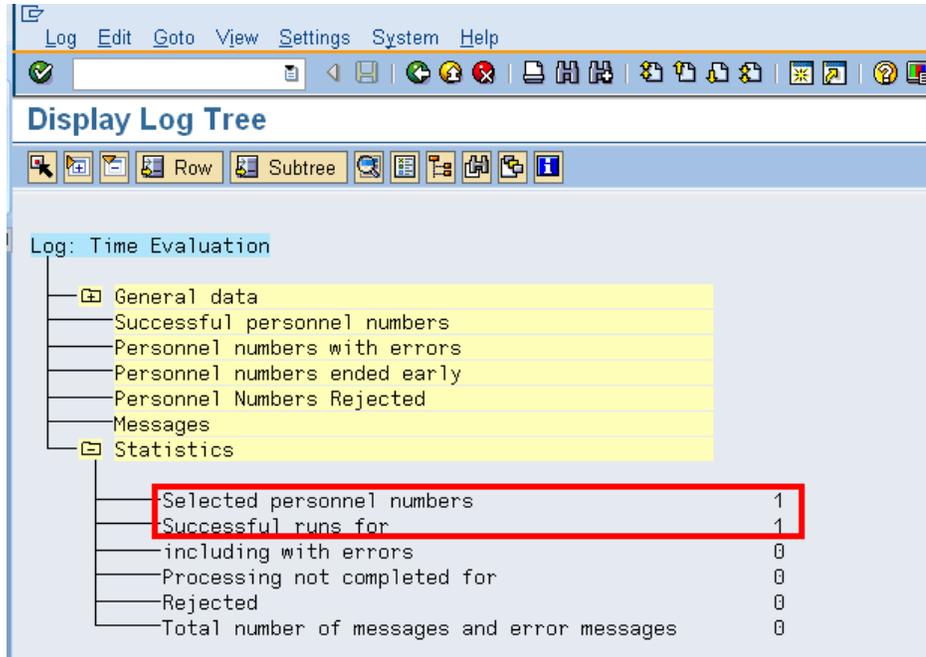
WSD **Personnel**

Once you have processed the **Time** Evaluation verify the employee's leave quota balance and the accrual date by viewing their **Absence Quotas (2006)** Infotype.

3.1 Running the Time Evaluation with **Display log checked** to help identify possible errors:

**Display Log Tree with errors:**

![info icon] If there are errors on the employee's record they will display in red.
The error message in this screen shot
⚠ Technical error no. 81
    06/01/2006 Processing terminated for EE 40000200 KORZE JOZICA indicates that the
employee's *Date Specification (0041)* Infotype is missing one or more of the required three (3)
date types (01-Anniversary Date, 03-Original Hire Date and 7-Unbroken Srvc. Date) To correct
this error, access the employee's *Date Specifications (0041)* create the missing date type and
run the Time Evaluation again.

**Display Log Tree without errors:**

```
  Log  Edit  Goto  View  Settings  System  Help

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 Display Log Tree

 🔲🔲🔲 🔲 Row 🔲 Subtree 🔲🔲🔲🔲🔲🔲

Log: Time Evaluation

   ── 🔲 General data
   ── 🔲 Successful personnel numbers

        ── 🔲 40000200 KORZE JOZICA

             ── 🔲 Initialization 06/2009
             ── 🔲 06/16/2009 Tuesday
             ── 🔲 06/17/2009 Wednesday
             ── 🔲 06/18/2009 Thursday
             ── 🔲 06/19/2009 Friday
             ── 🔲 06/20/2009 Saturday
             ── 🔲 06/21/2009 Sunday
             ── 🔲 06/22/2009 Monday
             ── 🔲 06/23/2009 Tuesday
             ── 🔲 06/24/2009 Wednesday
             ── 🔲 06/25/2009 Thursday
             ── 🔲 06/26/2009 Friday
             ── 🔲 06/27/2009 Saturday
             ── 🔲 06/28/2009 Sunday
             ── 🔲 06/29/2009 Monday
             ── 🔲 06/30/2009 Tuesday

                  ── 🔲 Provide Time Data
                  ── 🔲 Manage Time Accounts

                       ── 🔲 RTIP  &CSL GEN        Add Shared Leave Abs. to Daily Bal.
                       ── 🔲 P2012                 Time Transfers
                       ── 🔲 ACTIO &CSB            Add Daily Career Sh. Lv. to Total Bal.
                       ── 🔲 ACTIO &041            Check IT0041 Dates for > 100 Years
                       ── 🔲 CUMBT                 Update balances
                       ── 🔲 &QUOT                 Generate absence quotas

                            ── 🔲 Processing

                                 ── 🔲 General information
                                 ── 🔲 Rule: 001 quota type 30 Sick Leave
                                 ── 🔲 Rule: 002 quota type 31 Annual Leave/Vacation
                                 ── 🔲 Rule: 004 quota type 34 Jus. Excess Leave
                                 ── 🔲 Rule: 006 quota type 35 Compensatory Time
                                 ── 🔲 Rule: 008 quota type 37 Exchange Time
                                 ── 🔲 Rule: 009 quota type 39 Holiday Credits
                                 ── 🔲 Rule: 010 quota type 43 Settl Leave WSP
```

![info icon] The information displayed under the Processing folder will provide detailed information
on the quota that accrued as the amount of each accrual.  Double click on each line to view
detailed information.

**HR**
WSD **Personnel**

Once you have processed the **Time** Evaluation verify the employee's leave quota balance and the accrual date by viewing their **Absence Quotas (2006)** Infotype.

4.  Enter /**NPA20** into the command field:



| R=Required Entry    O=Optional Entry    C=Conditional Entry | | |
|---|---|---|
| Field Name | R/O/C | Description |
| Personnel Number | R | The employee's unique identifying number.<br><br>**Example**:  40000200 |

5.  Click the **Time Recording** tab to select.

6. Select the blue box to the left of **Absence Quotas** to select.

7.  Select the **⊙ All** to view all records created.

8.  Enter quota type **STy 31 Annual Leave/Vacation** to narrow the search results or leave blank to view all quota balances for the employee.

9. Click (overview) to display all records.

10. You have completed this transaction.

| Results |
| --- |
| You have adjusted an employee's quota balance. |