Time Evaluatio	n 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 \rightarrow Personnel Management \rightarrow Administration \rightarrow Time Management \rightarrow 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. Action : Fix the problem(s) and then click 🧭 (Enter) to validate and proceed.
Warning	Example : ORECORD Valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation	Example: Save your entries. 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.

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List Quota Corrections (2013)								
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1. Start the transaction using the above menu path or transaction code **ZT60**

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Program options Display log Test run (no update) Stop at function/operati Stop at fixed positions i	on BREAK in time evaluatior	1			



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.					
Forced recalculation as of	С	The date that the system needs to recalculate the leave accrual for. 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. If the employee's date specification (0041) Infotype is updated with an effective date in the past, enter that date. Example: 7/24/2xxxx enter 7/24/2xxx If the quota correction is created to impact the system generated accrual, leave this field blank while running the Time Evaluation					
Display Log	0	Check this box to display errors, and accrual details. Selecting the Display log will help to identify time errors that are created if the Time Evaluation does not process successfully. If the PDC error field on the employee's <i>Payroll Status (0003)</i> Infotype is checked you will need to run the Time Evaluation with the display logged checked to identify the specific error for					
		with the display logged checked to identify the specific error for your employee.					

3. Click (Execute) to run the **Time Evaluation-without display log checked:**



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Selected personnel numbers Successful runs for	1
including with errors Processing not completed for Rejected Total number of messages and error messages	0 0 0

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:



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🗌 Test run (no update)					
Stop at function/operati	ion BREAK				
Stop at fixed positions	in time evaluatior	ı			

Display Log Tree with errors:





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:



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.



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:

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🕫 Display HR	Master Data
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Image: Second Secon	Personnel no. 40000200 Name K0RZE J0ZICA PersArea 5400 Employment Security Dept EEGroup 0 Permanent PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe Status Active Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data Image: Personal Data Infotype text E. Period O Period From 01/01/1800 To 12/31/9999 Absences Image: Personal Data Image: Period O Current week Attendances Image: Period O Current month Attendance Quotas Image: Period O Current Date Last week Quota Corrections Image: Period O Current Period Current Year Time Quota Compensation Image: Period O Current Year Image: Period Overtime Image: Period Image: Period O Current Year
	Infotype Absence Quotas STy 31 Annual Leave/Vacation

R=Required Entry O=Optional Entry C=Conditional Entry							
Field Name	R/O/C	Description					
Personnel Number	R	The employee's unique identifying number. 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 O 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.



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		07/24/2009	07/24/2009	31	Annual Leave/Vacation	07/24/2009	12/31/9999	10.66667	0.0000		
		06/01/2009	06/01/2009	31	Annual Leave/Vacation	06/01/2009	12/31/9999	14.00000	0.0000		

10. You have completed this transaction.

Results

You have adjusted an employee's quota balance.

