

**EVA Identifying incorrect balances**

**Purpose** Use this procedure to identify the employees within your agency who have incorrect Excess Vacation Accrual (EVA) balances.

**Background** **EVA Process in HRMS:**

During payroll processing, the EVA process runs on Day 5 after leave accruals have been created. The EVA process checks the Vacation Leave balance of employees to determine if it is over 240 hours as of the accrual date (effective date of leave earned). If the Vacation Leave balance exceeds 240 hours the system reduces it to 240 hours and applies the excess hours to the EVA balance. This process does not have retroactive calculation capability, nor does it account for future- dated vacation leave requests entered through the ESS/MSS online System. It only considers the Vacation Leave balance as of that date. The system will not redistribute the EVA adjustment once it is completed.

**Application of Request:**

When Vacation Leave is requested and processed in HRMS, the system applies the request to the first available accrual in the system in the following order 1) JEV, 2) EVA, 3) Vacation. If there is no JEV or EVA established when Vacation Leave is requested, the system posts the leave request to Vacation Leave. The request will remain attached to that leave type regardless of any leave types which accrue between the time the request is approved and the actual requested leave date. It requires a manual transaction to redistribute a leave request.


**Trigger** Perform this procedure after a retro or future date record has been created that impact an employees' EVA and/or Vacation Leave balances.

**Prerequisites** None.

**End User Roles** In order to perform this transaction you must be assigned the following role: Payroll Processor, Payroll Supervisor, Time and Attendance Processor, and Time and Attendance Supervisor.

Change History	
Date	Change Description
04/05/12	Procedure Created
01/07/13	Added note to helpful hint re: the new EVA process for agencies using the ESS Leave Tool.

Transaction Code      ZHR\_RPTTM084

Helpful Hints	
	<p data-bbox="500 331 1507 499"> Effective <b>1/1/2013</b> agencies using the ESS Leave Tool have a new EVA Process. For further details check out the <u><a href="#">Enterprise Services Communication (ESS Leave Tool agencies moving to new EVA process)</a></u>.</p> <p data-bbox="500 533 1409 596">Agencies are still responsible for identifying incorrect balances prior to 1/1/2013 and making any corrections.</p> <p data-bbox="500 634 1386 697">Two Statewide Variants have been created to help agencies capture incorrect EVA balances for each payroll cycle:</p> <p data-bbox="500 735 1500 831"><b>SWV VAC BAL</b> will identify employees who have Vacation leave (31) balances in excess of 240.0 hours or below 240.0 depending upon the layout option selected.</p> <p data-bbox="500 869 1338 898"><b>SWV EVA BAL</b> will identify employees who have EVA balances.</p>


**Scenario:**

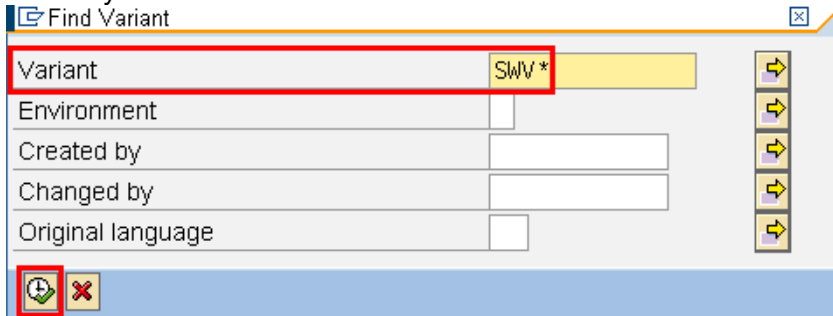
Run the **Attendance System Change Report** to identify the Personnel Numbers within your agency that have incorrect balances with their EVA and/or Vacation Leave accruals.

**Procedure**

1. Start the transaction using the transaction code **ZHR\_RPTTM084**.

The screenshot shows the SAP 'Attendance System Change Report' transaction interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Attendance System Change Report'. The interface is divided into several sections: 'Period' with radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', 'From today', and 'Other period' (selected); 'Selection' with input fields and dropdown arrows for 'Personnel Number', 'Employment status', 'Personnel area', 'Personnel subarea', 'Employee group', 'Employee subgroup', 'Business area', and 'Payroll area'; 'Quota selection' with 'Quota type' and 'Deduction period' (01/01/1800 to 12/31/9999); 'Display' with a checked button for 'Only EEs with selected quotas' and other filter options; 'Data format' with a 'Layout' field; and 'Additional Data' with a 'Field Selections' field.

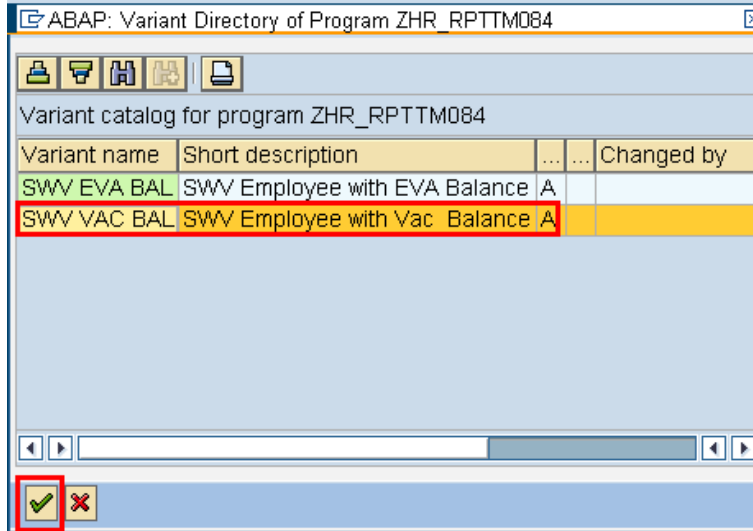
2. Click  (Get Variant) to access the variants. Remove the data in the **created by** field and key **SWV\*** into the Variant Name Field.



Find Variant

Variant	SWV*	
Environment		
Created by		
Changed by		
Original language		


3. Click  (Execute) to display all **Statewide Variants** created for this report.



ABAP: Variant Directory of Program ZHR\_RPTTM084


Variant catalog for program ZHR\_RPTTM084

Variant name	Short description	...	...	Changed by
SWV EVA BAL	SWV Employee with EVA Balance	A		
SWV VAC BAL	SWV Employee with Vac Balance	A		

4. Select **SWV VAC BAL** and click  (Choose) to return to the **Attendance System Change Report** selection criteria screen.

5. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Other Period	R	This selection allows you to specify specific dates. <b>Example:</b> 11/16/2010 to 11/30/2010
Personnel Area	C	A specific agency/sub agency in the State of Washington. <b>Example:</b> 1650(WA Board of Accountancy)
Business Area	C	A specific agency in the State of Washington. This is associated with each Employer Identification Number

		(EIN).  <b>Example:</b> 1000 (Attorney General)
Deduction Period	R	The entries in the deduction from date and deduction to date determine the quota accrual period.   <b>Tip:</b> Run this report in half month intervals (1-15) or (16- the end of the month). If researching a quota problem it may be easier to identify differences when running by pay period.  <b>Example:</b> 11/16/2010 to 11/30/2010
Layout	R	Enter <b>/BAL &gt; 240</b>

The screenshot shows the 'Attendance System Change Report' application. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Attendance System Change Report'. The interface is divided into several sections:

- Period:** Includes radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', and 'From today'. The 'Other period' option is selected and highlighted with a red box. Below it, 'Period' is set to '11/16/2010' and 'To' is set to '11/30/2010', both also highlighted with a red box. A 'Payroll period' button is located below these fields.
- Selection:** A list of selection criteria with input fields and dropdown arrows. 'Personnel area' is set to '1650' and is highlighted with a red box. Other criteria include Personnel Number, Employment status (set to '3'), Personnel subarea, Employee group, Employee subgroup, Business area, and Payroll area.
- Quota selection:** 'Quota type' is set to '31'. 'Deduction period' is set to '11/16/2010' and 'To' is set to '11/30/2010', both highlighted with a red box.
- Display:** Includes several checkboxes and buttons. 'Only EEs with selected quotas' is checked. 'Only EEs with entitlement' and 'EEs w/rem. ent. only' are also checked. There are buttons for 'Only EEs w/rem. ent. only', 'Only EEs w/compensation', 'EEs w/qta used only', and 'EEs w/qta accrued only'. An 'Amt of remaining entitlement' field is present with a dropdown arrow.
- Data format:** 'Layout' is set to '/BAL>248' and is highlighted with a red box.

6. Click  (Execute) to generate report.

## Title: EVA\_Identifying incorrect balances

State of Washington - HRMS  
Attendance System Change Report

Report ID: ZHR\_RPTTM084  
User: KELLYW  
Run Date: 04/06/2012  
Period: 11/16/2010 thru 11/30/2010

Per...	Personnel	Name	Quota	Quota Type Text	Leave Accr	Beginning	Earned	Receiv.	Taken/Re.	Paid/Repor	Adjustm.	Donated	Return	Expired	Ending Bal
1650	143111	SEXTON, ...	30	Sick Leave	11/30/2010	1,452.90000	8.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	1,460.90000
1650	143111	SEXTON, ...	31	Vacation Leave	11/30/2010	228.50002	14.66667	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	243.16669
1650	143111	SEXTON, ...	42	Personal Holiday - Shift	11/30/2010	1.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	1.00000
1650	143111	SEXTON, ...	90	Sick Leave Conversion	11/30/2010	30.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	30.00000

7. The report results display all employees who have Vacation Leave Balance in **excess** of 240.0 hours.



You must correct the identified employee's quota balances. Refer to the user procedure **EVA-Adjusting Incorrect Balances** to make the necessary adjustments.




To determine the cause for the employees balances to be out balance, you should:

- Access each employees **Absences 2001** to identify retro or future dated postings.
- Access **Quota Corrections (2013)** for each employee to see the effective date of the correction

8. Next is to identify employees with an EVA balance and Vacation Leave balances less than 240 hours.



- 9. Click the  (Back) button to return to the **Attendance System Change Report** selection screen.

Program Edit Goto System Help

### Attendance System Change Report

Selections from Search helps Org. structure

**Period**

Today  Current month  Current year

Up to today  From today

Other period

Period  To

Payroll period

**Selection**

Personnel Number

Employment status

Personnel area

Personnel subarea

Employee group

Employee subgroup

Business area

Payroll area

**Quota selection**

Quota type  to

Deduction period  To

**Display**

Only EEs with selected quotas  All selected EEs

Only EEs with entitlement

EE's w/rem. ent. only

Amt of remaining entitlement  to


Only EEs w/compensation

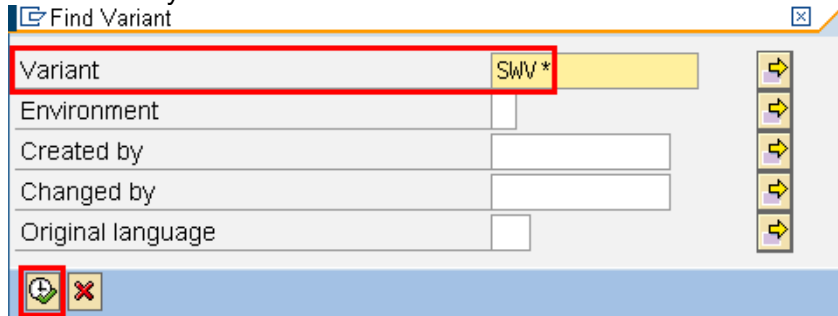
EE's w/qta used only

EE's w/qta accrued only

**Data format**

Layout

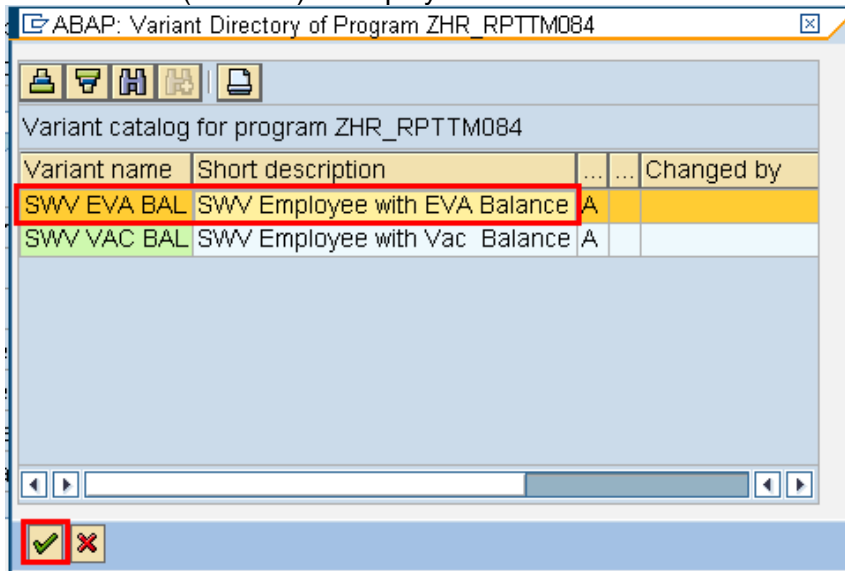
10. Click  (Get Variant) to access the variants. Remove the data in the **created by** field and key **SWV\*** into the Variant Name Field.



Find Variant

Variant	SWV*	
Environment		
Created by		
Changed by		
Original language		


11. Click  (Execute) to display all **Statewide Variants** created for this report




ABAP: Variant Directory of Program ZHR\_RPTTM084

Variant catalog for program ZHR\_RPTTM084

Variant name	Short description	...	...	Changed by
SWV EVA BAL	SWV Employee with EVA Balance	A		
SWV VAC BAL	SWV Employee with Vac Balance	A		

12. Select **SWV EVA BAL** click  (Choose) to return to the **Attendance System Change Report** selection criteria screen.

13. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Other Period	R	This selection allows you to specify specific dates.  <b>Example:</b> 11/16/2010 to 11/30/2010
Personnel Area	C	A specific agency/sub agency in the State of Washington.  <b>Example:</b> 1650(WA Board of Accountancy)
Business Area	C	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN).  <b>Example:</b> 1000 (Attorney General)
Deduction Period	R	The entries in the deduction from date and deduction to date determine the quota accrual period.   <b>Tip:</b> Run this report in half month intervals (1-15) or (16- the end of the month). If researching a quota problem it may be easier to identify differences when running by pay period.  <b>Example:</b> 11/16/2010 to 11/30/2010

Program Edit Goto System Help

### Attendance System Change Report

Selections from Search helps Org. structure

**Period**

Today  Current month  Current year  
 Up to today  From today  
 Other period

Period  To

**Selection**

Personnel Number	<input type="text"/>	<input type="button" value="↕"/>
Employment status	<input type="text" value="3"/>	<input type="button" value="↕"/>
Personnel area	<input type="text" value="1650"/>	<input type="button" value="↕"/>
Personnel subarea	<input type="text"/>	<input type="button" value="↕"/>
Employee group	<input type="text"/>	<input type="button" value="↕"/>
Employee subgroup	<input type="text"/>	<input type="button" value="↕"/>
Business area	<input type="text"/>	<input type="button" value="↕"/>
Payroll area	<input type="text"/>	<input type="button" value="↕"/>

**Quota selection**

Quota type  to

Deduction period  To

**Display**

Only EEs with selected quotas  All selected EEs

**Data format**

Layout

14. Click  (Execute) to generate report.

Title: EVA\_Identifying incorrect balances

State of Washington - HRMS  
Attendance System Change Report

Report ID: ZHR\_RPTTM084  
User: KELLYW  
Run Date: 04/09/2012  
Period: 11/16/2010 thru 11/30/2010



Personnel	Name	Quota Type Text	Leave Accr	Beginning	Earned	Receiv...	Taken/Re...	Paid/Repor	Adjustment	Donated	Return...	Expired	Ending Ba	Anniversar
143111	SEXTON, CH...	40 Excess Vacation Acrua	11/30/2010	0.00000	0.00000	0.00000	0.00000	0.00000	3.16669	0.00000	0.00000	0.00000	3.16669	05/08/1978
249286	ZOLMAN, LI...	40 Excess Vacation Acrua	11/30/2010	14.00001	0.00000	0.00000	2.00000	0.00000	14.66667	0.00000	0.00000	0.00000	26.66668	08/08/1994
40000065	ELLIOTT, M...	40 Excess Vacation Acrua	11/30/2010	26.66668	0.00000	0.00000	0.00000	0.00000	66.66669	0.00000	0.00000	0.00000	93.33337	07/04/2001
40000066	MEAKER, LI...	40 Excess Vacation Acrua	11/30/2010	42.66668	0.00000	0.00000	0.00000	0.00000	74.66669	0.00000	0.00000	0.00000	117.33337	07/04/2001
40000068	PHILLIPS, B...	40 Excess Vacation Acrua	11/30/2010	42.66668	0.00000	0.00000	0.00000	0.00000	74.66669	0.00000	0.00000	0.00000	117.33337	07/04/2001
40000069	JACOBSEN, ...	40 Excess Vacation Acrua	11/30/2010	42.66668	0.00000	0.00000	0.00000	0.00000	74.66669	0.00000	0.00000	0.00000	117.33337	07/04/2001
40000130	THOMPSON, ...	40 Excess Vacation Acrua	11/30/2010	37.79486	0.00000	0.00000	0.00000	0.00000	65.90908	0.00000	0.00000	0.00000	103.70394	05/22/1991

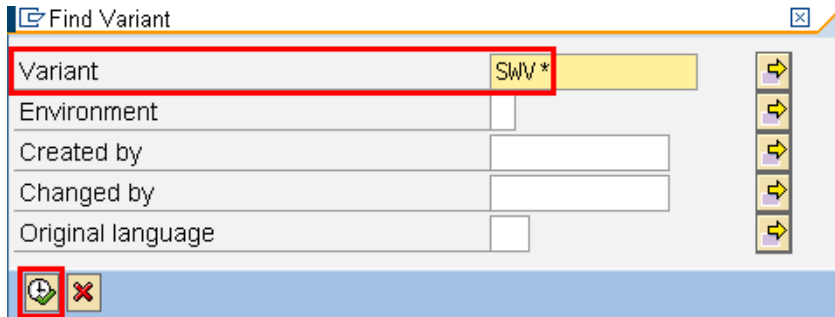
15. Select the **Personnel Number** column header and **right click**.
16. Select **Copy Text** to copy personnel numbers of the employees who have an EVA Balance.

State of Washington - HRMS  
Attendance System Change Report

Report ID: ZHR\_RPTTM084  
User: KELLYW  
Run Date: 04/09/2012  
Period: 11/16/2010 thru 11/30/2010

Personnel	Name	Quota Type Text	Leave Accr	Beginning	Earned
143111	Copy Text	on Acrua	11/30/2010	0.00000	0.00000
249286	Hide	on Acrua	11/30/2010	14.00001	0.00000

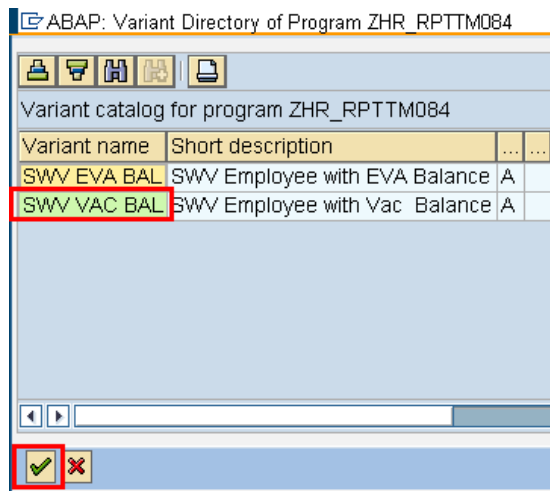
17. Click the  (Back) button to return to the **Attendance System Change Report** selection screen.
18. Click  (Get Variant) to access the variants. Removed the data in the **created by** field and key **SWV\*** into the Variant Name Field.



19. Select the variant **SWV VAC BAL**.



This will help identify employees who have an EVA balance, yet their Vacation Leave balance is **below** 240 hours.



20. Click  (Choose) to return to the **Attendance System Change Report** selection criteria screen.

Program Edit Goto System Help

**Attendance System Change Report**

Selections from Search helps Org. structure

**Period**

Today       Current month       Current year  
 Up to today       From today  
 Other period

Period  To

Payroll period

**Selection**

Personnel Number    
 Employment status    
 Personnel area    
 Personnel subarea    
 Employee group    
 Employee subgroup    
 Business area    
 Payroll area

**Quota selection**

Quota type  to   
 Deduction period  To

**Display**


Only EEs with selected quotas       All selected EEs  
 Only EEs with entitlement  
 EEs w/rem. ent. only  
 Amt of remaining entitlement  to   
 Only EEs w/compensation  
 EEs w/qta used only  
 EEs w/qta accrued only




**Data format**

Layout

21. Complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Other Period	R	This selection allows you to specify specific dates.  <b>Example:</b> 11/16/2010 to 11/30/2010

22. Under the **Section**, place cursor into **Personnel Number** filed and click  (multiple selection) to paste ther Personnel Numbers from the report results.

Selection		
Personnel Number	<input type="text"/>	
Employment status	3	
Personnel area	1650	

Multiple Selection for Personnel Number

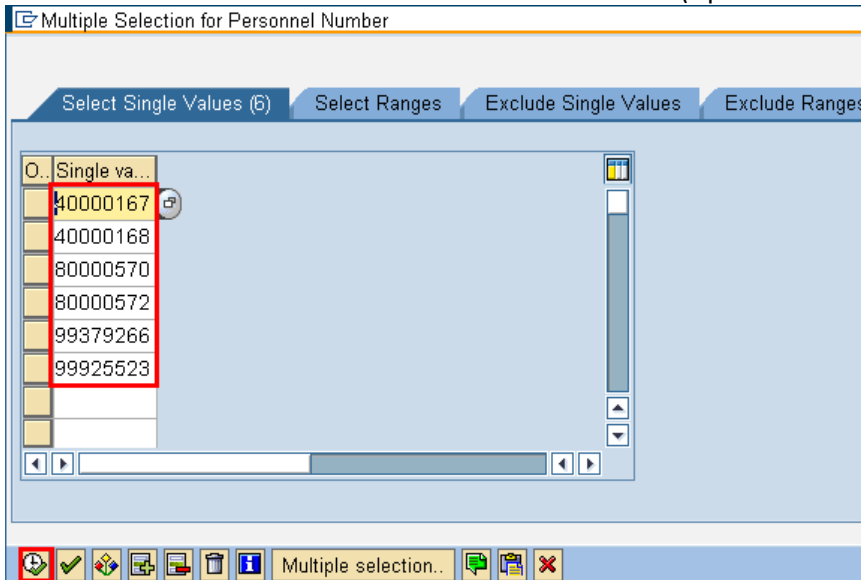
Select Single Values    Select Ranges    Exclude Single Values    Exclude Ranges


O..	Single va...
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>

Multiple selection..




23. Put the cursor into first available field and click  (Upload from Clipboard).



24. Click  (Execute) to return to the **Attendance System Change Report**.

25. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Deduction Period	R	<p>The entries in the deduction from date and deduction to date determine the quota accrual period.</p> <p> <b>Tip:</b> Run this report in half month intervals (1-15) or (16- the end of the month). If researching a quota problem it may be easier to identify differences when running by pay period.</p> <p><b>Example:</b> 11/16/2010 to 11/30/2010</p>
Layout	R	Enter <b>/BAL &lt; 240</b>

Program Edit Goto System Help

**Attendance System Change Report**

Selections from Search helps Org. structure

**Period**

Today  Current month  Current year  
 Up to today  From today  
 Other period  
Period  To   
Payroll period

**Selection**

Personnel Number	<input type="text" value="40000167"/>	
Employment status	<input type="text" value="3"/>	
Personnel area	<input type="text"/>	
Personnel subarea	<input type="text"/>	
Employee group	<input type="text"/>	
Employee subgroup	<input type="text"/>	
Business area	<input type="text"/>	
Payroll area	<input type="text"/>	

**Quota selection**

Quota type  to   
Deduction period  To

**Display**

Only EEs with selected quotas  All selected EEs

Only EEs with entitlement  
 EEs w/rem. ent. only  
Amt of remaining entitlement  to

Only EEs w/compensation  
 EEs w/qta used only  
 EEs w/qta accrued only

**Data format**

Layout

26. Click  (Execute) to generate report

Title: EVA \_Identifying incorrect balances

State of Washington - HRMS  
Attendance System Change Report

Report ID: ZHR\_RPTTM084  
User: KELLYW  
Run Date: 04/09/2012  
Period: 11/16/2010 thru 11/16/2010

Personnel	Name	Q...	Quota Type	Leave A...	Beginn...	Earned	Recei...	Taken/R...	Paid/Re...	Adjustm...	Dona...	Return...	Expired	Ending Bal	Anniversar
40000314	BRADY, TONYA	31	Vacation L...		212.3...	0.00000	0.00...	0.00000	0.00000	0.00000	0.00...	0.00000	0.00...	212.30000	03/01/19...
40000315	FRANKLIN, DENNIS M	31	Vacation L...		135.3...	0.00000	0.00...	0.00000	0.00000	0.00000	0.00...	0.00000	0.00...	135.30000	02/15/19...
40000316	ZIMMER, ALICE	31	Vacation L...		214.0...	0.00000	0.00...	0.00000	0.00000	0.00000	0.00...	0.00000	0.00...	214.00000	07/13/19...

27. The report results display all employees who had an EVA balance **and** who have Vacation Leave Balance **below** 240 hours.



Refer to the user procedure **EVA – Adjusting Incorrect Balances** for correcting identified employees.



To determine the cause for the employees balances to be out balance, you should:

- Access each employees **Absences 2001** to identify retro or future dated postings.
- Access **Quota Corrections (2013)** for each employee to see the effective date of the correction

**Results**

You have successfully generated the Attendance System Change Report to:

- Identify employees who have Vacation Leave balances in **excess** of 240 hours.
- Identify employees with an EVA balance and Vacation Leave balance **below 240**.