

Preemptive Time Data Check

ZHR_RPTPYN07

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
9/22/06	Lesia Terry	Create

Purpose

Use this procedure to verify that time data has been correctly entered for an employee.

Trigger

Perform this when time data has been transferred via the ZCATA action into HRMS.

Prerequisites

Run this report prior to payroll Release and prior to payroll Exit.










Transaction Code

ZHR_RPTPYN07

Helpful Hints

A batch process (ZCATA) transfers time data entered in CATS to HRMS. The information populates infotypes absences (2001) and employee remuneration info (2010). When payroll runs, the time information is pulled to compute an employees pay from these two infotypes.

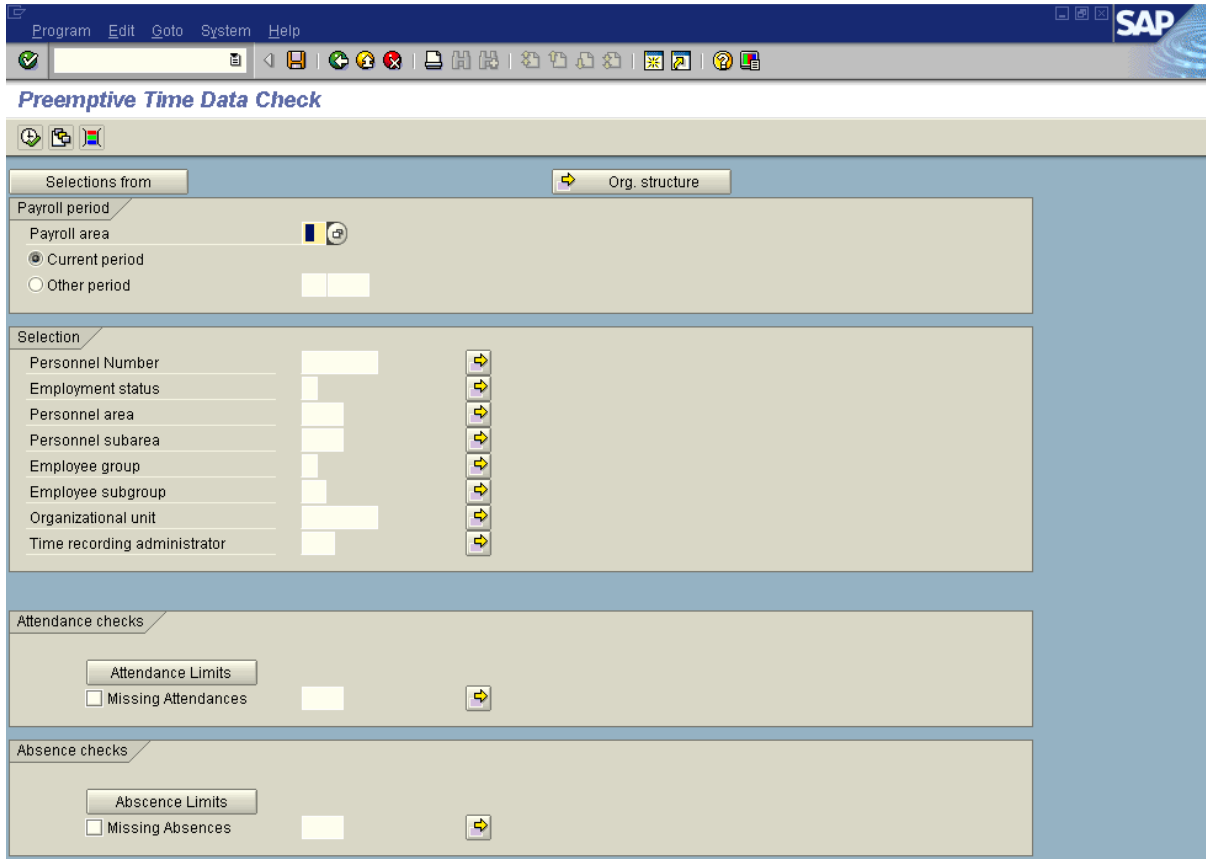
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record 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 proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.


Procedure


1. Start the transaction using the transaction code **ZHR_RPTPN07**.

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2. Complete the following fields:

Field Name	R/O/C	Description
Payroll Area	R	Description of the Payroll Area.  Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. Example: 11
Personnel Area	R	A Specific agency/sub-agency in the State of Washington. Example: 1110

3. **Attendance checks:** Select wage types that are allowed on infotype Employee Remuneration Info (2010). Examples would be: Wage Type 1290 Overtime straight-all ag and Wage Type 1060 shift df .50 for all agys.
4. **Absence checks:** Select absence types that are allowed on infotype Absences (2001). Examples would be: Absence type 9048 Sick Leave and Absence type 9003 Vacation Leave.
5. Click  (Execute) to execute the report.
6. You have completed this transaction.

Result

You have generated the Preemptive Time Data Check report.