

Leave Requests: Process Posting Errors

Transaction Code:
ZRPTARQERR

- Purpose** Use this report to identify employees who had error(s) with their leave requests posting.
- Trigger** Use this report when notified by email that there were errors identified when the Leave Requests Posting Program ran.
- Prerequisites** The Posting Program batch process has completed processing to update employees' *Absences Infotype 2001*.



The Posting Program is a batch process that is automatically executed every 15 minutes (**with the exception of Payroll Processing Days 1-4**) that posts approved leave requests to the employees *Absences (Infotype 2001)*

- End User Roles** In order to perform this transaction you must be assigned the following role:
Leave Request Administrator

Change History	Change Description
9/13/2010	Created
5/30/2012	Updated time frame of the Posting Program

- Helpful Hints**
- Leave Request Administrators will need to run this report once they have been notified via email that there were errors when the Posting Program ran, to identify the employees personnel numbers that had the errors.
 - If you are unable to determine the error(s), please contact the Department of Personnel Service Center (360)664.6400 or ServiceCenter@dop.wa.gov for assistance.

Transaction Code **ZRPTARQERR**


Procedure

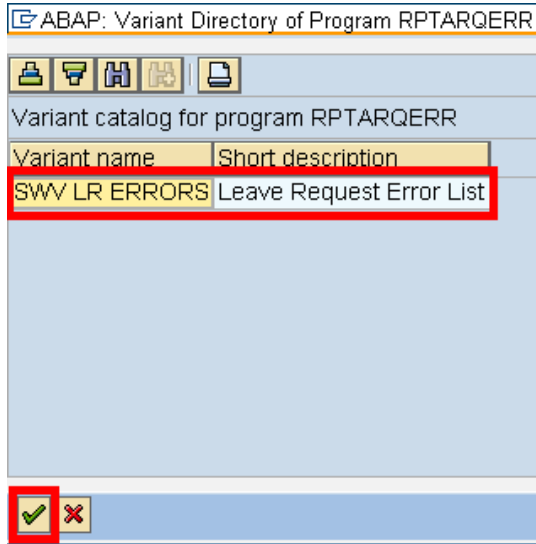
Scenario:


You have been notified by email that there were errors while trying to post employees' leave requests. You need to run the **Leave Requests: Process Posting Errors** report to identify the employees with the errors.

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


The screenshot shows the SAP 'Leave Requests: Process Posting Errors' report selection screen. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title of the report is 'Leave Requests: Process Posting Errors'. Below the title, there is a sub-header 'Evaluation Over All Data Records'. The screen is divided into several sections: 'Further selections', 'Search helps', and 'Sort order'. The 'Period' section includes radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. There are also input fields for 'Data Selection Period' and 'Person selection period', each with a 'To' field. The 'Selection' section includes input fields for 'Personnel Number', 'Employment status', 'Company Code', 'Payroll area', 'Pers.area/subarea/cost cente', and 'Employee group/subgroup', each with a corresponding arrow icon. The 'Options' section includes a 'Layout' input field and a checkbox for 'Only correctly posted requests'.

2. Click on the  (Get Variant) icon to access the State Wide Variant that has been created for this report.






- 2A. Select **SWV LR ERRORS** Leave Request Error List and click  (Choose) to return to the Leave Requests Check selection criteria screen.

3. In the **Period** section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Up to today	R	<p>This radio button is selected by default.</p>  <p>It is recommended by the Department of Enterprise Services that you leave this radio button selected.</p> <p>Example: Up to today</p>

4. In the **Selection** section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	C	<p>The employee's unique identifying number.</p>  <p>Tip: You can leave this field blank and the report will capture all Personnel Numbers with errors.</p>

		<p>OR:</p> <p>Enter the personnel numbers that were identified in the email you received notifying you that there were errors trying to post employees' leave requests.</p> <p>Example: 40000129</p>
Employment Status	C	<p>Describes the employee's employment status with the agency.</p> <p>Example: 3 (Active)</p>
Personnel Area	C	<p>A specific agency/sub agency in the State of Washington</p> <p> Click the  (Matchcode) or press F4 on the keyboard to open the selection list.</p> <p>Example: 1111</p>

Program Edit Goto System Help

Leave Requests: Process Posting Errors

Evaluation Over All Data Records




Further selections Search helps Sort order

Period

Today Current month Current year
 Up to today From today


Other period
 Data Selection Period To
 Person selection period To

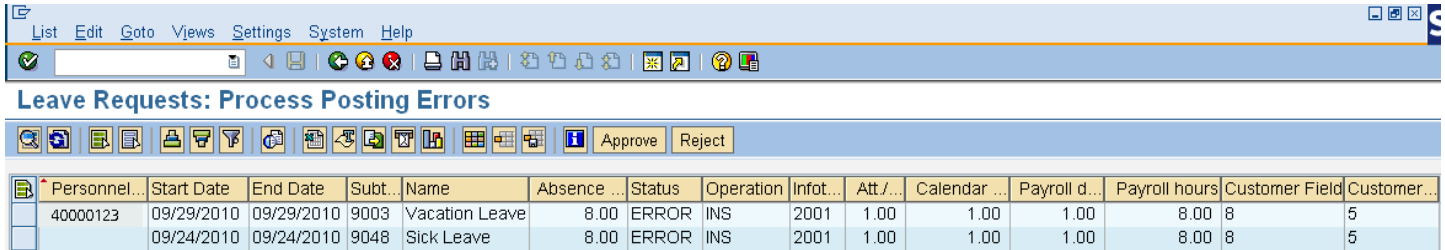
Selection

Personnel Number 
 Employment status 
 Personnel area 

Options

Layout
 Only correctly posted requests


5. Click  (Execute) to generate the report
6. The report results display.




Personnel...	Start Date	End Date	Subt...	Name	Absence ...	Status	Operation	Infot...	Att./...	Calendar ...	Payroll d...	Payroll hours	Customer Field	Customer...
40000123	09/29/2010	09/29/2010	9003	Vacation Leave	8.00	ERROR	INS	2001	1.00	1.00	1.00	8.00	8	5
	09/24/2010	09/24/2010	9048	Sick Leave	8.00	ERROR	INS	2001	1.00	1.00	1.00	8.00	8	5



The **Customer Field** columns are the employees' **Start** and **End** time for their leave requests.

7. The Leave Request Administrator will need to review the employees' master data to make the correction. After the correction has been made, the absence will post during the next run of the Posting Program.
8. If unable to solve the issue with the record that erred click  which will send an email to the employee notifying them that their leave has been rejected. An email will **not** be sent to the supervisor that the previously approved request has been rejected. It is suggested that the Leave Request Administrator send an email to the supervisor to ensure they are aware of the action taken.



If the  button is clicked for a record that status is **ERROR**, the status of that record will be changed to **Posted** in the database. The **Leave Request Administrator** will need to access the employees' *Absences (Infotype 2001)* and manually create the record. This process should **only** be used for **extreme** cases, as it **may** cause inconsistency if **all steps are not completed**.

Results

You have generated the **Leave Requests: Process Posting Errors** report.