

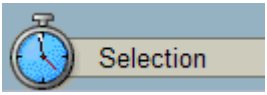

Shared Leave – Career Total

Transaction Code:
PT_BAL00

- Purpose** Use this procedure to monitor career shared leave balances for employees.
- Trigger** Perform this procedure when you need to determine the number of career shared leave hours an employee has taken.
- Prerequisites** Employee is active.
- End User Roles** In order to perform this transaction you must be assigned the following role: Payroll Processor, Time and Attendance Inquirer, Time and Attendance Processor, Time and Attendance Supervisor

Change History	Change Description
3/11/2009	Procedure created
8/3/2010	Screen shot updated to include selection of "Take account of value limits"

- Menu Path** N/A
- Transaction Code** PT_BAL00

Helpful Hints	<p>Consider the following: This report results may take a few minutes to display. There will be a</p>  <p>(Selection clock) displayed on the status bar. You may use the  (Create New Session) to open another session if accessing HRMS using the SAP GUI to work on other business transactions if needed. Additional sessions may not be created if accessing HRMS using the Web Gui (Portal) method.</p> <p>For additional information about shared leave, refer to WAC 357-31-400 How much shared leave may an employee receive?</p>
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Procedure


1. Start the transaction using the transaction code **PT_BAL00**.

This report provides you with the cumulative balance of shared leave taken. So the date selection you chose will determine the level of detail you will receive. This procedure will show you how to enter a date range for displaying shared leave hours taken during a specified timeframe.



If only wanting to display the cumulative balance, then click on the **Payroll period** button and it will prompt you to enter the payroll area of 11 for the State of Washington or 10 for the Board of Volunteer firefighters. Then you can either select the current period or designate a pay period to enter. If shared leave hours were taken during the pay period designated it will display the detail of the dates in which leave was entered.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Period	R	<p>This is the pay period for which the report, transaction, or program is being run.</p> <p> By selecting the <i>Other period</i> radio button, this allows you to enter the date range you would like to generate.</p> <p>Example: 02/01/2008 To 02/29/2008</p>
Personnel Number	C	<p>The employee's unique identifying number.</p> <p>Example: 629438</p>
Day Balances	C	<p>Enter the time types for shared leave listed below.</p> <p>Example: 9941 (Career Shared Leave Total) 9901 (Career Shared Leave Daily)</p>
Take account of value Limits (hours)	C	<p>Select this box to highlight those employees over 2080 hours of shared leave.</p> <p>Example: <input checked="" type="checkbox"/> Take account of value limits (hours)</p>

Program Edit Goto System Help

Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections Search helps Sort order Org. structure

Period

Today Current month Current year


Up to today From today


Other period

Period To


Payroll period


Selection


Personnel Number 

Time recording administrator 

Selection Conditions


Day balances to 

Cumulated balances to 

Time wage types to 

Value limits (hours) for time/wage types

Take account of value limits (hours)

3. Click  (Execute) to run report

List Edit Goto Settings System Help

Cumulated Time Evaluation Results: Time Balances/Wage Types

Choose Save Print preview

Day balances

Data select. period 02/01/2008 - 02/29/2008

Pers.No.	Employee/app.name	Period	Current Date	TmType	Time type descript.	Number
		200802	02/11/2008	9941	Career Shared Leave Total	50.87
		200802	02/12/2008	9901	Career Shared Leave Daily	9.00
		200802	02/12/2008	9941	Career Shared Leave Total	59.87
		200802	02/13/2008	9901	Career Shared Leave Daily	9.00
		200802	02/13/2008	9941	Career Shared Leave Total	68.87
		200802	02/14/2008	9901	Career Shared Leave Daily	9.00
		200802	02/14/2008	9941	Career Shared Leave Total	77.87
		200802	02/15/2008	9941	Career Shared Leave Total	77.87
		200802	02/16/2008	9941	Career Shared Leave Total	77.87
		200802	02/17/2008	9941	Career Shared Leave Total	77.87
		200802	02/18/2008	9941	Career Shared Leave Total	77.87
		200802	02/19/2008	9941	Career Shared Leave Total	77.87
		200802	02/20/2008	9901	Career Shared Leave Daily	0.67
		200802	02/20/2008	9941	Career Shared Leave Total	78.54
		200802	02/21/2008	9901	Career Shared Leave Daily	9.00
		200802	02/21/2008	9941	Career Shared Leave Total	87.54
		200802	02/22/2008	9901	Career Shared Leave Daily	8.00
		200802	02/22/2008	9941	Career Shared Leave Total	95.54
		200802	02/23/2008	9941	Career Shared Leave Total	95.54
		200802	02/24/2008	9941	Career Shared Leave Total	95.54
		200802	02/25/2008	9941	Career Shared Leave Total	95.54
		200802	02/26/2008	9941	Career Shared Leave Total	95.54
		200802	02/27/2008	9941	Career Shared Leave Total	95.54
		200802	02/28/2008	9901	Career Shared Leave Daily	9.00
		200802	02/28/2008	9941	Career Shared Leave Total	104.54
		200802	02/29/2008	9941	Career Shared Leave Total	113.54
		200802	02/29/2008	9941	Career Shared Leave Total	122.54
		200802	02/28/2008	9901	Career Shared Leave Daily	9.00
		200802	02/28/2008	9941	Career Shared Leave Total	131.54
		200802	02/29/2008	9941	Career Shared Leave Total	131.54
					= 2,041.86	

Left blank to protect confidentiality.

The highlighted total IS NOT the career shared leave cumulative total. It is only a total for the column.

The cumulative total for this employee as of 2/29/2008 is 131.54 hours.

The 9901 time type displays the total hours of shared leave taken for that date and the 9941 time type displays the cumulative total as of that date.



To display the current cumulative total, generate the report using the current pay period. See the informational message on Step 1 for date selection information.

- You have completed this transaction.

Results
You have generated the report.
Comments
Use the following to verify an employee's shared leave balance from the legacy payroll system (PAY1). Transaction code: PA20 (Display Master Data) Enter the employee's personnel number Select the <i>Time Recording</i> tab Select <i>Time Transfer Specifications (2012)</i> The employee will have one record which represents the total career shared leave balance established in HRMS. This balance is included in the cumulative balance for the employee.