

Fast Entry of Time Data

Transaction Code:
PA71

- Purpose** Use this procedure to enter time data that has the same data characteristics (Such as same date, info type or absence type) for multiple employees.
- Trigger** Perform this procedure to enter the Temp Layoff absence (or other time data transactions)
- Prerequisites** None.
- End User Roles** In order to perform this transaction you must be assigned the following role: Time and Attendance Processor, Time and Attendance Supervisor, Personnel Administration Supervisor, Leave Correction Processor

Change History	Change Description
6/7/2010	Procedure created.

Menu Path Human Resources → Time Management → Administration → Time Data → Fast Entry

Transaction Code PA71

Helpful Hints	
	 The transaction PA71 is an entry method into infotype <i>Absences (2001)</i> just as CATS is an entry method into Infotype <i>Absences (2001)</i> . The difference between PA71 and CATS , when using CATS you need to enter the hours and run the Transfer Time Data (ZCAT6) to transfer your absences into HRMS <i>Absences (2001)</i> .
	 Time data entered using this transaction code will not appear on the employees Cross Application Timesheet (CATS) screen, or in the CATS_DA report. This information can be viewed by accessing the employees <i>Absences (2001) Infotype, or</i> by using the <i>Attendance /Absence Data overview report (PT64)</i> .
	 Work with your Human Resource department to identify employees affected by the Temporary Layoff, the date of the Temporary Layoff, and the work schedule of the employees impacted.
	 The Department of Personnel encourages agencies to be very careful when using the Fast Entry of Time Data for multiple employees at a time. Before saving the records verify that you have entered the desired date.

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:  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 validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

IF	Go To
You need to enter an absence type for multiple employees	Step 1
You need to delete absence record(s) already created	Step 16

Procedure

Scenario:

You need to enter the Temporary Layoff Absence type for your employees. Use the Fast Entry (PA71) to quickly enter the Absence type for all employees affected by the Temporary Layoff.

1. Start the transaction using the above menu path or transaction code **PA71**

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Fast entry of time data	R	Select the box to the left of Infotype Absences Example: Absences
Period	R	This is the pay period for which the report, transaction, or program is being run.

		 Enter the from date of the Temporary Layoff Example: 7/12/2010
Direct Selection	O	Enter either the Infotype name or number into this field Example: Absences or 2001
STy	O	This is a way to further define the data being stored on an infotype. Example: 9397 (LWOP Temp Layoff)
Enter in fast entry screen	O	Access the Fast Entry screen and enter or cut and paste a spreadsheet with all employees' personnel numbers.  This will only allow 20 or less personnel numbers to be processed at a time.
Manual preselection	O	Enter Personnel Number of each employee.  This will only allow 20 or less personnel numbers to be processed at a time. Example: 40000235
Preselect using report	O	Provides the selection criteria screen where Personnel numbers and/or Business Area, Personnel Area etc. may be entered.  The Department of Personnel recommends using this option. Example: Click this radio button
Preselection w. ad hoc query	O	Use reporting set to select a number of objects to generate the personnel number list.
Save Options	R	Verify the Save records directly radio button is selected. This creates the record on the employees Absences (2001) Infotype.  Do not select <i>Create batch input session</i> . This is to be used by the Department of Personnel only.

Time data Edit Goto Extras System Help

Fast Entry of Time Data

with proposal

- Fast entry of time data
- Absences**
- Absence Quotas
- Employee Remuneration Info

Period

Period

From 07/12/2010

Today Curr. week

All Current month

From curr. date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Absences STy 9397 LWOP Temp Layoff

Enter Personnel Numbers

Enter in fast entry screen

Manual preselection

Preselect using report

Preselection w.ad hoc query

Save Option

Save records directly

Create batch input session

Maintain/Lock/Unlock/Delete

Locked records only

3. Click  (Create)

4. You are taken to the **Personnel Number Selection for Fast Data Entry Selection criteria** screen.



If you have received a list of personnel numbers from your agency HR department, select the multiple selection button  next to the **Personnel Number** field to copy and paste the personnel numbers that were provided as follows:

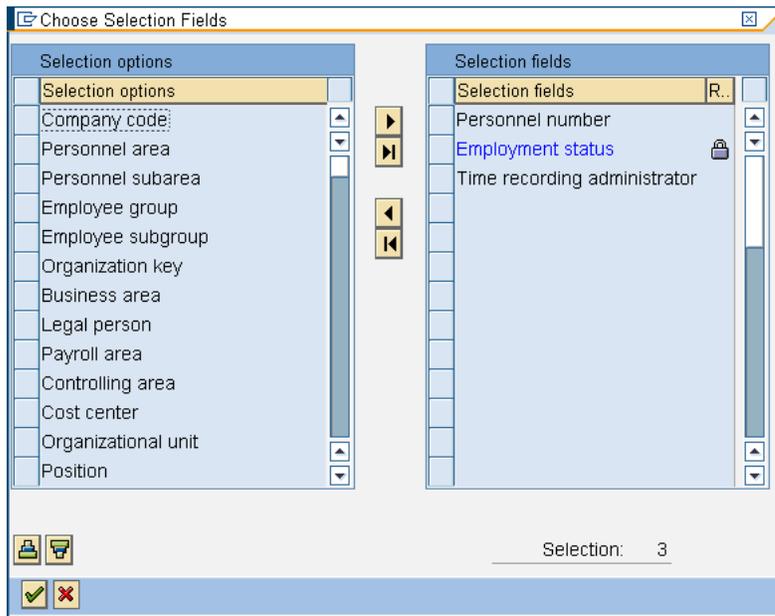
Click  (Paste) to paste the copied numbers. The Department of Personnel recommends that you only process **up to 500** employees at a time.

Click  (Copy) to return to selection criteria screen.

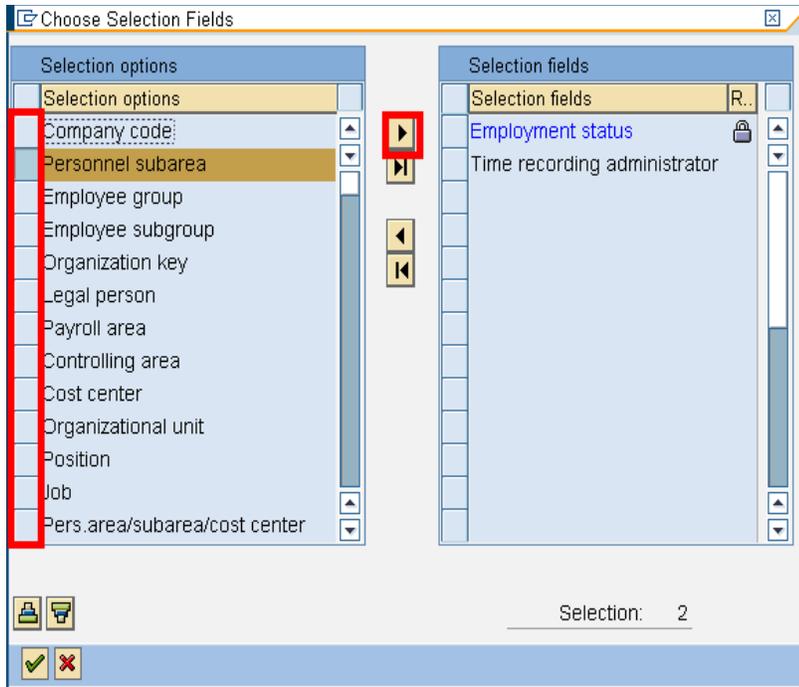


If you use this option, proceed to step 7

5. Click **Further selections** to add further selection criteria



- 5.1 Click the box to the left of the desired **Selection Option(s)**
- 5.2 Click  (Select) to add to the **Selection Fields** which will display on the selection criteria screen.
- 5.3 Click  (Continue)



6 In the Selection criteria screen complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Other Period	R	Pay period of the absence type being entered  Pay period of the Temporary Layoff Example: 7/1/2010 to 7/15/2010
Employment status	C	Describes the employee's employment status with the agency. Example: 3 (Active)
Personnel area	C	A specific agency/sub-agency in the State of Washington. Example: 5400
Work Schedule	R	The assigned schedule for an employee defining their planned working hours per day.  Do not use work schedule R030 (24X7). If this work schedule is selected it will create a 24 hour absence for the employee. Example: FULL



If you added additional search criteria from the **Further Selection** screen complete those fields

7 Click  (Execute)

Program Edit Goto System Help

Personnel Number Selection for Fast Data Entry

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

Employment status

Personnel area

Time recording administrator

Additional data

Job to

Organizational unit to

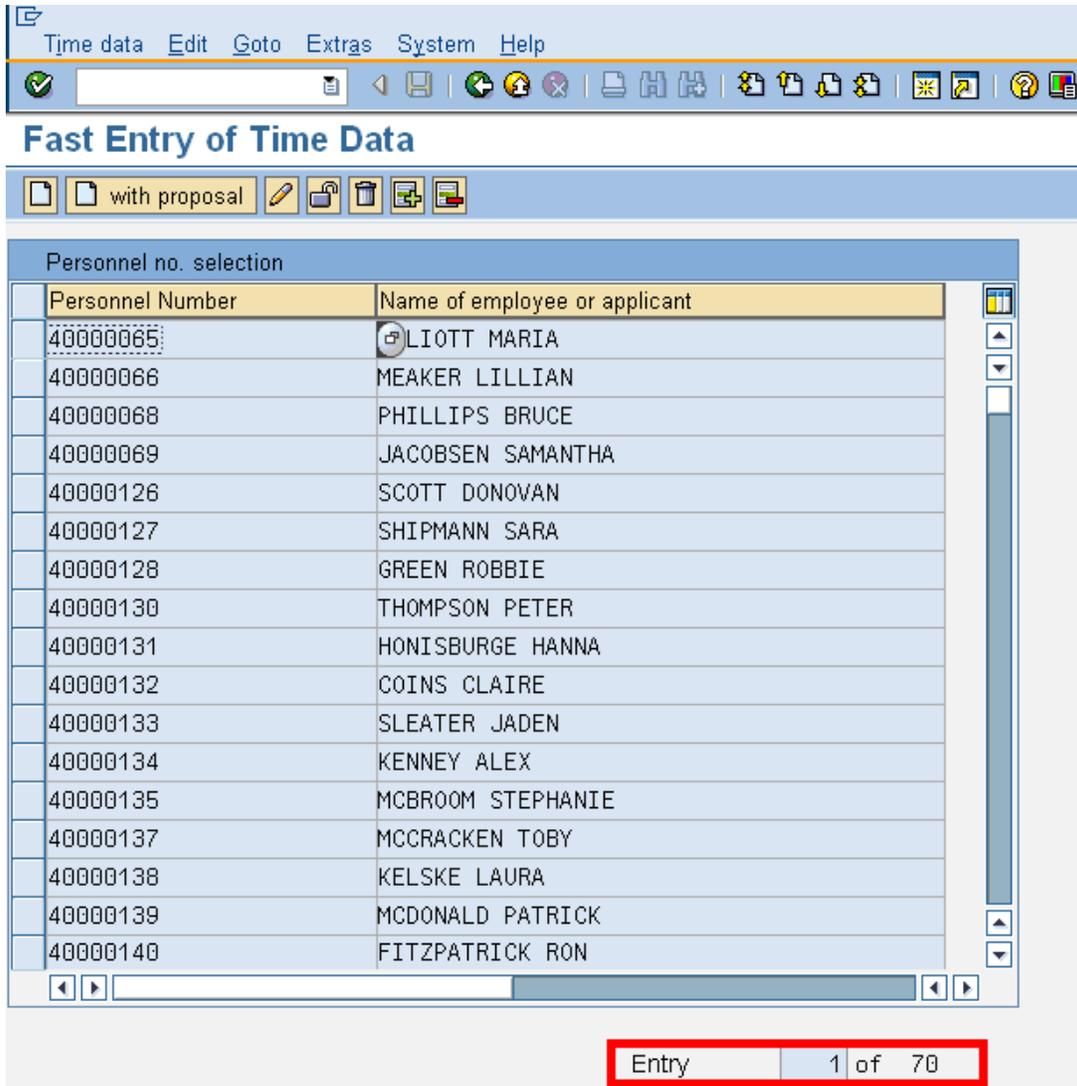
Position to

Work schedule rule to

Payroll administrator to

HR administrator to

Time data administrator to



8 You will be taken to the **Fast Entry of Time Data** screen. Verify the personnel numbers. The total number of employee records displays in the bottom far right corner.

8.1 To delete personnel numbers, select the line to delete and click the  (Delete personnel number).

8.2 To add personnel numbers, select the line where you would like to add the personnel number and click the  (Insert personnel number)

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Fast Entry of Time Data

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Personnel no. selection

Personnel Number	Name of employee or applicant
40000065	LIOTT MARIA
40000066	MEAKER LILLIAN
40000068	PHILLIPS BRUCE
40000069	JACOBSEN SAMANTHA
40000126	SCOTT DONOVAN
40000127	SHIPMANN SARA
40000128	GREEN ROBBIE
40000130	THOMPSON PETER
40000131	HONISBURGE HANNA
40000132	COINS CLAIRE
40000133	SLEATER JADEN
40000134	KENNEY ALEX
40000135	MCBROOM STEPHANIE
40000137	MCCRACKEN TOBY
40000138	KELSKE LAURA
40000139	MCDONALD PATRICK
40000140	FITZPATRICK RON

Entry 1 of 70

Time data Edit Goto Extras System Help

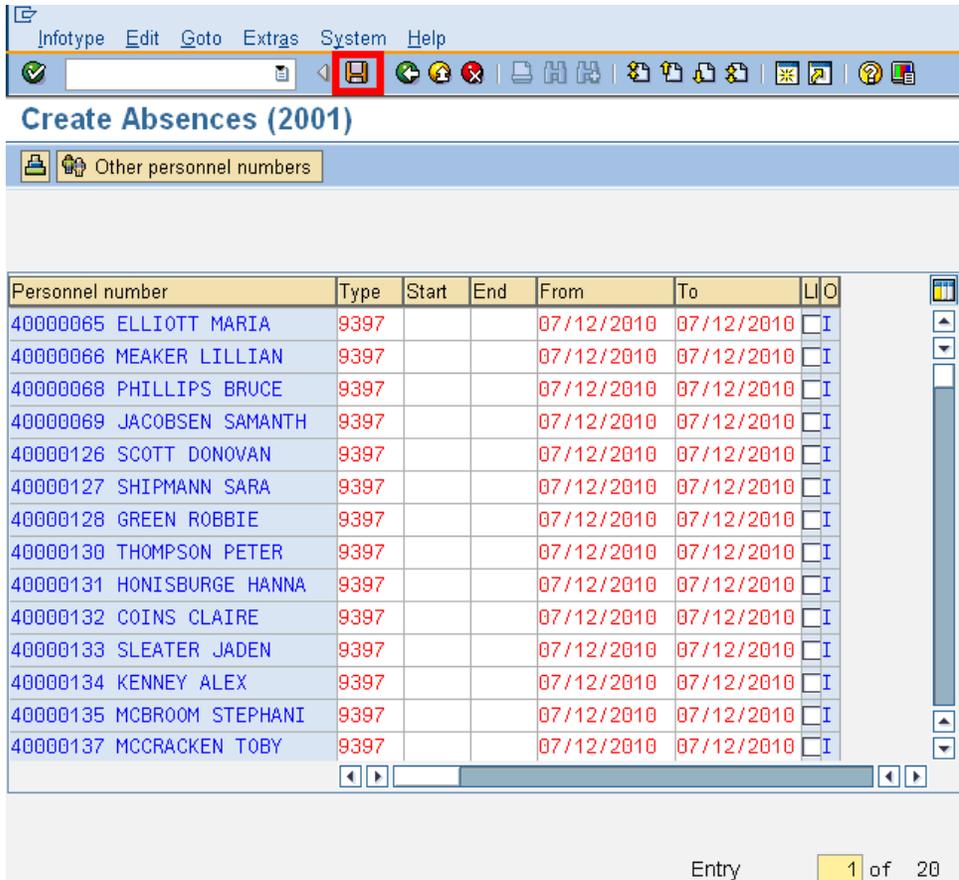
Fast Entry of Time Data

with proposal

Personnel Number	Name of employee or applicant
40000065	LIOTT MARIA
40000066	MEAKER LILLIAN
40000068	PHILLIPS BRUCE
40000069	JACOBSEN SAMANTHA
40000126	SCOTT DONOVAN
40000127	SHIPMANN SARA
40000128	GREEN ROBBIE
40000130	THOMPSON PETER
40000131	HONISBURGE HANNA
40000132	COINS CLAIRE
40000133	SLEATER JADEN
40000134	KENNEY ALEX
40000135	MCBROOM STEPHANIE
40000137	MCCRACKEN TOBY
40000138	KELSKE LAURA
40000139	MCDONALD PATRICK
40000140	FITZPATRICK RON

Entry 1 of 70

9 Click  (Create)

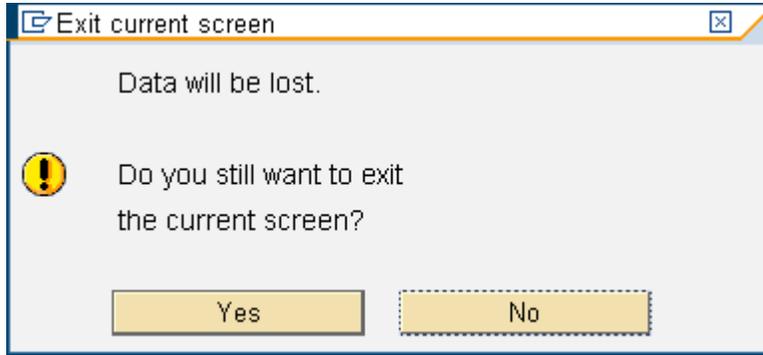


10 Click  (Save) to save the record.

11 If there are no errors the following message will display in the status bar '**20 Records Created**'.

 **Note:** Although you may have selected hundreds of employees, only 20 employee records at a time will be displayed and can be saved. To save the next 20 employees click  Other personnel numbers

 **Note:** After you click save, if you use your **scroll bar** to move down the list of Personnel Numbers and click  Other personnel numbers you will receive:



To clear message and return to the **Create Absences (2001)** click **Yes** (your data **will** be saved, even though message states that you will be “exiting current screen”) then click Other personnel numbers

Personnel number	Type	Start	End	From	To	L/O
40000067 BEESLEY MARY	9033			09/07/2010	09/07/2010	<input type="checkbox"/>
40000125 JOHNSON JAMES	9033			09/07/2010	09/07/2010	<input type="checkbox"/>
40000129 SALISBURY SANDY	9033			09/07/2010	09/07/2010	<input type="checkbox"/>
40000136 ALLEN TOM	9033			09/07/2010	09/07/2010	<input type="checkbox"/>
40000143 BLAKESLEE PAT	9033			09/07/2010	09/07/2010	<input type="checkbox"/>
40000195 RUGOVAC AMADEUS	9033			09/07/2010	09/07/2010	<input type="checkbox"/>
40000197 ZILIC HAJRADIN	9033			09/07/2010	09/07/2010	<input type="checkbox"/>
40000204 SUI NGUYEN	9033			09/07/2010	09/07/2010	<input type="checkbox"/>
40000208 LAI MENG	9033			09/07/2010	09/07/2010	<input type="checkbox"/>
40000210 CHU XIAN	9033			09/07/2010	09/07/2010	<input type="checkbox"/>
40000216 AMADEUS ZAC	9033			09/07/2010	09/07/2010	<input type="checkbox"/>
40000223 CERWINSKI IRENE	9033			09/07/2010	09/07/2010	<input type="checkbox"/>
40000275 BELISLE BELLA	9033			09/07/2010	09/07/2010	<input type="checkbox"/>
40000279 ATHERTON BRAD	9033			09/07/2010	09/07/2010	<input type="checkbox"/>

Personnel number	Type	Start	End	From	To	LI/O
40000466 RANDALL ALEX	9033			09/07/2010	09/07/2010	I
40000468 MAHMOOD CHLOE	9033			09/07/2010	09/07/2010	I
40000472 JOYCE SEBASTIAN	9033			09/07/2010	09/07/2010	I
40000475 LEACH MOHAMMED	9033			09/07/2010	09/07/2010	I
40000476 BROWN ADAM	9033			09/07/2010	09/07/2010	I
40000479 MITCHELL MICHAEL	9033			09/07/2010	09/07/2010	I
	9033			09/07/2010	09/07/2010	I
	9033			09/07/2010	09/07/2010	I
	9033			09/07/2010	09/07/2010	I
	9033			09/07/2010	09/07/2010	I
	9033			09/07/2010	09/07/2010	I
	9033			09/07/2010	09/07/2010	I
	9033			09/07/2010	09/07/2010	I
	9033			09/07/2010	09/07/2010	I
	9033			09/07/2010	09/07/2010	I
	9033			09/07/2010	09/07/2010	I

Click  (Save). Repeat until all personnel numbers have been selected.

 If there is another absence already entered on the same day, you will **not** be able to save absence you are trying to enter. You will receive the following:

Collision of Time Infotypes

Personnel No 40000065 Name ELLIOTT MARIA
 EE group 0 Permanent Personnel ar 5400 Employment Security Dept
 EE subgroup 01 Monthly(M) OT Ex... SSN 500-10-1065 Status Active

Record to be saved

Re...	From	To	Start	End	IType	Infotyp.	SType	Subtype
<input type="checkbox"/>	07/12/2010	07/12/2010			2001	Absences	9397	LWOP Temp Lay...

Collisions

Re...	From	To	Start	End	IType	Infotype	SType	Subtype
<input checked="" type="checkbox"/>	07/12/2010	07/12/2010			2001	Absences	9003	Vacation Leav...

Entry 1 of 1

Collision of Time Infotypes: This screen is showing that a record will be deleted and a new record will be created.

For this screen shot:

The record:

Re...	From	To	Start	End	IType	Infotype	SType	Subtype
<input checked="" type="checkbox"/>	07/12/2010	07/12/2010			2001	Absences	9003	Vacation Leav...

is going to be deleted and **replaced** with:

Re...	From	To	Start	End	IType	Infotyp.	SType	Subtype
<input type="checkbox"/>	07/12/2010	07/12/2010			2001	Absences	9397	LWOP Temp Lay...

Click the to accept the **Record to be saved**.

Click the to cancel the **Record to be saved**. If is clicked, you will **not** be able to save the record.



If you try to save an absence on a date that an employee was not scheduled to work, you will receive the following:

Attendance/absence 07/12/2010 - 07/12/2010 during non-working period (att./abs.type 9397)

Click (Exit) on the toolbar to be taken to the next record.



Verify your entries by running the **Attendance/Absence Data: Overview (PT64)**

12. Enter the transaction code **/NPT64** into the command field

13. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Other Period	R	Pay period of the absence type Example: 7/1/2010 to 7/15/2010
Employment status	R	Describes the employee's employment status with the agency. Example: 3 (Active)
Personnel area	C	A specific agency/sub-agency in the State of Washington. Example: 5400
Org Assignment-Employee Attendance/absence types	C	Displays the employee level detail

Program Edit Goto System Help

Attendance/Absence Data: Overview

Further selections Search helps Org. structure

Period

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

Data Selection Period To

Person selection period To

Payroll period

Selection

Personnel Number

Employment status

Personnel area

Personnel subarea

Business area

Attendance/absence types for eval.

Absence type to

Evaluate absences only
 Evaluate attendances only
 Evaluate attendances/absences
 Select by att./absence category

Data format

Grouping by org. assignment
 Hide texts on organizational assignment
 Only show texts on organizational assignment
 Also show texts on organizational assignment

Data to display
 Only show EEs with relevant att./abs. types
 Display all employees

Classification of data in initial list by

Org. assignmnt
 Org. assignment - Employees
 Org. assignment - Att./absence types
 Org. assignment - Employees - Attendance/absence types
 Org. assignment - Att./Absence types - Employees

14. Click  (Execute)

15. The results display.

List Edit Goto Views Settings System Help

Attendance/Absence Data: Overview

Attendance/Absence Data: Overview

Key date: 07/12/2010

PA	Subarea	Pers.No.	Employee/app.name	AVAType	Att./abs. type text	Hrs	Plnd hrs	Hrs/plnd	Days	Plan.days	Days/plnd	No.records
5400	0001	40000347	GARCIA KRISTINA	****	****	8.00	8.00	100.00 %	1.00	1.00	100.00 %	1
5400	0001	40000347	GARCIA KRISTINA	9397	LWOP Temp Layoff	8.00		100.00 %	1.00		100.00 %	1
5400	0002	****	****	****	****	112.00	122.00	91.80 %	14.00	15.00	93.33 %	14
5400	0002	40000193	TRATESKI KRISTL	****	****	8.00	8.00	100.00 %	1.00	1.00	100.00 %	1
5400	0002	40000193	TRATESKI KRISTL	9397	LWOP Temp Layoff	8.00		100.00 %	1.00		100.00 %	1
5400	0002	40000201	PREDOVNIK SAHADETE	****	****	8.00	8.00	100.00 %	1.00	1.00	100.00 %	1
5400	0002	40000201	PREDOVNIK SAHADETE	9397	LWOP Temp Layoff	8.00		100.00 %	1.00		100.00 %	1
5400	0002	40000202	FIGEL LUCIA	****	****	8.00	8.00	100.00 %	1.00	1.00	100.00 %	1
5400	0002	40000202	FIGEL LUCIA	9397	LWOP Temp Layoff	8.00		100.00 %	1.00		100.00 %	1



Deleting incorrect records: It is possible to delete absences records that you created via **Fast Entry (PA71)**

Example:

You determined that you entered the wrong date for all the employees' records that you just created and need to **delete** the wrong records.

16. Start the transaction using the transaction code **PA71**

Time data Edit Goto Extras System Help

Fast Entry of Time Data

Fast entry of time data

Absences

Absence Quotas

Employee Remuneration Info

Period

Period

From [] []

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype [] STy []

Enter Personnel Numbers

Enter in fast entry screen

Manual preselection

Preselect using report []

Preselection w.ad hoc query

Save Option

Save records directly

Create batch input session

Maintain/Lock/Unlock/Delete

Locked records only



Use the **same** selection criteria that was used originally

Time data Edit Goto Extras System Help

Fast Entry of Time Data

with proposal  

Fast entry of time data
Absences
Absence Quotas
Employee Remuneration Info

Period
 Period
From 07/12/2010 To
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year

Direct selection
Infotype Absences STy 9397 LWOP Temp Layoff

Enter Personnel Numbers
 Enter in fast entry screen
 Manual preselection
 Preselect using report
 Preselection w.ad hoc query

Save Option
 Save records directly
 Create batch input session

Maintain/Lock/Unlock/Delete
 Locked records only

17. Click  (Delete)

18. Enter the same search criteria as when you created the absence records:

Program Edit Goto System Help

Personnel Number Selection for Fast Data Entry

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 

Employment status 

Personnel area 

Time recording administrator 

Additional data

Job	<input type="text"/>	to	<input type="text"/>	
Organizational unit	<input type="text"/>	to	<input type="text"/>	
Position	<input type="text"/>	to	<input type="text"/>	
Work schedule rule	<input type="text"/>	to	<input type="text"/>	
Payroll administrator	<input type="text"/>	to	<input type="text"/>	
HR administrator	<input type="text"/>	to	<input type="text"/>	
Time data administrator	<input type="text"/>	to	<input type="text"/>	

19. Click  (Execute)

Personnel Number	Name of employee or applicant
40000065	LIOTT MARIA
40000066	MEAKER LILLIAN
40000068	PHILLIPS BRUCE
40000069	JACOBSEN SAMANTHA
40000126	SCOTT DONOVAN
40000127	SHIPMANN SARA
40000128	GREEN ROBBIE
40000130	THOMPSON PETER
40000131	HONISBURGE HANNA
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40000138	KELSKE LAURA
40000139	MCDONALD PATRICK
40000140	FITZPATRICK RON

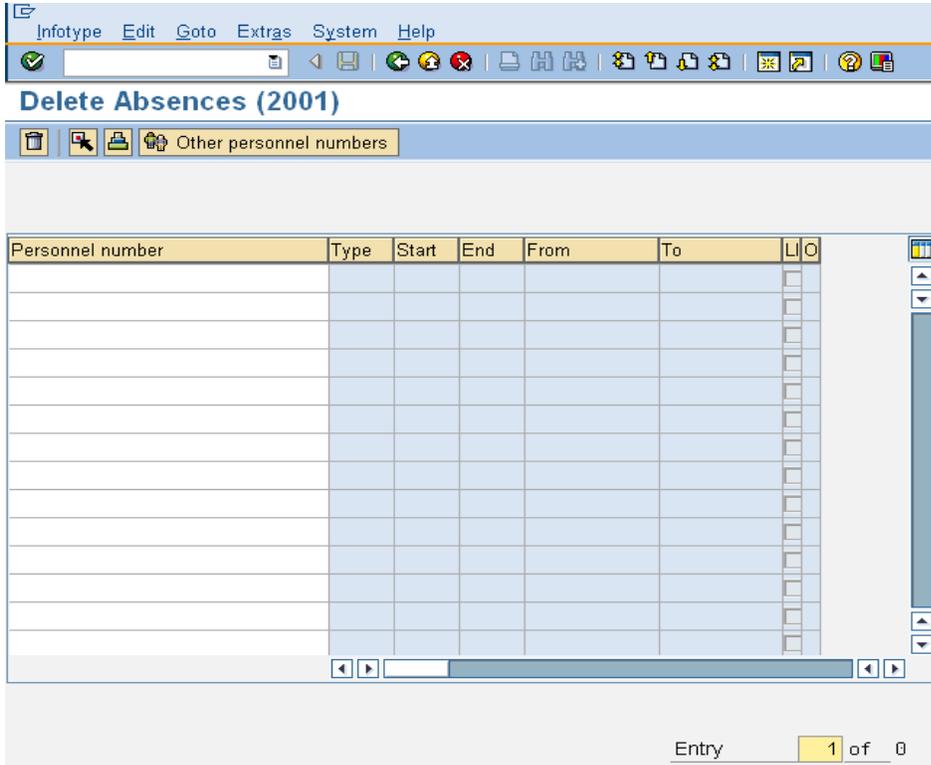
20. Click  (Delete)

Personnel number	Type	Start	End	From	To	L/O
40000065	ELLIOTT MARIA	9397		07/12/2010	07/12/2010	
40000066	MEAKER LILLIAN	9397		07/12/2010	07/12/2010	
40000068	PHILLIPS BRUCE	9397		07/12/2010	07/12/2010	
40000069	JACOBSEN SAMANTH	9397		07/12/2010	07/12/2010	
40000126	SCOTT DONOVAN	9397		07/12/2010	07/12/2010	
40000127	SHIPMANN SARA	9397		07/12/2010	07/12/2010	
40000128	GREEN ROBBIE	9397		07/12/2010	07/12/2010	
40000130	THOMPSON PETER	9397		07/12/2010	07/12/2010	
40000131	HONISBURGE HANNA	9397		07/12/2010	07/12/2010	
40000132	COINS CLAIRE	9397		07/12/2010	07/12/2010	
40000133	SLEATER JADEN	9397		07/12/2010	07/12/2010	
40000134	KENNEY ALEX	9397		07/12/2010	07/12/2010	
40000135	MCBROOM STEPHANI	9397		07/12/2010	07/12/2010	
40000137	MCCRACKEN TOBY	9397		07/12/2010	07/12/2010	

21. Select  (Select All) to select all records just created.

Personnel number	Type	Start	End	From	To	L	O
40000193 TRATESKI KRISTL	9397			07/12/2010	07/12/2010	D	
40000194 HUSEJNAGIC MEHO	9397			07/12/2010	07/12/2010	D	
40000198 KAIMEL RAJMOND	9397			07/12/2010	07/12/2010	D	
40000199 SNAJDER FLORIJAN	9397			07/12/2010	07/12/2010	D	
40000200 KORZE JOZICA	9397			07/12/2010	07/12/2010	D	
40000201 PREDOVNIK SAHADE	9397			07/12/2010	07/12/2010	D	
40000202 FIGEL LUCIA	9397			07/12/2010	07/12/2010	D	
40000205 GENJI HAO	9397			07/12/2010	07/12/2010	D	
40000206 XIAO CHEN WEI	9397			07/12/2010	07/12/2010	D	
40000207 FANG YI	9397			07/12/2010	07/12/2010	D	
40000211 JUN CHOU	9397			07/12/2010	07/12/2010	D	
40000213 TIEN PENG	9397			07/12/2010	07/12/2010	D	
40000214 PAWLOWSKI LUCYNA	9397			07/12/2010	07/12/2010	D	
40000215 NOWAKOWSKI MALOR	9397			07/12/2010	07/12/2010	D	

22. Click  (Delete) to delete records.



✓ 20 records deleted



Click on "Other personnel numbers" to bring up the next 20 records that need to be deleted and repeat the previous steps until all the records that you created have been deleted.

Rerun PT64 to verify that all the records that you created earlier have been deleted.

You can then proceed to create new records with the correct date.

Results
You have successfully used the Fast Entry of time Data.
Comments
None.