

Time Management – HRG

EXERCISE DATA SHEET

Lesson 2 – Time Management Master Data

Exercise 2.1: Work Schedule Substitution

Scenario:

Perform this procedure to make a temporary change in a work schedule for one employee.

Use the following to complete the exercise:

| | |
|-------------|------|
| Transaction | PA30 |
|-------------|------|

Data needed to complete the transaction:

| Task | Data | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------------|--|------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|
| <i>Maintain HR Master Data screen</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personnel No | <table border="1"> <thead> <tr> <th>ID</th> <th>Data</th> </tr> </thead> <tbody> <tr><td>Instructor</td><td>3078</td></tr> <tr><td>Instructor</td><td>3079</td></tr> <tr><td>Instructor</td><td>1703</td></tr> <tr><td>Student 01</td><td>1704</td></tr> <tr><td>Student 02</td><td>1705</td></tr> <tr><td>Student 03</td><td>1706</td></tr> <tr><td>Student 04</td><td>1707</td></tr> <tr><td>Student 05</td><td>1708</td></tr> <tr><td>Student 06</td><td>1709</td></tr> <tr><td>Student 07</td><td>1710</td></tr> <tr><td>Student 08</td><td>1711</td></tr> <tr><td>Student 09</td><td>1712</td></tr> <tr><td>Student 10</td><td>1713</td></tr> <tr><td>Student 11</td><td>1714</td></tr> <tr><td>Student 12</td><td>1715</td></tr> </tbody> </table> | ID | Data | Instructor | 3078 | Instructor | 3079 | Instructor | 1703 | Student 01 | 1704 | Student 02 | 1705 | Student 03 | 1706 | Student 04 | 1707 | Student 05 | 1708 | Student 06 | 1709 | Student 07 | 1710 | Student 08 | 1711 | Student 09 | 1712 | Student 10 | 1713 | Student 11 | 1714 | Student 12 | 1715 |
| | ID | Data | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Instructor | 3078 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Instructor | 3079 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Instructor | 1703 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 01 | 1704 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 02 | 1705 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 03 | 1706 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 04 | 1707 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 05 | 1708 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 06 | 1709 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 07 | 1710 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 08 | 1711 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student 09 | 1712 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student 10 | 1713 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student 11 | 1714 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student 12 | 1715 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |





| | |
|------------|------|
| Student 13 | 1716 |
| Student 14 | 1717 |
| Student 15 | 1718 |
| Student 16 | 1719 |
| Student 17 | 1720 |
| Student 18 | 1721 |
| Student 19 | 1722 |
| Student 20 | 1723 |
| Student 21 | 1724 |
| Student 22 | 1725 |
| Student 23 | 1726 |
| Student 24 | 1727 |
| Student 25 | 1728 |

Click **Enter** .

Click the **Time** tab.

| | |
|------------------|---|
| Period | Choose Period . |
| From Date | Enter the first day six months from now |
| Infotype | 2051 |

Click **Copy** .

Change 2051 Monthly Calendar screen

Switch the hours for one day from **9.50** to **9.00** (Select from list) and then switch an **9.00** to **9.50** within the same work week of the second week.

Click **Save** .

Click **Enter**  to acknowledge the Delimit message.

NOTE: KHRIS creates a record for every day that you changed. Display **IT2003**, choose **All** for the period, and click the **Overview** button to review the records for each change.

Click **Exit** .



Exercise 2.2: Work Schedule Change

Scenario:

Update the work schedule for multiple employees to revert to a standard work schedule as a result of a holiday or furlough work week.

Use the following to complete the exercise:

| | |
|-------------|------|
| Transaction | PA71 |
|-------------|------|

Data needed to complete the transaction:

| Task | Data |
|------|------|
|------|------|

Fast Entry of Time Data screen

Select **2003 Substitutions**.

| | |
|-------------|---|
| From | Enter the first Sunday's date for the FOLLOWING pay period. |
| To | Enter the Saturday date for the same work week. |
| STy | 01 |

Select Preselect using report

Click create 

Personnel Number Selection for Fast Data Entry

| Personnel Number | ID | |
|------------------|------------|------|
| | ID | Data |
| | Instructor | 3078 |
| | Instructor | 3079 |
| | Instructor | 1703 |
| | Student 01 | 1704 |
| | Student 02 | 1705 |
| | Student 03 | 1706 |
| | Student 04 | 1707 |
| | Student 05 | 1708 |
| | Student 06 | 1709 |
| | Student 07 | 1710 |
| | Student 08 | 1711 |





| | |
|------------|------|
| Student 09 | 1712 |
| Student 10 | 1713 |
| Student 11 | 1714 |
| Student 12 | 1715 |
| Student 13 | 1716 |
| Student 14 | 1717 |
| Student 15 | 1718 |
| Student 16 | 1719 |
| Student 17 | 1720 |
| Student 18 | 1721 |
| Student 19 | 1722 |
| Student 20 | 1723 |
| Student 21 | 1724 |
| Student 22 | 1725 |
| Student 23 | 1726 |
| Student 24 | 1727 |
| Student 25 | 1728 |

- Click **Execute** 
- Click **create** 
- Click in **WS rule field**
- Click the **Matchcode** button 
- Select the **8-4:30 M-F Standard 7.5** and click the  **copy** button
- Click **Save** 
- Click **Exit** 



Exercise 2.3: Work Schedule and Shift Premium

Scenario:

An employee has made a permanent change to their work schedule and shift. Change the work schedule and shift premium indicator. In addition, access IT0050 to change the OT/Comp indicator.

Use the following to complete the exercise:

| | |
|-------------|------|
| Transaction | PA30 |
|-------------|------|

Data needed to complete the transaction:

| Task | Data | |
|---------------------------------------|------------|------|
| <i>Maintain HR Master Data screen</i> | | |
| Personnel No | ID | Data |
| | Instructor | 3078 |
| | Instructor | 3079 |
| | Instructor | 1703 |
| | Student 01 | 1704 |
| | Student 02 | 1705 |
| | Student 03 | 1706 |
| | Student 04 | 1707 |
| | Student 05 | 1708 |
| | Student 06 | 1709 |
| | Student 07 | 1710 |
| | Student 08 | 1711 |
| | Student 09 | 1712 |
| | Student 10 | 1713 |
| | Student 11 | 1714 |
| | Student 12 | 1715 |
| | Student 13 | 1716 |
| | Student 14 | 1717 |
| | Student 15 | 1718 |
| Student 16 | 1719 | |
| Student 17 | 1720 | |
| Student 18 | 1721 | |





| | |
|------------|------|
| Student 19 | 1722 |
| Student 20 | 1723 |
| Student 21 | 1724 |
| Student 22 | 1725 |
| Student 23 | 1726 |
| Student 24 | 1727 |
| Student 25 | 1728 |

Click **Enter**

Click the **Time** tab.

Info type 0007

Period Selct All radio button

Click **Overview**

List 0007 Planned Working Time screen

Click to select the current work schedule.

Click **Copy**

Copy 0007 Planned Working Time screen

Start Enter the last Sunday date of the PREVIOUS pay period.

Work schedule rule 8-430M-F (PWS P046)

Shift Premium Ind 84

Click **Save**

Press **Enter** to clear both warning messages.

List 0007 Planned Working Time screen

Click **Back**

Maintain HR Master Data screen

Info type 0050

Period Selct All radio button

Click **Overview**

List 0050 Planned Time Recording Info screen

Click to select the current time recording info.



| | |
|--|---------------------------------|
| Click Copy  | |
| Start | Enter the upcoming Sunday date. |
| OT/Comp Indicator | C – Comp |
| Click Save  | |
| Press Enter to clear both warning messages. | |
| <i>List 0050 Planned Time Recording Info screen</i> | |
| Click Exit  | |



Exercise 2.4: Months of Service

Scenario:

Update an employee's Months of Service (MOS).

Use the following to complete the exercise:

| | |
|-------------|------|
| Transaction | PA30 |
|-------------|------|

Data needed to complete the transaction:

| Task | Data | |
|---------------------------------------|------------|-------------|
| <i>Maintain HR Master Data screen</i> | | |
| Personnel Number | ID | Data |
| | Instructor | 3078 |
| | Instructor | 3079 |
| | Instructor | 1703 |
| | Student 01 | 1704 |
| | Student 02 | 1705 |
| | Student 03 | 1706 |
| | Student 04 | 1707 |
| | Student 05 | 1708 |
| | Student 06 | 1709 |
| | Student 07 | 1710 |
| | Student 08 | 1711 |
| | Student 09 | 1712 |
| | Student 10 | 1713 |
| | Student 11 | 1714 |
| | Student 12 | 1715 |
| | Student 13 | 1716 |
| | Student 14 | 1717 |
| | Student 15 | 1718 |
| Student 16 | 1719 | |
| Student 17 | 1720 | |
| Student 18 | 1721 | |



| | | |
|--|---|------|
| | Student 19 | 1722 |
| | Student 20 | 1723 |
| | Student 21 | 1724 |
| | Student 22 | 1725 |
| | Student 23 | 1726 |
| | Student 24 | 1727 |
| | Student 25 | 1728 |
| Click Enter  | | |
| Infotypes | 2012 (Type this in the Infotype field.) | |
| Sty | ZAMS (Type this in the Subtype field.) | |
| Click Create  | | |
| <i>Create 2012 Time Transfer Specifications screen</i> | | |
| Start | Last day of the month | |
| To | Last day of the month | |
| Number of hours | 10 (hours – really means months) | |
| Click Save  | | |
| <i>Maintain HR Master Data screen</i> | | |
| Click Exit  | | |

Lesson 3 – FMLA

Exercise 3.1: FMLA Processing

Scenario:

Use the FMLA Workbench to create an FMLA occurrence in KHRIS.

Use the following to complete the exercise:

| | |
|-------------|---------------|
| Transaction | ZTM_FMLAADMIN |
|-------------|---------------|

Data needed to complete the transaction:

| Task | Data |
|------|------|
|------|------|

FMLA Workbench screen

| Personnel No. | ID | |
|---------------|------------|------|
| | ID | Data |
| | Instructor | 2397 |
| | Instructor | 2400 |
| | Instructor | 2405 |
| | Student 01 | 2407 |
| | Student 02 | 2415 |
| | Student 03 | 2417 |
| | Student 04 | 2425 |
| | Student 05 | 2428 |
| | Student 06 | 2435 |
| | Student 07 | 2439 |
| | Student 08 | 3096 |
| | Student 09 | 2449 |
| | Student 10 | 2457 |
| | Student 11 | 2463 |
| | Student 12 | 2468 |
| | Student 13 | 2472 |
| | Student 14 | 2475 |
| | Student 15 | 2397 |





| | |
|------------|------|
| Student 16 | 2400 |
| Student 17 | 2405 |
| Student 18 | 2407 |
| Student 19 | 2415 |
| Student 20 | 2417 |
| Student 21 | 2425 |
| Student 22 | 2428 |
| Student 23 | 2435 |
| Student 24 | 2439 |
| Student 25 | 3096 |

Click **Enter**

Click **Create Request**

Create FMLA Request screen

FMLA Reason Care of Family Member

Valid From Enter today's date.

To Enter the date 4 weeks from today.

Select **Intermittent**.

Planned Hours 160

Click **Check Request**

Your instructor will display how to attach the absences to the occurrence with employee 310.



Lesson 4 – Manage Absence Quotas

Exercise 4.1: Display Leave Balances

Scenario:

Display leave balances for a list of employees.

Use the following to complete the exercise:

| | |
|-------------|------|
| Transaction | PT50 |
|-------------|------|

Data needed to complete the transaction:

| Task | Data |
|------|------|
|------|------|

Quota Overview screen

| Personnel No. | Data | |
|---------------|------------|------|
| | ID | Data |
| | Instructor | 3078 |
| | Instructor | 3079 |
| | Instructor | 1703 |
| | Student 01 | 1704 |
| | Student 02 | 1705 |
| | Student 03 | 1706 |
| | Student 04 | 1707 |
| | Student 05 | 1708 |
| | Student 06 | 1709 |
| | Student 07 | 1710 |
| | Student 08 | 1711 |
| | Student 09 | 1712 |
| | Student 10 | 1713 |
| | Student 11 | 1714 |
| | Student 12 | 1715 |
| | Student 13 | 1716 |
| | Student 14 | 1717 |
| | Student 15 | 1718 |





| | |
|------------|------|
| Student 16 | 1719 |
| Student 17 | 1720 |
| Student 18 | 1721 |
| Student 19 | 1722 |
| Student 20 | 1723 |
| Student 21 | 1724 |
| Student 22 | 1725 |
| Student 23 | 1726 |
| Student 24 | 1727 |
| Student 25 | 1728 |

Click the **Absence quotas** tab.

Review the Remaining balance column. (This is their current quota balance.)

Click the **Accrual information** tab.

Review the balances.

Click **Exit** .

NOTE: If you would like to display quota balances for multiple employees, use **PT_QTA10**.



Exercise 4.2: Display Leave Balances for multiple employees

Scenario:

Display leave balances for a list of employees.

Use the following to complete the exercise:

| | |
|-------------|----------|
| Transaction | PT_QTA10 |
|-------------|----------|

Data needed to complete the transaction:

| Task | Data |
|--|---|
| <i>Time Evaluation Messages Displays screen</i> | |
| Period | Payroll Period button  |
| Payroll area | SM |
| Click Multiple Selection  | |
| Personnel Number | 2354 2355 2356 2357 |
| Click Copy  | |
| Click Execute  | |
| <i>Time Evaluation Messages Displays screen</i> | |
| Review the balances. | |
| Click Exit  | |

Exercise 4.3: Maintain Absence Quotas

Scenario:

Update absence hours for an absence quota generated from time evaluation to reflect a workers comp buy back.

Use the following to complete the exercise:

| | |
|-------------|------|
| Transaction | PA30 |
|-------------|------|

Data needed to complete the transaction:

| Task | Data | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------------|--|------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|
| <i>Maintain HR Master Data screen</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | ID | Data | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Instructor | 3078 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Instructor | 3079 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Instructor | 1703 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 01 | 1704 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 02 | 1705 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 03 | 1706 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 04 | 1707 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 05 | 1708 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 06 | 1709 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 07 | 1710 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 08 | 1711 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 09 | 1712 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 10 | 1713 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 11 | 1714 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 12 | 1715 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 13 | 1716 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 14 | 1717 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student 15 | 1718 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student 16 | 1719 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student 17 | 1720 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student 18 | 1721 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



| | |
|------------|------|
| Student 19 | 1722 |
| Student 20 | 1723 |
| Student 21 | 1724 |
| Student 22 | 1725 |
| Student 23 | 1726 |
| Student 24 | 1727 |
| Student 25 | 1728 |

Click **Enter** .

Click the **Time** tab.

| | |
|-----------------|------|
| Infotype | 2013 |
|-----------------|------|

| | |
|------------|---------------|
| Sty | 03 Comp Leave |
|------------|---------------|

Click **Create** .

Create 2013 Quota Corrections screen

| | |
|--------------|--------------------------------------|
| Start | Enter today's date. (Date eligible.) |
|--------------|--------------------------------------|

| | |
|---------------------|------|
| Quota number | 27.5 |
|---------------------|------|

Select **Increase generated entitlement**.

| | |
|-----------------|---|
| Transfer | Choose Only transfer quota correction immediately from the drop-down list. |
|-----------------|---|

Click **Save** .

Maintain HR Master Data screen

Click **Exit** .



Exercise 4.4: Create Quota Compensation

Scenario:

Create a quota payout for an absence entitlement.

Use the following to complete the exercise:

| | |
|-------------|------|
| Transaction | PA30 |
|-------------|------|

Data needed to complete the transaction:

| Task | Data | |
|---------------------------------------|------------|------|
| <i>Maintain HR Master Data screen</i> | | |
| Personnel No. | ID | Data |
| | Instructor | 3078 |
| | Instructor | 3079 |
| | Instructor | 1703 |
| | Student 01 | 1704 |
| | Student 02 | 1705 |
| | Student 03 | 1706 |
| | Student 04 | 1707 |
| | Student 05 | 1708 |
| | Student 06 | 1709 |
| | Student 07 | 1710 |
| | Student 08 | 1711 |
| | Student 09 | 1712 |
| | Student 10 | 1713 |
| | Student 11 | 1714 |
| | Student 12 | 1715 |
| | Student 13 | 1716 |
| | Student 14 | 1717 |
| | Student 15 | 1718 |
| Student 16 | 1719 | |
| Student 17 | 1720 | |
| Student 18 | 1721 | |



| | | |
|--|------------|------|
| | Student 19 | 1722 |
| | Student 20 | 1723 |
| | Student 21 | 1724 |
| | Student 22 | 1725 |
| | Student 23 | 1726 |
| | Student 24 | 1727 |
| | Student 25 | 1728 |

Click Enter 

| | |
|-----------------|---|
| Infotype | 0416 (Type this in the Infotype field.) |
|-----------------|---|

Click Create 

Subtypes for infotypes screen

| | |
|--------------------|------|
| Comp Method | 1004 |
|--------------------|------|

Click Continue 

Create 0416 Time Quota Compensation screen

| | |
|--------------------------|--------------------------------------|
| Start | Enter today's date. (Effective date) |
| No. to compensate | Enter the maximum amount to be paid. |

Click to select the **Annual Leave**.

Click **Compensate**  **Compensate**

Click **Save** 

Maintain HR Master Data screen

Click **Exit** 



Exercise 4.5: Adverse Weather Leave Report

Scenario:

Use this procedure to track the use of (WLAD) and make up (WMAD) of Adverse Weather Leave as well as the reallocation of hours that have not been made up.

Use the following to complete the exercise:

| | |
|-------------|----------------------|
| Transaction | ZTM01_ADVERSEWEATHER |
|-------------|----------------------|

Data needed to complete the transaction:

| Task | Data |
|---|------------|
| <i>Adverse Weather screen</i> | |
| Reporting Period | Key Date |
| Key Date | 11/16/2010 |
| Click Execute  | |
| <i>Adverse Weather results screen</i> | |
| Click an employee from the list. | |
| Click Details  | |
| <i>Details window</i> | |
| Review the details. | |
| Click Continue  | |
| Click Exit  | |

Lesson 5 – Time Entry

Exercise 5.1: Enter Exception Time

Scenario:

Enter exception time data from a timesheet.

Use the following to complete the exercise:

| | |
|-------------|------|
| Transaction | CAT2 |
|-------------|------|

Data needed to complete the transaction:

| Task | Data |
|------|------|
|------|------|

Time Sheet: Initial screen

Click Personnel Selectn  Personnel Selectn

Personnel Number Selection for Fast Data Entry screen

| Personnel Number | ID | |
|------------------|------------|------|
| | ID | Data |
| | Instructor | 2397 |
| | Instructor | 2400 |
| | Instructor | 2405 |
| | Student 01 | 2407 |
| | Student 02 | 2415 |
| | Student 03 | 2417 |
| | Student 04 | 2425 |
| | Student 05 | 2428 |
| | Student 06 | 2435 |
| | Student 07 | 2439 |
| | Student 08 | 3096 |
| | Student 09 | 2449 |
| | Student 10 | 2457 |
| | Student 11 | 2463 |
| | Student 12 | 2468 |
| | Student 13 | 2472 |





| | |
|------------|------|
| Student 14 | 2475 |
| Student 15 | 2482 |
| Student 16 | 2485 |
| Student 17 | 2500 |
| Student 18 | 2502 |
| Student 19 | 2510 |
| Student 20 | 2513 |
| Student 21 | 2521 |
| Student 22 | 2525 |
| Student 23 | 2532 |
| Student 24 | 2535 |
| Student 25 | 2538 |

Click **Execute** 

Time Sheet: Initial screen

Click **Select All**  to select all employees in the list.

Click **Enter Times** 

Time Sheet: Data Entry View screen

Click on the personnel number.

Click **Insert Row** 

| | |
|-----|------|
| A/A | CERT |
|-----|------|

| | |
|-----------------------------|---|
| First Working Day in period | 1 |
|-----------------------------|---|

Click **Save** 

Now it is the next day and the employee comes back to you and said they made a mistake on their timesheet. They did have exception time. Go back in to the time sheet for the same person and remove the certification line then add the exception time .

Click **Personnel Selectn**  **Personnel Selectn**

Personnel Number Selection for Fast Data Entry screen

| | |
|------------------|--------------------------------|
| Personnel Number | Use the same personnel number. |
|------------------|--------------------------------|

Click **Execute** 

Time Sheet: Initial screen

Click **Select All**  to select all employees in the list.



Click **Enter Times** 

Time Sheet: Data Entry View screen

Refer to the time sheet on your desktop to complete the exercise.

Click **Save** 



Exercise 5.2: Enter Positive Time

Scenario:

Enter time data from an electronic timesheet and display time entered.

Use the following to complete the exercise:

| | |
|-------------|------|
| Transaction | CAT2 |
|-------------|------|

Data needed to complete the transaction:

| Task | Data |
|------|------|
|------|------|

Time Sheet: Initial screen

Click Personnel Selectn  Personnel Selectn

Personnel Number Selection for Fast Data Entry screen

| Personnel Number | ID | Data |
|------------------|------------|------|
| | Instructor | 3078 |
| | Instructor | 3079 |
| | Instructor | 1703 |
| | Student 01 | 1704 |
| | Student 02 | 1705 |
| | Student 03 | 1706 |
| | Student 04 | 1707 |
| | Student 05 | 1708 |
| | Student 06 | 1709 |
| | Student 07 | 1710 |
| | Student 08 | 1711 |
| | Student 09 | 1712 |
| | Student 10 | 1713 |
| | Student 11 | 1714 |
| | Student 12 | 1715 |
| | Student 13 | 1716 |
| | Student 14 | 1717 |
| | Student 15 | 1718 |
| | Student 16 | 1719 |





| | |
|------------|------|
| Student 17 | 1720 |
| Student 18 | 1721 |
| Student 19 | 1722 |
| Student 20 | 1723 |
| Student 21 | 1724 |
| Student 22 | 1725 |
| Student 23 | 1726 |
| Student 24 | 1727 |
| Student 25 | 1728 |

Click **Execute** 

Time Sheet: Initial screen

Click **Select All**  to select all employees in the list.

Click **Enter Times** 

Time Sheet: Data Entry View screen

Refer to the time sheet on your desktop to complete the exercise.

Click **Save** 



Exercise 5.3: Display Time Sheet Data

Scenario:

Display time entered.

Use the following to complete the exercise:

| | |
|-------------|---------|
| Transaction | CATS_DA |
|-------------|---------|

Data needed to complete the transaction:

| Task | Data | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|--|------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|
| <i>Display Working Times screen</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Report Period | Other Period | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dates | Enter the date range for the timesheets in 3.1b. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personnel Number | <table border="1"> <thead> <tr> <th>ID</th> <th>Data</th> </tr> </thead> <tbody> <tr><td>Instructor</td><td>3078</td></tr> <tr><td>Instructor</td><td>3079</td></tr> <tr><td>Instructor</td><td>1703</td></tr> <tr><td>Student 01</td><td>1704</td></tr> <tr><td>Student 02</td><td>1705</td></tr> <tr><td>Student 03</td><td>1706</td></tr> <tr><td>Student 04</td><td>1707</td></tr> <tr><td>Student 05</td><td>1708</td></tr> <tr><td>Student 06</td><td>1709</td></tr> <tr><td>Student 07</td><td>1710</td></tr> <tr><td>Student 08</td><td>1711</td></tr> <tr><td>Student 09</td><td>1712</td></tr> <tr><td>Student 10</td><td>1713</td></tr> <tr><td>Student 11</td><td>1714</td></tr> <tr><td>Student 12</td><td>1715</td></tr> <tr><td>Student 13</td><td>1716</td></tr> <tr><td>Student 14</td><td>1717</td></tr> <tr><td>Student 15</td><td>1718</td></tr> <tr><td>Student 16</td><td>1719</td></tr> </tbody> </table> | ID | Data | Instructor | 3078 | Instructor | 3079 | Instructor | 1703 | Student 01 | 1704 | Student 02 | 1705 | Student 03 | 1706 | Student 04 | 1707 | Student 05 | 1708 | Student 06 | 1709 | Student 07 | 1710 | Student 08 | 1711 | Student 09 | 1712 | Student 10 | 1713 | Student 11 | 1714 | Student 12 | 1715 | Student 13 | 1716 | Student 14 | 1717 | Student 15 | 1718 | Student 16 | 1719 |
| | ID | Data | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Instructor | 3078 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Instructor | 3079 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Instructor | 1703 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 01 | 1704 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 02 | 1705 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 03 | 1706 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 04 | 1707 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 05 | 1708 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 06 | 1709 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 07 | 1710 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 08 | 1711 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 09 | 1712 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 10 | 1713 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 11 | 1714 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Student 12 | 1715 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student 13 | 1716 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student 14 | 1717 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student 15 | 1718 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student 16 | 1719 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |





| | |
|------------|------|
| Student 17 | 1720 |
| Student 18 | 1721 |
| Student 19 | 1722 |
| Student 20 | 1723 |
| Student 21 | 1724 |
| Student 22 | 1725 |
| Student 23 | 1726 |
| Student 24 | 1727 |
| Student 25 | 1728 |

Click **Execute** 

Click **Exit** 



Exercise 5.4: Enter Positive Time – KYTC

Scenario:

Enter time data from a timesheet for Kentucky Transportation Cabinet employees only.

Use the following to complete the exercise:

| | |
|-------------|------|
| Transaction | CAT2 |
|-------------|------|

Data needed to complete the transaction:

| Task | Data |
|------|------|
|------|------|

Time Sheet: Initial screen

| | |
|--------------------|--|
| Data Entry Profile | ADMNKYTC (manually type this in the field) |
|--------------------|--|

Click Personnel Selectn 

Personnel Number Selection for Fast Data Entry screen

| Personnel Number | ID | |
|------------------|------------|------|
| | ID | Data |
| | Instructor | 1817 |
| | Instructor | 1818 |
| | Instructor | 1819 |
| | Student 01 | 1825 |
| | Student 02 | 1826 |
| | Student 03 | 1828 |
| | Student 04 | 1830 |
| | Student 05 | 1831 |
| | Student 06 | 1832 |
| | Student 07 | 1835 |
| | Student 08 | 1836 |
| | Student 09 | 1837 |
| | Student 10 | 1840 |
| | Student 11 | 1841 |
| | Student 12 | 1842 |
| | Student 13 | 1844 |
| | Student 14 | 1845 |
| | Student 15 | 1846 |





| | |
|------------|------|
| Student 16 | 1848 |
| Student 17 | 1849 |
| Student 18 | 1850 |
| Student 19 | 1852 |
| Student 20 | 1853 |
| Student 21 | 1854 |
| Student 22 | 1857 |
| Student 23 | 1858 |
| Student 24 | 1859 |
| Student 25 | 1861 |

Click **Execute**

Time Sheet: Initial screen

Click **Select All** to select all employees in the list.

Click **Enter Times**

Time Sheet: Data Entry View screen

Click on an employee number.

Click **Insert Row**

| | |
|----------------------------|---|
| A/A | 1REG |
| Accounting Template | Click the Matchcode button to display the search box. |
| Search | Use binoculars to search for template from sign in sheet |

Click **Continue**

Refer to sign in sheet for new accounting template override information.

Use the above steps for each Absence/Attendance types from the sign in sheet

Time Sheet: Enter Equipment Usage

Click to select the row with the correct internal order number to be charged

| | |
|---------------|-------------------------------------|
| Select | Equipment usage button |
| Enter | Charge code (Internal order number) |

Enter the usage date Equipment ID and Unit usage from the sign in sheet

Exercise 5.5: Time Entry – Wage Types

Scenario:

Enter lump sum tips for Parks employees.

Use the following to complete the exercise:

| | |
|-------------|------|
| Transaction | CAT2 |
|-------------|------|

Data needed to complete the transaction:

| Task | Data |
|------|------|
|------|------|

Time Sheet: Initial screen

Click Personnel Selectn  Personnel Selectn

Personnel Number Selection for Fast Data Entry screen

| Personnel Number | ID | Data |
|------------------|------------|------------|
| | | Instructor |
| | Instructor | 1962 |
| | Instructor | 1963 |
| | Student 01 | 1969 |
| | Student 02 | 1970 |
| | Student 03 | 1971 |
| | Student 04 | 1976 |
| | Student 05 | 1977 |
| | Student 06 | 1978 |
| | Student 07 | 1982 |
| | Student 08 | 1983 |
| | Student 09 | 1984 |
| | Student 10 | 1988 |
| | Student 11 | 1989 |
| | Student 12 | 1990 |
| | Student 13 | 1993 |
| | Student 14 | 1994 |
| | Student 15 | 1995 |
| | Student 16 | 2001 |





| | |
|------------|------|
| Student 17 | 2002 |
| Student 18 | 2003 |
| Student 19 | 2007 |
| Student 20 | 2008 |
| Student 21 | 2009 |
| Student 22 | 2013 |
| Student 23 | 2014 |
| Student 24 | 2015 |
| Student 25 | 2018 |

Click **Execute** 

Time Sheet: Initial screen

Click **Select All**  to select all employees in the list.

Click **Enter Times** 

Time Sheet: Data Entry View screen

Click the **Previous** button  to go back to the PREVIOUS period.

Click on the personnel number.

Click **Insert Row** 

| | |
|---------------------------|------------------------|
| Wage Type | 2108 – Tips Reported |
| Currency | USD (Select from list) |
| First working day | 23.75 |
| Second working day | 44.92 |

Click **Save** 



Exercise 5.6: Time Entry – Wage Types

Scenario:

Enter a meeting for a board member.

Use the following to complete the exercise:

| | |
|-------------|------|
| Transaction | CAT2 |
|-------------|------|

Data needed to complete the transaction:

| Task | Data |
|------|------|
|------|------|

Time Sheet: Initial screen

Click Personnel Selectn  Personnel Selectn

Personnel Number Selection for Fast Data Entry screen

| Personnel Number | ID | Data |
|------------------|------------|------------|
| | | Instructor |
| | Instructor | 1962 |
| | Instructor | 1963 |
| | Student 01 | 1969 |
| | Student 02 | 1970 |
| | Student 03 | 1971 |
| | Student 04 | 1976 |
| | Student 05 | 1977 |
| | Student 06 | 1978 |
| | Student 07 | 1982 |
| | Student 08 | 1983 |
| | Student 09 | 1984 |
| | Student 10 | 1988 |
| | Student 11 | 1989 |
| | Student 12 | 1990 |
| | Student 13 | 1993 |
| | Student 14 | 1994 |
| | Student 15 | 1995 |
| | Student 16 | 2001 |





| | |
|------------|------|
| Student 17 | 2002 |
| Student 18 | 2003 |
| Student 19 | 2007 |
| Student 20 | 2008 |
| Student 21 | 2009 |
| Student 22 | 2013 |
| Student 23 | 2014 |
| Student 24 | 2015 |
| Student 25 | 2018 |

Click **Execute** 

Time Sheet: Initial screen

Click **Select All**  to select all employees in the list.

Click **Enter Times** 

Time Sheet: Data Entry View screen

Click on the personnel number.

Click **Insert Row** 

| | |
|------------------|------|
| Wage Type | 2000 |
|------------------|------|

| | |
|--------------------------|---|
| First working day | 1 |
|--------------------------|---|

Click **Save** 



Exercise 5.7: Time Entry Variant

Scenario:

Save attributes entered on the time entry screen, such as personnel numbers.

Use the following to complete the exercise:

| | |
|-------------|------|
| Transaction | CAT2 |
|-------------|------|

Data needed to complete the transaction:

| Task | Data |
|------|------|
|------|------|

Time Sheet: Initial screen

| | |
|--------------------|--|
| Data Entry Profile | ADMINSTD (verify or manually type this in the field) |
|--------------------|--|

Click Personnel Selectn 

Personnel Number Selection for Fast Data Entry screen

| | |
|------------------|--|
| Personnel Number | Click Multiple Selection  |
|------------------|--|

Single Value

| ID | Data | |
|------------|------|------|
| Instructor | 3078 | 1788 |
| Instructor | 3079 | 1789 |
| Instructor | 1703 | 1790 |
| Student 01 | 1704 | 1791 |
| Student 02 | 1705 | 1792 |
| Student 03 | 1706 | 1793 |
| Student 04 | 1707 | 1794 |
| Student 05 | 1708 | 1800 |
| Student 06 | 1709 | 1795 |
| Student 07 | 1710 | 1796 |
| Student 08 | 1711 | 1801 |
| Student 09 | 1712 | 1802 |
| Student 10 | 1713 | 1803 |
| Student 11 | 1714 | 1804 |
| Student 12 | 1715 | 1805 |
| Student 13 | 1716 | 1806 |





| | | |
|------------|------|------|
| Student 14 | 1717 | 1807 |
| Student 15 | 1718 | 1808 |
| Student 16 | 1719 | 1809 |
| Student 17 | 1720 | 1810 |
| Student 18 | 1721 | 1811 |
| Student 19 | 1722 | 1812 |
| Student 20 | 1723 | 1813 |
| Student 21 | 1724 | 1814 |
| Student 22 | 1725 | 1815 |
| Student 23 | 1726 | 1816 |
| Student 24 | 1727 | 1820 |
| Student 25 | 1728 | 1821 |

Click **Copy**  on the Multiple Selection screen.

Personnel Number Selection for Fast Entry screen

Click **Save** .

Variant Attributes screen

| | |
|---------------------|---|
| Variant Name | Type your five digit agency number followed by the group. (You cannot have more than one variant with the same name.) |
|---------------------|---|

| | |
|----------------|-------------------------------------|
| Meaning | Enter a description for your group. |
|----------------|-------------------------------------|

Click **Save** .



Lesson 6 – Additional Processes

Exercise 6.1: Display Time Infotypes

Scenario:

Review time infotypes after time entry

Use the following to complete the exercise:

| | |
|-------------|------|
| Transaction | PA20 |
|-------------|------|

| Personnel Number | ID | |
|------------------|------------|------|
| | ID | Data |
| | Instructor | 3078 |
| | Instructor | 3079 |
| | Instructor | 1703 |
| | Student 01 | 1704 |
| | Student 02 | 1705 |
| | Student 03 | 1706 |
| | Student 04 | 1707 |
| | Student 05 | 1708 |
| | Student 06 | 1709 |
| | Student 07 | 1710 |
| | Student 08 | 1711 |
| | Student 09 | 1712 |
| | Student 10 | 1713 |
| | Student 11 | 1714 |
| | Student 12 | 1715 |
| | Student 13 | 1716 |
| | Student 14 | 1717 |
| | Student 15 | 1718 |
| | Student 16 | 1719 |
| | Student 17 | 1720 |
| | Student 18 | 1721 |
| | Student 19 | 1722 |





| | | |
|--|------------|------|
| | Student 20 | 1723 |
| | Student 21 | 1724 |
| | Student 22 | 1725 |
| | Student 23 | 1726 |
| | Student 24 | 1727 |
| | Student 25 | 1728 |

Press **Enter** on keyboard

Click the **Time** tab.

| | |
|------------------|------|
| Info type | 2001 |
|------------------|------|

| | |
|---------------|-----|
| Period | All |
|---------------|-----|

Click **Overview** .

Click **Back** .

| | |
|------------------|------|
| Info type | 2002 |
|------------------|------|

| | |
|---------------|-----|
| Period | All |
|---------------|-----|

Click **Overview** .

Click **Back** .

Enter new personnel number

| Personnel Number | ID | |
|------------------|------------|------|
| | ID | Data |
| | Instructor | 1961 |
| | Instructor | 1962 |
| | Instructor | 1963 |
| | Student 01 | 1969 |
| | Student 02 | 1970 |
| | Student 03 | 1971 |
| | Student 04 | 1976 |
| | Student 05 | 1977 |
| | Student 06 | 1978 |
| | Student 07 | 1982 |
| | Student 08 | 1983 |
| | Student 09 | 1984 |
| | Student 10 | 1988 |





| | |
|------------|------|
| Student 11 | 1989 |
| Student 12 | 1990 |
| Student 13 | 1993 |
| Student 14 | 1994 |
| Student 15 | 1995 |
| Student 16 | 2001 |
| Student 17 | 2002 |
| Student 18 | 2003 |
| Student 19 | 2007 |
| Student 20 | 2008 |
| Student 21 | 2009 |
| Student 22 | 2013 |
| Student 23 | 2014 |
| Student 24 | 2015 |
| Student 25 | 2018 |

Press **Enter** on keyboard

| | |
|------------------|------|
| Info type | 2010 |
| Period | All |

Click **Overview** .

Click **Exit** .



Exercise 6.2: Time Evaluation Errors

Scenario:

Review error messages from the time evaluation execution.

Use the following to complete the exercise:

| | |
|-------------|----------|
| Transaction | PT_ERL00 |
|-------------|----------|

Data needed to complete the transaction:

| Task | Data |
|---|----------------|
| <i>Time Evaluation Messages Displays screen</i> | |
| Period | Other Period |
| Dates | 1/1/11-1/15/11 |
| Personnel Number | 2191 |
| Click Execute  | |
| <i>Time Evaluation Messages Displays screen</i> | |
| Review the error messages. | |
| Click Exit  | |

Exercise 6.3: Leave Run out report

Scenario:

Use this report to project when a leave balance will run out

Use the following to complete the exercise:

| | |
|-------------|------------------|
| Transaction | ZTM_LEAVE_RUNOUT |
|-------------|------------------|

Data needed to complete the transaction:

| Task | Data |
|--|--------------------------------|
| <i>Time Evaluation Messages Displays screen</i> | |
| Personnel Number | 1703 |
| Begin Date | Today's Date |
| Leave Type | Sick Annual Compensatory |
| Click Execute  | |
| <i>Time Evaluation Messages Displays screen</i> | |
| Review the messages. | |
| Click Exit  | |

Exercise 6.4: Create Leave Sharing Request

Scenario:

Create a leave sharing request for an employee.

Use the following to complete the exercise:

| | |
|-------------|----------------|
| Transaction | ZLEAVE_SHARING |
|-------------|----------------|

Data needed to complete the transaction:

| Task | Data |
|------|------|
|------|------|

Leave Sharing screen

Select Request Leave.

Click Next  Next

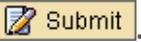
Leave Sharing Request screen

Recipient Personnel No

| ID | Data |
|------------|------|
| Instructor | 3078 |
| Instructor | 3079 |
| Instructor | 1703 |
| Student 01 | 1704 |
| Student 02 | 1705 |
| Student 03 | 1706 |
| Student 04 | 1707 |
| Student 05 | 1708 |
| Student 06 | 1709 |
| Student 07 | 1710 |
| Student 08 | 1711 |
| Student 09 | 1712 |
| Student 10 | 1713 |
| Student 11 | 1714 |
| Student 12 | 1715 |
| Student 13 | 1716 |
| Student 14 | 1717 |
| Student 15 | 1718 |





| | | | | | | | | | | | | | | | | | | | | | |
|---|---|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|------------|------|
| | <table border="1"><tbody><tr><td>Student 16</td><td>1719</td></tr><tr><td>Student 17</td><td>1720</td></tr><tr><td>Student 18</td><td>1721</td></tr><tr><td>Student 19</td><td>1722</td></tr><tr><td>Student 20</td><td>1723</td></tr><tr><td>Student 21</td><td>1724</td></tr><tr><td>Student 22</td><td>1725</td></tr><tr><td>Student 23</td><td>1726</td></tr><tr><td>Student 24</td><td>1727</td></tr><tr><td>Student 25</td><td>1728</td></tr></tbody></table> | Student 16 | 1719 | Student 17 | 1720 | Student 18 | 1721 | Student 19 | 1722 | Student 20 | 1723 | Student 21 | 1724 | Student 22 | 1725 | Student 23 | 1726 | Student 24 | 1727 | Student 25 | 1728 |
| Student 16 | 1719 | | | | | | | | | | | | | | | | | | | | |
| Student 17 | 1720 | | | | | | | | | | | | | | | | | | | | |
| Student 18 | 1721 | | | | | | | | | | | | | | | | | | | | |
| Student 19 | 1722 | | | | | | | | | | | | | | | | | | | | |
| Student 20 | 1723 | | | | | | | | | | | | | | | | | | | | |
| Student 21 | 1724 | | | | | | | | | | | | | | | | | | | | |
| Student 22 | 1725 | | | | | | | | | | | | | | | | | | | | |
| Student 23 | 1726 | | | | | | | | | | | | | | | | | | | | |
| Student 24 | 1727 | | | | | | | | | | | | | | | | | | | | |
| Student 25 | 1728 | | | | | | | | | | | | | | | | | | | | |
| Date of Event | Enter today's date to two weeks from today. | | | | | | | | | | | | | | | | | | | | |
| Leave Type | 06 - Sickleave | | | | | | | | | | | | | | | | | | | | |
| No of Hours | 80 | | | | | | | | | | | | | | | | | | | | |
| Click Submit  | | | | | | | | | | | | | | | | | | | | | |
| A confirmation message displays. Write down the Request Number _____ | | | | | | | | | | | | | | | | | | | | | |
| Click Continue  | | | | | | | | | | | | | | | | | | | | | |
| The Instructor will now approve the worklist items | | | | | | | | | | | | | | | | | | | | | |
| Transaction | PA20 | | | | | | | | | | | | | | | | | | | | |
| Info type | 9003 | | | | | | | | | | | | | | | | | | | | |
| Period | All | | | | | | | | | | | | | | | | | | | | |
| Click Overview  | | | | | | | | | | | | | | | | | | | | | |
| Click Back  | | | | | | | | | | | | | | | | | | | | | |



Exercise 6.5: Create Leave Sharing Donation

Scenario:

Create a donation for an employee.

Use the following to complete the exercise:

| | |
|--|----------------|
| Transaction | ZLEAVE_SHARING |
| Select Donate Leave . | |
| Click Next  Next | |
| Enter Request Number from exercise 6.3 | |

| Donor Personnel Number | ID | Data |
|------------------------|------------|------|
| | Instructor | 2397 |
| | Instructor | 2400 |
| | Instructor | 2405 |
| | Student 01 | 2407 |
| | Student 02 | 2415 |
| | Student 03 | 2417 |
| | Student 04 | 2425 |
| | Student 05 | 2428 |
| | Student 06 | 2435 |
| | Student 07 | 2439 |
| | Student 08 | 3096 |
| | Student 09 | 2449 |
| | Student 10 | 2457 |
| | Student 11 | 2463 |
| | Student 12 | 2468 |
| | Student 13 | 2472 |
| | Student 14 | 2475 |
| | Student 15 | 2482 |
| | Student 16 | 2485 |
| | Student 17 | 2500 |
| | Student 18 | 2502 |
| | Student 19 | 2510 |



| | | |
|---|------------------------------------|------|
| | Student 20 | 2513 |
| | Student 21 | 2521 |
| | Student 22 | 2525 |
| | Student 23 | 2532 |
| | Student 24 | 2535 |
| | Student 25 | 2538 |
| No. Of Hours | 15 | |
| Click Enter | | |
| Click Submit Submit | | |
| The Instructor will now approve the worklist items | | |
| Transaction | PA20 | |
| Info type | 9004 | |
| Period | All | |
| Click Overview | | |
| Click Back | | |
| Info type | 2013 | |
| Period | All | |
| Click Overview | | |
| Click Back | | |
| Personnel No. | Enter the number from Exercise 6.3 | |
| Click Enter | | |
| Info type | 9003 | |
| Period | All | |
| Click Overview | | |
| Click Back | | |
| Info type | 2013 | |
| Period | All | |
| Click Overview | | |
| Click Back | | |

Exercise 6.6: Amend Leave Sharing Request

Scenario:

Amend a leave sharing request for an employee.

Use the following to complete the exercise:

| | |
|--|----------------|
| Transaction | ZLEAVE_SHARING |
| Select Amend Existing Request . | |
| Click Next  Next | |
| Enter Request Number from Exercise 6.3 | |

Leave Sharing Request screen

| | |
|---|------|
| No of Hours | 300 |
| Click Enter  | |
| Click Submit  | |
| The Instructor will now approve the worklist items | |
| Transaction | PA20 |
| Info type | 9003 |
| Period | All |
| Click Overview  | |
| Click Back  | |
| Info type | 2006 |
| Period | All |
| Click Overview  | |
| Click Back  | |

Exercise 6.7: Return Leave

Scenario:

Return leave.

Use the following to complete the exercise:

| | |
|---|----------------|
| Transaction | ZLEAVE_SHARING |
| Select Return Leave . | |
| Click Next  Next. | |
| Enter Request Number from Exercise 6.3 | |
| Click Submit  Submit. | |

Exercise 7.1: Time Error Report

Scenario:

Run the time error report.

Use the following to complete the exercise:

| | |
|-------------|----------|
| Transaction | PT_BAL00 |
|-------------|----------|

Data needed to complete the transaction:

| Task | Data |
|---|--------|
| <i>Cumulated Time Evaluation Results: Time Balances/Wage Types</i> | |
| Click Get Variant  | |
| Double Click 00_Time_Errors | |
| Click in Personnel Number field | |
| Cost Center | 31095* |
| Click Execute  | |
| Review errors | |
| Click Back  | |