

Time Administration

EXERCISE DATA SHEET

Lesson 2 – FMLA

Exercise 2.1: 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																																
<i>FMLA Workbench screen</i>																																	
Personnel No.	<table border="1"> <thead> <tr> <th>ID</th> <th>Data</th> </tr> </thead> <tbody> <tr><td>Instructor</td><td>2397</td></tr> <tr><td>Instructor</td><td>2400</td></tr> <tr><td>Instructor</td><td>2405</td></tr> <tr><td>Student 01</td><td>2407</td></tr> <tr><td>Student 02</td><td>2415</td></tr> <tr><td>Student 03</td><td>2417</td></tr> <tr><td>Student 04</td><td>2425</td></tr> <tr><td>Student 05</td><td>2428</td></tr> <tr><td>Student 06</td><td>2435</td></tr> <tr><td>Student 07</td><td>2439</td></tr> <tr><td>Student 08</td><td>3096</td></tr> <tr><td>Student 09</td><td>2449</td></tr> <tr><td>Student 10</td><td>2457</td></tr> <tr><td>Student 11</td><td>2463</td></tr> <tr><td>Student 12</td><td>2397</td></tr> </tbody> </table>	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	2397
	ID	Data																															
	Instructor	2397																															
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Student 09	2449																																
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Student 11	2463																																
Student 12	2397																																





Student 13	2405
Student 14	2407
Student 15	2415
Student 16	2417
Student 17	2425
Student 18	2428
Student 19	2435
Student 20	2439
Student 21	3096
Student 22	2449
Student 23	2457
Student 24	2463

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** 

NOTE: A red X indicates the employee is not eligible for FMLA. After go live, all employees display as ineligible because historical data will not transfer over. Verify the hours in legacy then override.

Click  to select the request.

Click **Eligibility** 

Click **Save** 

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



Lesson 3 – Time Management Master Data

Exercise 3.1: 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	2113
	Instructor	2114
	Instructor	2115
	Student 01	2116
	Student 02	2117
	Student 03	2118
	Student 04	2119
	Student 05	2120
	Student 06	2121
	Student 07	2124
	Student 08	2125
	Student 09	2126
	Student 10	2129
	Student 11	2130
	Student 12	2132
Student 13	2135	
Student 14	2136	
Student 15	2137	





Student 16	2140
Student 17	2141
Student 18	2142
Student 19	2147
Student 20	2148
Student 21	2149
Student 22	2152
Student 23	2153
Student 24	2154
Student 25	2158

Click **Enter**

Click the **Time** tab.

Info type 0007

Period Select the 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 8-4:30M-F (PWS P046)

Shift Premium Ind 84

Click **Save**

Press **Enter** to clear warning message(s).

List 0007 Planned Working Time screen

Click **Back**

Maintain HR Master Data screen

Info type 0050

Click **Overview**

List 0050 Planned Time Recording Info screen





Click  to select the current time recording info.	
Click Copy 	
Start	Enter the Sunday date of the FOLLOWING pay period.
OT/Comp Indicator	C – Comp
Click Save 	
Press Enter to clear warning message(s).	
<i>List 0050 Planned Time Recording Info screen</i>	
Click Exit 	



Lesson 4 – 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.	ID		Data
		Instructor	
	Instructor		2114
	Instructor		2115
	Student 01		2116
	Student 02		2117
	Student 03		2118
	Student 04		2119
	Student 05		2120
	Student 06		2121
	Student 07		2124
	Student 08		2125
	Student 09		2126
	Student 10		2129
	Student 11		2130
	Student 12		2132
	Student 13		2135
	Student 14		2136
	Student 15		2137
	Student 16		2140





Student 17	2141
Student 18	2142
Student 19	2147
Student 20	2148
Student 21	2149
Student 22	2152
Student 23	2153
Student 24	2154
Student 25	2158

- 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** .



Exercise 4.2: Display Leave Balances for multiple employees

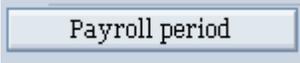
Scenario:

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: 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 an electronic 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		Data
	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	
	ID	Data
	Instructor	2113
	Instructor	2114
	Instructor	2115
	Student 01	2116
	Student 02	2117
	Student 03	2118
	Student 04	2119
	Student 05	2120
	Student 06	2121
	Student 07	2124
	Student 08	2125
	Student 09	2126
	Student 10	2129
	Student 11	2130
	Student 12	2132
	Student 13	2135
	Student 14	2136
	Student 15	2137
	Student 16	2140
	Student 17	2141





Student 18	2142
Student 19	2147
Student 20	2148
Student 21	2149
Student 22	2152
Student 23	2153
Student 24	2154
Student 25	2158

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>																																							
NOTE: In production, you would choose current period to display the time you just entered. However in the training environment, the current pay period will always be May 2010.																																							
Report Period	Other Period																																						
Dates	Enter the date range for the timesheets in Ex 6.1b.																																						
Personnel Number	<table border="1"> <thead> <tr> <th>ID</th> <th>Data</th> </tr> </thead> <tbody> <tr><td>Instructor</td><td>2113</td></tr> <tr><td>Instructor</td><td>2114</td></tr> <tr><td>Instructor</td><td>2115</td></tr> <tr><td>Student 01</td><td>2116</td></tr> <tr><td>Student 02</td><td>2117</td></tr> <tr><td>Student 03</td><td>2118</td></tr> <tr><td>Student 04</td><td>2119</td></tr> <tr><td>Student 05</td><td>2120</td></tr> <tr><td>Student 06</td><td>2121</td></tr> <tr><td>Student 07</td><td>2124</td></tr> <tr><td>Student 08</td><td>2125</td></tr> <tr><td>Student 09</td><td>2126</td></tr> <tr><td>Student 10</td><td>2129</td></tr> <tr><td>Student 11</td><td>2130</td></tr> <tr><td>Student 12</td><td>2132</td></tr> <tr><td>Student 13</td><td>2135</td></tr> <tr><td>Student 14</td><td>2136</td></tr> <tr><td>Student 15</td><td>2137</td></tr> </tbody> </table>	ID	Data	Instructor	2113	Instructor	2114	Instructor	2115	Student 01	2116	Student 02	2117	Student 03	2118	Student 04	2119	Student 05	2120	Student 06	2121	Student 07	2124	Student 08	2125	Student 09	2126	Student 10	2129	Student 11	2130	Student 12	2132	Student 13	2135	Student 14	2136	Student 15	2137
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Student 16	2140
Student 17	2141
Student 18	2142
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Student 20	2148
Student 21	2149
Student 22	2152
Student 23	2153
Student 24	2154
Student 25	2158

Click **Execute** 

Click **Exit** 



Exercise 5.4: Display Timesheets from any period

Scenario:

Display time entered from any period.

Use the following to complete the exercise:

Transaction	CAT3
-------------	------

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
	ID	Data	
	Instructor		2113
	Instructor		2114
	Instructor		2115
	Student 01		2116
	Student 02		2117
	Student 03		2118
	Student 04		2119
	Student 05		2120
	Student 06		2121
	Student 07		2124
	Student 08		2125
	Student 09		2126
	Student 10		2129
	Student 11		2130
	Student 12		2132
	Student 13		2135
	Student 14		2136
	Student 15		2137
	Student 16		2140





Student 17	2141
Student 18	2142
Student 19	2147
Student 20	2148
Student 21	2149
Student 22	2152
Student 23	2153
Student 24	2154
Student 25	2158

Click **Execute** 

Time Sheet: Initial screen

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

Click **Display** 

Time Sheet: Data Entry View screen

Review the timesheets.

Click **Save** 



Exercise 5.5: Enter Positive Time – KYTC

Scenario:

Enter time data from a paper 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 Selectn

Personnel Number Selection for Fast Data Entry screen

Personnel Number	Data	
	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





<i>Time Sheet: Enter Equipment Usage</i>	
Click <input type="checkbox"/> to select the row with the correct internal order number to be charged	
Select	Equipment usage button <input type="button" value="Equipment Usage"/>
Enter	Charge code (Internal order number)
Enter the usage date Equipment ID and Unit usage from the sign in sheet	



Exercise 5.6: 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

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

Click Personnel Selectn  Personnel Selectn

Personnel Number Selection for Fast Data Entry screen

Personnel Number	Data	
	ID	Data
	Instructor	2622
	Instructor	3032
	Instructor	2639
	Student 01	2666
	Student 02	2678
	Student 03	2691
	Student 04	2706
	Student 05	2722
	Student 06	2739
	Student 07	2761
	Student 08	2775
	Student 09	2787
	Student 10	2805
	Student 11	2815
	Student 12	2834
	Student 13	2851
	Student 14	2869
	Student 15	2883





Student 16	2897
Student 17	2912
Student 18	2932
Student 19	2949
Student 20	2961
Student 21	2975
Student 22	2988
Student 23	2998
Student 24	3013
Student 25	3025

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 5.7: 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	2622
	Instructor	3032
	Instructor	2639
	Student 01	2666
	Student 02	2678
	Student 03	2691
	Student 04	2706
	Student 05	2722
	Student 06	2739
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	Student 16	2897
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Student 18	2932
Student 19	2949
Student 20	2961
Student 21	2975
Student 22	2988
Student 23	2998
Student 24	3013
Student 25	3025

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 5.8: 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

Click Personnel Selectn  Personnel Selectn

Personnel Number Selection for Fast Data Entry screen

Personnel Number	Click Multiple Selection 	
Single Value	ID	Data
	Instructor	2113 2397
	Instructor	2114 2400
	Instructor	2115 2405
	Student 01	2116 2407
	Student 02	2117 2415
	Student 03	2118 2417
	Student 04	2119 2425
	Student 05	2120 2428
	Student 06	2121 2435
	Student 07	2124 2439
	Student 08	2125 3096
	Student 09	2126 2449
	Student 10	2129 2457
	Student 11	2130 2463
Student 12	2132 2468	
Student 13	2135 2472	
Student 14	2136 2475	
Student 15	2137 2482	





Student 16	2140	2485
Student 17	2141	2500
Student 18	2142	2502
Student 19	2147	2510
Student 20	2148	2513
Student 21	2149	2521
Student 22	2152	2525
Student 23	2153	2532
Student 24	2154	2535
Student 25	2158	2538

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. For this exercise, type your name so you can identify it for the next exercise.

Click **Save** .



Lesson 6 – Time Processing and Reporting

Exercise 6.1: Display Time Infotypes

Scenario:

Review time infotypes after time entry

Use the following to complete the exercise:

Transaction	PA20
-------------	------

Data needed to complete the transaction:

Task	Data	
Personnel Number	ID	Data
	Instructor	2113
	Instructor	2114
	Instructor	2115
	Student 01	2116
	Student 02	2117
	Student 03	2118
	Student 04	2119
	Student 05	2120
	Student 06	2121
	Student 07	2124
	Student 08	2125
	Student 09	2126
	Student 10	2129
	Student 11	2130
	Student 12	2132
	Student 13	2135
	Student 14	2136
	Student 15	2137
Student 16	2140	
Student 17	2141	
Student 18	2142	





	Student 19	2147
	Student 20	2148
	Student 21	2149
	Student 22	2152
	Student 23	2153
	Student 24	2154
	Student 25	2158

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	2622
	Instructor	3032
	Instructor	2639
	Student 01	2666
	Student 02	2678
	Student 03	2691
	Student 04	2706
	Student 05	2722
	Student 06	2739
	Student 07	2761
	Student 08	2775
	Student 09	2787
	Student 10	2805





Student 11	2815
Student 12	2834
Student 13	2851
Student 14	2869
Student 15	2883
Student 16	2897
Student 17	2912
Student 18	2932
Student 19	2949
Student 20	2961
Student 21	2975
Student 22	2988
Student 23	2998
Student 24	3013
Student 25	3025

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:

BPP	Display Time Evaluation Errors
Transaction	PT_ERL00

Data needed to complete the transaction:

Task	Data
------	------

Time Evaluation Messages Displays screen

Period	Other period
Dates	1/1/2011 – 1/15/2011
Personnel Number	2191

Click **Execute** .

Time Evaluation Messages Displays screen

Review the error messages.

Click **Exit** .

Exercise 6.3: Time Error Report

Scenario:

Run the No Time Keyed 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 	