



Adverse Weather

TIME JOB AID

Recovering Adverse Weather Owed

Adverse Weather liability hours that have not been made up within 90 days will result in an error message being generated in Time Evaluation: ZW – “Must Reconcile Adv. Wea. Liability”. Time Evaluation messages can be viewed in transaction PT_ERL00.

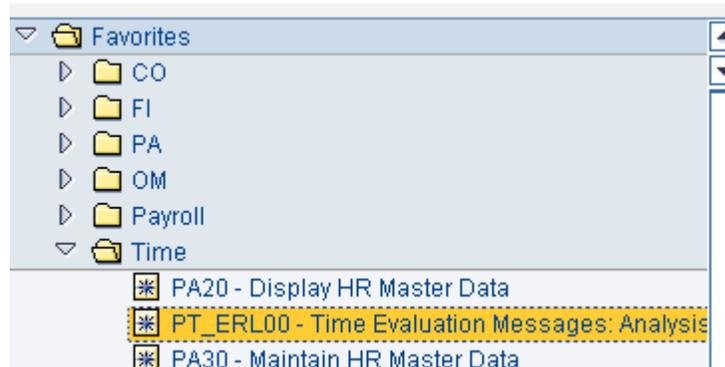
NOTE: The Adverse Weather aging period was updated from 365 days to 90 days in the Adverse Weather policy revision effective 1/1/15. All liabilities incurred prior to 1/1/15 will show the 365 day aging period.

The employee must use Approved Leave to recover overdue hours. If the employee does not have sufficient Approved Leave to recover all of the liability, the remaining liability should be recovered with LWOP. A Leave Admin will need to manually trigger the appropriate recovery of the liability.

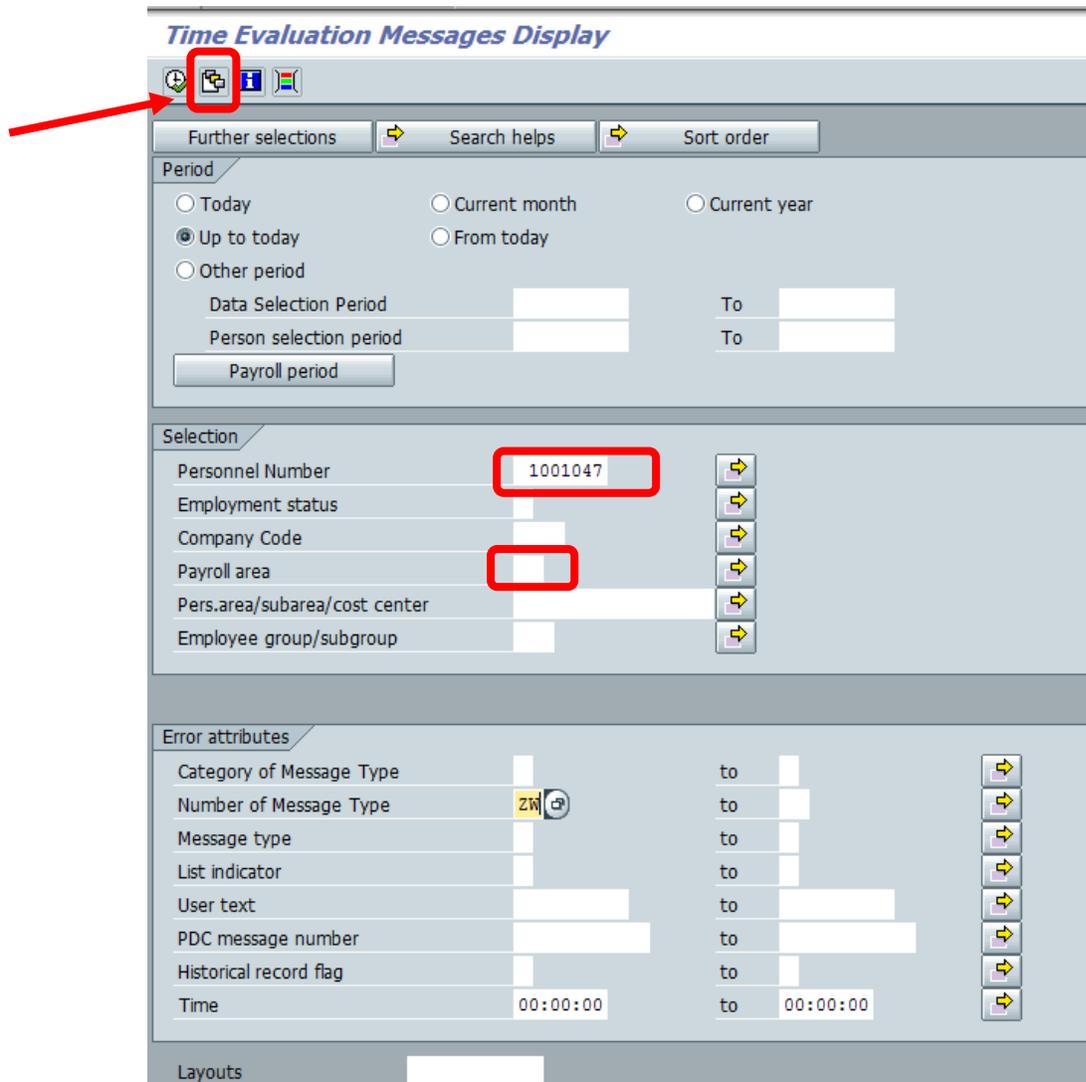
Two new subtypes for Infotype 2012 have been created effective 7/1/2015 to allow a Leave Admin to recover overdue hours owed. Subtype ZAWR will recover the hours from the Approved Leave quota hierarchy, then LWOP for any remaining liability upon expiration. Subtype ZAWB will recover the hours from the Approved Leave quota hierarchy allowing bonus leave to be used before vacation leave, then LWOP for any remaining liability upon expiration.

View Messages

Adverse Weather liability hours that have not been made up within 90 days will result in an error message generated in Time Evaluation: ZW – “Must Reconcile Adv. Wea. Liability”. Time Evaluation messages can be viewed in transaction PT_ERL00.



The report can be run for specific employees or personnel area.



Time Evaluation Messages Display

Further selections Search helps Sort order

Period

Today Current month Current year

Up to today From today

Other period

Data Selection Period To

Person selection period To

Payroll period

Selection

Personnel Number 1001047

Employment status

Company Code

Payroll area

Pers.area/subarea/cost center

Employee group/subgroup

Error attributes

Category of Message Type to

Number of Message Type ZW to

Message type to

List indicator to

User text to

PDC message number to

Historical record flag to

Time 00:00:00 to 00:00:00

Layouts

1. Select the **AW variant** .

NOTE: The AW (Adverse Weather) variant will display all Time Evaluation messages related to the recovery of Adverse Weather liabilities.

2. Enter the appropriate personnel selection criteria.

3. Click on the **Execute** icon .

Time Evaluation Messages Display

MessTy	Message long text	PersNo.	Name	CD	Logical date
ZW	Must Reconcile Adv. Wea. Liability	1001047	Jane T Doe	TH	07/02/2015

Error message **ZW** shows EE PersNo. and Date of adverse weather liability due (Logical date): example 07/02/2015. This message notifies you that a balance is due for this date. To identify the actual hours owed, view **Infotype 9901**, subtype **7000** via **PA61**, **PA30** or **PA20**.

NOTE Future dated records will not show up as a **ZW** error on the **PT_ERL00** report.

Determine Amount Owed

Run transaction **PA61**.

Maintain Time Data

Personnel no. 1001047
 Name Jane T Doe
 EEGroup A SPA Employees PersA 2001 Health Human Services
 EESubgroup B1 FT S-FLSAOT Perm CostC 2X99999999 DHHS-MAIN

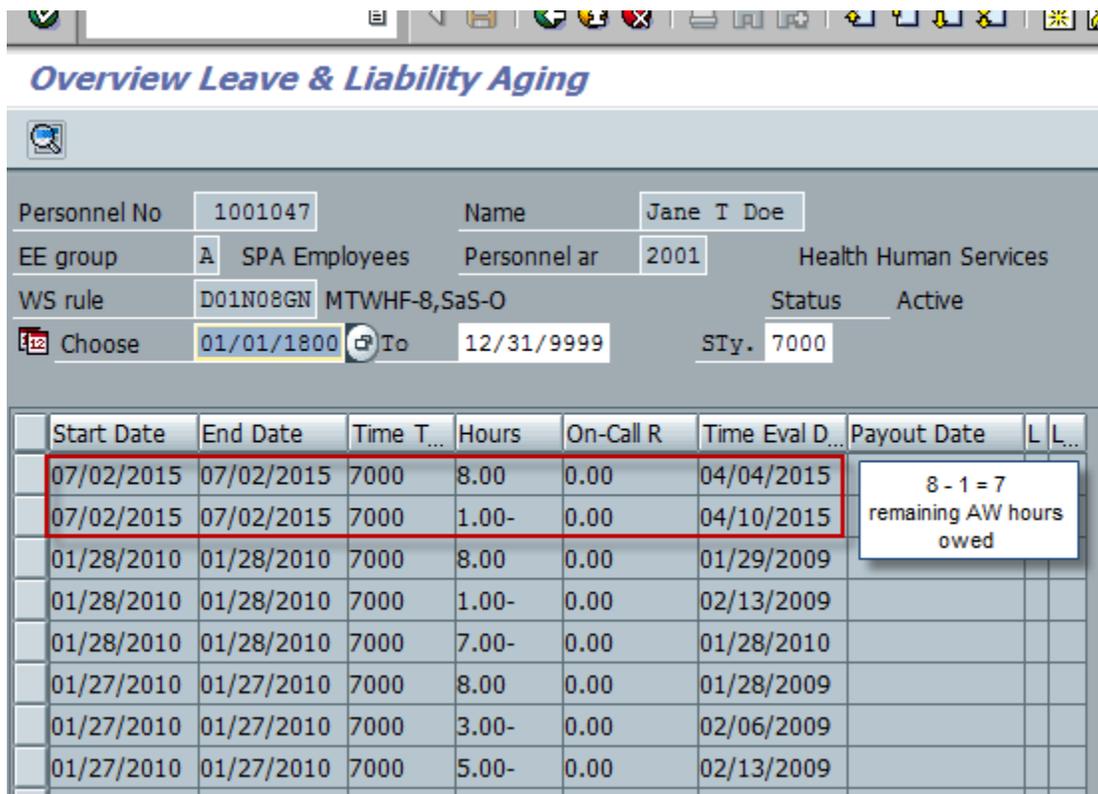
Working times | Additional account assignments | Time quotas | Time manag...

Infotype text S...
 Absences
 Attendances
 Time Events
 Overtime
 Substitutions
 On-Call
 Time Transfer Specifications
 Employee Remuneration Info

Period
 Period
 From To
 Today Curr. week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year
 Choose

Direct selection
 Infotype Leave & Liability Aging STy 7000 Adverse Weather Liability

1. Key '9901' in the Infotype field and '7000' in the Sty (Subtype) field.
2. Click on the **Overview** icon .



The screenshot shows the SAP 'Overview Leave & Liability Aging' report. The header information is as follows:

- Personnel No: 1001047
- Name: Jane T Doe
- EE group: A SPA Employees
- Personnel ar: 2001
- Health Human Services
- WS rule: D01N08GN MTWHF-8,SaS-O
- Status: Active
- Choose: 01/01/1800 To 12/31/9999
- STy: 7000

Start Date	End Date	Time T...	Hours	On-Call R	Time Eval D...	Payout Date	L	L...
07/02/2015	07/02/2015	7000	8.00	0.00	04/04/2015			
07/02/2015	07/02/2015	7000	1.00-	0.00	04/10/2015			
01/28/2010	01/28/2010	7000	8.00	0.00	01/29/2009			
01/28/2010	01/28/2010	7000	1.00-	0.00	02/13/2009			
01/28/2010	01/28/2010	7000	7.00-	0.00	01/28/2010			
01/27/2010	01/27/2010	7000	8.00	0.00	01/28/2009			
01/27/2010	01/27/2010	7000	3.00-	0.00	02/06/2009			
01/27/2010	01/27/2010	7000	5.00-	0.00	02/13/2009			

A tooltip is visible over the first two rows of the table, displaying the calculation: 8 - 1 = 7 remaining AW hours owed.

Review **IT9901** (7000) for records with a start/end date that matches the date of the ZW message. The sum of the values in the 'Hours' column for these records will provide you with the remaining liability hours that the employee owes on the date.

In this example, 7/2/2015 is the date of the ZW message. The sum of the values in the 'Hours' column for these records will provide you with the remaining liability hours that the employee owes for the expiration date of 7/2/2015. This employee had a total of 8 hrs due on 6/17/2015 and has only made up 1 hour of the liability. By summing the values in the 'Hours' field, we can determine that the employee has 7 hrs remaining for the liability balance due 7/2/2015.

Recovery

The employee must use Approved Leave to recover overdue hours. If the employee does not have sufficient Approved Leave to recover all of the liability, the remaining liability should be recovered with LWOP. A Leave Admin will need to manually trigger the appropriate recovery of the liability via subtype ZAWR or ZAWB

Two new subtypes for Infotype 2012 have been created effective 7/1/2015 to allow a Leave Admin to recover overdue hours owed. Subtype 'ZAWR' will recover the hours from the Approved Leave quota hierarchy, then LWOP for any remaining liability upon expiration. Subtype 'ZAWB' will recover the hours from the Approved Leave quota hierarchy allowing bonus leave to be used before vacation leave, then LWOP for any remaining liability upon expiration.

1. Enter value **2012** in the Infotype field and press Enter. You may also select **Time Transfer Specifications** from the list of infotypes.

Maintain Time Data

Personnel no. 1001047
Name Jane T Doe
EEGroup A SPA Employees PersA 2001 Health Human Services
EESubgroup B1 FT S-FLSAOT Perm CostC 2X99999999 DHHS-MAIN

Working times Additional account assignments Time quotas Time manag...

Infotype text S...
Absences
Attendances
Time Events
Overtime
Substitutions
On-Call
Time Transfer Specifications
Employee Remuneration Info

Period
 Period
From To
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year
Choose

Direct selection
Infotype Time Transfer Specifications STy

1. Enter the appropriate value in the **STy field** and press Enter.
 - **ZAWR** Makeup Adv Wthr
 - **ZAWB** Makeup Adv Wthr f/ Bonus

Maintain Time Data

Personnel no. 1001047
Name Jane T Doe
EEGroup A SPA Employees PersA 2001 Health Human Services
EESubgroup B1 FT S-FLSAOT Perm CostC 2X99999999 DHHS-MAIN

Working times Additional account assignments Time quotas Time manag...

Infotype text S...
Absences
Attendances
Time Events
Overtime
Substitutions
On-Call
Time Transfer Specifications
Employee Remuneration Info

Period
Period
From 07/02/2015 To 07/02/2015
Today Curr.week
All Current month
From curr.date Last week
To Current Date Last month
Current Period Current Year
Choose

Direct selection
Infotype Time Transfer Specifications STy ZAWR Makeup Adverse Weather

2. Click the **Create** icon .

Create Time Transfer Specifications (2012)

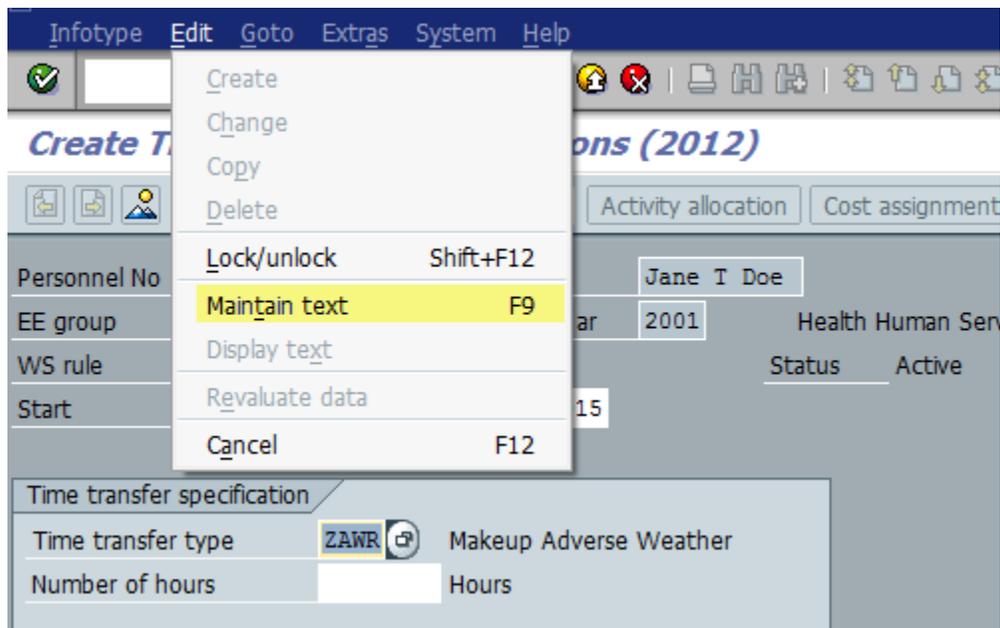
Personal work schedule Activity allocation Cost assignment External services

Personnel No 1001047 Name Jane T Doe
EE group A SPA Employees Personnel ar 2001 Health Human Services
WS rule D01N08GN MTWHF-8,SaS-O Status Active
Start 07/02/2015 To 07/02/2015

Time transfer specification
Time transfer type ZAWR Makeup Adverse Weather
Number of hours Hours

3. Change the **Start** value to be the date the hours were due. This date can be any date between when the liability was incurred and the due date.
4. Change the **To** value to the same date.
5. Enter the **number of hours to be recovered** in the Number of hours field.

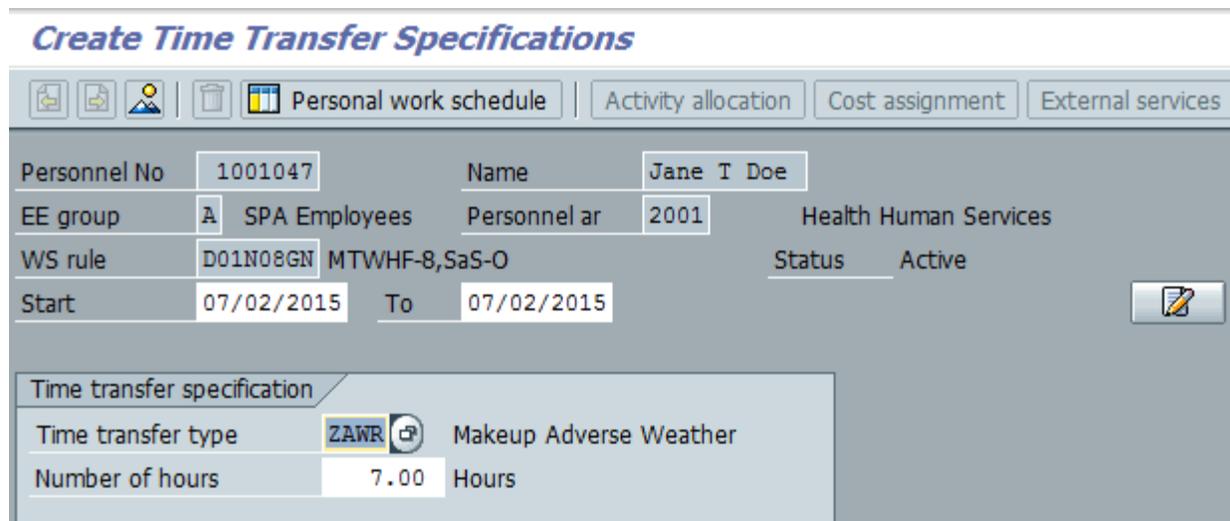
NOTE: Do not enter a negative sign for this number.



6. Click **Edit > Maintain text** and enter any notes if appropriate.



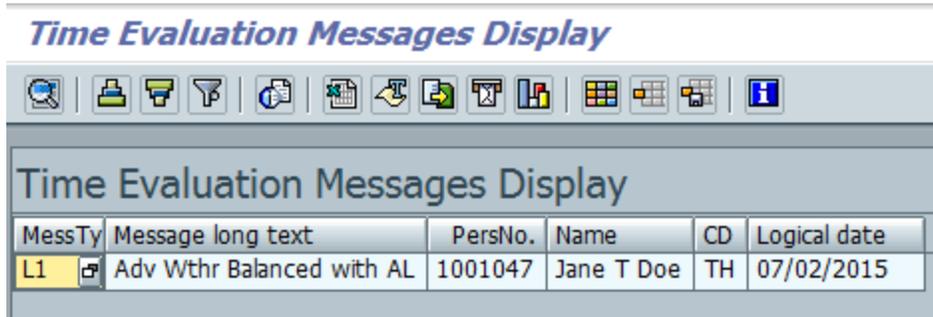
7. Click the **Save** icon  to save your notes. The *Detail record* screen will display again on your screen.



8. Click the **Save** icon  to save the record.

Review

After successfully completing the Infotype 2012 and allowing Time Evaluation to process overnight, verify adverse weather repayment has processed properly by viewing the messages in transaction PT_ERL00, again using variant 'AW'.



The screenshot shows the SAP 'Time Evaluation Messages Display' interface. It features a toolbar with various icons for navigation and actions. Below the toolbar is a table with the following data:

MessTy	Message long text	PersNo.	Name	CD	Logical date
L1	Adv Wthr Balanced with AL	1001047	Jane T Doe	TH	07/02/2015

If ZAWR is used and there is not enough approved leave quota available in the hierarchy quotas, Time Eval will generate an error message:

L3 – “Cannot recover all Adv Wthr with App Lv”

L4 – “Adv Weather Recovered with LWOP”.

When the recovery is successful for either subtype, Time Eval will generate a message confirming the success:

L1 - Adv Wthr Balanced with AL