



SAP TIME MANAGEMENT REDESIGN PROJECT MEETING

03/20/2013

TESTING



Testing Scenario Templates



Test Case Number: UAT001		Test Date: MM/DD/YY		Tester: Jon Doe																																																							
Ticket #: PPI		Submitted by/Date: Ryan W. 11/13/12		BHR Review/Date: EAH 11/13/12																																																							
Ticket Description Detail: Autopopulate ID or premium. Both fields are required and they have a 1 to 1 correlation.		LR Review/Date: Not Applicable		EBS Review/Date: DAK&BS 11/13/12																																																							
Which Employee(s) should be tested?																																																											
Personnel Sub Area		Employee Group		Employee Sub Group																																																							
<ul style="list-style-type: none"> ## Non-Rep ## PFA ## PFAA ## PFOA ## AFSCME/BOEC ## Rec Laborerz ## COPPEA ## SMW Laborerz ## DCTU-AFSCME ## DCTU-Laborerz ## DCTU-IBEW ## DCTU-Mach 63 ## DCTU-Mach 1005 ## DCTU-OpEng ## DCTU-Plumberz ## DCTU-Painterz ## AFSCME 189-2 	<ul style="list-style-type: none"> 1 Regular 3 Casual 4 Casual-Other 5 Limited Duration 7 Temp (Budgeted) B Work Ret-Ben Eli C Work Ret-Non-Ben Eli D At-Will E Elected Official F Executive 	<table border="1"> <tr> <th colspan="2">Negative</th> <th colspan="2">Positive</th> </tr> <tr> <td>1 FT Covered</td> <td>2 FT Covered</td> <td></td> <td></td> </tr> <tr> <td>3 FT Exempt</td> <td>6 PT Covered</td> <td></td> <td></td> </tr> <tr> <td>4 FT Exempt OT</td> <td>10 Leav 1/2 Covered</td> <td></td> <td></td> </tr> <tr> <td>12 Exec Reg OT Exempt</td> <td>18 FT Exempt</td> <td></td> <td></td> </tr> <tr> <td>13 Exec At Will Exempt</td> <td>19 FT Exempt OT</td> <td></td> <td></td> </tr> <tr> <td>15 Job Share Covered</td> <td>20 PT Exempt</td> <td></td> <td></td> </tr> <tr> <td>16 Job Share Exempt</td> <td>21 PT Exempt OT</td> <td></td> <td></td> </tr> <tr> <td>17 Job Share Exempt OT</td> <td>22 Leav 1/2 Exempt</td> <td></td> <td></td> </tr> </table>	Negative		Positive		1 FT Covered	2 FT Covered			3 FT Exempt	6 PT Covered			4 FT Exempt OT	10 Leav 1/2 Covered			12 Exec Reg OT Exempt	18 FT Exempt			13 Exec At Will Exempt	19 FT Exempt OT			15 Job Share Covered	20 PT Exempt			16 Job Share Exempt	21 PT Exempt OT			17 Job Share Exempt OT	22 Leav 1/2 Exempt			<p>Baseline Test Work day - during regular hours, full shift, partial shift, OT Day Off - full shift, partial shift Holiday - regular work day (inside & outside regular hours), 4-Shifts - day, swing, graveyard Negative Pay/Positive Pay</p>																				
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<p>What shift do they work? Day, Swing, Night How many hours per week do they work? 40, 40, 40, 40 What is their planned working time (Negative Pay)? 10/50, 9/50, 8/50, substitution What is their FLSA Cycle? Thursday thru Wednesday, 28 Day What type of hours worked? Regular, OT - full shift, partial shift Schedule Day or Day Off? During regular scheduled hours, outside of regular schedule Absence? Paid, Unpaid - full day, partial day, consecutive days, Protected Overtime? Before/After shift - both, schedule day off, continuous with shift, break from shift, FLSA blended rate, contract rate, 0.5x, 1.0x, 1.5x, 2.0x, Paid, Comp, DCTU Notice 4 OT, BOEC OT or Unpaid hours, PFAA/PFA 28 day FLSA OT Threshold Pay Premium? WOC, Call Back, A/A Type, Switcher - combination(s), Minimum/Maximum, Rounding Does their effect accrual? Specific quarter earned, hours to be counted toward accrual or not</p>																																																											
Other Exceptional/Workaround/Permanent Modified Business Processes?																																																											
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BRSS/Source(s):																																																											
Notes: 02/13/12 EAH: Sent email to Ryan asking for clarification. 02/14/12 RW: Both fields are required and they have a 1 to 1 correlation. Unknown why there are two fields for the same field.																																																											
Personnel Sub Area to be Tested: PFA		Employee Group to be Tested: 1 Regular		Employee Sub Group to be Tested: FT Covered																																																							
Scenario Description (narrative of what will be tested): Premium ID's are for all types of Overtime, Court Time, Callbacks & hours worked on a Holiday. This configuration request is for how SAP auto-populates the field and what time or A/A code is entered. I don't know who we need both fields if there is a 1 to 1 correlation and Overtime since only have the ID as it.																																																											
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Testing Scenario Templates

1	2	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Q	R	S	T	
		Case Number:	UAT001	Test Date:	MM/DD/YY	Tester:	Jon Doe													
	2	Case #: PP1										Submitted by/Date: Ryan W. 11/13/12								
	3	Description Detail: Autopopulate ID or premium Both fields are required and they have a 1 to 1										BHR Review/Date: EAH 11/13/12								
	4	Relation.										LR Review/Date: Not Applicable								
	5											EBS Review/Date: DAK&BS 11/13/12								
		Schedule in IT0007: 880W0_00 200-3200				Period of Review				Expected Results										
	52																			
	53	Work	Start Tim	End Tim	Unpaid Break?	IT0007 Work Week			Additional					Actual Result (If different from expected)	Pass/Fail	Special Instructions to recreate the defect (if failed)	Defect # (if failed. To be filled by EBS)			
	54	chedule/Substituti	22:00	8:00					CATS											
	55	Description (include Pern)	Date	Att/Ab s Type	Start Tim	End Time	Work Day? Y/N	Holida y? Y/N	24/7 EE? Y/N	Input (if require d)	Transac tion Code	Switch (if req'd)	List all wage types with number of hours, and all quota accruals with number of hours, for each day tested. Include all Premium wage types which should be generated.							
	56	Regular OT FT Covered	11/13/2012	OHWP	12:00	14:00	N	N	Y	63 Auto Populate: ID 601		SDDV Z	4 hours 7002 Overtime@1.5; 2 hours 7506 Night Shift							
	57	Regular OT FT Covered	11/14/2012	OHWP	12:00	14:00	N	N	Y	ID 601 Autopulate: Prem # 63		SDDV Z	4 hours 7002 Overtime@1.5; 2 hours 7506 Night Shift							
	58	Callback FT Covered	11/12/2012	OHWP	12:00	14:00	N	N	Y	Prem # 33 Auto Populate:		SDDV Z	4 hours 70C2 Overtime@1.5; 2 hours 7506 Night Shift							
	59	Court on Holiday FT Covered	11/11/2012	OHWP	12:00	14:00	Y	Y	Y	ID 100 Autopulate: Prem # 10		SDDV Z	4 hours 7P62 Court Appearance@1.5; 2 hours 7506 Night Shift							



Who, What, How?



- Who will be testing from each of your bureaus?
- What reports do you use to verify payroll results?
 - ~~Wage Type Reporter~~
 - Payroll Reconciliation Report
 - PC_Payresults
 - Zesspay / Employee Pay statements



Template Changes



- Go Live for Testing is **03/14/2013**
 - Non date specific tests
 - 03/14/2013 Forward
 - Specific date tests
 - (for example calendar year end) will need to test future year end.
- A/A Type Correction
 - All 'C' Comp codes will be delimited, so any tests with those codes, such as 0HWC or 5CBC etc, will need to be changed to the new time entry format.
 - 0WOC is being delimited, the new working out of class entry process will need to be updated.
 - Premium Codes are being moved from A/A Types to the Premium List for DCTU, REC, BOEC, & COPPEA, such as 5UGP or 9LDP, the new premium entry process will need to be updated.
 - 0HOL is the default holiday that will appear on the timesheet when the holiday program runs with the # of hours that the holiday will run. The new process to enter time with an attendance line for hours worked on the holiday will need to be updated.

Template Updates due by the end of the business day 04/04/2013!



Updating Scenarios – Overtime Compensation



Old

Test #	Description (include Perrn)	Date	Att/Abs Type	Start Time	End Time	Work Day? Y/N	Holiday? Y/N	24/7 EE? Y/N	CATS Input (if required)	Transaction Code	Switch (if req'd)
1	173553 FT Covered Plumb. Insp. DCTU wsr: MF 0630-15:00		0HWC	6:30	7:10	Y	N	N			

Updated

Test #	Description (include Perrn)	Date	Att/Abs Type	Start Time	End Time	Work Day? Y/N	Holiday? Y/N	24/7 EE? Y/N	CATS Input (if required)	Transaction Code	Switch (if req'd)
1	173553 FT Covered Plumb. Insp. DCTU wsr: MF 0630-15:00	3/14/2013	0HWP	6:30	7:10	Y	N	N	O/C Field = C		

CAT2 Result in New Schema

Data Entry Area												
LT R...	A/AT...	OC	Val. ...	P P..	Job	Total	03/14	From	To			
						80	8	07:30	15:30			
						0.67	0.67					
	0HWP	C				0.67	0.67	06:30	07:10			



Overtime Compensation (O/C Field)



Paid Default if none selected

1 DCTU With Notice – Paid

2 DCTU With Notice – Comp

C Comp hours worked

D Defer Holiday

E Defer Holiday (Force Pay) – exception only on holiday if DCTU or REC

O Postpone Holiday – exception only per MOU Specific group of DCTU

P Holiday-Pay Override – exception only on holiday if DCTU or REC

U Unpaid Holiday

O	Text
	Paid
1	DCTU-With Notice -Paid
2	DCTU-With Notice-Comp
C	Comp Hours Worked
D	Defer Holiday
E	Defer Holiday (Force Pay)
O	Postpone Holiday
P	Holiday-Pay Override
U	Unpaid Holiday





Updating Scenarios – Working out of Class



Old

Test #	Description (include Perrn)	Date	Att/Abs Type	Start Time	End Time	Work Day? Y/N	Holiday? Y/N	24/7 EE? Y/N	Additional CATS Input (if required)	Transaction Code	Switch (if req'd)
1	173553 FT Covered Plumb. Insp. DCTU wsr: MF 0630-15:00		0WCC	6:30	7:10	Y	N	N	Val Basis = \$1.00; P Indicator = +; Job class # 30000148		

Updated

Test #	Description (include Perrn)	Date	Att/Abs Type	Start Time	End Time	Work Day? Y/N	Holiday? Y/N	24/7 EE? Y/N	Additional CATS Input (if required)	Transaction Code	Switch (if req'd)
1	173553 FT Covered Plumb. Insp. DCTU wsr: MF 0630-15:00	3/14/2013	0HWP	6:30	10:30	Y	N	N	Val Basis = \$1.00; P Indicator = +; Job class # 30000148 O/C Field = C		

CAT2 Result in New Schema

Data Entry Area											
LT	R...	A/AT...	OC	Val. ...	P	P..	Job	Total	03/14	From	To
								72		00:00	00:00
								4	4		
		0HWP	C	1.00	+		30000148	4	4	06:30	10:30



Updating Scenarios – Premiums



Old

Test #	Description (include Pernr)	Date	Att/Abs Type	Start Time	End Time	Work Day? Y/N	Holiday? Y/N	24/7 EE? Y/N	CATS Input (if required)	Transaction Code	Switch (if req'd)	number of hours, for each day tested. Include all Premium wage types which should be generated.
1	173553 FT Covered Plumb. Insp. DCTU wsr: MF 0630- 15:00		New code for: SPI	6:30	7:10	Y	N	N				8 hrs X reg rate + .75 hrs X \$0.80 cert pay

Updated

Test #	Description (include Pernr)	Date	Att/Abs Type	Start Time	End Time	Work Day? Y/N	Holiday? Y/N	24/7 EE? Y/N	CATS Input (if required)	Transaction Code	Switch (if req'd)	number of hours, for each day tested. Include all Premium wage types which should be generated.
1	173553 FT Covered Plumb. Insp. DCTU wsr: MF 0630- 15:00	3/14/2013	OHWP	6:30	7:10	Y	N	N	Premium 1R			8 hrs X reg rate + .75 hrs X \$0.80 cert pay

CAT2 Result in New Schema

Data Entry Area												
LT	R...	A/AT...	OC	Val. ...	P	P..	Job	Total	03/14	From	To	
								72		00:00	00:00	
								0.67	0.67			
		OHWP					1R	0.67	0.67	06:30	07:10	



Premium Crosswalk



PSA	OLD A/A Type	NEW Premium No	A/A Type Description	PSA	OLD A/A Type	NEW Premium No	A/A Type Description
BOEC	8CLP	3A	Coach/Lead	DCTU	5JHP	1I	90lb Jackhammer OT-Paid
COPPEA	2PEP	2A	Protective Equipment	DCTU	5LSP	1K	Live Sewer OT-Paid
REC	9LDP	5A	Rec Lead	DCTU	5ODP	1V	Oil Distributor OT-Paid
DCTU	515P	1B	High Work 15 OT-Paid	DCTU	5PEP	1L	Protective Equip OT-Paid
DCTU	590P	1J	High Work 90 OT-Paid	DCTU	5PMP	1M	Paving Mach ReSrf OT-Paid
DCTU	5AFP	1C	Arc Flash OT-Paid	DCTU	5SKP	1U	Skreed Operator OT-Paid
DCTU	5CLP	1A	Crew Lead OT-Paid	DCTU	5SLP	1T	Slurry Mix Opr OT-Paid
DCTU	5COP	1D	Compressor Opr OT-Paid	DCTU	5SMP	1N	Sewer Main Crew OT-Paid
DCTU	5ERP	1E	Emergency Repair OT-Paid	DCTU	5SPP	1Q	Special Project OT-Paid
DCTU	5FCP	1X	Flow Boy Control OT-Paid	DCTU	5UGP	1O	Underground OT-Paid
DCTU	5FDP	1W	Flow Boy Driver OT-Paid	DCTU	5VIP	1P	Vibration Test OT-Paid
DCTU	5FTP	1F	Fuel Truck OT-Paid	DCTU	N/A	1R	BDS Chief Insp Prem
DCTU	5GRP	1G	Grinder OT-Paid	DCTU	N/A	1S	BDS Insp Prem 0.80H



Updating Scenarios – Holiday



Old

Test #	Description (include Perrr)	Date	Att/Abs Type	Start Time	End Time	Work Day? Y/N	Holiday? Y/N	24/7 EE? Y/N	Additional CATS Input (if required)	Transaction Code	Switch (if req'd)
1	123456 DCTU FT Covered holiday falls on day off - test to roll to following day, WSR 880H1234 T-F 0800-1800; works and opts to defer the holiday	11/12/2012	0DHL	8:00	18:00	N	Y	N			

Updated

Test #	Description (include Perrr)	Date	Att/Abs Type	Start Time	End Time	Work Day? Y/N	Holiday? Y/N	24/7 EE? Y/N	Additional CATS Input (if required)	Transaction Code	Switch (if req'd)
1a	123456 DCTU FT Covered holiday falls on day off - test to roll to following day, WSR 880H1234 T-F 0800-1800	11/11/2013	0HOL			N	Y	N	Holiday value = 10 O/C Field = D		
1b	123456 DCTU FT Covered holiday falls on day off - test to roll to following day, WSR 880H1234 T-F 0800-1800	11/11/2013	0HWP	8:00	18:00	N	Y	N			



Holiday Examples



OHOL – holiday hours paid @ 1.0x, or deferred @ 1.0x (No Clock Times!)
 OHWP (or other A/A code for attendance) – hours worked on the holiday –
 holiday premium paid at 1.0x, 1.5x, deferred or comp'd depending on
 specific employee group/subgroup or contract rules.

Example: Holiday observed
 – not worked, paid.

Data Entry Area															
LT	R...	A/AT...	OC	Val. ...	P	P..	Job	Total	05/28	From	To	05/29	From	To	0
								80		00:00	00:00	8	23:00	07:00	
								0	0			0			
		OHOL						0				8			

Example: Holiday Worked
 – paid for hours worked
 & holiday paid

Data Entry Area															
LT	R...	A/AT...	OC	Val. ...	P	P..	Job	Total	05/28	From	To	05/29	From	To	0
								80		9 07:30	17:00				
								18	18						
		OHOL						9	9						
		OHWP						9	9 07:30	17:00					

Example: Holiday Worked
 – paid for hours worked,
 deferred the holiday

Data Entry Area															
LT	R...	A/AT...	OC	Val. ...	P	P..	Job	Total	05/28	From	To	05/29	From	To	0
								80		00:00	00:00	8	23:00	07:00	
								16	0			16			
		OHOL	D					8				8			
		OHWP						8				8	23:00	07:00	



Recap – Testing to begin 04/15/2013!



- We need to set up logins in the test client, so we will need to know the name of each tester from your bureau.
- Scenario Updates must be moved to the 'completed' folder on the shared BRReview\$ drive by the end of the day 04/04/2013
- If your bureau would like to test beyond the defect testing (highly encouraged), you will need to submit your scenarios by the deadline 04/04/2013 so we can plan for the testing schedule and testing room availability.
- You will also be participating in the analysis of the parallel testing results. More to come on the details of that process soon.



Questions and Comments?