

SAP Holiday Generation Program Quick Reference Guide and Process Steps

A program in SAP exists which will automatically generate a holiday to appear on the employee timesheets. This program runs two weeks prior to the holiday and will add the appropriate hours to the correct day of the pay period, depending on a number of factors including employee representation, time entry type (positive or negative), and the employee's schedule.

This document explains how the holiday program works and how errors related to holidays can be audited.

Transaction: Holiday Generation Program and ZHRT_CATS_HOL_AUDIT

Procedure:

1. Holiday Program runs and populates the holiday for the employees.

The screenshot displays the SAP 'Time Sheet: Data Entry View' interface. At the top, there is a toolbar with various icons. Below the toolbar, several data fields are populated: PERNR 1003861, PSA DCTU-AFSCME, ESG FT Covered, Negative, Cost Ctr WAMC000005 - Maint & Const-Field Services 1, Job Code 30000075 - Utility Worker II, Apprentice, and WSR MH 645-1615, F O 645-1515. The Data Entry Period is set to 07/04/2013 - 07/17/2013. Below these fields is a table with columns: LT, Rec. Cctr, Receiver WBS..., Rec. O..., Rec.FuncAr A/..., O. Val. ..., P P., Job, External Wor..., Total, TH ..., and From. The table contains two rows. The first row shows a total of 80 hours and a time of 9:06:4. The second row, which is highlighted with a red box, shows 'OHOL' in the Job column, a total of 9 hours, and a time of 9:00:00.

2. After this program runs, changes could be made in master data such as schedule changes or personnel actions.
3. Time entry occurs, the timesheet validates that the timekeeper/employee does not defer / pay holiday where it is not allowed.

Examples:

- Non-Rep Exempt employees must defer holiday hours if worked.

Data Entry Area															
LT	Rec. Cctr	Receiver WBS...	Rec. O...	Rec.FuncAr	A/...	O. Val. ...	P P...	Job	External Wor...	FMLA Req No	Total	TH ...	From	To	SA
											80	8	8 08:00	16:30	
											16	16		0	
											8	8			
											8	8	8 08:00	16:30	

Display Messages

Personnel No.	Name	Date	Status	Type	Error Message
851495	John Smith	07/04/2013	W	W	This employee must defer holiday if worked
851495	John Smith	07/04/2013	W	W	Number of hours recorded 16.00 exceeds t

- Non-Rep Exempt cannot defer holiday if holiday falls on a regularly scheduled work day that employee did not work.

											80	8	08:00	16:30	8	08:00	
											8	8				0	
											8	8					
											0	0					

Personnel No.	Name	Date	Status	Type	Error Message
851495	...	07/04/2013	W	W	Daily planned hours do not match non-defe

- Time evaluation runs and verifies that hours are deferred where needed; these messages will show up in PT_ERL00. Time evaluation also checks that employees are not paid for the holiday (24x7 employees mainly).

Examples:

- Timekeeper or ESS employee ignored the timesheet message for Non-Rep's

Data Entry Area																		
LT	Rec. Cctr	Receiver WBS...	Rec. O...	Rec.FuncAr	A/...	O. Val. ...	P P...	Job	External Wor...	FMLA Req No	Total	TH ...	From	To	FR ...	From	To	SA
											80	8	8:08:00	16:30		8	8:08:00	16:30
											16	16				0		
											8	8						
											8	8	8:08:00	16:30				

Display Messages

Personnel No.	Name	Date	Status	Type	Error Message
851495	...	07/04/2013	W	W	This employee must defer holiday if worked
851495	...	07/04/2013	W	W	Number of hours recorded 16.00 exceeds t

PT_ERL00 Message:

Call rule <H10
Note no. 57 Need to defer holiday when worked

- Timekeeper / ESS employee ignored the deferring rule

						80	8 08:00	16:30	8 08:00
						8	8		0
						8	8		
						0	0		

OHOL D

OHWP

Display Messages

Personnel No.	Name	Date	Status	Type	Error Message
851495	Anna G. G.	07/04/2013	⚠	W	Daily planned hours do not match non-defe


PT_ERL00 Message:

Note no. 56 Deferring more hours than allowed

5. Holiday audit report should be run to determine differences in holiday observation and hours due to time entry or master data changes.

Transaction Code: ZHRT_CATS_HOL_AUDIT

CATS Timesheet Holiday Audit Report



Selections from

➡ Search helps

Period

☒ Today
☐ Up to today
☐ Other period

☐ Current month
☐ From today

☐ Current year

Period

To

Selection

Personnel Number	<input style="width: 80px;" type="text"/>	➡	Employee selection criteria
Employment status	<input style="width: 80px;" type="text" value="3"/>	➡	
Personnel area	<input style="width: 80px;" type="text" value="1130"/>	➡	
Personnel subarea	<input style="width: 80px;" type="text"/>	➡	
Employee group	<input style="width: 80px;" type="text"/>	➡	
Employee subgroup	<input style="width: 80px;" type="text"/>	➡	
Cost center	<input style="width: 80px;" type="text"/>	➡	
Organizational unit	<input style="width: 80px;" type="text"/>	➡	
Time recording administrator	<input style="width: 80px;" type="text"/>	➡	

Report Options

Holiday observed date

07/01/2013

to

07/06/2013

Date range for the holiday

Master data change date

06/20/2013

to

07/04/2013

Master data change date

☐ Show only potential difference

Layout

If changes were made to the holiday they will show up as an "X" in the audit report, changes need to be confirmed. Typical changes will be:

- The holiday was worked and holiday time was deferred.
Action required: No action required as this is allowed.
Impact: None
- The timekeeper moved the holiday as the system does not have enough information to determine the proper holiday (24x7 employees).
Action required: No action required as this is allowed.
Impact: None
- New hires do not have the holiday defaulted. This will occur as the employee is not in the system when the holiday is placed on the timesheet.
Action required: Timekeepers need to enter the holiday as unpaid for the new hires if the eligibility period has not been met (0HOL, 'U' in the O/C Field for the # of hours - *no clocktimes*)
Impact: Employee will not get Holiday pay, but the holiday will be recorded as unpaid.

CATS Timesheet Holiday Audit Report							
CITY OF PORTLAND							
Date & Time : CATS Timesheet Holiday Audit Report							
Run By & System : DLAGRANGE_Z & QRP / 320							
Holiday Dates: 07/01/2013 thru 07/06/2013							
Change Dates: 06/20/2013 thru 07/04/2013							
TIME ADMIN TEXT	CATS HOLIDAY DATE	CATS HOLIDAY HOURS	CATS HOLIDAY DEFERRED	HOLIDAY DATE DETERMINED	HOLIDAY HOURS DETERMINED	HOLIDAY DEFERRED DETERMINED	Holiday Changed Ind
White, Tenna	07/04/2013	9.00		07/04/2013	9.00		
Chew, Geoffrey M	07/04/2013	8.00		07/04/2013	8.00		
White, Tenna	07/04/2013	10.00		07/04/2013	10.00		
White, Tenna	07/04/2013	9.00		07/04/2013	9.00		
Reins, Dawn	07/04/2013	9.00		07/04/2013	9.00		
Reif, Sherry L	07/04/2013	8.00		07/04/2013	8.00		