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.

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.

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

4. 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

PT_ERL00 Message:

```
──[  Call rule <H10
──⊜  Note no. 57 Need to defer holiday when worked
```

- Timekeeper / ESS employee ignored the deferring rule

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

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.