



PY_PT60_RunTimeEvaluation

Purpose

Use this procedure to evaluate time prior to running payroll.

Trigger

Perform this procedure when preparing to evaluate a payroll run.

Prerequisites

Time has been entered, approved and transferred.

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

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Helpful Hints

R/O/C column in tables represents Required, Optional, or Conditional entry.



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Procedure

1. Start the transaction using the menu path or transaction code. The *HR TIME: Time Evaluation* screen displays.


HR TIME: Time Evaluation

2. As required, complete/review the following fields:

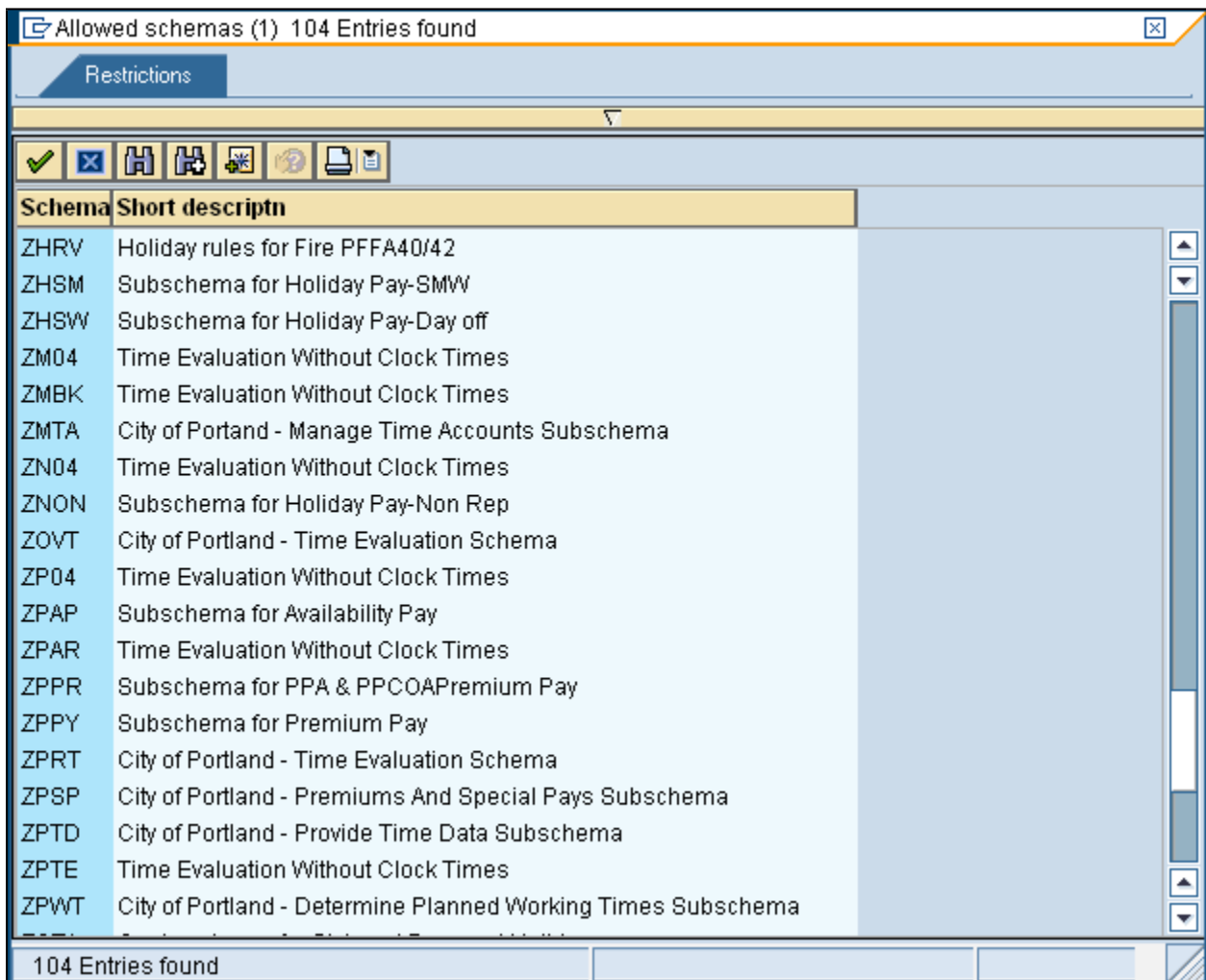
Field	R/O/C	Description
Personnel Number	R	A unique, identification number for personnel assigned as it is processed in SAP; the system automatically assigns this number. Example: 100114



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3. Click **Evaluation schema** field .
4. Click **Evaluation schema** matchcode  . The *Allowed schemas (XXXX)* dialog box displays.

Allowed schemas (XXXX) YYYY Entries found



Schema	Short descriptn
ZHRV	Holiday rules for Fire PFFA40/42
ZHSM	Subschema for Holiday Pay-SMW
ZHSW	Subschema for Holiday Pay-Day off
ZM04	Time Evaluation Without Clock Times
ZMBK	Time Evaluation Without Clock Times
ZMTA	City of Portland - Manage Time Accounts Subschema
ZN04	Time Evaluation Without Clock Times
ZNON	Subschema for Holiday Pay-Non Rep
ZOVT	City of Portland - Time Evaluation Schema
ZP04	Time Evaluation Without Clock Times
ZPAP	Subschema for Availability Pay
ZPAR	Time Evaluation Without Clock Times
ZPPR	Subschema for PPA & PPCOAPremium Pay
ZPPY	Subschema for Premium Pay
ZPRT	City of Portland - Time Evaluation Schema
ZPSP	City of Portland - Premiums And Special Pays Subschema
ZPTD	City of Portland - Provide Time Data Subschema
ZPTE	Time Evaluation Without Clock Times
ZPWT	City of Portland - Determine Planned Working Times Subschema

5. Double-click **ZPRT City of Portland - Time Evaluation Schema** list item
 City of Portland - Time Evaluation Schema .



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HR TIME: Time Evaluation

6. Click **Time statement variant** field . Clear contents, so the field is blank.
7. As required, complete/review the following fields:

Field	R/O/C	Description
Forced recalculation as of	R	Example: 12112008



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Field	R/O/C	Description
Evaluation up to	R	Last date on which time evaluation is to run. If you do not make an entry, the system sets the current date. Example: 12242008

- Click **Enter** button to validate entries.
- Click **Execute** button . The *Display Log Tree* screen displays.
 Check for any warnings or error messages.

Display Log Tree

The screenshot shows the SAP 'Display Log Tree' window. The title bar includes 'SAP' and standard window controls. The menu bar contains 'Log', 'Edit', 'Goto', 'View', 'Settings', 'System', and 'Help'. The toolbar has various icons for navigation and actions. The main content area shows a tree view for 'Log: Time Evaluation' with the following structure:


- General data
 - Successful personnel numbers
 - Personnel numbers with errors
 - Personnel numbers ended early
 - Personnel Numbers Rejected
 - Messages
- Statistics
 - Selected personnel numbers: 1
 - Successful runs for: 1
 - including with errors: 0
 - Processing not completed for: 0
 - Rejected: 0
 - Total number of messages and error messages: 0

The status bar at the bottom shows 'DRP (1) 310', 'sapdrp', and 'OVR'.



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10. Click **Back** button  . The *Exit log display* dialog box displays.

 Check for successful runs.

Exit log display



11. Click **Yes** button  .



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HR TIME: Time Evaluation

The screenshot shows the SAP HR TIME: Time Evaluation interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'HR TIME: Time Evaluation' and contains several sections:

- Further selections** and **Search helps** buttons.
- Selection** section with a 'Personnel Number' field containing '100114' and a search icon.
- Parameters for time evaluation** section with a table:

Evaluation schema	ZPRT
Time statement variant	
Layout for log	
Forced recalculation as of	12/11/2008
Evaluation up to	12/24/2008
- Program options** section with four checkboxes:
 - Display log
 - Test run (no update)
 - Stop at function/operation BREAK
 - Stop at fixed positions in time evaluation

At the bottom right, there is a status bar showing 'DRP (1) 310', 'sapdrp', and 'OVR'.

12. Click **Exit** button  .



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Work Instruction

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Result

You have successfully run a time evaluation.