

Planned Working Time Fast Entry of Time Data

Transaction Code: PA71

- Purpose** Use this procedure to create work schedule records for multiple employees.
- Trigger** Perform this procedure to update several employees to the to the same work schedule rule.
- Prerequisites** None.
- End User Roles** In order to perform this transaction you must be assigned the following role:
Time and Attendance Processor, Time and Attendance Supervisor, Personnel Administration Supervisor, Leave Correction Processor

Change History	Change Description
10/24/2014	Procedure created.

Menu Path Human Resources → Time Management → Administration → Time Data → Fast Entry

Transaction Code PA71

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

Scenario:

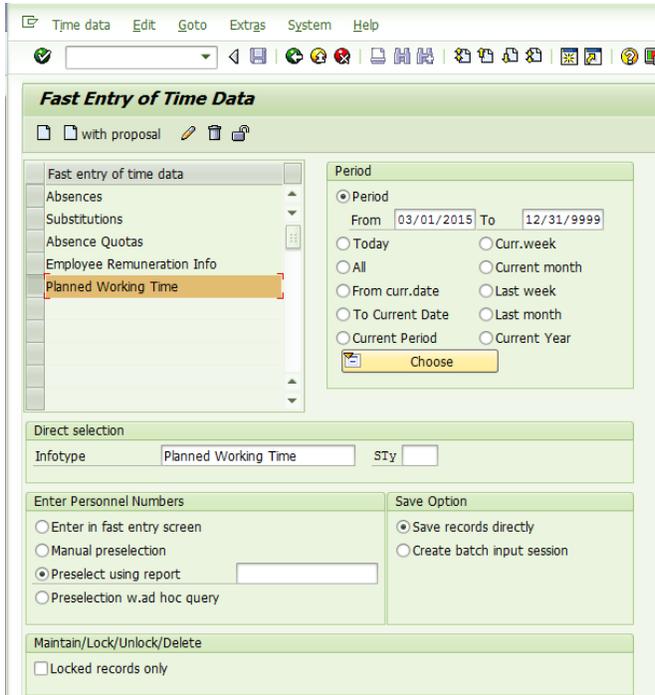
You are preparing your agency to onboard to Time, Leave Attendance (TLA) system, and you need to place all employees within your agency on the 24/7 work schedule.

1. Start the transaction using the above menu path or transaction code **PA71**

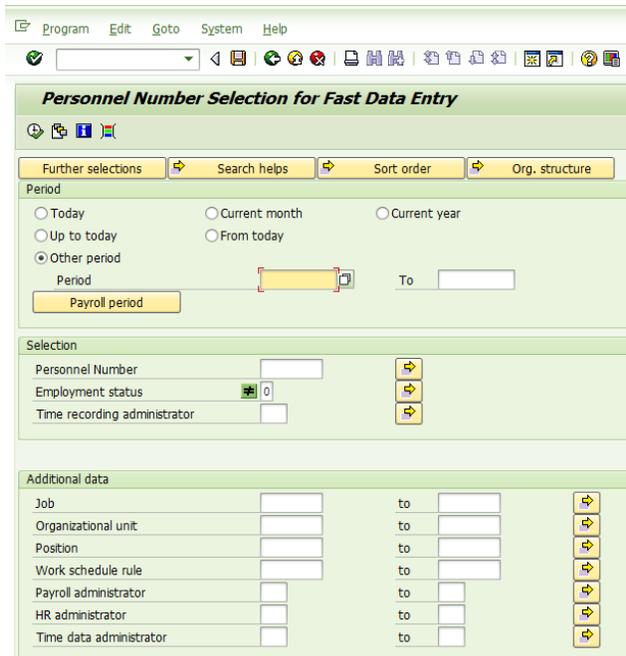
2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Fast entry of time data	R	Select the box to the left of Infotype Planned Working Time

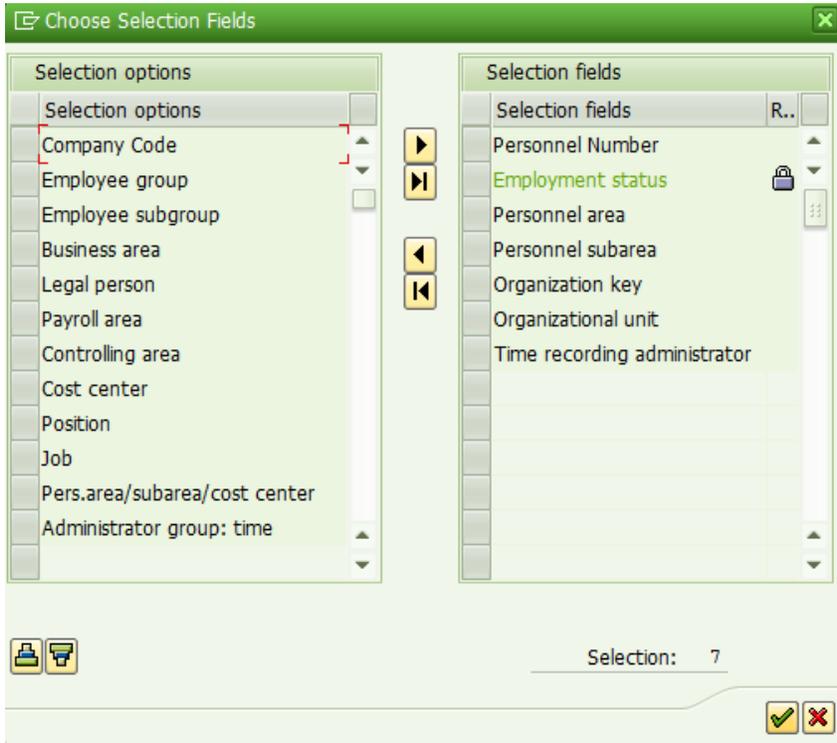
		Example: Substitutions
Period	R	<p>This is the pay period for which the report, transaction, or program is being run.</p> <p> Enter the from date of the Work Schedule</p> <p> Enter the To 12/31/9999</p> <p>Example: From : 3/1/2015 To: 12/31/9999</p>
Direct Selection	O	<p>Enter either the Infotype name or number into this field</p> <p>Example: Planned Working Time or 0007</p>
Enter in fast entry screen	O	<p>Access the Fast Entry screen and enter or cut and paste a spreadsheet with all employees' personnel numbers.</p>
Manual preselection	O	<p>Enter Personnel Number of each employee.</p> <p>Example: 40000235</p>
Preselect using report	O	<p>Provides the selection criteria screen where Personnel numbers and/or Business Area, Personnel Area etc. may be entered.</p> <p>Example: Click this radio button</p>
Preselection w. ad hoc query	O	<p>Use reporting set to select a number of objects to generate the personnel number list.</p>
Save Options	R	<p>Verify the Save records directly radio button is selected. This creates the record on the employees Planned Working Time (0007) Infotype.</p> <p> Do not select <i>Create batch input session</i>. This is to be used by the Department of Enterprise Services only.</p>



3. Click  (Create)



4. Click **Further selections** to add additional selection fields.



4.1 Click the box to the left of the desired **Selection Option(s)**

4.2 Click  (Select) to add to the **Selection Fields** which will display on the selection criteria screen.

4.3 Click  (Continue)

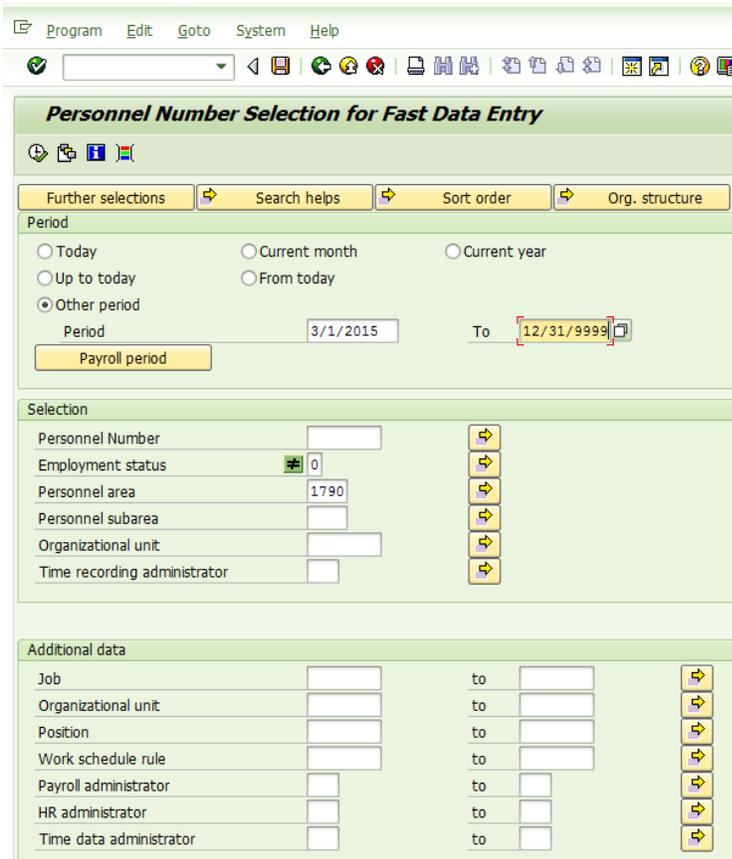
5. In the Selection criteria screen complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Other Period	R	<p>Pay period of the Work Schedule.</p> <p> Enter the from date of the Work Schedule</p> <p> Enter the To 12/31/9999</p> <p>Example: 3/15/2015 to 12/31/9999</p>
Employment status	C	<p>Describes the employee's employment status with the agency.</p> <p>Example: 3 (Active)</p>
Personnel area	C	<p>A specific agency/sub-agency in the State of Washington.</p> <p>Example: 1790</p>



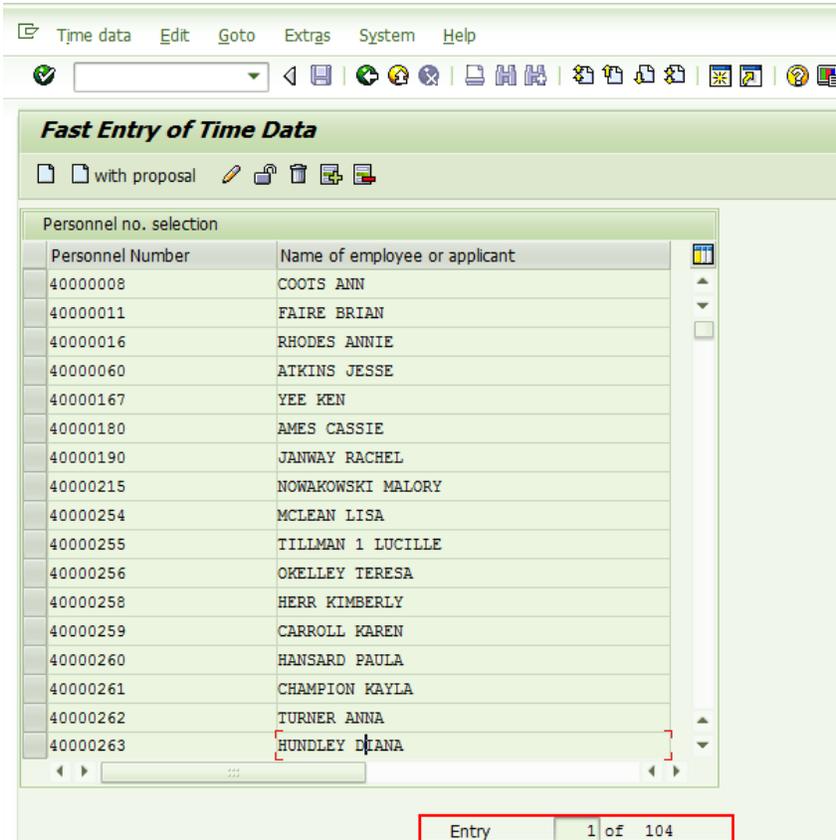
If you added additional search criteria from the **Further Selection** screen complete those fields.

6. Click  (Execute)



The screenshot shows a software window titled "Personnel Number Selection for Fast Data Entry". 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 content area is divided into several sections:

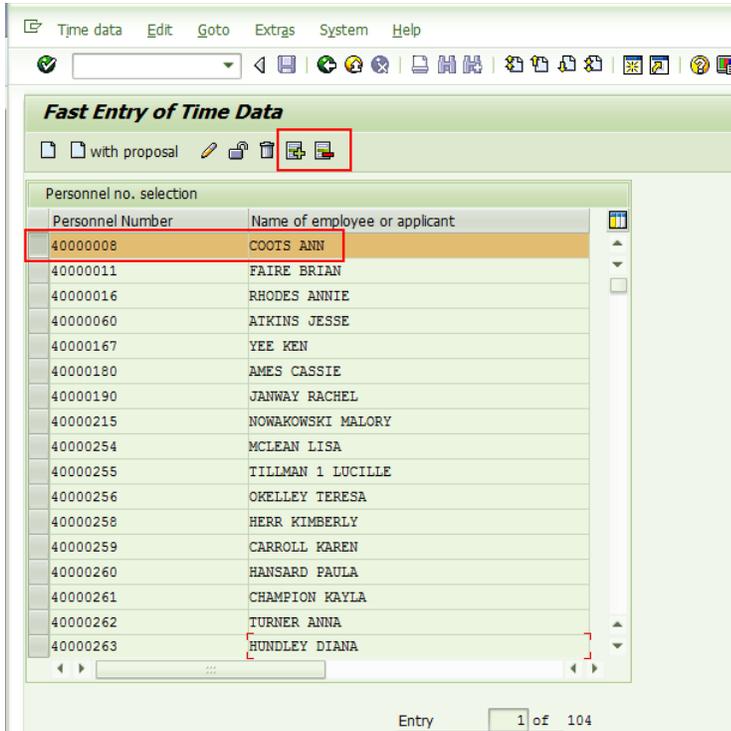
- Navigation:** Four buttons labeled "Further selections", "Search helps", "Sort order", and "Org. structure".
- Period:** Radio buttons for "Today", "Current month", "Current year", "Up to today", and "From today". The "Other period" option is selected. Below it, there are input fields for "Period" (3/1/2015) and "To" (12/31/9999), with a "Payroll period" button below.
- Selection:** A list of fields with input boxes and right-pointing arrow buttons: "Personnel Number", "Employment status" (with a dropdown arrow and value "0"), "Personnel area" (with value "1790"), "Personnel subarea", "Organizational unit", and "Time recording administrator".
- Additional data:** A list of fields with input boxes, "to" labels, and right-pointing arrow buttons: "Job", "Organizational unit", "Position", "Work schedule rule", "Payroll administrator", "HR administrator", and "Time data administrator".



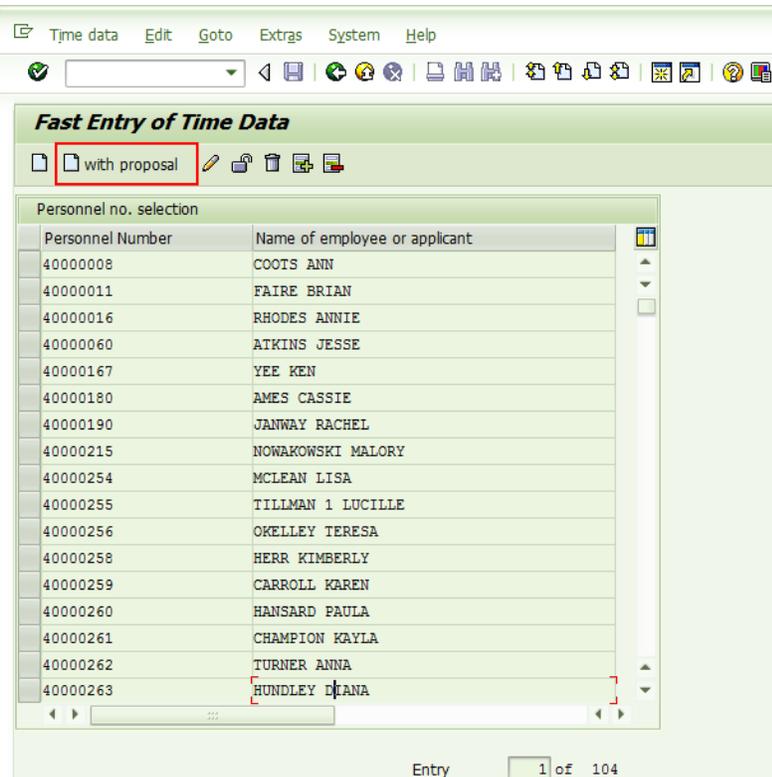
7. You will be taken to the **Fast Entry of Time Data** screen. Verify the personnel numbers. The total number of employee records displays in the bottom far right corner.

7.1 To delete personnel numbers, select the line to delete and click the  (Delete personnel number).

7.2 To add personnel numbers, select the line where you would like to add the personnel number and click the  (Insert personnel number)



8. Click  with proposal (with proposal).



Planned Working Time (0007)

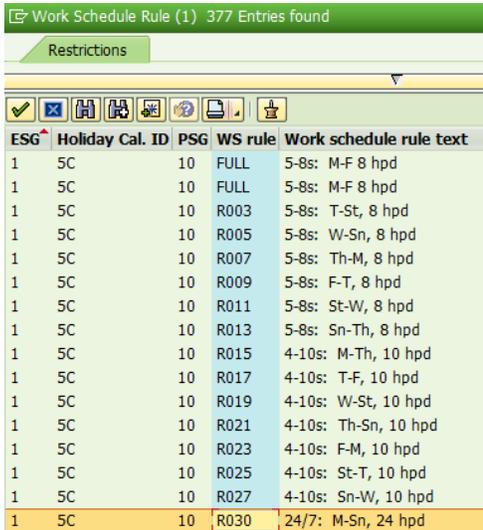
✓ Copy default values

Start Date: 03/01/2015 To: 12/31/9999

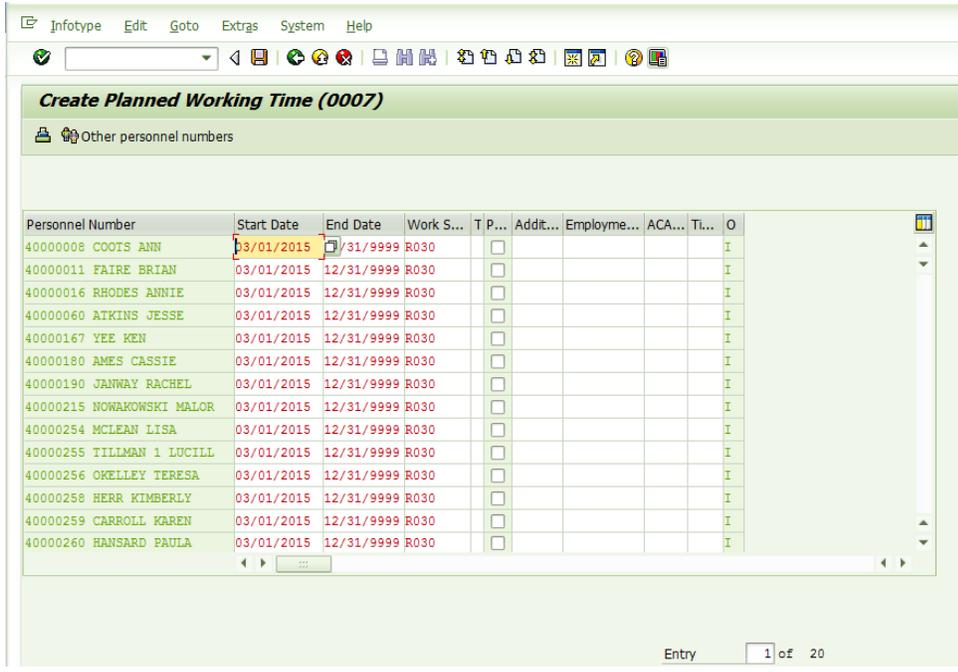
Work Schedule Rule: R030

Time Mgmt status: 00 - No time evaluation

9. Complete the following fields:

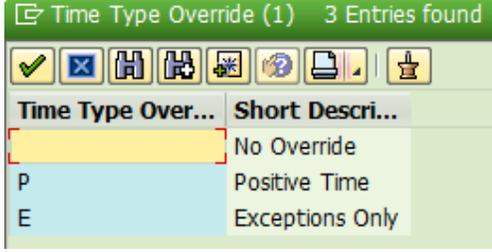
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start Date	R	Start date of the Substitution. Example: 3/1/2015 to 12/31/9999
Work Schedule Rule	R	<p>It is a description of the duration and composition of employee working time for any given workday.</p> <p> Click on the matchcode () to select the appropriate work schedule</p>  <p>Example: R030- 24/7 M-Sn, 24 hpd</p>

10. Click  Copy default values to continue.



11. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Time Mgmt St	O	<p>This is part of the work schedule that an employee is assigned to and signifies how hours are calculated based on the employee's assigned work schedule.</p> <p> The system will default to 9</p> <p>Example: 9 – Time evaluation of planned times (Used for monthly employees)</p>
Additional time ID	O	<p>The indicator on how employees leave will accrue.</p> <p> System will default to blank or 00 indicating the employee will accrue both Sick and Vacation</p> <ul style="list-style-type: none"> • Enter 01 if the employee not eligible to accrue leave • Enter 02 if the employee is only eligible to accrue sick leave <p>Example: 00</p>
Employment	O	<p>The amount of time that an employee works per week in a particular position and is described in terms of percentage.</p>

Percent		<p> System will default to 100%</p> <p>Example: 100.00</p>
ACA Status Code	C	<p>Used to select the average hours per month over the next 12 months, for the employee. Click on the match code to display the options:</p> <p> Note: Effective January 1, 2014 this is a required entry for all new hires, rehires and employees who experience a change in employment status. DO NOT leave the default code of “Not Assigned”. Press F1 in this field for additional information.</p> <p> Helpful hint: The <i>Create Planned Working Time (PA71)</i> creates a new record for the employee. If the employee had previous ACA Status Code entered, you must re-key the status code for your employee.</p>  <p>Example: Y1 – Average 130 Hrs or more per month</p>
Time Type Override	C	<p>This field is the time reporter override and applies only to agencies using, or planning to use the Time Leave and Attendance system (TLA).</p> <p> Tip: This entry is an override code. Updating this field is optional and only required if the agency needs to override the general timesheet requirements of an employee. Press F1 in this field for additional information.</p>  <p>Example: P Positive Time</p>

Personnel Nu...	Start Date	End Date	W...	Time Mgmt St...	P...	Additional time ID	Employment ...	ACA Stat...	Time Type Override
40000008	03/01/2015	12/31/9999	R030		<input type="checkbox"/>			Y1	
40000011	03/01/2015	12/31/9999	R030		<input type="checkbox"/>			Y1	
40000016	03/01/2015	12/31/9999	R030		<input type="checkbox"/>			Y1	
40000060	03/01/2015	12/31/9999	R030		<input type="checkbox"/>				
40000167	03/01/2015	12/31/9999	R030		<input type="checkbox"/>				
40000180	03/01/2015	12/31/9999	R030		<input type="checkbox"/>				
40000190	03/01/2015	12/31/9999	R030		<input type="checkbox"/>				

12. Click  (Save) to save your records.

Create Planned Working Time (0007)

Work schedule

Personnel No. 40000008 Name COOTIS ANN
 PersArea 1790 Dept of Enterprise Services EEGroup 0 Permanent
 PSubarea 0001 Non Represented EESubgroup 06 M-OT Elg>40hrs/wk Status Active
 Start 03/01/2015 To 12/31/9999

Work schedule rule
 Work schedule rule R030 4/7: M-Sn, 24 hpd
 Time Mgmt status 9 9 - Time evaluation of planned times
 Part-time employee Additional time ID

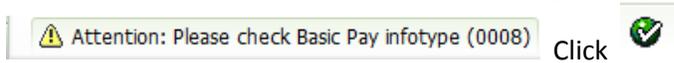
Working time
 Employment percent 100.00
 Daily working hours 24.00
 Weekly working hours 168.00
 Monthly working hrs 174.00
 Annual working hours 2080.00
 Weekly workdays 7.00

Additional fields
 ACA Status Code Not Assigned
 Time Type Override No Override

Attention: Please check Basic Pay infotype (0008) 



You will be taken to *the Planned Working Time (0007)* receiving the **warning** message:



Click  **enter** to continue.

You will receive this message for **each of the employees** that you are creating a new Planned Working Time record for. Continue to click **enter for all employees**.

Results
You have successfully used the Fast Entry of time Data.
Comments
None.