

EVA Adjusting Incorrect Balances

- Purpose** Use this procedure to adjust employees with incorrect EVA balances as identified in **EVA Identifying Incorrect Balances** user procedure.
- Trigger** Perform this procedure to make necessary adjustments to an employee's EVA and/or Vacation Leave balances.
- Prerequisites** An employee's Vacation Leave and/or EVA balances are incorrect.
- End User Roles** In order to perform this transaction you must be assigned the following role: Payroll Processor, Payroll Supervisor, Time and Attendance Processor, Time and Attendance Inquirer, Time and Attendance Supervisor.

Change History	
Date	Change Description
3/29/2012	Procedure Created
5/10/2012	Additional notes added under the scenario
1/07/2013	Added note to helpful hint re: the new EVA process for agencies using the ESS Leave Tool.

Transaction Code PA30

Helpful Hints
<p> Effective 1/1/2013 agencies using the ESS Leave Tool have a new EVA Process. For further details check out the <u>Enterprise Services Communication (ESS Leave Tool agencies moving to new EVA process)</u>.</p> <p> Two Statewide Variants have been created to help agencies capture incorrect EVA balances for each payroll cycle:</p> <p>SWV VAC BAL will identify employees who have Vacation leave (31) balances in excess of 240.0 hours or below 240.0 depending upon the layout option selected.</p> <p>SWV EVA BAL will identify employees have an EVA balance.</p>

Scenario:

You have identified employees who have incorrect Vacation Leave (31) and/or EVA (40) ending balances. To correct the balances you must complete quota corrections to adjust the employee's quota balances.

For example:

Per...	Personnel	Name	Quota	Quota Type Text	Leave Accr	Beginning	Earned	Receiv...	Taken/Re...	Paid/Repor	Adjustm...	Donated	Return...	Expired	Ending Bal
1650	143111	SEXTON, ...	30	Sick Leave	11/30/2010	1,452.90000	8.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	1,460.90000
1650	143111	SEXTON, ...	31	Vacation Leave	11/30/2010	228.50002	14.66667	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	243.16669
1650	143111	SEXTON, ...	42	Personal Holiday - Shift	11/30/2010	1.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	1.00000
1650	143111	SEXTON, ...	90	Sick Leave Conversion	11/30/2010	30.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	30.00000

In this screen shot, our employee has a Vacation Leave ending balance of **243.16669**, but does not have an **EVA** quota balance.

Once the EVA process (The subtraction of Vacation Leave hours over 240, and the addition of those hours subtracted added into the EVA quota) has completed as part of the payroll processing, the EVA process will not readjust by itself due to the retro or future date absence records.



To correct the employees Vacation Leave Balance, you will need to **create** a quota correction. The formula this adjustment is:

$$\text{Employees Ending Balance} - 240 = \text{Adjustment}$$

For the above screen shot the adjustment would be:

$$243.16669 - 240 = 3.16669$$



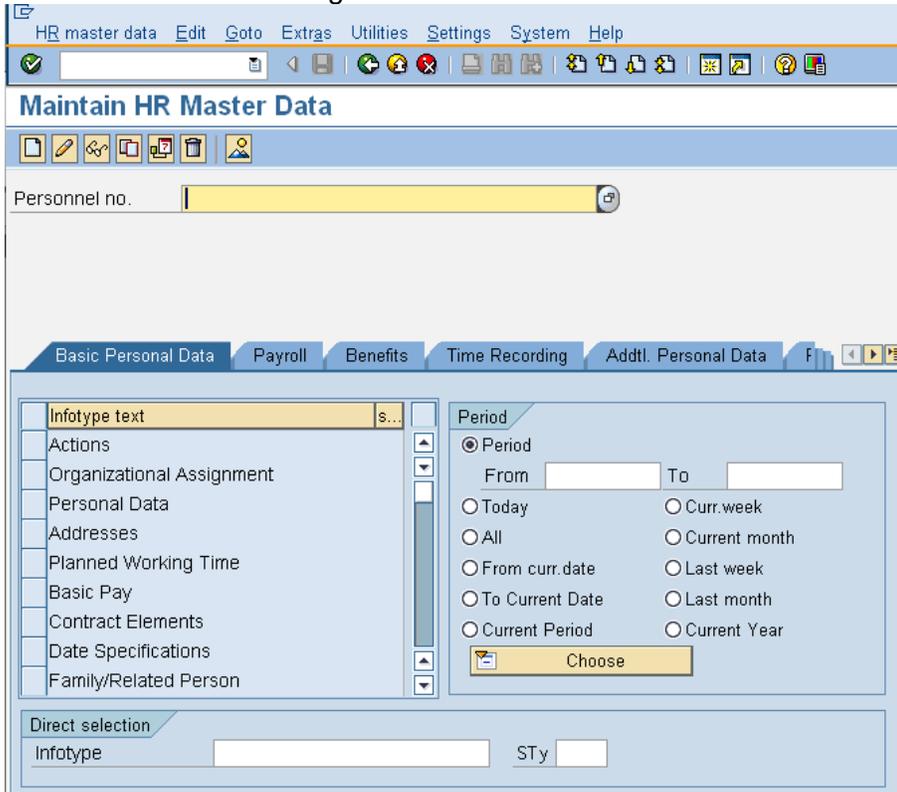
If the EVA process has completed for the period and you need to change the amount of the adjustments, you will need to use the **change (pencil)** to select and correct quotas.



If the adjustments should have **never** been created, you will need to select the **quota corrections** that were created and delete (**trashcan**) the adjustments.

Procedure

1. Start the transaction using the transaction code **PA30**.



2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. Example: 143111

3. Click  (Enter) to validate the information.
4. Click the **Time Recording** tab.
5. Click the box to the left of **Quota Corrections** to select.

- In the **From Field under Period**, enter the **actual date** of the accrual (the 16th or the 1st of the month)

Period

Period

From To

- To specify quota type, enter the Quota type in the

STy.

Direct selection

Infotype STy Vacation Leave

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no.

Name

PersArea Wash Board Of Accountancy EEGroup Permanent

PSubarea WMS EESubgroup Monthly(M) OT Exe... Status

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

Infotype text s...

Planned Working Time

Absences

Absence Quotas

Attendances

Attendance Quotas

Quota Corrections

Substitutions

Time Quota Compensation

Overtime

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Direct selection

Infotype STy Vacation Leave

- Click the  (Create) to create the adjustment.

- Complete the following fields:

Title: EVA _Adjusting Incorrect Balances

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	<p>The accrual date.</p>  This date will be either the 1 st or the 16 th of the month. <p>Example: 11/16/2010</p>
Quota Number	R	<p>This number specifies the number of hours or days of quota that an employee has earned.</p> <p>Tip: Enter the adjustment calculation based on the Attendance System Change Report for the period. (Ending Balance – 240 = Adjustment)</p>  Verify that <input checked="" type="radio"/> Reduce generated entitlement is selected. <p>Example: 3.16669</p>
Change Transfer Time	R	Select Transfer collected entitlement immediately

10. Click  (Enter) to validate entries.

11. Click  (Save) to save entries.



Next you will need to create an **EVA** quota correction for this employee.

12. Click the box to the left of  to select.

13. To specify quota type, enter the Quota type in the .

14. Click  (Create) to create the adjustment.

15. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description

Title: EVA _Adjusting Incorrect Balances

Start	R	<p>The accrual date.</p>  This date will be either the 1 st or the 16 th of the month. <p>Example: 11/16/2010</p>
Quota Number	R	<p>This number specifies the number of hours or days of quota that an employee has earned.</p> <p>Tip: Enter the adjustment calculation based on the Attendance System Change Report for the period. (Ending Balance – 240 = Adjustment)</p>  Select <input checked="" type="radio"/> Increase generated entitlement <p>Example: 3.16669</p>
Change Transfer Time	R	<p>Select Transfer collected entitlement immediately</p>

Infotype Edit Goto Extras System Help

Create Quota Corrections (2013)

Personal work schedule Activity allocation Cost assignment External ser

Personnel No	143111	Name	SEXTON ...	Status	Active
EE group	0 Permanent	Personnel ar	1650	Wash Board Of Accounta	
WS rule	FULL	5-8s: M-F...	SSN	516-66-2433	
Start	11/16/2010				

Absence quota type 40 Excess Vacation Actual

Change accrual entitlement

Quota number 3.16669 Hours

Increase generated entitlement
 Reduce generated entitlement
 Replace generated entitlement

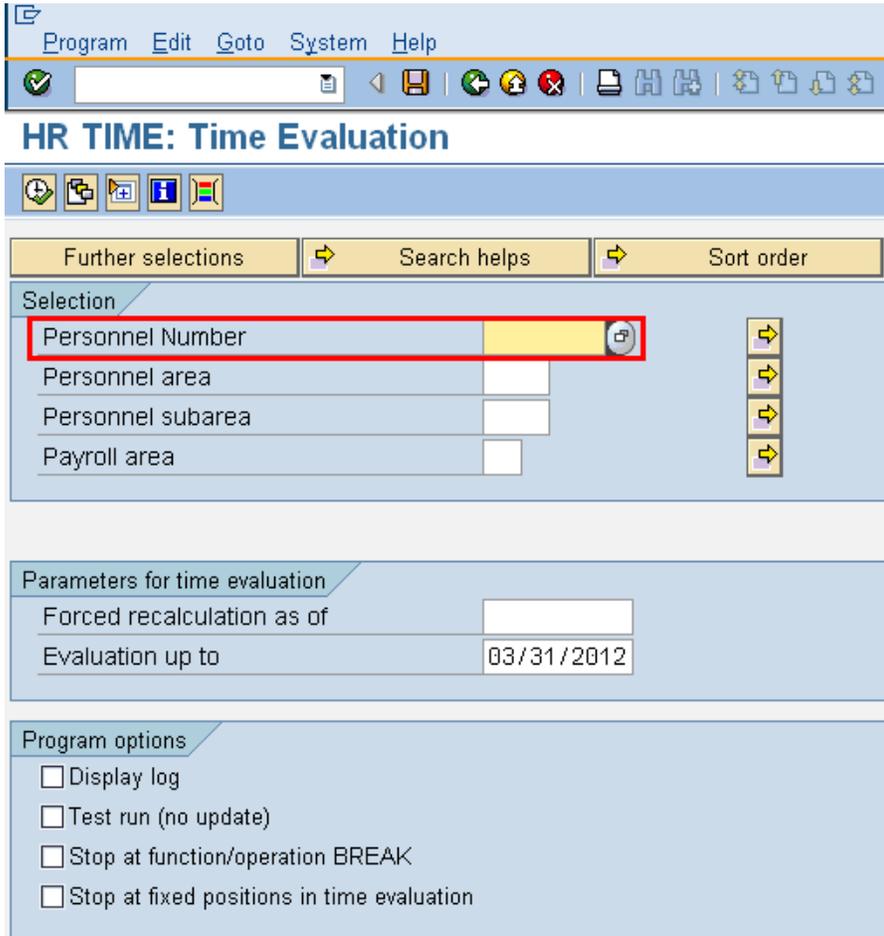
Change transfer time

Transfer X Transfer collected entitlement immediat...

16. Click  (Enter) to validate entries.

17. Click  (Save) to save entries.

18. Enter **/NZT60** into the command field and click  (Enter).

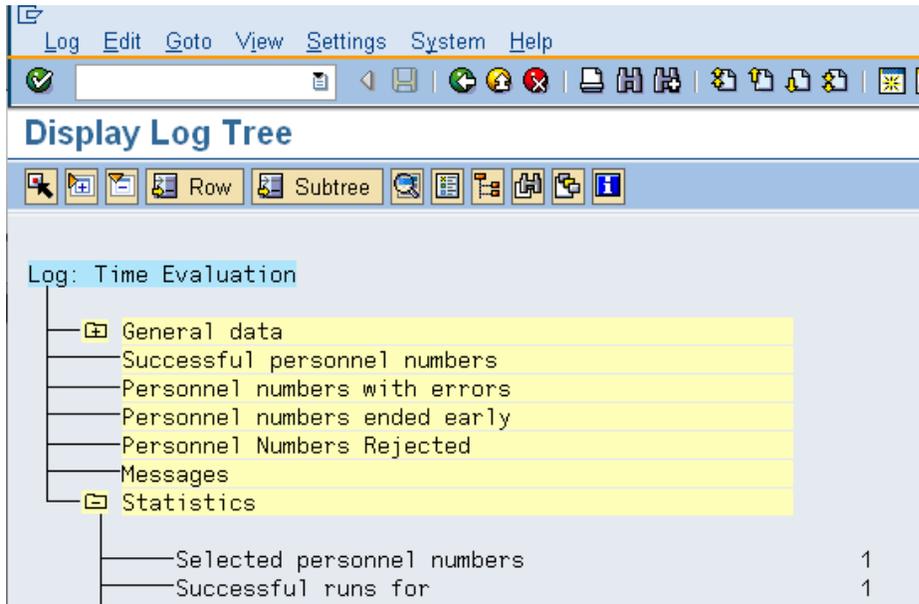


The screenshot shows the 'HR TIME: Time Evaluation' application window. The menu bar contains 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with icons for back, forward, home, stop, print, and other functions. The main area is divided into sections:

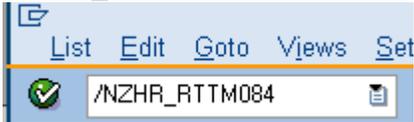
- Selection:** A table with four rows: 'Personnel Number', 'Personnel area', 'Personnel subarea', and 'Payroll area'. The 'Personnel Number' row is highlighted with a red border. To the right of each row is a yellow button with a right-pointing arrow.
- Parameters for time evaluation:** Two input fields: 'Forced recalculation as of' (empty) and 'Evaluation up to' (containing '03/31/2012').
- Program options:** Four checkboxes: 'Display log', 'Test run (no update)', 'Stop at function/operation BREAK', and 'Stop at fixed positions in time evaluation'. All are currently unchecked.

19. Enter the employee's Personnel Number.

20. Click  (Execute) to run the Time Evaluation



21. To verify the adjustments, run the **Attendance System Change Report**. Enter **/NZHR_RPTTM084** into the command field and click enter.



22. Fields to complete:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Other Period	R	This selection allows you to specify specific dates. Example: 11/16/2010 to 11/16/2010
Personnel Number	R	The employee's unique identifier. Example: 143111
Deduction Period	R	The entries in the deduction from date and deduction to date determine the quota accrual period. Example: 11/16/2010 to 11/16/2010

Title: EVA _Adjusting Incorrect Balances

Job	Job Abbrev	Quota Type	Quota Type Text	Leave Accr	Beginning	Earned	Received	Taken/Repo	Paid/Repo	Adjustment	Donated	Returned	Expired	Ending Bal
50003922	WMS02	30	Sick Leave	11/30/2010	1,452.90000	8.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	1,460.90000
50003922	WMS02	31	Vacation Leave	11/30/2010	228.50002	14.66667	0.00000	0.00000	0.00000	3.16669	0.00000	0.00000	0.00000	240.00000
50003922	WMS02	40	Excess Vacation Accrual	11/30/2010	0.00000	0.00000	0.00000	0.00000	0.00000	3.16669	0.00000	0.00000	0.00000	3.16669
50003922	WMS02	42	Personal Holiday - Shift	11/30/2010	1.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	1.00000

23. You have successfully adjusted an employees' Vacation Leave and EVA balance.

Results

- You have Corrected the system generated EVA accrual for the employee.
- You ran the **Time Evaluation** correct the accrual.
 -  A redistribution of leave may be needed.
Contact the DES Service Center (ServiceCenter@DOP.WA.GOV or 360.664.6400)
- You re-ran the **Attendance System Change Report To** verify the adjustments were successful.
 -  You can also use this procedure when an employee has an EVA balance, yet their Vacation Leave balance is **below 240** hours.