

Subject: SCEIS Recommendations to Properly Maintain Infotype 2012
Audience: Human Resources Directors

Due to SAP software changes to Infotype 2012, Time Transfer Specifications, the SCEIS Team recommends the following procedures to properly maintain this infotype. These procedures will give you the ability to properly delimit Infotype 2012 (IT2012) flags that have start dates older than December 2, 2012.

It is critical that these flags are maintained appropriately to prevent overpayments.

Separating Employees

Reviewing Active Flags

Prior to the Separation action being completed for an employee, check IT2012 to review any active flags on the record.

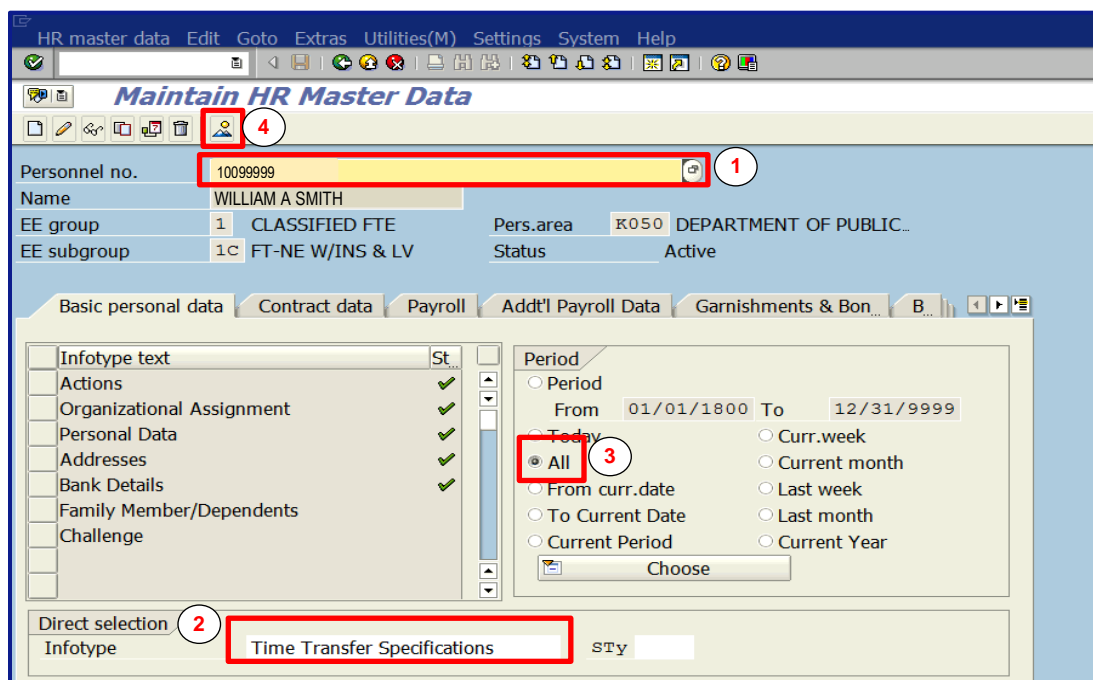
1. Enter transaction PA20.
2. Enter the personnel number.
3. Click the “All” radio button.
4. Enter 2012 in the Infotype field and use the overview button to review any active flags on the record.

Deactivating Flags

Flags that need to be reviewed and deactivated at separation include any flags dealing with GAP hours, overtime pay, premium pay or compensatory time eligibility.

To deactivate flags for separating employees, use the **first day off** of your agency’s payroll as the start date and maintain the record as indicated below:

1. Once in transaction PA30, enter the employee’s personnel number.
2. Enter “2012” in the Infotype field.
3. Click on the “All” radio button.
4. Choose the “Overview” button to view all flags applied to the employee’s record.



5. Click the box to the left of the line that you would like to adjust and choose the “Copy” button.

The screenshot shows a software window titled "List Time Transfer Specifications (2012)". At the top, there is a menu bar with "Infotype", "Edit", "Goto", "Extras", "System", and "Help". Below the menu bar is a toolbar with several icons, including a "Copy" icon (two overlapping sheets of paper) which is highlighted with a red box. A red arrow points from this "Copy" icon to a red box around the first row of a table. The table has the following data:

Start Date	End Date	Time	Time transfer type text	Number	LI
07/02/2012	12/31/9999		GHCFLE/FF only Gap hrs comped	1.00	
07/02/2012	12/31/9999		GPABGap Hrs-Incl Paid Absence	1.00	

Below the table, there is a status bar that says "Entry 1 of 2".

- Once the details of the flag appear, the “Start date” and “Number of hours” fields will need to be changed to the appropriate start date and zero hours. The following screen is the display of information prior to any change being made to the record.

Infotype Edit Goto Extras System Help

Copy Time Transfer Specifications (2012)

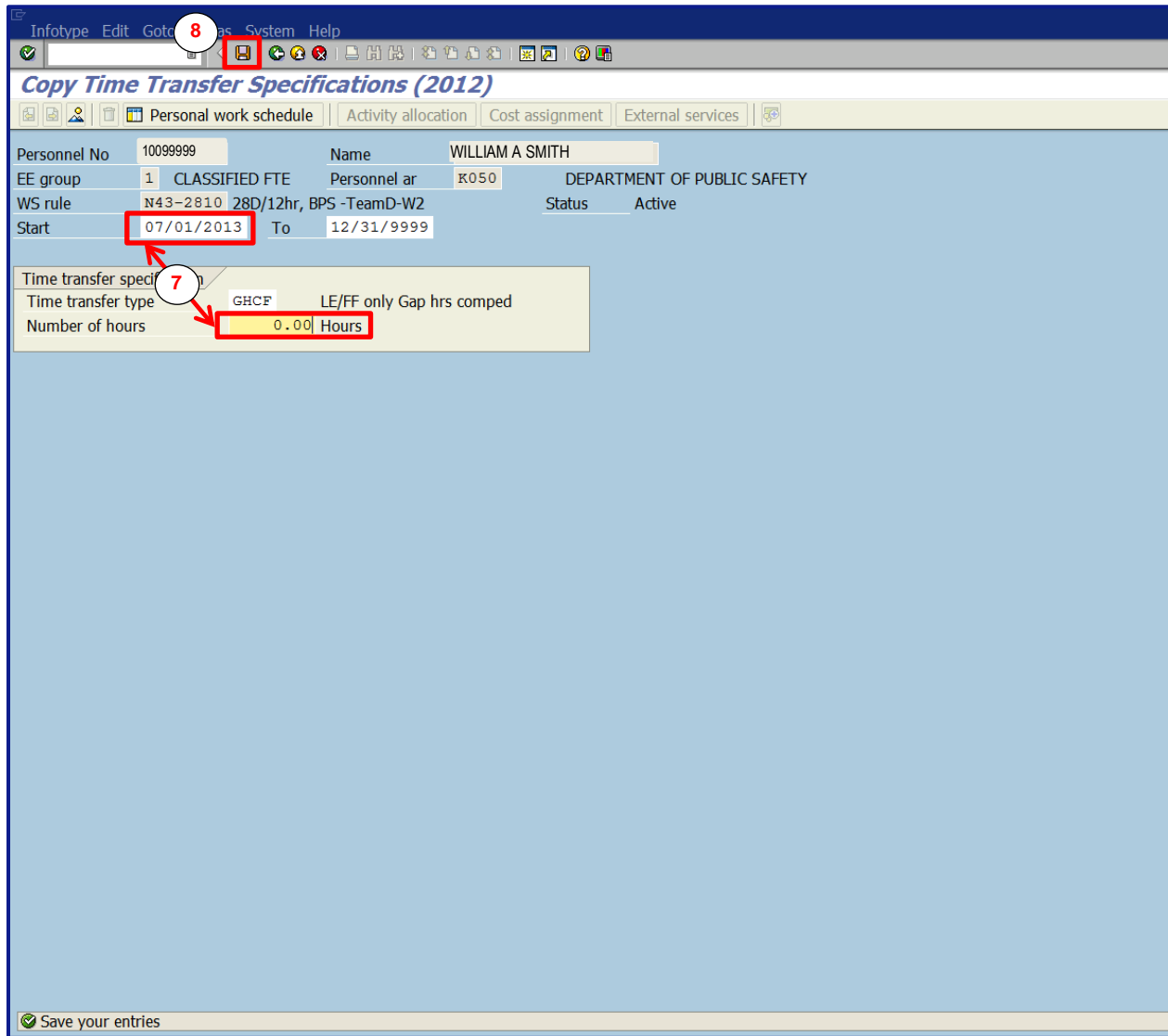
Personal work schedule | Activity allocation | Cost assignment | External services

Personnel No 10099999 Name WILLIAM A SMITH
EE group 1 CLASSIFIED FTE Personnel ar K050 DEPARTMENT OF PUBLIC SAFETY
WS rule N43-2810 28D/12hr, BPS -TeamD-W2 Status Active
Start 07/02/2012 To 12/31/9999

Time transfer specification

Time transfer type GHCF LE/FF only Gap hrs comped
Number of hours 1.00 Hours

- Once the appropriate start date is entered and the number of hours is changed to zero, the flag has been deactivated.
- Click the “Save” button to keep these changes.



Infotype Edit Goto as System Help

Copy Time Transfer Specifications (2012)

Personal work schedule | Activity allocation | Cost assignment | External services

Personnel No 10099999 Name WILLIAM A SMITH
EE group 1 CLASSIFIED FTE Personnel ar K050 DEPARTMENT OF PUBLIC SAFETY
WS rule N43-2810 28D/12hr, BPS -TeamD-W2 Status Active
Start 07/01/2013 To 12/31/9999

Time transfer specification
Time transfer type GHCF LE/FF only Gap hrs comped
Number of hours 0.00 Hours

Save your entries

- 9. A warning message will appear letting you know that the record you copied will be delimited.
- 10. Click "OK" and then "Enter" to complete saving the new record.

11. You will be taken back to the IT2012 overview list. Notice that the flag that was copied now has an end date of 6/30/13 and the new record has a start date of 7/1/13.
12. **After** flags in IT2012 have been deactivated as needed, the separation action can be completed using transaction PA40.

Reminder: For employees who are separating, use the **first day off** of your agency's payroll as the start date.

Personnel No 1009999 Name WILLIAM A SMITH
 EE group 1 CLASSIFIED FTE Personnel ar K050 DEPARTMENT OF PUBLIC SAFETY
 WS rule N43-2810 28D/12hr, BPS -TeamD-W2 Status Active
 Choose 01/01/1800 To 12/31/9999 STy.

Start Date	End Date	Time	Time transfer type text	Number	LI
07/01/2013	12/31/9999		GHCFLE/FF only Gap hrs comped	0.00	
07/02/2012	06/30/2013		GHCFLE/FF only Gap hrs comped	1.00	
07/02/2012	12/31/9999		GPAB Gap Hrs-Ind Paid Absence	1.00	

Entry 1 of 3
Record created

Changing Flag Status for Active Employees

Some employees may need to have flags reactivated and deactivated at different times under certain agency-specific circumstances. Use the procedure described below to reactivate a flag.

The procedure for deactivating a flag is the same that you would use if you were separating an employee as discussed earlier in this document.

Reactivating a Flag

To reactivate the flag, perform the following steps:

1. Navigate to the overview of IT2012 for the employee and highlight the appropriate line.
2. Choose "Copy".

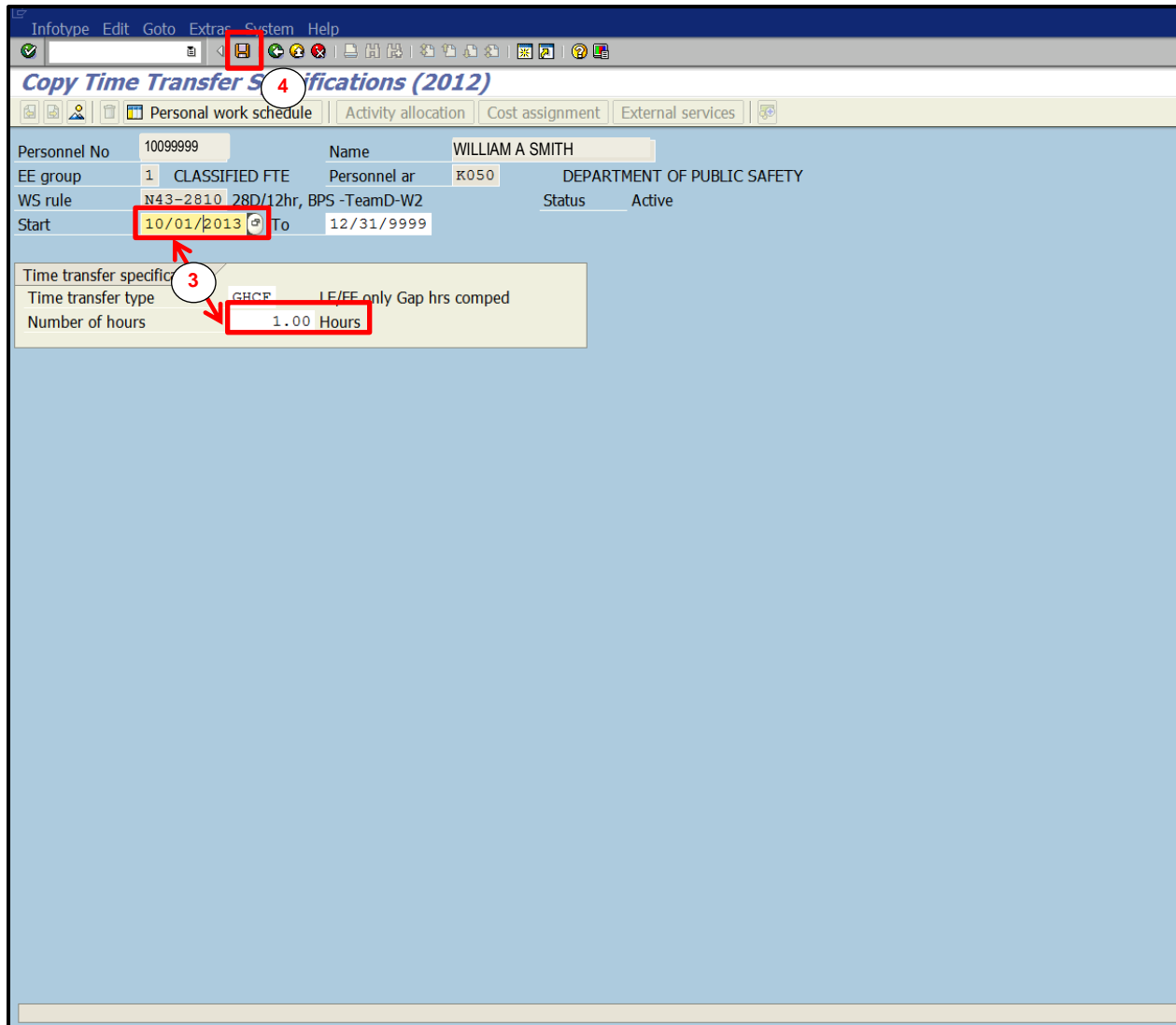
List Time Transfer Specifications (2012)

Person: 10099999 Name: WILLIAM A SMITH
 EE group: 1 CLASSIFIED FTE Personnel ar: K050 DEPARTMENT OF PUBLIC SAFETY
 WS rule: N43-2810 28D/12hr, BPS -TeamD-W2 Status: Active
 Choose: 01/01/1800 To: 12/31/9999 STy:

Start Date	End Date	Time	Time transfer type text	Number	LI
07/01/2013	12/31/9999		GHCFLE/FF only Gap hrs comped	0.00	
07/02/2012	06/30/2013		GHCFLE/FF only Gap hrs comped	1.00	
07/02/2012	12/31/9999		GPAB Gap Hrs-Incl Paid Absence	1.00	

Entry 1 of 3

3. Adjust the "Start date" field to the appropriate date and enter '1.0' in the "Number of hours" field.
4. Click "Save".



Infotype Edit Goto Extras System Help

Copy Time Transfer Specifications (2012)

Personal work schedule | Activity allocation | Cost assignment | External services

Personnel No	10099999	Name	WILLIAM A SMITH
EE group	1 CLASSIFIED FTE	Personnel ar	R050 DEPARTMENT OF PUBLIC SAFETY
WS rule	N43-2810 28D/12hr, BPS -TeamD-W2 Status Active		
Start	10/01/2013	To	12/31/9999

Time transfer specific

Time transfer type	GBCF LE/EE only Gap hrs comped
Number of hours	1.00 Hours

5. A warning message will appear letting you know that the record you copied will be delimited.
6. Click "OK" and then "Enter" to complete saving the new record.

7. The flag has now been reactivated with an effective date of 10/1/13.

Personnel No 10099999 Name WILLIAM A SMITH
EE group 1 CLASSIFIED FTE Personnel ar R050 DEPARTMENT OF PUBLIC SAFETY
WS rule N43-2810 28D/12hr, BPS -TeamD-W2 Status Active
Choose 01/01/1800 To 12/31/9999 STy .

Start Date	End Date	Time	Time transfer type text	Number	LI
10/01/2013	12/31/9999		GHCFLE/FF only Gap hrs comped	1.00	
07/01/2013	09/30/2013		GHCFLE/FF only Gap hrs comped	0.00	
07/02/2012	06/30/2013		GHCFLE/FF only Gap hrs comped	1.00	
07/02/2012	12/31/9999		GPABGap Hrs-Ind Paid Absence	1.00	

Entry 1 of 4

Record created

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:
<http://www.sceis.sc.gov/requests/>.