

Due to SAP software changes to Infotype 2012, Time Transfer Specifications, the SCEIS Team is recommending the following procedures to properly maintain this infotype. These procedures will give you the ability to properly delimit Infotype 2012 (IT2012) flags for both active and separating employees.

*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.

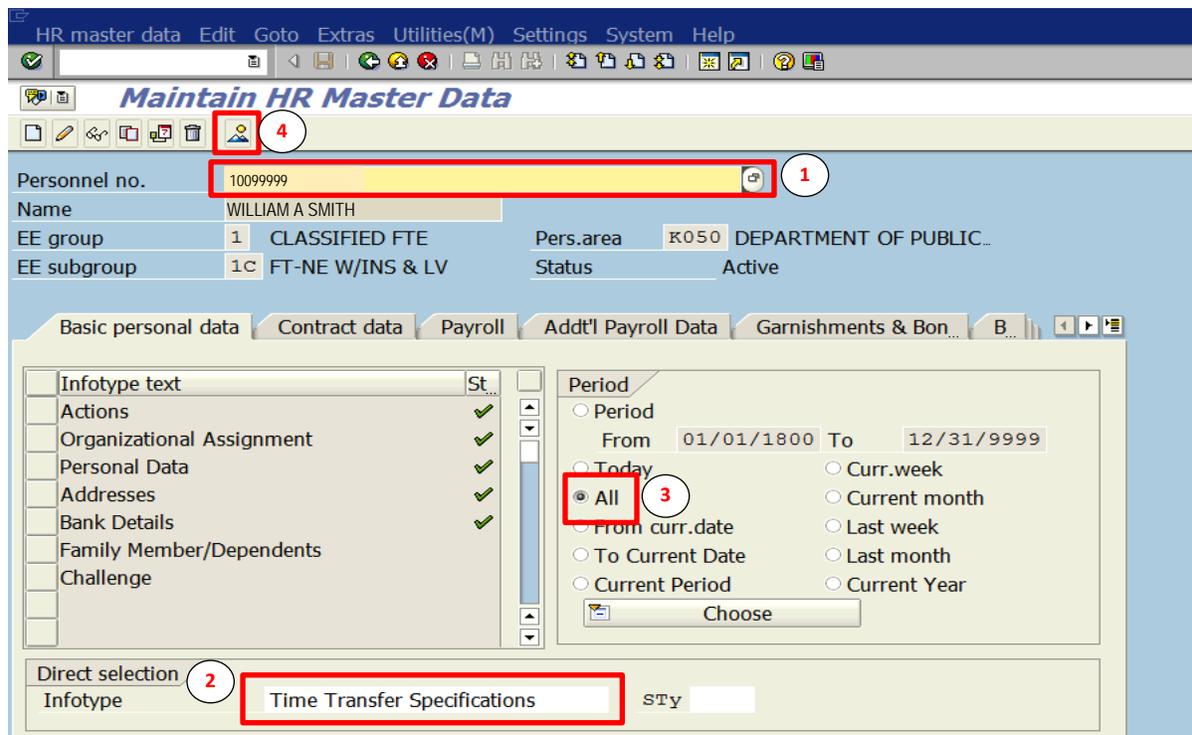
1. Enter transaction PA20.
2. Enter the personnel number.
3. Click the "All" radio button.
4. Enter 2012 in the Infotype field and use the overview button to review any active flags on the record.

### 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.



The screenshot shows the SAP HR Master Data interface. The title bar reads "Maintain HR Master Data". The main data area displays the following information:

Personnel no.	10099999	CP	1
Name	WILLIAM A SMITH		
EE group	1 CLASSIFIED FTE	Pers.area	K050 DEPARTMENT OF PUBLIC...
EE subgroup	1C FT-NE W/INS & LV	Status	Active

Below the data area, there are several tabs: "Basic personal data", "Contract data", "Payroll", "Add'l Payroll Data", "Garnishments & Bon...", and "B...". The "Basic personal data" tab is active, showing a list of infotypes with status indicators (St.) and a "Period" selection area.

The "Period" selection area includes the following options:

- Period
- From 01/01/1800 To 12/31/9999
- Today
- All (3)
- From curr.date
- To Current Date
- Current Period
- Curr.week
- Current month
- Last week
- Last month
- Current Year

At the bottom, the "Direct selection" area shows the "Infotype" field set to "Time Transfer Specifications" (2).

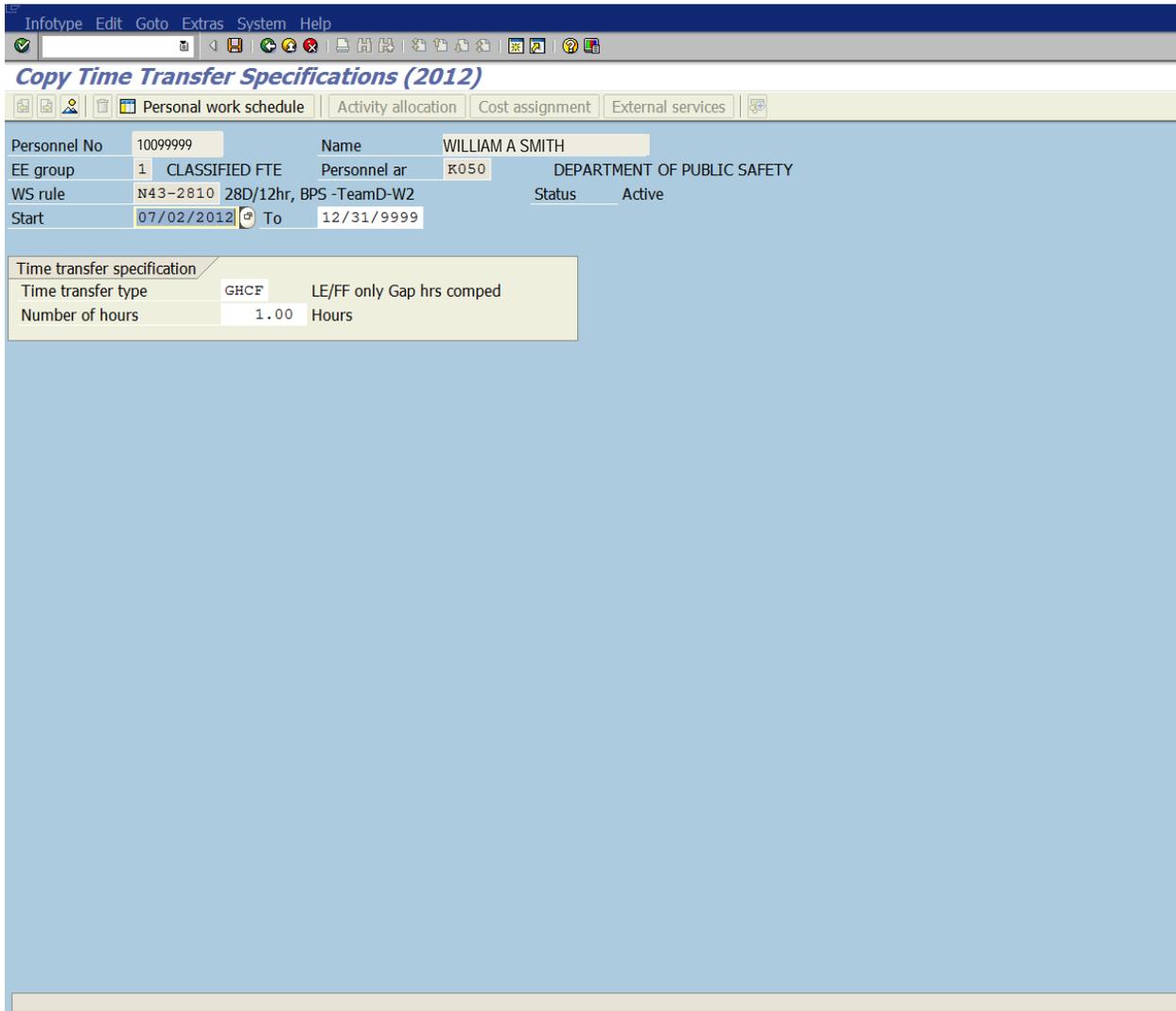
5. Click the box to the left of the line that you would like to adjust and choose the Copy button.

Personnel No 1009999 Name WILLIAM A SMITH  
EE Job 1 CLASSIFIED FTE Personnel ar K050 DEPARTMENT OF PUBLIC SAFETY  
W... 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
07/02/2012	12/31/9999		GHCFLE/FF only Gap hrs comped	1.00	
07/02/2012	12/31/9999		GPABGap Hrs-Ind Paid Absence	1.00	

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 Save to keep these changes.

Infotype Edit Goto 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.

The screenshot shows the SOEIS software interface. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main window title is 'Copy Time Transfer Specifications (2012)'. Below the title bar, there are tabs for 'Personal work schedule', 'Activity allocation', 'Cost assignment', and 'External services'. The main area displays personnel information for 'WILLIAM A SMITH' (Personnel No. 10099999) in the 'DEPARTMENT OF PUBLIC SAFETY'. The 'WS rule' is 'N43-2810 28D/12hr, BPS -TeamD-W2' and the 'Status' is 'Active'. The 'Start' date is '07/01/2013' and the 'To' date is '12/31/9999'. Below this information is a 'Time transfer specification' section with fields for 'Time transfer type' (set to 'GHCF') and 'Number of hours'. A warning dialog box is overlaid on the screen, titled 'Warning' (marked with a circled '9'). The dialog contains a yellow warning icon and the text: 'Record valid from 07/02/2012 to 12/31/9999 delimited at end'. At the bottom of the dialog are 'OK' and 'Help' buttons. The 'OK' button is highlighted with a red dashed box and a circled '10'. At the bottom of the main window, a status bar displays the warning message: 'Record valid from 07/02/2012 to 12/31/9999 delimited at end'.

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 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	LI
07/02/2012	06/30/2013		GHCFLE/FF only Gap hrs comped	1.00	LI
07/02/2012	12/31/9999		GPAB Gap Hrs-Incl Paid Absence	1.00	LI

Entry 1 of 3

Record created



### Changing Flag Status for Active Employees

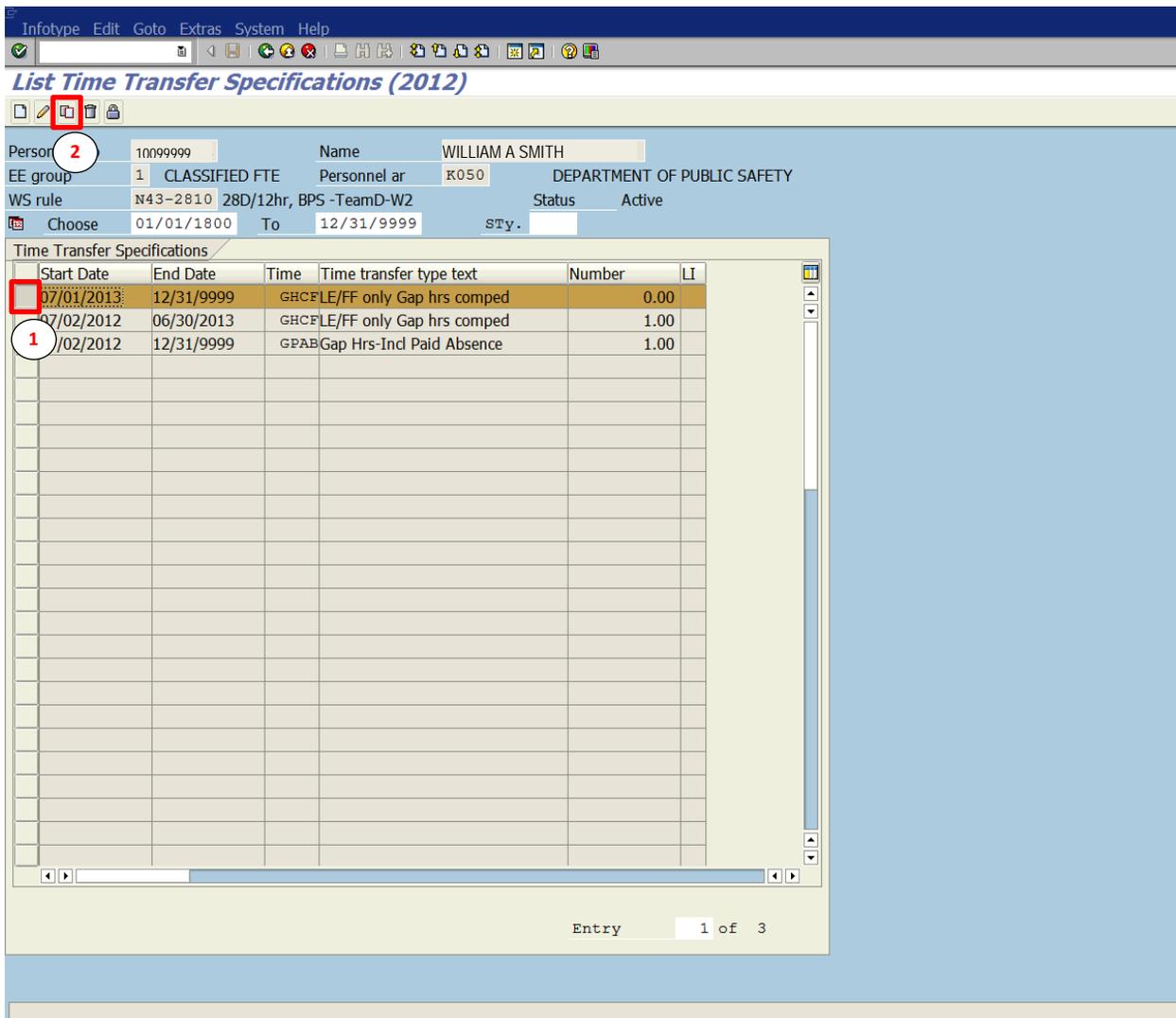
Some employees may need to have flags reactivated and deactivated at different times under certain agency specific circumstances. Use the procedure described below to reactivate a flag.

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.



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		GPABGap 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

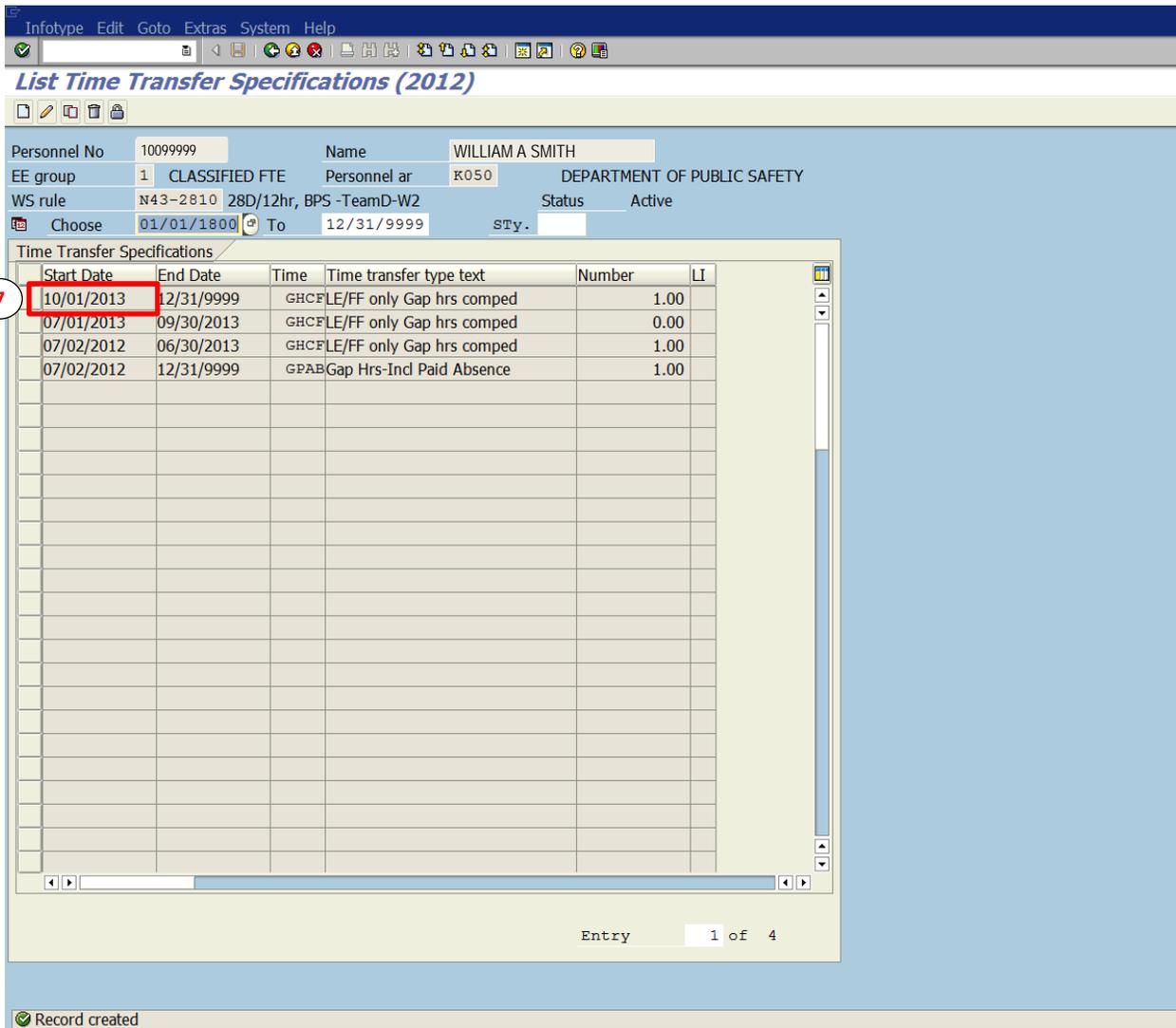
Time transfer specific

Time transfer type	GHCF LE/FF 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.

The screenshot shows the SOEIS software interface. The main window is titled "Copy Time Transfer Specifications (2012)". It displays a form for a personnel record for WILLIAM A SMITH. The record is valid from 10/01/2013 to 12/31/9999. A warning dialog box is open, titled "Warning", with a yellow warning icon. The message in the dialog box reads: "Record valid from 07/01/2013 to 12/31/9999 delimited at end". The "OK" button in the dialog box is highlighted with a red rectangle. A red circle with the number "5" is placed over the dialog box title bar, and another red circle with the number "6" is placed over the "OK" button. At the bottom of the main window, a status bar displays the warning message: "Record valid from 07/01/2013 to 12/31/9999 delimited at end".

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



Personnel No 1009999 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-Incl 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/>.