

Subject: SCEIS HR/Payroll Time Collision Report Will be Enhanced to Include Additional Messages Effective Friday, June 29

Audience: Agency Training Coordinators, HR Directors, Time Administrators

The SCEIS Team is pleased to announce enhancements to the HR/Payroll Time Collision Report (Transaction code: ZHRTCR). The Time Collision Report displays a listing of those employees whose working time and/or leave time did not transfer into the appropriate infotype(s)—2002 for attendance hours and 2001 for absence hours—due to a problem.

Effective June 29, 2012, the Time Collision Report will reflect some additional messages that have not appeared on the report previously. Most of the messages are familiar ones and many new messages are self-explanatory. The most common new messages that will be seen include, but are not limited to, the list below, which also contains an explanation of these messages:

- **Unable to delete the record from CATSDB.:** Employee submitted leave deletion request and leave was already deleted in system by HR or Time Admin.
- **Time entry for earliest retroactive accounting not possible.:** Leave request from previous calendar year has not posted.
- **Abs/Att hours exceeds scheduled hours. Allowed only (# of) hours.:** Leave request will not post due to combination of working time and leave exceeding scheduled hours.
- **Absences hours exceeds scheduled hours. Allowed only 8.00 hours.:** Leave request will not post due to combination of leave requests exceeding scheduled hours.

The Time Collision Report (ZHRTCR) Mini Guide will be updated to reflect this enhancement, then posted at the following link: <https://uperform.sc.gov/gm/folder-1.11.20460>.

You can navigate to the Time Collision Report (ZHRTCR) Mini Guide from the SCEIS home page (www.sceis.sc.gov) as follows:

- Point your mouse to “Training” in the left-hand navigation bar, then select “SCEIS uPerform” from the menu that appears.
- Once you reach the uPerform site, select “Human Resources (HR)/Payroll (PY)” from the Areas list.
- From the Human Resources (HR)/Payroll (PY) page, select “Time and Leave Management (TM).”
- When you reach the Time and Leave Management (TM) page, select “Time Management Mini Guides.”
- When you reach the Time Management Mini Guides page, scroll down choose the Mini Guide you need: “TM Mini Guide ZHRTCR Time Collision Report.”

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/>.