

Time Management Aspects in Payroll



HELP.PYINT

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Icons

Icon	Meaning
	Caution
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Time Management Aspects in Payroll

The *Time Management* (PT) and *Payroll* (PY) components are closely linked in the R/3 System.

The processing of time data for determining the gross wage takes place in the gross part of payroll. Subschema xT00 (x=country indicator) is used to process Time Management aspects within Payroll.

These include:

- Creating the personal work schedule and, if necessary, importing the planned working times



It is possible that differences between the times from the personal work schedule and the planned times may affect the monetary valuation of work performed. This may happen if an employee has substituted for another employee, for example.

- Forming partial period factors; see also [Partial Period Calculations \(Factoring\) \[Ext.\]](#)
- Forming valuation bases; see also [Valuating Wage Types Using Valuation Bases \[Ext.\]](#)
- Selecting time wage types for overtime, bonuses, and hourly wages, that is, day processing of time data using schema TC00 (time wage type selection: international) or TC04 (time wage type selection: international for time recording without clock times)
- Performing a shift change compensation; see also [Shift Change Compensation \[Page 17\]](#)
- Processing information on a different payment for work performed; see also [Activity with a Higher Rate of Pay \[Page 18\]](#)
- Processing information on manually calculated wage sizes, bonuses, and so on; see also [Employee Remuneration Information \[Page 22\]](#)
- Processing compensation for time off entitlements; see also [Time Quota Compensation \(Infotype 0416\) \[Ext.\]](#)
- Valuating time wage types; see also [Time Wage Type Valuation \[Ext.\]](#)
- Valuating absences; see also [Absences \[Page 26\]](#)
- Processing incentive wages; see also [Processing Incentive Wages \[Ext.\]](#)

Integration with Time Management

Integration with Time Management

Purpose

You use this component to calculate [time wage types \[Ext.\]](#) in Payroll, such as bonuses for overtime, night work, or work on public holidays. The time wage types are formed on the basis of time data information. They are used to form employees' gross wage.

Implementation Considerations

The component acts as an interface between the *Payroll* component and the *Time Management* component. The *Integration with Time Management* component is supplied with time data from the *Time Data Recording and Administration* component and with time wage types from the *Time Evaluation* component.

If you only use the *Time Data Recording and Administration* component, you can use the *Integration with Time Management* component to evaluate the employee-related time data information and to determine the time wage types. If you also use the *Time Evaluation* component, the *Integration with Time Management* component imports the time wage types determined by *Time Evaluation*. The *Integration with Time Management* component determines provisional time wage types for periods for which time evaluation cannot deliver current results (due to a payroll run being moved forward, for example).

Integration

With Other R/3 Human Resources Components

Desired Function	Required Component
Managing time accounts	Time Evaluation
Checking complex working time regulations	Time Evaluation
Implementing time recording subsystems	Time Evaluation

With Other R/3 Components

Desired Function	Required Component
Compensating work performed and assigning personnel costs according to the source	Controlling

Features

- The time wage types determined, such as hourly wage, overtime wage, and bonuses, form the specifications for the financial valuation of work performed further on in gross payroll.
- In the case of working times that have no specified attendance or absence times, it is assumed in the standard system that the employee has worked according the planned times from his or her work schedule.
- When selecting time wage types, the system can automatically take account of conditions on the duration or time of an activity, public holidays, or weekdays.

Integration with Time Management

- Cost accounting information can also be assigned to the time data. Payroll passes on this information to the wage types formed. This enables the personnel costs resulting from the time data to be made available to Cost Accounting.

Day Processing of Time Data in Payroll

Day Processing of Time Data in Payroll

Use

Employee time data recorded in *R/3 Time Management* contains information about any relevant time-based location, duration, and quality of work completed. This information allows you to determine bonuses.

Day processing for time data forms time wage types from the information recorded in *R/3 Time Management* during the payroll run.

Prerequisites

The calculation basis is formed from the time data recorded in *R/3 Time Management* and scheduled employee working times. The following must first be set up in Customizing or in *HR Master Data* maintenance:

- Create work schedules in Customizing
- Assign work schedules to the individual employees using the *Planned Working Time* (0007) infotype
- Complete the prerequisites for recording time data records

For more information, see the Implementation Guide (IMG) for **Personnel Time Management**.

Features

- Time data is processed by the subschema of schema XT00 (*Processing Time Data in Payroll, X = country indicator*). The subschema is called by the function DAYPR (*Day Processing of Time Data*)
 - In the standard R/3 System, the time data is processed using the schema TC00 (*Wage Type Generation International*) or TC04 (*International Wage Type Generation for Time Evaluation without Clock Times*) Both schemas record only the exceptions to the daily work schedule. Schema TC00 processes time data recorded in clock time format and are full-day records. Schema TC04 only records time data in hourly format.
- In schema TC00 and TC04 steps and rules are defined for evaluating the time data. The individual processing steps can be modified to suit your specific requirements in Customizing.
- Day processing is carried out during the payroll run. Time data is processed there for each day to be accounted. In the payroll log, you can see the selected time wage types for each day.
- The close relationship between the *Time Management* and *Payroll* component ensures a seamless accounting of time data information, including retroactive accounting at any time when changes are made in the future to the time data.
- For Customizing day processing you can use the functions and operations in *R/3 Time Evaluation*.

See also: [Time Wage Type Selection \[Page 13\]](#)

Sequence of Day Processing/Wage Type Selection

Sequence of Day Processing/Wage Type Selection

Purpose

You use the process described here to form time wage types from time data information. The time wage types form the basis for calculating the gross wage.

Prerequisites

Function DAYPR (*Day Processing of Time Data*) is contained in schema xT00 (*Processing Time Data in Payroll*; x = country indicator). The subschema to be processed, TC00 (*Wage Type Generation: International*) or TC04 (*Wage Type Generation International for Time Evaluation Without Clock Times*) is entered in parameter 2 of the function.

Schema xT00 includes all of the steps that are required to calculate time-related gross remuneration. It is processed in the payroll run.

You have customized the processing steps of schema TC00 or TC04 to suit your requirements.

Process Flow

1. Access day processing

Function DAYPR is used to access the subschema for day processing of time data (TC00 or TC04). If you use the Time Evaluation component, the time wage types that have already been determined are imported from Cluster B2. For more information, see [Integration Between Time Evaluation and Payroll \[Page 16\]](#).

Actual day processing is in schema TC00 or TC04 between functions BDAY (*Begin Processing Block of Time Evaluation*) and EDAY (*End Processing Block of Time Evaluation*). This section is run once per day and per employee.

2. Initialization

Function MOD (*Determine Groupings*) is used in subschema TC00 or TC04 to call personnel calculation rule TMOD. You can use PC rule TMOD to specify the groupings to be used by the payroll driver to access the tables for time type determination and time wage type selection during processing.

Operation MODIF T specifies the *time type determination group* to be used by the payroll driver to access entries from table T555Z (*Time Type Determination*) for the employee.

Operation MODIF W specifies the *time wage type selection group* to be used by the payroll driver to access entries from table T510S (*Time Wage Type Selection*) for the employee.

3. Load time data

All necessary time data is supplied in a sequence of functions. This includes the recorded attendances and absences, and the specifications from the work schedule. The information is entered in the work table TIP (*Day Input*).

Refer to: [Processing Using Internal Tables \[Ext.\]](#) and [Supplying Time Data \[Ext.\]](#)

4. Classify times

In the next step, all entries of table TIP are classified individually. This determines whether the times are planned times or overtime. The TIP entries are then assigned a [processing type \[Ext.\]](#): M for overtime, or S for planned work.

Sequence of Day Processing/Wage Type Selection

For detailed information on the classification of times, see:

[Classification of Times \[Ext.\]](#)

[Break Processing by Time Evaluation \[Ext.\]](#)

[Overtime Determination by Time Evaluation \[Ext.\]](#)



These links all relate to Time Evaluation documentation. All information relating to forming and processing time accounts is not relevant to Payroll.

5. **Select time wage types**

These TIP entry/processing type combinations are then compared individually to the conditions required by time wage type selection. Particular features are assigned to each day, such as public holiday class, day type, and so on. These features are checked during time wage type selection.

Function DAYMO is used to specify the *Day grouping for time wage type selection* (working days, Sundays, and public holidays) to be used to check the entries of table T510S. You must assign a particular entry in the schema for each of these cases.

Time wage type selection is performed in the schema using function GWT (*Generate Wage Types*). The time wage types are selected on the basis of the processing type of a TIP entry. Function GWT is accessed twice in the schema:

- GWT S: for TIP entries with processing type S (planned work)
- GWT M: for TIP entries with processing type M (overtime)

This procedure enables the time wage types selected for planned times and overtime to be collected in various tables. In this way, you can control the compensation of overtime wage types.



Function GWT also selects time wage types for all absence that are evaluated according to the 'as if' principle. In the standard system, the absences are assigned processing type S.

For more information on absence valuation, see [Absences \[Page 26\]](#).

6. **Compensate overtime**

In overtime compensation, it is specified whether the overtime hours are to be remunerated or compensated with time in lieu.

For more information, see the section *Compensate Overtime* in the Implementation Guide for Payroll.

7. **Store results**

Function CUMBT (*Cumulate Interim Results*) is used to store the results of day processing in the results tables. The required time types for all days in the payroll period are now in table ZL. If the time data was recorded together with information on cost assignment or on a different payment, ZL still contains pointers to tables C1 and ALP from Cluster B2.

Sequence of Day Processing/Wage Type Selection

Result

The time wage types are transferred from ZL to work table IT in Payroll. They are now available for monetary valuation.

Time Wage Type Selection

Use

In time wage type selection, you use employees' time data to determine the hourly wage and bonuses for overtime, work on a public holiday, and night work.



- You want different time wage types to be selected for work on a public holiday than for work on a workday.
- For up to two hours of overtime you want time wage type Mxxx to be selected in addition to the basic hourly wage. This wage type is valued with a 25% bonus in comparison with the basic hourly wage.

The monetary valuation of the time wage types determined is performed further on in the payroll process.

Integration

Time wage type selection is a processing step in day processing of time data in Payroll or Time Evaluation. It is called by function GWT (*Generate Wage Types*) in the schema (TC00 *Wage Type Generation International* or TC04 *Wage Type Generation International for Time Evaluation Without Clock Times* for Payroll, or in the standard time evaluation schemas.

Function GWT processes the entries of table T510S (*Time Wage Type Selection*), which contains the wage types that can be selected and the conditions that must be met for the selection of a wage type.

Prerequisites

You have set up table T510S (*Time Wage Type Selection*) to suit your requirements. This is done in Customizing for *Time Evaluation* or *Payroll*.

For more information, see the Implementation Guide for *Time Evaluation* or *Payroll*.

Features

There are many different regulations governing the selection of time wage types. They are formed when several individual rules in T510S are grouped into a rule group. In this way, you can group together all corporate regulations for your employee groupings. Each individual rule contains the time wage type to be selected. In time wage type selection, all individual rules in a rule group are run. If even one of the conditions specified in an individual rule is not fulfilled, the time wage type is not selected.

Groupings for time wage type selection

The rule groups for the selection of time wage types are determined according to the *time wage type selection rule group* and the *day grouping for time wage type selection*, which are the key to reading table T510S.

- Whether an employee is an hourly wage earner or a salaried employee, for example, plays an important role in time wage type selection. You can therefore use the *time wage type selection rule group* to group your employees, and set regulations according to the groupings. The *time wage type selection rule group* is independent of the other

Time Wage Type Selection

organizational groupings in the Human Resources system. It is only used for time wage type selection.

- You can define various rule groups depending on particular factors relating to the day being evaluated (workdays, normal working days, Sundays, public holidays, and so on). You can use the *day grouping for time wage type selection* to distinguish between the rule groups.



The conditions on the day being evaluated can also be contained in an individual rule.

For a better system performance, however, it is advisable to create rule groups for the selection of time wage types for certain days. In this case, you specify day-related conditions using the *day grouping for time wage type selection*.

- In day processing, the times are classified according to the information from the work schedule and the recorded time data. The times are assigned an indicator, the *processing type*. Its main use is to differentiate planned working time and overtime. You can also use it for additional criteria.

Different time wage types can be selected for a rule group dependent on the *processing type*.

Conditions on the time or duration of work performed or on the day being evaluated

For each time wage type/individual rule, you determine conditions on the day being evaluated for the time or duration of work performed. A time wage type is only selected if all the specified criteria are met.

- Conditions on the day

The time wage type is only selected if the conditions specified for the day being evaluated are met. In this way you can, for example, determine bonuses automatically for work on weekends, on a public holiday, or the day before or after a public holiday.

Information from the employee's planned working time can also be a condition on the selection of a time wage type. This can depend on whether the day is a workday for the employee, for example, or on the information stored in the daily or period work schedule.



You want employees who work a rotating shift pattern (early, late, and night shift) to be paid higher bonuses than employees who work a normal shift, provided the circumstances are the same (*Valuation class of the period work schedule*).

- Conditions on the time

You can define conditions on the time or duration of work performed to enable bonuses such as overtime, Sunday, or night bonuses to be selected. You can specify that the time wage type is only to be selected within a particular time interval or that it is not selected until a certain number of hours has been worked. You can also specify that a time wage type be chosen only if the employee has already worked a certain number of planned working hours or overtime hours on that day.

Additional options in Customizing

- You can set a time wage type to a fixed value, regardless of the hours worked in one day. This enables you to set up a guaranteed hours regulation, for example.

Time Wage Type Selection

- You can use the exit regulations in time wage type selection to stipulate that no more time wage types be selected after a certain one has been selected.

Integration Between Time Evaluation and Payroll

Integration Between Time Evaluation and Payroll

Use

The *integration between time evaluation and payroll* allows the *Payroll* component access to time wage types determined by time evaluation for the determination of the gross wage.

Features

- The time wage types determined by time evaluation in tables ZL, ALP, and C1 (Cluster B2) represent the interface between time evaluation and payroll.
 - Table ZL: contains the time wage types
 - Table C1: contains the data relevant for cost assignment
 - Table ALP: contains the information necessary for a different payment
- Function IMPRT B2 imports the time wage types determined by time evaluation from Cluster B2 to payroll, and values them. However, the payroll is often run before the end of the payroll period, which means that time evaluation cannot provide time wage types for all days in the period.



You run the payroll on the fifteenth day of the month. Time evaluation has processed the time data up to and including the fourteenth. For the rest of the month, the employees are to be paid as if they had worked according to their planned working times, combined with existing attendances and/or absences, if applicable.

- Payroll performs a projection according to schema TC00 or TC04 for the days in the payroll run that have not yet been processed by time evaluation.
- The automatic retroactive accounting recognition guarantees that the time data is accounted without gaps. Any differences between the projection and the results determined at the end of the payroll run are balanced out in the following period by a retroactive accounting run.

To do this, payroll sets the date as a retroactive accounting indicator in the *Earliest MD change* field in the *Payroll Status* infotype (0003). The prerequisite is that the employee takes part in time evaluation (*Time Management status* other than 0).
- If time infotypes are created or changed for a payroll period that has already been accounted, time recording or time evaluation sets a retroactive accounting indicator for the corresponding date for payroll in the *Earliest MD change* field in the *Payroll Status* infotype (0003). The prerequisites for this are that
 - The time infotypes concerned are flagged as relevant to retroactive accounting for time evaluation or payroll
 - Function CHECK (*General Checks Before Evaluations/Status Determination*) is in the time evaluation schema with parameter RPR (Recalculation Payroll)

Shift Change Compensation

Purpose

You can use this component to implement company or collective agreements that stipulate that employees should not be disadvantaged financially if their planned working time is changed.

Features

- If an employee's planned working time is changed in such a way that would cause a financial disadvantage to the employee, he or she is paid on the basis of the original working time (for example, in the case of a change from a night shift with night shift bonuses to an early shift).
- If an employee's planned working time is changed in such a way that would benefit the employee financially, he or she is paid on the basis of the changed working time (for example, in the case of a change from work on a Friday to a Sunday with Sunday bonuses).
- The shift change compensation can be listed separately on the remuneration statement, for example.
- You can limit the payment of shift change compensation to particular substitution types.

Activity with a Higher Rate of Pay

Activity with a Higher Rate of Pay

Purpose

This component is used to provide payroll with hourly rates that are specified in R/3 Time Management with information on a different payment.

Integration

Data records from *Time data recording and administration* and/or *Time evaluation* are processed in this component.

Features

- The time wage types and/or values determined by this component form the specifications for the financial valuation of work performed further on in gross payroll.
- A different payment for work performed can be effected using the following procedure:
 - Allocation of a bonus for particular activities or working conditions (premium)
 - Payment based on an alternative rate
 - Payment based on the specifications of a different position
- In the standard system, the component ensures that an employee cannot be paid at a lower rate than is specified in his or her basic pay on the basis of a different payment.
- In exceptional cases, you can use this component to correct the payroll results for particular hourly rates.

For more information, see [Entering a Different Payment for Time Infotype Records \[Page 19\]](#).

Entering a Different Payment for Time Infotype Records

Use

You can store information on payment in several of the time infotypes as well as just time data. In this way, employees can receive a special rate of remuneration for certain work activities.

The specifications on a *different payment* are entered via an additional window in the infotype. The method is different for *Employee Remuneration Information* (2010). In the standard system, the data is passed on to Payroll to be queried and processed.

You can specify a different rate of payment for the following time infotypes:

- *Attendances* (2002)
- *Substitutions* (2003)
- *Availability* (2004)
- *Overtime* (2005)
- *Employee Remuneration Info* (2010)



The subtypes of certain time infotypes can also have an influence on payment (for example, the subtypes *Substitution type* and *Availability type*).

If necessary, ask your system administrator whether the subtypes have an effect on payment.

Note for US customers:

When you enter a different payment, you can enter an alternative work tax area in the *Tax area* field. This replaces the tax area entered for the employee in the *Work Tax Area* infotype (0208). For more information, see [Work Tax Area Overrides \[Ext.\]](#).

Procedure

1. Select an infotype and maintain the record on the entry screen.
2. Choose *Goto* → *Different payment*.



In the *Employee Remuneration Information* infotype (2010), you can enter data on a different payment directly on the entry screen.

3. Specify a different payment.

You can determine the remuneration in the following ways:

– **Assigning a premium**

You can assign an employee a premium for particular work activities or working conditions. The premium is selected according to a premium number and a premium indicator. Use the possible entries function to display all permitted premiums with corresponding texts and values.

Entering a Different Payment for Time Infotype Records

You can either assign a premium on its own or together with the following options:

– **Payment according to a different pay scale**

You can use the *Pay scale group* and *Pay scale level* fields to enter data on payment for a particular work activity. In this case, the payroll program does not select the rates which are specified for the employee in the *Basic Pay* infotype (0008), but the employee is paid according to the rates entered here for the duration of the different payment.

– **Payment according to the specifications for a different position**

You can use the fields *Object type* and *Position* to assign the payment for the work activity according to the specifications for a different position.

– **Correcting payroll results**

The *Extra pay* and *Valuation* fields can be used to correct the results of payroll.

Not every wage type is valued using a fixed amount in payroll. The payroll program calculates a *valuation basis* during the payroll run which is used to value a wage type. The valuation basis is derived from the basic pay and the payments and deductions. You can change the valuation basis for the specified period in the *Valuation* and *Extra pay* fields.

Enter an amount in the *Valuation* field. The *extra pay indicator* determines how the new valuation basis is formed:

Extra pay

If you enter + in the *Extra pay* field, the amount in the *Valuation* field is added to the valuation basis calculated in payroll.

Reduction

If you enter - in the *Extra pay* field, the amount in the *Valuation* field is deducted from the valuation basis calculated in payroll.

Specifying an alternative amount

If you do not make an entry in the *Extra pay* field, the valuation basis calculated for the wage type in payroll is replaced by the specified amount.



Please note that you should only ever use one of the options for assigning a different rate of payment. An exception is the premium, which you can assign in addition to one of the other options.

4. Choose *Transfer*.
5. Save your entries.

Result

You have entered specifications on a different rate of payment for a time infotype record.

Entering a Different Payment for Time Infotype Records

Employee Remuneration Information

Employee Remuneration Information

Purpose

You can use the *Employee Remuneration Information* infotype (2010) to process manually calculated wages, bonuses, or other non-standard wage types. The time wage types been determined are entered into payroll and are used to form the gross wage.

Integration

Possible Integration with Other R/3 Components

Desired Function	Required Component
Record wage types for work performed, together with information for other components in the R/3 System.	Cross-Application Time Sheet

Features

- Employee Remuneration Information provides payroll with time- and person-related time wage types. These time wage types form the specifications for the financial valuation of work performed further on in payroll.
- You can include information on a different payment with the employee remuneration information. If you do, the specified wage types are valued according to the different pay scale group/level or the different position, for example, further on in the payroll run.
- This enables you to use this component as an interface to external time management systems. In this case, a Business Application Interface (BAPI) is used to supply the employee remuneration information with time wage types.
- You can use the *Cross-Application Time Sheet* to supply Human Resources with information on bonuses (for example, travel allowance).

See also: [Cross-Application Time Sheet \[Ext.\]](#)

Employee Remuneration Info Infotype (2010)

Definition

You can use the *Employee remuneration info* infotype (2010) to enter wage types manually and specify information directly for Payroll.



If you work with time evaluation, you can transfer time balances directly using the [Time Transfer Specifications \[Ext.\]](#) infotype (2012), which in turn has an effect on remuneration.

Use

These wage types are not generated automatically in payroll. Use infotype 2010 to enter wage data that has been calculated manually, such as premiums, bonuses for difficult working conditions or other special wage types.

You can adjust the wage types and subtypes of this infotype to your individual requirements in the Customizing system. Here, you can define, for example:

- The wage types that can be used here
- The fields in which data can be entered
- Whether additional information can be entered for Accounting and Logistics
- Whether a wage type can be used once or several times per payroll period.

Structure

The following options can be used to control remuneration for a wage type in the infotype:

1. **Number of hours, number, unit, and amount**

If these fields contain entries, the system uses the values stored in the Customizing system for this wage type. If no *amount* is specified, you can enter one manually in the infotype.

2. **Different payment**

It is possible to enter additional data on a different payment for remuneration records on the entry screen or via *Goto* → *Different payment*.

- Assign a premium
- Re-define a payment by assigning a pay scale group and level
- Control payment by entering a different position
- Add or deduct a specific amount using the *Extra pay indicator* and the *Valuation basis*.

See also:

[Maintaining Employee Remuneration Information \[Page 25\]](#)

Employee Remuneration Info Infotype (2010)

Maintain Employee Remuneration Information

1. Select the *Employee Remuneration Information* infotype (2010).
2. Enter a validity period.
3. Select a processing mode.

The *Employee Remuneration Information* screen appears.

4. Check the validity date of the record. Correct it if necessary.
5. In the *Wage type* field, enter the wage type for the remuneration information record. Use the F4 help for a list of permitted wage types.
6. Enter a number of hours, a number / unit and/or an amount.



Your entries in the *Number of hours*, *Number/unit* and *Amount* fields depend on the selected wage type.

Certain wage types are valued indirectly in Payroll. You do not have to specify an amount or number / unit in this case.

The amount and number / unit can be entered for other wage types, however, and are often mandatory.

The permitted entries for each wage type are defined in the Customizing settings. The system checks your entries at this point and generates an error message if you have made entries which are not permitted.

7. Enter data on a [different payment \[Page 19\]](#), if required. This is only necessary if you have not made an entry in the *Amount* field.
8. Maintain the *Accounting/Logistics specifications*, if necessary.



It is also possible to maintain additional data when you enter remuneration information using the weekly calendar or fast entry function.

For more information on *Activity Allocation* and *Cost Assignment*, see [Integration with Other Components \[Ext.\] \[Ext.\]](#).

9. Save your entries.

Result

You have maintained remuneration information for an employee.

Absences

Absences

Purpose

This component is used to define regulations to determine how absences (unpaid leave, paid leave, illness, and so on) are handled in payroll.

You can define specifications to determine:

- Which valuation basis is used to value a paid absence
- Which absences are granted bonuses (for example, vacation allowance)
- Which absences cause deductions in pay
- Which absences are used to form statistics

Integration

To be able to use this component, you must record employee absences such as leave, illness, and so on, in the Time Management component or using a third-party system. The component processes absences from the *Absences* infotype (2001).

Features

- You can value absences as if the employee had worked. This enables bonuses for night work or for work on a Sunday or public holiday to be taken into account.
- You can define specifications for determining deductions in pay for an unpaid day of absence.
- You can determine vacation allowances for each day of absence.
- You can specify that an absence be valued using an average pay, to be defined at a later stage. This means that you can include the average overtime of the previous month in the calculation of vacation allowances, for example.
- You can group absences together for the purposes of cost accounting or statistics to evaluate them subsequently for multiple employees.
- Absences can be valued according to particular conditions on the day of the absence or the absence entitlement from which they have been deducted.
- You can define rules to process specific requirements.

Absence Valuation

Use

You use this component to value employees' absences (unpaid leave, paid leave, illness, and so on) in Payroll.

Features

Absences recorded for an employee in the *Absences* infotype (2001) can be valued in Payroll according to a variety of criteria.



- An employee takes leave. He or she should receive a vacation allowance.
- An employee is ill for a long period of time. There may be certain country-specific criteria that affect the way in which the absence is valued.
- A employee has taken unpaid leave. His or her pay must be reduced accordingly.

You can define *absence valuation rules* in Customizing to meet your various requirements. Absence types and subtypes in the *Absences* infotype (2001) are grouped according to the methods of absence valuation you want to use.

The following procedures for valuating absences are included in the standard system. You can either use one of these procedures, or a combination of more than one:

- **“As if” principle**

An absence is valued as if the employee had worked.

- **Formation of counting classes for factoring and cost accounting**

Absences lead to a reduction in pay. For more information, see [Factoring \[Ext.\]](#).

The costs incurred by the enterprise due to periods of paid incapacity to work should be determined.

- **Valuation of absences using averages or constants**

An absence is valued according to the average number of hours or days worked, or as a constant using a fixed amount. For more information, see [Valuation Using Valuation Bases \[Ext.\]](#) and [Valuating in Accordance with the Principle of Averages \[Ext.\]](#).

- **Individual calculation**

Special processing is triggered for certain absences. Specific information from the employee's master data, for example, is taken into account in special processing.



The *Absences* section of the Implementation Guide (IMG) contains detailed information on setting up the system and on the various methods of absence valuation.

Absence Valuation**Off-cycle payroll runs**

In some countries, you can also value absences in an off-cycle run. This allows you to effect an advance payment for the duration of the absence. If you implement off-cycle payroll in your country and enterprise, the valuation of absences is dependent on whether it takes place in one of the following payroll runs:

- In a regular run
- In an off-cycle run
- In a regular payroll run after a previous off-cycle valuation

For more information on off-cycle accounting, see [Off-Cycle Activities \[Ext.\]](#).

Absence Valuation in Schema xT00: Technical Process

Purpose

Absence valuation using the payroll schema xT00 allows you to value the absences recorded for an employee according to:

- The type of absence recorded
- The employee's organizational assignment
- The absence quota from which an absence has been deducted
- Special country-specific features and requirements

Process Flow

Absence Valuation in Schema xT00: Technical Process

Func.	Par1	Par2	Par3	Par4	P	D	Text
...							
MOD	XMOD	GEN					Set groupings
RAB							Import absences
PRINT	NP	AB					Print absences
xNAB							Country-specific absence routines
....							
DAYPR	TC00						Day processing of time data
...							
PAB							Process absences
...							
xAB							Country-specific absence routines
...							

Set groupings

The first action in payroll that is relevant to absence processing is function MOD in schema xT00.



The X sign appears in the following text in a number of schemas, functions, and personnel calculation rules. The X stands for the country indicator and also for the international versions of the schemas, functions, and personnel calculation rules. Only use schema xT00, personnel calculation rule XMOD, and so on, if no separate schemas, functions, and personnel calculation rules have been created for your country.

Function MOD determines the table entries the system accesses to value absences.

Absence Valuation in Schema xT00: Technical Process

MOD calls personnel calculation rule XMOD which uses operation MODIF A to determine the *employee grouping for absence valuation*.

The *employee grouping for absence valuation* is used in the *Valuation of Absences* table (T554C) to select an absence valuation rule. The specifications stored in personnel calculation rule XMOD assign a meaning to the employee grouping. You can set individual grouping criteria here.



For more information, see the Implementation Guide for Payroll and choose *Absences* → *Set grouping for absence valuation*.

You can define groupings for a particular organizational assignment, for example, in relation to the *employee subgroup grouping for personnel calculation rules*.



You can use different *employee groupings for absence valuation* for

- Hourly wage earners
- Salaried employees

In the standard system, the *payroll modifier* for accessing the *Constant Valuations* table (T510J) is also set in personnel calculation rule XMOD using operation MODIF 2.

Import absences

After a grouping has been set for the personnel number, function RAB reads the absences recorded for the employee during the relevant period in the *Absences* infotype (2001).

The absences are assigned to a WPBP split indicator. The absence valuation rule is determined from the *Attendances and Absences* table (T554S), which groups together different absence types in payroll.

The absences are assigned to a work center split indicator.



An employee has changed work centers within the company during the payroll period. The work center split indicator allows you to take account of this organizational change when valuating absences.

If parameter 3 of function RAB contains the entry X, the absence valuation rule can be changed using the *Breakdown of Absences after Quota Deduction* table (T554A). In this way, you can create a special absence valuation rule that is dependent on the quota from which the absence is deducted.

If an absence is deducted from one or more quotas, an absence record can be broken down if required. If this is not the case, parameter 3 has no effect.

Take account of country-specific requirements when reading absences

Special processing may be required to account for country-specific requirements.

A common example is absence due to illness. The amount of payment can change in the course of the illness (continued pay).

Absence Valuation in Schema xT00: Technical Process

To ensure that the absence valuation function can deal with such situations, the internal *Absences* table (AB) has been enhanced. If an absence record is affected by country-specific requirements, it is split into smaller sections and then entered in table AB. In table AB, there are three split indicators in which you can store country-specific indicators.



Split indicators for country XY for

- Social insurance
- Tax

Each section can then be valued using a different procedure, that is, a different absence valuation rule.

Function XNAB is used for a more detailed version of table AB. Please note that the function must come at a specific position in the schema. It must not be processed until **after** the absences have been read, but **before** they are valued (function PAB).

Day processing of time data

During day processing of time data, time wage types are selected using the *Time Wage Type Selection* table (T510S), and the time wage types are entered in the internal *Time Wage Types* table (ZL).

The same applies to all absences for which the *Time Wage Type Selection* field is selected in the *Valuation of Absences* table (T554C).

Value absences

Absence valuation is triggered using function PAB.



Actual amounts are not calculated at this stage in the payroll process. First, the specifications made for absence valuation in Customizing are processed. Processing these specifications facilitates the subsequent valuation of wage types in amounts and/or factoring.

Function PAB performs the following steps:

- It reads the internal *Absences* table (AB) for each absence or partial interval.
- The system determines the appropriate absence valuation rule on the basis of the absence type and the employee's organizational assignment, and carries out the actions specified in the *Valuation of Absences* table (T554C):
 - a) The counting classes that have been determined are cumulated in internal table CABC. The table contains the following information for each split:
 - Number of paid (AP) and unpaid (AU) absences in a counting class
 - Number of calendar days (K), absence days (A), and absence hours (S)

You can query this information in personnel calculation rules using operation NUM:

Absence Valuation in Schema xT00: Technical Process



Partial period parameters for the partial period (=T)

TKAU**	Unpaid absence (AU) expressed in calendar days (K) All counting classes (**)
TAAP**	Paid absence (AP) expressed in absence days (A) All counting classes (**)
TSAU33	Unpaid absence (AU) expressed in absence hours (S) Counting class 33 (33)

- b) Bases for calculating average values or wage types valued using constants are determined.

The system enters the wage types in the following tables according to the *time unit* specified in the rule for absence valuation:

- Time unit B, I, E: The wage types are entered in table OT. If you have selected the *Basic Pay Split* field in the *Valuation of Absences* table (T554C), the wage types are cumulated for each split.
 - Time unit Z: The wage types are entered in table ZL. There is one entry per day and wage type. In this way, you can access the results for a specific day in further processing.
Using function ZLIT, table ZL is entered in table IT at the end of the gross part of payroll.
- c) If you have created a separate personnel calculation rule for special processing special processing is carried out.

You can use information from the employee's master data or organizational assignment data for special processing. The system calculates temporary values and enters them in *record layout fields*.

For information on record layout fields, see the documentation on the operands for operations NUM, RTE, and AMT.

Take account of country-specific requirements in absence valuation

The processing triggered by function XNAB may have to be continued. This can only take place after the absences have been valued using function PAB.



Processing can be carried out using function XAB.