***Please distribute this alert to any users within your agency who are responsible for time administration in SAP.***

**Time Transfer/Time Evaluation Schedule and Requests for Running Time Transfer/Time Evaluation**

* Definitions: Time Transfer, Time Evaluation
* Information regarding the nightly time transfer/time evaluation schedule
* Importance of completing all time entries by noon on a pay processing day
* The process to request the manual running of time transfer and time evaluation through OA, Time Eval
* Revised Alert (7/9/2019): This revision updates the start time for nightly time processes (Time Transfer/Time Evaluation) to 8:00 pm on Wednesday and Friday nights
* Revised Alert (9/2/2021): This revision updates the start time for nightly time processes (Time Transfer/Time Evaluation) to 8:00 pm on Monday nights. It also announces a new process, beginning 9/1/2021, for requesting Time Transfer/Time Evaluation using the new ServiceNow system.

**What is Time Transfer?** Time transfer is a program used to transfer time entries from CATS (timesheet) to SAP infotype 2001 (FTE, where applicable) or infotype 2002 accordingly. Time Transfer will automatically pick up retroactive time entries back to the “Earl.pers.rec.date”.

**What is Time Evaluation?** Time evaluation is a program used to process all time data entered in the following infotypes and populate the appropriate time types and wage types:

* IT0007 – Planned Working Time
* IT0082 – Additional Absence Data
* IT2001 – Absences
* IT2002 – Attendances
* IT2003 – Substitutions
* IT2006 – Absence Quotas
* IT2012 – Time Transfer Specifications
* IT2013 – Quota Corrections

Time Evaluation will automatically pick up retroactive time entries to any of the above infotypes back to the “Earl.pers.rec.date”.

**Time Transfer and Time Evaluation Schedule**

The time transfer and time evaluation programs run nightly for all employees based on the following schedule:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 8:00 pm | 12:00 pm\* | 8:00 pm**†** | 8:00 pm | 8:00 pm | No Time Evaluation | 6:00 pm  LCB Regular time processes at 4:00 am |

**\****When a holiday falls on Monday or during special processing periods, time evaluation will run at 5:00 pm on Tuesday.*

**†***When a holiday falls on Monday, time evaluation will run at 12:00 pm on Wednesday.*

**Importance of Completing All Time Entries and Exiting Employee Records by Noon on a Pay Processing Day**

As a reminder, users should complete all time entries and exit the employee record by noon on a pay processing day. **Accessing an employee’s record after noon on a pay processing day, regardless if the record is still accessible, runs the risk of locking the employee from running through payroll.** Additionally, time entries completed after noon on pay processing day will not be evaluated by time evaluation until Wednesday evening.

**Checking for Errors**

**Time Transfer:** Use transaction **Y\_DC1\_32000598** to view CATS transfer errors. Each error has a description to help the user identify the cause of the problem.

**Time Evaluation**: Use transaction **Y\_DC1\_32000670** to view time evaluation error/warning messages. The [Time Evaluation Error/Warning Messages (Y\_DC1\_32000670)](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Resources/Time_Eval_Error_Warning_Messages_Final.docx) resource on the Alerts and Transactions page provides a description of each error to aid the user in reviewing the message.

**Requests for the Manual Running of Time Transfer, Time Evaluation, and Forced Time Evaluation**

Option 1: From ESS, select the Employee Resource Center tile and then select the Time Evaluation Request tile:



Option 2: Using Google Chrome browser, navigate to [www.employeeresourcecenter.oa.pa.gov](http://www.employeeresourcecenter.oa.pa.gov) then bookmark the URL

Once at the Employee Resource Center site, submit requests to manually run Time transfer/time evaluation through Service Now Ask HR, Category “Services for HR Staff”, “Time Evaluation Request.”

Graphical user interface, text, application, website

Description automatically generated

If a change was made to CATS, indicate the need for running time transfer in addition to running time evaluation. To ensure the expected results are achieved, please also indicate the period for which a change was made. If the request does not indicate that a change was made to CATS, the HRSC will run time evaluation only. NOTE: If requesting time transfer/time evaluation for multiple employees, please use the attachment option to add a list of personnel numbers/employee names to the ServiceNow ticket.

Requests are monitored at 10:00 am and 2:00 pm daily and continuously during the pay processing correction window (Tuesday morning until 12:00 pm unless altered for holiday processing).

**\*\*\*\*Independent Agencies will continue to submit email requests to the resource account at** [**ra-oahrscaddrequests@pa.gov**](mailto:ra-oahrscaddrequests@pa.gov)**.**

**Requests for Running a Forced Time Evaluation:** Retroactive changes made to the “Z2-Adj Leave Service” date on IT0041 or updates to the OT Indicator on a “filled” position (FTE only) **REQUIRE** a **forced retro** of time evaluation.

Requests to *retroactively* force time evaluation to run from a specific date must be requested via a help desk ticket. The ticket should indicate that forcing time evaluation to a specific date may correct a problem with the employee’s time record. Remember to specifically identify the effective date and the problem. Please note: Time Evaluation cannot be retroactively forced to a date prior to the “Earl.pers.rec.date” on IT0003 (Display Payroll Status).

Requests submitted through Service Now or directly to the resource account to *retroactively* force time evaluation to run from a specific date will be returned to the requester with instructions to submit an HR Help Desk Ticket in the time category.

**Questions?**

Field time advisors should direct any questions related to this alert to their Central Agency Time Advisor. Central Agency Time Advisors may submit questions via an [HR help desk ticket](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.