Use this QRC to create an audit report for call back pay compliance. This is an audit report, not an error report. The report is designed to search for any PERNR that has call back pay in increments of less than or greater than 2 hours for a given day.

Type `zhr_ot_cb_audit` into the transaction code box and press Enter.

1. Type in the **Pay Period number** and **Fiscal Year**. The **Pay Period** dates will automatically populate.

2. Choose a criterion to select from. Search by **PERNR**, **Org Units** or **Time Admin** code. A variant can be created and saved.

3. Select **Call Back Audit Reports** and **Execute**.

The criteria (Pay Attendance, Pay Absence, etc.) are automatically filled in and should **never** be changed.
4. Review the results and make corrections in CAT2, if applicable.

**Overtime/Call Back Compliance Report**

**CALL BACK AUDIT REPORT**

Pay Period: BW201102 01/03/2011 - 01/16/2011

<table>
<thead>
<tr>
<th>PERSON ID</th>
<th>PERNR</th>
<th>PUID</th>
<th>EMPLOYEE</th>
<th>WORK DATE</th>
<th>CAMPUS</th>
<th>ORU UNIT</th>
<th>ORU UNIT N</th>
<th>CALL BACK</th>
<th>TIME ADMIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>50XXXX</td>
<td>5XXXX</td>
<td>725XXXX</td>
<td>DOE, JD</td>
<td>01/10/2011</td>
<td>Z010</td>
<td>338</td>
<td>Maintenance</td>
<td>2.50</td>
<td>A03</td>
</tr>
<tr>
<td>5XXXX</td>
<td>5XXXX</td>
<td>792XXXX</td>
<td>SMITH, J DOE</td>
<td>01/13/2011</td>
<td>Z010</td>
<td>338</td>
<td>Maintenance</td>
<td>2.00</td>
<td>A03</td>
</tr>
<tr>
<td>5XXXX</td>
<td>5XXXX</td>
<td>792XXXX</td>
<td></td>
<td>01/13/2011</td>
<td>Z010</td>
<td>338</td>
<td>Maintenance</td>
<td>2.00</td>
<td>A03</td>
</tr>
</tbody>
</table>

In the above example:

- The first PERNR indicates that the CB code was used on 1/10/2011. The time entered is greater than 2 hours. Per University policy, call back pay is 2 hours, so this entry will need to be corrected in CAT2.
- The second PERNR indicates that there are two entries with the CB code on the same day. Check with supervisor for accuracy.

**The work date is the actual date of the occurrence.**