


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** .


Overtime/Call Back Compliance Report


Click here to create and run a variant.


Date Criteria


Pay Period **BW 3 2011** 01/17/2011 - 01/30/2011


Selection Criteria

PERN: to 

PUID to 

Campus to 

Org Unit to 


Time Admin to 


Audit Reports


Overtime Audit Reports


Call Back Audit Reports

Report Layout

Pay Attendance OT to 

Pay Absence BV to 

Overtime Codes OT to 

Call Back Codes CB to 

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

PERSON ID	PERNR	PUID	EMPLOYEE N	WORK DATE	CAMPUS	ORG UNIT	ORG UNIT N	CALL BACK	TIME ADMIN
50XXXX	5XXXX	725XXXX	DOE, JD	01/10/2011	Z010	338	Maintenance	2.50	A03
50XXXX	5XXXX	792XXXX	SMITH, J DOE	01/13/2011	Z010	338	Maintenance	2.00	A03
50XXXX		792XXXX			Z010	338	Maintenance	2.00	A03

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.