Instructions for Processing ZH409 – Biweekly Overtime Report

Purpose

This monthly report provides overtime data by organizational unit to end users and replaces the paper overtime report provided by Corporate Payroll Services each month. Biweekly employees and their overtime hours worked in their primary and/or secondary positions can be viewed online as an AVL (Automated List Viewer) or run and printed. This report will use position based security authorization for retrieving and viewing of all information. Authorization to run the report is based upon the organizational unit assigned to your position.

Information Provided

The biweekly overtime report displays the following information for each employee with overtime hours per pay period:

- Duke Unique ID
- Name
- Org key
- Personnel sub-area
- Primary or Secondary indicator (P,S)
- Primary overtime hours and amounts
- Secondary overtime hours and amounts
- Monthly total
- Fiscal year to date total

Organizational Unit totals are also included in the report. Please note: If an employee has transferred to an exempt position but had overtime hours as a nonexempt employee, the employee will continue to display for the entire fiscal year.

Processing the Report

Data for overtime is extracted based on current month pay dates. Type ZH409 in the white transaction box at the upper left hand corner of the SAP screen. The report will default to the current period but a manual selection may be entered by using the 'other period' radial button. The report can be processed for prior periods if needed. When making this selection, enter the pay period in the first box and calendar year in the second box. Organizational units must be specified. Choosing the highest node will give you all subordinate organizational units as well. You would enter the organizational unit number in the organizational unit box within the “Selection” section on this screen. Click on the execute button in the upper left corner.

This report has two generated formats.

1) The report default is with the ‘Display as ALV List’ box checked. The ALV format displays results that can be filtered, sorted, or downloaded using the SAP icons at the top of the screen.

2) With the ‘Display as ALV List’ box unchecked, you will get the same report display that was previously mailed out by Corporate Payroll Services. It can be easily printed to your local printer. There are page breaks between each change in organizational unit.
### Biweekly Overtime Report for departments

#### Payroll period
- **Current period**: 01/08/2007 to 01/21/2007
- **Other period**: 3, 2007

#### Selection
- Personnel number
- Employment status
- Company Code
- Payroll area
- Organizational unit

#### Output
- Display as ALV List: X