



USER MANUAL: GENERATION OF REST DAYS QUOTA



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Step 1: Maintain Rest Day Eligibility in Info-type 0033 / Subtype 0002

- Go to transaction PA30, select Info-type 0033 (Statistics).
- Choose Subtype 0002 - Rest Day Eligibility.
- Click on Create.
- Enter the **Start Date** and maintain the category as 01.
- Save the record.

The screenshot displays the SAP PA30 'List Statistics' interface. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The main window is titled 'List Statistics' and contains a search sidebar on the left with options like 'Person', 'Collective search help', 'Search Term', and 'Free search'. The central area shows search criteria: Personnel No (58001235), Name (Rest Day Test June), EE group (N Non-Executives), Pers.area (4A00 CHQ ECL), and EE subgroup (D2 CAT II). Below this is a table with columns: From, Sta..., Subty.name, Lock, S., Statistics, Exc..., Exception, and S.. The first row is highlighted with a red box and contains the following data: From: 01.05.2025, Sta...: 0002, Subty.name: Rest day eligibility, Lock: 1, S.: Category, Exc...: 01, Exception: Rest day eligible, S.: 0. At the bottom, there is a 'Select' field with values '01.01.1800' and '31.12.9999', and a 'Type' field. The SAP logo and system status 'ECD (3) 105 DELCILSAPECD INS' are visible at the bottom.

From	Sta...	Subty.name	Lock	S.	Statistics	Exc...	Exception	S..
01.05.2025	0002	Rest day eligibility	1	Category	01	Rest day eligible	0	

Step 2: Maintain Weekly Off Single in Info-type 2002.

- Go to transaction PA30.
- Enter the employee's **Personnel Number**.
- Select **Info-type 2002 (Attendances)**.
- Click on **Create**.
- Enter the absence type for **Weekly Off Single (0006)**
- Specify the relevant **date**.
- Save the entries.

The screenshot shows the SAP PA30 transaction interface. The main window is titled "Overview Attendances". The "Choose" section shows the following data:

- Personnel No: 58001235
- Name: Rest Day Test June
- EE group: N Non-Executives
- Pers.area: 4A00 CHQ ECL
- EE subgroup: D2 CAT II
- Choose: 01.01.1800 To 31.12.9999 Sty. 0006

The "Attendances" table is displayed below, with the first row highlighted in red:

Start Date	End Date	Att...	Att./abs. type text	From	to	P Att.days	Hours
15.06.2025	15.06.2025	0006	Weekly Off Single (N-Ex)				0.00
08.06.2025	08.06.2025	0006	Weekly Off Single (N-Ex)				0.00
01.06.2025	01.06.2025	0006	Weekly Off Single (N-Ex)				0.00
20.04.2025	20.04.2025	0006	Weekly Off Single (N-Ex)				0.00
13.04.2025	13.04.2025	0006	Weekly Off Single (N-Ex)				0.00
06.04.2025	06.04.2025	0006	Weekly Off Single (N-Ex)				0.00

The bottom of the screen shows a status bar with the text "Please Contact Your Administrator" and "SAP". The bottom right corner displays "ECD (1) 105" and "DELCLSAPECD INS".

Step 3: Run Time Evaluation via PT60

- Go to transaction PT60.
- Enter the **Personnel Number** and **Payroll Area**
- Set the **Evaluation Schema** as **YT00**
- Execute the program.
- Check the **Time Evaluation Log** to ensure it runs **successfully**.

The screenshot displays the SAP HR TIME: Time Evaluation transaction interface. The window title is "HR TIME: Time Evaluation". The interface is divided into several sections:

- Further selections:** A yellow header for the selection criteria.
- Selection:** Fields for "Personnel Number" (58001235) and "Payroll area" (4A).
- Parameters for time evaluation:** Fields for "Evaluation schema" (YT00), "Time statement variant" (SAP4TEDT), "Layout for log" (empty), "Forced recalculation as of" (empty), and "Evaluation up to" (30.06.2025).
- Program options:** Checkboxes for "Display log", "Test run (no update)", and "Output in HR Form".

The SAP logo is visible at the bottom left, and the system status bar at the bottom right shows "ECD (1) 105 DELCILSAPECD INS".

Log Edit Goto View Settings System Help

Display Log Tree

Log: Time Evaluation

- General data
 - Successful personnel numbers
 - Personnel numbers with errors
 - Personnel numbers ended early
 - Personnel Numbers Rejected
- Messages
- Statistics
 - Selected personnel numbers 1
 - Successful runs for 1
 - including with errors 0
 - Processing not completed for 0
 - Rejected 0
 - Total number of messages and error messages 0

SAP ECD (1) 105 DELCLSAPECD INS

Step 4: Check Rest Day Quota in Info-type 2007

1. Go to transaction PA30.
2. Select **Info-type 2007 - Attendance Quotas**.
3. Confirm that the **Rest Day Quota** has been generated correctly.

The screenshot shows the SAP PA30 transaction interface. The title bar reads "Overview Attendance Quotas". The "Choose" section includes fields for Personnel No (58001235), Name (Rest Day Test June), EE group (N Non-Executives), Pers.area (4A00 CHQ ECL), EE subgroup (D2 CAT II), and a "Choose from" dropdown set to 01.01.1800. The main table, titled "Attendance Quotas", is highlighted with a red border and contains the following data:

Start Date	End Date	A.. Quota text	Deduction f...	Deduction to	Number	Deduction	Frc
16.06.2025	15.08.2025	03Rest Day Quota	16.06.2025	15.08.2025	1.00000	0.00000	
09.06.2025	08.08.2025	03Rest Day Quota	09.06.2025	08.08.2025	1.00000	0.00000	
02.06.2025	01.08.2025	03Rest Day Quota	02.06.2025	01.08.2025	1.00000	1.00000	

At the bottom of the table, it says "Entry 1 of 3". The SAP logo is visible in the bottom right corner, along with system information: "ECD (1) 105 DELCILSAPECD INS".

Rest Day attendance can be updated through following Methods

First Method: CAT2 (Maintain directly Subtype 0009-Rest Day(N-Ex))

Time Sheet: Initial Screen

Data Entry
 Data Entry Profile: CIL_IM Employee Wise Time Data Maintenance -Coal India
 Key date: 12.02.2026

Personnel Selection
 Personnel Number: 58011830 AMIYA BANERJEE

Time Sheet: Data Entry View

Personnel Number: 58011830 AMIYA BANERJEE
 Data Entry Period: 01.02.2026 - 28.02.2026 Week: 05.2026

Data Entry Area		SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU
LT	A/A...	0	8	8	8	8	8	8	0	8	8	8	8	8	8	0	8	8	8	8	8	8	0
		0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0009		8																				

Approved Rest Day Attendance in ZCATS_APPR_LITE

Approve Working Times

Empl./appl.name	Pers.No.	Date	Stat...	Numb...	MUA/ATy...	Created on	Time	Created by	Last Change	Changed At	Changed by	Last/First Name
AMIYA BANERJEE	58011830	02.02.2026		8	H 0009	12.02.2026	15:16:26	ECLTEAM...	12.02.2026	15:19:04	ECLTEAM...	AMIYA BANERJEE
	580118...				8 H							
					8 H							

After Approval, Rest Day automatically updated in IT2002

Display Attendances

Personnel No: 58011830 Name: AMIYA BANERJEE
 EE group: Non-Executives Pers.area: 4800 Bankola
 EE subgroup: CAT I Cost Center: ECL4112104 Mining/Production
 Start: 02.02.2026 To: 02.02.2026 Chg.: 12.02.2026 ECLTEAMHR

Attendance type: 0009 Rest Day (N-Ex)
 Time: 09:30 - 17:30
 Attendance hours: 8.00
 Attendance days: 1.00
 Calendar days: 0.00

Payroll
 Payroll hours: 0.00
 Payroll days: 0.00
 Overtime comp. type: Depends on wage type
 Eval.type atts/abs:

After Approval, Rest Day automatically updated in IT2002

The screenshot shows the SAP 'Display Attendances' interface. The main data fields are as follows:

Personnel No	58011831	Name	BIKRANT KUMAR SINGH			
EE group	N Non-Executives	Pers.area	4R00 PANDAVESWAR			
EE subgroup	D1 CAT I	Cost Center	ECL4065104 Mining/Production			
Start	12.02.2026	To	12.02.2026	Chg.	12.02.2026	ECLTEAMHR

The 'Attendance' section shows:

Attendance type	0009	Rest Day (N-Ex)
Time	09:30 - 17:30	<input type="checkbox"/> Previous day
Attendance hours	8.00	<input type="checkbox"/> Full-day
Attendance days	1.00	
Calendar days	0.00	

The 'Payroll' section shows:

Payroll hours	0.00
Payroll days	0.00
Overtime comp. type	Depends on wage type
Eval.type atts/abs	

A 'Hit list' on the left shows a list of personnel numbers and names, with 'ANANDA GOPE' selected.

Third Method: Uploaded through ZHR_BIOMETRIC_REP (Non-Biometric)

Execute by giving Following details as mentioned

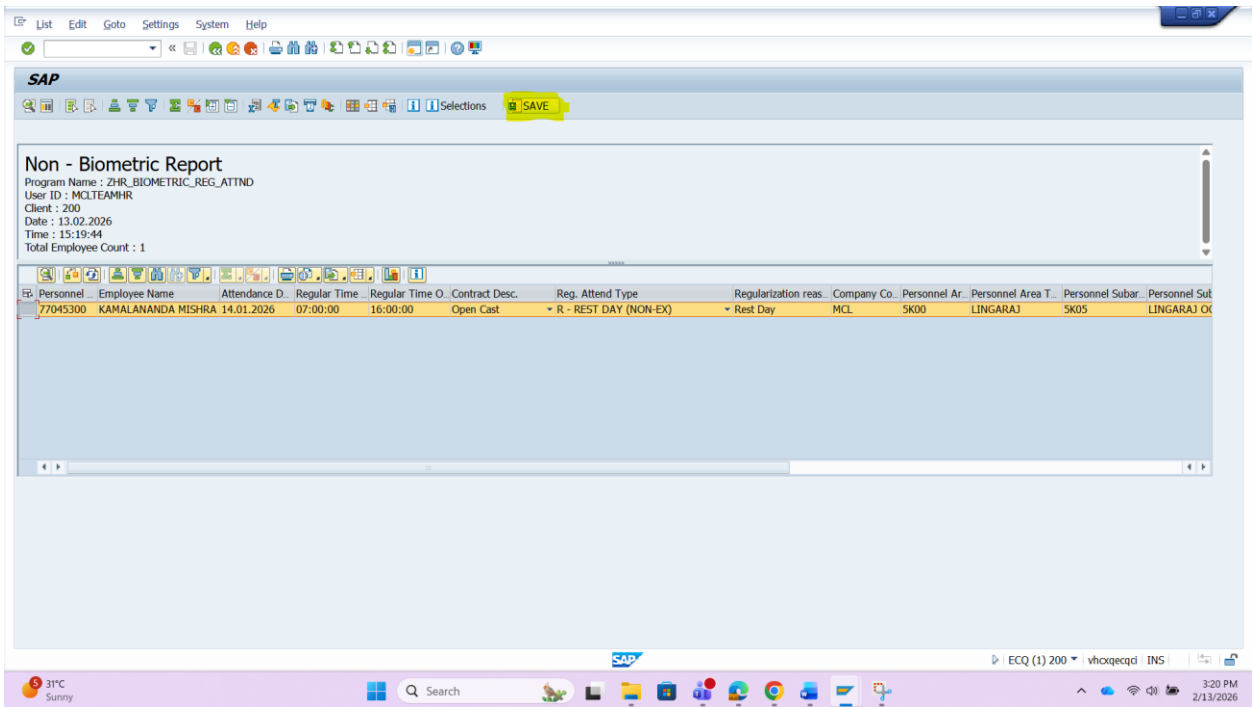
The screenshot shows the SAP 'Regularization of Employee's Biometric Attendance' screen. The 'Selections' section is filled with the following data:

Key date	14.01.2026	to	
Personnel Number	77045300	to	
Company Code		to	
Personnel area	SR00	to	
Personnel subarea	SR05	to	
Organizational unit		to	
Employee group		to	
Employee subgroup		to	
Pay Point		to	

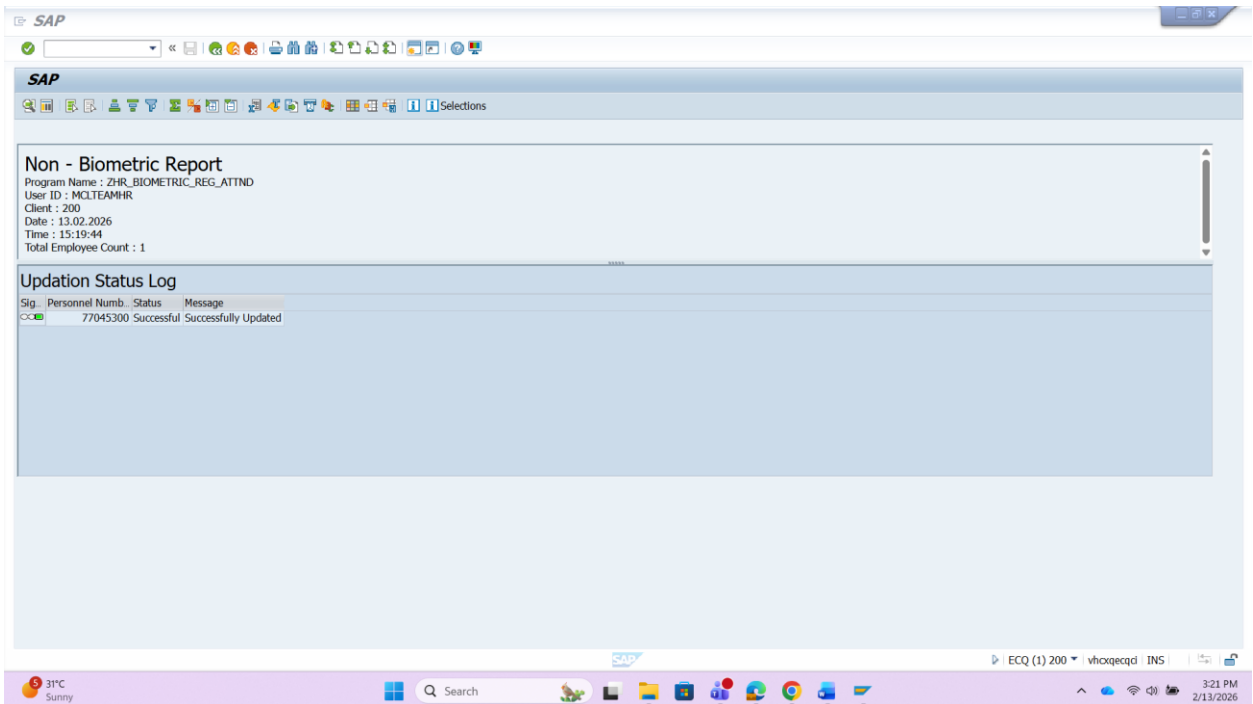
The 'Radiobutton Selection' section has the following options:

- Biometric - Approval
- Non Bio - Att. Regularization

Select the Attend Type as (R-REST DAY(NON-EX)) & Provide Regularization Reason then select the entry and click SAVE.



Once you SAVE then you will get the screen below.



After Approval, Rest Day automatically updated in IT2002

Personnel No	<input type="text" value="77045300"/>	Name	<input type="text" value="KAMALANANDA MISHRA"/>
EE group	<input type="text" value="N"/> Non-Executives	Pers.area	<input type="text" value="5K00"/> LINGARAJ
EE subgroup	<input type="text" value="G1"/> T&S GRADE A1	Cost Center	<input type="text" value="MCL5114600"/> Personnel
Start	<input type="text" value="14.01.2026"/>	To	<input type="text" value="14.01.2026"/>
		Chg.	<input type="text" value="13.02.2026"/> MCLTEAMHR

Attendance	
Attendance type	<input type="text" value="0009"/> Rest Day (N-Ex)
Time	<input type="text"/> - <input type="text"/> <input type="checkbox"/> Previous day
Attendance hours	<input type="text" value="9.00"/> <input checked="" type="checkbox"/> Full-day
Attendance days	<input type="text" value="1.00"/>
Calendar days	<input type="text" value="1.00"/>

Payroll	
Payroll hours	<input type="text" value="0.00"/>
Payroll days	<input type="text" value="1.00"/>
Overtime comp. type	<input type="text" value="Depends on wage type"/>
Eval.type atts/abs	<input type="text"/>