

Quota Correction

QUICK REFERENCE GUIDE

Use this procedure to increase or decrease the number of hours an employee has in their Sick, Annual, Compensatory, Military, Received Sick or Received Annual quota.

PA30 IT2013

Perform this procedure when there is a need to correct hours for an absence quota during time evaluation. Some reasons for Quota Corrections:

- Workers Comp buy back - an employee can turn over their workers comp check and "Buy back" apportion of their time.
- Military Quota – if an employee is hired after October a quota may need to be created and hours added to the quota. The system automatically generates the military quota bucket in October of each year.
- Retirement - after the sick leave balance is reported to retirement, the balance will need to be zeroed out. This is a manual process.

Prerequisites:

- A quota exists that has been generated in time evaluation.
- You must have access to the employee



Enter the Transaction code (**PA30**) in the command field

Click the **green check**

Maintain HR Master Data

Personnel no. **1727**

Name **Ariana Lane** Status

EE group **B** Non-Chapter Personnel area **0001** Ex

EE subgroup **02** ASC Salary 37.5 Pers. subarea **1001** FT

Basic personal data Payroll Benefits Time Taxes Planning Data

Infotype text	S..	Period
0000 Actions	✓	<input checked="" type="radio"/> Period
0001 Organizational Assignment	✓	From <input type="text"/> To
0002 Personal Data	✓	<input type="radio"/> Today <input type="radio"/> Curr.
0006 Addresses	✓	<input type="radio"/> All <input type="radio"/> Curr.
0007 Planned Working Time	✓	<input type="radio"/> From curr.date <input type="radio"/> Last
0008 Basic Pay	✓	<input type="radio"/> To Current Date <input type="radio"/> Last
0009 Bank Details	✓	<input type="radio"/> Current Period <input type="radio"/> Curr.
0019 Monitoring of Tasks	✓	<input type="button" value="Choose"/>
0031 Reference Personnel Numbers	✓	

Direct selection

Infotype **2013 Quota Corrections** STy **03**

Enter the required fields for a quota correction that include:

- Enter the **PRNR** in the "Personnel no." field
- Enter **2013** in the "Infotype" field
- Select the Sub Type in the Sty field by clicking on the **match box** and select the desired quota from the "Subtype for infotype" window:

Subtypes for infotype "2013 Quota Corrections" (1)

Restrictions

ES...	PSG...	AQT...	Quota text
1	10	01	Annual Leave
1	10	02	Sick Leave
1	10	03	Comp Leave
1	10	04	Military Leave
1	10	06	Donated Sick
1	10	07	Donated Annual

You may select from either quota to change, in this example **03 Comp Leave** is chosen. Click the **green check** to close the window.

Once all the required fields have been completed click on the **Create** button at the top of the screen.

Create 2013 Quota Corrections

Personnel No Name

EE group Non-Chapter Personnel ar Executive

WS rule OFF9.59.59.OFFOFF Status

Start

Absence quota type Comp Leave

Change accrual entitlement

Quota number Hours

Increase generated entitlement

Reduce generated entitlement

Replace generated entitlement

Change transfer time

Transfer

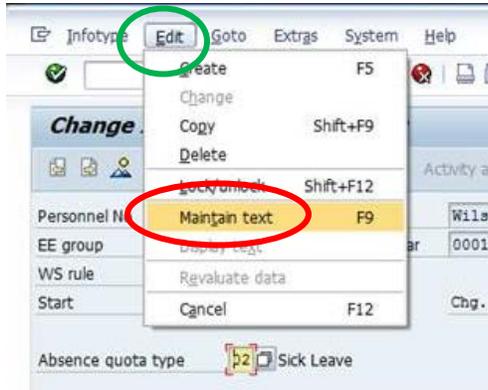
Enter the **date** the correction should be effective, in the “Start” field.

Enter the **hours** to be changed, in the “Hours” field. The value in this field is the number of hours to increase or reduce from the quota balance depending on the selected “Change accrual entitlement” option.

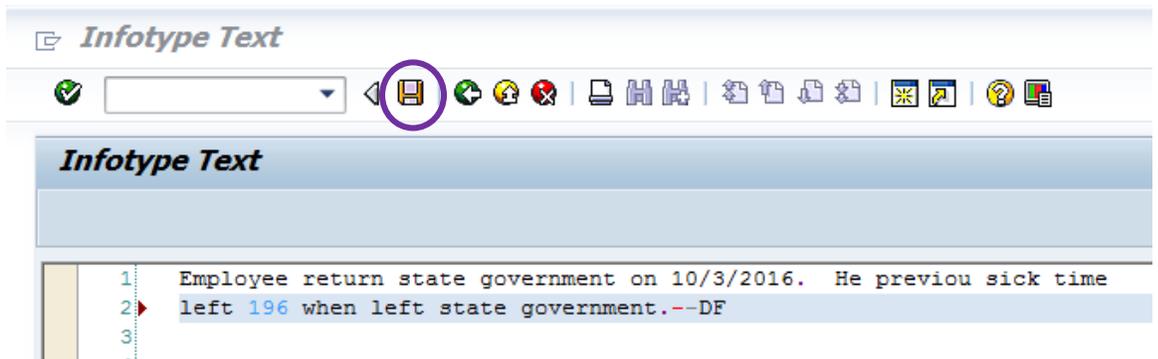
Select the type of correction is desired. An **increase or decrease** are the only choices that can be selected.

In the “Transfer” field always select the option “**Only transfer quota correction immediately**”

Select **Maintain Text** from the **edit** menu.



Enter an explanation /description for the Quota Correction.



Click the **save** button to save the infotype text. (that window will close)

Click the **save** button to save the record.