

## Quotas Generating Accrual Manually

Transaction Code:  
PA30

- Purpose** Use this procedure manually give an employee their quota accrual prior to the system accrual dates.
- Trigger** The employee has met the requirement to accrue leave and would like to use the leave within the same pay period and does not have an existing quota balance.
- Prerequisites** Employee does not have an existing quota balance and employee has met the requirement to accrue leave.
- End User Roles** Payroll Processor, Time and Attendance Processor, Leave Correction Processor, Time and Attendance Processor.

Change History	Change Description
9/30/2009	Created
11/1/2010	Added steps on returning sick leave from a prior year (steps 33-37)

**Menu Path** Human Resources → Personnel Management → Administration → HR Master Data → Maintain

**Transaction Code** PA30

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

## Procedure

### Scenario:

A full time, salaried eligible employee with a zero (0) quota balance only worked 65 hours for the first half of the month (1<sup>st</sup>-15<sup>th</sup>) On the 20<sup>th</sup> of the same month the employee met the requirement , requested and was approved to take 5 hours of Annual leave on the 21<sup>st</sup>.

Two quota corrections will need to be completed. The first quota correction is to give the accrual to the employee to make the leave available for them to use, while the second quota correction is to replace the system generated accrual so the employee will not have a double accrual.

1. Start the transaction using the above menu path or transaction code **PA30**.

The screenshot displays the SAP 'Maintain HR Master Data' (PA30) interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The main title is 'Maintain HR Master Data'. Below this, there are search options: 'Find by', 'Person', 'Collective search', 'Search Term', and 'Free search'. The employee details are as follows:

- Personnel no.: 40000132
- Name: COINS CLAIRE
- PersArea: 5400 Employment Security Dept
- EEGroup: Permanent
- PSubarea: 00FT Agencywide
- EESubgroup: 05 H-OT Elig>40hrs/wk
- Status: Active

The 'Time Recording' tab is selected, showing a list of infotypes with checkmarks in the 'E..' column:

Infotype text	E..
Actions	✓
Organizational Assignment	✓
Personal Data	✓
Addresses	✓
Planned Working Time	✓
Basic Pay	✓
Contract Elements	✓
Date Specifications	✓
Family/Related Person	✓

On the right side of the 'Time Recording' tab, there is a 'Period' selection area with radio buttons for 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'To Current Date', 'Last month', 'Current Period', and 'Current Year'. A 'Choose' button is located below these options. At the bottom, there is a 'Direct selection' section with an 'Infotype' field and an 'STy' field.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number. <b>Example:</b> 40000132
Period	R	Enter the date the employee met the time requirement. <b>Example:</b> 9/20/2009

3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
4. Click the  tab to select.
5. Select the blue box to the left of  to select.
6. Click  (Create) to create a new record.

7. Select the appropriate quota:

Subtypes for infotype "Quota Corrections" (1) 1

Restrictions

ESG	PSG...	AQTyp	Quota text
2	50	30	Sick Leave
2	50	31	Annual Leave/Vacation
2	50	34	Jus. Excess Leave
2	50	35	Compensatory Time
2	50	37	Exchange Time
2	50	38	Military Leave
2	50	39	Holiday Credits
2	50	40	Excess Vacation Accrual
2	50	41	Shared Leave
2	50	42	Personal Holiday - Shift
2	50	43	Settl Leave WSP
2	50	44	Recognition Lv (PMC)
2	50	45	PH - Shared Lv. Donation
2	50	46	Sick Leave Pool
2	50	47	Uniformed Serv Lv Pool
2	50	48	Personal Leave Day

8. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
<b>Quota Number</b>	R	The hours of the quota accrual  <b>Example: 8</b>
<b>Increase generated entitlement</b>	R	Select this radio button
<b>Transfer</b>	R	Specify how you want the quota correction to be processed.  <b>Select:</b> <ul style="list-style-type: none"> <li>• <b>Do not change transfer time</b> The quota correction is not processed until the time at which time evaluation normally transfers the calculated entitlement to the <i>Absence Quotas</i> infotype (2006). In this case, the quota correction does not appear immediately in infotype 2006, so you cannot deduct an absence or quota compensation from the value of the</li> </ul>

		<p>quota correction.</p> <ul style="list-style-type: none"> <li> <b>Transfer collected entitlement immediately</b>                      The quota correction is processed in the next time evaluation run. If you run time evaluation directly for the employee, the value of the quota correction and any entitlement already accrued by time evaluation are available for deduction in the <i>Absence Quotas</i> infotype (2006) directly afterwards.                 </li> <li> <b>Only transfer quota correction immediately</b>                      The quota correction is processed in the next time evaluation run. If you run time evaluation directly for the employee, the value of the quota correction is available for deduction in the <i>Absence Quotas</i> infotype (2006) directly afterwards.                 </li> </ul> <p><b>Example: Transfer collected entitlement immediately</b></p>
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Infotype Edit Goto Extras System Help

**Create Quota Corrections (2013)**

Personal work schedule Activity allocation Cost assignment External services

Find by  
 Person  
 Collective search  
 Search Term  
 Free search

Personnel No 40000225 Name RUTKOWE... Status Active  
 EE group 0 Permanent Personnel ar 5400 Employment Security Dept  
 WS rule R015 4-10s: M... SSN 500-10-1176  
 Start 09/20/2009

Absence quota type 31 Annual Leave/Vacation

Change accrual entitlement  
 Quota number 8.00000 Hours

Increase generated entitlement  
 Reduce generated entitlement  
 Replace generated entitlement

Change transfer time  
 Transfer  Transfer collected entitlement immediat...

9. Click  (Enter) to validate the information.

10. Click  (Save) to save.

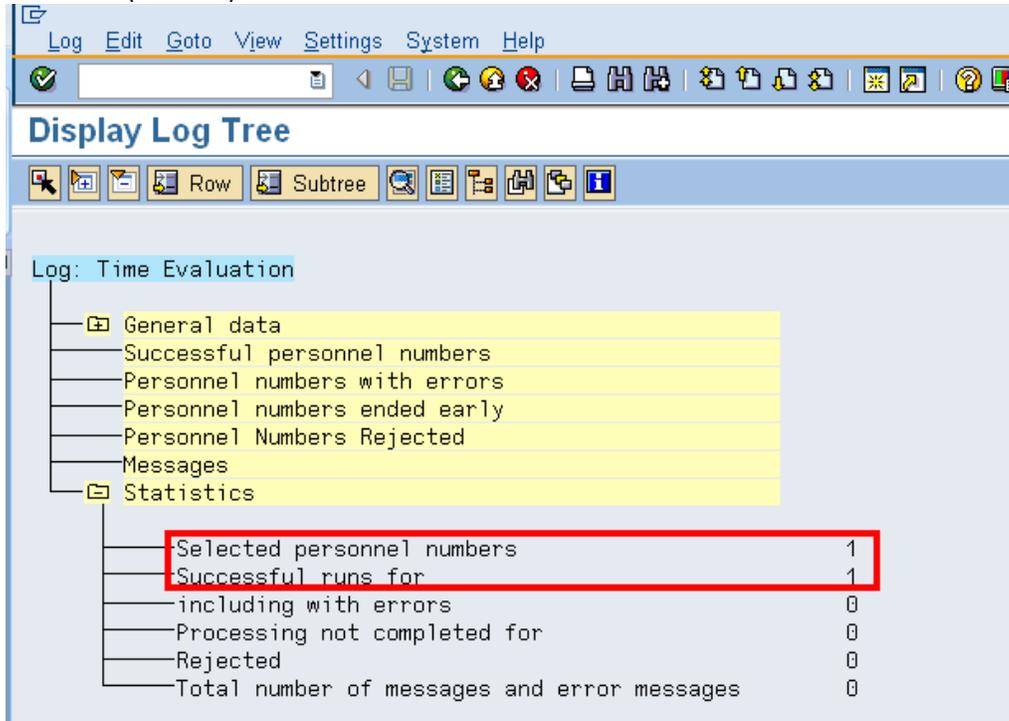


To establish the quota balance for the employee, run the **Time Evaluation (ZT60)**. Enter **/NZT60** in the command field.

11. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. <b>Example:</b> 40000225

12. Click  (Execute) to run the **Time Evaluation**.

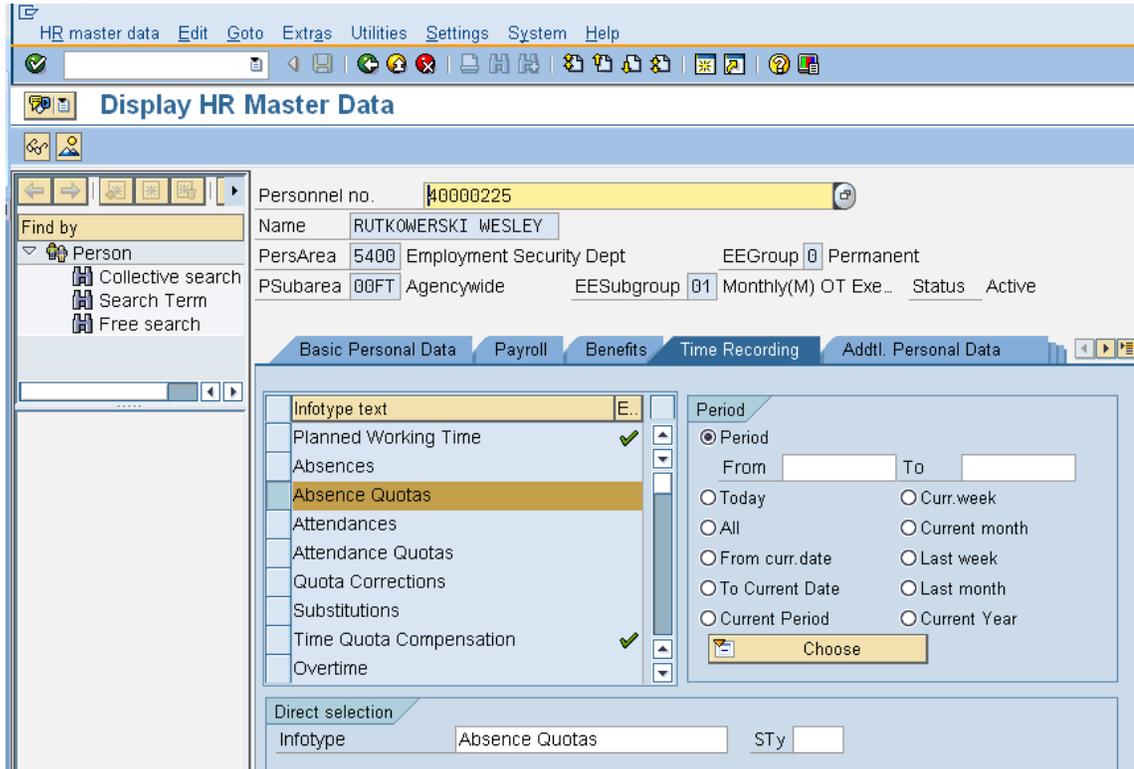


Log: Time Evaluation	
General data	
Successful personnel numbers	
Personnel numbers with errors	
Personnel numbers ended early	
Personnel Numbers Rejected	
Messages	
Statistics	
Selected personnel numbers	1
Successful runs for	1
including with errors	0
Processing not completed for	0
Rejected	0
Total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



To verify the quota balance, access the employees' **Absence Quotas (2006)** infotype

13. Enter **/NPA20** into the command field:



R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. <b>Example:</b> 40000225

14. Click the **Time Recording** tab to select.
15. Select the blue box to the left of **Absence Quotas** to select
16. Select the  **All** to view all records created.
17. Enter quota type **STy 31 Annual Leave/Vacation** to narrow the search results.
18. Click  (overview) to display all records.

Infotype Edit Goto Extras System Help

Overview Absence Quotas (2006)

Choose

Personnel No. 40000225 Name RUTKOWSKI WESLEY

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active

Choose 08/01/2009 To 10/31/2009 STy. 31

Start Date	End Date	A...	Quota text	Start ded.	End ded.	Number	Deduction
09/20/2009	09/20/2009		31 Annual Leave/Vacation	09/20/2009	12/31/9999	8.00000	0.00000



You have now completed the **first** quota correction to give the employee their accrual. **Now** you are ready to create the **second** quota correction to zero out the system generated quota accrual.

19. Enter /NPA30 into the command field

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000225

Name RUTKOWSKI WESLEY

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

Infotype text E..

Planned Working Time

Absences

Absence Quotas

Attendances

Attendance Quotas

Quota Corrections

Substitutions

Time Quota Compensation

Overtime

Period

Period

From 09/30/2009 To

Today  Curr.week

All  Current month

From curr.date  Last week

To Current Date  Last month

Current Period  Current Year

Choose

Direct selection

Infotype Quota Corrections STy

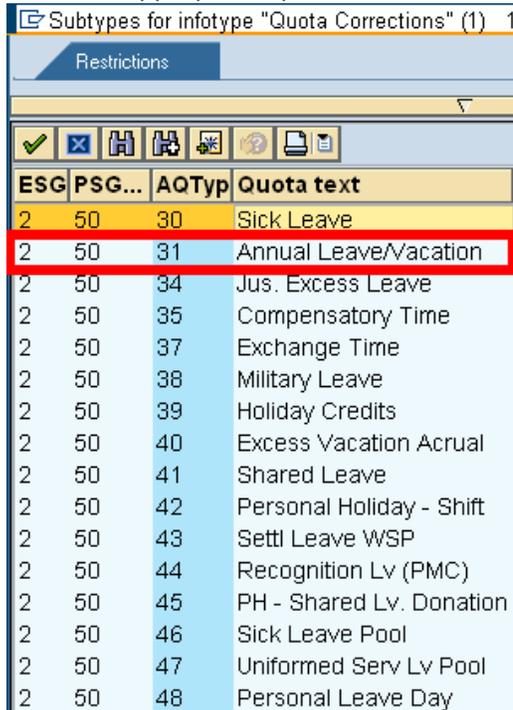
20. Fields to complete:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. <b>Example:</b> 40000225
Period	R	Enter the <b>last</b> day of the accrual month <b>Example:</b> 9/30/2009

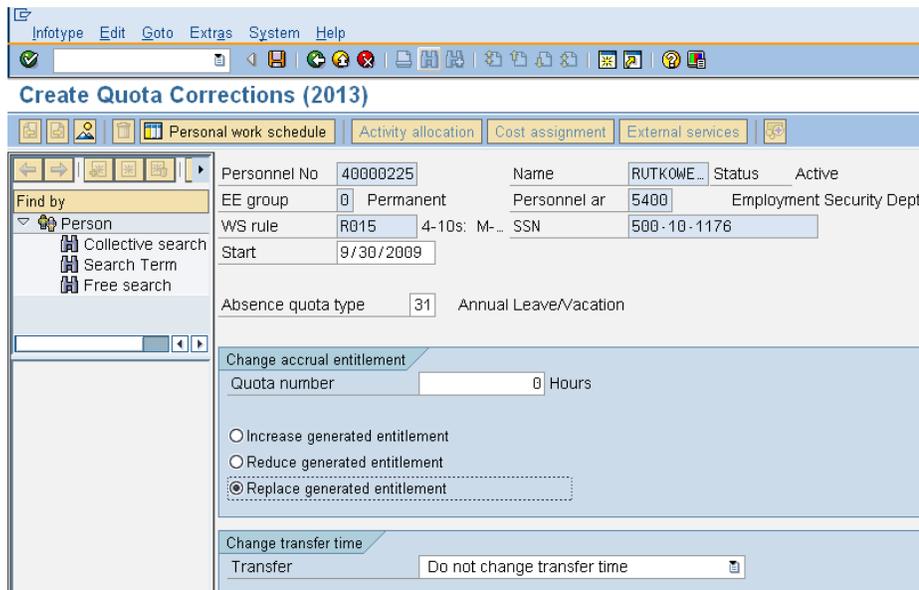
21. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
22. Click the **Time Recording** tab to select.
23. Select the blue box to the left of **Quota Corrections** to select.
24. Click  (Create) to create a new record.
25. Select the appropriate quota to reduce:

Subtypes for infotype "Quota Corrections" (1) 1

Restrictions



ESG	PSG...	AQTyp	Quota text
2	50	30	Sick Leave
2	50	31	Annual Leave/Vacation
2	50	34	Jus. Excess Leave
2	50	35	Compensatory Time
2	50	37	Exchange Time
2	50	38	Military Leave
2	50	39	Holiday Credits
2	50	40	Excess Vacation Accrual
2	50	41	Shared Leave
2	50	42	Personal Holiday - Shift
2	50	43	Settl Leave WSP
2	50	44	Recognition Lv (PMC)
2	50	45	PH - Shared Lv. Donation
2	50	46	Sick Leave Pool
2	50	47	Uniformed Serv Lv Pool
2	50	48	Personal Leave Day

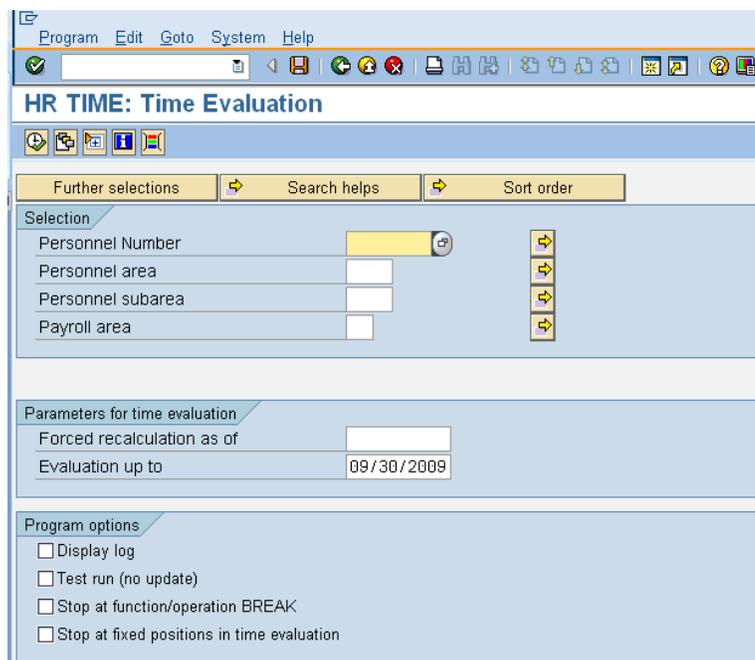


26. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
<b>Quota Number</b>	R	Enter the number to replace the system generated entitlement.  <b>Example: 0</b>
<b>Replace generated entitlement</b>	R	Select this radio button
<b>Transfer</b>	R	Specify how you want the quota correction to be processed.  <b>Select:</b> <ul style="list-style-type: none"> <li>• <b>Do not change transfer time</b> The quota correction is not processed until the time at which time evaluation normally transfers the calculated entitlement to the <i>Absence Quotas</i> infotype (2006). In this case, the quota correction does not appear immediately in infotype 2006, so you cannot deduct an absence or quota compensation from the value of the quota correction.</li> <li>• <b>Transfer collected entitlement immediately</b> The quota correction is processed in the next time evaluation run. If you run time evaluation directly for</li> </ul>

		<p>the employee, the value of the quota correction and any entitlement already accrued by time evaluation are available for deduction in the <i>Absence Quotas</i> infotype (2006) directly afterwards.</p> <ul style="list-style-type: none"> <li> <b>Only transfer quota correction immediately</b>                      The quota correction is processed in the next time evaluation run. If you run time evaluation directly for the employee, the value of the quota correction is available for deduction in the <i>Absence Quotas</i> infotype (2006) directly afterwards.                 </li> </ul> <p><b>Example: Do not change transfer time</b></p>
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27. Click  (Enter) to validate the information.
28. Click  (Save) to save.
29.  To remove the system generated entitlement run the **Time Evaluation (ZT60)**. Enter **/NZT60** in the command field.



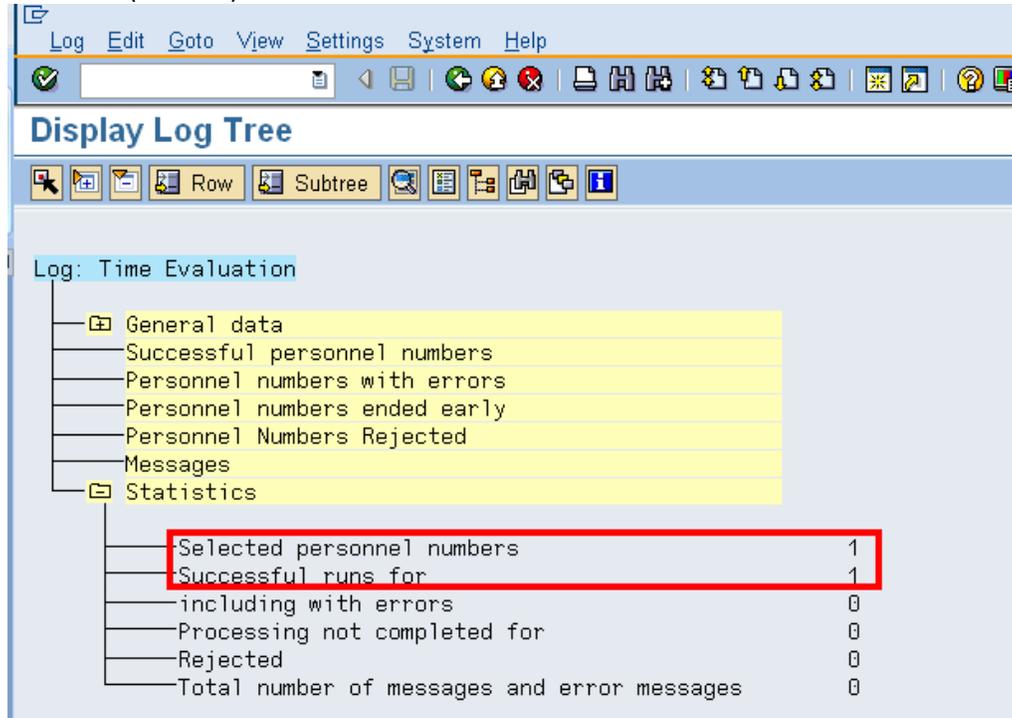
The screenshot shows the SAP HR TIME: Time Evaluation interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'HR TIME: Time Evaluation' and contains several sections:

- Selection:** Fields for 'Personnel Number', 'Personnel area', 'Personnel subarea', and 'Payroll area'. Each field has a dropdown arrow on the right.
- Parameters for time evaluation:** Fields for 'Forced recalculation as of' and 'Evaluation up to' (with the value '09/30/2009').
- Program options:** A list of checkboxes: 'Display log', 'Test run (no update)', 'Stop at function/operation BREAK', and 'Stop at fixed positions in time evaluation'.

30. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. <b>Example:</b> 40000225

31. Click  (Execute) to run the **Time Evaluation**.



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

32. You have completed the transaction



If you are returning **Sick Leave** from a **prior** year, you will need to create a **Text Note** on the original **donors' Quota Correction (2013)**. By creating this text note on the **Quota Corrections (2013)** the sick leave will be included in the **donors** sick leave balance but the employees current Year To Date Sick Leave Taken not be impacted.

**Example:**

You need to process a shared leave return that will return sick leave to an employee who donated **Sick Leave** in 2009.

You create the **Absence Donation Administration (0613)** record for the employee returning the sick leave with an effective date of **5/1/2010**. The recipient is the employee who donated the leave back in **2009**.

You are returning 10 hours of **sick leave** to the recipient (**original donor**). The recipient has taken 40 hours of sick leave in 2010 and has at least 480 hours **sick leave** balance.



Access the **Quota Corrections (2013)** record that was during the return to add the note:

Start Date	End Date	AbQu...	Number	Operation	Transfer
06/16/2006	06/16/2006	30	22.10000	+	X Transfer collected e...
05/01/2010	05/01/2010	30	9.72000	+	Y Only transfer quota ...

33. Select the **Quota Correction (2013)** that pertains to prior year donation

34. Click (Change) to add the **Text Note**

35. Go to the **Menu bar-Edit- Maintain Text** (or press F9)

36. Enter the **\*\*YYYY**(four digit year)

37. Click (Save) to save text note

### Results

You have created two quota corrections:

1. To give the employee their quota accrual before the system generates accruals
2. To replace the system generated accrual.