Personal Holiday- Convert to be donated as Shared Leave

Transaction Code: PA30

Purpose	Use this procedure to convert a donor's personal holiday from a daily measurement to an hourly measurement so it may be donated as shared leave to a recipient
Trigger	Employee would like to donate their personal holiday to a recipient as shared leave
Prerequisites	The employee is active in HRMS and have a current year Personal Holiday (quota type **42- Personal Holiday- Shift**) to donate.
End User Roles	In order to perform this transaction you must be assigned the following role: **Payroll Processor, Payroll Analyst, Time and Attendance Processor**

Change History	Change Description
3/30/2009	Procedure created.

Menu Path	Human Resources → Personnel Management → Administration → HR Master Data → Maintain
Transaction Code	PA30

Helpful Hints	Personal holidays are measured in days, but must be converted to hours for shared leave donation

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

The procedure includes field descriptions along with their conditions. Their definitions are shown below:

R/O/C	Definition
R	designates a "required" entry necessary to proceed in this transaction.
O	designates an "optional" entry.
C	designates a "conditional" entry that may be required under certain conditions.

Procedure

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

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. **Example**: 40000213

3. Click ✔ (Enter) to validate the information. Verify you have accessed the correct employee record.

4. Click the **Time Recording** tab to select.

5. Select the blue box to the left of **Time Quota Compensation** ✔ to select.

6. Click ☐ (Create) to create a Time Quota Compensation.

Select Free compensation from the **Subtypes for infotype Time Quota Compensation**

ESG	PSG...	Comp.me...	Description
2	10	1000	Free compensation
2	10	9001	Sick Leave Buyout - Tax
2	10	9002	Sick Leave Buyout -No Tax
2	10	9003	Annl Leave Buyout-Ret
2	10	9004	Annl Leave Buyout -No Ret
2	10	9005	Sick Leave Buyout-Annual
2	10	9006	Comp Time Buyout
2	10	9007	Sick Leave Buyout - VEBA
2	10	9008	Comp Time Buyout-No Ret
2	10	9009	Holiday Credit Buyout WSP
2	10	9010	Settl Lv Buyout WSP-NoRet
2	10	9011	Settl Lv Buyout WSP-Ret
2	10	9012	Hol. Cr. Buyout WSP-NoRet
2	10	9999	YTD Sick Lv Taken - Conv

Create Time Quota Compensation (0416)

Create Time Quota Compensation (0416)

Compensate   Compensate all

Personnel No.	40000213	Name	TIEN PENG
PersArea	5400 Employment Security Dept	EEGroup 0 Permanent	
PSubarea	00FT Agencywide	EESubgroup 01 Monthly(M) OT Exe... Status Active	
Start	03/31/2009		

Comp. method   1000 Free compensation

Compensation specifications
- ⦿ Automatic compensation
- ○ Manual compensation

Time quota type	
Compensation rule	
No. to compensate	

☐ Do not account

Absence quotas

	ATy	Quota text	Entitl.	Unit	Comp.	Rem.
	30	Sick Leave	395.30000	Hours	0.00000	84.30000

7. Place your cursor in the **Time quota type** field and select the match code to display quota types.

Valid absence quota types

ESG	PSG...	AQTyp	Quota text	Start Date	End Date
2	10	30	Sick Leave	01/01/1900	12/31/9999
2	10	31	Annual Leave/Vacation	01/01/1900	12/31/9999
2	10	34	Jus. Excess Leave	01/01/1900	12/31/9999
2	10	35	Compensatory Time	01/01/1900	12/31/9999
2	10	37	Exchange Time	01/01/1900	12/31/9999
2	10	38	Military Leave	01/01/1900	12/31/9999
2	10	39	Holiday Credits	01/01/1900	12/31/9999
2	10	40	Excess Vacation Acrual	01/01/1900	12/31/9999
2	10	41	Shared Leave	01/01/1900	12/31/9999
2	10	42	Personal Holiday - Shift	01/01/1900	12/31/9999
2	10	43	Settl Leave WSP	01/01/1900	12/31/9999
2	10	44	Recognition Lv (non-rep)	01/01/1900	12/31/9999
2	10	45	PH - Shared Lv. Donation	01/01/1900	12/31/9999
2	10	46	Sick Leave Pool	01/01/1900	12/31/9999
2	10	47	Uniformed Serv Lv Pool	01/01/1900	12/31/9999
2	10	90	Sick Leave Conversion	01/01/1900	12/31/9999

8. Select | 2   10   42   Personal Holiday - Shift   01/01/1900 12/31/9999 |

9. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	Actual day of the donation **Example: 3/31/2009**
No. to compensate	R	The number to reduce the quota balance by ⓘ Personal Holidays are stored as "day units" **Example:** 1
Do not account	R	Check this box to ensure that the employee will not be compensated for their Personal Holiday

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10. Click ☑ (**Enter**) to validate entries.

11. Click 🖫 (**Save**) to save.

You will be back to the **Maintain HR Master Data** screen.

ⓘ The system displays the message, " ☑ Record created "

ⓘ The next step is to create a **Quota Correction** to create the quota type **45- PH Shared Leave**

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. **Example**: 40000213
From	R	The actual date of the donation **Example: 3/31/2009**

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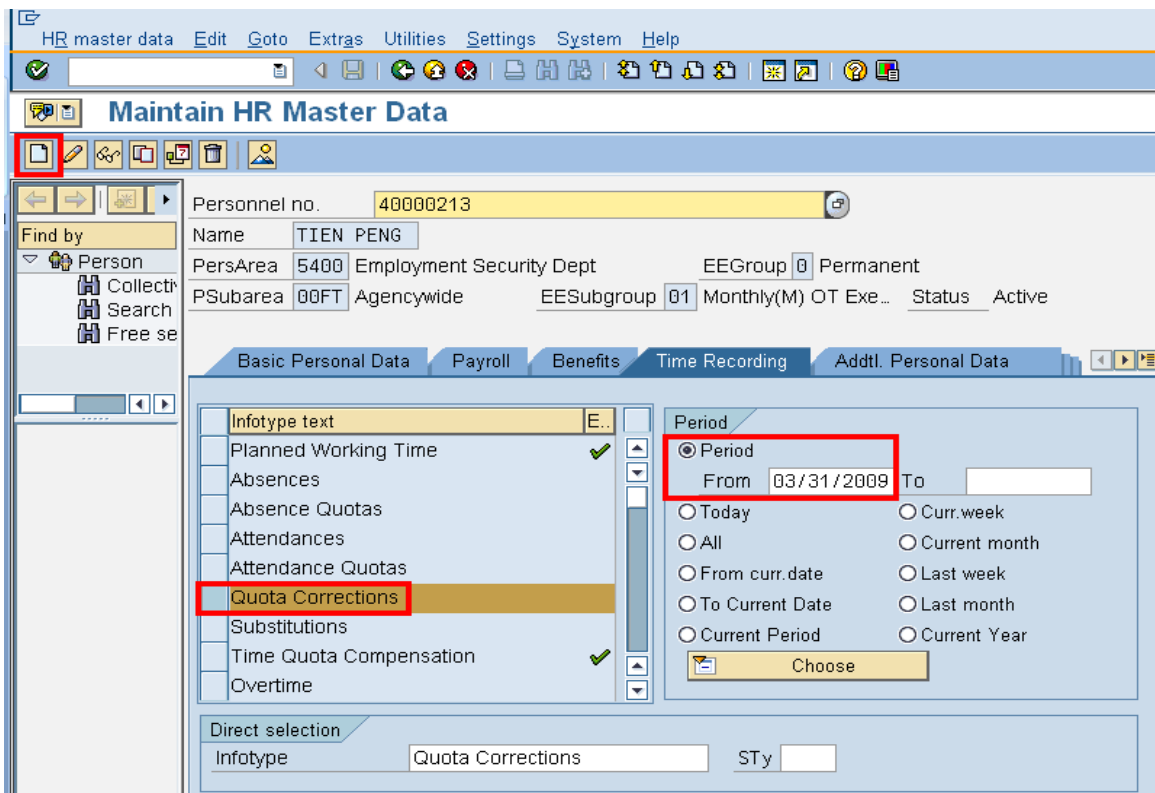
12. Select the blue box to the left of ⌐Quota Corrections¬ to select.

Subtypes for Infotype "Quota Corrections"

13. Select | 2   10   45   PH - Shared Lv. Donation | from the ***Subtypes for Infotype "Quota Corrections"***

14. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Quota Number	R	Actual hours of the employees work schedule **Example:** 10
Increase generated entitlement	R	Default radio button.
Transfer	R	What the system will do to the quota **Example:** Transfer collected entitlement immediately

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15. Click ✅ (**Enter**) to validate entries.

16. Click 🖫 (**Save**) to save.

ℹ The system displays the message, "Record created."

ℹ To make the employees quota balance available for donation, you must run the **Time Evaluation (ZT60)**. A shortcut to the **Time Evaluation (ZT60)** is using **/N** in front of the transaction code.
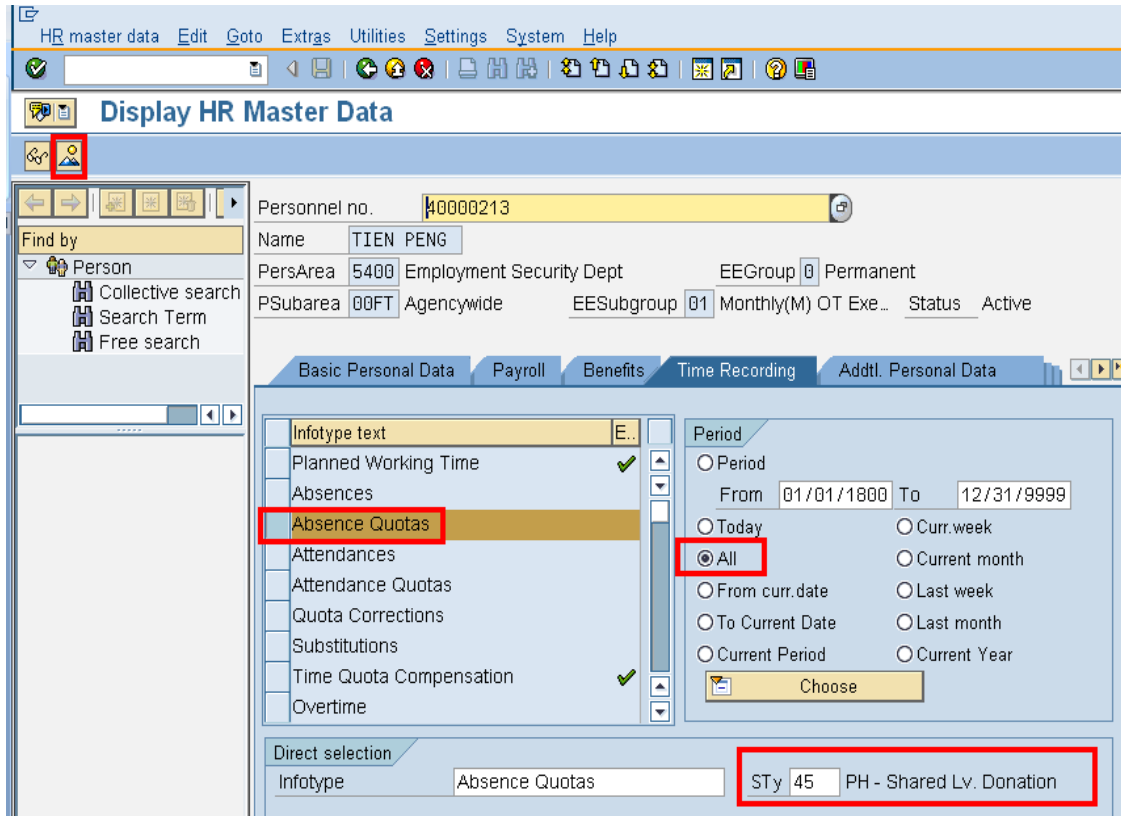
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17. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. **Example**: 40000213

18. Click ⊕ (**Execute**) to generate the report
Display Log Tree
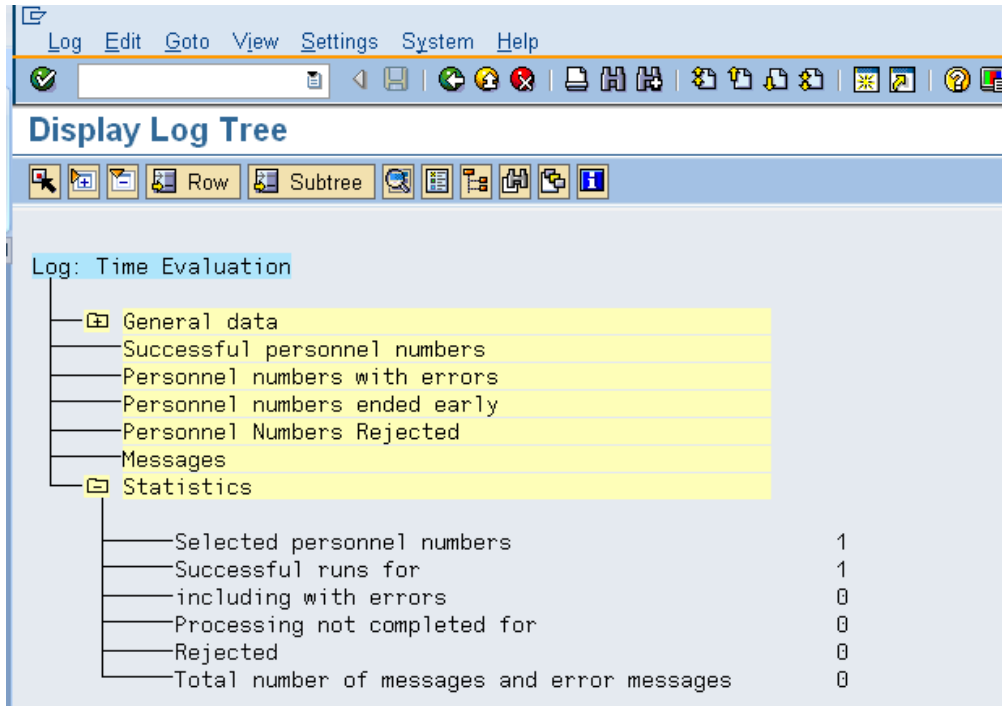
Once you have verified the successful run of the **Time Evaluation**, you will want to view the employees' **Absence Quota (2006)** to verify that the correct hours were given to the employee.

19. Enter the transaction code **/PA20** into the command field on the *Display Log Tree screen*
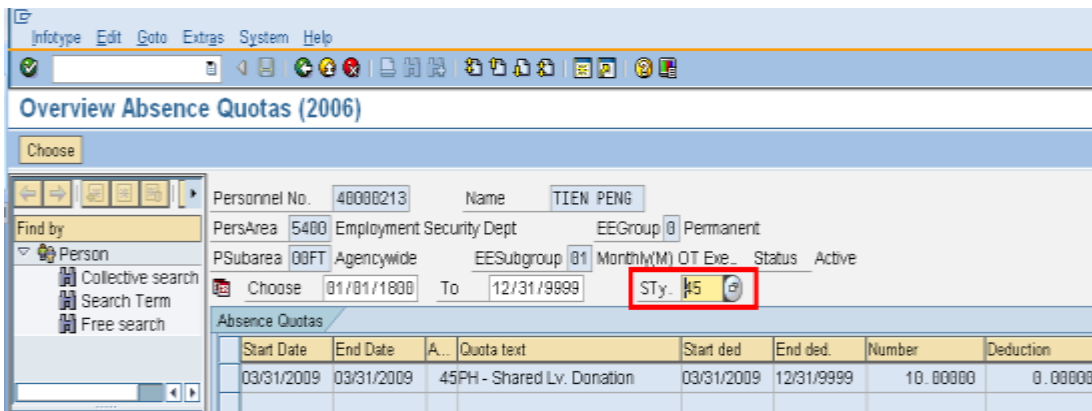
20.   Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. **Example**: 40000213

21.   Select the blue box to the left of ⬜ Absence Quotas to select

22.   Select ⦿ All   under the **Period** selection

23.   To narrow the search results enter the quota type **45**- PH Shared Lv. Donation into the subtype.

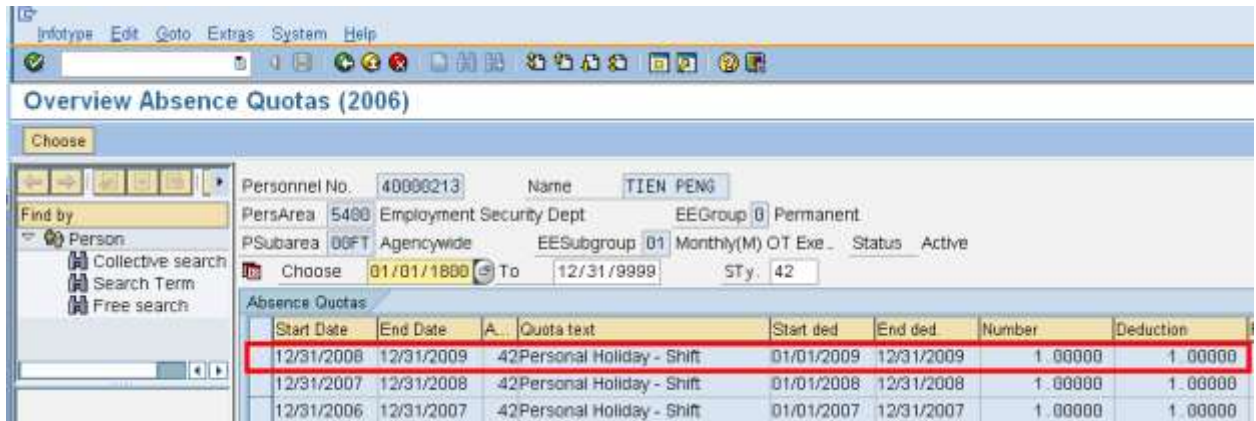24.   Click 🔲 (Overview) to display all.
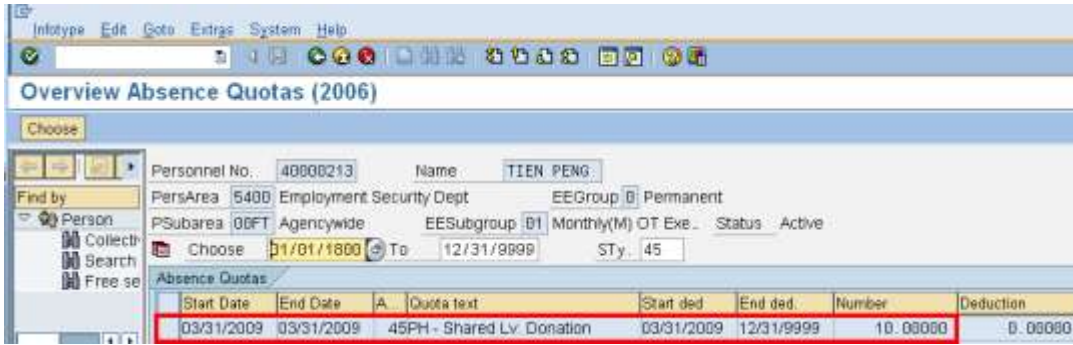
ℹ️ Note: Once you have verified that the quota balance for quota type **45- PH Shared Leave Donation,** you will want to verify that the quota type **42- Personal Holiday** has been reduced.

25. Enter quota type. **42** (**Personal Holiday)** into the STy. field

26. Click ✅ (Enter)

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Results
You have successfully reduced a Personal Holiday quota type 42 and increased the quota type 45- PH Shared Leave donation for an employee who wants to donate their Personal Holiday as Shared Leave

Comments
Refer to the user procedures **Shared Leave Create Eligibility, Shared Leave Donation and Shared Leave Returning the donation** for assistance.