Quota_Create YTD Sick leave earned and taken for YTD buyout	Transaction Code: PA30

Purpose   Use this procedure when an employee transfers into your agency from an agency that does not maintain leave balances within HRMS.

You will need to create records to capture the Year to date (YTD) sick leave earned and taken for the employee which is used for the YTD sick leave buyout calculation.

Trigger   Perform this procedure to create the YTD Sick leave earned and taken.

Prerequisites   Employee transfers from an agency that does not maintain leave balances in HRMS into your agency and needs sick leave earned and taken balances created.

End User Roles   Payroll Processor, Leave Corrections Processor

Change History	Change Description
11/13/2007	Created
4/22/2010	Screen shots updated to match current system. Helpful hint added
3/4/2013	Added note to step 17 and added steps 18-24
Menu Path	Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code   PA30

Helpful Hints	ⓘ This procedure does not establish the **accrual** balance for the employee, it captures the sick leave hours taken and earned hours for the employee that is used in the sick leave buyout calculation.
	ⓘ Refer to the OLQR user procedure "Appointment Change Action – Transfer" for additional information regarding transfers.

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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	**Example**: Save your entries. **Action**: Perform the required action to proceed.

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**: 40000084

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

4. Click the tab to select.

5. Click to select.

6.   Enter the **last** day the employee worked at the losing agency into the Period Selection.

7.   Click (Create) to create a new record.

8.	Complete the following fields:
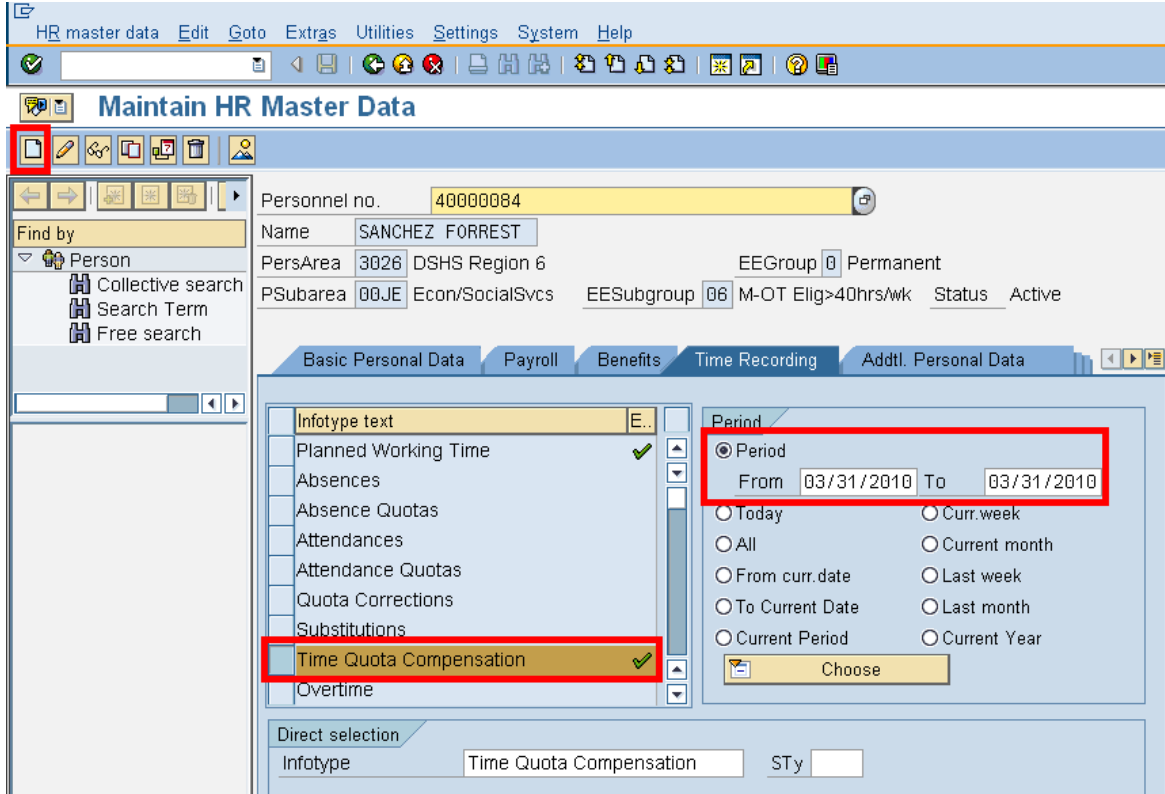
Field Name	R/O/C	Description
R=Required Entry O=Optional Entry C=Conditional Entry		
Type	R	The absence quota type **Example** 90- Sick Leave Conversion
Number	R	This is the Year to date total number of sick leave hours earned from the start of the year until the employee's last day with the losing agency. **Example: 32**
Valid From	R	The employees' last day at the losing agency **Example: 3/31/2010**
End Date	R	The employees' last day at the losing agency

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		Example: 3/31/2010
Deduction from	R	The employees' last day at the losing agency **Example: 3/31/2010**
Deduction to	R	This is the date on which the deduction record should end, or cease being effective **Example: 12/31/99999**

9. Click ✅ (Enter) to validate the information.

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10. Click ![Save icon] (Save) to save.

11. Click ![Time Quota Compensation] to select.

12. Click ![Create icon] (Create) to create a new a record

Subtypes for infotype "Time Quota Compensation" (1)   14 Entries found

ESG	PSG	Comp.meth.	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

13. Double- Click `2   10   9999       YTD Sick Lv Taken - Conv` .

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. This field defaults to date of entry. **This date needs to be the same date that was used when creating the employee's Absence Quotas (2006). The last day the employee worked for the losing agency.** **Example:** 3/31/2010
No. to compensate	R	This allows the user to enter the number of hours or days a quota type to be paid out to an employee. Enter the employees YTD sick leave taken up to the transfer in this field. **Example: 12**

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16. Click ✅ (Enter) to validate entries.

17. Click 💾 (Save) to save.

⚠️ Agencies will need to create a *Quota Correction (2013)* Leave Type *30- Sick Leave* to establish the employee's sick leave balance from the losing agency.
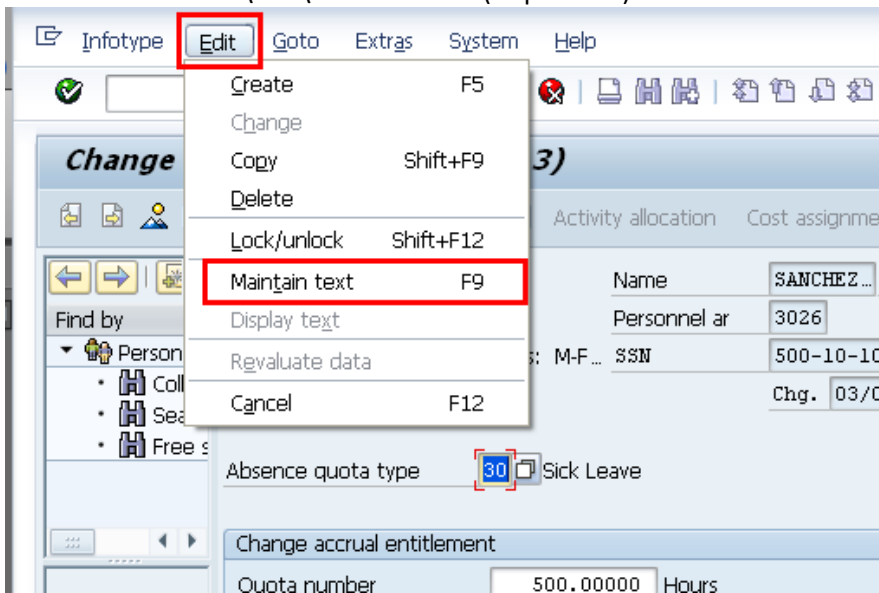
ℹ️ Once you have created the *Quota Correction (2013)* you will need to create a **Text Note** on the employees *Quota Correction (2013)* to indicate this as a prior year adjustment so it will be excluded from the employees' **Year-to-Date** sick leave earned from the sick leave buyout reports.
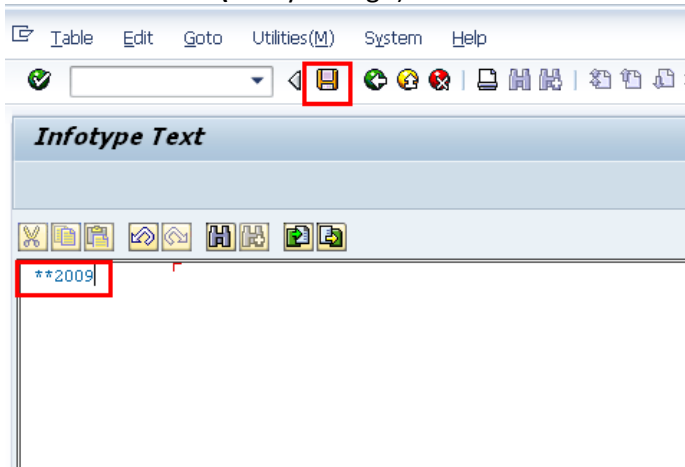
18. Access the *Quota Correction (2013)* that was created
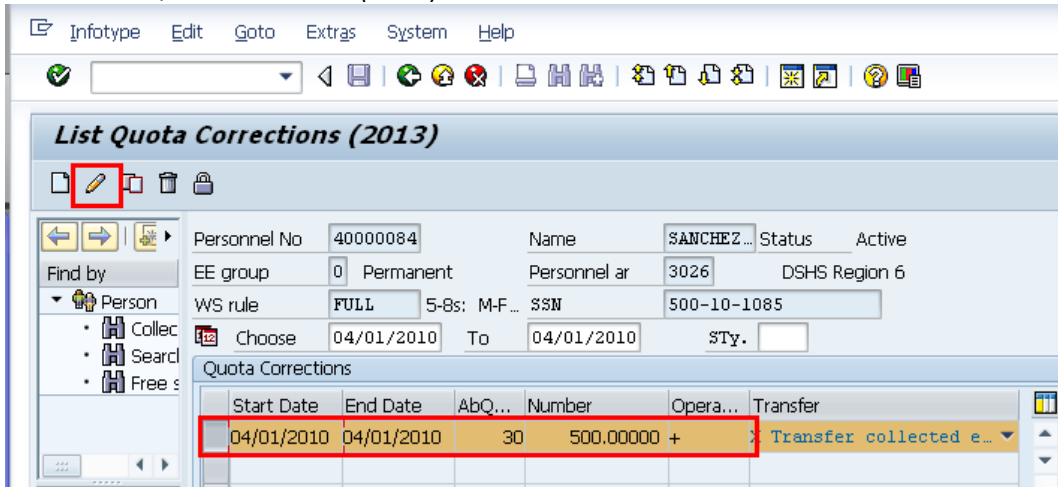
19. Click the [pencil icon] (Change) to add the Text Note.
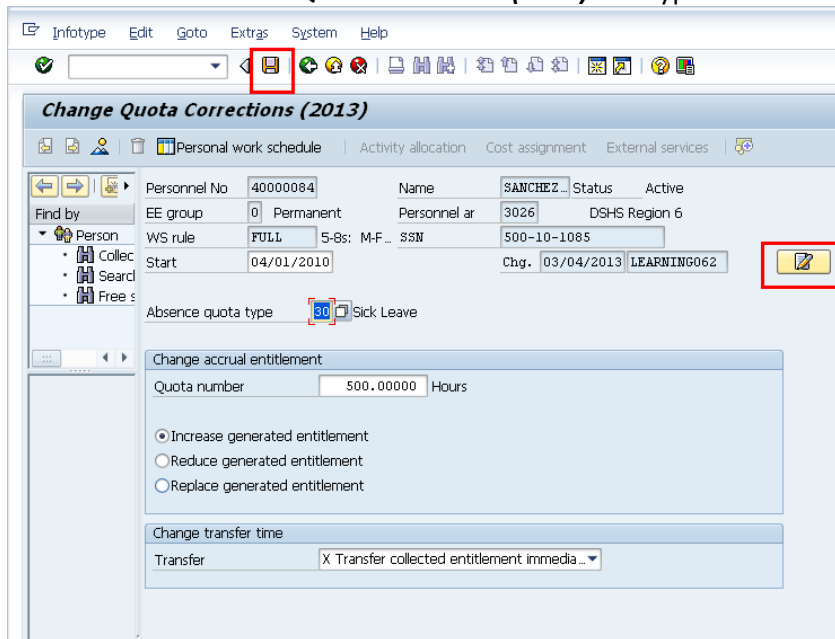
20. Go to the Menu Bar\Edit\Maintain Text (or press F9)

21. Enter the ****YYYY (**four year digit)

22. Press ![save icon] (Save) to Save.

a. You will be taken to the *Quota Correction (2013)* infotype

23. Press ![save icon] (Save) to Save.

![info icon] The system displays the message, "Record Created."

24. You have completed this transaction.

Results
You have created the records to capture the Year to date (YTD) sick leave earned and taken for the employee which is used for the YTD sick leave buyout calculation.