Quota_Removing Accrued Leave

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
8/6/2007	Kelly Welsh	Initial draft
8/7/2007	Kelly Welsh	Edits from SME review
8/16/2007	Kelly Welsh	Edits from SME review

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Purpose

Use this procedure to remove accrued annual leave when an employee separates from state service prior to completing six continuous months of employment.

The accrued amount will need to be removed so it is not accessible to the employee if they do return to state service at a later date.

For example:

An employee was hired on March 1st and separated from state service on June 30th. The employee accrued four months of annual leave. Since the employee is not entitled to the leave accrued the quota needs to be zeroed (0) out.

Refer to WAC 357-31-190 (When can an employee start to use accrued vacation leave) for questions on accrued leave.

Trigger

Perform this procedure when an employee has voluntary or involuntarily separated from state service prior to the completion of six continuous months and has accrued annual leave.

Prerequisites

Employee has separated from state service. See the Separation Action procedure for processing an employee separation action.

Date	Procedure Update Log
8/6/2007	Created

Transaction Code

PA30

Helpful Hints

- Refer to WAC 357-31-190 (When can an employee start to use accrued vacation leave) for question on accrued annual leave.

- Refer to WAC 357-31-225 (Holidays and Leave) for questions on Leave Accrual.

- When performing quota corrections never perform corrections for the same quota type using the same "Start" date. If you do, it causes a time evaluation error, "Collision of quota corrections," and the quota corrections will not process.

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:

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Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to 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 proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

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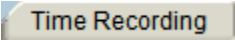
1.   Start the transaction using the transaction code **PA30**

Maintain HR Master Data

2.   Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. **Example:** 245432

3.   Click (**Enter)** to validate personnel number and bring employee's record up.

4.   Click tab.

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Maintain HR Master Data

5. Click [Quota Corrections] to select.

> ℹ You can also access the *Quota Corrections* Infotype using the direct selection. In the direction selection field enter *Quota Corrections* in the Infotype field and enter 31 (Annual/Leave Vacation) in the Sty field.

6. Click ☐ (**Create**) to create a new record.

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Subtypes for infotype "Quota Corrections" (1) 14 Entries found

ESG	PSG	AQT...	Quota text
2	10	30	Sick Leave
2	10	31	Annual Leave/Vacation
2	10	34	Jus. Excess Leave
2	10	35	Compensatory Time
2	10	37	Exchange Time
2	10	38	Military Leave
2	10	39	Holiday Credits
2	10	40	Excess Vacation Acrual
2	10	41	Shared Leave
2	10	42	Personal Holiday – Shift
2	10	43	Settl Leave WSP
2	10	44	Recognition Lv (non-rep)
2	10	45	PH - Shared Lv. Donation
2	10	46	Sick Leave Pool

14 Entries found

7. Select the quota type ║2   10   31   Annual Leave/Vacation .

8. Click ✔ (**Copy**) to accept.

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Create Quota Correction (2013)

⚠️ For each month that the employee accrued leave, you will need to complete this procedure.
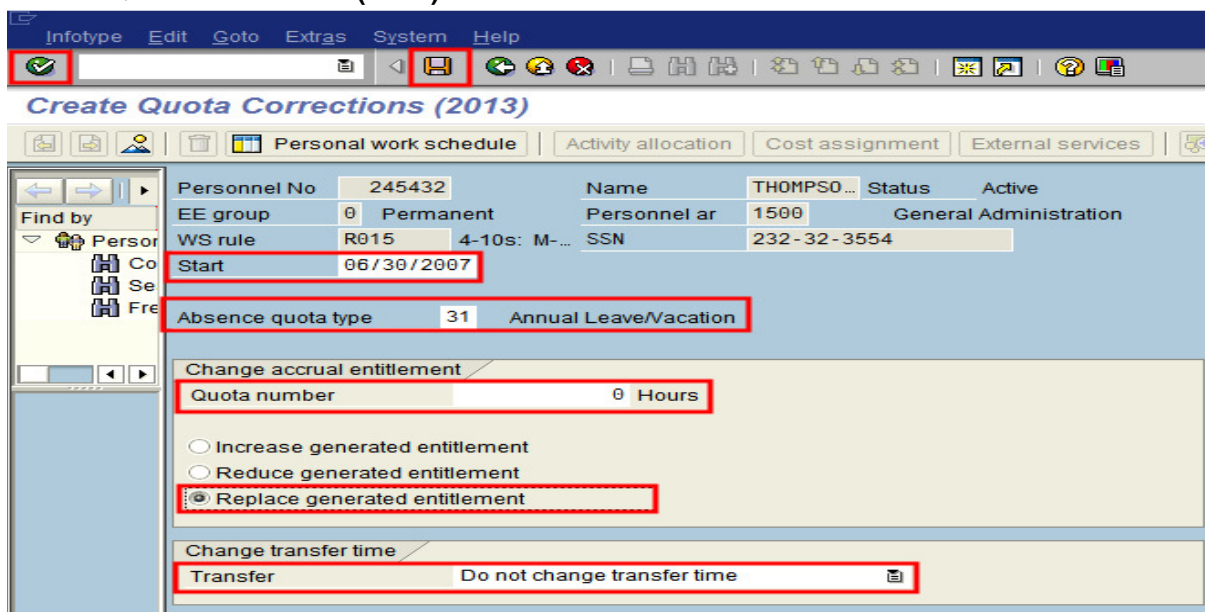
9. Complete the following fields:

Field Name	R/O/C	Description
Start	R	Enter the **last** date of each month that the employee accrued leave. **Do not use any other date** ℹ️ This field defaults to the date of entry; you must change this to the last day of the month. For this example: the dates would be 4/30/2007, 5/31/2007 and 6/30/2007 **Example:** 6/30/2007
Absence Quota Type	R	Type of Absence Quota **Example: 31** Annual Leave/ Vacation

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Field Name	R/O/C	Description
Quota Number	R	This specifies the number of hours or days of quota that an employee has earned.
		Example: 0

Since the employee is not entitled to the leave accrued the amounts accrued need to be zeroed (0) out.

10. Click ○ Replace generated entitlement radio button. This will replace the accrued hours of Annual Leave/Vacation leave to the number keyed in the Quota Number field.

11. Verify that Transfer Do not change transfer time is selected

Create Quota Correction (2013)

12. Click (**Enter**) to validate entries.

13. Click (**Save**) to save.

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Maintain HR Master Data

The system displays the message, "Record created."

For each month that the employee accrued leave, you will need to complete this procedure.

Time Evaluation

Run the **ZT60** (Time Evaluation) to update the quotas records.

Maintain HR Master Data

14. Enter the transaction code /**NZT60** in the command field to close out the transaction PA30 and open the transaction ZT60 (**Time Evaluation)**.

15. Click [Enter icon] (**Enter)** to start transaction.

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HR TIME: Time Evaluation

16.   Complete the following fields:
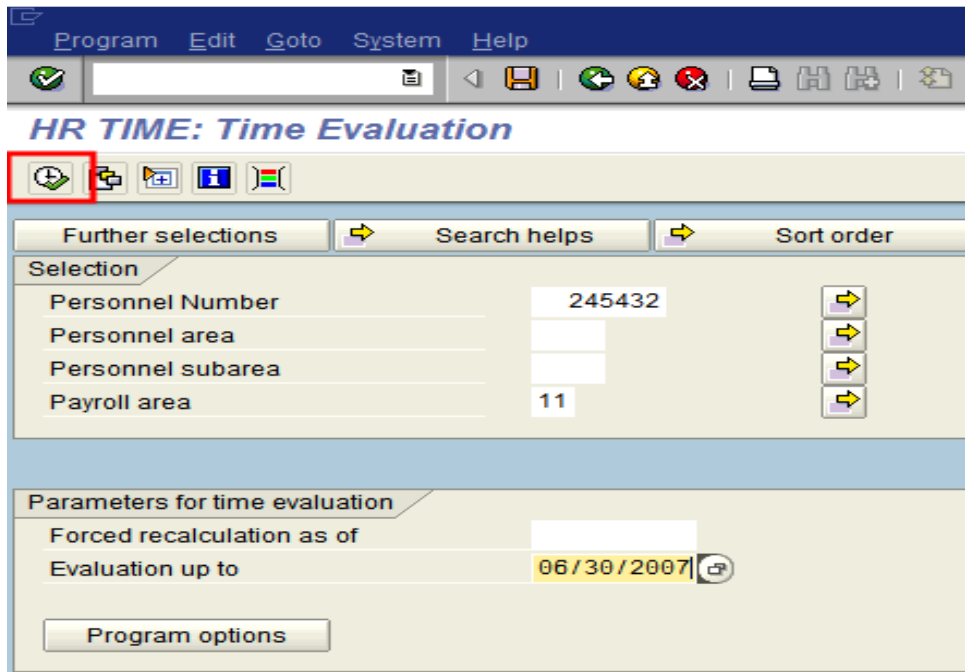
Field Name	R/O/C	Description
Personnel Number	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. **Example:** 245432
Payroll Area	R	Groups and designates the employees whose payroll is run on the same date. The Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. **Example:** 11

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Field Name	R/O/C	Description
Evaluation up to	R	Enter the date on which time evaluation must end. ❌ Very important to enter the **to** date, otherwise the system will transfer all future time entries. ⚠️ Using the last day of the last month that the employee accrued leave, will transfer all entries that were created up to this date. **Example:** **6/30/2007**

HR TIME: Time Evaluation

17.   Click ⊕ (**Execute)** to execute the process.

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Display Log Tree
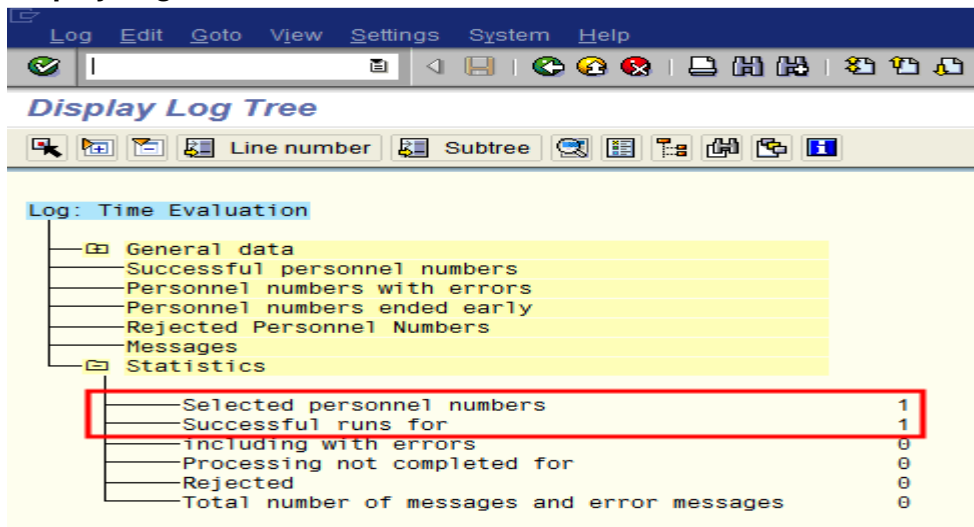
18.   Verify Successful personnel numbers run.

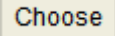**19.**   You have completed this transaction.

Result

You have successfully zeroed out the accrued Annual Leave/Vacation hours.

Comments

To verify the quota corrections were done successfully, use the transaction code **PA20 (**Display HR Master Data).

1. Select **Quota Corrections** (2013) to review corrections.

    a. Select the *All* radio button in the period selection.

    b. Enter the quota type **31 (**Annual/Vacation leave) in the Sty. field in the direct selection to display only Annual/Vacation leave.

    c. Click (**Overview**) to view all Annual/Vacation leave.

    d. Select the month(s) to view and click the Choose button on the application bar. The quota number should now be zero (0).

2. Select **Absence Quota** (2006) to verify the quota balance is zero (0).

    a. Select the *All* radio button in the period selection.

    b. Enter the quota type **31 (**Annual/Vacation leave) in the Sty. field in the direct selection to display only Annual/Vacation leave.

    c. Click (**Overview**) to view all Annual/Vacation leave.

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d. Select the month(s) to view and click the [Choose] button on the application toolbar. The quota number should now be zero (0).

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