JEV- Preapproved EVA hours to use prior to use of JEV accrual.

Transaction Code: PA30

- PurposeUse this procedure when an employee has been approved for Justified Excess
Vacation (JEV) and has hours in Excess Vacation Accrual (EVA) that have
been approved to use prior to the use of JEV accrual.
- **Trigger** Perform this procedure when you have received notification that an employee has been approved for JEV and has an existing EVA quota balance.
- Employee is over the annual leave maximum of 240 hours and is nearing their anniversary date in which they will lose any EVA quota.
 - Refer to <u>WAC 357-31-215</u> for the requirements and details needed as stated in **2C** of WAC 357-31-215 before establishing a JEV period for your employee.
- **End User Roles** In order to perform this transaction, you must be assigned the following role: Personnel Administration Processor, Payroll Processor

Change History	Change Description				
05/07/013	Procedure created				
Menu Path	Human Resources Personnel Management Administration HR Master Data Maintain				
Transaction Code	PA30				
Helpful Hints	 If an agency creates the employee's JEV period proactively, any EVA will automatically be placed in the JEV quota balance for the designated timeframe. 				
	 When an employee submits a leave request, HRMS will take leave from the employee's quota balance in the following order: 1. JEV 2. EVA 				

3. Annual Leave



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: Decord 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.
or	Action: Perform the required action to proceed.



Procedure

If an employee **already** has an existing EVA quota balance and **has been approved** to use the EVA hours **prior** to any JEV hours, you will need to create a quota correction to move the EVA hours into JEV, and a Time Quota Compensation to reduce the EVA hours.

Scenario

An employee has been approved for JEV from 6/16/2013 to 8/16/2013. The employee still has 52.66678 hours of EVA to use before the anniversary date of 8/1/2013.

By using the *Date Specification (0041)* infotype and establishing the JEV period, when the employee receives their annual leave increment on June 16th it will automatically be placed into the JEV balance.

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

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	Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data Infotype text E. Period O Period Organizational Assignment Image: Construction of the second of the se

R=F	Required	Entry O=Optional Entry C=Conditional Entry
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number.
		Example: 40000200

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



4.	Under Basic Personal Data click the box to the left of Date Specifications to select.
5.	Click ^{O All} radio button in the Period Section.
	E≠ HR master data Edit Goto Extras Utilities Settings System Help I ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
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	Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data
6. 7.	Click (overview) to display all records
	List Date Specifications (0041)
	Image: Constraint of the second state of the second sta

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8.

Click the box to the left of the most current record to select and click (Copy) to copy the current record. By using the 🛄 (Copy) you are end dating the current record and creating a copy of the existing records to add the JEV begin and JEV end dates. Using the copy functions eliminates unnecessary reentry of the existing date types.



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R=F	Required	Entry O=Optional Entry C=Conditional Entry
Field Name	R/O/C	Description
Start Date	R	The date the record is valid from. Example: 5/16/2013
Date Type	R	The date type. Place your cursor into the first blank field in the <i>Date Type</i> column and click (Matchcode) to open the selection list: Date type (1) 33 Entries found Restrictions VED (Matchcode) to open the selection ist: Date type (1) 33 Entries found Restrictions VED (Matchcode) to open the selection ist: Date type (1) 33 Entries found Restrictions VED (Matchcode) to open the selection ist: Date type (1) 33 Entries found Restrictions VED (Matchcode) to open the selection ist: VED (Matchcode) to open the selection ist: VED (Matchcode) to open the selection Selection National Matchcode) to open the selection Selection Open the selection National Matchcode) to open the selection Selection Open the selection National Matchcode) to open the selection Selection Open the selection National Matchcode) to open the selection Selec



		Example: 16 JEV Begin date			
Date	R	The start date of the JEV period Example: 6/16/2013			
Date Type	R	The date type. Place your cursor into the first blank field in the <i>Date Type</i> column and click (Matchcode) to open the selection list: Tote type (1) 33 Entries found Restrictions Tote type 1 Anniversary Date 2 Appointment Date 3 Original Hire Date 4 Prior PID 5 Seniority Date 6 Separation Eff. Date 9 Vac Lv Frozen UpTo 10 Sick Lv Frozen UpTo 11 Person group entry 12 Commission Date 13 Commission Date 14 Other Agncy Comm Dt 15 Length of service 16 JEV Bedin Date 17 JEV End Date 33 Entries found Example: 17 JEV End Date			
Date	R				



It is an agencies responsibility to monitor the end date of JEV based upon the statement of necessity .
Example: 8/16/2013

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10. 11. Click (Enter) to validate the information

Click (Save) to save.

Next you will need to create the **Quota Correction** to **increase** the employee's JEV balance by the **approved EVA** hours.

12. On the *Maintain HR Master Data* screen click the box to the left of *Quota Corrections* (2013).

Quota Corrections



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- 13.
- Click (Create) to create the quota correction. Select the appropriate quota type from the *Subtypes for infotype "Quota Corrections"* 14.

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2	50	40	Excess Vacation Acrual					
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					
2	50	49	Temp Salary Reduction Lv.					
Cli	ck	V	(Copy) to accept					

Example: 34- Jus. Excess Leav.



R=I	Required	Entry O=Optional Entry C=Conditional Entry			
Field Name	R/O/C	Description			
Start date	R	The date the record is valid from. Example: 5/16/2013			
Quota Number	R	The hours of the quota accrual. Example: 52.66678			
Increase generated entitlement	R	Select this radio button			
Transfer	R	 Specify how you want the quota correction to be processed. Select: Do not change transfer time The quota correction is not processed until the time at which the 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. Transfer collected entitlement immediately The quota correction is processed in the next time evaluation run. If you run the time evaluation directly for the employee, the value of the quota correction in the <i>Absence Quotas</i> infotype (2006) directly afterwards. Only transfer quota correction immediately The quota correction is processed in the next time evaluation run. If you run time evaluation in the <i>Absence Quotas</i> infotype (2006) directly afterwards. Example: Transfer collected entitlement immediately. 			



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Click 🤎 (Enter) to validate.

Click 🔲 (Save) to save entries.

Next you will need to **reduce** the existing EVA quota balance for the employee.

18. Click the box to the left of *Time Quota Compensation (0416)* to select and click (Create).



16.

17.

Maintain HR Master Data Image: Status Maintain HR Master Data Image: Status Maintain HR Master Data Personnel no. 40000200 Name KORZE JOZICA PersArea 5400 Employment Security Dept EEGroup O PersArea 5400 Employment Security Dept EEGroup O Permanent PSubarea ODFT Agencywide EESubgroup OI Monthly(M) OT Exe Status Active Basic Personal Data Payroll Benefits Time Recording Addtl. Personal C C Infotype text s Period Period From To To To Absences Maintain Current month From curr.date Last week To Current Date Last month Current Period Current Year Uota Corrections Substitutions Choose Overtime Choose Overtime Direct selection Election Election Election Election Election	🖉 💽 🔹 🎝 🔛 🖉	ilities(M) Settings System Help 🔇 🗋 🏭 🖧 🎝 🍄 🎝 🎗 🛒 🗾 🎯 📭			
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19. Double click the appropriate quota type from the *Subtypes for infotype "Time Quota Compensation"*



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2	50	9005	Sick Leave Buyout-Annual					
2	50	9006	Comp Time Buyout					
2	50	9007	Sick Leave Buyout - VEBA					
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Example: 1000 - Free Compensation. Click (Copy) to accept

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Click 🦉 (Enter) to valid	ate entries.	:			

21. 22.

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Click 📕 (Save) to save entries.

Run the *Time Evaluation (*ZT60) to transfer the quota balances.

23. Enter /N**ZT60** into the command field and press (Enter).



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	R=Required	Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description		
Personnel	R	The employee's unique identifying number.		
Number				
Example: 40000200				

25.

Click (Execute) to run the *Time Evaluation*



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26.	Click the Time Recording tab.
27.	Click the box to the left of Absence Quotas to select.
28.	Click the All radio button under Period to view.
29.	Click the ^(Overview) to view all records.
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	05/01/2013	1	52.66678	0.00000	, ion	10	-	

30. You have completed this transaction.

Results

You have created the JEV period for the employee. You have increased the JEV quota balance by the approved EVA hours and you have removed the approved EVA hours from the balance.

Comments:

• Use the **Attendance System Change Report (ZHR_RPTTM084)** after the first payroll processing day to verify the quota balances. You may also use the *Absence Quotas (2006)* Infotype to view the adjustments.

