

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

Transaction Code:  
PA30

**Purpose** Use 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.

**Prerequisites**

- 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 [WAC 357-31-215](#) 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
<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

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**.

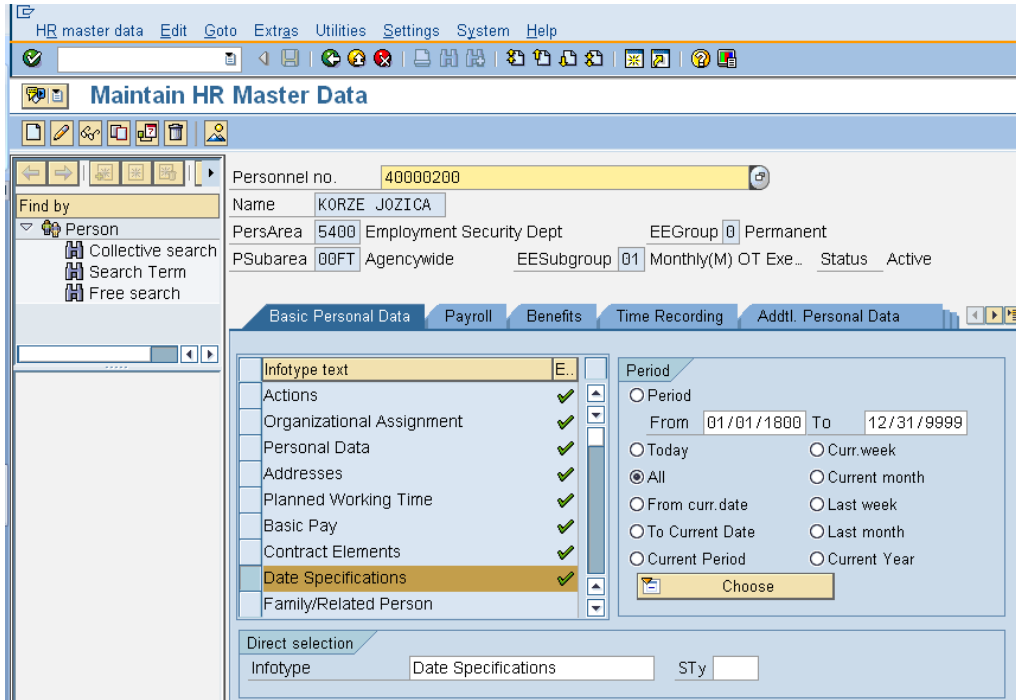
The screenshot shows the SAP HR Master Data interface. The 'Date Specifications' infotype is selected, and the 'Period' section is active. The 'From' date is 01/01/1800 and the 'To' date is 12/31/9999. The 'All' radio button is selected under the 'Period' section.


2. Complete the following fields:

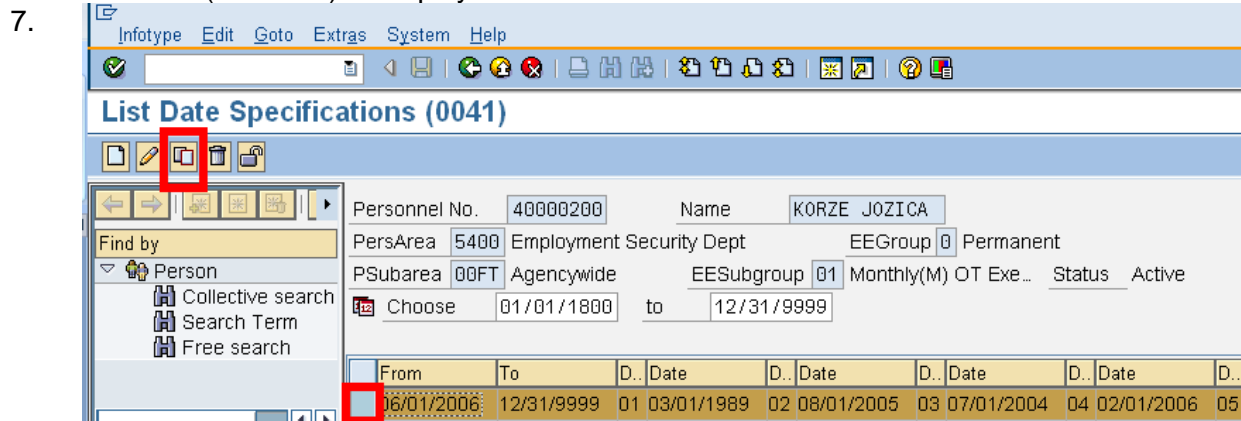
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number.  <b>Example: 40000200</b>



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  All radio button in the Period Section.




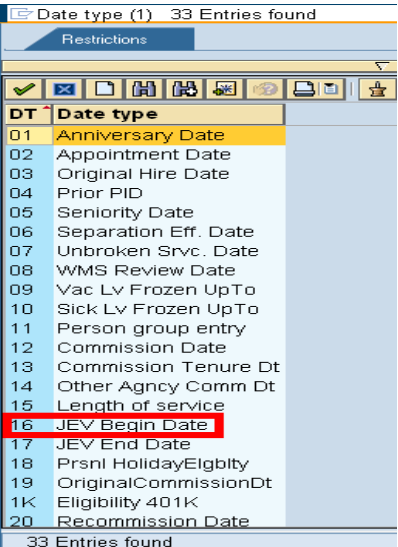
6. Click  (overview) to display all records


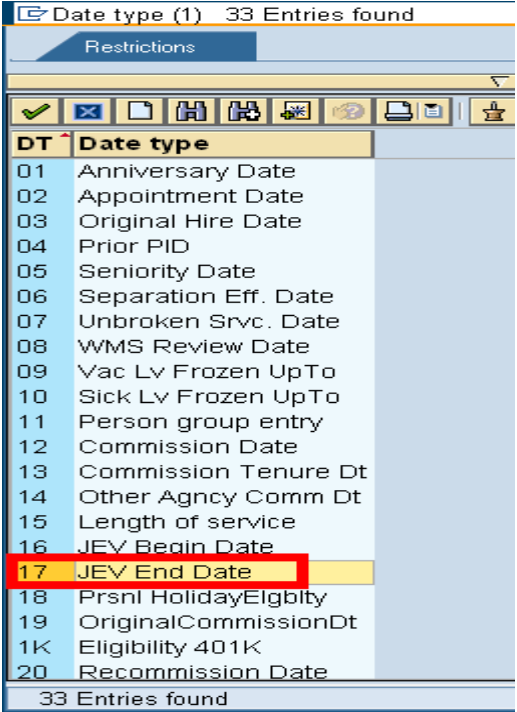




8. Click the box to the left of the most current record to select and click  (Copy) to copy the current record. By using the  (Copy) you are end dating the current record and creating a copy of the existing records to add the JEV begin and JEV end dates. Using the copy functions eliminates unnecessary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

Date type	Date	Date type	Date
01 Anniversary Date	08/01/1989	02 Appointment Date	08/01/2005
03 Original Hire Date	07/01/2004	04 Prior PID	02/01/2006
05 Seniority Date	08/30/2000	07 Unbroken Srvc. Date	08/30/2000
18 Prsnl HolidayElgbity	06/16/2006		


9. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start Date	R	The date the record is valid from. <b>Example: 5/16/2013</b>
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: 

		<b>Example: 16 JEV Begin date</b>
Date	R	The start date of the JEV period <b>Example: 6/16/2013</b>
Date Type	R	<p>The date type.</p> <p>Place your cursor into the first blank field in the <i>Date Type</i> column and click  (Matchcode) to open the selection list:</p>  <p><b>Example: 17 JEV End Date</b></p>
Date	R	<p>The end date of the JEV Period.</p> <p> If this date type is not entered JEV will continue to accrue for the employee because in HRMS the end deduction date for JEV is set as 12/31/9999. Enter the end date which is stated on the <b>statement of necessity</b> as the end date.</p> <p> The JEV end date only specifies when HRMS will stop accruing JEV, it does not end date the actual record.</p>

		<p>It is an agencies responsibility to monitor the end date of JEV based upon the <b>statement of necessity</b>.</p> <p><b>Example: 8/16/2013</b></p>
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Date type	Date	Date type	Date
01 Anniversary Date	08/01/1989	02 Appointment Date	08/01/2005
03 Original Hire Date	07/01/2004	04 Prior PID	02/01/2006
05 Seniority Date	08/30/2000	07 Unbroken Srvc. Date	08/30/2000
16 JEV Begin Date	06/16/2013	17 JEV End Date	08/16/2013
18 Prsnl HolidayElgbity	06/16/2006		

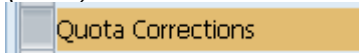
10. Click  (Enter) to validate the information

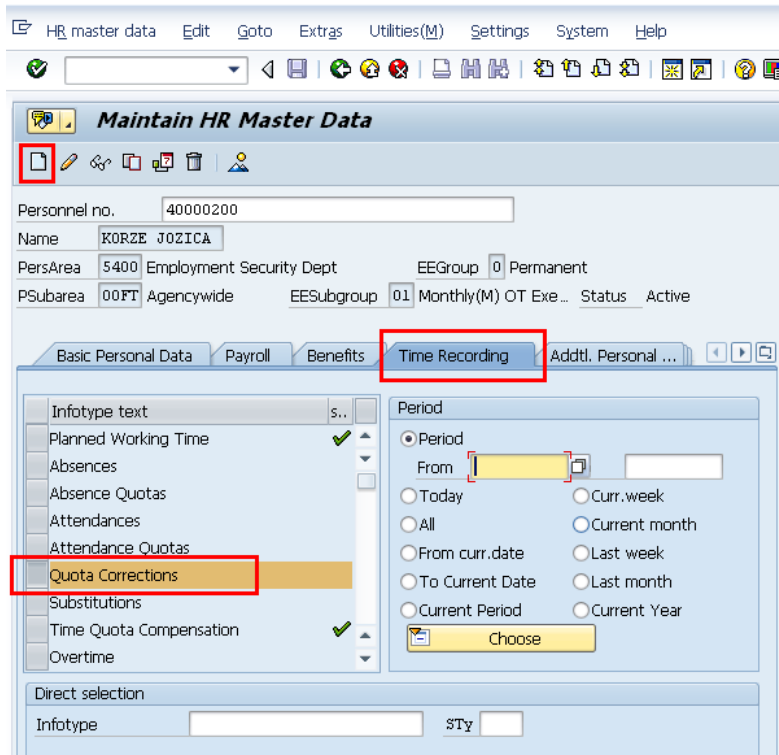
11. Click  (Save) to save.




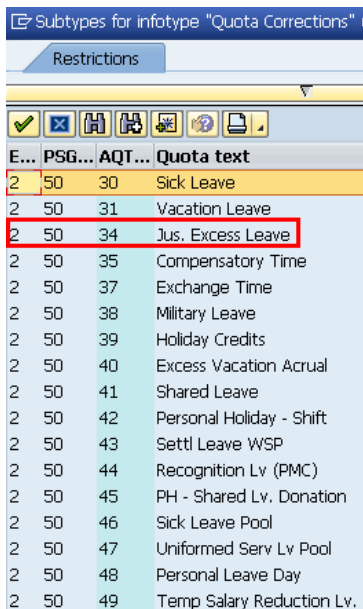
Next you will need to create the **Quota Correction** to **increase** the employee's JEV balance by the **approved EVA** hours.


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





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



Click  (Copy) to accept

Example: 34- Jus. Excess Leav.



15. Complete the following fields:

R=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. <b>Example:</b> 52.66678
Increase generated entitlement	R	Select this radio button
Transfer	R	Specify how you want the quota correction to be processed. Select: <ul style="list-style-type: none"> <li>• <b>Do not change</b> 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.</li> <li>• <b>Transfer collected entitlement immediately</b> 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 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:</b> Transfer collected entitlement immediately.</p>

Infotype Edit Goto Extras System Help

### Create Quota Corrections (2013)

Personal work schedule | Activity allocation | Cost assignment | External services


Personnel No: 40000200 Name: KORZE J... Status: Active  
EE group: 0 Permanent Personnel ar: 5400 Employment Security Dept  
WS rule: FULL 5-8s: M-F... SSN: 500-10-1151  
Start: 5/1/2013


Absence quota type: 34 Jus. Excess Leave

Change accrual entitlement  
Quota number: 52.66678 Hours

Increase generated entitlement  
 Reduce generated entitlement  
 Replace generated entitlement

Change transfer time  
Transfer: X Transfer collected entitlement immedia...

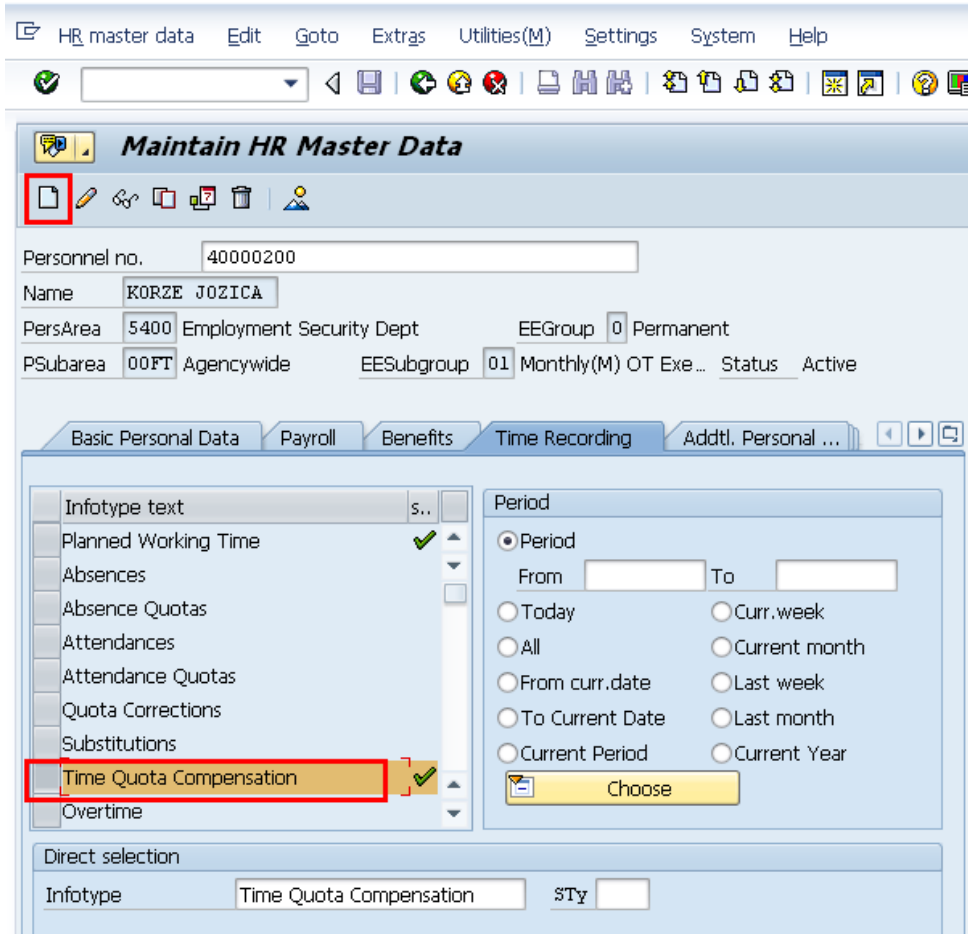
16. Click  (Enter) to validate.

17. 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).



19. Double click the appropriate quota type from the *Subtypes for infotype* "Time Quota Compensation"

Subtypes for infotype "Time Quota Compensation"

Restrictions

E...	PSG...	Comp.me...	Description
2	50	1000	Free compensation
2	50	9000	EVA removal
2	50	9001	Sick Leave Buyout - Tax
2	50	9002	Sick Leave Buyout -No Tax
2	50	9003	Annl Leave Buyout-Ret
2	50	9004	Annl Leave Buyout -No Ret
2	50	9005	Sick Leave Buyout-Annual
2	50	9006	Comp Time Buyout
2	50	9007	Sick Leave Buyout - VEBA
2	50	9008	Comp Time Buyout-No Ret
2	50	9009	Holiday Credit Buyout WSP
2	50	9010	Settl Lv Buyout WSP-NoRet
2	50	9011	Settl Lv Buyout WSP-Ret
2	50	9012	Hol. Cr. Buyout WSP-NoRet
2	50	9999	YTD Sick Lv Taken - Conv

**Example:** 1000 - Free Compensation.

Click  (Copy) to accept

Infotype Edit Goto Extras System Help

**Create Time Quota Compensation (0416)**

Compensate Compensate all

Personnel No. 40000200 Name KORZE JOZICA

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

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

Start 05/01/2013

Comp. method 1000 Free compensation

Compensation specifications

Automatic compensation  
 Manual compensation

Time quota type  Excess Vacation Accrual

Compensation rule


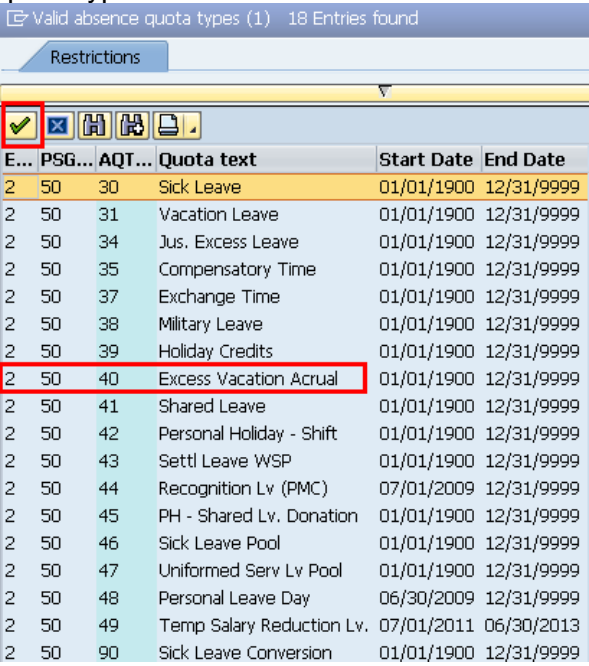
No. to compensate

Do not account

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT
30	Sick Leave	559.80000	Hours	0.00000	433.30000	
30	Sick Leave	8.00000	Hours	0.00000	8.00000	

20. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	This is the date on which the record begins.  <b>Example: 5/1/2013</b>
Time Quota Type	R	This is the quota type to be reduced.   Click on the matchcode to open the Valid Absence quota types.  <b>Example: 40- Excess Vacation Acrual</b>
No. to Compensate	R	This allows the user to enter the number of hours or days of quota type to be removed from the employee's quota balance.  <b>Example: 52.66678</b>
Do not account	R	<b>Check</b> the box to the left of this. This will stop the system from trying to pay the employee for the hours entered in the No. to compensate field.

Infotype Edit Goto Extras System Help

**Create Time Quota Compensation (0416)**

Compensate Compensate all

Personnel No. 40000200 Name KORZE JOZICA

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

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

Start 05/01/2013

Comp. method 1000 Free compensation

Compensation specifications

Automatic compensation  
 Manual compensation





Time quota type 40 Excess Vacation Accrual

Compensation rule

No. to compensate 52.66678  
 Do not account

Absence quotas


ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT
30	Sick Leave	559.80000	Hours	0.00000	433.30000	
30	Sick Leave	8.00000	Hours	0.00000	8.00000	


21. Click  (Enter) to validate entries.
22. Click  (Save) to save entries.
-  Run the *Time Evaluation (ZT60)* to transfer the quota balances.
23. Enter **/NZT60** into the command field and press  (Enter).


**HR TIME: Time Evaluation**


Further selections   Search helps   Sort order

Selection

Personnel Number  

Personnel area  

Personnel subarea  

Payroll area  

Parameters for time evaluation

Forced recalculation as of

Evaluation up to

Program options

Display log


Test run (no update)

Stop at function/operation BREAK

Stop at fixed positions in time evaluation

24. 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> 40000200

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


The screenshot shows the 'Display Log Tree' application interface. At the top, there is a menu bar with 'Log', 'Edit', 'Goto', 'View', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays a tree view under the heading 'Log: Time Evaluation'. The tree structure is as follows:

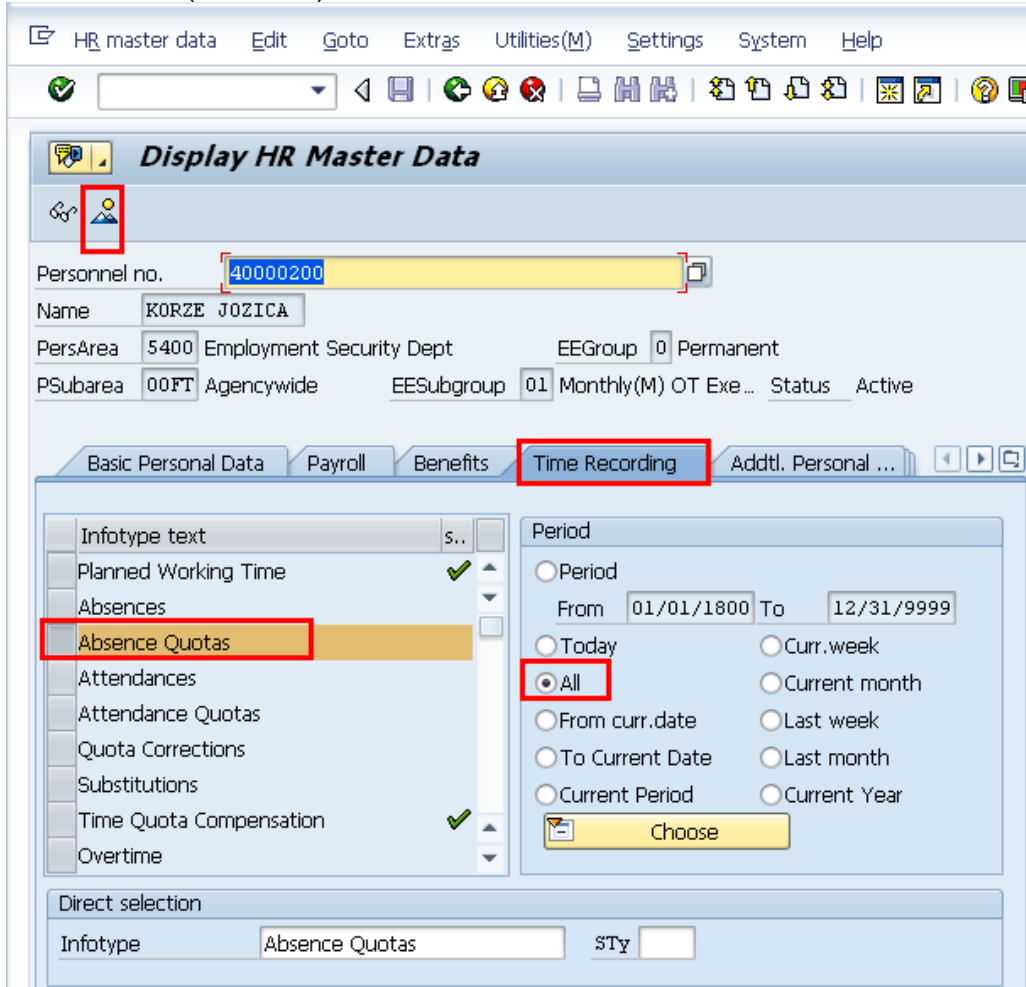
- General data
  - Successful personnel numbers
  - Personnel numbers with errors
  - Personnel numbers ended early
  - Personnel Numbers Rejected
- Messages
- Statistics
  - Selected personnel numbers: 1
  - Successful runs for: 1
  - including with errors: 0
  - Processing not completed for: 0
  -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

 To view the quota balances enter **/NPA20** into the command field and press  (Enter).

This screenshot is identical to the one above, but the command field in the toolbar is highlighted with a red box and contains the text '/NPA20'. The rest of the application interface, including the menu, toolbar, and tree view, remains the same.



- 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.



Start Date	End Date	A... Quota text	Start ded	End ded.	Number	Deduction	From	To	L
05/01/2013	05/01/2013	34 Jus. Excess Leave	05/01/2013	12/31/9999	52.66678	0.00000			
05/01/2013	05/01/2013	40 Excess Vacation Accrual	05/01/2013	03/27/2014	52.66678	52.66678			

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.