## **Quota Correction- List Entry**

Purpose	Use this procedure to create multiple quota corrections for an employee at one time.
Trigger	Follow this procedure when there is a business need to create multiple quota corrections for an employee.
Prerequisites	None.
End User Roles	In order to perform this transaction you must be assigned the following role: <b>Time and Attendance Processor</b> , <b>Payroll Processor.</b>

Change History				
Date	Change Description			
10/19/2012	Procedure Created			
10/31/2012	Added note about removing accrual for LWOP			

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

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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
	<b>Example</b> : Solution 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.
	Example: Save your entries. Action: Perform the required action to proceed.



## Scenario:

An employee was hired with accelerated quota accrual rates. Instead of accruing 8 hours of Annual Leave each month, they will be accruing 12 hours of Annual leave. You will need to create a Quota Correction for each Leave Accrual month to give the employee the correct hours.

## Procedure

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

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Actions	Period						
Organizational Assignment	From To						
Personal Data	O Today O Curr.week						
Addresses	O All O Current month						
Planned Working Time	O From curr.date O Last week						
Basic Pay	O To Current Date O Last month						
Contract Elements OCurrent Period OCurrent Year							
Data Propinstiona							
Family/Related Person							
Direct selection							
Infotype	STy						

2. 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: 40000533					

3. Click 🔮 (Enter) to validate the information.



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	Personnel no. 40000533
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	Personal Data V OToday O Curr.week
	Addresses     Image: Addresses       Planned Working Time     Image: Addresses         Image: Addresses     Image: Addresses
	Basic Pay V OTo Current Date O Last month
	Contract Elements  OCurrent Period OCurrent Year
2	Date Specifications     Image: Choose       Family/Related Person
	Direct selection
	Infotype
4. Click the	Time Recording tab.
5. Click the b	ox to the left of Quota Corrections to select.
6. Select <b>Go</b>	to on the Menu Bar and select <i>List Entry</i>
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Personnel no.

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Maintain Quota Corrections (2013)	
Choose 🖸 🗃 🖴 New page	
Personnel No 40000533 Name Jackson Status Active	
EE group B Civil Service Exem Personnel ar 1050 Office of Finance	cial Mgmt
WS rule         FULL         5-8s:         M-F         SSN         856+54+8987	
Quota Corrections	
Date AbQu Quota text Number Operation	Transfer Ll

7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry							
Field Name	R/O/C	Description					
Date	R	The Last day of the Accrual Month.					
		Example: 10/31/2012					
AbQuotaType	R	The quota type that is to be changed. Click on the Matchcode to display the list of quota types. Example: 31- Vacation Leave					
Number	R	Enter the <b>total</b> hour of leave accrual the employee should receive.					
Operation	R	This tells the system what to do with the accrual.					



		Click on the Matchcode to display the list of Opertations.
		Example: = ( Specified value replaces the entitlement)
Transfer	R	Specify how you want the quota correction to be processed.
		<ul> <li>Select:</li> <li>Do not change transfer time The quota correction is not processed until the time at which 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>Transfer collected entitlement immediately 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 and any entitlement already accrued by time evaluation are available for deduction in the <i>Absence Quotas</i> infotype (2006) directly afterwards.</li> <li>Only transfer quota correction is processed in the next time evaluation run. If you run time evaluation run. If you run time Absence Quotas infotype (2006) directly afterwards.</li> <li>Example: Do not change transfer time</li> </ul>



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WS rule	FULL	5-8	s: M-F	SSN		856-54-89	987			
Quota Correcti	ons									
Date	AbQu	Quota tex	ct		Ν	lumber		Operati	on	Transfer
10/31/2012	31	Vacation	Leave			12.000	900	=		
11/30/2012	31	Vacation	Leave			12.000	900	=		
12/31/2012	31	Vacation	Leave			12.000	900	=		
1/31/2013	31	Vacation	Leave			12.000	900	=		
2/28/2013	31	Vacation	Leave			12.000	900	=		



(Enter) to validate entries.

9.

Click (Save) to save entries. You have **completed** this procedure.

To view the **current** month quota accural, you can run the **Time Evaluation** (ZT60).

Once the future dated quota corrections are established in the system, the accelerated accrual amounts will be available to the employee **after** the regular payroll processing for each accrual month.

Future dated quota corrections will need to be **removed** if an employee goes onto **LWOP** as the employee is not entitled to the leave accural.

10. Enter **ZT60** into the command field.



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HR TIME: Time Evaluation
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Personnel area 😒
Personnel subarea 🔗
Payroll area 🗢
Parameters for time evaluation
Forced recalculation as of
Evaluation up to 10/31/2012
Program options
Display log
Test run (no update)
Stop at function/operation BREAK
Stop at fixed positions in time evaluation

11. 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: 40000533	



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Click 🕑 (Execute).

12.



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

To view the corrected accruals access the employee's *Absence Quotas (2006)*.

13.

Enter **/NPA20** into the command field and press 🥙 (Enter).



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14.	Click the Time Recording to select.
15.	Select the blue box to the left of Absence Quotas to select.
16.	Select the OAll to view all records created.
17.	Enter quota type STy 31 Annual Leave/Vacation to narrow search results.
18.	Click 🚨 (Overview) to display.



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Overview Absence Quotas (2006)			
Choose			
Personnel No. 40000533 Name Jackson Jasper			
PersArea 1050 Office of Financial Mgmt EEGroup B Civil Service Exempt			
PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active			
🔤 Choose 📴 1/01/1800 📴 To 🛛 12/31/9999 STy. 31			
Absence Quotas			
Start Date End Date A Quota text Start ded End ded. Number Deduction			
10/01/2012 10/31/2012 31 Vacation Leave 11/01/2012 12/31/9999 12.00000 0.00000			

## Results

You have successfully established the accelerated quota accrual rate for your employee.

