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:
Time and Attendance Processor, Payroll Processor.

<table>
<thead>
<tr>
<th>Date</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/19/2012</td>
<td>Procedure Created</td>
</tr>
<tr>
<td>10/31/2012</td>
<td>Added note about removing accrual for LWOP</td>
</tr>
</tbody>
</table>

Menu Path
Human Resources ➔ Personnel Management ➔ Administration ➔ HR Master Data ➔ Maintain

Transaction Code
PA30
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:

<table>
<thead>
<tr>
<th>Message Type</th>
<th>Description</th>
</tr>
</thead>
</table>
| Error        | Example: ![Error Icon] Make an entry in all required fields.  
Action: Fix the problem(s) and then click ![Validated Icon] (Enter) to validate and proceed. |
| Warning      | Example: ![Warning Icon] Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.  
Action: If an action is required, perform the action. Otherwise, click ![Validated Icon] (Enter) to validate and proceed. |
| Confirmation | Example: ![Info Icon] 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

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

2. Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Number</td>
<td>R</td>
<td>The employee’s unique identifying number.</td>
</tr>
</tbody>
</table>

   Example: 40000533

3. Click (Enter) to validate the information.
4. Click the **Time Recording** tab.

5. Click the box to the left of **Quota Corrections** to select.

6. Select **Goto** on the Menu Bar and select **List Entry**
7. Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>R</td>
<td>The last day of the accrual month.</td>
</tr>
<tr>
<td>AbQuotaType</td>
<td>R</td>
<td>The quota type that is to be changed.</td>
</tr>
<tr>
<td>Number</td>
<td>R</td>
<td>Enter the total hour of leave accrual the employee should receive.</td>
</tr>
<tr>
<td>Operation</td>
<td>R</td>
<td>This tells the system what to do with the accrual.</td>
</tr>
</tbody>
</table>

Example:  
- **Date**: 10/31/2012  
- **AbQuotaType**: 31 - Vacation Leave  
- **Number**: 12
Click on the Matchcode to display the list of Opertations.

Example: \( = (\text{Specified value replaces the entitlement}) \)

<table>
<thead>
<tr>
<th>Transfer</th>
<th>R</th>
<th>Specify how you want the quota correction to be processed.</th>
</tr>
</thead>
</table>

Select:

- **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 *Absence Quotas* 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 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 *Absence Quotas* 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 directly for the employee, the value of the quota correction is available for deduction in the *Absence Quotas* infotype (2006) directly afterwards.

**Example:** Do not change transfer time
Click **(Enter)** to validate entries.

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

To view the **current** month quota accrual, 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 accrual.

10. Enter **ZT60** into the command field.
11. Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Number</td>
<td>R</td>
<td>The employee's unique identifying number.</td>
</tr>
<tr>
<td>Example:</td>
<td></td>
<td>40000533</td>
</tr>
</tbody>
</table>
Click (Execute).
To view the corrected accruals access the employee’s *Absence Quotas (2006)*.

13. Enter `/NPA20` into the command field and press (Enter).
14. Click the **Time Recording** to select.

15. Select the blue box to the left of **Absence Quotas** to select.

16. Select the **All** to view all records created.

17. Enter quota type **STy 31 Annual Leave/Vacation** to narrow search results.

18. Click **(Overview)** to display.
Results

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