

Quota Removing Accrued Leave

Purpose Use this procedure to remove accrued annual 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.

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.










End User Roles In order to perform this transaction you must be assigned the following role:
Time and Attendance Processor, Payroll Processor.

Change History	
Date	Change Description
4/26/2012	Procedure Created. This procedure supersedes the old <i>Quota- Removing Annual Leave – Quota corrections</i> that has been removed from the OLQR
730/2012	Added steps 5-7 to procedure to view <i>Date Specifications</i> to identify <i>Frozen Up to Date</i> .

Transaction Code PA30

Helpful Hints Run the *Attendance System Change* report to get your employees current quota balance.
Refer to [WAC 357-31-190](#) (When can an employee start to use accrued vacation leave) for questions on accrued annual leave.
Refer to [WAC 357-31-225](#) (Holidays and Leave) for questions on Leave Accrual.

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:  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.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Scenario:


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 removed from their balance.

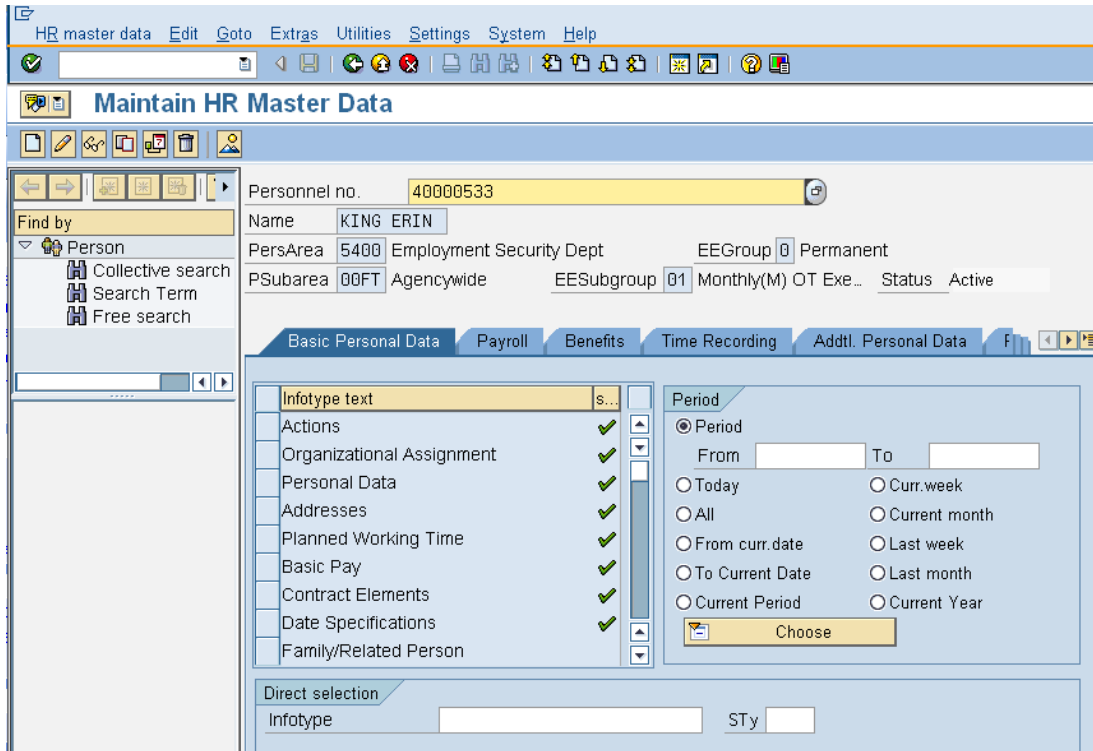
Procedure

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

2. Complete the following fields:

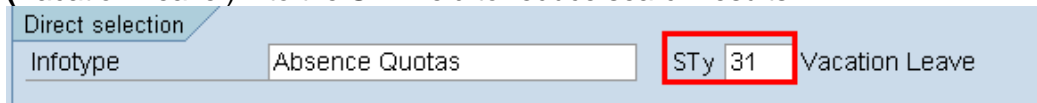
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. Example: 40000533


3. Click  (Enter) to validate the information.






4. Click the **Time Recording** tab.

5. Click the box to the left of **Absence Quotas** to select. Enter **31** (Vacation Leave) into the STY field to reduce search results.



6. Click  (Overview) to view records.


 **Note:** The employee accrued leave in April, May and June, yet the start date of the accrual is not until **9/1/2012**.

7. Click  (Back) to return to the *Maintain HR Master Data* screen.
8. Click the box to the left of  to select.
9. From the *Subtypes for infotype "Time Quota Compensation"* select **Free Compensation**.

10. Click  (Copy) to accept.

ATy	Quota text	Entitl.	Unit	Comp.	Rem.
	30Sick Leave		8.00000 Hours	0.00000	6.70000

11. 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 records begin.  Enter the same date that was entered for Leave Type Leave Frozen up to on the <i>Date Specifications (0041)</i> infotype. Example: 9/1/2012
Time Quota Type	R	It is a record that holds the amount of quota to which an employee is entitled. Example: Vacation Leave (31)
No. to Compensate	R	This allows the user to enter the number of hours or days of a quota type to be removed from the employee's quota balance. Example: 32
Do not account	R	Check the box 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.

		<input checked="" type="checkbox"/> Do not account
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Personnel No. 40000533 Name KING ERIN
 PersArea 5400 Employment Security Dept EEGroup 0 Permanent
 PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Withdrawn
 Start 09/01/2012
 Comp. method 1000 Free compensation


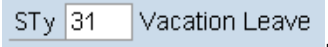

Compensation specifications
 Automatic compensation
 Manual compensation
 Time quota type 31 Vacation Leave
 Compensation rule
 No. to compensate 32.00000
 Do not account

ATy	Quota text	Entitl.	Unit	Comp.	Rem.
30	Sick Leave	8.00000	Hours	0.00000	6.70000

12. Click  (Enter) to validate the information.
13. Click  (Save) to save your entries. You have successfully removed the Vacation Leave from the employee.



To verify that Vacation leave balance has been deducted, access the employees *Absence Quotas (2006) infotype*.

14. Select the box to the left of .
15. Click All under the **Period** section to view.
16. Under the Direct Selection enter STY of **31 (Vacation Leave)**

17. Click  (Overview)

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000533
 Name KING ERIN
 PersArea 5400 Employment Security Dept EEGroup 0 Permanent
 PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

Infotype text s...
 Planned Working Time ✓
 Absences
Absence Quotas
 Attendances
 Attendance Quotas
 Quota Corrections
 Substitutions
 Time Quota Compensation ✓
 Overtime

Period
 From 01/01/1800 To 12/31/9999
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year
 Choose

Direct selection
 Infotype Absence Quotas STy 31 Vacation Leave

Infotype Edit Goto Extras System Help

List Absence Quotas (2006)

Personnel No. 40000533 Name KING ERIN
 PersArea 5400 Employment Security Dept EEGroup 0 Permanent
 PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active
 Choose 01/01/1800 To 12/31/9999 STy 31

Start Date	End Date	A...	Quota text	Start ded.	End ded.	Number	Deduction
06/01/2012	06/30/2012	31	Vacation Leave	09/01/2012	12/31/9999	8.00000	8.00000
05/01/2012	05/31/2012	31	Vacation Leave	09/01/2012	12/31/9999	8.00000	8.00000
04/01/2012	04/30/2012	31	Vacation Leave	09/01/2012	12/31/9999	8.00000	8.00000

Results

You have successfully removed an employee's quota balance and verified the amount balance was removed.