

HRMS

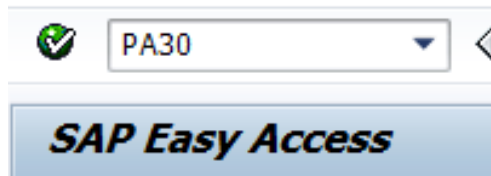
Quotas Generating Accruals Manually

Use this procedure to manually give an employee their quota accrual prior to the system accrual dates. Prior to performing this action, the employee must meet the requirement to accrue leave.

Roles: Payroll Processor, Leave Correction Processor, Time and Attendance Processor

Note: Field definitions can be accessed within HRMS by pressing the “F1” key on the keyboard, or via [On Line Quick Reference \(OLQR\)](#), [HRMS Data Definitions Resource Guide](#), and [Glossary](#).

1. Enter transaction code “PA30” in the Command field and click the **Enter** (✓) button or press **Enter** on the keyboard



2. To Create the **Quota Corrections (2013)** infotype:

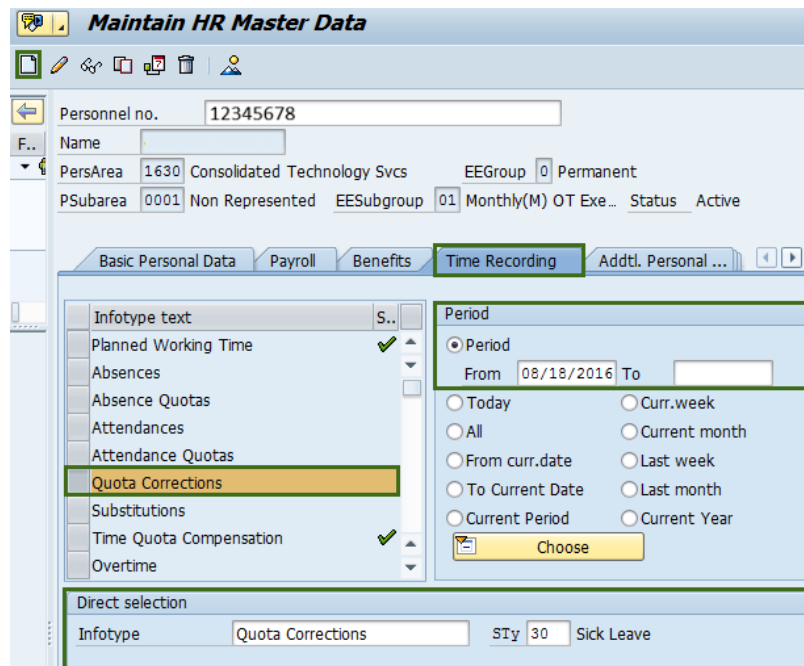
The following field is mandatory:

- **Personnel no.**

Click the gray box to the left of **Quota Corrections (2013)** on the Time Recording tab.

Select the **Period** radio button and enter the start date in the **From** field.

Click **Create** (📄) or press **F5** on the keyboard.



Tip

The Infotype and subtype can also be entered in the “Direct selection” area by entering the numbers or using the match codes.

Quotas Generate Accruals Manually (cont.)

3. Select the Quota type needed and click on the **Enter** (✓) button or press **Enter** on the keyboard.

Subtypes for infotype "Quota Corrections" (1) 16 Entries found

Restrictions

ESG	PSGpg	AQTyp	Quota text
2	15	30	Sick Leave
2	15	31	Vacation Leave
2	15	34	Jus. Excess Leave
2	15	35	Compensatory Time
2	15	37	Exchange Time
2	15	38	Military Leave
2	15	39	Holiday Credits
2	15	40	Excess Vacation Accrual
2	15	41	Shared Leave
2	15	42	Personal Holiday - Shift
2	15	43	Settl Leave WSP
2	15	44	Recognition Lv (PMC)
2	15	45	PH - Shared Lv. Donation
2	15	46	Sick Leave Pool
2	15	47	Uniformed Serv Lv Pool
2	15	49	Temp Salary Reduction Lv.

4. Validate the **Absence quota type** and complete the following field:

- **Quota Number**

The following selections will default, but may be changed:

- Increase generated entitlement
- Do not change transfer time.

Create Quota Corrections (2013)

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

Personnel No 12345678 Name [] Status Active

EE group 0 Permanent Personnel ar 1630 Consolidated Technology Svcs

WS rule R047 2Wk: M-T... SSN []

Start 08/18/2016

Absence quota type 30 Sick Leave

Change accrual entitlement

Quota number 8.0 Hours

Increase generated entitlement
 Reduce generated entitlement
 Replace generated entitlement

Change transfer time

Transfer Do not change transfer time

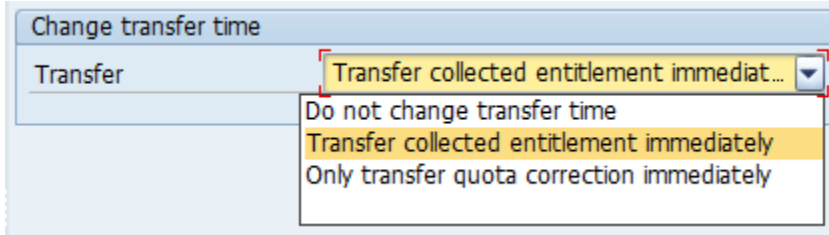


Tip

In the **Quota number** field, enter the number of hours of the employee's accrual.

Quotas Generate Accruals Manually (cont.)

5. Click on the **Transfer** drop down arrow and select "**Transfer collected entitlement immediately**".
6. Click the Enter (✓) button to validate the information.
7. Click the **Save** (💾) button.



Tip

The following are "Transfer" definitions:

- **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 (2006) infotype. In this case, the quota correction does not appear immediately in Absence Quotas (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 (2006) infotype directly afterwards.

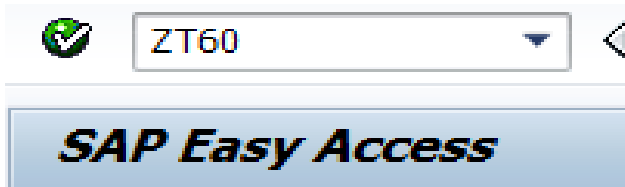
- **Only transfer quota correction immediately**

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 (2006) infotype directly afterwards.

Caution

Once the manual accrual has been generated, you will need to remove the system generated accrual so the employee does not receive two accruals in the same month. Follow this entire user procedure to remove the system generated accrual.

8. To run **Time Evaluation**, enter transaction code **ZT60** in the Command field and click the **Enter** (✓) button or press **Enter** on the keyboard



Quotas Generate Accruals Manually (cont.)

9. The **Time Evaluation** screen has three (3) sections:

- **Selection**
- **Parameters for time evaluation**
- **Program options**

The following field(s) will default, but may be changed:

- **Evaluation up to**

The following are optional:

- **Personal Number**
- **Personal area**
- **Personal subarea**
- **Payroll Area**
- **Forced recalculation as of**
- **Display log**
- **Test run**

HR TIME: Time Evaluation

Further selections Search helps Sort order

Selection

Personnel Number	12345678	→
Personnel area		→
Personnel subarea		→
Payroll area		→

Parameters for time evaluation

Forced recalculation as of	
Evaluation up to	08/31/2016

Program options


Display log

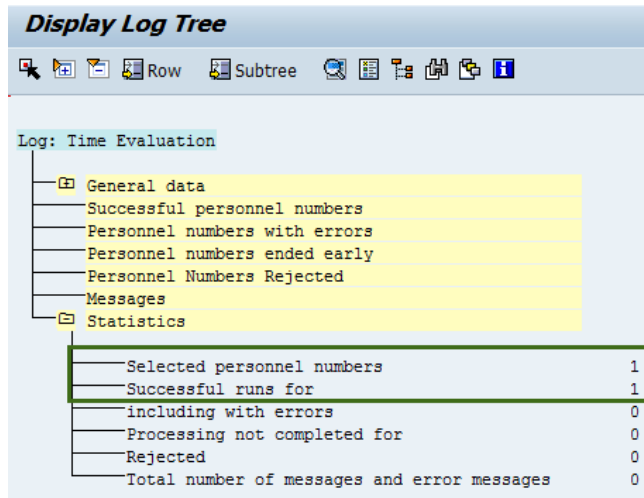
Test run (no update)

Tip

- Enter the **Personal Number** of the employee(s) for which you created Quota Corrections.
- The **Forced recalculation as of** field determines the minimum period for recalculation. If you do not make an entry in this field, the first day of the recalculation is determined automatically by the system.
- In the **Evaluation up to** field, enter the date on which time evaluation must end. If you do not make an entry, the system defaults to the current date.
- By selecting **Display Log Tree**, a display log will appear after execution, showing how many personnel numbers were entered in Time Evaluation and how many personnel numbers were successfully executed.

Quotas Generate Accruals Manually (cont.)

10. Click the **Execute**  button or press **F8** on the keyboard.




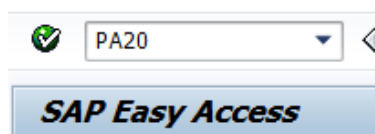
Log: Time Evaluation	
General data	
Successful personnel numbers	
Personnel numbers with errors	
Personnel numbers ended early	
Personnel Numbers Rejected	
Messages	
Statistics	
Selected personnel numbers	1
Successful runs for	1
including with errors	0
Processing not completed for	0
Rejected	0
Total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



Tip

The “**Display Log Tree**” will show how many personnel numbers were entered in Time Evaluation and how many personnel numbers were successfully executed.

11. To verify the **Quota Accrual** enter transaction code **PA20** in the Command field and click the **Enter**  button or press **Enter** on the keyboard

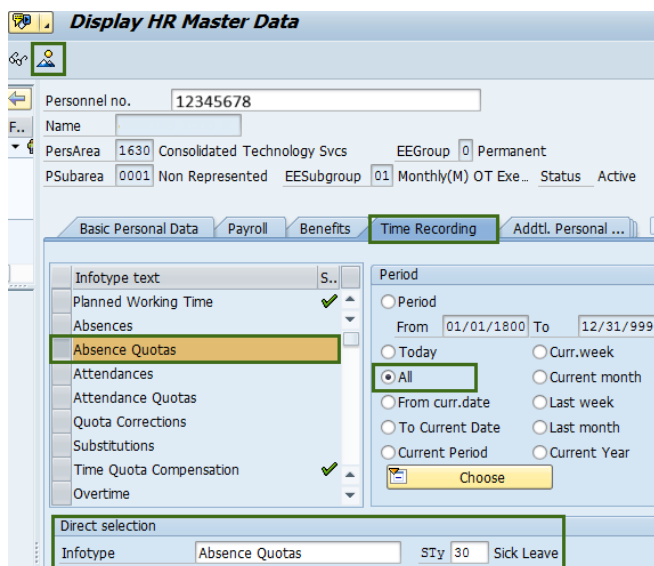


12. To view the **Absence Quotas (2006)** infotype: The following field is mandatory:

- **Personnel no.**

Click the gray box to the left of **Absence Quotas (2006)**

Select the **All** radio button.




Tip

Absence Quotas infotype and subtype can also be entered in the “**Direct selection**” area by entering the numbers or using the match codes.

Quotas Generate Accruals Manually (cont.)

13. Click the **Overview** (👤) button or press **F8** on the keyboard to validate the quota correction.

14. To remove the system generated accrual, enter transaction code **PA30** in the Command field and click the **Enter** (👍) button or press **Enter** on the keyboard

15. To Create the **Quota Corrections (2013)** infotype:

The following field is mandatory:

- **Personnel no.**

Click the gray box to the left of **Quota Corrections (2013)** on the Time Recording tab.

Select the **Period** radio button and enter the start date in the **From** field.

Click **Create** (📄) or press **F5** on the keyboard.

Overview Absence Quotas (2006)

Choose

Personnel No. [] Name []

F.. PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exe... Status Active

Choose 01/01/1800 To 12/31/9999 STy. []

Start Date	End Date	A...	Quota text	Start ded.	End ded.	Number
08/18/2016	08/18/2016	30	Sick Leave	08/18/2016	12/31/9999	8.00000

👍 PA30

SAP Easy Access

Maintain HR Master Data

Personnel no. 12345678

Name []

PersArea 1630 Consolidated Technology Svcs EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data Payroll Benefits **Time Recording** Addtl. Personal ...

Infotype text S..

Planned Working Time ✓

Absences

Absence Quotas

Attendances

Attendance Quotas

Quota Corrections

Substitutions

Time Quota Compensation ✓

Overtime

Period

Period

From 08/31/2016 To []

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Quota Corrections STy 30 Sick Leave

📘 Tip

The Infotype and subtype can also be entered in the “Direct selection” area by entering the numbers or using the match codes.

Quotas Generate Accruals Manually (cont.)

16. Select the Quota type needed and click on the **Enter** (✓) button or press **Enter** on the keyboard.

ESG	PSGpg	AQTyp	Quota text
2	15	30	Sick Leave
2	15	31	Vacation Leave
2	15	34	Jus. Excess Leave
2	15	35	Compensatory Time

17. Validate the **Absence quota type** and complete the following field:

- **Quota Number**

The following selections will default, but may be changed:

- Increase generated entitlement
- Do not change transfer time.

18. Click the **Enter** (✓) button to validate the information.

19. Click the **Save** (💾) button.

Tip

In the **Quota number** field, enter 0 hours and select the **Replace generated entitlement** radio button.

The following are “**Transfer**” definitions:

- **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.

Quotas Generate Accruals Manually (cont.)

20. To run **Time Evaluation**, enter transaction code **ZT60** in the Command field and click the **Enter** (✔) button or press **Enter** on the keyboard.

21. The Time Evaluation screen has three (3) sections:

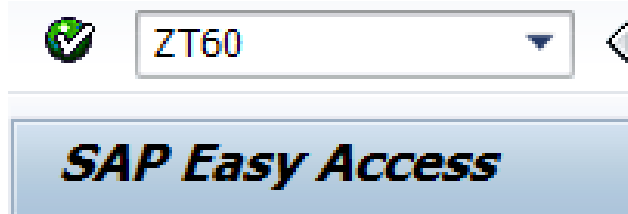
- **Selection**
- **Parameters for time evaluation**
- **Program options**

The following field(s) will default, but may be changed:

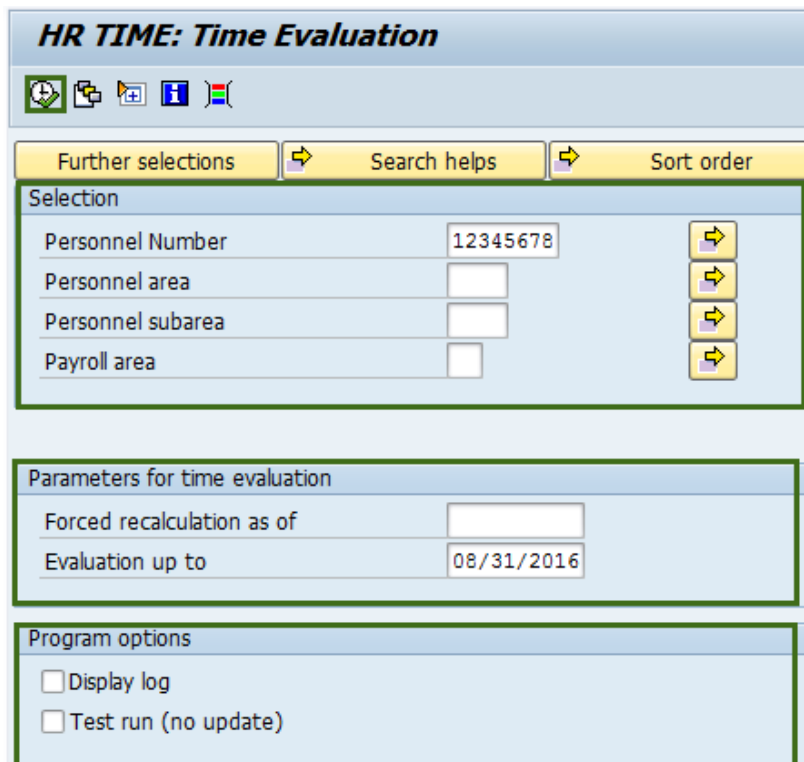
- **Evaluation up to**

The following are optional:

- **Personal Number**
- **Personal area**
- **Personal subarea**
- **Payroll Area**
- **Forced recalculation as of**
- **Display log**
- **Test run**



The image shows the SAP Easy Access command field. It features a green checkmark icon on the left, a text input field containing 'ZT60', and a right-pointing arrow icon on the right. Below the command field is a blue banner with the text 'SAP Easy Access' in a stylized font.




The image shows the 'HR TIME: Time Evaluation' screen. It has a title bar with the text 'HR TIME: Time Evaluation' and several icons (clock, printer, help, etc.). Below the title bar are three buttons: 'Further selections', 'Search helps', and 'Sort order'. The main content area is divided into three sections: 'Selection', 'Parameters for time evaluation', and 'Program options'. The 'Selection' section contains four rows: 'Personnel Number' with the value '12345678', 'Personnel area', 'Personnel subarea', and 'Payroll area'. Each row has a right-pointing arrow icon. The 'Parameters for time evaluation' section contains two rows: 'Forced recalculation as of' and 'Evaluation up to' with the value '08/31/2016'. The 'Program options' section contains two checkboxes: 'Display log' and 'Test run (no update)'. The entire screen is framed by a green border.

Tip









- Enter the **Personal Number** of the employee(s) for which you created Quota Corrections.
- The **Forced recalculation as of** field determines the minimum period for recalculation. If you do not make an entry in this field, the first day of the recalculation is determined automatically by the system.
- In the **Evaluation up to** field, enter the date on which time evaluation must end. If you do not make an entry, the system defaults to the current date.
- By selecting **Display Log Tree**, a display log will appear after execution, showing how many personnel numbers were entered in Time Evaluation and how many personnel numbers were successfully executed.

Quotas Generate Accruals Manually (cont.)

22. Click the **Execute**  button or press **F8** on the keyboard.

23. You have successfully completed the **Quotas Generate Accruals Manually** procedure.

Display Log Tree

  Row  Subtree     

Log: Time Evaluation

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



Tip

The “**Display Log Tree**” will show how many personnel numbers were entered in Time Evaluation and how many personnel numbers were successfully executed.