

Redistribution of Leave Accrual and Quota Deduction

Purpose: Use the following user procedure when an employee needs to have their leave accrual redistributed.


Trigger: Perform this procedure when an employee's *Absence Quotas (2006)* has a deduction more than the accrual amount.

- Prerequisites**
- The employee has a deduction amount more than the accrual amount of the quota accrual on the *Absence Quotas (2006)*.
 - There are **no** locked records on the employees *Absences (2001)*.

End User Roles In order to perform this transaction you must be assigned the following role: **Leave Correction Processor**, and/or **Time and Attendance Processor**.

Change History	
Date	Change Description
09/28/2012	Procedure Created

Transaction Code **ZPT_BPC10**

Helpful Hints
 If you have (-) quota numbs on Absence quota 2006, you must first complete a quota correction to correct the quota number, then you can run the redistribution of leave accrual and quota deduction.

Redistribution of Leave Accrual and Quota Deduction (ZPT_BPC10)

Scenario:

You have completed a Quota Corrections removing the **February 16th** and **March 16th** quota accruals. Upon review of the employees *Absence Quotas (2006)* infotype you identify that there are leave hours attached to **zero** quotas.

Start Date	End Date	A...	Quota text	Start ded	End ded.	Number	Deduction
08/01/2012	08/31/2012	31	Vacation Leave	08/16/2012	12/31/9999	9.33333	0.00000
07/01/2012	07/31/2012	31	Vacation Leave	07/16/2012	12/31/9999	9.33333	0.00000
06/01/2012	06/30/2012	31	Vacation Leave	06/16/2012	12/31/9999	9.33333	0.00000
05/01/2012	05/31/2012	31	Vacation Leave	05/16/2012	12/31/9999	9.33333	0.06663
04/01/2012	04/30/2012	31	Vacation Leave	04/16/2012	12/31/9999	9.33333	9.33333
03/01/2012	03/31/2012	31	Vacation Leave	03/16/2012	12/31/9999	0.00000	8.66667
02/01/2012	02/29/2012	31	Vacation Leave	02/16/2012	12/31/9999	0.00000	8.66667

To realign the deductions taken, a Redistribution of Quota Hours is needed for your employee.

Procedure

1. Start the transaction using the transaction code **ZPT_BPC10**.

Program Edit Goto System Help

Leave Accrual and Quota Deduction


Period
 Up to today


Selection
Personnel Number

Additional data
 Correct leave deduction
 Correct absence quota
 Correct attendance quota
 Log output
 Save new deduction

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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.  Only one Personnel Number is allowed to be processed at a time. Example: 78000002

3. Click  (Execute) to execute the redistribution.



If the employee has **any** locked *Absence (2001)* records you will receive the below error:

FOLLOWING ABSENCE RECORDS ARE LOCKED						
Please unlock the listed absence records prior to execution of redistribution.						
NAME: Valid, Dale						
		ABSENCE	ABSENCE			
PERNR	TYPE	DESCRIPTION	BEGDA	ENDDA	ABSENCE HOURS	LOCK INDICATOR
78000002	9003	Vacation Leave	06/14/2012	06/15/2012	16.00	X
78000002	9003	Vacation Leave	08/09/2012	08/10/2012	16.00	X




In order to proceed with the redistribution of leave for your employee, you **must** unlock **all** of the records identified in the above error message. Once the records are unlocked you will need to **re-execute** the program.

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If there are no locked records, you will get the redistribution results.

Pers. No.	CoCo	Pers	EE	E	Employee/app. name	Start Date	End Date	Counted	QT	Ded. from	Ded. to	Ob	Deduction	LvDate
78000002	WA01	1050	01	B	Valid Dale									

4. To view the employees detail leave data, click on the  (next to the employees personnel number)


Pers. No.	CoCo	Pers	EE	E	Employee/app. name	Start Date	End Date	Counted	QT	Ded. from	Ded. to	Ob	Deduction	LvDate
78000002	WA01	1050	01	B	Valid Dale									
2001	9047	Personal Holiday Shift				12/17/2010	12/17/2010	42		04/19/2010	12/31/2010		1.00000	
2001	9003	Vacation Leave				12/20/2010	12/20/2010	31		10/19/2010	12/31/9999		1.00000	
2001	9019	Exchange Time				12/20/2010	12/20/2010	37		09/13/2010	12/31/9999		7.00000	
2001	9003	Vacation Leave				12/21/2010	12/21/2010	31		10/19/2010	12/31/9999		7.00000	
2001	9003	Vacation Leave				12/21/2010	12/21/2010	31		10/19/2010	12/31/9999		1.00000	
2001	9003	Vacation Leave				12/22/2010	12/22/2010	31		10/19/2010	12/31/9999		7.00000	
2001	9003	Vacation Leave				12/22/2010	12/22/2010	31		10/19/2010	12/31/9999		1.00000	






The *Leave Accrual and Quota Deduction* results will display the absence type used, date of the absence, and which quota accrual was used for the leave, as HRMS is a first in, first out Leave Accrual system.

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Pers. No.	CoCo	Pers	EE	E	Employee/app nam	Start Date	End Date	Counted	OT Ded.	From	Ded. to	Ob	Deduction Lv	Date
2001	9003				Vacation Leave	06/14/2012	06/15/2012		31	01/16/2012	12/31/9999		8.66667	
2001	9003				Vacation Leave	06/14/2012	06/15/2012		31	04/16/2012	12/31/9999		4.33330	
2001	9400				Temp Sal.Reduction Lv	07/12/2012	07/13/2012		49	03/16/2012	06/30/2013		0.40000	
2001	9400				Temp Sal.Reduction Lv	07/12/2012	07/13/2012		49	04/16/2012	06/30/2013		5.20000	
2001	9400				Temp Sal.Reduction Lv	07/12/2012	07/13/2012		49	05/16/2012	06/30/2013		5.20000	
2001	9400				Temp Sal.Reduction Lv	07/12/2012	07/13/2012		49	06/16/2012	06/30/2013		5.20000	
2001	9400				Temp Sal.Reduction Lv	08/06/2012	08/06/2012		49	07/16/2012	06/30/2013		8.00000	
2001	9003				Vacation Leave	08/09/2012	08/10/2012		31	04/16/2012	12/31/9999		5.00003	

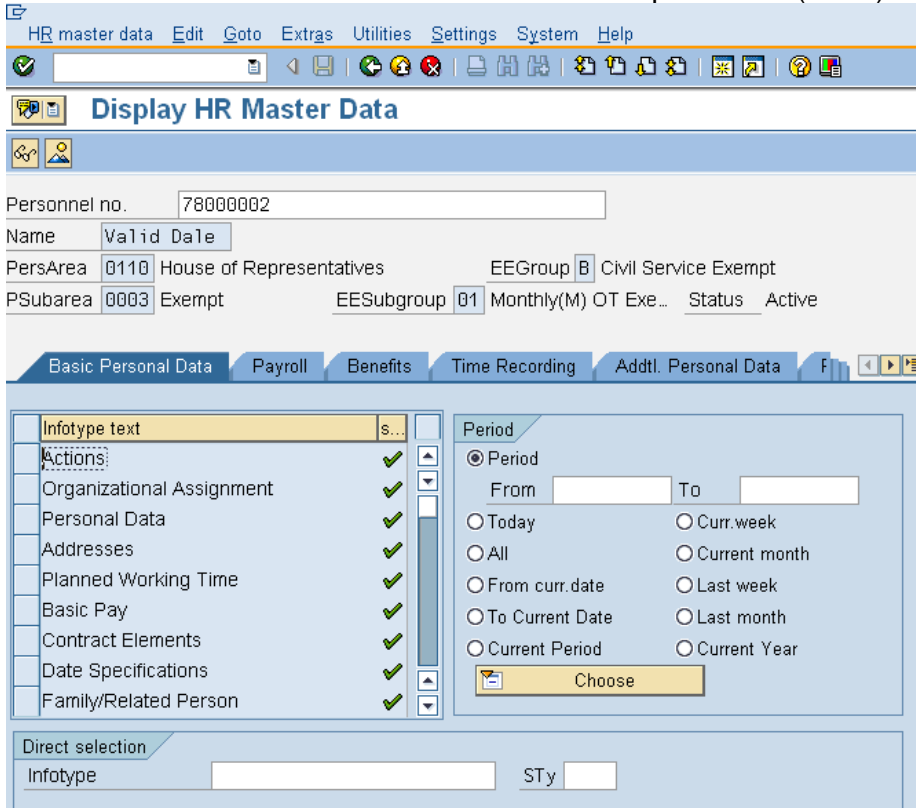
- Click on the  (Display Application Log) to check for any redistribution errors.

Type	Pers.No.	Message text
	78000002	Not enough quota 49 for attendance/absence 9400 on 09/01/2011 for personnel no. 78000002
	78000002	Not enough quota 49 for attendance/absence 9400 on 08/06/2012 for personnel no. 78000002
	78000002	Number of records processed : 49

The error messages display the quota type, the absence type which was used, the date it was used and the employees personnel number. It is the **agencies responsibility** is to correct each of the identified errors and re-execute the program and verify that there are **no errors** remaining in the spool.

- To verify the **redistribution** results on the employees *Absence Quotas (2006)*.

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



HR master data | Edit | Goto | Extras | Utilities | Settings | System | Help

Display HR Master Data

Personnel no. 78000002

Name Valid Date

PersArea 0110 House of Representatives EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

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

Infotype text | Actions | Organizational Assignment | Personal Data | Addresses | Planned Working Time | Basic Pay | Contract Elements | Date Specifications | Family/Related Person

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

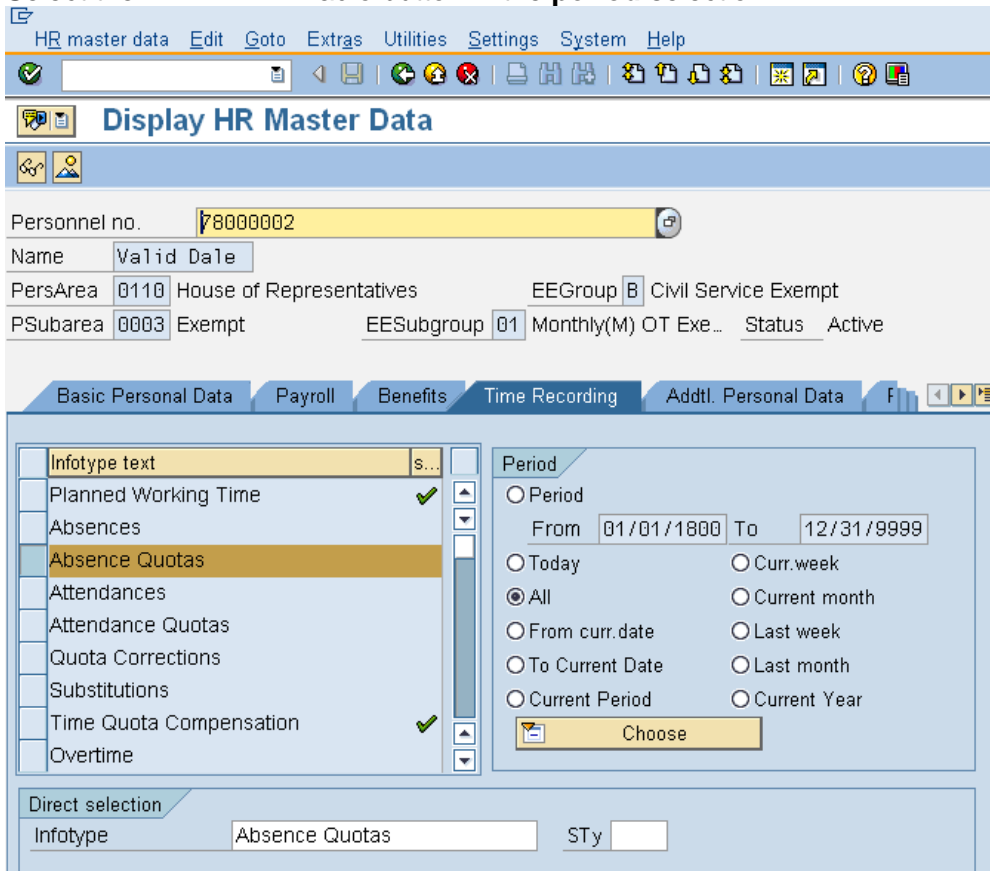
Direct selection

Infotype STy

8. Select the **Time Recording** tab.

9. Select the **Absence Quotas** to select.

10. Select the  radio button in the **period** selection.



HR master data Edit Goto Extras Utilities Settings System Help

Display HR Master Data

Personnel no. 78000002

Name Valid Date

PersArea 0110 House of Representatives EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

Infotype text s... | Period

Planned Working Time ✓

Absences

Absence Quotas

Attendances

Attendance Quotas

Quota Corrections

Substitutions

Time Quota Compensation ✓

Overtime

Period

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

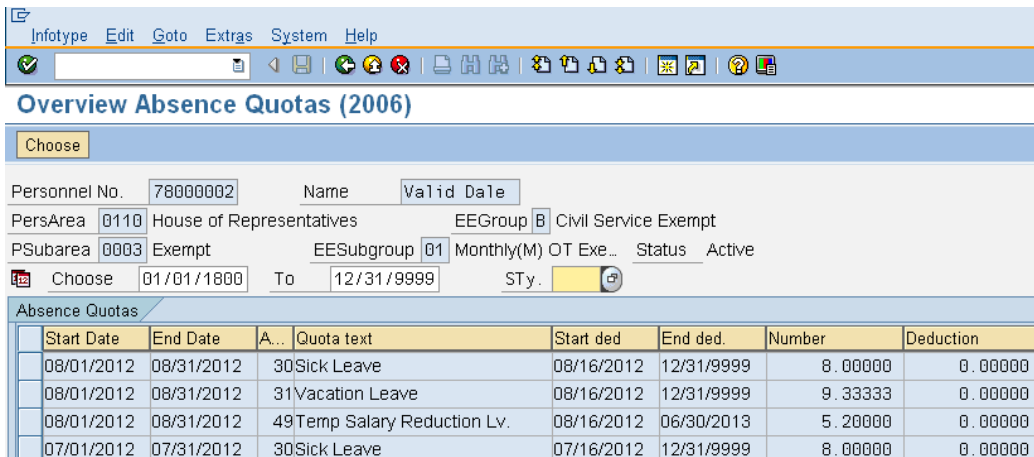
Current Period Current Year

Choose

Direct selection

Infotype Absence Quotas STy

11. Select  (Overview) to display all records.



Infotype Edit Goto Extras System Help

Overview Absence Quotas (2006)

Choose

Personnel No. 78000002 Name Valid Date

PersArea 0110 House of Representatives EEGroup B Civil Service Exempt

PSubarea 0003 Exempt 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	Deduction
08/01/2012	08/31/2012	30	Sick Leave	08/16/2012	12/31/9999	8.00000	0.00000
08/01/2012	08/31/2012	31	Vacation Leave	08/16/2012	12/31/9999	9.33333	0.00000
08/01/2012	08/31/2012	49	Temp Salary Reduction Lv.	08/16/2012	06/30/2013	5.20000	0.00000
07/01/2012	07/31/2012	30	Sick Leave	07/16/2012	12/31/9999	8.00000	0.00000

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12. To narrow down search results enter the quota type number into the subtype field

Infotype Edit Goto Extras System Help

Overview Absence Quotas (2006)

Choose

Personnel No. 78000002 Name Valid Date

PersArea 0110 House of Representatives EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

Choose 01/01/1800 To 12/31/9999 **STy. 31**

13. The redistribution has successfully adjusted the employees quota balances.

Infotype Edit Goto Extras System Help

Overview Absence Quotas (2006)

Choose

Personnel No. 78000002 Name Valid Date

PersArea 0110 House of Representatives EEGroup B Civil Service Exempt

PSubarea 0003 Exempt 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
08/01/2012	08/31/2012	31	Vacation Leave	08/16/2012	12/31/9999	9.33333	0.00000
07/01/2012	07/31/2012	31	Vacation Leave	07/16/2012	12/31/9999	9.33333	0.00000
06/01/2012	06/30/2012	31	Vacation Leave	06/16/2012	12/31/9999	9.33333	8.06664
05/01/2012	05/31/2012	31	Vacation Leave	05/16/2012	12/31/9999	9.33333	9.33333
04/01/2012	04/30/2012	31	Vacation Leave	04/16/2012	12/31/9999	9.33333	9.33333
03/01/2012	03/31/2012	31	Vacation Leave	03/16/2012	12/31/9999	0.00000	0.00000
02/01/2012	02/29/2012	31	Vacation Leave	02/16/2012	12/31/9999	0.00000	0.00000

Results

You have successfully redistributed an employee's quota accruals and leave deduction.