










Removing Quota Balance

Transaction Code:
PA30

- Purpose** Use this procedure to remove unused Temporary Salary Reduction (TSR) quota balance from an employee who leaves state service.
- Trigger** Perform this procedure when an employee leaves state service and has a remaining TSR Leave balance.
- Prerequisites** Verify the employee has unused TSR leave.
- End User Roles** Payroll Processor, Leave Corrections Processor

Change History	Change Description
9/29/2011	Created
Menu Path	Human Resources → Personnel Management → Administration → HR Master Data → Maintain
Transaction Code	PA30
Helpful Hints	Payroll Processors and Leave Corrections Processors will use the Attendance System Change Report (ZHR_RPTTM084) to verify received, donated and returned quota balances.

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

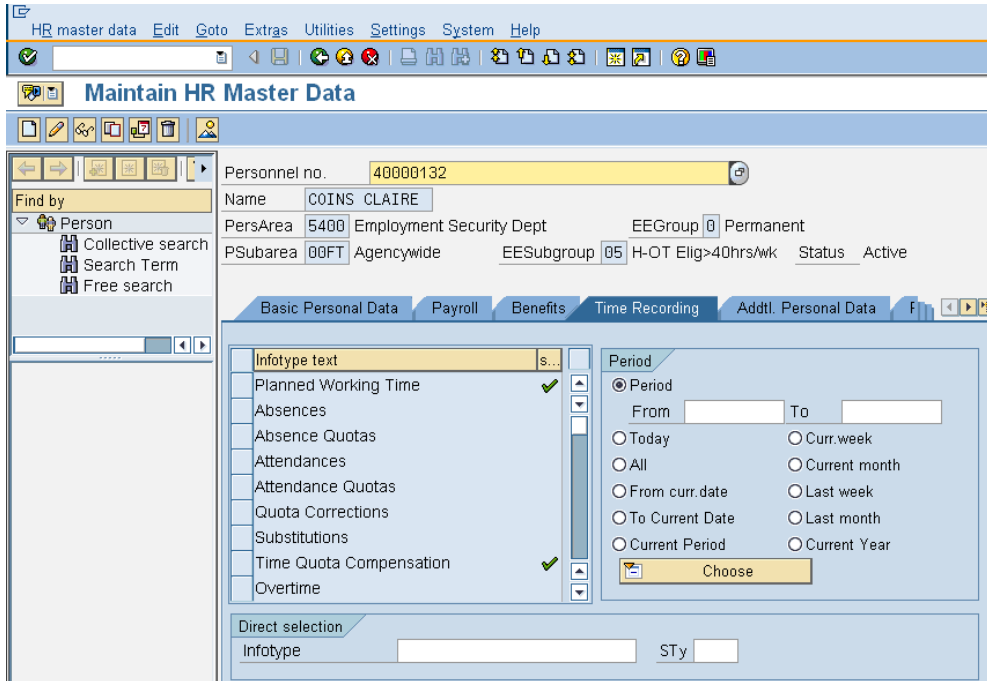
An employee has decided to leave state service. The employee has unused TSR that needs to be removed.



Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Personnel no	R	The employee's unique identifying number. Example: 40000132



3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
4. Click the **Time Recording** tab to select.
5. Click the box to the left of *Time Quota Compensation* .

6. Enter the **date** of the deduction into the Period

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. #0000132
Name COINS CLAIRE
PersArea 5400 Employment Security Dept EEGroup 0 Permanent
PSubarea 00FT Agencywide EESubgroup 05 H-OT Elig>40hrs/wk 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
Period
From 01/05/2012 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 Time Quota Compensation STy

7. Click  (Create)

8. Select  from the *Subtypes for infotyp "Time Quota Compensation"* screen.

ATy	Quota text	Entittl.	Unit	Comp.	Rem.
30	Sick Leave	6.67272	Hours	0.00000	2.82520

9. In the *Time Quota Type* select **49** *Temp Salary Reduction Lv.*


10. In the *No. to compensate* enter the **unused TSR hours** and click the **Do not account** box.


11. Click  (Enter) to validate.

12. Click  (Save) to save.




You have removed the remaining TSR balance from the employee who is leaving state service. To verify, the TSR balance has been deducted access the employees *Absence Quotas (2006)* Infotype.

13. Select the box to the left of .

14. Click  All under the Period section to view.

15. Under the Direct Selection enter STY of 49 .

16. Click  (Overview)

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. **40000132**
 Name **COINS CLAIRE**
 PersArea **5400** Employment Security Dept EEGroup **0** Permanent
 PSubarea **00FT** Agencywide EESubgroup **05** H-OT Elig>40hrs/Awk 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
 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 49** **Temp Salary Reduction Lv.**

Infotype Edit Goto Extras System Help

List Absence Quotas (2006)

Personnel No. **40000132** Name **COINS CLAIRE**
 PersArea **5400** Employment Security Dept EEGroup **0** Permanent
 PSubarea **00FT** Agencywide EESubgroup **05** H-OT Elig>40hrs/Awk Status **Active**
 Choose **01/01/1800** To **12/31/9999** STy. **49**

Start Date	End Date	A...	Quota text	Start ded	End ded.	Number	Deduction
08/01/2011	08/31/2011	49	Temp Salary Reduction Lv.	08/31/2011	06/30/2013	4.74781	4.74781
07/01/2011	07/31/2011	49	Temp Salary Reduction Lv.	07/31/2011	06/30/2013	5.20000	5.20000

Results

You have successfully removed the unused TSR.