

## Quota – Time Quota Compensation (Buyout)

Transaction Code:  
PA30

**Purpose** Use this procedure to create a buyout of time wage types.

**Trigger** Perform this procedure when you need to pay the employee one or more of their time wage types. Examples: Compensatory Time, Sick Leave, Annual Leave.


**Prerequisites** There must be Time Quotas setup on an employee before you can pay them on *Time Quota Compensation* (0416).

**End User Roles** In order to perform this transaction you must be assigned the following role: Payroll Processor, Payroll Supervisor, Payroll Analyst, Leave Correction Processor










Change History	Change Description
12/13/2004	Procedure created.
1/18/2007	Updates and edits.
8/3/2010	Screen shots updated to match current system.
7/11/2013	New screen shot of the <i>Time Quota Compensation</i> subtype. Added note of compensation method 1000-Free Compensation defaults as the highlighted method.

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

**Transaction Code** PA30

<b>Helpful Hints</b>	<p>Use this procedure for buyouts during an employee's separation or the annual buyout process.</p> <ul style="list-style-type: none"> <li>• Only one buyout can be processed during the Separation Action (PA40). In the event there is more than one type of leave that needs to be paid out, access the <i>Time Quota Compensation</i> infotype to process additional buyouts.</li> <li>• Special tax handling is used for sick leave buyout and lump sum payments. These types of buyouts do not require separation from the State. Use the <i>Additional Payments</i> infotype (IT0015) for lump sum payments.</li> </ul> <div style="text-align: center;">  <p>For the sick leave buyout process that occurs annually, the maximum buyout is 96 hours. There is no limit for other forms of buyout.</p> </div>
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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
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.


## 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		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number. <b>Example:</b> 40000132
Period	R	Enter the date of the buyout. <b>Example:</b> 8/15/2010

3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
4. Click the **Time Recording** tab to select.

- 5. Select the blue box to the left of **Time Quota Compensation** to select.
- 6. Click  (Create) to create a new record.
- 7. Select the appropriate *Time Quota Compensation* buyout subtype

Subtypes for infotype "Time Quota Compensation"

Restrictions


E...	PSG...	Comp.me...	Description
2	15	1000	Free compensation
2	15	9000	EVA removal
2	15	9001	Sick Leave Buyout - Tax
2	15	9002	Sick Leave Buyout -No Tax
2	15	9003	Annl Leave Buyout-Ret
2	15	9004	Annl Leave Buyout -No Ret
2	15	9005	Sick Leave Buyout-Annual
2	15	9006	Comp Time Buyout
2	15	9007	Sick Leave Buyout - VEBA
2	15	9008	Comp Time Buyout-No Ret
2	15	9009	Holiday Credit Buyout WSP
2	15	9010	Settl LV Buyout WSP-NoRet
2	15	9011	Settl Lv Buyout WSP-Ret
2	15	9012	Hol. Cr. Buyout WSP-NoRet
2	15	9999	YTD Sick Lv Taken - Conv



Compensation method 1000- Free Compensation is the default highlighted compensation method, select the **type** of buyout that you are performing.

- 8. Click  (Copy) to accept.

9. 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 a record begins. <b>Example:</b> 8/15/2010
Time quota type	R	It is a record that holds the amount of quota to which an employee is entitled. <b>Example:</b> Sick Leave or 30
No. to Compensate	R	This allows the user to enter the number of hours or days of a quota type to be paid out to an employee. <b>Example:</b> 100  For annual sick leave, the maximum buyout is 96 hours. There is no limit for other forms of buyout.

Personnel No. 40000132 Name COINS CLAIRE

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 05 H-OT Elig>40hrs/wk Status Active

Start 08/15/2010

Comp. method 1000 Free compensation

Compensation specifications

Automatic compensation

Manual compensation

Time quota type 30 Sick Leave



Compensation rule

No. to compensate 100.00000

Do not account

Absence quotas

ATy	Quota text	Entittl.	Unit	Comp.	Rem.	WT	Amount
30	Sick Leave	6.67272	Hours	0.00000	2.82520		0.00

10. Click  (Enter) to validate the information.
11. Click  (Save) to save your entries.

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 EEGGroup 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 E..

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 Time Quota Compensation STy

Record created



The system displays the message, " Record created".

12. You have completed this transaction.

<b>Results</b>
You have successfully compensated an employee for eligible leave.
<b>Comments</b>
None.