PA30 Increase Quota Balance

Purpose

Use this procedure to increase an employee quota balance.

Trigger

Perform this procedure when quotas need to be adjusted, examples include:

- Management Leave Awarded
- Adding annual Military Leave Quota
- Hours donated for Catastrophic Leave
- Returning from Workers Comp. Leave
- Uniformed FPDR members quota buy back

Prerequisites

None

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

PA30

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry
- After adjustment is made, it is required that Time Evaluation be run for the adjustment to be available for use, unless the quota is needed immediately, the quota is available the next day after time evaluation is run overnight
- PT50 shows the addition of the quota - see PT50: Display Absence Quota recording

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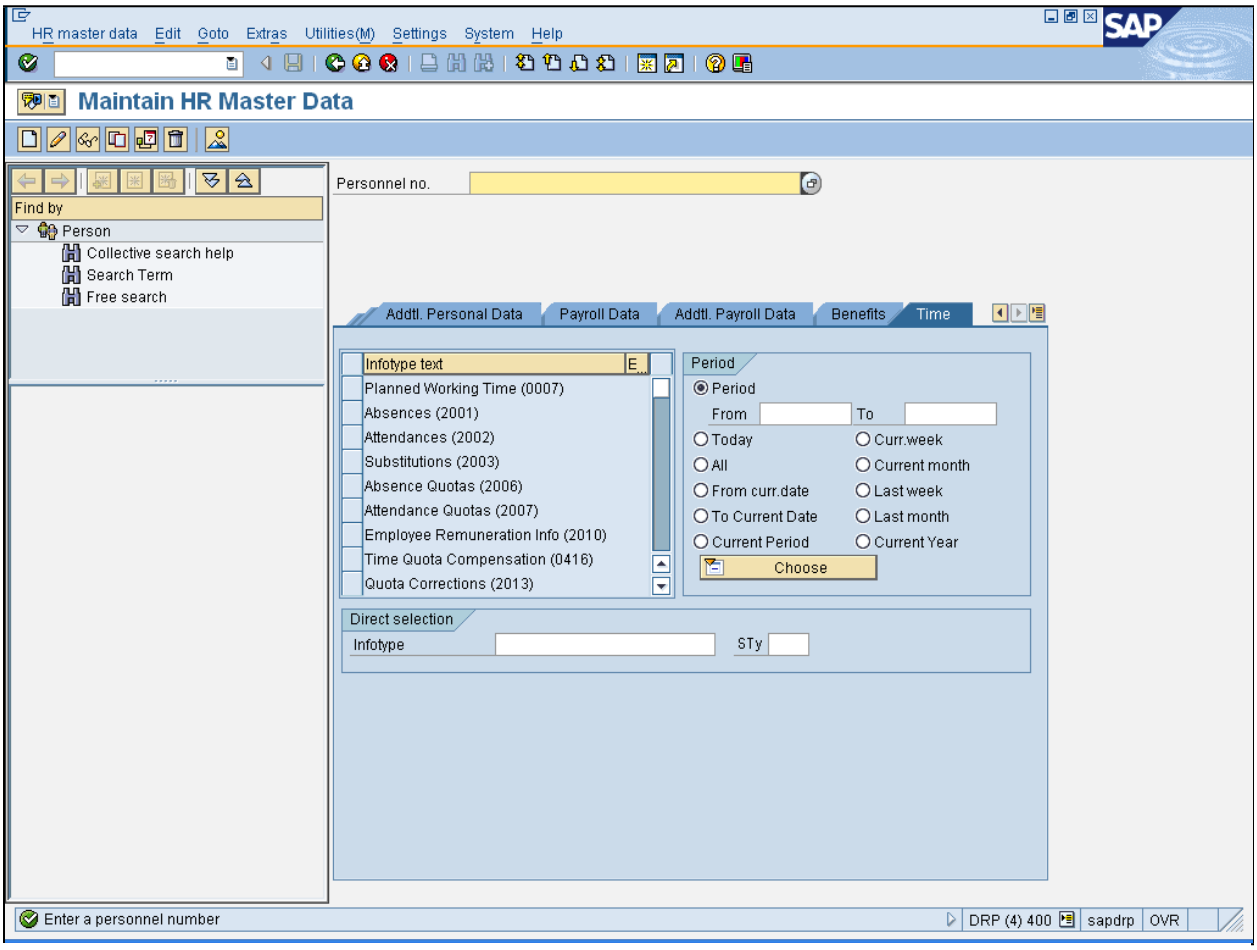
Procedure

1. Start the transaction using the menu path or transaction code. The *Maintain HR Master Data* screen displays.

Maintain HR Master Data



2. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel no.	R	A unique, identification number for personnel assigned as it is processed in SAP; the system automatically assigns this number. **Example:** 100069

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3. Click **Enter** button .

4. Select **Quota Corrections (2013)** record indicator Quota Corrections (2013) .

5. Click **Enter** button .

6. Click **STy** field .

7. Click **Sty** matchcode . The *Subtypes for infotype "Quota Corrections (2013)"* dialog box displays.

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Subtypes for infotype "Quota Corrections (2013)" (XXXX) YYYY Entries found

Subtypes for infotype "Quota Corrections (2013)" (4) 14 Entries found

Restrictions

ESG	PSGpg	AQT...	Quota text
1	10	01	Sick Leave
1	10	02	Vacation Leave
1	10	03	Personal Holiday Leave
1	10	06	Comp Time
1	10	09	Deferred Holiday Leave
1	10	11	Sick Dependent Care
1	10	16	Executive Leave
1	10	17	Management Leave
1	10	18	General Leave of Absence
1	10	19	Disaster Leave
1	10	42	PFFA Payroll Bank
1	10	81	Sick Pre-Eligible
1	10	82	Vacation Pre-Eligible
1	10	92	Vacation Over Maximum

14 Entries found

8. Double-click **Management Leave** list item Management Leave .

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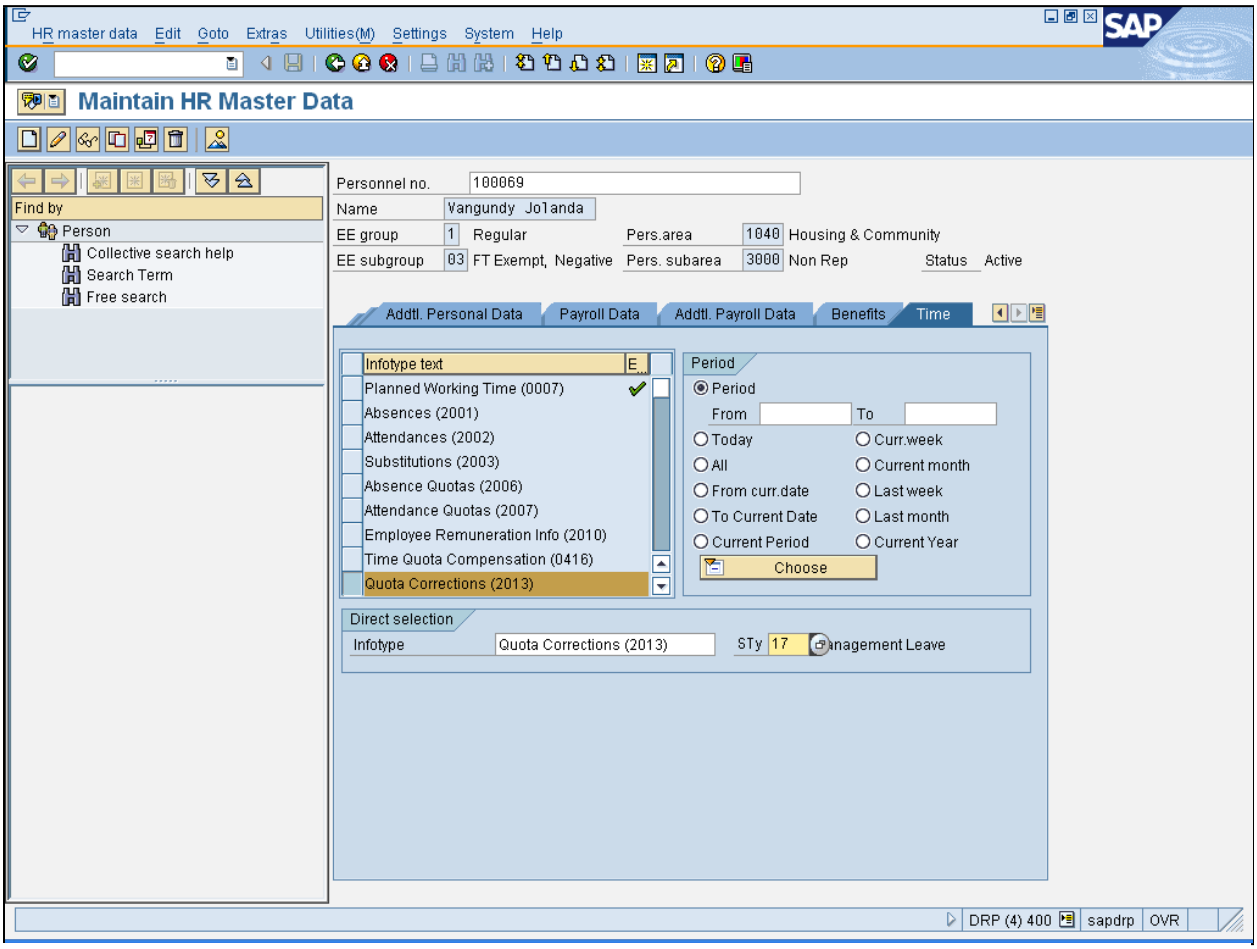
Maintain HR Master Data



9. Click **Create** button . The *Create Quota Corrections (2013)* screen displays.

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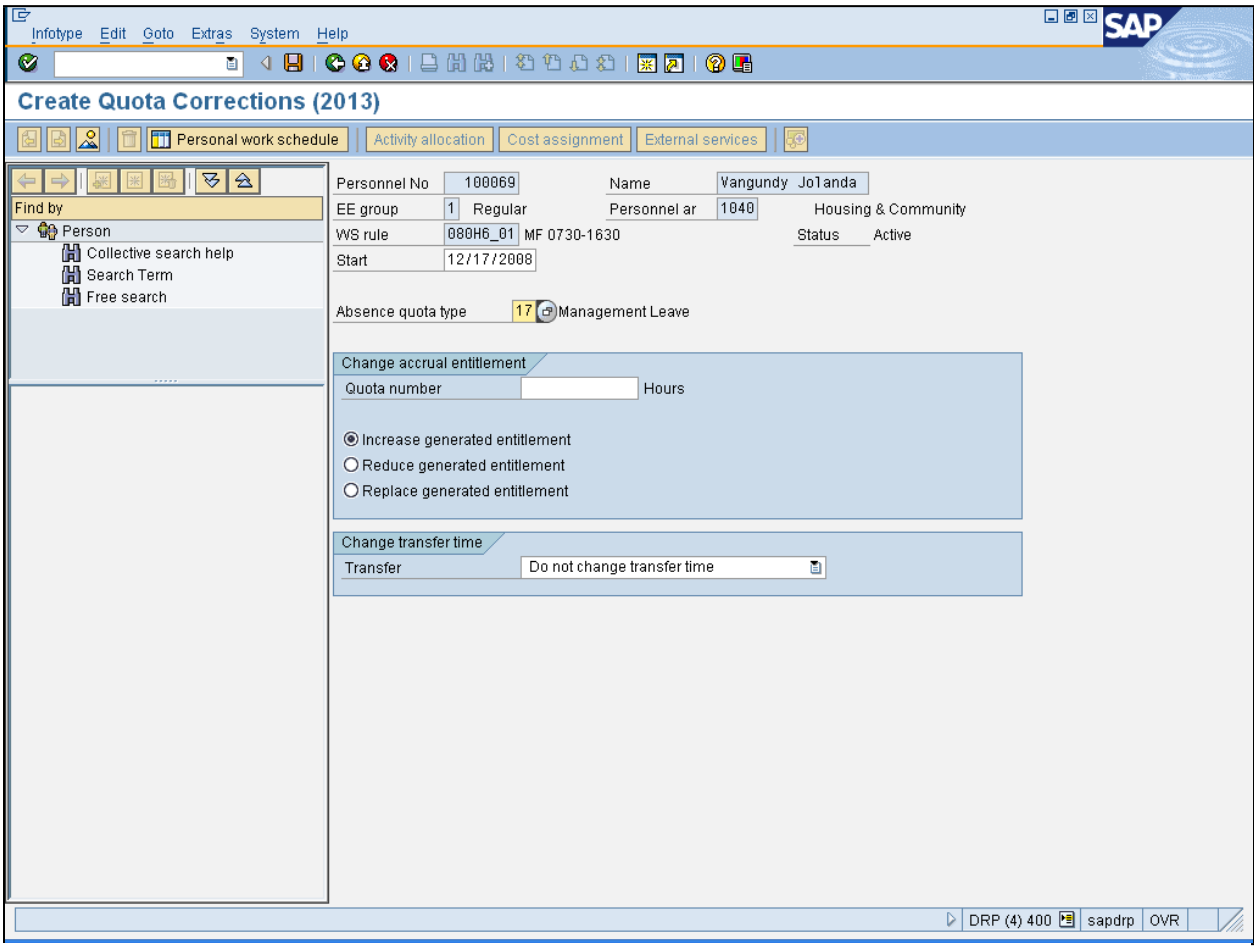
Create Quota Corrections (2013)



10. Click **Start** field 12/17/2008 .

Enter the date the increase is valid.

11. As required, complete/review the following fields:

Field	R/O/C	Description
Start	R	Date and time when operation commences. **Example:** 12112008

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Field	R/O/C	Description
Quota number	R	Time accumulated by an employee used by an employee to take an absence from a regularly scheduled work assignment. Common examples include vacation and sick leave. **Example:** 40

12. Click **Enter** button .

Leave **Increase generated entitlement** selected**.**

13. Click **Save** button .

The system returns the message, *"Save your entries".*

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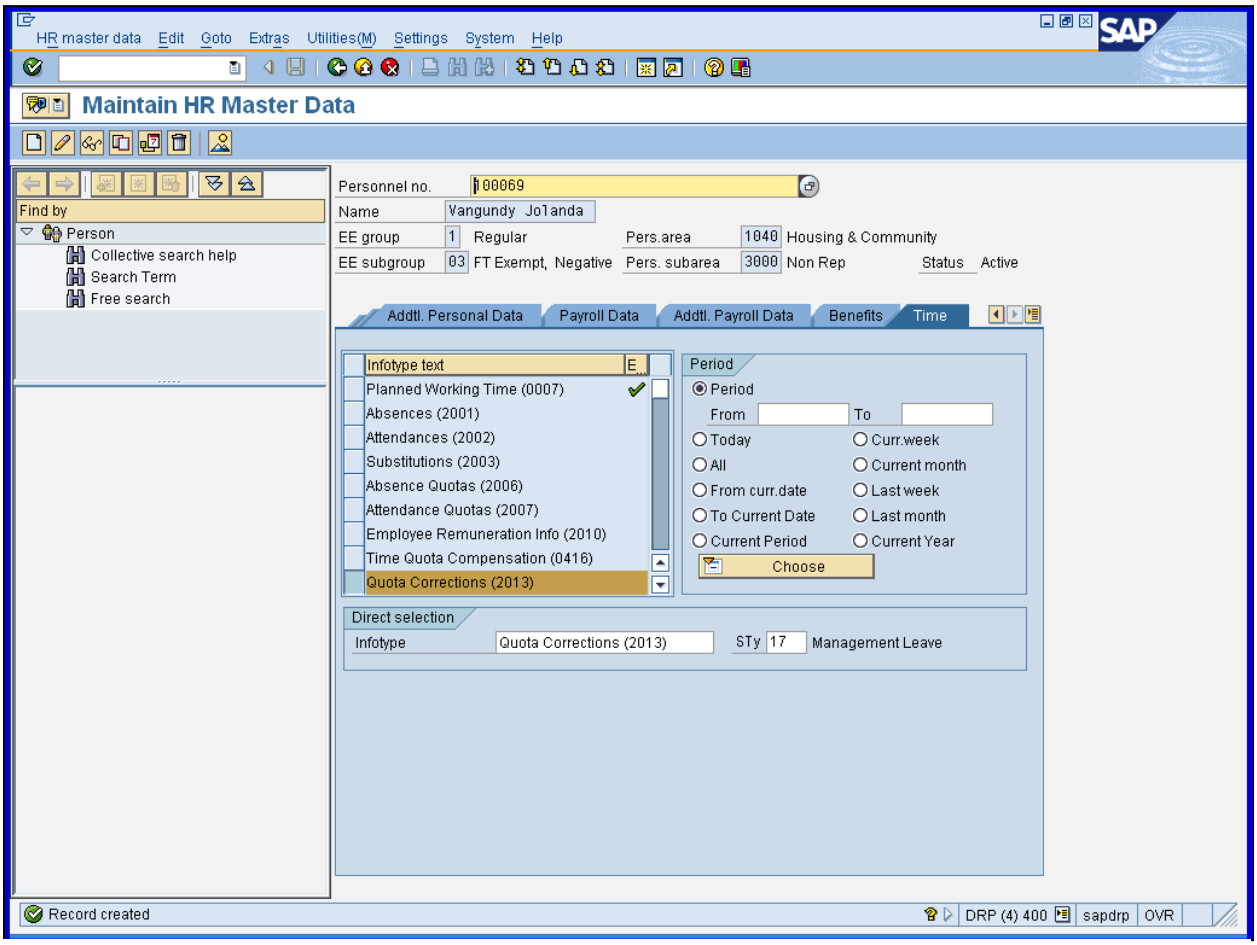
Maintain HR Master Data



14. Click **Exit** button .

The system returns the message, "*Record created*".

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Result

You have increased an employee quota balance.