



## PA30 Process Catastrophic Leave Donations

### Purpose

Use this procedure to add donated Catastrophic Leave Hours and check the validity dates for which the donated hours can be used for approved Catastrophic Leave.

### Trigger

Perform this procedure when hours are donated to employees to use for Catastrophic Leave.

### Prerequisites

- Employee must be approved to receive donated hours by Catastrophic Leave Approver, who determines how many hours the employee may receive, and the dates in which the donated hours can be used (validity dates)
- Employee must receive hours donated by eligible donors
- Donated hours are multiplied by the donators hourly rate, then divided by the recipients hourly rate

### 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, and Conditional entry
- Hours donated by employees are removed from their available vacation in Infotype 2013 quota corrections. See **PA30: Decrease Quota Balance** recording
- Vacation and Sick quotas will not accrue on any hours that are charged to the Catastrophic Leave Time Type
- Catastrophic Leave must be used for the holiday if an employee is using Catastrophic Leave
- Time Evaluation has to be run in order to change the dates in Infotype 2006
- Infotype 2006 determines the dates in which the donated hours can be used



## PA30 Process Catastrophic Leave Donations

### Procedure

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

### Maintain HR Master Data

The screenshot shows the SAP 'Maintain HR Master Data' interface. The title bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. The main window has a toolbar with icons for search, edit, and other functions. On the left, a 'Find by' dropdown is set to 'Person', with options for 'Collective search help', 'Search Term', and 'Free search'. The main area is divided into tabs: 'Basic Personal Data', 'Addtl. Personal Data', 'Payroll Data', and 'Addtl. Payroll Data'. The 'Basic Personal Data' tab is active, showing a list of 'Infotype text' options such as 'Actions (0000)', 'Organizational Assignment (0001)', 'Personal Data', 'Addresses (0006)', 'Planned Working Time (0007)', 'Basic Pay (0008)', 'Date Specifications (0041)', 'Residence Status (0094)', and 'Visa Status (0048)'. To the right, there is a 'Period' section with radio buttons for 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'To Current Date', 'Last month', 'Current Period', and 'Current Year', along with a 'Choose' button. Below this is a 'Direct selection' section with 'Infotype' and 'STy' input fields. The status bar at the bottom shows 'PA30', 'sapdrp', and 'INS'.

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.  <b>Example:</b> 100011



### PA30 Process Catastrophic Leave Donations

- 3. Click **Enter** button
- 4. Click **Choose** button

#### Maintain HR Master Data

The screenshot shows the SAP HR Master Data interface. At the top, there is a menu bar with 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main window title is 'Maintain HR Master Data'. On the left, there is a 'Find by' sidebar with options: 'Person', 'Collective search help', 'Search Term', and 'Free search'. The main area displays the following data:

Personnel no.	100011				
Name	Patricia Doyle				
EE group	1 Regular	Pers.area	1130 Water		
EE subgroup	01 FT Covered, Negative	Pers. subarea	3150 DCTU-AFSCME	Status	Active

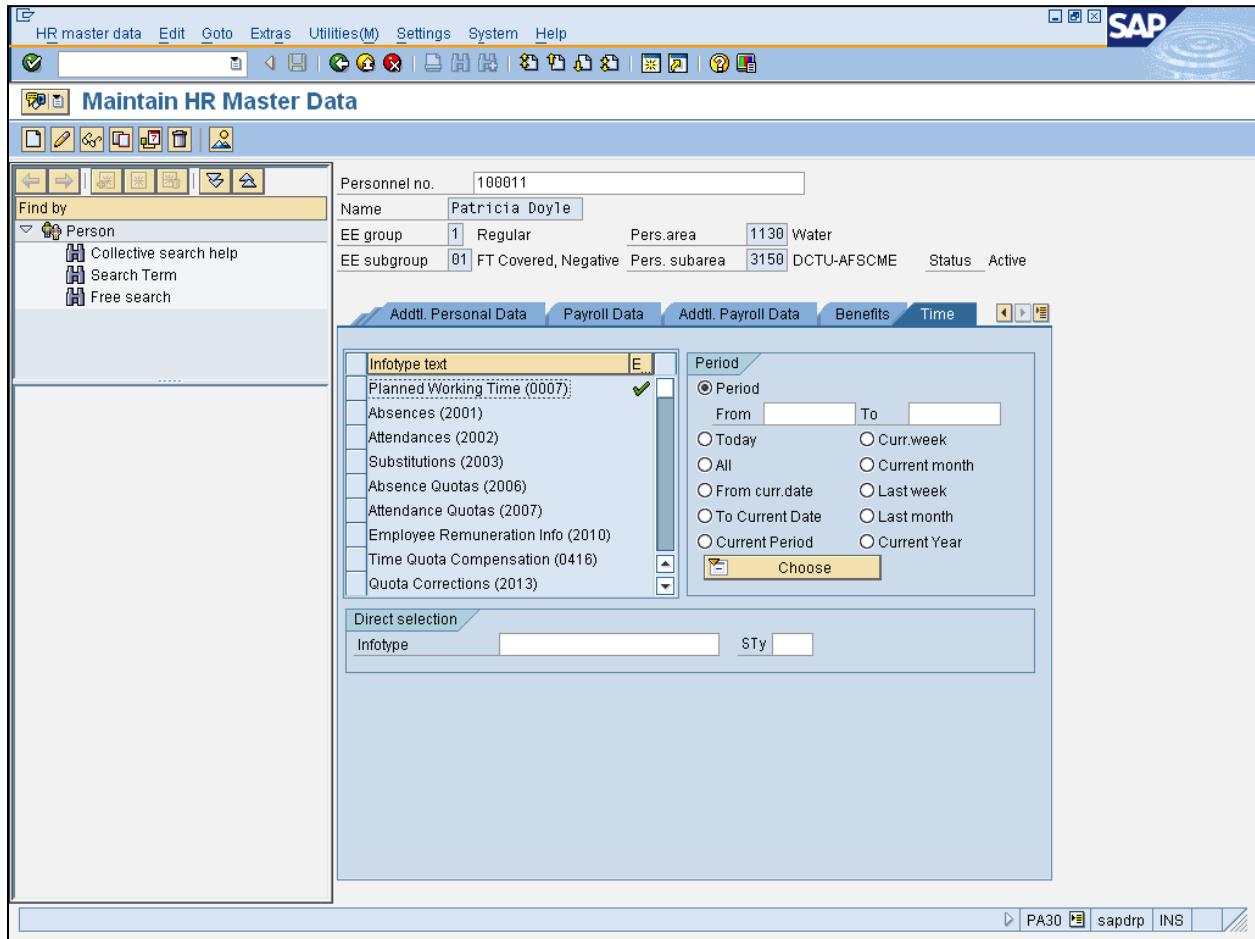
Below the data, there are tabs for 'Basic Personal Data', 'Addtl. Personal Data', 'Payroll Data', and 'Addtl. Payroll Data'. The 'Basic Personal Data' tab is active. It contains a list of infotypes with checkmarks: 'Actions (0000)', 'Organizational Assignment (0001)', 'Personal Data', 'Addresses (0006)', 'Planned Working Time (0007)', 'Basic Pay (0008)', 'Date Specifications (0041)', 'Residence Status (0094)', and 'Visa Status (0048)'. To the right of this list is a 'Period' section with radio buttons for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is located below the 'Period' section. At the bottom of the 'Basic Personal Data' section, there is a 'Direct selection' area with 'Infotype' and 'STy' fields. On the far right, a vertical menu is open, showing options: 'Basic Personal Data', 'Addtl. Personal Data', 'Payroll Data', 'Addtl. Payroll Data', 'Benefits', and 'Time'. The 'Time' option is highlighted in orange.

- 5. Select **Time** menu item from the drop-down menu.



# PA30 Process Catastrophic Leave Donations

## Maintain HR Master Data



6. Select **Quota Corrections (2013)** record indicator  Quota Corrections (2013)
7. Click **Enter** button
8. Click **STy** field
9. Click **STy** matchcode . The *Subtypes for infotype "Quota Corrections (2013)" (XXXX)* dialog screen displays.



## PA30 Process Catastrophic Leave Donations

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

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	15	Military Leave
1	10	16	Executive Leave
1	10	17	Management Leave
1	10	18	General Leave of Absence
1	10	19	Disaster Leave
1	10	23	Catastrophic 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

10. Double-click **Catastrophic Leave** list item **Catastrophic Leave**



## PA30 Process Catastrophic Leave Donations

### Maintain HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. The SAP logo is in the top right corner. The main title is 'Maintain HR Master Data'. Below the title is a toolbar with icons for search, edit, and other functions. The left sidebar shows a search tree with 'Person' selected. The main area displays employee data for Patricia Doyle (Personnel no. 100011). The 'Time' tab is active, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Quota Corrections (2013)' infotype is selected, and the 'Direct selection' area shows 'Quota Corrections (2013)' with 'STy 23' and 'Catastrophic Leave'.

Personnel no. 100011  
Name Patricia Doyle  
EE group 1 Regular Pers.area 1130 Water  
EE subgroup 01 FT Covered, Negative Pers. subarea 3150 DCTU-AFSCME Status Active

Infotype text E  
Planned Working Time (0007) ✓  
Absences (2001)  
Attendances (2002)  
Substitutions (2003)  
Absence Quotas (2006)  
Attendance Quotas (2007)  
Employee Remuneration Info (2010)  
Time Quota Compensation (0416)  
Quota Corrections (2013)

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 Quota Corrections (2013) STy 23 Catastrophic Leave

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



## PA30 Process Catastrophic Leave Donations

### Create Quota Corrections (2013)

The screenshot shows the SAP PA30 interface for creating quota corrections. The main data fields are as follows:

Personnel No	100011	Name	Patricia Doyle
EE group	1 Regular	Personnel ar	1130
WWS rule	080I6_01 MF 0830-1700	Status	Active
Start	01/05/2009		
Absence quota type	23 Catastrophic Leave		

Below the data fields, there are two main sections:

- Change accrual entitlement:** Includes a 'Quota number' field (currently empty) followed by 'Hours'. Below this are three radio buttons:
  - Increase generated entitlement
  - Reduce generated entitlement
  - Replace generated entitlement
- Change transfer time:** Includes a 'Transfer' field with a dropdown menu set to 'Do not change transfer time'.

12. Click **Quota number** field  .



If employee is approved to use the hours before the date the correction is made, change the date in the Start field.




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

Field	R/O/C	Description
-------	-------	-------------



## PA30 Process Catastrophic Leave Donations

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. <b>Example:</b> 25

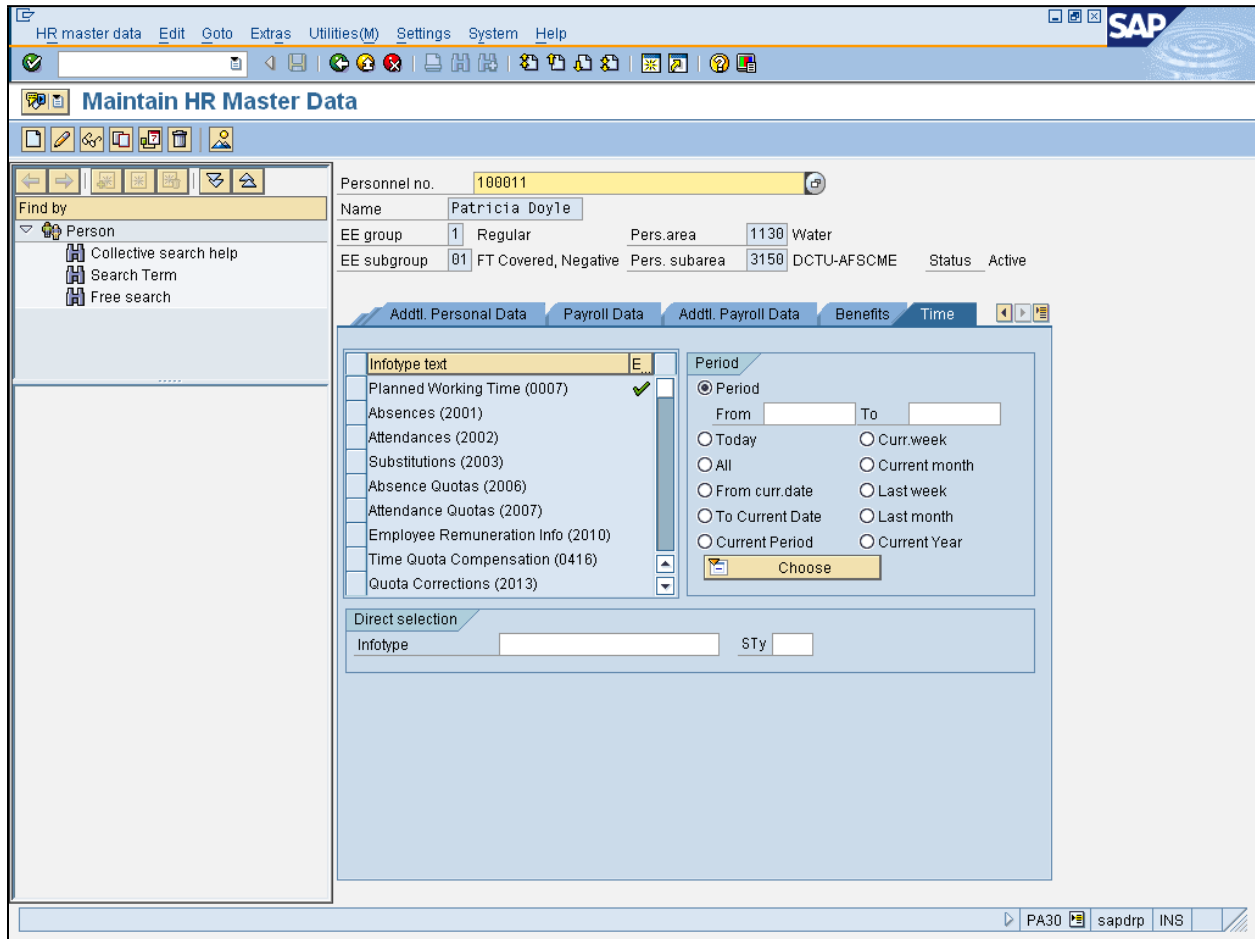
14. Click **Enter** button  .
15. Click **Save** button  . The *Maintain HR Master Data* screen displays.  
 The system returns the message, "Save your entries".








# PA30 Process Catastrophic Leave Donations

## Maintain HR Master Data



16. Select **Absence Quotas (2006)** record indicator  **Absence Quotas (2006)** .  
 This step creates validity dates in which the donated hours can be used. Time Evaluation has to be run before doing this step.
17. Click **Enter** button  .
18. Click **STy** field  .
19. Click **STy** matchcode  . The *Subtypes for infotype "Absence Quotas (2006)" (XXXX)* dialog box displays.



## PA30 Process Catastrophic Leave Donations

Subtypes for infotype "Absence Quotas (2006)" (XXXX) YYYY  
Entries found

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	15	Military Leave
1	10	16	Executive Leave
1	10	17	Management Leave
1	10	18	General Leave of Absence
1	10	19	Disaster Leave
1	10	23	Catastrophic 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

20. Double-click **Catastrophic Leave** list item



## PA30 Process Catastrophic Leave Donations

### Maintain HR Master Data

The screenshot shows the SAP HR Master Data interface. The top menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. The SAP logo is in the top right corner. The main title is 'Maintain HR Master Data'. Below the title is a toolbar with various icons. On the left is a navigation pane with 'Find by' options: 'Person', 'Collective search help', 'Search Term', and 'Free search'. The main area displays employee data for Patricia Doyle (Personnel no. 100011). Fields include: Name: Patricia Doyle, EE group: 1 Regular, Pers.area: 1130 Water, EE subgroup: 01 FT Covered, Negative, Pers. subarea: 3150 DCTU-AFSCME, Status: Active. Below this are tabs for 'Addtl. Personal Data', 'Payroll Data', 'Addtl. Payroll Data', 'Benefits', and 'Time'. The 'Time' tab is active, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Absence Quotas (2006)' infotype is selected and highlighted. The 'Period' section has radio buttons for 'Period', 'Today', 'All', 'From curr. date', 'To Current Date', 'Current Period', 'Curr. week', 'Current month', 'Last week', and 'Last month'. A 'Choose' button is at the bottom of the period selection area. Below the list is a 'Direct selection' section with an 'Infotype' field containing 'Absence Quotas (2006)', an 'STy' field containing '23', and a 'Catastrophic Leave' checkbox. The bottom status bar shows 'PA30', 'sapdrp', and 'INS'.

21. Click **Edit** button  . The *Change Absence Quotas (2006)* screen displays.



## PA30 Process Catastrophic Leave Donations

### Change Absence Quotas (2006)

22. Click **Deduction from** field **01/05/2009** .



The quota correction step, allows one month from the input date. Dates are changed here to allow different validity dates.

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

Field	R/O/C	Description
Deduction from	R	The eligibility start date for donated hour deductions. <b>Example:</b> 011509




## PA30 Process Catastrophic Leave Donations

Field	R/O/C	Description
Deduction to	R	The eligibility end date for donated hour deductions. <b>Example:</b> 022509

24. Click **Save** button .

25. Click **Exit** button .

 The system returns the message, "Record changed".



**PA30**

**Work Instruction**

## **PA30 Process Catastrophic Leave Donations**

### **Result**

You have added hours to employees Catastrophic Leave Quota, and set the validity dates in which this leave can be used on the employees timesheet.