

Purpose

Use this procedure to pay employee requested compensation time, or to pay out applicable quotas upon termination of City employment.

Trigger

Perform this procedure when employee requests compensation time pay out, or applicable quotas upon termination of city employment.

Prerequisites

Employee's personnel number (PERNR) or name

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
- Quota compensation is a central function, preformed by the Central Time Administrator
- Compensation time payouts are the only quota that can be paid out upon employee request, all other payouts, if applicable, are paid out upon termination of city employment
- Requested compensation payouts are paid on the employees next payroll check
- For eligible employees the following quotas can be compensated:
 - On employee request Compensation Time
 - On termination of city employment Compensation Time, Deferred Holiday, vacation
 - For eligible sworn: Sick, and PFFA payroll bank could also paid out

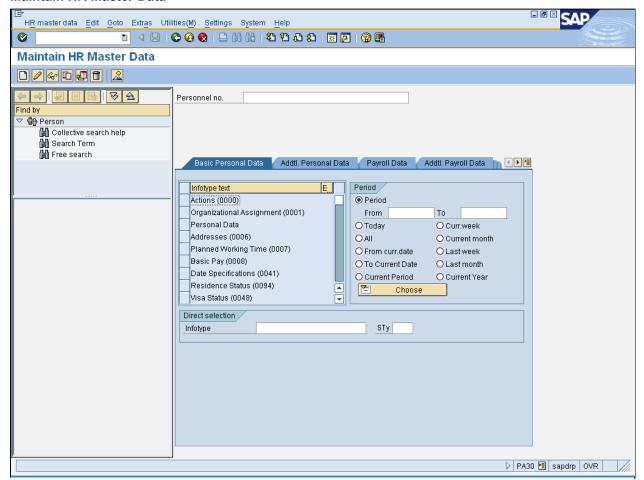
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Procedure

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

Maintain HR Master Data

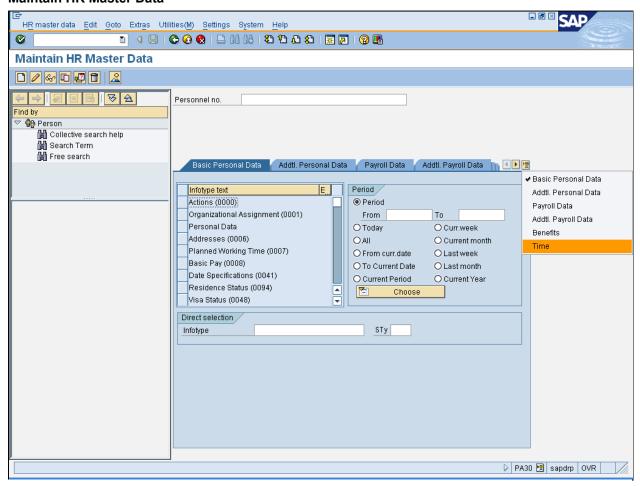


2. Click **Choose** button . The *Choose* drop-down menu displays.

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Maintain HR Master Data

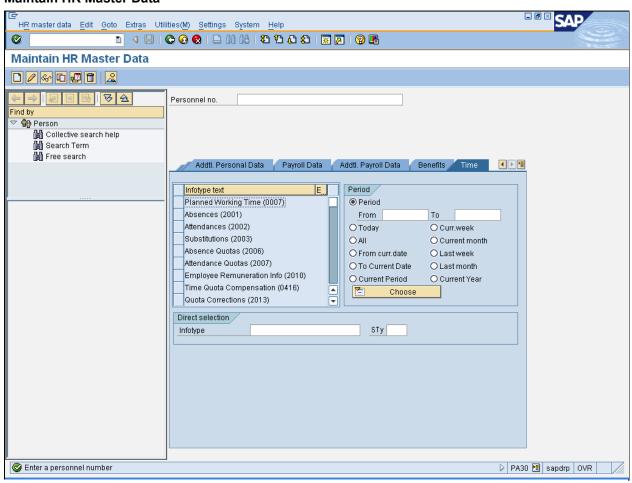


3. Select **Time** menu item Time

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Maintain HR Master Data



4. 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

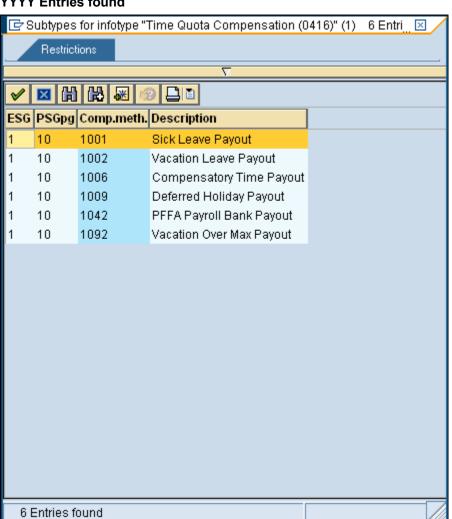
5. Click Enter button 2

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- 6. Select **Time Quota Compensation (0416)** record indicator Time Quota Compensation (0416)
- 7. Click **Enter** button . The *Maintain HR Master Data* screen updates.
- 8. Click STy field .
- 9. Click **STy** matchcode . The Subtype for infotype "Time Quota Compensation (0416)" (XXXX) dialog box displays.

Subtypes for infotype "Time Quota Compensation (0416)" (XXXX) YYYY Entries found

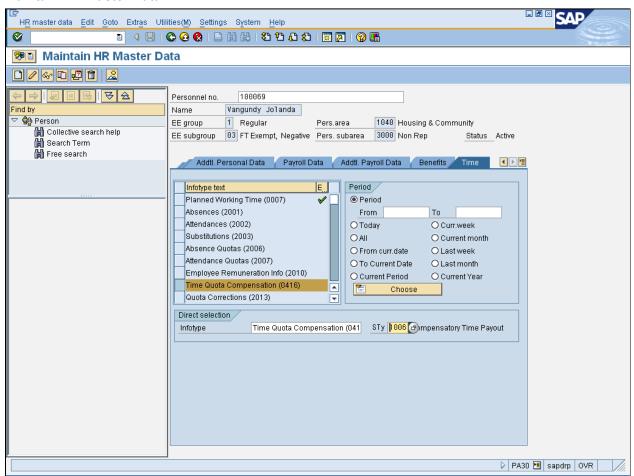


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10. Double-click 1006 Compensation Time Payout list item 1006 Compensatory Time Payout .

Maintain HR Master Data

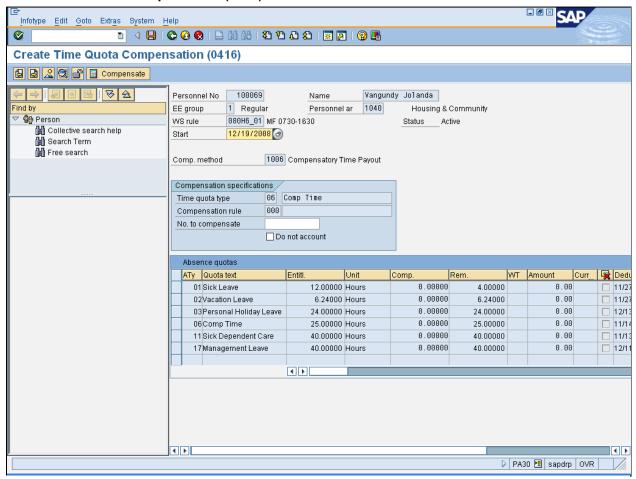


11. Click Create button . The Create Time Quota Compensation (0416) screen displays.

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Create Time Quota Compensation (0416)



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

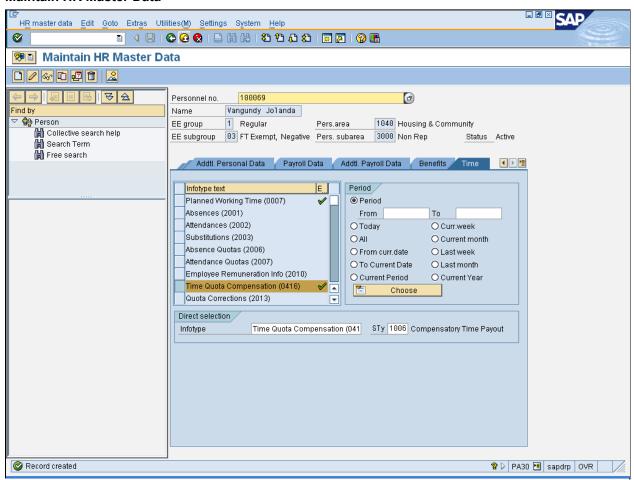
Field	R/O/C	Description
Start	R	Date and time when operation commences.
		Example: 122408
No. to compensate	R	
		Example: 25

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13. Click Save button .

Maintain HR Master Data



14. Click Exit button .



The system returns the message, "Record created".

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Result

You have paid an employee requested compensation time, or to paid out applicable quotas upon termination of City employment.

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