



PA30 Quota Compensation

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, performed 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 be paid out




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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

The screenshot shows the SAP 'Maintain 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 area is titled 'Maintain HR Master Data' and contains a search field for 'Personnel no.'. On the left, there is a 'Find by' section with a tree view showing 'Person' and sub-items: 'Collective search help', 'Search Term', and 'Free search'. The main content 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 infotypes on the left and a 'Period' selection area on the right. The infotype list includes: 'Infotype text', '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)'. The 'Period' section has a radio button for 'Period' and a 'From' to 'To' date range. Below this are several radio button options: 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'To Current Date', 'Last month', 'Current Period', and 'Current Year'. A 'Choose' button is located at the bottom of the 'Period' section. At the bottom of the screen, there is a status bar showing 'PA30', 'sapdrp', and 'OVR'.

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



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Maintain HR Master Data

The screenshot shows the SAP HR Master Data interface. The title bar reads "Maintain HR Master Data". The main window has 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 area is divided into several panes. On the left, there is a "Find by" pane with options: "Person", "Collective search help", "Search Term", and "Free search". The central pane is titled "Personnel no." and contains a search field. Below this, there are tabs for "Basic Personal Data", "Addtl. Personal Data", "Payroll Data", and "Addtl. Payroll Data". The "Basic Personal Data" tab is active, showing a list of infotypes on the left and a "Period" selection area on the right. The "Period" area has radio buttons for "Today", "All", "From curr. date", "Current Period", "Curr.week", "Current month", "Last week", and "Current Year", along with "From" and "To" date fields and a "Choose" button. On the far right, a vertical menu lists the following items: "Basic Personal Data", "Addtl. Personal Data", "Payroll Data", "Addtl. Payroll Data", "Benefits", and "Time". The "Time" item is highlighted in orange. At the bottom of the window, the status bar shows "PA30", "sapdrp", and "OVR".

3. Select **Time** menu item 



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Maintain HR Master Data

The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Time' tab is selected, and the 'Time Quota Compensation (0416)' infotype is chosen. The 'Period' section is visible with radio buttons for 'Today', 'All', 'From curr. date', 'To Current Date', 'Current Period', 'Curr. week', 'Current month', 'Last week', and 'Current Year'. A 'Choose' button is also present. The 'Direct selection' section shows 'Infotype' and 'STy' fields. The status bar at the bottom indicates 'Enter a personnel number' and 'PA30 sapdrp OVR'.

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 .



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6. Select **Time Quota Compensation (0416)** record indicator .
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**

The screenshot shows a SAP dialog box titled "Subtypes for infotype 'Time Quota Compensation (0416)' (1) 6 Entries found". The dialog has a "Restrictions" tab and a toolbar with icons for navigation and actions. Below the toolbar is a table with the following data:

ESG	PSGpg	Comp.meth.	Description
1	10	1001	Sick Leave Payout
1	10	1002	Vacation Leave Payout
1	10	1006	Compensatory Time Payout
1	10	1009	Deferred Holiday Payout
1	10	1042	PFFA Payroll Bank Payout
1	10	1092	Vacation Over Max Payout

At the bottom of the dialog, it indicates "6 Entries found".



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

Maintain HR Master Data

The screenshot shows the SAP 'Maintain HR Master Data' interface for personnel number 100069, Jolanda Vangundy. The 'Time' tab is active, displaying a list of infotypes on the left and configuration options on the right. 'Time Quota Compensation (0416)' is selected in the list. The 'Direct selection' section shows 'Time Quota Compensation (041)' and 'STy 1006' with a dropdown menu set to 'Compensatory Time Payout'. The 'Period' section includes radio buttons for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Last month', along with a 'Choose' button.

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



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Create Time Quota Compensation (0416)

The screenshot shows the SAP PA30 'Create Time Quota Compensation (0416)' form. The main data fields are as follows:

- Personnel No: 100069, Name: Vangundy JoIanda
- EE group: 1 Regular, Personnel ar: 1040, Housing & Community
- WVS rule: 080H6_01 MF 0730-1630, Status: Active
- Start: 12/19/2008
- Comp. method: 1006 Compensatory Time Payout

Compensation specifications:

- Time quota type: 06 Comp Time
- Compensation rule: 000
- No. to compensate: [Empty field]
- Do not account

Absence quotas table:

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Curr.	Dedu
01	Sick Leave	12.00000	Hours	0.00000	4.00000		0.00		<input type="checkbox"/> 11/27
02	Vacation Leave	6.24000	Hours	0.00000	6.24000		0.00		<input type="checkbox"/> 11/27
03	Personal Holiday Leave	24.00000	Hours	0.00000	24.00000		0.00		<input type="checkbox"/> 12/13
06	Comp Time	25.00000	Hours	0.00000	25.00000		0.00		<input type="checkbox"/> 11/14
11	Sick Dependent Care	40.00000	Hours	0.00000	40.00000		0.00		<input type="checkbox"/> 11/13
17	Management Leave	40.00000	Hours	0.00000	40.00000		0.00		<input type="checkbox"/> 12/11

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

The screenshot shows the SAP 'Maintain HR Master Data' interface. The main window title is 'Maintain HR Master Data'. 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. Below the menu bar is a toolbar with various icons. The main content area is divided into several sections:

- Personnel no.:** 100069
- Name:** Wangundy JoIanda
- EE group:** 1 Regular
- Pers.area:** 1040 Housing & Community
- EE subgroup:** 03 FT Exempt, Negative
- Pers. subarea:** 3000 Non Rep
- Status:** Active

Below this information are tabs for 'Addtl. Personal Data', 'Payroll Data', 'Addtl. Payroll Data', 'Benefits', and 'Time'. The 'Time' tab is selected. In the 'Time' section, there is a list of 'Infotype text' items:

- 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)


To the right of this list is a 'Period' selection area with 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 this area.

Below the list is a 'Direct selection' section with the following details:

- Infotype:** Time Quota Compensation (041)
- STy:** 1006
- Compensatory Time Payout**

At the bottom left of the window, a status bar shows 'Record created'. At the bottom right, there are icons for help, a search icon, and the text 'PA30 sapdrp OVR'.

- 14. Click **Exit** button  .

 The system returns the message, "Record created".



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Work Instruction

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Result

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