

## Quota Detail Report Work Instructions

### Overview:

This document explains how to use the Quota Detail Report. The objective of this report is to provide year to date quota balances for employees for the current year to date totals or by specific pay period.

### Transaction:

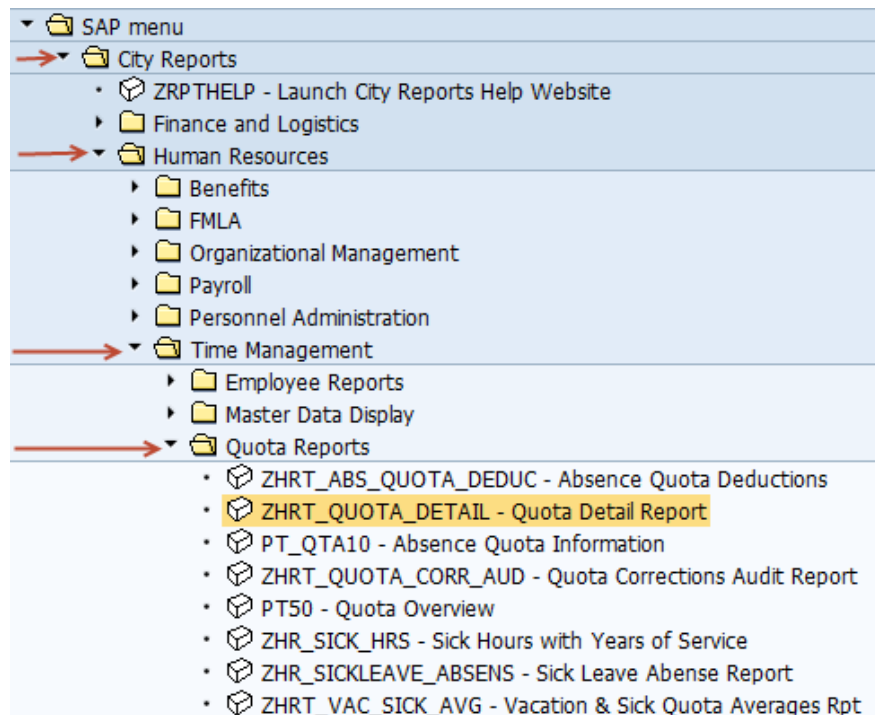
ZHRT\_QUOTA\_DETAIL: Quota Detail Report

### Hints/Tips:

This report has been added to the following roles in SAP:

- CTA: RP\_S\_TM\_CENTRAL\_TIME\_ADMINISTR
- Timekeeper: RP\_S\_TM\_TIMEKEEPER
- Time Reviewer: RP\_S\_TM\_TIME\_REVIEWER

This report can be accessed from the City Reports folder in the SAP Easy Access Menu:



**Procedure:**

**Selection Screen:** Enter the following information on the selection screen to run the report.

- Current Year Up to Current Pay Period:

1. Either select the radio button "Current year"

2. Or, Period: Select 'Other Period'
  - a. Enter start date (2<sup>nd</sup> day of the 1<sup>st</sup> Pay Period of the calendar year)
    - ♦ i.e. 01/04/2013
  - b. Enter End Date (1<sup>st</sup> day of the current pay period)
    - ♦ i.e. 08/01/2013

3. Enter Personnel Number: one or list of employees

- Specific Pay Period:

1. Period: Select 'Other Period'
  - a. Enter Start Date (2<sup>nd</sup> day of the pay period prior to desired)
    - ♦ i.e. 07/09/2013
  - b. Enter End Date (1<sup>st</sup> day of the pay period desired)
    - ♦ i.e. 08/01/2013
2. Enter Personnel Number: one or list of employees

**Results Screen:** Include the following:

Employee Information	Personnel #, Name, Personnel Area, Personnel SubArea, etc. <i>(Specific details desired for the employee information details can be added or removed by creating a custom layout)</i>
Quota Type/Description	Quota Type # & Text Description
Beginning Balance	Balance as of the beginning of the dates that were entered <i>(Report will typically be run from the beginning of the year through the current pay period)</i>

Accrual	Accruals that have been generated from the dates that were entered <i>(Report will typically be run from the beginning of the year through the current pay period)</i>
Accrual Adjustment	For PFFA Employees who change work schedules and their quotas adjust based on their new work schedule <i>(i.e. 51.9223 employee moving to a 40 hr work schedule)</i>
Manual Adjustment	Adjustments made by the CTA's via IT2013
Used	Quotas used during the date range requested
Ending Balance	Beginning balance, plus/minus accruals, plus/minus accrual adjustments, plus/minus manual adjustments and minus quotas used

## Exceptions:

- PFFA only: Quota 42 – PFFA Quota Banking Hours

Results Screen:

Beginning Balance	Equals ending balance of prior period
Accrual	Equals quotas accrued from current pay period (plus and/or minus)
Accrual Adjustment	Should always be 'zero' or blank
Manual Adjustment	Equals manual adjustment made by the CTA (plus and/or minus)
Used	Should always be 'zero' or blank
Ending Balance	Equals beginning balance plus/minus accrual and plus/minus manual adjustment

- Sick Dependent Care: This quota deducts differently than other quotas. This quota will appear in the 'Accrual Adjustment' column and all usage will be reduced from the original amount.

Using the Current year radio button:

**Quota Detail Report**

Selections from Search helps Sort order Org.

**Period**

Today  Current month  Current year  
 Up to today  From today  
 Other period

Data Selection Period To  
Person selection period To

**Selection**

Personnel Number  
Employment status  
Personnel area  
Personnel subarea  
Employee group  
Employee subgroup  
Organizational unit  
Time recording administrator

**Report Options**

Absence Quota Type to  
Layout /DEFAULT

Multiple Selection  
Select Single  
O. Single v...  
209124  
100344  
104067  
102656  
619928  
254254

Current Year Up to Current Pay Period:

### Quota Detail Report

**Period**  
 Today     Current month     Current year  
 Up to today     From today  
 Other period  
 Data Selection Period: 01/04/2013 To: 08/01/2013  
 Person selection period:                      To:                     

**Selection**  
 Personnel Number: 209124  
 Employment status:                        
 Personnel area:                              
 Personnel subarea:                          
 Employee group:                             
 Employee subgroup:                         
 Organizational unit:                         
 Time recording administrator:          

**Report Options**  
 Absence Quota Type:                       to:                        
 Layout:                                     

Multiple Selection for Personnel

Select Single Values (6)

O. Single v...

- 209124
- 100344
- 104067
- 102656
- 619928
- 254254

Employee ...	Employee Name	Personnel...	Personnel...	Quot...	Quota Type Desc	Σ Beginning Ba...	Σ Accrual	Σ Accrual Adj	Σ Manual Adj	Σ Used	Σ Ending Balan...
00209124		1290	3000	01	Sick Leave	157.75	64.00	0.00	0.00	40.00	181.75
00209124		1290	3000	02	Vacation Leave	111.59	73.92	0.00	0.00	0.00	185.51
00209124		1290	3000	03	Personal Time	0.00	24.00	0.00	0.00	8.00	16.00
00209124		1290	3000	09	Deferred Holiday Leave	0.00	0.00	8.00	0.00	8.00	0.00
00209124		1290	3000	11	Sick Dependent Care	40.00	0.00	0.00	0.00	0.00	40.00
00209124		1290	3000	17	Management Leave	0.00	0.00	0.00	80.00	16.00	64.00
<b>00000000</b>				<b>00</b>		<b>309.34</b>	<b>161.92</b>	<b>8.00</b>	<b>80.00</b>	<b>72.00</b>	<b>487.26</b>
00100344		1020	3050	01	Sick Leave	1,727.44	78.15	0.00	0.00	0.00	1,805.59
00100344		1020	3050	02	Vacation Leave	300.01	193.80	0.00	24.00	132.00	337.81
00100344		1020	3050	06	Comp Time	80.00	0.00	0.00	0.00	0.00	80.00
00100344		1020	3050	11	Sick Dependent Care	48.00	0.00	0.00	0.00	0.00	48.00
00100344		1020	3050	42	PFFA Payroll Bank	20.32	45.60	0.00	0.00	0.00	17.44
<b>00000000</b>				<b>00</b>		<b>2,175.77</b>	<b>226.35</b>	<b>0.00</b>	<b>24.00</b>	<b>132.00</b>	<b>2,253.96</b>
00104067		1200	3000	11	Sick Dependent Care	40.00	0.00	0.00	0.00	0.00	40.00
00104067		1200	3000	09	Deferred Holiday Leave	45.00	0.00	30.00	0.00	50.00	25.00
00104067		1200	3000	06	Comp Time	0.00	0.00	3.00	0.00	0.00	3.00
00104067		1200	3000	03	Personal Time	0.00	24.00	0.00	0.00	24.00	0.00
00104067		1200	3000	02	Vacation Leave	97.40	46.20	0.00	0.00	7.00	136.60
00104067		1200	3000	01	Sick Leave	50.16	60.00	0.00	0.00	0.00	110.16
<b>00000000</b>				<b>00</b>		<b>232.56</b>	<b>130.20</b>	<b>33.00</b>	<b>0.00</b>	<b>81.00</b>	<b>314.76</b>
00102656		1120	3170	01	Sick Leave	41.00	60.00	0.00	0.00	81.00	20.00
00102656		1120	3170	02	Vacation Leave	86.61	80.70	0.00	0.00	26.00	141.31
00102656		1120	3170	03	Personal Time	0.00	24.00	0.00	0.00	24.00	0.00
00102656		1120	3170	06	Comp Time	42.25	0.00	57.00	0.00	56.00	43.25
00102656		1120	3170	11	Sick Dependent Care	40.00	0.00	32.00	0.00	0.00	8.00
<b>00000000</b>				<b>00</b>		<b>209.86</b>	<b>164.70</b>	<b>25.00</b>	<b>0.00</b>	<b>187.00</b>	<b>212.56</b>
00619928		1040	3300	01	Sick Leave	110.70	60.00	0.00	0.00	75.00	95.70
00619928		1040	3300	02	Vacation Leave	23.19	69.30	0.00	0.00	4.00	88.49
00619928		1040	3300	03	Personal Time	0.00	24.00	0.00	0.00	24.00	0.00
00619928		1040	3300	11	Sick Dependent Care	40.00	0.00	0.00	0.00	0.00	40.00
<b>00000000</b>				<b>00</b>		<b>173.89</b>	<b>153.30</b>	<b>0.00</b>	<b>0.00</b>	<b>103.00</b>	<b>224.19</b>
00254254		1150	3060	01	Sick Leave	323.00	60.00	0.00	0.00	40.00	343.00
00254254		1150	3060	02	Vacation Leave	66.78	69.30	0.00	0.00	52.00	84.08
00254254		1150	3060	03	Personal Time	0.00	40.00	0.00	0.00	40.00	0.00
00254254		1150	3060	06	Comp Time	0.00	0.00	67.36	0.00	22.00	45.36
00254254		1150	3060	09	Deferred Holiday Leave	60.00	0.00	60.00	0.00	0.00	120.00
00254254		1150	3060	11	Sick Dependent Care	40.00	0.00	0.00	0.00	0.00	40.00
<b>00000000</b>				<b>00</b>		<b>489.78</b>	<b>169.30</b>	<b>127.36</b>	<b>0.00</b>	<b>154.00</b>	<b>632.44</b>
<b>00000000</b>				<b>00</b>		<b>3,591.20</b>	<b>1,005.77</b>	<b>193.36</b>	<b>56.00</b>	<b>729.00</b>	<b>4,125.17</b>

Specific Pay Period:

**Quota Detail Report**

Selections from Search helps Sort order Org. structure

Period  
 Today  Current month  Current year  
 Up to today  From today  
 Other period  
 Data Selection Period: 06/07/2013 To: 06/20/2013  
 Person selection period: To:

Selection  
 Personnel Number: 209124  
 Employment status  
 Personnel area  
 Personnel subarea  
 Employee group  
 Employee subgroup  
 Organizational unit  
 Time recording administrator

Report Options  
 Absence Quota Type to  
 Layout

Multiple Selection  
 Select Single V  
 O. Single v...  
 209124  
 100344  
 104067  
 102656  
 619928  
 254254

Employee ...	Employee Name	Personnel...	Personnel...	Quot...	Quota Type Desc	Σ Beginning B..	Σ Accrual	Σ Accrual Adj	Σ Manual Adj	Σ Used	Σ Ending Bala..
00209124		1290	3000	01	Sick Leave	165.75	4.00	0.00	0.00	0.00	169.75
00209124		1290	3000	02	Vacation Leave	167.03	4.62	0.00	0.00	0.00	171.65
00209124		1290	3000	03	Personal Time	24.00	0.00	0.00	0.00	0.00	24.00
00209124		1290	3000	09	Deferred Holiday Leave	8.00	0.00	0.00	0.00	0.00	8.00
00209124		1290	3000	11	Sick Dependent Care	40.00	0.00	0.00	0.00	0.00	40.00
00209124		1290	3000	17	Management Leave	80.00	0.00	0.00	0.00	0.00	80.00
<b>00000000</b>				<b>00</b>		<b>484.78</b>	<b>8.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>493.40</b>
00100344		1020	3050	01	Sick Leave	1,789.96	5.21	0.00	0.00	0.00	1,795.17
00100344		1020	3050	02	Vacation Leave	323.05	12.92	0.00	0.00	0.00	335.97
00100344		1020	3050	06	Comp Time	80.00	0.00	0.00	0.00	0.00	80.00
00100344		1020	3050	11	Sick Dependent Care	48.00	0.00	0.00	0.00	0.00	48.00
00100344		1020	3050	42	PFFA Payroll Bank	17.92	16.16	0.00	0.00	0.00	1.76
<b>00000000</b>				<b>00</b>		<b>2,223.09</b>	<b>34.29</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,257.38</b>
00104067		1200	3000	11	Sick Dependent Care	40.00	0.00	0.00	0.00	0.00	40.00
00104067		1200	3000	09	Deferred Holiday Leave	75.00	0.00	0.00	0.00	0.00	75.00
00104067		1200	3000	06	Comp Time	3.00	0.00	0.00	0.00	0.00	3.00
00104067		1200	3000	03	Personal Time	13.00	0.00	0.00	0.00	0.00	13.00
00104067		1200	3000	02	Vacation Leave	134.36	3.08	0.00	0.00	0.00	137.44
00104067		1200	3000	01	Sick Leave	98.16	4.00	0.00	0.00	0.00	102.16
<b>00000000</b>				<b>00</b>		<b>363.52</b>	<b>7.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>370.60</b>
00102656		1120	3170	01	Sick Leave	8.00	4.00	0.00	0.00	0.00	12.00
00102656		1120	3170	02	Vacation Leave	134.17	5.38	0.00	0.00	0.00	139.55
00102656		1120	3170	06	Comp Time	66.50	0.00	0.00	0.00	8.00	58.50
00102656		1120	3170	11	Sick Dependent Care	8.00	0.00	0.00	0.00	0.00	8.00
<b>00000000</b>				<b>00</b>		<b>216.67</b>	<b>9.38</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>218.05</b>
00619928		1040	3300	01	Sick Leave	95.20	4.00	0.00	0.00	3.50	95.70
00619928		1040	3300	02	Vacation Leave	78.63	4.62	0.00	0.00	0.00	83.25
00619928		1040	3300	03	Personal Time	12.00	0.00	0.00	0.00	8.00	4.00
00619928		1040	3300	11	Sick Dependent Care	40.00	0.00	0.00	0.00	0.00	40.00
<b>00000000</b>				<b>00</b>		<b>225.83</b>	<b>8.62</b>	<b>0.00</b>	<b>0.00</b>	<b>11.50</b>	<b>222.95</b>
00254254		1150	3060	01	Sick Leave	331.00	4.00	0.00	0.00	0.00	335.00
00254254		1150	3060	02	Vacation Leave	80.22	4.62	0.00	0.00	10.00	74.84
00254254		1150	3060	06	Comp Time	41.36	0.00	0.00	0.00	0.00	41.36
00254254		1150	3060	09	Deferred Holiday Leave	105.00	0.00	0.00	0.00	0.00	105.00
00254254		1150	3060	11	Sick Dependent Care	40.00	0.00	0.00	0.00	0.00	40.00
<b>00000000</b>				<b>00</b>		<b>597.58</b>	<b>8.62</b>	<b>0.00</b>	<b>0.00</b>	<b>10.00</b>	<b>596.20</b>
<b>00000000</b>				<b>00</b>		<b>4,111.47</b>	<b>76.61</b>	<b>0.00</b>	<b>0.00</b>	<b>29.50</b>	<b>4,158.58</b>