

Absence Quota Information

“Quotas” is the term used in reference to Illness and Vacation hours. For additional information regarding Quotas please refer to the Payroll Concepts Manual. Although an employee’s illness and vacation balance appears on the paystub, the **Absence Quota Information Report (ZPT_QTA10)** gives a more detailed account. The report provides a more accurate balance than any other report in SAP.



Benefits of Running Absence Quota Information

- Calculate and determine if an employee has enough vacation hours to report during winter and spring break.
- Determine if an employee has enough illness hours to cover their illness leave.
- The report can be ran for an individual employee or multiple employees.
- The report is accessible on the Time Keeper and Time Approver tabs or from the CAT3 Timesheet.

Use the following instructions to generate the **Absence Quota Information** report. The instructions begin from the **Absence Quota Information** initial screen.

- The system default **Reporting Period** is Today. Do Not Change.
- Enter Person ID.
- Delete the date stored in **Key Date for Deduction**.
- Change the **Key Date for Entitlement** to the first day of the desired period.
- Click on Execute in the menu bar to generate the report

Absence Quota Information for Concurrent Employment

4. Click Execute OrgStructure Search Help

Period

Reporting Period: Today Do Not Change

Selection Criteria

Person ID	762878	1. Enter Person ID
Personnel Number		
Employment Status		
Personnel area		
Personnel subarea		
Employee group		
Employee subgroup		
Payroll area		

Quota Selection

Quota Type: to

Unit:

Deduction Period: /31/9999

Key Date for Deduction:

Key Date for Entitlement: 12/01/2016 3. Change the date to the first day of the desired reporting period

2. DELETE Key Date for Deduction

Once executed, the **Absence Quota Information** report will appear and display initial benefit hours, benefit hours used, and remaining benefits hours.

Display Absence Quota Information

▲ ▼ 🏠 🔍 📄 📄 📄 📄 📄 Choose Save 📄 📄 📄 📄 📄 ABC 📄

Absence Quotas

Validity Period 02/08/2017 - 02/08/2017

Person ID	Name	Pers. Assign...	AQT...	Quota	Unit	Entitlement	Used	Compensated to Key...	Total Remain.	Rem. on Key Date
783953	Andrea Davis	783953	01	Full Pay Illness	Hours	786.94000	703.50000	0.00000	83.44000	83.44000
783953	Andrea Davis		02	Half Pay Illness	Hours	655.06000	0.00000	0.00000	655.06000	655.06000
783953	Andrea Davis		03	Projected Illness H...	Hours	104.00000	0.00000	0.00000	104.00000	104.00000
783953	Andrea Davis		04	Earned Illness Hours	Hours	34.80000	0.00000	0.00000	34.80000	34.80000
783953	Andrea Davis		05	Personal Necessity	Hours	56.00000	0.00000	0.00000	56.00000	56.00000
783953	Andrea Davis		08	Vacation Hours	Hours	1,123.87320	1,064.50000	0.00000	59.37320	59.37320
						Hours = 2,760.67320	= 1,768.00000	= 0.00000	= 992.67320	= 992.67320

Remaining Hours on Key Date

Total Remaining Hours = the current benefit hours employee is eligible to use.

Remaining on Key Date = entitlement benefit hours on the first day of the selected reporting period.