

This guide provides information regarding the generation and research of Out of Sync Quota (PB & PC) error messages which appear on the Time Evaluation Messages Display (Y_DC1_32000670) Report. These messages are true errors, not warning messages, and could have an impact on an employee's ability to request leave and annual/combined extension quota. When one or both error messages below appear for an employee, research the cause of the Out of Sync Quota message and correct the error(s) as soon as possible.

- PB – Out of Sync Annual Quota 10/11
- PC – Out of Sync Sick Quota 20/21

Note: When an employee separates, the leave payment generates based on the actual quotas. Unless the out of sync quota amount is greatly inflated or the actual quota is incorrect, there is no need to research and correct the Out of Sync Quota message prior to unlocking the Q record.

Who is Responsible for the Research and Correction of the Error Messages?

The review and resolution of Out of Sync errors is primarily a time advisor function.

What are the Potential Impacts?

If an employee's anticipated quota (quota type 10/20) is greater than what the employee could earn in a leave calendar year (*plus what they carried over from the previous leave calendar year), the system would allow the employee to request and use more leave than what they are entitled to use, which could cause an overpayment when the error is corrected.

If an employee's anticipated quota (quota type 10/20) is less than what the employee could earn in a leave calendar year*, the system would restrict the employee from using leave they are entitled to use through the end the leave calendar year.

Extension quota (quota type 12) generates on the first day of the new leave calendar year for employees whose anticipated quota (quota type 10) is over the maximum carry-over amount at the end of the current leave calendar year. If quota type 10 is out of sync by a negative amount, the extension quota may be less than what should have generated for the employee.

Note: If an employee has an Out of Sync Annual Quota message and has an extension quota, you must carefully review the extension quotas once the Out of Sync Quota message has been resolved to ensure the correct extension amount regenerates. In some cases, you may also need to re-save annual absences taken during the extension period.

When Do Out of Sync Quota Messages Generate on the Report?

Out of Sync Quota messages generate on the last day of the leave calendar year when there is a positive or negative (+/-) difference of greater than 0.10 hours between an employee's anticipated and actual annual and/or sick quotas. If uncorrected, an Out of Sync Quota message will continue to generate at the end of each subsequent leave calendar year. The value of the Out of Sync errors may differ from year to year since an Out of Sync error can have multiple causes across multiple years. In addition, although an Out of Sync quota error may generate in one leave calendar year, the cause of the error may have occurred in a prior leave calendar year(s). Therefore, research should always begin with the earliest dated error.

When did the Out of Sync Message First Populate in SAP?

The Out of Sync Messages (PB/PC) first generated for pay areas Z3/T3 with a logical date of 1/9/2015, the last day of the 2014 leave calendar year. Messages for pay areas Z1, Z2/T2 first generated on the last day of the 2015 leave calendar year with logical dates of 1/2/2016 and 1/1/2016, respectively.

Because 2014 was the first leave calendar year that Out of Sync quota messages generated, the volume and research of Out of Sync quotas on the Time Evaluation Messages Display report for both the agencies and the HRSC was overwhelming. This was in large part since some quotas had been Out of Sync since SAP go-live in 2004.

Early in 2016, the HRSC, Time Services completed an assessment of all Out of Sync time evaluation errors. A decision was made that for errors in the amount of a full day (7.5/8.0) or less, a quota correction was created to increase/decrease the anticipated quotas, syncing the anticipated quota with the actual quota. In most cases, the effective date used was the day before the logical date of the error, and the user ID attached to the quota correction was either HRSUPPORT or the user ID of a member of the HRSC Time Services staff. As a result of this action, the Out of Sync error count was dramatically reduced from over 28,000 to under 2,600.

How Far Back Can Adjustments Be Made?

Adjustments can be made retroactive to the point where reliable records are available; however, changes must be made in accordance with the Statute of Limitations Annual Reset of the Earliest Personal Retroactive Accounting Date and Earliest Personal Recalculation Date on IT0003. If a change is needed for an effective date prior to the earliest personal retroactive accounting date, a [HR help desk ticket](#) must be submitted in the time category.

REMINDER: Although the system will permit changes to be made to a record using an effective date prior to the earliest personal retroactive accounting date, the changes will not process during time evaluation and will not update the employee's quota(s). Reference [Time Alerts](#) and [PA Alerts](#) regarding adjustments to records greater than three years, three months, and 15 days after the last day of the applicable tax year).

How to Determine the Reason the Out of Sync Quota Error Occurred?

Out of Sync Quota messages occur for many reasons. Typically, when the Out of Sync message generates within the same year a PA message occurred, the PB/PC message is most likely the result of not addressing the PA message by entering a quota correction when the employee switched payroll areas at the time of transfer. However, there are other reasons as to why an employee's anticipated and actual annual and/or sick quotas could become out of sync.

Step 1 of [Appendix A – How to Run and View Out of Sync Quota Messages](#), provides instructions on how to run and view the Time Evaluation Messages Display (Y_DC1_32000670) Report. Step 2 of Appendix A provides reasons for the out of sync quota error message.

After you have identified the potential reason as to why the out of sync quota occurred, reference [Appendix B – Out of Sync Examples](#) for examples on how to research the reasons for the out of sync quota error message.

Instructions on how to compare actual and anticipated quotas are located within [Appendix C – Comparing Actual and Anticipated Quota](#). Time types that are used for Day Balances on PT_BAL00 (Cumulated Time Evaluation Results) are located within [Appendix D – Time Types](#).

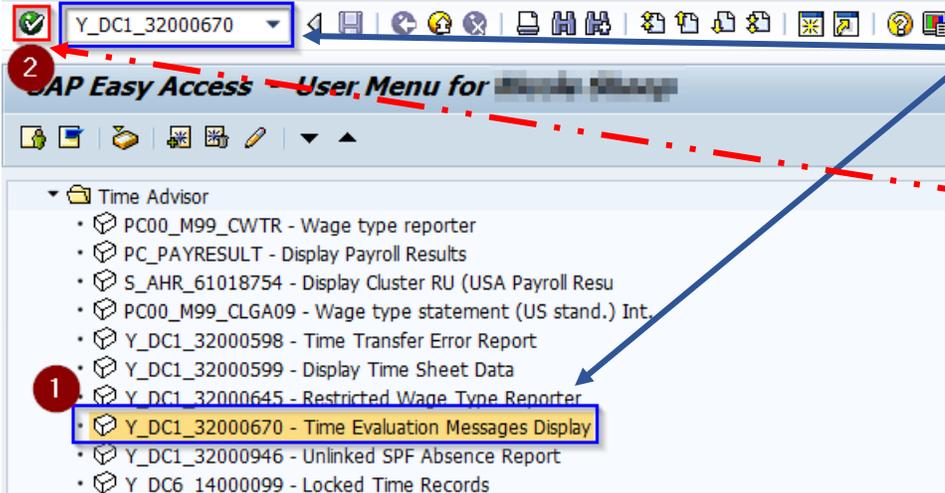
Where to Get Help?

If you are unsure how to research or correct an Out of Sync Quota message, central agency time advisors may submit questions via an [HR help desk ticket](#) in the time category or call the HRSC, Time Services team at 877.242.6007, Option 2. Field time advisors should direct any questions to their Central Agency Time Advisor.

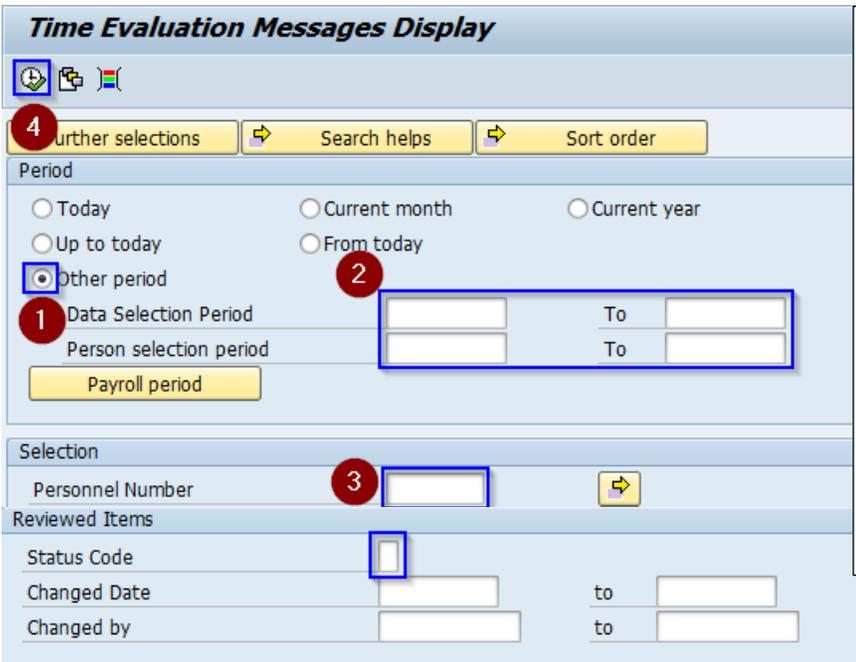
Appendices

Appendix A – How to Run and View Out of Sync Quota Messages

Step 1: The first step in determining why an Out of Sync Quota Message generated on the Report is to view all messages on the Time Evaluation Messages Display (Y_DC1_32000670) Report for the employee.



You can access the report by selecting the report under the Time Advisor role or by typing the report name in the *Command Field*, and then select the Enter Icon (or enter key on your keyboard).



Complete the following fields before executing the report:

1. Select the *Other Period* radio button.
2. List the from and to dates for the period of review in both the *Data Selection Period* and the *Person Selection Period*.
3. Enter the *Personnel Number* of the employee you wish to review. Note, if you wish to see previously 'Reviewed' items, enter "2" in the Status Code under the Reviewed Items section; otherwise leave this field blank.
4. Run the report by selecting the Execute icon.

Appendices

Step 2: The second step in determining the reason for the error message(s) is to review other Transactions and Reports within SAP based on the results from the Time Evaluation Messages Display Report. Listed below are some of the reasons that an employee's quotas may be out of sync. Note, this is not an all-inclusive list.

Employee Changed Payroll Areas (PA, Pay Area Change-Ck LSC & Quotas)

1. [Employee Changed Payroll Areas and moved from an 80 to 75-hour work schedule](#)
2. [Employee Changed Payroll Areas and Transferred from a Union Covered Position to a Management Position](#)
3. [Employee Changed Payroll Areas and was Considered a Preferred Transfer, but Remained on AWS](#)

Incorrect Quota Correction

4. [User Error – Quota Corrections Entered Incorrectly](#)
5. [Employee Transferred from an Agency with a Reciprocal Leave Agreement and Quota Corrections were Entered Incorrectly](#)

Employment Change (i.e., New Hire, Rehire, Transfer)

6. [New Hire/Rehire Eligible to Anticipate Up to One Day of Annual is Hired at End of LCY](#)
7. [Permanent Employee Separated and was Rehired within same Leave Calendar Year](#)
8. [Employee Hired/Rehired in the Middle of a Pay Period and the Quotas were not Reviewed and Adjusted at the End of the Leave Calendar Year](#)
9. [Employee Transferred from a Permanent Position to a Non-Permanent Position and the Anticipated Quotas were not Adjusted](#)

Regular Maintenance

10. [Absences/Substitutions not Resaved when a Work Schedule Change was Entered](#)
11. [Employee is TMS1 or Permanent Part-time TMS9 and the Quotas were not Reviewed and Adjusted at the end of each Leave Calendar Year](#)
12. [Rounding Issue Involving Some Accrual Rates](#)

Other Reasons

13. [Absences are Incorrectly Deducting from Anticipated Quota](#)
14. [Employee has More than One Line of the Same Quota Type \(Ex. Two quota type 20 records\)](#)

Note: Users are unable to mark these messages as reviewed. Once the PB and/or PC error is corrected, Time evaluation must run to remove the error from the Time Evaluation Messages Display. If the error still appears, additional research and correction is required. Reminder, time evaluation runs nightly, or a request can be submitted via the OA, Time Eval resource account to have time evaluation run manually.

Appendices

Appendix B – Out of Sync Examples

Two-time types available for view in PT_BAL00, Day Balances, display differences between anticipated and actual quotas and are the values associated with the PB/PC error.

ZQAF – Annual Qta Diff – LCY End
 ZQSF – Sick Quota Diff – LCY End

1. Employee Changed Payroll Areas and moved from an 80 to 75-hour work schedule

Problem: Employee has Out of Sync errors for both annual and sick leave totaling 1.59 each with a logical date of 1/4/2019.

Time Evaluation Messages Display									
Org.un.	Lst/1stNam	PersNo	Subarea	MessTy	Message long text	Logical date	Mess.Supp.	Reviewed	CD
43420			AG11	PC	Out of Sync Sick Quota 20/21	01/04/2019	1.5900	<input type="checkbox"/>	FR
43420			AG11	PB	Out of Sync Annual Quota 10/11	01/04/2019	1.5900	<input type="checkbox"/>	FR
43420			AG11	PA	Pay Area Change-Ck LSC & Quotas	07/28/2018		<input type="checkbox"/>	SA

Hint: The employee also has a PA – Pay Area Change–Ck LSC and Quotas message with a logical date of 7/28/2018. The employee’s pay area changed in the 2018 LCY is the probable cause of the Out of Sync errors. **Note,** for employees who change from an 80-hour to 75-hour work schedule (or vice versa), the anticipated quotas may need to be adjusted.

Research: A review of IT0001 reveals the employee transferred from DOT (payroll area T2) to Agriculture (payroll area Z3) on 7/28/2018.

Overview Organizational Assignment (0001)									
Personnel No						Active	Payr.area	Z3	
EE group	P	Permanent	68	Agriculture			AG Wgts And Msr Div		
EE subgrp	F7	Full-time 75	AG11	AFSCME G1 OT			Wgts Msr Insp		
Selection	01/01/1800	to	12/31/9999						
Start Date	CoCd	PA	E..	E..	Org. Unit	OrgUnit (Text)	Position (Text)	Position	
01/24/2019	COPA	68	P	F7	AGPCP3420	AG Wgts And Msr Div	Wgts Msr Insp	70420	
07/28/2018	COPA	68	P	F7	AGPCP3420	AG Wgts And Msr Div	Wgts Msr Insp	70420	
03/10/2016	COPA	7802	P	F8	TRSA7200	TR Drvr Lcnsng	Drvr Lic Exmr	71040	
09/12/2015	COPA	7802	P	F8	TRSA7200	TR Drvr Lcnsng	Drvr Lic Exmr	71040	

The PT_BAL00 report can be used to compare anticipated and actual quota accruals earned in the leave calendar year.

Cumulated Time Evaluation Results: Time Balances/Wage Types

Further selections | Search helps | Sort order | Org. structure

Period

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

Period: To:
 Payroll period

Selection

Personnel Number:
 Time recording administrator:

Selection Conditions

<input checked="" type="radio"/> Day balances	<input type="text"/>	to	<input type="text"/>	<input type="button" value="..."/>
<input type="radio"/> Cumulated balances	<input type="text"/>	to	<input type="text"/>	<input type="button" value="..."/>
<input type="radio"/> Time wage types	<input type="text"/>	to	<input type="text"/>	<input type="button" value="..."/>

The period selection should reflect the first day of the LCY for the payroll area where the EE was assigned at the start of the LCY through the last day of the LCY for the payroll area where the EE was assigned at the end of the LCY.

Select the multiple selection button for Day Balances to run the report for quota accruals.

Multiple Selection for ZTART

Select Single Values (4) | Select Ranges | Exclude Single Values

O.	Sin...	Description
<input type="checkbox"/>	4010	4010 - Annual Leave Accrual (Anticipated)
<input type="checkbox"/>	4020	4020 - Sick Leave Accrual (Anticipated)
<input type="checkbox"/>	4112	4112 - Accrual this PP annual (Actual)
<input checked="" type="checkbox"/>	4212	4212 - Accrual this PP sick (Sick)

Note, accruals in Time Types 4112 & 4212 DO NOT include the following:

- Additional annual accruals for no sick leave usage – Use Time Type ZAQ1 or ZAQ2
 - ZAQ1 – Ad. Annual Gen. 1st half (when shown with the January effective date, the result is for January - July of the previous year)
 - ZAQ2 – Ad. Annual Gen. 2nd half
 - ZAQB – Add. Annual Both Halves
- Actual annual and sick quotas generated when employee transfers from non-permanent to permanent prior to working 750 hours in calendar year. – Use Time Type 4011 or 4021
- You can also view accruals via the Accrual Information tab on PT50

Day balances

Data select. period 01/13/2018 - 01/04/2019

Pers.No.	Name	Period	Current Date	TmT	Time type descript.	Σ Number
		201801	01/13/2018	4010	Annual Leave Accrual	88.14
		201807	07/28/2018		Annual Leave Accrual	2.52
		201809	09/14/2018		Annual Leave Accrual	20.79
				4010		106.41
		201801	01/26/2018	4112	Accrual this PP annu...	3.39
		201802	02/09/2018		Accrual this PP annu...	3.39
		201802	02/23/2018		Accrual this PP annu...	3.39
		201803	03/09/2018		Accrual this PP annu...	3.39
		201803	03/23/2018		Accrual this PP annu...	3.39
		201804	04/06/2018		Accrual this PP annu...	3.39
		201804	04/20/2018		Accrual this PP annu...	3.39
		201805	05/04/2018		Accrual this PP annu...	3.39
		201805	05/18/2018		Accrual this PP annu...	3.39
		201806	06/01/2018		Accrual this PP annu...	3.39
		201806	06/15/2018		Accrual this PP annu...	3.39
		201806	06/29/2018		Accrual this PP annu...	3.39
		201807	07/13/2018		Accrual this PP annu...	3.39
		201807	07/27/2018		Accrual this PP annu...	3.39
		201808	08/03/2018		Accrual this PP annu...	1.59
		201808	08/17/2018		Accrual this PP annu...	3.18
		201808	08/31/2018		Accrual this PP annu...	3.18
		201809	09/14/2018		Accrual this PP annu...	5.49
		201809	09/28/2018		Accrual this PP annu...	5.49
		201810	10/12/2018		Accrual this PP annu...	5.49
		201810	10/26/2018		Accrual this PP annu...	5.49
		201811	11/09/2018		Accrual this PP annu...	5.49
		201811	11/23/2018		Accrual this PP annu...	5.49
		201812	12/07/2018		Accrual this PP annu...	5.49
		201812	12/21/2018		Accrual this PP annu...	5.49
		201901	01/04/2019		Accrual this PP annu...	5.49
				4112		104.82

Note: This screenshot shows the results for anticipated and actual **annual**.

The EE began the LCY on 1/13/18 in payroll area T2 and on 7/28/18 moved to payroll area Z3. On 8/3/18, the EE received one week of accrual for hours worked between 7/28/18 through 8/3/18. The new LCY for payroll area Z3 ends on 1/4/19.

Note: The EE also switched EE subgroups from F8 to F7 on 7/28/18. This change is evident in the removal of 2.52 hours of anticipated quota on 7/28/18 and the EE's actual quotas changing from 3.39 to 3.18 hours per pay period beginning 8/3/18.

Note: In this example, the EE's annual accrual rate increased from 4.24% to 7.32 % on 9/14/18.

Compare the results. The total anticipated annual amount 106.41 (Day Balance 4010) is greater than the actual accrual earned 104.82 (Day Balance 4112) in the amount of +1.59.

Day balances

Data select. period 01/13/2018 - 01/04/2019

Pers.No.	Name	Period	Current Date	TmT	Time type descript.	Number
		201801	01/13/2018	4020	Sick Accrual	88.14
		201807	07/28/2018		Sick Accrual	2.52-
				4020		85.62
		201801	01/26/2018	4212	Accrual this PP Sick	3.39
		201802	02/09/2018		Accrual this PP Sick	3.39
		201802	02/23/2018		Accrual this PP Sick	3.39
		201803	03/09/2018		Accrual this PP Sick	3.39
		201803	03/23/2018		Accrual this PP Sick	3.39
		201804	04/06/2018		Accrual this PP Sick	3.39
		201804	04/20/2018		Accrual this PP Sick	3.39
		201805	05/04/2018		Accrual this PP Sick	3.39
		201805	05/18/2018		Accrual this PP Sick	3.39
		201806	06/01/2018		Accrual this PP Sick	3.39
		201806	06/15/2018		Accrual this PP Sick	3.39
		201806	06/29/2018		Accrual this PP Sick	3.39
		201807	07/13/2018		Accrual this PP Sick	3.39
		201807	07/27/2018		Accrual this PP Sick	3.39
		201808	08/03/2018		Accrual this PP Sick	1.59
		201808	08/17/2018		Accrual this PP Sick	3.18
		201808	08/31/2018		Accrual this PP Sick	3.18
		201809	09/14/2018		Accrual this PP Sick	3.18
		201809	09/28/2018		Accrual this PP Sick	3.18
		201810	10/12/2018		Accrual this PP Sick	3.18
		201810	10/26/2018		Accrual this PP Sick	3.18
		201811	11/09/2018		Accrual this PP Sick	3.18
		201811	11/23/2018		Accrual this PP Sick	3.18
		201812	12/07/2018		Accrual this PP Sick	3.18
		201812	12/21/2018		Accrual this PP Sick	3.18
		201901	01/04/2019		Accrual this PP Sick	3.18
				4212		84.03

Note: This screenshot shows the results for anticipated and actual **sick**.

The EE began the LCY on 1/13/18 in payroll area T2 and on 7/28/18 moved to payroll area Z3. On 8/3/18, the EE received one week of accrual for hours worked between 7/28/18 through 8/3/18. The new LCY for payroll area Z3 ends on 1/4/19.

Note: The employee also switched EE subgroups from F8 to F7 on 7/28/18. This change is evident in the removal of 2.52 hours of anticipated quota on 7/28/18 and the EE's actual quotas changing from 3.39 to 3.18 hours per pay period beginning 8/3/18.

Note: The EE's sick accrual rate did not change on 9/14/18.

Compare the results. The total anticipated sick accrual amount 85.62 (Day balance 4020) is greater than the actual sick accrual earned 84.03 (Day balance 4212) in the amount of +1.59.

Reason: The anticipated quotas are greater than the actual quotas because anticipated quota is generated at the start of the leave calendar year based on the employee's payroll area, personnel subarea, leave service credit, and weekly working hours. Actual accrual generates each pay period based upon actual hours worked and is generally accurate. In this example the 2018 leave calendar year was shortened by one week (payroll area switch from T2 to Z3).

Resolution: Quota corrections must be entered effective 7/28/2018 to remove one week of accrual from the anticipated quotas (Qta 10/20) to sync them up with the actual quotas (Qta 11/21).

Once time evaluation runs, the Out of Sync quota messages should disappear from Time Evaluation Messages Display.

2. Employee Transferred from a Union Covered Position to a Management Position and Changed Payroll Areas

Problem: Employee has Out of Sync errors for both annual and sick leave totaling 4.06 with a logical date of 1/10/2020.

Time Evaluation Messages Display

Time	PersNo.	Last/First Name	Org. Unit	Subarea	MessTy	Message long text	Logical date	Mess.Supp.	Reviewed	CD
231			211010	MF33	PC	Out of Sync Sick Quota 20/21	01/10/2020	1.3100-	<input type="checkbox"/>	FR
231			211010	MF33	PB	Out of Sync Annual Quota 10/11	01/10/2020	2.7500-	<input type="checkbox"/>	FR
231			211010	MF33	PA	Pay Area Change-Ck LSC & Quotas	11/09/2019		<input type="checkbox"/>	SA

Hint: The employee also has a PA – Pay Area Change – Ck LSC and Quotas message with a logical date of 11/09/2019. The employee’s pay area changed in the 2019 LCY is the probable cause of the Out of Sync errors.

Research: A review of IT0001 reveals the employee transferred from Drug & Alcohol Program (payroll area Z3) to DHS (Payroll area Z2) on 11/9/2019. The employee also moved from a union covered position to a management position.

Overview Organizational Assignment (0001)

Personnel No: [redacted] Active Payr.area: Z2

EE group: P Permanent 2102 Human Services Pysl Area 2 HS Dvptl Dsblts Plng Cnd

EE subgrp: F7 Full-time 75 MF33 MGT F3 NPOT Dvptl Dsblts Prgm Rep

Selection: 01/01/1800 to 12/31/9999

Start Date	PA	E..	E..	Job key	Job (Text)	Cost Center	Position (Text)
11/09/2019	2102	P	F7	41640	Dvptl Dsblts Prgm R...	21PYRLDFLT	Dvptl Dsblts Prgm Rep
08/29/2015	74	P	F7	38010	D&A Lcnsng Spcst	74PYRLDFLT	D&A Lcnsng Spcst
04/04/2015	2102	P	F7	43671	Adlt Psnl Cre Hms L...	21PYRLDFLT	Adlt Psnl Cre Hms Lcnsng ...

The PT_BAL00 report can be used to compare anticipated and actual quota accruals earned in the leave calendar year. Reference [Example A under the Research area](#) for dates and time types to be reviewed.

Day balances

Data select. period 01/05/2019 - 01/10/2020

Pers.N...	Empl./appl.name	Period	Current Date	TmT...	Time type descript.	Number
		201901	01/05/2019	4010	Annual Leave Accrual	142.74
				4010		142.74
		201901	01/18/2019	4112	Accrual this PP annual	5.49
		201902	02/01/2019		Accrual this PP annual	5.49
		201902	02/15/2019		Accrual this PP annual	5.49
		201903	03/01/2019		Accrual this PP annual	5.49
		201903	03/15/2019		Accrual this PP annual	5.49
		201903	03/29/2019		Accrual this PP annual	5.49
		201904	04/12/2019		Accrual this PP annual	5.49
		201904	04/26/2019		Accrual this PP annual	5.49
		201905	05/10/2019		Accrual this PP annual	5.49
		201905	05/24/2019		Accrual this PP annual	5.49
		201906	06/07/2019		Accrual this PP annual	5.49
		201906	06/21/2019		Accrual this PP annual	5.49
		201907	07/05/2019		Accrual this PP annual	5.49
		201907	07/19/2019		Accrual this PP annual	5.49
		201908	08/02/2019		Accrual this PP annual	5.49
		201908	08/16/2019		Accrual this PP annual	5.49
		201908	08/30/2019		Accrual this PP annual	5.49
		201909	09/13/2019		Accrual this PP annual	5.49
		201909	09/27/2019		Accrual this PP annual	5.49
		201910	10/11/2019		Accrual this PP annual	5.49
		201910	10/25/2019		Accrual this PP annual	5.49
		201911	11/08/2019		Accrual this PP annual	5.49
		201911	11/15/2019		Accrual this PP annual	2.75
		201911	11/29/2019		Accrual this PP annual	5.49
		201912	12/13/2019		Accrual this PP annual	5.49
		201912	12/27/2019		Accrual this PP annual	5.49
		202001	01/10/2020		Accrual this PP annual	5.49
				4112		145.49

Note: This screenshot shows the results for anticipated and actual **annual**.

The EE began the LCY on 1/5/2019 in payroll area Z3 and on 11/9/2019 moved to payroll area Z2. On 11/15/2019, the EE received one week of accrual for hours worked between 11/9/2019 through 11/15/2019. The new LCY for payroll area Z2 ends on 1/10/2020.

Compare the results. The total anticipated annual amount 142.74 (Day Balance 4010) is less than the actual accrual earned 145.49 (Day Balance 4112) in the amount of -2.75.

Day balances

Data select. period 01/05/2019 - 01/10/2020

Pers.N...	Empl./appl.name	Period	Current Date	TmT...	Time type descript.	Number
		201901	01/05/2019	4020	Sick Accrual	82.68
		201911	11/09/2019		Sick Accrual	2.85
				4020		85.53
		201901	01/18/2019	4212	Accrual this PP Sick	3.18
		201902	02/01/2019		Accrual this PP Sick	3.18
		201902	02/15/2019		Accrual this PP Sick	3.18
		201903	03/01/2019		Accrual this PP Sick	3.18
		201903	03/15/2019		Accrual this PP Sick	3.18
		201903	03/29/2019		Accrual this PP Sick	3.18
		201904	04/12/2019		Accrual this PP Sick	3.18
		201904	04/26/2019		Accrual this PP Sick	3.18
		201905	05/10/2019		Accrual this PP Sick	3.18
		201905	05/24/2019		Accrual this PP Sick	3.18
		201906	06/07/2019		Accrual this PP Sick	3.18
		201906	06/21/2019		Accrual this PP Sick	3.18
		201907	07/05/2019		Accrual this PP Sick	3.18
		201907	07/19/2019		Accrual this PP Sick	3.18
		201908	08/02/2019		Accrual this PP Sick	3.18
		201908	08/16/2019		Accrual this PP Sick	3.18
		201908	08/30/2019		Accrual this PP Sick	3.18
		201909	09/13/2019		Accrual this PP Sick	3.18
		201909	09/27/2019		Accrual this PP Sick	3.18
		201910	10/11/2019		Accrual this PP Sick	3.18
		201910	10/25/2019		Accrual this PP Sick	3.18
		201911	11/08/2019		Accrual this PP Sick	3.18
		201911	11/15/2019		Accrual this PP Sick	1.88
		201911	11/29/2019		Accrual this PP Sick	3.75
		201912	12/13/2019		Accrual this PP Sick	3.75
		201912	12/27/2019		Accrual this PP Sick	3.75
		202001	01/10/2020		Accrual this PP Sick	3.75
				4212		86.84

Note: This screenshot shows the results for anticipated and actual **sick**.

The EE began the LCY on 1/5/2019 in payroll area Z3 and on 11/9/2019 moved to payroll area Z2. On 11/15/2019, the EE received one week of accrual for hours worked between 11/9/2019 through 11/15/2019. The new LCY for payroll area Z2 ends on 1/10/2020.

Note: The employee also switched bargaining unit groups from AFSCME (G4) to Management (F3) on 11/9/2019. This change is evident in the increase of 2.85 hours of anticipated quota on 11/9/2019 and the EE's actual quotas changing from 3.18 to 3.75 hours per pay period beginning 11/15/2019.

Compare the results. The total anticipated sick accrual amount 85.53 (Day balance 4020) is less than the actual sick accrual earned 86.84 (Day balance 4212) in the amount of -1.31.

Reason: The anticipated quotas are less than the actual quotas because anticipated quota is generated at the start of the leave calendar year based on the employee's payroll area, personnel subarea, leave service credit, and weekly working hours. Actual accrual generates each pay period based upon actual hours worked and is generally accurate. In this example, the 2019 leave calendar year was increased by one week (payroll area switch from Z3 to Z2).

Resolution: Quota corrections must be entered effective 11/9/2019 to remove one week of accrual from the anticipated quotas (Qta 10/20) to sync them up with the actual quotas (Qta 11/21).

Once time evaluation runs, the Out of Sync quota messages should disappear from Time Evaluation Messages Display.

3. Employee Changed Payroll Areas and was Considered a Preferred Transfer but Remained on AWS

Problem: Employee has Out of Sync errors for both annual and sick leave with a logical date of 1/5/2018.

Time Evaluation Messages Display											
Msg	Time	PersNo.	Last name First name	Org. Unit	PSubarea	MessTy	Message long text	Logical date	Mess.Supp.	Reviewed	CD
	088			813083	MA37	PC	Out of Sync Sick Quota 20/21	01/05/2018	1.8800-	<input type="checkbox"/>	FR
	088			813083	MA37	PC	Out of Sync Sick Quota 20/21	01/04/2019	1.8800-	<input type="checkbox"/>	FR
	004			813036	MA33	PC	Out of Sync Sick Quota 20/21	01/03/2020	1.8800-	<input type="checkbox"/>	FR
	088			813083	MA37	PB	Out of Sync Annual Quota 10/11	01/05/2018	3.4600-	<input type="checkbox"/>	FR
	088			813083	MA37	PB	Out of Sync Annual Quota 10/11	01/04/2019	3.4600-	<input type="checkbox"/>	FR
	004			813036	MA33	PB	Out of Sync Annual Quota 10/11	01/03/2020	3.4600-	<input type="checkbox"/>	FR
	088			813083	MA37	PA	Pay Area Change-Ck LSC & Quotas	07/01/2017		<input type="checkbox"/>	SA

Hint: Because the value of the Out of Sync error does not change from year to year, it is highly likely the cause of the error occurred in the 2017 leave calendar year. The employee also has a *PA – Pay Area Change – Ck LSC and Quotas* message with a logical date of 7/1/2017. The probable cause of the Out of Sync errors are due to the pay area change in the 2017 LCY.

Research: A review of IT0001 confirms the employee transferred from Transportation (payroll area T2) to Executive Offices (Payroll area Z3) on 7/1/2017. A review of IT2013 (Quota Corrections) reveals that the employee’s anticipated annual quota (qta 10) and anticipated sick quota (qta 20) were both reduced by a ½ a pay period in accordance with the switching payroll areas worksheet.

Day balances					
Data select. period 01/14/2017 - 01/05/2018					
Pers.No.	Empl./appl.name	TmType	Time type descrpt.	Current Date	Number
		4112	Accrual this PP annual	01/27/2017	6.93
			Accrual this PP annual	02/10/2017	6.93
			Accrual this PP annual	02/24/2017	6.93
			Accrual this PP annual	03/10/2017	6.93
			Accrual this PP annual	03/24/2017	6.93
			Accrual this PP annual	04/07/2017	6.93
			Accrual this PP annual	04/21/2017	6.93
			Accrual this PP annual	05/05/2017	6.93
			Accrual this PP annual	05/19/2017	6.93
			Accrual this PP annual	06/02/2017	6.93
			Accrual this PP annual	06/16/2017	6.93
			Accrual this PP annual	06/30/2017	6.93
			Accrual this PP annual	07/07/2017	6.93
			Accrual this PP annual	07/21/2017	6.93
			Accrual this PP Sick	04/21/2017	3.75
			Accrual this PP Sick	05/05/2017	3.75
			Accrual this PP Sick	05/19/2017	3.75
			Accrual this PP Sick	06/02/2017	3.75
			Accrual this PP Sick	06/16/2017	3.75
			Accrual this PP Sick	06/30/2017	3.75
			Accrual this PP Sick	07/07/2017	3.75
			Accrual this PP Sick	07/21/2017	3.75

However, a review of PT_BAL00 for pay period ending 6/30/2017 and 7/7/2017 reveals that the system generated a full accrual at the end of the T2 payroll area and again at the end of the Z3 payroll area; only a ½ accrual should have generated at the end of the Z3 payroll area.

Overview Planned Working Time (0007)											
Personnel No					Active	Payr.area	Z3				
EE group	P	Permanent	81	Executive Offices	EX Absnc Srvs Div						
EE subgrp	F7	Full-time 75	MA33	MGT A3 NPOT	Chf Absnc Srvs Div						
Choose	01/01/1800			12/31/9999							
Start Date	End Date	WS rule	T	Empl.	MoHrs	Wk.hrs	Hrs/Da	Wk...	P	LI	AI
10/09/2019	12/31/9999	BB120015	9	100.00	163.00	37.50	7.50	5.00			01
03/16/2019	10/08/2019	BB120015	9	100.00	163.00	37.50	7.50	5.00			01
03/10/2018	03/15/2019	CB097015	9	100.00	163.00	37.50	7.50	5.00			
03/14/2015	03/09/2018	BA060155	9	100.00	163.00	37.50	7.50	5.00			

Since this was considered a preferred transfer, a review of IT0007 reflects that the employee was NOT removed from their Alternate Work Schedule upon transfer from one agency to another agency.

Resolution: Quota corrections must be entered effective 7/7/2017 (end of Z3 pay period; date accruals generated incorrectly) to reduce a 1/2 accrual from the actual quotas (Qta 11/21) to sync them up with the anticipated quotas (Qta 10/20).

Once time evaluation runs, the Out of Sync quota messages should disappear from Time Evaluation Messages Display.

4. User Error - Quota Corrections Entered Incorrectly

Problem: Employee has two Out of Sync quota errors for sick leave totaling 7.50 hours with logical dates of 1/5/2018 and 1/4/2019.

Time Evaluation Messages Display											
Time	PersNo.	Last/First Name	Org. Unit	TM	Subarea	MessTy	Message long text	Logical date	Mess.Supp.	Reviewed	CD
242				9	PP44	PC	Out of Sync Sick Quota 20/21	01/05/2018	7.5000	<input type="checkbox"/>	FR
242				9	PP44	PC	Out of Sync Sick Quota 20/21	01/04/2019	7.5000	<input type="checkbox"/>	FR

Hint: Because the value of the Out of Sync error does not change from year to year, it is highly likely the cause of the error occurred in the 2017 leave calendar year, which is a good place to begin researching.

Research: A review of IT2013 (Quota Corrections) shows the probable cause of the Out of Sync error. Multiple quota corrections were entered effective 8/1/2017 due to leave donations. The employee should have matching quota correction records for both quota type 20 and quota type 21. For one of the quota correction entries, the employee's quota type 20 was increased by 7.50 hours, but quota type 21 was increased by 0.00 hours.

Overview Quota Corrections (2013)						
Choose						
Personnel No				Active	Payr.area	z3
EE group	P	Permanent				
EE subgrp	F8	Full-time 80	PP44	SEIU P4 OT	Registered Nrs	
Choose	01/01/1800	To	12/31/9999	STy.		
Quota Corrections (2013)						
Start Date	End Date	AbQu...	Number	Operati...	Transfer	
08/01/2017	08/01/2017	20	32.00000	+	Transfer collected ent..	▼
08/01/2017	08/01/2017	20	16.00000	+	Transfer collected ent..	▼
08/01/2017	08/01/2017	20	56.00000	+	Transfer collected ent..	▼
08/01/2017	08/01/2017	20	53.50000	+	Transfer collected ent..	▼
08/01/2017	08/01/2017	20	15.00000	+	Transfer collected ent..	▼
08/01/2017	08/01/2017	20	7.50000	+	Transfer collected ent..	▼
08/01/2017	08/01/2017	21	16.00000	+	Transfer collected ent..	▼
08/01/2017	08/01/2017	21	32.00000	+	Transfer collected ent..	▼
08/01/2017	08/01/2017	21	56.00000	+	Transfer collected ent..	▼
08/01/2017	08/01/2017	21	53.50000	+	Transfer collected ent..	▼
08/01/2017	08/01/2017	21	15.00000	+	Transfer collected ent..	▼
08/01/2017	08/01/2017	21	0.00000	+	Transfer collected ent..	▼

Resolution: Work with the FMLA Specialist to have the quota correction for quota type 21 for 0.00 hours corrected to reflect an increase of 7.50 hours. After time evaluation is requested, the Out of Sync errors will disappear from the report.

5. Employee transferred from an agency with a reciprocal leave agreement and quota corrections were entered incorrectly

Problem: The employee has an Out of Sync annual quota for 0.28 hours with a logical date of 1/3/2020.

Time Evaluation Messages Display

Time	PersNo.	Last/First Name	Org. Unit	PSubarea	MessTy	Message long text	Logical date	Mess.Supp.	Reviewed	CD
001			813410	MA33	PB	Out of Sync Annual Quota 10/11	01/03/2020	0.2800	<input type="checkbox"/>	FR

Hint: The employee transferred from PHEAA to the Executive Offices on 8/31/2019. In accordance with the reciprocal leave agreement, the employee transferred earned, unused annual and sick quota. A review of all quota corrections associated with the transfer is a good place to begin researching.

Research: A review of IT2013 (Quota Corrections) reveals that Absence Quota 10 (anticipated annual; 60.41 hours) and 11 (actual annual; 60.14 hours) were increased by different amounts. The difference is - 0.28 hours.

Overview Quota Corrections (2013)

Choose

Personnel No [] Active Payr.area [23]

EE group [P] Permanent [81] Executive Offices EX Entrprs Rcrtmt Div

EE subgrp [F7] Full-time 75 [MA33] MGT A3 NPOT Hr Anl 2 (Gen)

Choose [01/01/1800] To [12/31/9999] STy. []

Quota Corrections (2013)

Start Date	End Date	AbQ...	Number	Opera...	Transfer
09/01/2019	09/01/2019	10	60.41000	+	Transfer collected ent...
09/01/2019	09/01/2019	11	60.14000	+	Transfer collected ent...
09/01/2019	09/01/2019	20	30.16000	+	Transfer collected ent...
09/01/2019	09/01/2019	21	30.16000	+	Transfer collected ent...

Reason: When adding quota to an employee's record, both Absence Quota entries (10/11) must be entered with the same amount in order for the employee to use/request leave to cover any absences.

Resolution: Review the comments on each quota correction to determine the amount that was transferred from PHEAA to Executive Offices. Update/Change (F6) the incorrect quota correction with the amount that was transferred from PHEAA. In this case, 60.14 hours was transferred from PHEAA, so Quota Type 10 will need to be updated to reflect 60.14 hours.

Once time evaluation runs, the Out of Sync quota messages should disappear from Time Evaluation Messages Display.

6. New Hire/Rehire Eligible to Anticipate Up to One Day of Annual Leave

Problem: The employee has an Out of Sync quota error for annual leave totaling 4.96 hours with a logical date of 1/4/2019.

Time Evaluation Messages Display											
Time	PersNo.	Last/First Name	Org. Unit	TM	Subarea	MessTy	Message long text	Logical date	Mess.Supp.	Reviewed	CD
005			312620	9	AG44	PB	Out of Sync Annual Quota 10/11	01/04/2019	4.9600	<input type="checkbox"/>	FR
005			312620	9	AG44	HP	RT + Abs Hrs < Pay Period Plan Hrs	01/04/2019	15.0000	<input type="checkbox"/>	FR

Research: A review of IT0000 (Overview Actions) reveals the employee is a permanent, full-time employee in bargaining unit G4 and was hired on 12/26/2018 in pay area Z3. Based on the employee's bargaining unit, he is eligible to anticipate up to one full day of annual leave in the first year of employment.

Overview Actions (0000)										
Pers.No. [REDACTED] Active Payr.area Z3 EE group P Permanent 31 PA Emergency Management A... EM Plng Div EE subgrp F7 Full-time 75 AG44 AFSCME G4 OT Emgcy Mgmt Spcst Choose 01/01/1800 to 12/31/9999										
Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E...			
12/26/2018	12/31/9999	ZA	New Hire	01	Appointment Standard Payr...	1	3			

A review of PT_BAL00 results from the date of hire through the end of the LCY show the EE received 7.50 hours of anticipated annual leave (Quota type 10 – Time Type 4010) on 12/26/2018. On the last day of the LCY, he earned 2.54 hours of actual annual quota (Quota type 11 – Time Type 4112). The difference is 4.96 hours - the amount of the Out of Sync error.

Cumulated Time Evaluation Results: Time Balances/Wage Types						
Day balances Data select. period 12/26/2018 - 01/04/2019						
Pers.No.	Empl./appl.name	Period	Current Date	TmType	Time type descrpt.	Number
		201812	12/26/2018	4010	Annual Leave Accrual	7.50
		201901	01/04/2019	4112	Accrual this PP annual	2.54
						- 10.04

Reason: An employee who is hired near the end of the leave calendar year will not earn a full day of actual quota by the last day of the leave calendar year. Therefore, the system will consider their quotas to be "Out of Sync" and will generate the Out of Sync error message. Once the employee earns up to one full day of actual quota, the quotas will no longer be Out of Sync.

Resolution: DO NOT enter a quota correction to sync the quotas!

Submit an HR/Pay Help Desk Ticket in the Time Category to request the Out of Sync Quota message be cleared from Time Evaluation Messages Display.

NOTE: If time evaluation retros for any reason after the error is marked as reviewed, it will reappear in the Time Evaluation Messages Display.

7. Permanent employee separated and was rehired within same leave calendar year

Problem: The employee has Out of Sync quota message (1.87 hours for sick quota and 2.88 hours for annual quota) with a logical date of 1/6/2017. They also have an Out of Sync quota (84.37 hours for sick quota and 170.90 hours for annual quota) with a logical date of 1/4/2019.

Time Evaluation Messages Display

Time	PersNo.	Last/First Name	Org. Unit	PSubarea	MessTy	Message long text	Logical date	Mess.Supp.	Reviewed	CD
004			811050	MA33	PC	Out of Sync Sick Quota 20/21	01/06/2017	1.8700	<input type="checkbox"/>	FR
004			811050	MA33	PC	Out of Sync Sick Quota 20/21	01/05/2018	1.8700	<input type="checkbox"/>	FR
004			811050	M997	PC	Out of Sync Sick Quota 20/21	01/04/2019	84.3700	<input type="checkbox"/>	FR
001			11013	M997	PC	Out of Sync Sick Quota 20/21	01/10/2020	84.3700	<input type="checkbox"/>	FR
004			811050	MA33	PB	Out of Sync Annual Quota 10/11	01/06/2017	2.8800	<input type="checkbox"/>	FR
004			811050	MA33	PB	Out of Sync Annual Quota 10/11	01/05/2018	2.8800	<input type="checkbox"/>	FR
004			811050	M997	PB	Out of Sync Annual Quota 10/11	01/04/2019	170.9000	<input type="checkbox"/>	FR
001			11013	M997	PB	Out of Sync Annual Quota 10/11	01/10/2020	170.9000	<input type="checkbox"/>	FR
004			811050	MA33	PA	Pay Area Change-Ck LSC & Quotas	08/01/2016		<input type="checkbox"/>	MO
001			11013	M997	PA	Pay Area Change-Ck LSC & Quotas	06/08/2019		<input type="checkbox"/>	SA
004			811050	MA33	HP	RT + Abs Hrs < Pay Period Plan Hrs	08/05/2016	37.5000	<input type="checkbox"/>	FR

Hint: The employee also has two *Pay Area Change-Ck LSC & Quota* messages with a logical date of 8/1/2016 and 6/8/2019, and an *RT + Abs Hrs < Pay Period Plan Hrs* message with a logical date of 8/5/2016. A review of the employee's Organizational Assignments (IT0001) and Quota Corrections (IT2013) are a good place to begin researching.

Research: A review of IT0001 (Organizational Assignment) reveals that the employee was rehired within the same leave calendar year and to a different Payroll Area. The employee also transferred to a non-leave accruing job classification.

Overview Organizational Assignment (0001)

Personnel No: [Redacted] Active: [Redacted] Pay.area: Z2
 EE group: P Permanent 99 Governor's Office GV Gov Off Perf ThrgH Exclnc
 EE subgrp: F7 Full-time 75 M997 MGT 99 NOT Dir Trnsfrmtn
 Selection: 01/01/1800 to 12/31/9999

Start Date	PA	E..	E..	Job key	Job (Text)	Cost Center	Org. Unit	Position (Text)
07/01/2019	99	P	F7	U1620	Dir Trnsfrmtn	99PYRLDFLT	GVPE1013	Dir Trnsfrmtn
06/08/2019	99	P	F7	U1620	Dir Trnsfrmtn	99PYRLDFLT	GVPE1013	Dir Trnsfrmtn
03/03/2018	81	P	F7	U1625	Dir Trnsfrmtn Cr	81PYRLDFLT	EXAD1050	Dir Trnsfrmtn Cr
10/01/2017	81	P	F7	09385	Mgmt Plcy Anl 2	81PYRLDFLT	EXAD1050	Mgmt Plcy Anl 2
08/01/2016	81	P	F7	09385	Mgmt Plcy Anl 2	81PYRLDFLT	EXAD1050	Mgmt Plcy Anl 2
06/18/2016	19	P	F7		Cmncs D..	83PYRLDFLT	ST Pntn Sf..	
07/01/2015	19	P	F7	W7481	Cmncs Dir Pnt Sf Au..	83PYRLDFLT	STBR1102	Cmncs Dir Pnt S
07/01/2014	19	P	F7	W7481	Cmncs Dir Pnt Sf Au..	83PYRLDFLT	STBR1102	Cmncs Dir Pnt S

Employee separated on 6/17/2016 (payroll area Z2) and was rehired on 8/1/2016 (payroll area Z3).

Employee moved from a leave accruing job (09385) to a non-leave accruing job on 3/3/2018 (U1625).

A review of IT2013 (Quota Corrections) reveals that when the employee was rehired in the middle of a pay period, quota corrections were not created to offset the 1/2 pay period accrual and the payroll area change. In addition, when the employee transferred to a non-leave accruing job, quota corrections to remove the amount of unearned quota from the time of transfer to the end of the current leave calendar year were not created.

Reason: The employee was rehired within the same LCY and in the middle of a pay period. The employee also changed payroll areas when rehired. In addition, the employee transferred from a leave earning position to a non-leave earning position.

Resolution: Quota corrections must be entered effective 8/1/2016 to remove a ½ pay period of accrual from the anticipated quotas (Qta 10/20) to sync them up with the actual quotas (Qta 11/21). Quota corrections to reflect the change in payroll areas must be entered with an effective date of 1/6/2017 (end of Z3 payroll area 2016 leave calendar year), in accordance with the [Begin of Year Process Time Alert Attachment](#).

In addition, quota corrections to reduce the amount of unearned Anticipated Quotas (10/20) from the time of transfer to the end of the current leave calendar year must be entered with an effective date of 3/2/2018 in accordance with [Time Alert 2014-12, Employee Actions involving Leave Accruing and Non-Leave Accruing Jobs and Quota Impact](#).

Once time evaluation runs, the Out of Sync quota messages should disappear from Time Evaluation Messages Display.

8. Employee hired*/reired in the middle of a pay period and the quotas were not reviewed and adjusted at the end of the leave calendar year

Problem: The employee has an Out of Sync annual quota for 0.40 hours and sick quota for 0.37 with a logical date of 1/4/2019 (*for employees eligible to anticipate within their first year of service).

Time Evaluation Messages Display										
Time	PersNo.	Last/First Name	Org. Unit	Subarea	MessTy	Message long text	Logical date	Mess.Supp.	Reviewed	CD
002			880900	5563	PC	Out of Sync Sick Quota 20/21	01/04/2019	0.3700	<input type="checkbox"/>	FR
002			880900	5563	PC	Out of Sync Sick Quota 20/21	01/03/2020	0.3700	<input type="checkbox"/>	FR
002			880900	5563	PB	Out of Sync Annual Quota 10/11	01/04/2019	0.4000	<input type="checkbox"/>	FR
002			880900	5563	PB	Out of Sync Annual Quota 10/11	01/03/2020	0.4000	<input type="checkbox"/>	FR
002			880900	5563	HP	RT + Abs Hrs < Pay Period Plan Hrs	11/23/2018	7.5000	<input type="checkbox"/>	FR

Hints: The employee also has a RT + Abs Hrs < Pay Period Plan Hrs message with a logical date of 11/23/2018 (last day of pay period). The employee was rehired on 11/13/2018, one day less than a full pay period, which most likely is the probable cause of the Out of Sync errors.

Research: A review of IT0001 reveals the employee was rehired (payroll area Z3) on 11/13/2018. The day after a holiday.

Overview Organizational Assignment (0001)										
Personnel No				Active	Payr.area	Z3				
EE group	P	Permanent	8802	Port of Pittsburgh Commiss...	PA Ex Dir Port of Pgh					
EE subgrp	F7	Full-time 75	5563	INDEP 56 NPOT	Mktg Rep Port Pgh Comm					
Selection	01/01/1800	to	12/31/9999							
Start Date	PA	E..	E..	Job key	Job (Text)	Cost Center	Org. Unit	Position (Text)		
07/22/2019	8802	P	F7	W0930	Mktg Rep Port Pgh ...88PYRLDFLT	PA0900	PA0900	Mktg Rep Port P		
11/13/2018	8802	P	F7	W0930	Mktg Rep Port Pgh ...88PYRLDFLT	PA0900	PA0900	Mktg Rep Port P		
07/01/2018	ZZZZ	Z	ZZ							

The PT_BAL00 report can be used to compare anticipated and actual quota accruals earned in the leave calendar year. [Reference Hint Area in Example A for how to run PT_BAL00.](#)

Day balances							
Data select. period 01/06/2018 - 01/04/2019							
Pers.N...	Empl./appl.name	Period	Current Date	TmT	Time type descript.	Σ	Number
		201811	11/13/2018	4010	Annual Leave Accrual		16.16
				4010			16.16
		201811	11/13/2018	4020	Sick Accrual		15.00
				4020			15.00
		201811	11/23/2018	4112	Accrual this PP annual		3.64
		201812	12/07/2018		Accrual this PP annual		4.04
		201812	12/21/2018		Accrual this PP annual		4.04
		201901	01/04/2019		Accrual this PP annual		4.04
				4112			15.76
		201811	11/23/2018	4212	Accrual this PP Sick		3.38
		201812	12/07/2018		Accrual this PP Sick		3.75
		201812	12/21/2018		Accrual this PP Sick		3.75
		201901	01/04/2019		Accrual this PP Sick		3.75
				4212			14.63

Note: This screenshot shows the results for anticipated and actual **annual**.

The EE began employment on 11/13/2018 in payroll area Z3. On 11/23/2018, the EE received accrual for hours worked between 11/13/2018 through 11/23/2018.

Compare the results. The total anticipated annual amount 16.16 (Day Balance 4010) is greater than the actual accrual earned 15.76 (Day Balance 4112) in the amount of +0.40.

Reason: The anticipated quotas are greater than the actual quotas because anticipated quota is generated at the start of employment based on the employee's payroll area, personnel subarea, leave service credit, and weekly working hours. Actual accrual generates each pay period based upon actual hours worked and is generally accurate. In this example, the 2018 leave calendar year was off by one day of earnings (7.50 hours).

Resolution: Quota corrections must be entered effective 1/4/2019 to remove one day of accrual from the anticipated quotas (Qta 10/20) to sync them up with the actual quotas (Qta 11/21).

Once time evaluation runs, the Out of Sync quota messages should disappear from Time Evaluation Messages Display.

9. Employee transferred from a permanent position to a non-permanent position and the anticipated quotas were not adjusted

Problem: The employee has an Out of Sync sick quota for -551.75 hours and an Out of Sync annual quota for -454.00 hours with a logical date of 1/13/2017.

Time Evaluation Messages Display

Time	PersNo.	Last name	First name	Org. Unit	Subarea	MessTy	Message long text	Logical date	Mess.Supp.	Reviewed	CD
251				211617	MF33	PC	Out of Sync Sick Quota 20/21	01/13/2017	551.7500-	<input type="checkbox"/>	FR
251				211617	MF33	PC	Out of Sync Sick Quota 20/21	01/12/2018	551.7500-	<input type="checkbox"/>	FR
251				211617	MF33	PC	Out of Sync Sick Quota 20/21	01/11/2019	551.7500-	<input type="checkbox"/>	FR
251				211617	MF33	PC	Out of Sync Sick Quota 20/21	01/10/2020	551.7500-	<input type="checkbox"/>	FR
251				211617	MF33	PB	Out of Sync Annual Quota 10/11	01/13/2017	454.0000-	<input type="checkbox"/>	FR
251				211617	MF33	PB	Out of Sync Annual Quota 10/11	01/12/2018	454.0000-	<input type="checkbox"/>	FR
251				211617	MF33	PB	Out of Sync Annual Quota 10/11	01/11/2019	454.0000-	<input type="checkbox"/>	FR
251				211617	MF33	PB	Out of Sync Annual Quota 10/11	01/10/2020	454.0000-	<input type="checkbox"/>	FR

Hint: The error is most likely due to the "Deduction to" date on IT2006 (Absence Quotas) not being changed to the last day the employee was in a permanent position.

Research: A review of IT0001 (Organization Assignment) reveals the employee was rehired from a permanent position to a non-permanent position on 2/4/2013.

Overview Organizational Assignment (0001)

Personnel No: [Employee ID] Active Payr.area: Z2
 EE group: A Annuitant 2102 Human Services Pysl Area 2 HS Nrthst Rgnl Off CYF
 EE subgrp: F7 Full-time 75 MF33 MGT F3 NPOT Hmn Svrs Prgm Rep 1
 Selection: 01/01/1800 to 12/31/9999

Start Date	PA	E..	E..	Job key	Job (Text)	Cost Center	Org. Unit	Position (Text)
10/01/2016	2102	A	F7	41730	Hmn Svrs Prgm Rep...	21PYRLDFLT	HSCY1617	Hmn Svrs Prgm
04/04/2015	2102	A	F7	41730	Hmn Svrs Prgm Rep...	21PYRLDFLT	HSCY1617	Hmn Svrs Prgm
02/04/2013	2102	A	F7	41730	Hmn Svrs Prgm Rep...	21PYRLDFLT	PWCY1617	Hmn Svrs Prgm
07/26/2008	2102	P	F7	Chldn Yt...		21PYRLDFLT	PW Ne Rg...	
06/29/2007	2102	P	F7	41650	Chldn Yth Fmles Prg...	21PYRLDFLT	PWCY1617	Chldn Yth Fmles
01/16/2004	2102	P	F7	41650	Chldn Yth Fmles Prg...	21PYRLDFLT	PWCY1617	Chldn Yth Fmles

A review of IT2006 (Absence Quotas) reveals the "Deduction to" date is still active (12/31/9999).

Overview Absence Quotas (2006)

Choose

Personnel No: [Employee ID] Active Payr.area: Z2
 EE group: A Annuitant 2102 Human Services Pysl Area 2 HS Nrthst Rgnl Off CYF
 EE subgrp: F7 Full-time 75 MF33 MGT F3 NPOT Hmn Svrs Prgm Rep 1
 Choose: 01/01/2020 To 12/31/2020 STy. []

Start Date	End Date	A...	Quota text	Start ded	End ded.	Number	Deduction	From	To	L
01/17/2004	12/31/9999	10	Annual leave	01/17/2004	12/31/9999	0.00000	454.00000			
01/17/2004	12/31/9999	20	Sick leave	01/17/2004	12/31/9999	0.00000	551.75000			

Reason: Per [Time Alert 2017-26](#), when an employee transfers from a permanent position to a non-permanent position, the Time Advisor must end date the Anticipated Annual (10) and Sick (20) Quotas on IT2006 by changing the "Deduction to" date to the last day the employee was in the permanent position.

Resolution: DO NOT enter a quota correction to sync the quotas!

The Time Advisor must end date the Anticipated Leave Quotas (10/20) on IT2006 by changing the "Deduction to" date to the last day the employee was in the permanent position. In this case, the last day the employee was in a permanent position was prior to the Earliest RA Date listed on IT0003 (Payroll Status). This means that the oldest date that can be reflected within the "Deduction to" is 12/17/2016.

Once time evaluation runs, the Out of Sync quota messages should disappear from Time Evaluation Messages Display.

10. Absences/substitutions not resaved when a work schedule change was entered

Problem: The employee has an Out of Sync sick quota for -3.50 hours and an Out of Sync annual quota for -0.50 hours with a logical date of 1/3/2020.

Time Evaluation Messages Display										
Time	PersNo.	Last/First Name	Org. Unit	Subarea	MessTy	Message long text	Logical date	Mess.Supp.	Reviewed	CD
017			163640	CC44	PC	Out of Sync Sick Quota 20/21	01/03/2020	3.5000-	<input type="checkbox"/>	FR
017			163640	CC44	PB	Out of Sync Annual Quota 10/11	01/03/2020	0.5000-	<input type="checkbox"/>	FR
017			163640	CC44	HH	Absence hours > scheduled hours	02/25/2020	8.0000	<input type="checkbox"/>	TU
017			163640	CC44	A3	Paid Hrs Auto-Adjusted for TMS 7or9	10/11/2019	0.5000-	<input type="checkbox"/>	FR
017			163640	CC44	A3	Paid Hrs Auto-Adjusted for TMS 7or9	11/08/2019	1.0000-	<input type="checkbox"/>	FR
017			163640	CC44	A3	Paid Hrs Auto-Adjusted for TMS 7or9	12/06/2019	0.5000-	<input type="checkbox"/>	FR
017			163640	CC44	A3	Paid Hrs Auto-Adjusted for TMS 7or9	12/20/2019	0.5000-	<input type="checkbox"/>	FR
017			163640	CC44	A3	Paid Hrs Auto-Adjusted for TMS 7or9	01/03/2020	0.5000-	<input type="checkbox"/>	FR
017			163640	CC44	A3	Paid Hrs Auto-Adjusted for TMS 7or9	01/31/2020	0.5000-	<input type="checkbox"/>	FR
017			163640	CC44	A3	Paid Hrs Auto-Adjusted for TMS 7or9	02/14/2020	0.5000-	<input type="checkbox"/>	FR
017			163640	CC44	A3	Paid Hrs Auto-Adjusted for TMS 7or9	02/28/2020	0.5000-	<input type="checkbox"/>	FR
017			163640	CC44	A3	Paid Hrs Auto-Adjusted for TMS 7or9	03/27/2020	0.5000-	<input type="checkbox"/>	FR
017			163640	CC44	A3	Paid Hrs Auto-Adjusted for TMS 7or9	06/19/2020	0.5000-	<input type="checkbox"/>	FR
017			163640	CC44	A3	Paid Hrs Auto-Adjusted for TMS 7or9	07/17/2020	0.5000-	<input type="checkbox"/>	FR

Hint: The employee also has multiple *Paid Hrs Auto-Adjusted for TMS 7or9* messages with logical dates occurring from 10/11/2019 through 7/17/2020 (last day of pay period). The error is most likely due to future dated substitutions and/or absences not being deleted and/or resaved when the employee's work schedule was changed, reference [Time Alert 2006-18](#). Reviewing the employee's planned working time via IT0007 and personal shift plan via PP6A for the pay periods for each logical date message may help determine where the errors are occurring.

Research: A review of PA51, IT0007 (Planned Working Time) confirms that the employee is scheduled to work 7.50 hours each day, 75 hours each pay period.

To view Planned Working Time, select the Time management data tab, then:

- enter the *Personnel No*
- select *Planned Working Time (0007)*
- select *All*
- choose the Overview (Shift+F8) icon

Overview Planned Working Time (0007)



Personnel No Active Payr.area 23
 EE group P Permanent 16 Education ED Div Stdt Srvs
 EE subgrp F7 Full-time 75 CC44 FOSCEP C4 OT Ed Admn Assoc
 Choose 01/01/1800 12/31/9999

Start Date	End Date	WS rule	T	Empl.	MoHrs	Wk.hrs	Hrs/Da	Wk...	P	LI	AI
09/14/2019	12/31/9999	BB059015	9	100.00	163.00	37.50	7.50	5.00			01
05/27/2017	09/13/2019	BA713085	9	100.00	163.00	37.50	7.50	5.00			01
04/29/2017	05/26/2017	BB059015	9	100.00	163.00	37.50	7.50	5.00			01

To view the details of an assigned work schedule, select the record to be viewed, then select the Choose (F2) icon.

Personnel No Active Payr.area 23
 EE group P Permanent 16 Education ED Div Stdt Srvs
 EE subgrp F7 Full-time 75 CC44 FOSCEP C4 OT Ed Admn Assoc
 Start 09/14/2019 To 12/31/9999 Chg.

The employee is a full-time employee assigned to a basic work schedule working 75 hours each pay period, 7.50 hours per day.

Work schedule rule

Work schedule rule BB059015 BASIC 75 1 WK WSR Finder
 Time Mgmt status 9 - Time evaluation of planned times
 Working week Working week Saturday
 Additional time ID 01

A review of PP6A (Personal Shift Plan) for pay period ending 10/11/2019 reveals the employee was scheduled to work 75.50 hours from 9/28/2019-10/11/2019. The additional 0.50 hours was generated based on the 10/2/2019 substitution for 8.00 hours. Based on the employee's work schedule, the employee should only be scheduled to work up to 7.50 hours each day. To ensure the employee was not overpaid, the system created an auto-adjustment of -0.50 hours to offset the total regular hours to be paid, thus bringing the total back to 75.

Display Personal Shift Plan



Select person

Personnel Number
 Search term

Reporting period

Today All
 Current month Past
 Current Year Future

Period 09/28/2019 to 10/11/2019
 Key date
 Other period

To view the Personal Shift Plan:

- select *Other Period*
- enter the from and to dates to be reviewed in the Period option
- choose the Execute (F8) icon

Note, to bypass the "Shift group not unique" message, select the green checkmark.

Personal shift plan: Overview

Detail view

To view the details of the schedule, select *Detail view*.

Personal shift plan: Detail view

Name: [Redacted]
 Organizational unit:
 Period: 09/28/2019 - 10/11/2019

Day	Date	Original shift	Hours	Substitution	Absence	Hours Att
Sa	09/28/2019	Off Day 00:00-00:00	0.00			
Su	09/29/2019	Off Day 00:00-00:00	0.00			
Mo	09/30/2019	07301600 1U1130 07:30-16:00	7.50			
Tu	10/01/2019	07301600 1U1130 07:30-16:00	7.50			
We	10/02/2019	07301600 1U1130 07:30-16:00	8.00	00000000	Pd-Sick 13:00-16:00	3.00
Th	10/03/2019	07301600 1U1130 07:30-16:00	7.50			
Fr	10/04/2019	07301600 1U1130 07:30-16:00	7.50		Pd-Annual	7.50
Sa	10/05/2019	Off Day 00:00-00:00	0.00			
Su	10/06/2019	Off Day 00:00-00:00	0.00			
Mo	10/07/2019	07301600 1U1130 07:30-16:00	7.50			
Tu	10/08/2019	07301600 1U1130 07:30-16:00	7.50			
We	10/09/2019	07301600 1U1130 07:30-16:00	7.50			
Th	10/10/2019	07301600 1U1130 07:30-16:00	7.50			
Fr	10/11/2019	07301600 1U1130 07:30-16:00	7.50			
			75.5			

To show the total hours scheduled for the period viewed, select the Hours field to highlight the Hours column, then select the Sum icon. The total will be reflected under the column chosen.

In this example, a substitution for 10/2/2019 reflects that the hours to be worked that day were changed from 7.50 hours to 8 hours, thereby increasing the total hours for the pay period from 75 hours to 75.50 hours, which caused the system to create an A3, *Paid Hrs Auto-Adjusted for TMS 7or9* message for pay period ending 10/11/2019.

A review of the PA, IT2003 (Substitutions) for 10/2/2019 reflects the lunch period was changed from a 1-hour unpaid lunch (1130-1230) to a 1/2-hour unpaid lunch (12:30-13:00). These types of changes are not uncommon and generally are created when the employee requests an absence in conjunction with the lunch period.

Display Time Data

Month Year

Personnel no. [Redacted]
 Name [Redacted]
 EE group P Permanent Pers.area 16 Education
 EE subgroup F7 Full-time 75 Cost Center 16PYRLDFLT PAYROLL DEFAULT Active

Working times Time quotas Time management data Special absences

Infotype Text S..

- Absences (2001)
- Attendances (2002)
- Substitutions (2003)**
- Time Transfer Specifications (2012)
- Employee Remuneration Info (2010)

Period

Period
 From 01/01/1800 To 12/31/9999

Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year

Choose

To view Substitutions, select the Working times tab, then:

- enter the *Personnel No*
- select *Substitutions (0003)*
- select *All*
- choose the *Overview (Shift+F8)* icon

Overview Substitutions (2003)

Choose

Personnel No [] Active Payr.area 23
 EE group P Permanent 16 Education ED Div Stdt Svcs
 EE subgrp F7 Full-time 75 CC44 FOSCEP C4 OT Ed Admn Assoc
 Choose 01/01/1800 To 12/31/9999 STy. []

Substitutions (2003)

Start Date	End Date	S...	From	To	P. Hours	Brk	Start	End	Paid	Unp...	WS
10/02/2019	10/02/2019	13			0.00		12:30	13:00	0.00	0.50	

To view the details of a substitution, select the record to be viewed, then select the Choose (F2) icon.

Breaks

Work break schedule []

1st break	12:30 - 13:00	Paid	0.00	Unpaid	0.50
2nd break	-	Paid	0.00	Unpaid	0.00

In this example, the substitution reflects a lunch period change from 12:30-13:00; most likely to coincide with the employee's afternoon absence.

A review of PA, IT2001 (Absences) for the same date reflects that an absence occurred immediately after the lunch period ended (S, 13:00-16:00).

Overview Absences (2001)

Choose

Personnel No [] Active Payr.area 23
 EE group P Permanent 16 Education ED Div Stdt Svcs
 EE subgrp F7 Full-time 75 CC44 FOSCEP C4 OT Ed Admn Assoc
 Choose 01/01/1800 To 12/31/9999 STy. []

Absences (2001)

Start Date	End Date	Abs...	Hours	From	To	Att./abs. type ...	L	P	Abs...	Cal.d
10/02/2019	10/02/2019	S	3.00	13:00	16:00	Pd-Sick			0.38	0

Note, a review of each pay period where an A3 Auto-Adjusted message occurred reflects that future dated absences and/or substitutions were NOT re-evaluated based on the new work schedule rule (07:30-16:00, 1-hour unpaid lunch beginning at 11:30).

Reason: Due to multiple future dated absences and/or substitutions not being resaved/reevaluated when the work schedule rule was created, the system issued an A3 message for each period where the employee was scheduled to work more than 75 hours.

Resolution: DO NOT enter a quota correction to sync the quotas!

To correct this issue, all A3, Paid Hrs Auto-Adjusted for TMS 7or9, messages for each logical date shown must be corrected. In this example, the substitution needed to be amended to reflect an hour lunch period (from 12:00-13:00).

Note, if the employee has a Leave Extension, absences that occurred during the extension period may also need to be resaved to ensure the absence is deducting from the proper quota entitlement.

At the end of the extension period, any unused extension quota hours are removed from the employee's actual annual quota (quota type 11) and added to the employee's anticipated and actual sick quotas (quota type 20 and 21).

Once time evaluation runs, the Out of Sync quota messages should disappear from Time Evaluation Messages Display.

11. Employee is TMS1 or permanent part-time TMS9 and the quotas were not reviewed and adjusted at the end of each leave calendar year

Problem: The employee has an Out of Sync sick quota for -1.29 hours and an Out of Sync annual quota for -0.84 hours with a logical date of 1/6/2017. The error is most likely due to the employee working more/less hours than anticipated based on the permanent part-time status.

Time Evaluation Messages Display										
Time	PersNo.	Lst/1stNam	Org. Unit	Subarea	MessTy	Message long text	Logical date	Mess.Supp.	Reviewed	CD
021			165200	AA11	PC	Out of Sync Sick Quota 20/21	01/06/2017	1.2900-	<input type="checkbox"/>	FR
021			165200	AA11	PC	Out of Sync Sick Quota 20/21	01/05/2018	3.7100-	<input type="checkbox"/>	FR
021			165200	AA11	PC	Out of Sync Sick Quota 20/21	01/04/2019	4.7000-	<input type="checkbox"/>	FR
021			165200	AA11	PC	Out of Sync Sick Quota 20/21	01/03/2020	4.7000-	<input type="checkbox"/>	FR
021			165200	AA11	PB	Out of Sync Annual Quota 10/11	01/06/2017	0.8400-	<input type="checkbox"/>	FR
021			165200	AA11	PB	Out of Sync Annual Quota 10/11	01/05/2018	3.2600-	<input type="checkbox"/>	FR
021			165200	AA11	PB	Out of Sync Annual Quota 10/11	01/04/2019	4.6200-	<input type="checkbox"/>	FR
021			165200	AA11	PB	Out of Sync Annual Quota 10/11	01/03/2020	4.6200-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	09/18/2015	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	10/16/2015	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	01/22/2016	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	02/19/2016	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	06/10/2016	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	07/08/2016	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	09/16/2016	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	10/14/2016	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	01/06/2017	12.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	01/20/2017	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	03/03/2017	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	06/09/2017	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	07/07/2017	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	09/15/2017	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	10/13/2017	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	11/10/2017	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	11/24/2017	4.5000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	01/05/2018	12.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	01/19/2018	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	03/02/2018	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	06/08/2018	6.0000-	<input type="checkbox"/>	FR
021			165200	AA11	HQ	RT + Abs Hrs > Pay Period Plan Hrs	07/06/2018	6.0000-	<input type="checkbox"/>	FR

Hints: The employee also has multiple RT + Abs Hrs > Pay Period Plan Hrs messages with logical dates occurring from 9/18/2015 through 1/5/2018 (last day of pay period). The employee worked and/or was paid for more hours than what they were expected to work each pay period, which is the probable cause of the Out of Sync errors. Because the value of the Out of Sync error does not change from year to year, it is highly likely the cause of the error occurred in the 2016 LCY, which is a good place to begin researching.

Research: A review of IT0007 reveals the employee was a permanent, part-time employee, scheduled to work 75 hours each pay period and assigned to a 60-hour bi-weekly work schedule rule with a Time Mgmt Status (TMS) of 1 (actual time reporting on the CATS).

Display Planned Working Time (0007)

Work schedule

Personnel No: [] Active Payr.area: 23

EE group: P Permanent 16 Education ED Bur Postscdry & Adlt Ed

EE subgrp: P7 Part-time 75 AA11 AFSCME A1 OT Clk Typst 2

Start: 10/03/2015 To: 07/06/2018 Chg.: 09/22/2015

Work schedule rule

Work schedule rule: BP225015 PT 60 1 WK WSR Finder

Time Mgmt status: 1 - Time evaluation of actual times

Working week: Working week Saturday

Additional time ID: 01

A review of PT_BAL00 Time Type 4020 (anticipated sick; 66.64 hours) and Time Type 4212 (annual accrual; 67.93 hours) for the 2016 LCY reveals that the employee earned more annual leave than what was anticipated to be earned at the beginning of the 2016 LCY. The difference is -1.29 hours.

Day balances

Data select. period 01/09/2016 - 01/06/2017

Per...	Name	TmType	Time type descrpt.	Current Date	Number		
PT	BAL00	4020	Sick Accrual	01/22/2016	2.80		
			Sick Accrual	02/05/2016	2.54		
			Sick Accrual	02/19/2016	2.80		
			Sick Accrual	03/04/2016	2.54		
			Sick Accrual	03/18/2016	2.54		
			Sick Accrual	04/01/2016	2.54		
			Sick Accrual	04/15/2016	2.54		
			Sick Accrual	04/26/2016	48.34		
							66.64

Per...	Name	TmType	Time type descrpt.	Current Date	Number
PT	BAL00	4212	Accrual this PP Sick	06/24/2016	2.54
			Accrual this PP Sick	07/08/2016	2.80
			Accrual this PP Sick	07/22/2016	2.54
			Accrual this PP Sick	08/05/2016	2.54
			Accrual this PP Sick	08/19/2016	2.54
			Accrual this PP Sick	09/02/2016	2.54
			Accrual this PP Sick	09/16/2016	2.80
			Accrual this PP Sick	09/30/2016	2.54
			Accrual this PP Sick	10/14/2016	2.80
			Accrual this PP Sick	10/28/2016	2.54
			Accrual this PP Sick	11/11/2016	2.48
			Accrual this PP Sick	11/25/2016	2.42
			Accrual this PP Sick	12/09/2016	2.54
			Accrual this PP Sick	12/23/2016	2.54
				67.93	

A review of PT_BAL00 Time Type 4010 (anticipated annual; 42.44 hours) and Time Type 4112 (annual accrual; 43.28 hours) for the 2016 LCY reveals that the employee earned more annual leave than what was anticipated to be earned at the beginning of the 2016 LCY. The difference is -0.84 hours.

Day balances

Data select. period 01/09/2016 - 01/06/2017

Per...	Name	TmType	Time type descrpt.	Current Date	Number
PT	BAL00	4010	Annual Leave Accrual	01/22/2016	1.78
			Annual Leave Accrual	02/05/2016	1.62
			Annual Leave Accrual	02/19/2016	1.78
			Annual Leave Accrual	03/04/2016	1.62
			Annual Leave Accrual	03/18/2016	1.62
			Annual Leave Accrual	04/01/2016	1.62
			Annual Leave Accrual	04/15/2016	1.62
			Annual Leave Accrual	04/26/2016	30.78

Per...	Name	TmType	Time type descrpt.	Current Date	Number
PT	BAL00	4112	Accrual this PP annual	06/24/2016	1.62
			Accrual this PP annual	07/08/2016	1.78
			Accrual this PP annual	07/22/2016	1.62
			Accrual this PP annual	08/05/2016	1.62
			Accrual this PP annual	08/19/2016	1.62
			Accrual this PP annual	09/02/2016	1.62
			Accrual this PP annual	09/16/2016	1.78
			Accrual this PP annual	09/30/2016	1.62
			Accrual this PP annual	10/14/2016	1.78
			Accrual this PP annual	10/28/2016	1.62
			Accrual this PP annual	11/11/2016	1.58
			Accrual this PP annual	11/25/2016	1.54
			Accrual this PP annual	12/09/2016	1.62
			Accrual this PP annual	12/23/2016	1.62
				43.28	

Reason: The anticipated quotas are less than the actual quotas because anticipated quota is generated at the start of the LCY based on the employee's payroll area, personnel subarea, leave service credit, and weekly working hours based on the assigned work schedule rule. Actual accrual generates each pay period based upon actual hours worked and is generally accurate. In this example, the system anticipated that the employee would earn 48.34 hours of sick leave and 30.78 hours of annual leave through the end of the 2016 LCY.

Resolution: Quota corrections must be entered effective 1/6/2017 to increase the difference of accrual from the anticipated quotas (Qta 10/20) to sync them up with the actual quotas (Qta 11/21).

Once time evaluation runs, the Out of Sync quota messages should disappear from Time Evaluation Messages Display.

12. A rounding issue involving some accrual rates

Problem: The employee has an Out of Sync sick quota for 0.21 hours and an Out of Sync annual quota for 0.11 hours with a logical date of 1/13/2018.

Time Evaluation Messages Display

Time	PersNo.	Last/First Name	Org. Unit	Subarea	MessTy	Message long text	Logical date	Mess.Supp.	Reviewed	CD
336			114500	HH11	PC	Out of Sync Sick Quota 20/21	01/13/2018	0.2100	<input type="checkbox"/>	SA
336			114500	HH11	PC	Out of Sync Sick Quota 20/21	01/12/2019	0.3100	<input type="checkbox"/>	SA
336			114500	HH11	PC	Out of Sync Sick Quota 20/21	01/11/2020	0.4100	<input type="checkbox"/>	SA
336			114500	HH11	PB	Out of Sync Annual Quota 10/11	01/13/2018	0.1100	<input type="checkbox"/>	SA
336			114500	HH11	PB	Out of Sync Annual Quota 10/11	01/12/2019	0.1600	<input type="checkbox"/>	SA
336			114500	HH11	PB	Out of Sync Annual Quota 10/11	01/11/2020	0.2100	<input type="checkbox"/>	SA

Hint: Because the value of the Out of Sync error does not change from year to year, it is highly likely the initial cause of the errors occurred in the 2017 leave calendar year, which is a good place to begin researching.

Research: A review of the PT_BAL00 (Cumulated Time Evaluation Results) report to compare anticipated and actual quota accruals earned in the leave calendar year reflects a difference.

Day balances
Data select. period 01/01/2017 - 01/13/2018

Pers.No.	Name	TmType	Time type descript.	Current Date	Number
		4010	Annual Leave Accrual	01/01/2017	249.27
		4010			249.27
		4112	Accrual this PP annual	01/14/2017	9.23
			Accrual this PP annual	01/28/2017	9.23
			Accrual this PP annual	02/11/2017	9.23
			Accrual this PP annual	02/25/2017	9.23
			Accrual this PP annual	03/11/2017	9.23
			Accrual this PP annual	03/25/2017	9.23
			Accrual this PP annual	04/08/2017	9.23
			Accrual this PP annual	04/22/2017	9.23
			Accrual this PP annual	05/06/2017	9.23
			Accrual this PP annual	05/20/2017	9.23
			Accrual this PP annual	06/03/2017	9.23
			Accrual this PP annual	06/17/2017	9.23
			Accrual this PP annual	07/01/2017	9.23
			Accrual this PP annual	07/15/2017	9.23
			Accrual this PP annual	07/29/2017	9.23
			Accrual this PP annual	08/12/2017	9.23
			Accrual this PP annual	08/26/2017	9.23
			Accrual this PP annual	09/09/2017	9.23
			Accrual this PP annual	09/23/2017	9.23
			Accrual this PP annual	10/07/2017	9.23
			Accrual this PP annual	10/21/2017	9.23
			Accrual this PP annual	11/04/2017	9.23
			Accrual this PP annual	11/18/2017	9.23
			Accrual this PP annual	12/02/2017	9.23
			Accrual this PP annual	12/16/2017	9.23
			Accrual this PP annual	12/30/2017	9.23
			Accrual this PP annual	01/13/2018	9.23
		4112			249.21

A review of the Z1 payroll area for the 2017 LCY (1/1/2017 - 1/13/2018) using Time Type 4010 (anticipated quota) and 4112 (actual quota accrual) reflects a difference of -.06 hours.

The amount generated at the beginning of the LCY, 1/1/2017 (249.27 hours), is greater than what the employee earned through the end of the LCY, 1/13/2018 (249.21 hours). A quota correction of -.06 will need to be created.

Note, the difference is less than what the system identified as out of sync as of 1/13/2018; therefore, a review of each leave calendar year prior to 1/1/2017 should occur until the calculated difference of each year matches the amount identified as out of sync on 1/13/2018.

For differences that occurred prior to the Earliest RA Date, total amounts identified in each LCY and enter one quota correction using the Earliest RA Date.

In this case, the following differences were found in the following LCYs:

- 2016, -0.05 hours
- 2015, -0.05 hours
- 2014, -0.05 hours

Day balances

Data select. period 01/01/2017 - 01/13/2018

Pers.No.	Name	TmType	Time type descrpt.	Current Date	Number
		4020	Sick Accrual	01/01/2017	66.53
		4020			66.53
		4212	Accrual this PP Sick	01/14/2017	2.46
			Accrual this PP Sick	01/28/2017	2.46
			Accrual this PP Sick	02/11/2017	2.46
			Accrual this PP Sick	02/25/2017	2.46
			Accrual this PP Sick	03/11/2017	2.46
			Accrual this PP Sick	03/25/2017	2.46
			Accrual this PP Sick	04/08/2017	2.46
			Accrual this PP Sick	04/22/2017	2.46
			Accrual this PP Sick	05/06/2017	2.46
			Accrual this PP Sick	05/20/2017	2.46
			Accrual this PP Sick	06/03/2017	2.46
			Accrual this PP Sick	06/17/2017	2.46
			Accrual this PP Sick	07/01/2017	2.46
			Accrual this PP Sick	07/15/2017	2.46
			Accrual this PP Sick	07/29/2017	2.46
			Accrual this PP Sick	08/12/2017	2.46
			Accrual this PP Sick	08/26/2017	2.46
			Accrual this PP Sick	09/09/2017	2.46
			Accrual this PP Sick	09/23/2017	2.46
			Accrual this PP Sick	10/07/2017	2.46
			Accrual this PP Sick	10/21/2017	2.46
			Accrual this PP Sick	11/04/2017	2.46
			Accrual this PP Sick	11/18/2017	2.46
			Accrual this PP Sick	12/02/2017	2.46
			Accrual this PP Sick	12/16/2017	2.46
			Accrual this PP Sick	12/30/2017	2.46
			Accrual this PP Sick	01/13/2018	2.46
		4212			66.42

A review of the Z1 payroll area for the 2017 LCY (1/1/2017 - 1/13/2018) using Time Type 4020 (anticipated quota) and 4212 (actual quota accrual) reflects a difference of -.11 hours.

The amount generated at the beginning of the LCY, 1/1/2017 (66.53 hours), is greater than what the employee earned through the end of the LCY, 1/13/2018 (66.42 hours). A quota correction of -.11 will need to be created.

Reason: The anticipated quotas are greater than the actual quotas because anticipated quota is generated at the start of the leave calendar year based on the employee's payroll area, personnel subarea, leave service credit, and weekly working hours. Actual accrual generates each pay period based upon actual hours worked and is generally accurate. In this example, the employee earned leave at the following percentage rate. Because of the percentage, the calculation is off by a few tenths of an hour.

Resolution: Quota corrections must be entered effective 1/13/2018 to remove the additional hours from the anticipated quotas (Qta 10/20) to sync them up with the actual quotas (Qta 11/21). Quota corrections must also be entered effective 1/12/2019 and again on 1/11/2020.

Once time evaluation runs, the Out of Sync quota messages should disappear from Time Evaluation Messages Display.

13. Absences are Incorrectly Deducting from Anticipated Quota

Problem: The employee has an Out of Sync annual quota for -7.49 hours with a logical date of 1/4/2019. The error is most likely due to the full day (7.50 hour) absence. The difference of .01 is due to rounding.

Time Evaluation Messages Display

Time Evaluation Messages Display

Time	PersNo	Lst/1stNam	Org. Unit	Subarea	MessTy	Message long text	Logical date	Mess.Supp.	Reviewed	CD
084			388117	AA44	PB	Out of Sync Annual Quota 10/11	01/04/2019	7.4900-	<input type="checkbox"/>	FR

Research: Review IT2006 (Absence Quotas) via PA51 (Display Time Data) to see which absences are deducting from the employee's quota.

Display Time Data

Month Year

Personnel no. [Redacted]
 Name [Redacted]
 EE group P Permanent Pers.area 38 Conservation & Natural Resrcs
 EE subgroup F7 Full-time 75 Cost Center 38PYRLDFLT PAYROLL DEFAULT Active

Working times **Time quotas** Time management data Special absences

Infotype Text S..
 Attendance Quotas (2007)
Absence Quotas (2006)
 Quota Corrections (2013)
 Time Quota Compensation (0416)

Period
 Period From 01/01/1800 To 12/31/9999
 Today
 All
 From curr.date
 To Current Date
 Current Period
 Curr.week
 Current month
 Last week
 Last month
 Current Year
 Choose

Overview Absence Quotas (2006)

Choose

Personnel No [Redacted] Active Payr.area z3
 EE group P Permanent 38 Conservation & Natural Resrcs CN Fors Dstr #17
 EE subgrp F7 Full-time 75 AA44 AFSCME A4 OT Admv Asst 1
 Choose 01/01/1800 To 12/31/9999 STy. [Redacted]

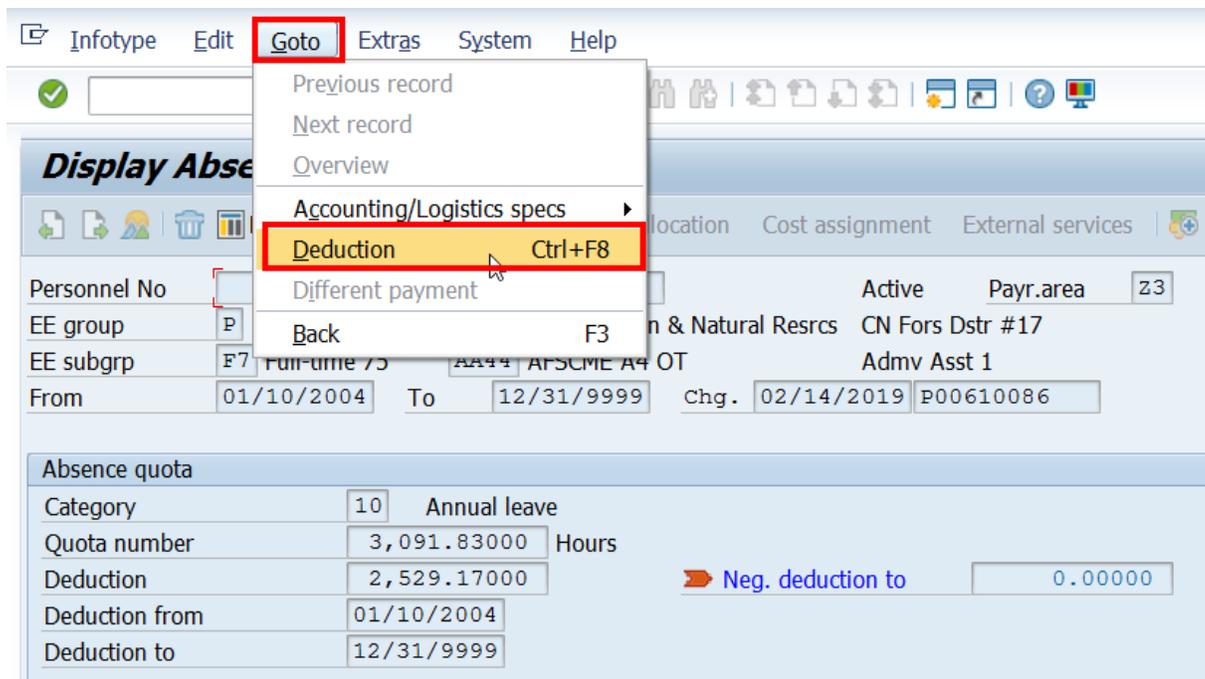
Start Date	End Date	A...	Quota text	Start ded	End ded.	Number	Deduction
01/10/2004	12/31/9999	10	Annual leave	01/10/2004	12/31/9999	3,091.83000	2,529.17000
01/10/2004	12/31/9999	11	Annual Leave - Actual	01/10/2004	12/31/9999	382.29000	0.00000
01/10/2004	04/16/2004	12	Annual Leave Ext	01/10/2004	04/16/2004	0.72000	0.72000
01/10/2004	12/31/9999	20	Sick leave	01/10/2004	12/31/9999	2,573.66000	1,049.25000
01/10/2004	12/31/9999	21	Sick Leave - Actual	01/10/2004	12/31/9999	1,451.27000	0.00000

Highlight the quota line associated with the deductions you wish to view and click "Choose".

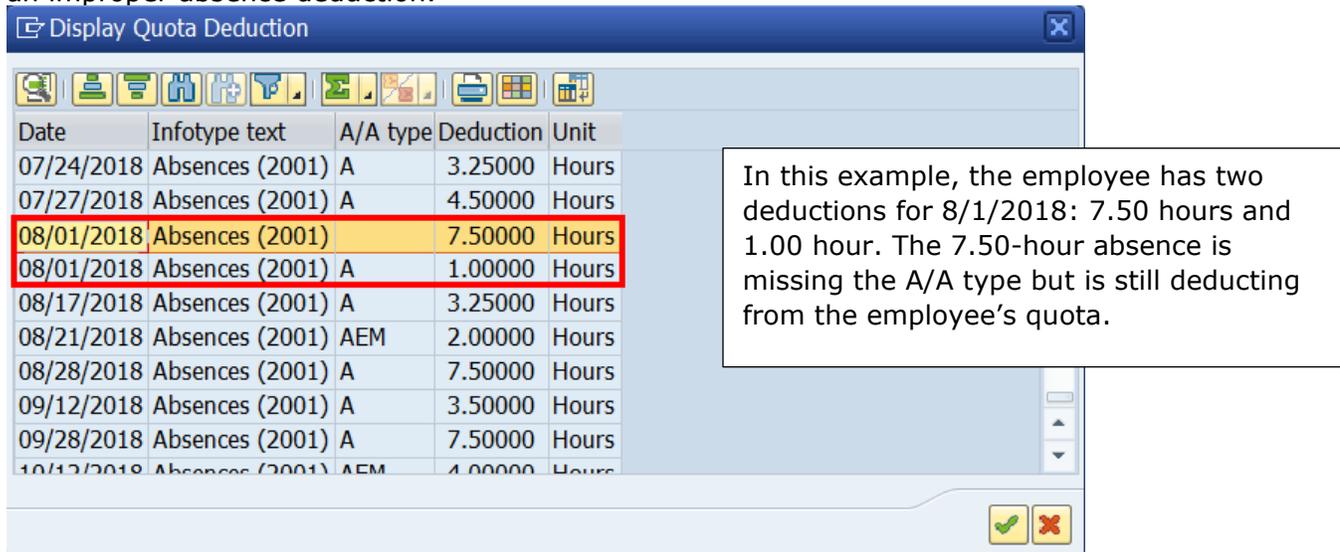
Hint: Absences taken when the employee is/was a Permanent employee will be deducted from the employee's anticipated quotas (10/20). Absences taken when an employee is/was a Non-permanent* employee show as deductions from the employee's actual quotas (11/21). Absences taken during the seven pay period extension deduct from the employee's extension quota (12).

* Exception: Employees who are non-permanent Labor & Industry UC Claim Intermittent Intake Interviewers (job code 06590) receive anticipated quota and will have absences deducted from quotas 10/20.

From the top menu bar, select Goto → Deduction (Ctrl +F8). This will open the Display Quota Deduction window, which shows all absences deducting from the quota.



From the Display Quota Deduction window, use the scroll bar to review all the absences to ensure they are deducting correctly. Any absence dates that are listed with a blank field in the "A/A type" column indicate an improper absence deduction.



Reason: It is unknown why these "double-deductions" occur, but it is most likely due to the modification or deletion of a previously approved absence either in ESS or directly in IT2001. Always review IT2001 to confirm the correct absence type and deduction amount.

Resolution: DO NOT enter a quota correction to sync the quotas!

This error cannot be corrected at the agency level. Submit an HR Help Desk ticket in the Quotas category indicating the dates of absence and the quota type affected. The help desk ticket should include screenshots of the "Display Quota Deduction" screen showing the absence(s) that are not deducting properly. The HRSC, Time Services team will most likely need to run a program to correct the deductions.

14. Employee has more than one line of the same quota type

Problem: The employee has an Out of Sync annual quota for 14.91 hours with a logical date of 1/6/2017. The error is most likely due to more than one line of the same quota type.

Time Evaluation Messages Display

Time	PersNo.	Lst/1stNam	Org. Unit	Subarea	MessTy	Message long text	Logical date	Mess.Supp.	Reviewed	CD
001			658010	A641	PC	Out of Sync Sick Quota 20/21	01/06/2017	14.9100	<input type="checkbox"/>	FR

Hint: Because the value of the Out of Sync error does not change from year to year and the last time the message occurred was prior to the employee's rehire date, it is highly likely that the cause of the error occurred in the 2016 leave calendar year, which is a good place to begin researching.

Research: Review IT2006 (Absence Quotas) via PA51 (Display Time Data) to review the sick quota (qta 20/21).

Overview Absence Quotas (2006)

Choose

Personnel No: [] Active: [] Payr.area: []
 EE group: P Permanent 92 Auditor General AU Off Chf Stf
 EE subgrp: F7 Full-time 75 MW33 MGT W3 NPOT Ex Asst Au
 Choose: 02/01/2010 To 12/31/9999 STy: []

Start Date	End Date	A...	Quota text	Start ded	End ded.	Number	Deduction	F
02/12/2010	12/31/9999	11	Annual Leave - Actual	02/12/2010	12/31/9999	57.02000	0.00000	
02/12/2010	12/31/9999	21	Sick Leave - Actual	02/12/2010	12/31/9999	3.38000	3.00000	
02/01/2010	02/01/2010	10	Annual leave	02/01/2010	12/31/9999	69.36000	69.36000	
02/01/2010	02/01/2010	11	Annual Leave - Actual	02/01/2010	12/31/9999	0.00000	0.00000	
02/01/2010	02/01/2010	20	Sick leave	02/01/2010	12/31/9999	104.91000	104.91000	
02/01/2010	02/01/2010	21	Sick Leave - Actual	02/01/2010	12/31/9999	14.91000	0.00000	

Absence Quotas (2006)

Start Date	End Date	A...	Quota text	Start ded	End ded.	Number	Deduction
01/01/2011	12/31/9999	20	Sick leave	01/01/2011	12/31/9999	573.61000	481.09000
02/01/2010	02/01/2010	20	Sick leave	02/01/2010	12/31/9999	104.91000	104.91000

In this example, the employee has two actual sick leave quotas. One with a Start and End Date of 2/1/2010 and the other with a Start Date of 2/12/2010 and an End Date of 12/31/9999. However, both quotas have an End deduction date of 12/31/9999.

Review IT0001 (Organizational Assignment) via PA51 to review the employee's employment history.

Overview Organizational Assignment (0001)

Personnel No: [] Active: [] Payr.area: 23
 EE group: P Permanent 92 Auditor General AU Off Chf Stf
 EE subgrp: F7 Full-time 75 MW33 MGT W3 NPOT Ex Asst Au
 Selection: 01/01/1800 to 12/31/9999

Start Date	PA	E.. E	Job key	Job (Text)	Cost Center	Org. Unit	Position (Text)
02/16/2021	92	P F7	A4408	Ex Asst Au	92PYRLDFLT	AUCS2000	Ex Asst Au
05/02/2017	65	P F7		Invgtive...	65PYRLDFLT	GB BIE Inv...	
03/06/2017	65	P F7	C7054	Invgtive Anl Pgc	65PYRLDFLT	GBBIE8010	Invgtive Anl Pgc
08/31/2016	65	P F7	C7054	Invgtive Anl Pgc	65PYRLDFLT	GBBIE8010	Invgtive Anl Pgc

In this example, the employee separated on 5/1/2017 and was rehired on 2/16/2021.

Review IT2012 (Time Transfer Specifications) via PA51 to see if the sick quota was removed upon rehire.

Overview Time Transfer Specifications (2012)

Choose

Personnel No Active Payr.area

EE group P Permanent 92 Auditor General AU Off Chf Stf

EE subgrp F7 Full-time 75 MW33 MGT W3 NPOT Ex Asst Au

Choose 01/01/1800 To 12/31/9999 STy.

Time Transfer Specifications (2012)

Start Date	End Date	Time	Time transfer type text	Number	LI
02/01/2010	02/01/2010	6010	Reset Leave Service Credit	21.00	
02/16/2021	02/16/2021	QHOL	Anticipated Holiday hours	67.50	
02/01/2010	02/01/2010	QHOL	Anticipated Holiday hours	75.00	
02/16/2021	02/16/2021	QRSF	Rehire/Chg Payroll Area	1.00	
05/01/2017	05/01/2017	QSEP	Q Payout: Separation	0.00	
02/16/2021	02/16/2021	QSIC	Remove LT/Sick balance	0.00	

In this example, the employee's sick quota was reset to zero because the break in service was greater than one year from their separation date.

Review Time Types 4010 (anticipated annual for LCY), 4020 (anticipated sick for LCY), 4111 (annual leave balance), 4112 (annual accrual), 4211 (sick leave balance), 4212 (sick accrual) via PT_BAL00 to ensure the amount of leave accrued and the leave balance reflected at the end of the first pay period match.

Cumulated Time Evaluation Results: Time Balances/Wage Types

Day balances

Data select. period 02/01/2021 - 12/31/9999

Pers.No.	Name	TmType	Time type descript.	Current Date	Number
		4010	Annual Leave Accrual	02/16/2021	126.27
		4010			126.27
		4020	Sick Accrual	02/16/2021	86.25
		4020			86.25
		4111	Last PP leave balance ann	02/27/2021	5.02
		4111			5.02
		4112	Accrual this PP annual	02/26/2021	4.94
		4112			4.94
		4211	Last PP leave balance sic	02/27/2021	3.38
		4211			3.38
		4212	Accrual this PP Sick	02/26/2021	3.38
		4212			3.38
					229.24

A review of the annual leave balance (5.02 hours) and annual accrual (4.94 hours) reflects a difference of .08 hours. The annual leave balance should reflect the same amount earned for the pay period (4.94 hours).

A review of the sick leave balance (3.38 hours) and sick accrual (3.38 hours) reflects the same amount.

Reason: It is unknown why these duplicate quotas occur, but it is most likely due to the system generating another quota when the employee was rehired because the original quota was delimited. Since deductions are reflected in both Quota 20, the duplicate quota cannot be deleted. It is also unknown why the last pay period leave balance is greater than what was earned during the pay period, as no quota correction or leave was used during the pay period.

Resolution: DO NOT enter a quota correction to sync the quotas!
 This error cannot be corrected at the agency level. Submit an HR Help Desk ticket in the Quotas category indicating the duplicate quota type affected and the difference of leave earnings. The help desk ticket should include screenshots of the duplicate quotas and leave earnings.

Appendix C - Comparing Actual and Anticipated Quota

To compare actual and anticipated quotas follow the below steps. If the amount of anticipated quota in the "Rem" column does not equal the final result, check for any future dated absences (PA51, IT2006, "Goto Deductions"), and add them to the remaining anticipated quota balance as they have already been deducted from the total. **Note,** If the amount of anticipated quota in the "Rem" column does not equal the final result, and it is during the extension period and the employee has remaining excess annual (Qta 12) for the current leave calendar year, subtract the remaining excess annual amount from the actual quota result (Step 4).

Step 1: Obtain Balance of Actual Quota(s)

- Use transaction Quota Overview (PT50)
- Enter personnel number
- Always click "All"
- Select the "Absence quotas" tab
- Click "Expand"
- Record the number of actual quota(s) (Qta 11/21) in the "Rem" column

Step 2: Determine Employee's Biweekly Accrual Rate(s)

- Use transaction Seniority and Additional Information (ZPAY_HR) to determine annual and sick leave accrual rate (percentage)
 - Enter personnel number
 - Click "OK"
 - Record the biweekly accrual rate(s)
 - Multiply the employee's biweekly hours by their accrual rate percentage to determine biweekly accrual amount

Step 3: Determine Amount of Anticipated Quota to Be Earned in the Current LCY

- Count and record the number of pay periods remaining in the current leave calendar year
- Multiply the biweekly accrual rate (Step 2) by the number of pay periods remaining in the current leave calendar year to determine how much anticipated quota the employee will earn between now and the end of the current leave calendar year and record this amount.

Step 4: Add Actual Quota and Amount of Anticipated Quota to Be Earned

- Add the actual quota (Step 1) to the amount of anticipated quota to be earned (Step 3)
- Compare the result to the anticipated quota (Qta 10/20) in the "Rem" column on the PT50

Appendix D – Time Types

The following time types are used for Day Balances on PT_BAL00 (Cumulated Time Evaluation Results)

Time Types for Annual/Combined		Time Types for Sick		Time Types for Personal**	
Anticipated Annual Accrual	4010	Anticipated Sick Accrual	4020	Anticipated Personal	4030
Actual Annual Accrual	4112*	Actual Sick Accrual	4212*	Actual Personal Accrual	4312
Annual Usage Daily	4016	Sick Usage Daily	4026	Personal Usage Daily	4036
Combined Usage Daily	4046	LT Sick/H1 Usage Daily	4056	Add Personal Generated	ZAPL
Last PP Leave Balance Annual	4111	Last PP Leave Balance Sick	4211	Last PP Leave Balance Personal	4311
Annual Leave Accrual Rate	ZALR	Sick Leave Accrual Rate	ZSKR	Remaining Pay Periods	ZLAY
Annual Leave – Excess	4014	Sick Accrual – Actual	4021	Personal Leave Excess	4032
Ad. Annual Gen. 1 st Half	ZAQ1	* Accruals not included in Time Types 4112, 4212 or 4312: <ul style="list-style-type: none"> • Additional annual accruals for no sick leave usage – Use Time Type ZAQ1 or ZAQ2 • Additional personal accruals for no sick leave usage – Use Time Type ZAPL** • Actual annual and sick quotas generated when employee transfers from non-permanent to permanent prior to working 750 hours in calendar year. – Use Time Type 4011 or 4021 			
Ad. Annual Gen. 2 nd Half	ZAQ2				
Annual Leave Actual	4011				

**For employees that still earn personal leave