The PT_QTA10, Display Absence Quota t-code, can be used to provide a grad student’s quota balance as of 06/30/2010. This QRC shows the step by step process.

To display absence quota information:

1. Type “pt_qta10” in the command field and hit “Enter.”

2. Under the “Period” tab, use the drop-down menu to select “Other Period.”

3. Enter a time period. The beginning date needs to be before the end date. To determine a grad student’s quota on 06/30/2010 use **06/29/2010** as the end date. Note: The most important date is the “end date.” The same end date must be used under the “Quota Selection” tab.

4. In the “Selection Criteria” tab, enter a PERNR (no other criteria need to be selected).

5. Under the “Quota Selection” tab the following dates are the same as the “end date”:
   - Deduction Period To
   - Key Date for Deduction
   - Key Date for Entitlement

   This date is the same end date in the ‘reporting period’.

   This date does not need to be changed.

   Projecting Quota Status

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### Entitlement

Verify that the “Projecting Quota Status” box is unchecked.

- **Projecting Quota Status**

A layout can be created and saved — or left blank — and select “Execute” from the top menu bar.

- **Execute**

### Viewing Grad Student Quotas Balances on 06/30/2010

#### Absence Quotas

**Validity Period** 09/14/2009 - 06/29/2010

<table>
<thead>
<tr>
<th>Pers. Assign</th>
<th>Name</th>
<th>Quota</th>
<th>Entitlement</th>
<th>Used</th>
<th>Requested</th>
<th>Rem. on Key Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Sick Leave</td>
<td>200.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>200.00000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacation</td>
<td>192.00000</td>
<td>56.00000</td>
<td>0.00000</td>
<td>136.00000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Personal Business</td>
<td>24.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>24.00000</td>
</tr>
</tbody>
</table>

- **Entitlement – Used = Remaining Quota as of Key Date**

<table>
<thead>
<tr>
<th>Quota</th>
<th>Entitlement</th>
<th>Used</th>
<th>Requested</th>
<th>Rem. on Key Date</th>
</tr>
</thead>
<tbody>
<tr>
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<td>24.00000</td>
<td>0.00000</td>
<td>0.00000</td>
<td>24.00000</td>
</tr>
</tbody>
</table>

- **Entitlement – Used = Remaining Quota as of Key Date**

- **Requested time is not yet calculated**

#### Entitlement

- The number of hours accrued since their start date (or ‘SAP go live date’) through the most recent pay period within the specified time period.

#### Used

- The number of hours entered into SAP as used or taken since the start date of the employee or SAP go live date, through the end date provided in the “reporting period” which is 06/29/2010.

#### Requested

- Hours requested for leaves in future pay periods. This column doesn’t apply to grad students currently since quotas are no longer in SAP. This column is not deducted or included in the “Used” column.

#### Rem. on Key Date

- This field shows the remaining balance as of the end date, 06/29/2010. In this example, there 136 available vacation hours, and 24 hours for personal business days.

**The Sick Leave accrual does not accurately reflect policy C-46, Revised and New Leave of Absence Policies for Faculty, Continuing Lecturers, and Administrative and Professional Staff.** SAP automatically fills the bucket with 200 hours. If a manager or employee wanted to see the exact dates of absences, use T-code PA20, infotype 2001 (absences).