The PT_QTA10 Display Absence Quota has many uses. This QRC lists the steps for providing a snapshot of the employee’s quotas for a specific time period.

**To display absence quota information:**

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

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

- **Enter a time period. The most important date is the “end date.” The same end date must be used under the “Quota Selection” tab.**

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

- **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

- **Verify that the “Projecting Quota Status” box is unchecked.**
A layout can be created and saved – or left blank – and select “Execute” from the top menu bar.

**Execute** =

### Viewing Bi-weekly Absence Quotas

#### Entitlement – Used = Remaining Quota as of Key Date

(Requested time is not yet calculated)

<table>
<thead>
<tr>
<th>Quota</th>
<th>Entitlement</th>
<th>Used</th>
<th>Rem. on Key Date</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td>38.30000</td>
<td>14.00000</td>
<td>24.30000</td>
<td>0.00000</td>
</tr>
<tr>
<td>Vacation</td>
<td>38.30000</td>
<td>8.00000</td>
<td>30.30000</td>
<td>0.00000</td>
</tr>
<tr>
<td>Personal Holiday</td>
<td>16.00000</td>
<td>8.00000</td>
<td>8.00000</td>
<td>0.00000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>92.60000</strong></td>
<td><strong>30.00000</strong></td>
<td><strong>62.60000</strong></td>
<td><strong>0.00000</strong></td>
</tr>
</tbody>
</table>

**Quota**

Bi-weekly staff have 3 lines of quotas – sick leave, vacation and personal holiday.

**Entitlement**

Number of hours accrued since their start date (or ‘SAP go live date’) through the most recent pay period within the specified time period. Accruals are received the night of the last day of the pay period. See the Calendar of Paydates for actual dates. To view all quota types and hours earned per pay period use t-code PT50. (Select “All” and then the “Accrual Information” tab.)

**Used**

Number of hours entered into SAP as used or taken for sick, vacation or personal holiday (since the start date of the employee or SAP go live date). In the above example, it is the hours used/taken from date of hire through 9/27/2009.

**Requested**

Hours requested for leave in future pay periods. It is recommended that this column be moved to the end because the “Requested” is not deducted or included in the “Used” column.

**Rem. on Key Date**

This field shows the remaining balance as of the end date indicated in the reporting period. In the above example, 9/27/2009 is the end date. As of 9/27/2009, this employee has 24.3 sick hours, 30.3 vacation and 8 hours of personal holiday available to use.

### Viewing Monthly Vacation Quotas

Monthly staff only view vacation quotas on their salary statement.

To display vacation quotas only, type in 2 for “Vacation” quota type
**Display Absence Quota Information**

### Absence Quotas

<table>
<thead>
<tr>
<th>Pers. Assign</th>
<th>Name</th>
<th>Quota</th>
<th>Entitlement</th>
<th>Used</th>
<th>Rem. on Key Date</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>73.000000</td>
<td>46.000000</td>
<td>36.000000</td>
<td>0.000000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacation</td>
<td>76.000000</td>
<td>46.000000</td>
<td>36.000000</td>
<td>0.000000</td>
</tr>
</tbody>
</table>

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

(Requested time is not yet calculated)

### Viewing Monthly Sick Leave, Vacation and Personal Business Days

<table>
<thead>
<tr>
<th>Pers. Assign</th>
<th>Name</th>
<th>Quota</th>
<th>Entitlement</th>
<th>Used</th>
<th>Rem. on Key Date</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Sick Leave</td>
<td>564.000000</td>
<td>304.000000</td>
<td>200.000000</td>
<td>0.000000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacation</td>
<td>688.000000</td>
<td>304.000000</td>
<td>200.000000</td>
<td>0.000000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Personal Business</td>
<td>24.000000</td>
<td>24.000000</td>
<td>24.000000</td>
<td>0.000000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1,176.000000</td>
<td>668.000000</td>
<td>508.000000</td>
<td>0.000000</td>
</tr>
</tbody>
</table>

**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.** Accruals are received the last day of the pay period, which is always the last day of the month. To view all quota types and hours earned per pay period use t-code PT50. (Select “All” and then the “Accrual Information” tab.)

**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).

**Requested**

Hours requested for leaves in future pay periods. It is recommended that this column be moved to the end, because the “Requested” is not deducted or included in the “Used” column.

**Rem. on Key Date**

This field shows the remaining balance as of the end date, 8/31/2009, 284 available vacation hours, and 24 hours for personal business days, if needed.

**Calculating Sick Leave**

**The sick leave balance does not represent the “available balance” for the monthly employee.** Every month, SAP fills the ‘sick leave’ bucket with 200 hours. To calculate a monthly person’s sick leave – first add up the number of hours accrued – according to Policy C-46, Revised and New Leave of Absence Policies for Faculty, Continuing Lecturers, and Administrative and Professional Staff. Then, subtract from the number provided in ‘used.’ If a manager or employee wanted to see the exact dates of absences, use T-code PA20, infotype 2001 (absences).