PER-77 Reinstatement Action from LOA Workers Comp

Purpose

The purpose of this Business Process Procedure is to explain how to process a Reinstatement/Reemployment from Workers' Comp in the Integrated HR-Payroll System.

Trigger

There is a need to process a Reinstatement/Reemployment from Workers' Comp for one of the reasons listed in the Business Process Procedure Overview section.

Business Process Procedure Overview

For Reinstatement/Reemployment from WC LOA only.

- **12 - Return from Workers' Comp w/Physician Restrictions that state a Modified Duty of 20-40 hrs** - Employee has been released by the treating physician to return to a modified duty assignment with a work schedule of 20 or more hours a week. Employee has not reached maximum medical improvement (MMI).
- **13 - Return from Workers' Comp with MMI Complete** – Employee has reached maximum medical improvement (MMI) and has been released by the treating physician to return to permanent work in the same position or one of seniority, status, and payheld prior to WC leave.
- **22 - Return from Workers' Comp with MMI Disability** – Employee has reached maximum medical improvement (MMI) and has been released by the treating physician to return to work but has a disability

which prohibits employment in the same capacity that existed prior to WC leave. Agency work placement has identified and placed employee in another position suitable for employee and agency.

- **23 - Rtn from Workers' Comp w/Physician Restrictions that state a Modified Duty less than 20 hrs** - Employee has been released by the treating physician to return to a modified duty assignment with a work schedule of less than 20 hours a week. Employee has not reached maximum medical improvement (MMI).

Note: Follow the steps below for the four reasons above. You will find additional instructions at the end of this document to assist in reviewing or adjusting other infotypes as needed.

Employees returning from WC Salary Continuation Pay must be brought back in the same capacity as they left. (EE Subgroup and Work Schedule Rule)

- If employee is returning part-time, use the following codes on timesheet.
    - 9500 Time Worked
    - 9685 Injury Leave

Note: You **will not** create an Appointment Change Action for employees returning from WC Salary Continuation Pay or WC Continuation Pay for Teachers Only.

Tips and Tricks

Prior to initiating any workflow, ensure the data being used is valid and appropriate. For example, if working with a Reinstatement/Reemployment action, ensure the individual is currently listed as out on LOA.

Note: This BPP starts with completing the Action. If you need assistance with creating the workflow, see Reinstatement/Reemployment Action from LOA Action.

PROCEDURE

Note: These instructions assume you have initiated the Leave of Absence Personnel Change Request (PCR) in workflow, and you have an approved PCR ready to be processed as a Leave of Absence in the system.

There are 24 steps to complete this process.

Step 1. Choose the **SAP Business Workplace** button from the SAP Easy Access page.

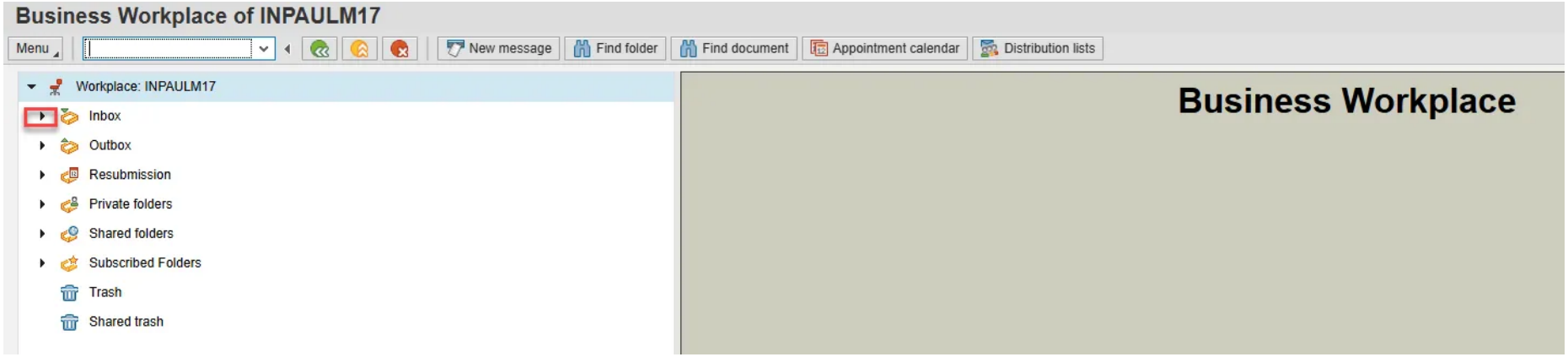
Image



Step 2. Expand the Inbox using the expand node.

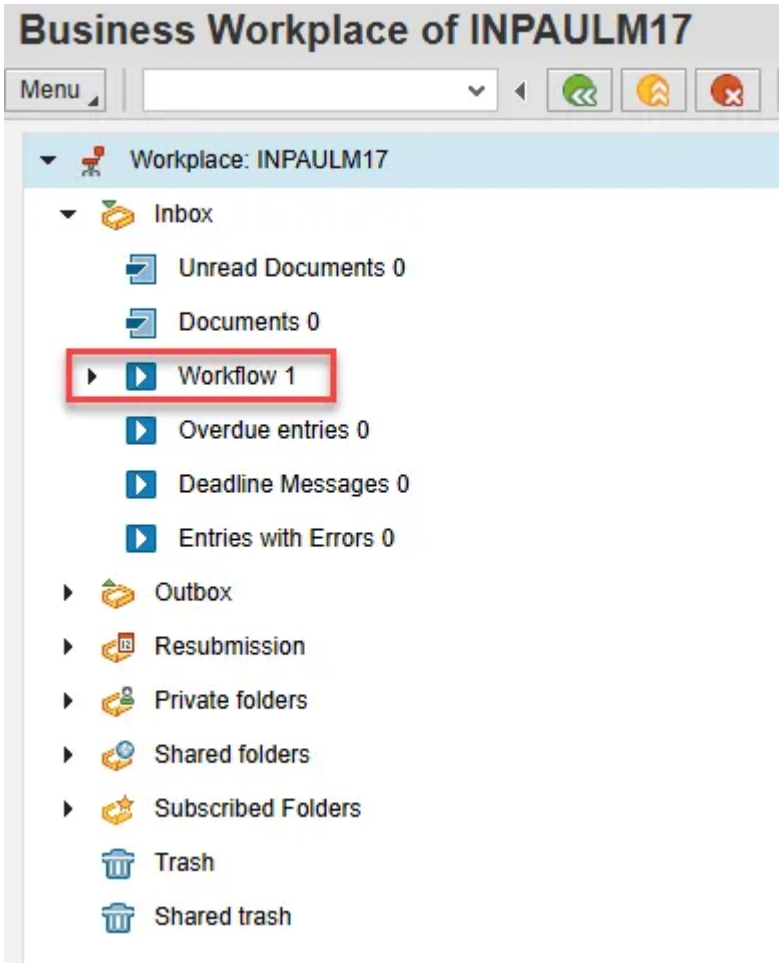
Note: Failure to complete this step could cause some functions to be unavailable on the secondary button ribbon in the subfolders.

Image



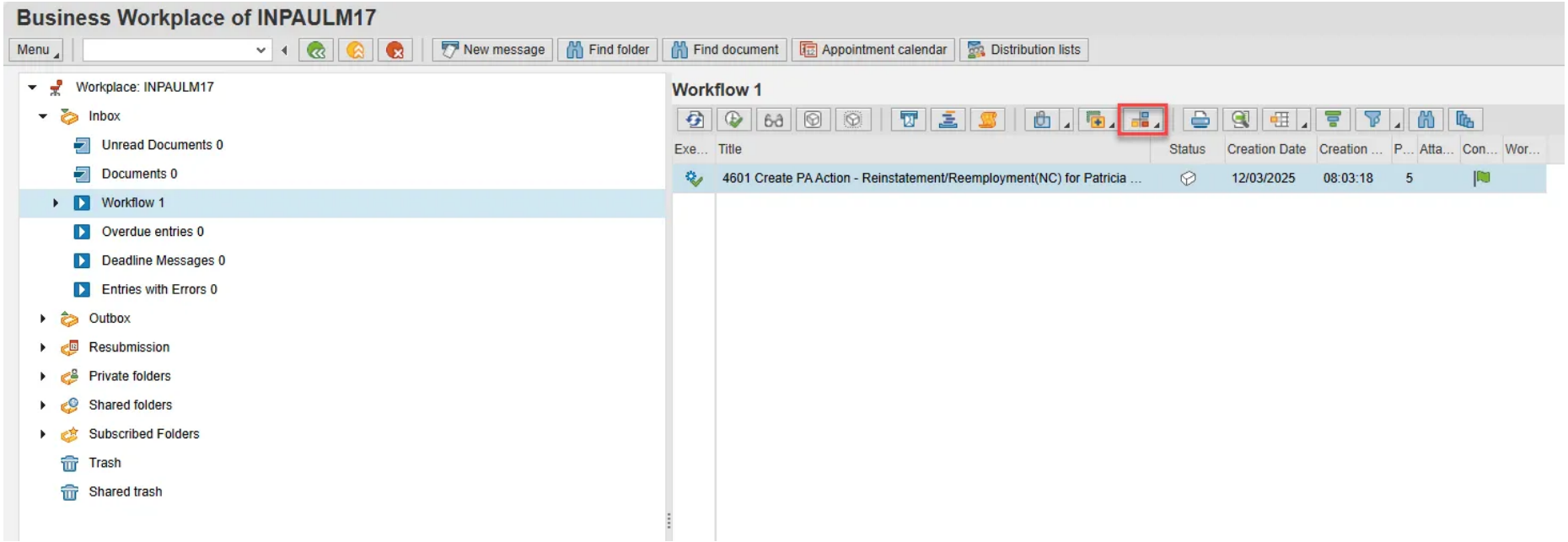
Step 3. Select the **Workflow** subfolder.

Image



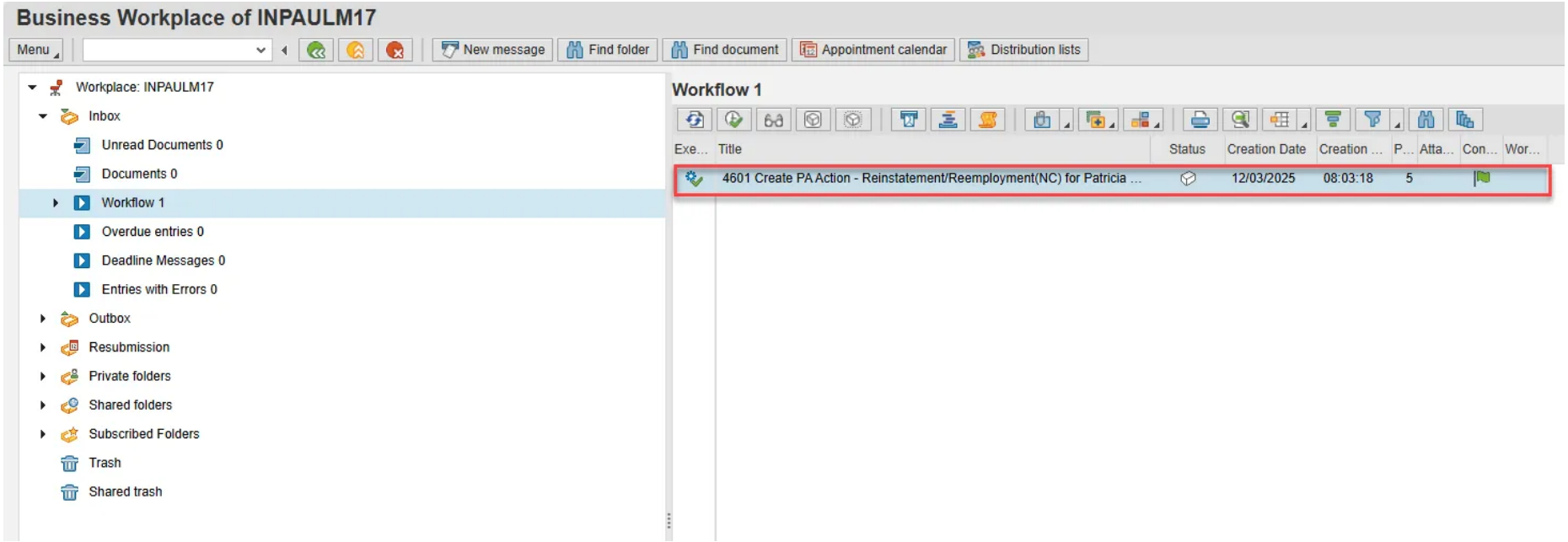
Step 4. You will see your highlighted, approved PCR. You can use the Environment button on the secondary button ribbon to retrieve a copy of the note. Access PER-57 Copying Notes from the PCR to Infotypes for steps on retrieving the note.

Image



Step 5. Double click the **PCR** to begin the action.

Image



Step 6. On the Personnel Actions screen, enter the **effective date** in the From field.

Note: The effective date must match the date used to create the request.

Image

Personnel Actions

Menu

Personnel no. 80000325

Name Patricia Calloway20

EEGroup A SHRA Employees PersA 4601 Natural and Cultural Resources

EESubgroup A1 FT N-FLSAOT Perm CostC 4699999999 CULTURE RESOURCES

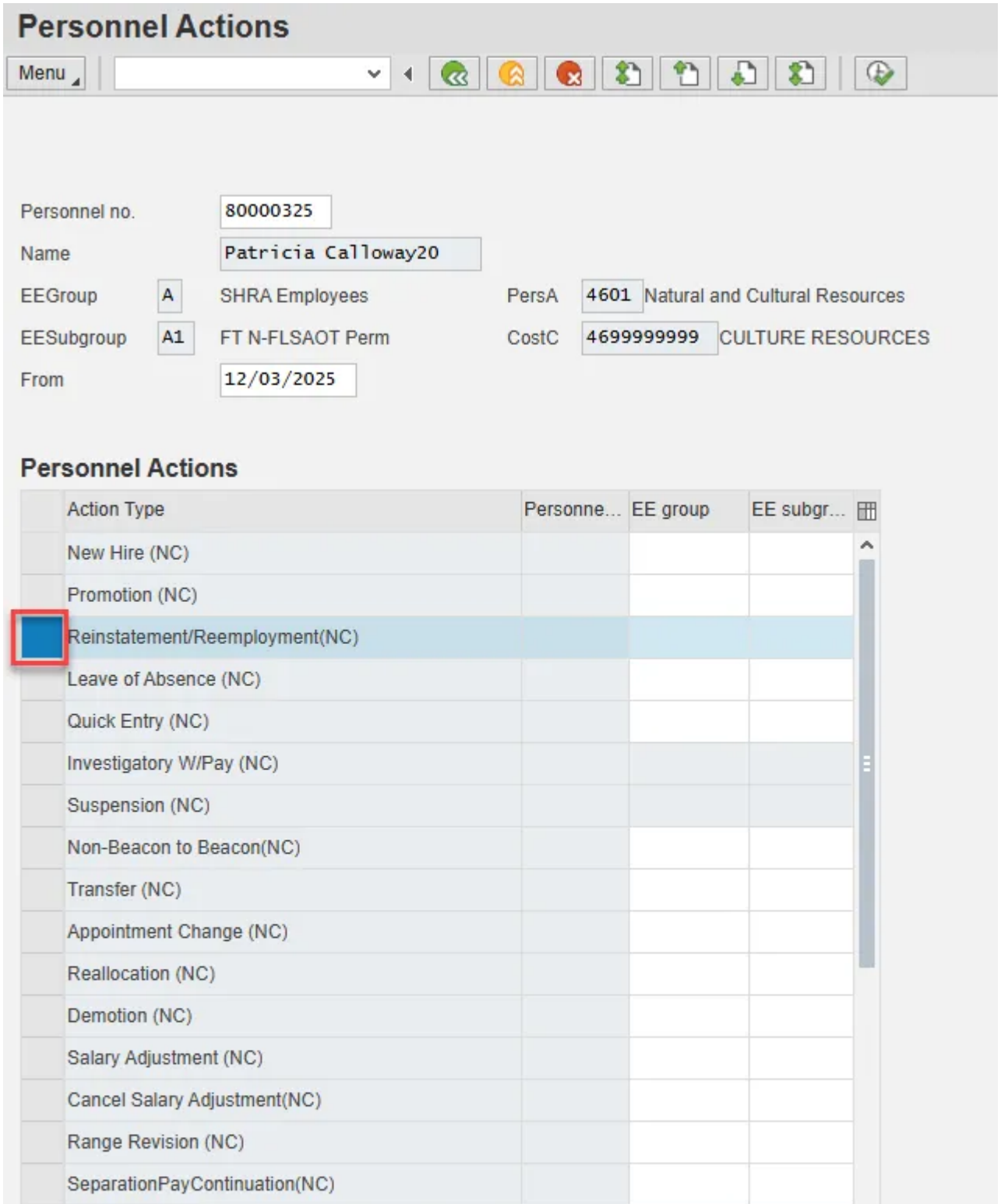
From

Personnel Actions

Action Type	Personne...	EE group	EE subgr...
New Hire (NC)			
Promotion (NC)			
Reinstatement/Reemployment(NC)			
Leave of Absence (NC)			
Quick Entry (NC)			
Investigatory W/Pay (NC)			
Suspension (NC)			
Non-Beacon to Beacon(NC)			
Transfer (NC)			
Appointment Change (NC)			
Reallocation (NC)			
Demotion (NC)			
Salary Adjustment (NC)			
Cancel Salary Adjustment(NC)			
Range Revision (NC)			
SeparationPayContinuation(NC)			

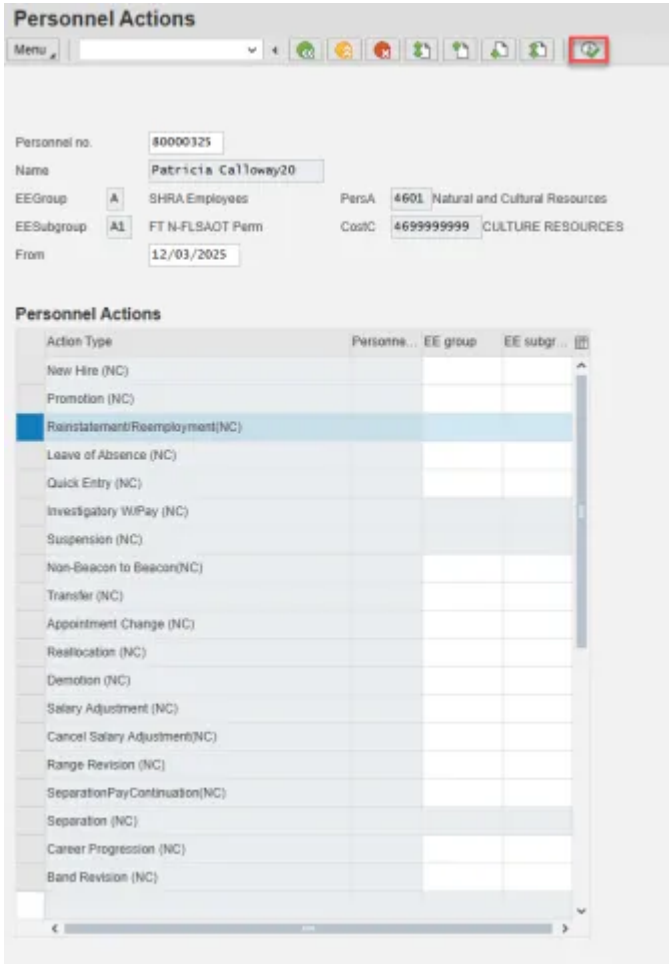
Step 7. Select the **gray box** to the left of **Reinstatement/Reemployment(NC)** to highlight that action.

Image


Personnel Actions
Menu
Personnel no. 80000325
Name Patricia Calloway20
EEGroup A SHRA Employees
PersA 4601 Natural and Cultural Resources
EESubgroup A1 FT N-FLSAOT Perm
CostC 4699999999 CULTURE RESOURCES
From 12/03/2025
Personnel Actions
Action Type
Personne...
EE group
EE subgr...
New Hire (NC)
Promotion (NC)
Reinstatement/Reemployment(NC)
Leave of Absence (NC)
Quick Entry (NC)
Investigatory W/Pay (NC)
Suspension (NC)
Non-Beacon to Beacon(NC)
Transfer (NC)
Appointment Change (NC)
Reallocation (NC)
Demotion (NC)
Salary Adjustment (NC)
Cancel Salary Adjustment(NC)
Range Revision (NC)
SeparationPayContinuation(NC)

Step 8. Select **Execute**.

Image



Step 9. On the Copy Actions (0000) screen, select the **Menu** button.

Image

Copy Actions (0000)

Menu | Execute info group | Change info group

Pers.No. 80000325

Name Patricia Calloway20

EEGroup A SHRA Employees PersA 4601 Natural and Cultural Resources

EESubgroup A1 FT N-FLSAOT Perm

Start 12/03/2025 o 12/31/9999

Personnel action

Action Type Z2 Reinstatement/Reemployment(NC)

Reason for Action 13 Rtn from WC with MMI Complete

Status

Customer-specific

Employment 3 Active

Special payment 1 Standard wage type

Organizational assignment

Position 65001613 ARCHAEOLOGIST II

Personnel area 4601 Natural and Cultural Resources

Employee group A SHRA Employees

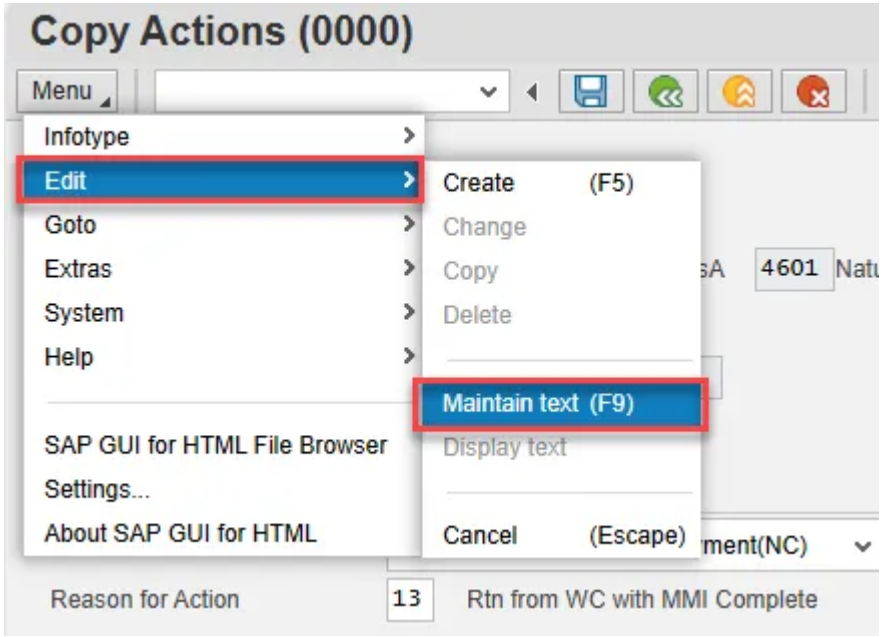
Employee subgroup A1 FT N-FLSAOT Perm

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

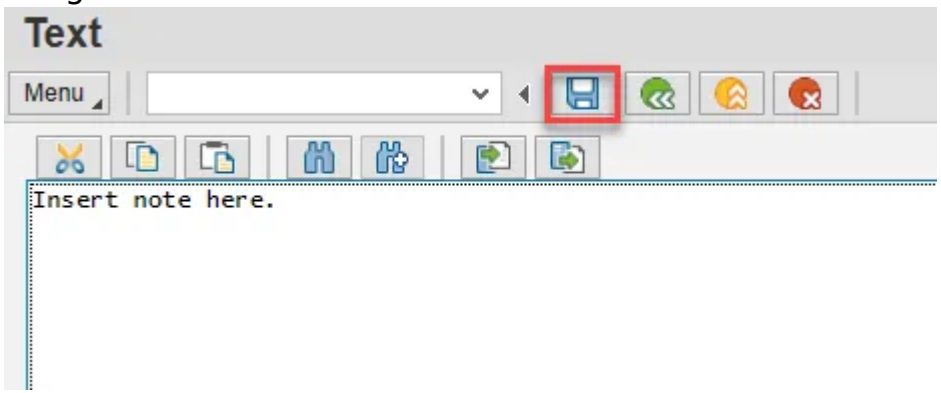
Step 10. Hover over Edit and choose **Maintain text (F9)** from the pop-out menu.

Image



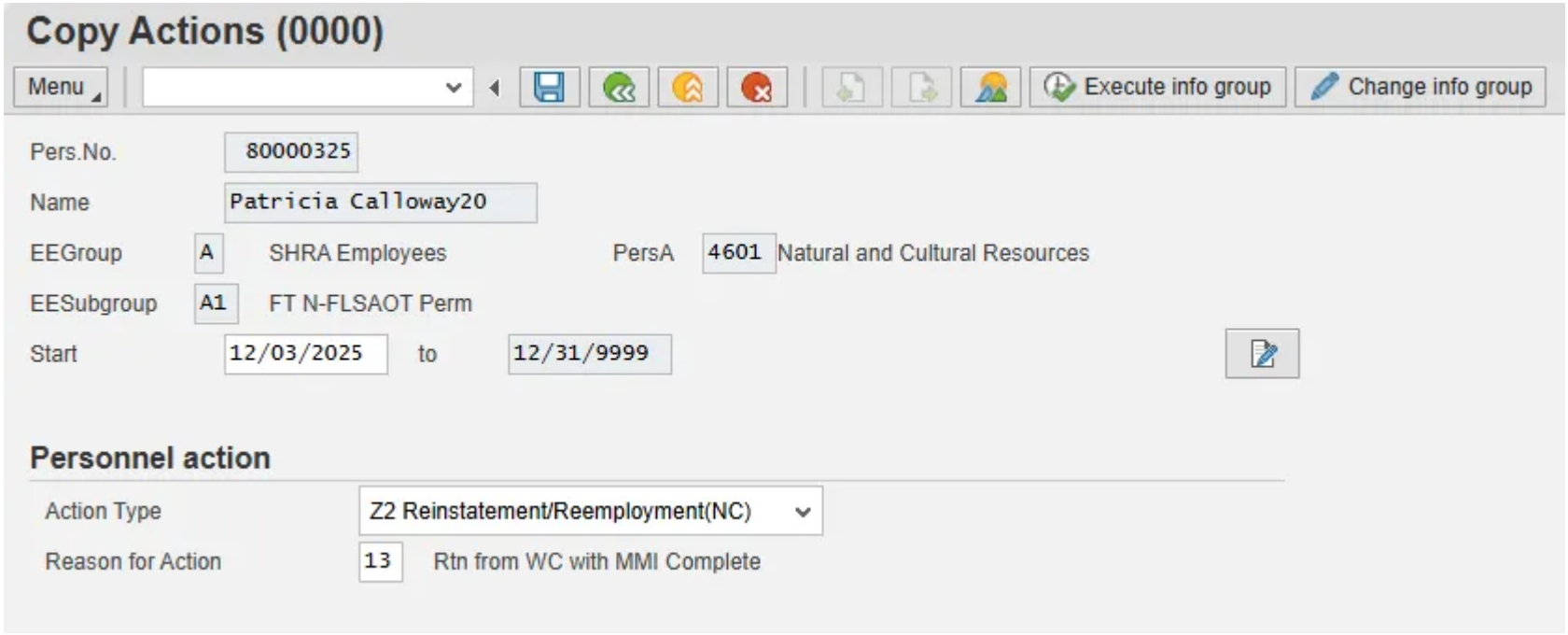
Step 11. On the Text screen, insert your note and choose **Save**.

Image



Step 12. Back on the Copy Actions (0000) screen, choose **Enter** on the keyboard.

Image



Step 13. Some items may turn red and there may be a yellow warning message in the bottom left stating that a record will be delimited. This is expected behavior. Choose **Save**.

Image

Copy Actions (0000)

Menu | Execute info group | Change info group

Pers.No. 80000325

Name Patricia Calloway20

EEGroup A SHRA Employees PersA 4601 Natural and Cultural Resources

EESubgroup A1 FT N-FLSAOT Perm

Start 12/03/2025 to 12/31/9999

Personnel action

Action Type Z2 Reinstatement/Reemployment(NC)

Reason for Action 13 Rtn from WC with MMI Complete

Status

Customer-specific

Employment 3 Active

Special payment 1 Standard wage type

Organizational assignment

Position 65001613 ARCHAEOLOGIST II

Personnel area 4601 Natural and Cultural Resources

Employee group A SHRA Employees

Employee subgroup A1 FT N-FLSAOT Perm

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Step 14. Create Organizational Assignment (0001) will populate. There are no changes needed to this infotype. Select **Enter** on the keyboard.

Image

Create Organizational Assignment (0001)

Menu | Org Structure

Personnel No	80000325	Name	Patricia Calloway20		
EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Start	12/03/2025	to	12/31/9999		

Enterprise structure

CoCode	NC01	STATE OF NC			
Pers.area	4601	Natural and Cultural Resources	Subarea	NC01	7day Norm
Cost Ctr	4699999999	CULTURE RESOUR...	Bus. Area	4600	DNCR
Fund					
Func. Area					

Personnel structure

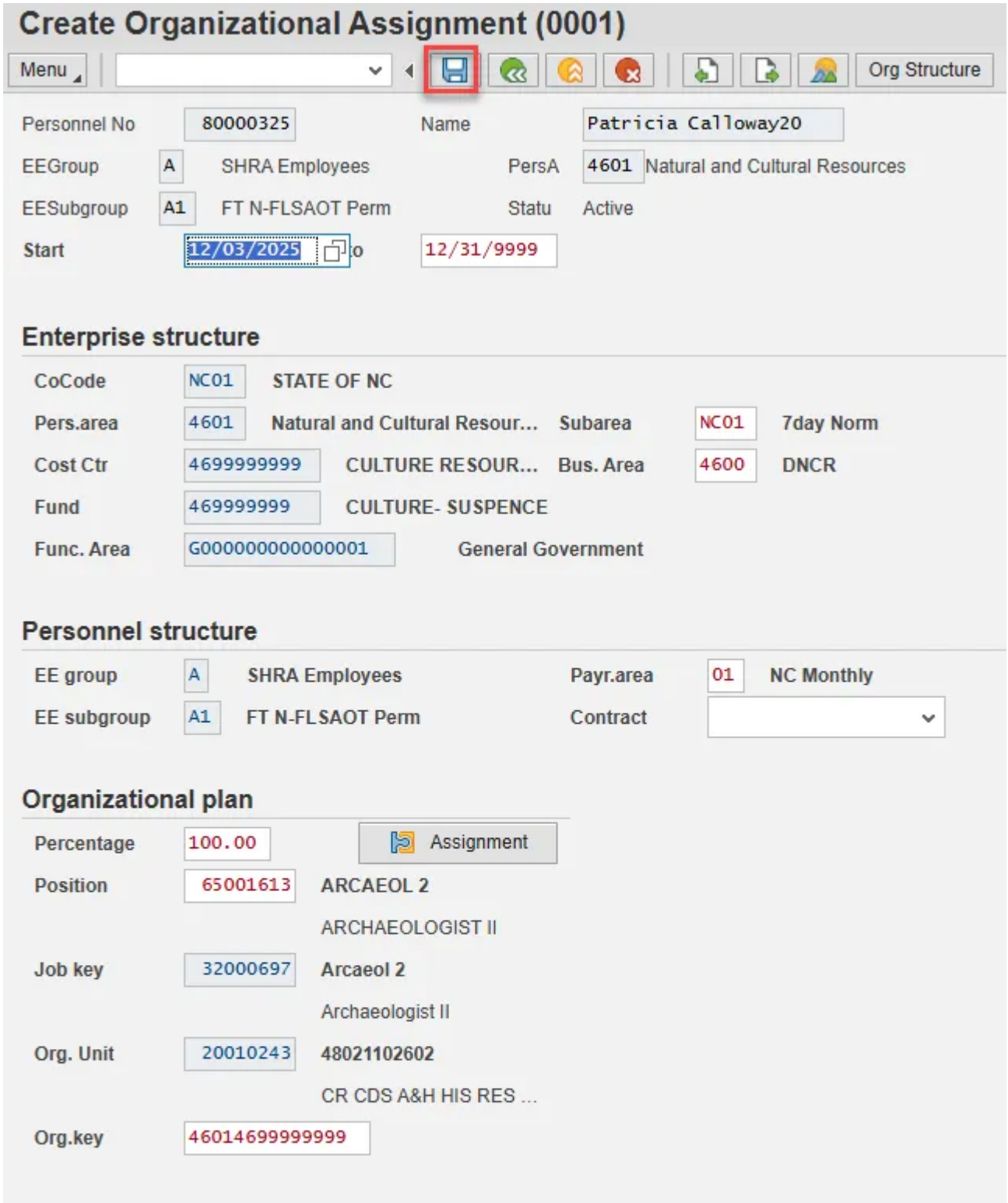
EE group	A	SHRA Employees	Payr.area	01	NC Monthly
EE subgroup	A1	FT N-FLSAOT Perm	Contract		

Organizational plan

Percentage	100.00	Assignment
Position	65001613	ARCAEOL 2
		ARCHAEOLOGIST II
Job key	32000697	Arcaeol 2
		Archaeologist II
Org. Unit	20010243	48021102602
		CR CDS A&H HIS RES ...
Org.key		

Step 15. Some items may turn red and there may be a yellow warning message in the bottom left stating that a record will be delimited. This is expected behavior. Choose **Save**.

Image


Create Organizational Assignment (0001)
Menu
Org Structure
Personnel No
80000325
Name
Patricia Calloway20
EEGroup
A
SHRA Employees
PersA
4601
Natural and Cultural Resources
EESubgroup
A1
FT N-FLSAOT Perm
Statu
Active
Start
12/03/2025
to
12/31/9999
Enterprise structure
CoCode
NC01
STATE OF NC
Pers.area
4601
Natural and Cultural Resour...
Subarea
NC01
7day Norm
Cost Ctr
4699999999
CULTURE RESOUR...
Bus. Area
4600
DNCR
Fund
469999999
CULTURE- SUSPENCE
Func. Area
G000000000000001
General Government
Personnel structure
EE group
A
SHRA Employees
Payr.area
01
NC Monthly
EE subgroup
A1
FT N-FLSAOT Perm
Contract
Organizational plan
Percentage
100.00
Assignment
Position
65001613
ARCAEOL 2
ARCHAEOLOGIST II
Job key
32000697
Arcaeol 2
Archaeologist II
Org. Unit
20010243
48021102602
CR CDS A&H HIS RES ...
Org.key
46014699999999

Step 16. When an employee is returning from a WC LOA, they should be reinstated in the same capacity as they left (same work schedule rule). If their working hours need to be changed (FT to PT), an Appointment change action will need to be entered with the same effective date. Subject employees must be positive time.
Employment percent should always be 100.

Best Practice: Change the work schedule rule back to what it was before the employee went on LOA.

In this example, you would change the employee’s Time Mgmt status from Positive Time Recording to Negative Time Recording.

Image

Copy Planned Working Time (0007)

Menu | Work schedule

Personnel No	80000325	Name	Patricia Calloway20		
EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Start	12/03/2025	To	12/31/9999		

Work schedule rule

Work schedule rule	D01N08GN	MTWHF-8,SaS-O
Time Mgmt status	1 - Positive Time Recording	
Working week	07 Wk - Sun (mdnt) - Sat	

WSR Finder

☐ Part-time employee

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	

Additional fields

☐ Telework Eligible

Step 17. Select **Enter** on the keyboard. Some items may turn red and there may be a yellow warning message in the bottom left stating that a record will be delimited. This is expected behavior. Choose **Save**.

Image

Copy Planned Working Time (0007)

Menu | Work schedule

Personnel No	80000325	Name	Patricia Calloway20		
EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Start	12/03/2025	To	12/31/9999		

Work schedule rule

Work schedule rule	D01N08GN	MTWHF-8,SaS-O	WSR Finder
Time Mgmt status	9 9 - Negative Time Recording		
Working week	07 Wk - Sun (mdnt) - Sat		

☐ Part-time employee

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	

Additional fields

☐ Telework Eligible

Step 18. There are no changes needed on Copy Date Specifications (0041). Choose **Enter** on the keyboard.

Image

Copy Date Specifications (0041)

Menu

Personnel No	80000325	Name	Patricia Calloway20		
EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Start	12/03/2025	to	12/31/9999		

Date Specifications

Date type		Date	Date type		Date
01	Original Hire Date	01/01/2008	02	Agency Hire Date	01/01/2008
BF	Benefit Elig Date	01/01/2008			

Step 19. The fields will be grayed out and there will be a yellow warning message in the lower left. This is expected behavior. Select **Save**.

Image

Copy Date Specifications (0041)

Menu

Personnel No	80000325	Name	Patricia Calloway20		
EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Start	12/03/2025	to	12/31/9999		

Date Specifications

Date type		Date	Date type		Date
01	Original Hire Date	01/01/2008	02	Agency Hire Date	01/01/2008
BF	Benefit Elig Date	01/01/2008			

Step 20. There are no changes needed on Create Related Experience (9822). Choose **Enter** on the keyboard and select **Save**.

Image

Create Related Experience (9822)

Menu

Personnel No	80000325	Name	Patricia Calloway20		
EEGroup	A	SHRA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Start	12/03/2025	To	12/31/9999		

(Not to be used for Supplemental Staff)

Classification

Position	65001613	ARCAEOL 2 ARCHAEOLOGIST II
Job	32000697	Arcaeol 2 Archaeologist II

Related Work Experience

Months | Calculated Months: 0

Related Education

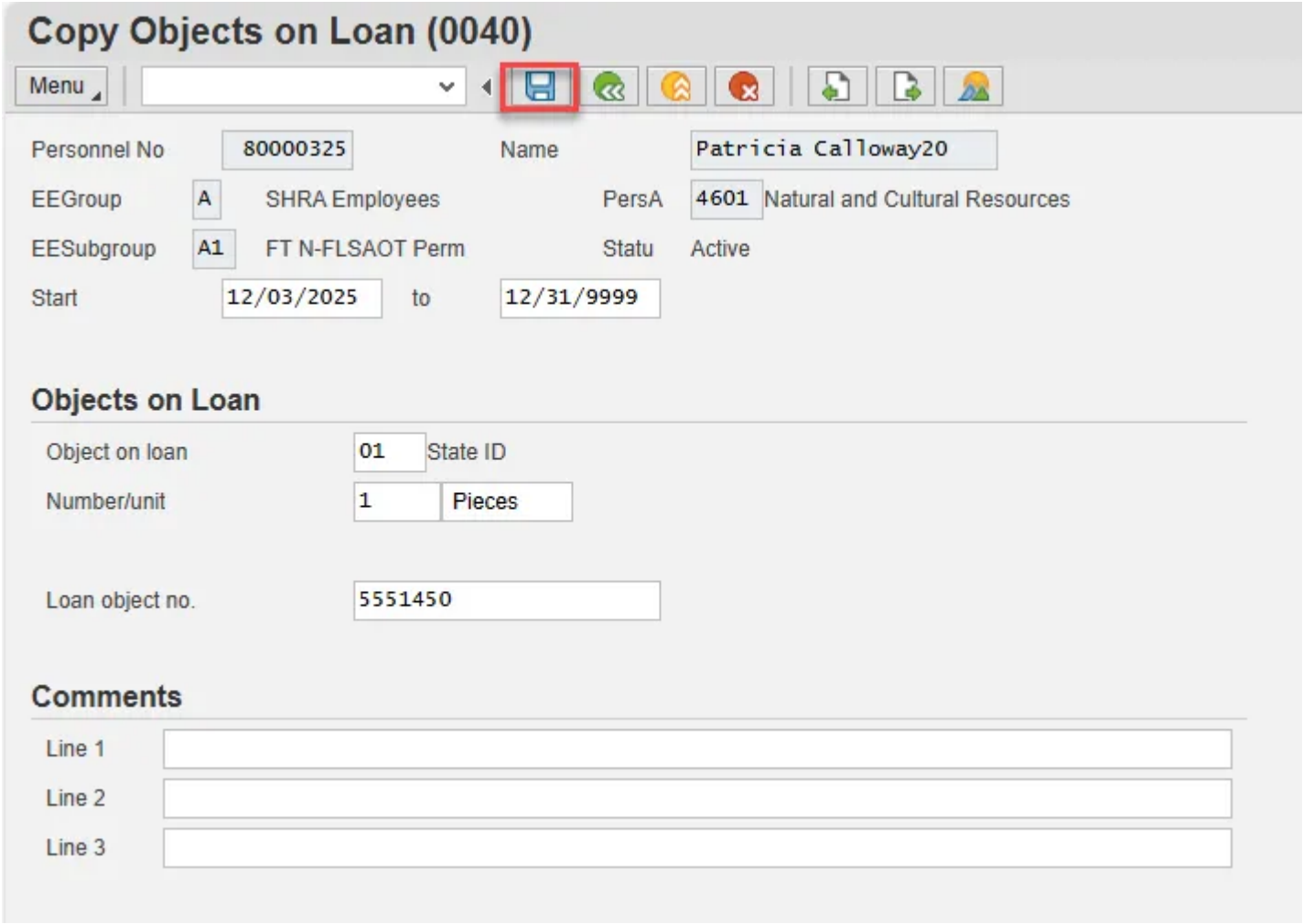
Months

Step 21. Verify the objects on loan that have been issued to the individual. When the individual went on leave, the various objects on loan may or may not have been delimited. Here you will reassign or add new ones. Comments can be entered on lines 1, 2, and 3 if appropriate for your business policy.

Note: If the employee receives more than one item on loan, you will need to process a PA30 transaction in order to add the additional items to infotype 0040.

Choose **Enter and Save**. (Or choose Next Record if your agency does not use this infotype.)

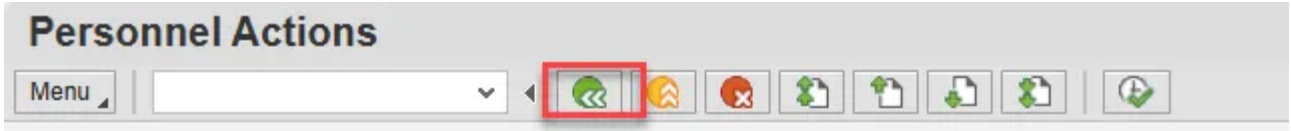
Image



Step 22. Back at the Personnel Actions screen, select the **Green Arrow Back** button.

Image

Personnel Actions



Personnel no. 80000325

Name Patricia Calloway20

EEGroup A SHRA Employees PersA 4601 Natural and Cultural Resources

EESubgroup A1 FT N-FLSAOT Perm CostC 4699999999 CULTURE RESOURCES

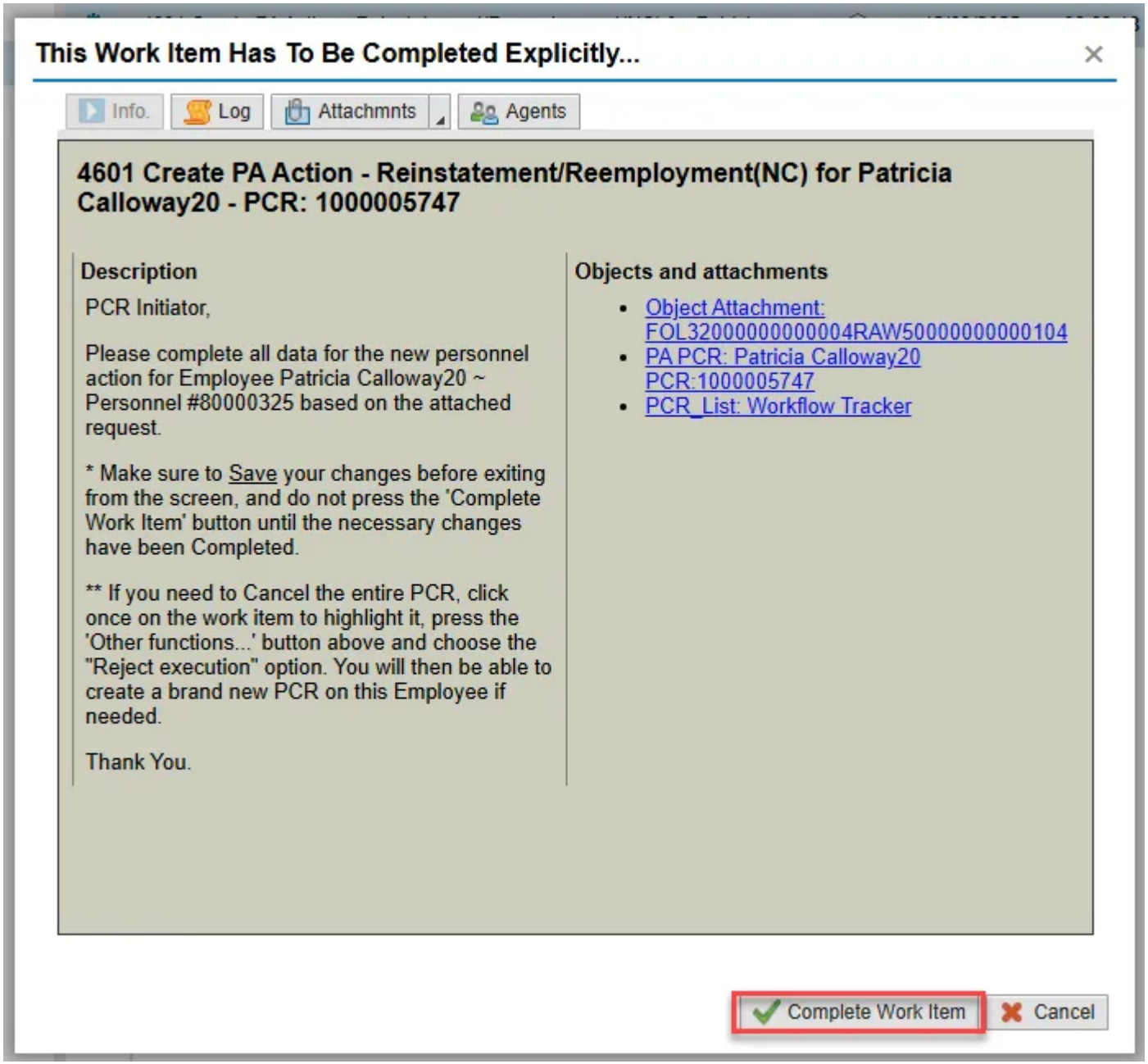
From 12/03/2025

Personnel Actions

Action Type	Personne...	EE group	EE subgr...
New Hire (NC)			
Promotion (NC)			
Reinstatement/Reemployment(NC)			
Leave of Absence (NC)			
Quick Entry (NC)			
Investigatory W/Pay (NC)			
Suspension (NC)			
Non-Beacon to Beacon(NC)			
Transfer (NC)			
Appointment Change (NC)			
Reallocation (NC)			
Demotion (NC)			
Salary Adjustment (NC)			
Cancel Salary Adjustment(NC)			
Range Revision (NC)			
SeparationPayContinuation(NC)			

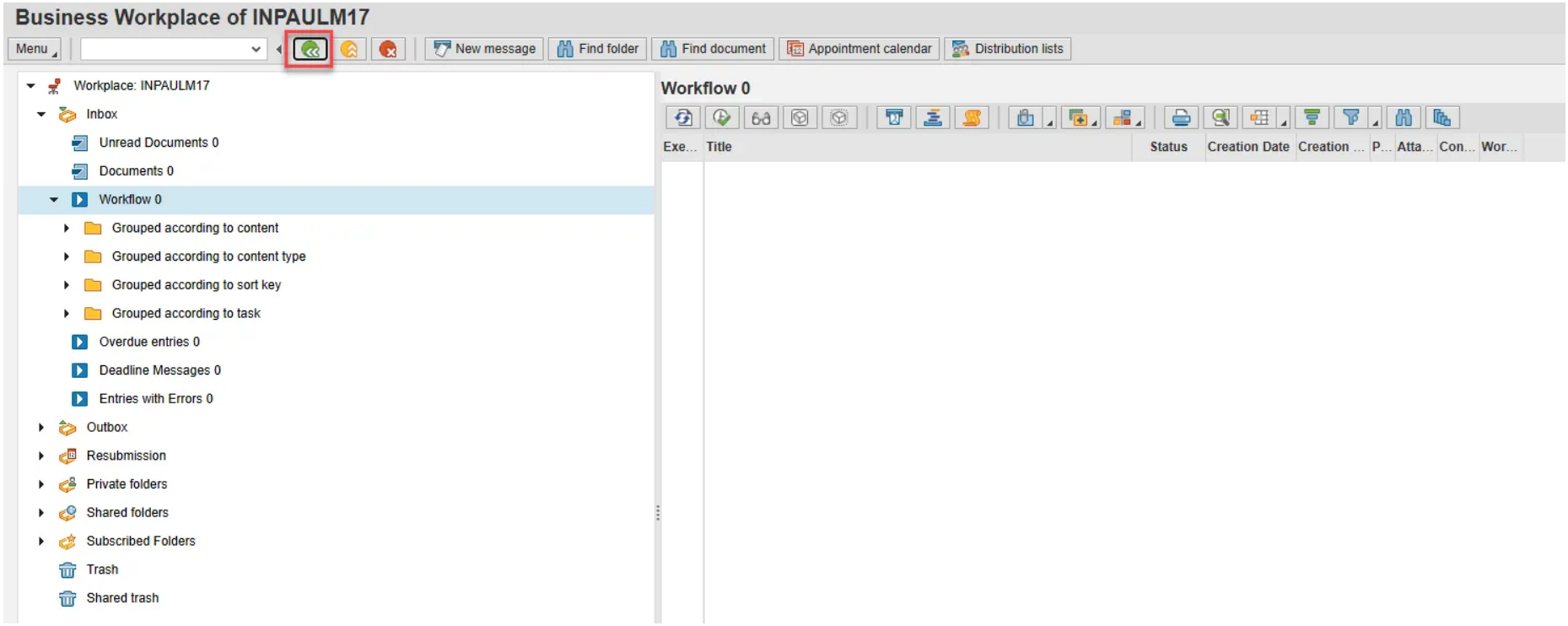
Step 23. On the pop-up, select **Complete Work Item**. (It has a green check beside it.)

Image


This Work Item Has To Be Completed Explicitly...
Info.
Log
Attachmnts
Agents
4601 Create PA Action - Reinstatement/Reemployment(NC) for Patricia Calloway20 - PCR: 1000005747
Description
PCR Initiator,
Please complete all data for the new personnel action for Employee Patricia Calloway20 ~ Personnel #80000325 based on the attached request.
* Make sure to Save your changes before exiting from the screen, and do not press the 'Complete Work Item' button until the necessary changes have been Completed.
** If you need to Cancel the entire PCR, click once on the work item to highlight it, press the 'Other functions...' button above and choose the "Reject execution" option. You will then be able to create a brand new PCR on this Employee if needed.
Thank You.
Objects and attachments
Object Attachment: FOL32000000000004RAW50000000000104
PA PCR: Patricia Calloway20 PCR:1000005747
PCR_List: Workflow Tracker
Complete Work Item
Cancel

Step 24. From the Business Workplace screen, select the **Green Arrow Back** button to return to the SAP Easy Access screen.

Image



Note: The Reinstatement/Reemployment Action is complete, but we recommend reviewing via PA20 all infotypes that have been processed. Check the Leave balances to ensure that they are correct upon the Reinstatement/Reemployment Action.

Additional Processing Guidelines

Note: If less than 40 hours you must complete part 2.

12 - Return from Workers' Comp w/Physician Restrictions that state a Modified Duty of 20-40 hrs - Employee has been released by the treating physician to return to a modified duty assignment with a work schedule of 20 or more hours a week. Employee has not reached maximum medical improvement (MMI).

- Part 1 - Z2 – Reinstatement/Employment Action
  - IT0007 – Planned Working Time
    - Work Schedule Rule
    - Time Mgmt status
  - Verify accuracy of leave accruals based on manual tracking spreadsheet.
    - Notify Leave Administrator if adjustments are required.
  - Verify Holidays
    - Has a holiday been granted that may need to be removed?
    - Does an upcoming holiday need to be granted?
- Part 2 – Z9 – Appointment Change Action (create with same effective date)
  - IT0000 – Actions
    - Reason – Full Time to Part Time
    - EE Subgroup change to part-time
  - IT0001 – Organizational Assignment
    - Percentage still remains 100%
  - IT0007 – Planned Working Time
    - Work Schedule Rule to part-time
    - Time Mgmt status (subject employees must be positive time)
    - Check Part-time employee box
    - Employment percentage always 100% except for interfacing Agencies.
      Note: Interface Agency should select interfacing WSR and enter the part-time weekly working hours.

- IT0008 – Basic Pay – – pro-rated to part-time rate – Annual Salary should be the amount you are ACTUALLY paying the employee. If 40 hours per week, employee was paid $80,000 and now employee is only working 20 hours per week, salary entered will be $40,000. You are paying 100% of $40,000. The part time approved work hours are paid out of the Integrated HR-Payroll System. The remaining workers' comp absence hours are paid by the Workers' Comp Third Party Provider or out of the Integrated HR-Payroll System from A/A 9685 for those employees still eligible for salary continuation.
- IT0041 – Date Specifications – copies previous record, follow Agency guidelines for updating Agency Hire Date
- Longevity – if employee is eligible, contact BEST Shared Services OPS Payroll to correct the employee's longevity amount to be paid at the full time base pay.
- Aggregate Service – must be monitored by the Agency and a ticket submitted to BEST Shared Services if an accrual rate change occurs.
    - Note: Upon the employee's return to work at full capacity, the Agency would need to calculate and update the aggregate service, or submit a ticket to BEST.
- Leave Accruals – pro-rated to part-time rate. (See Leave section earlier in this BPP.)
    - Note: Upon the employee's return to work at full capacity or upon separation, the Agency will need to calculate and update the leave accrual balances or submit a ticket to BEST.
- Health Insurance Benefits – Agency will need to submit a ticket to BEST Shared Services to ensure the continuation of health insurance benefits as a full time employee.
- Upon the employee's return to work at full capacity, the Agency will need to initiate an appointment change personnel action to change the employee back to full time status.

13 - Return from Workers' Comp with MMI Complete – Employee has reached maximum medical improvement (MMI) and has been released by the treating physician to return to permanent work in the same position or one of seniority, status, and pay held prior to WC leave.

- Z2 – Reinstatement/Employment Action
    - IT0007 – Planned Working Time

        - Work Schedule Rule
        - Time Mgmt status
    - Verify accuracy of leave accruals based on manual tracking spreadsheet.
        - Notify Leave Administrator if adjustments are required.
    - Verify Holidays
        - Has a holiday been granted that may need to be removed?
        - Does an upcoming holiday need to be granted?

22 - Return from Workers' Comp with MMI Disability – Employee has reached maximum medical improvement (MMI) and has been released by the treating physician to return to work, but has a disability which prohibits employment in the same capacity that existed prior to WC leave. Agency work placement has identified and placed employee in another position suitable for employee and agency.

- Z2 – Reinstatement/Employment Action
    - IT0007 – Planned Working Time
        - Work Schedule Rule
        - Time Mgmt status
    - Verify accuracy of leave accruals based on manual tracking spreadsheet.
        - Notify Leave Administrator if adjustments are required.
    - Verify Holidays
        - Has a holiday been granted that may need to be removed?
        - Does an upcoming holiday need to be granted?

23 - Rtn from Workers' Comp w/Physician Restrictions that state a Modified Duty less than 20 hrs - Employee has been released by the treating physician to return to a modified duty assignment with a work schedule of less than 20 hours a week. Employee has not reached maximum medical improvement (MMI).

- Part 1 - Z2 – Reinstatement/Employment Action

    - IT0007 – Planned Working Time
        - Work Schedule Rule
        - Time Mgmt status
    - Verify accuracy of leave accruals based on manual tracking spreadsheet.
        - Notify Leave Administrator if are required.
    - Verify Holidays
        - Has a holiday been granted that may need to be removed?
        - Does an upcoming holiday need to be granted?
- Part 2 – Z9 – Appointment Change Action (create with same effective date)
    - IT0000 – Actions
        - Reason – Full Time to Part Time
        - EE Subgroup change to part-time
    - IT0001 – Organizational Assignment
        - Percentage still remains 100%
    - IT0007 – Planned Working Time
        - Work Schedule Rule to part-time
        - Time Mgmt status (subject employees must be positive time)
        - Check Part-time employee box
        - Employment percentage always 100% except for interfacing Agencies.
        - Note: Interface Agency should select interfacing WSR and enter the part-time weekly working hours.
    - IT0008 – Basic Pay – pro-rated to part-time rate – Annual Salary should be the amount you are ACTUALLY paying the employee. If a 40 hours per week, employee was paid $80,000 and now employee is only working 20 hours per week, salary entered will be $40,000. You are paying 100% of $40,000. The part time approved work hours are paid out of the Integrated HR-Payroll System. The remaining workers' comp absence hours are paid by the Workers' Comp Third Party Provider or out of Integrated HR-Payroll System from A/A 9685 for those employees still eligible for salary continuation.

- IT0041 – Date Specifications – copies previous record, follow Agency guidelines for updating Agency Hire Date
- Longevity – if employee is eligible, contact BEST Shared Services OPS Payroll to correct the employee's longevity amount to be paid at the full time base pay.
- Aggregate Service – must be monitored by the Agency and a ticket submitted to BEST Shared Services if an accrual rate change occurs.
  - Note: Upon the employee's return to work at full capacity, the Agency would need to calculate and update the aggregate service, or submit a ticket to BEST.
- Leave Accruals – pro-rated to part-time rate. (See Leave section below.)
  - Note: Upon the employee's return to work at full capacity or upon separation, the Agency will need to calculate and update the leave accrual balances or submit a ticket to BEST.
- Health Insurance Benefits – Agency will need to submit a ticket to BEST Shared Services to ensure the continuation of health insurance benefits as a full time employee.
- Upon the employee's return to work at full capacity, the Agency will need to initiate an appointment change personnel action to change the employee back to full time status.

Leave (if returning part-time)

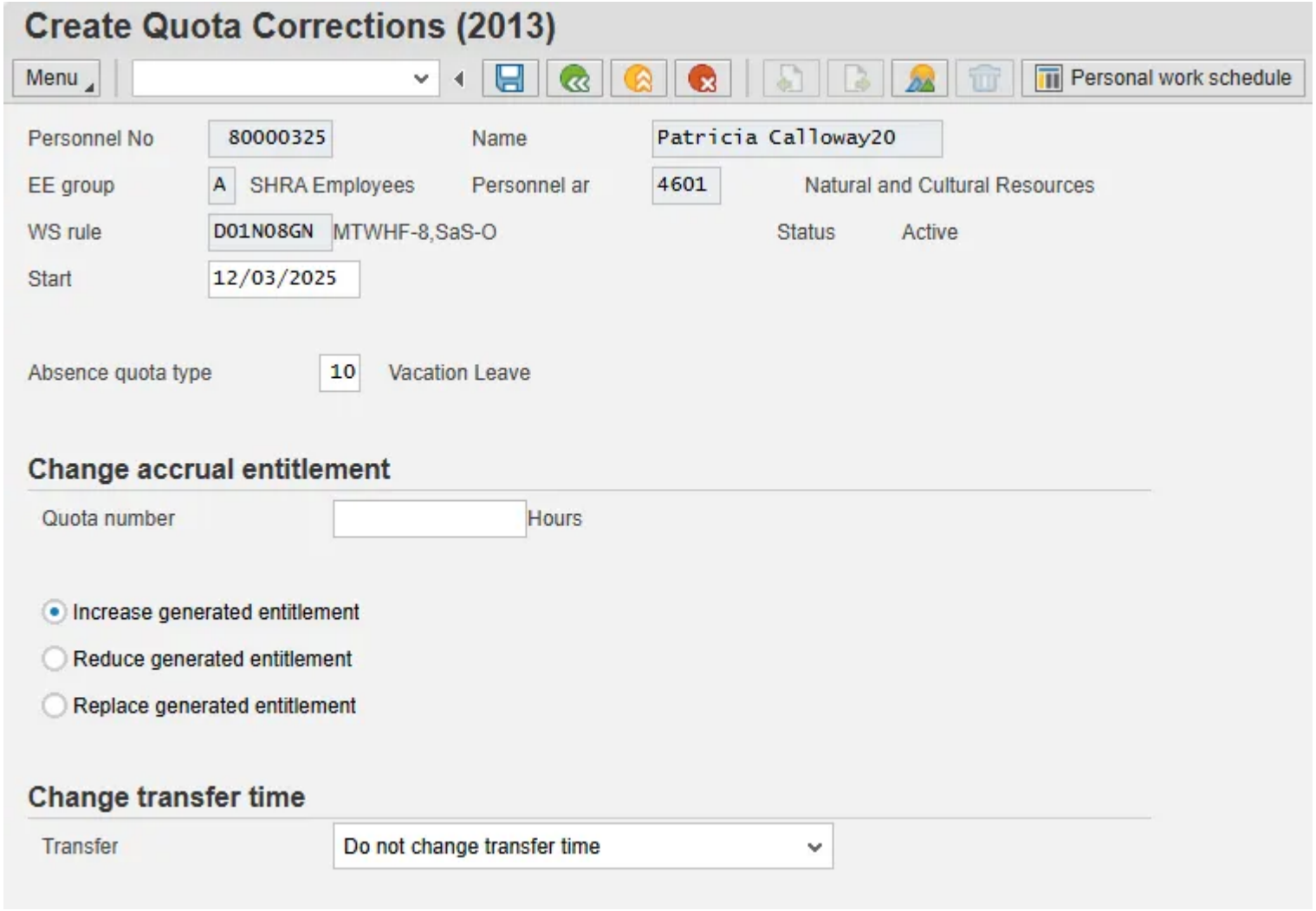
- Employee will continue to accrue pro-rated leave while receiving WC benefit.
- Employee is entitled to use only the leave they actually earn during the time they work.
- Agency will continue to manually maintain accruals until the employee has **been released by the treating physician and returns to permanent status**. This leave must be kept manually. **The Integrated HR-Payroll System will not calculate this leave automatically while the employee is working a part-time schedule**. See worksheet below:
- Example:
  - Scenario – returning part-time from WC
    - Earn pro-rated leave based on the number of hours worked
      - 20 hours = 4 hrs of sick leave accrual = *4 hrs additional for WC

- 30 hours = 6 hrs of sick leave accrual = *2 hrs additional for WC
  *The additional hours need to be maintained manually and cannot be used until the employee **has been released by the treating physician** and returns to permanent status.

Quota Corrections (2013)

A valid discrepancy has been found in an employee's quota based on manual spreadsheet maintained while employee was out. Upon management approval, the quota should be adjusted as necessary.

Image



Only the From Date is used on IT2013 records. This value also can be entered once the infotype record screen is displayed.

Only one IT2013 record should be created for each subtype for the same From date. Multiple records can cause Time Evaluation to error out for the employee.

Enter the subtype corresponding to the quota for adjustment. Select the STy field matchcode to view a list of available quotas.

Transfer Field Options:

- Increase generated entitlement: Indicates that hours should be added to quota (default option).
  - This option adds the hours specified to the employee's existing quota or creates the quota with the specified hours if the employee does not have a current balance for the selected quota.
- Decrease generated entitlement: Indicates that hours should be subtracted from quota.
  - This option subtracts the hours specified from the employee’s existing quota.
- Replace generated entitlement: DO NOT SELECT THIS OPTION!
  - DO NOT USE THIS OPTION!
  - This option was intended to replace the employee's quota accrual generated in Time Evaluation on the From Date. The Integrated HR-Payroll System staff advise against trying to use this option.

The Quota Correction record will be processed during the nightly Time Evaluation process. The adjusted quota should then be reflected in the employee's quota balances the following day. To verify the adjustment processed correctly, access Quota Overview (transaction PT50) and view the employee's quota balances as detailed in PT50 transaction. For more detailed instructions for transaction PT50, refer to the BPP instructions: PT50 - Quota Overview.

Always add a comment to justify why you entered a change.

First Published

Tue, 04/26/2016

Last Updated

Wed, 02/25/2026

Printable PDF