TM-01 Addressing Negative Quota Balances

Purpose

The purpose of this job aid is to explain how to calculate the remaining balance on a leave quota, monitor for negative quota balances using PT_BAL00 transaction with selection variant /NEGQUOTA, and how to address negative quota balances.

Introduction

Formula for calculating the remaining balance on a leave quota:

Remaining = Entitlement – (Requested + Compensated)

The Remaining balance on a quota is simply a mathematical calculation that subtracts the Requested hours (timesheet absences) and Compensated hours (0416 pay-outs) from the Entitlement hours (normal accruals, offset hours, and 2013 corrections). Therefore, if a recalculated Entitlement amount ends up being less than the total of Requested and Compensated hours, the Remaining amount, or balance, will be negative.

There are controls built into the timesheet that will not let an absence be entered if there are not enough hours of Remaining balance in the quota(s) from which absence type is deducted. Entering absences on the timesheet cannot cause a quota balance to go negative.

Similarly, an 0416 - Time Quota Compensation record (leave pay-out) cannot be created if there are not enough hours of Remaining balance in the quota. Creating an 0416 record cannot cause a quota balance to go negative.

Negative quota balances can result from any change that reduces the Entitlement amount on a quota. All changes to the Entitlement amount are made through accruals, which are visible in PT50 on the Accrual tab. Changes that can result in the reduction of an Entitlement amount include:

- a 2013 – Quota Correction record with the “Reduce” option selected;
- changed time data or time settings that alter how many hours were accrued in a quota; or
- a correction to Time Evaluation configuration that alters the calculation of accruals.

Retro processing of Time Evaluation will recalculate the Entitlement amount, applying any changes from the items mentioned above. However, the retro calculation process does not update absence deductions made against the quota from timesheet entries, nor does it change any 0416 pay-out records.

Therefore, best practice involves periodic monitoring for negative quota balances. Report PT_BAL00, with selection variant /NEGQUOTA, can be used to look for negative quota balances. If found, negative balances can be addressed using the information below.

Investigating Negative Quota Balances

When working to correct negative balances for quotas involved in a leave hierarchy, start with the quotas at the bottom of the hierarchy.

Approved Leave hierarchy: Quotas 22, 20, 21, 23, 26, 24, 27, 29, 10, 50, then 31

Sick Leave hierarchy: Quotas 15, 80, then 32

Once an employee with a negative quota balance has been identified, use transaction PT50 to pull up that employee’s quota details.

In PT50, click the “All” button on the Selection dates tab. Then click on the Absence quotas tab. Click the “Expand” button to see all detail rows for the quotas. Look at the detail rows under each summary row for the quota with a negative amount in the “Remaining” column.

If the “Entitlement” value on a row is negative, this is a clue to look at 2013 records for that quota. There is likely to be a 2013 to “reduce” hours from the quota. Determine if that 2013 is appropriate and remove or change it if necessary. Time Evaluation will need to run after any changes are made to 2013s before you check the effect on the quota balance. More information on proper 2013s can be found in the TM-20 Quota Correction Notes document.

If there is a value in the “Compensated” column, this is a clue to look at 0416 records for that quota. There is likely to be an 0416 record to “pay out” hours from that quota. Determine if the 0416 is appropriate and remove or change it if necessary. Time Evaluation should run after any changes to 0416s before you check the effect on the quota balance.

If any 2013s and 0416s are ok, or there are none, the next step is to verify that the “Entitlement” value is correct. This would involve manually checking that all accruals showing in PT50 for that quota are correct.

If the “Entitlement” value is greater than or equal to zero and the “Compensated” value is zero, then look at the hours in the “Requested” column. The number of “Requested” hours will be greater than the number of “Entitlement” hours, producing the negative remaining balance. This indicates that there are absence deductions against that quota that were entered before the entitlement was recalculated and reduced. Updating the absence deductions is the next logical step towards removing the negative balance.

Updating Absence Deductions

Use the Update Absence Deductions process to remove the negative balance. This process shifts the deduction of hours from one quota to the next quota with remaining hours up the hierarchy. More information on this process

can be found in the TM-59 Updating Absence Deductions help document.

If the quota being worked on is not in a hierarchy, updating the absence deductions cannot work because there is no other quota into which the deductions can be moved. (See the following section for what to do next.)

If there are not enough hours remaining in the quotas above that one in the hierarchy, updating an absence deduction will not work. (See the following section for what to do next.)

If the particular absence being updated has been associated with an FMLA event, updating the absence deduction will not work. A Leave Administrator will have to un-associate that absence from the FMLA event, then update the absence deduction, and then re-associate the absence to the FMLA event.

If there are remaining hours in other quotas within the hierarchy, but updating the absence deductions still does not work, contact BEST Shared Services for further assistance.

If updating the absence deduction(s) is successful, the results will be seen immediately.

What to Do When There is Not Enough Leave Available

If there are not enough remaining hours in other quotas in the leave hierarchy to cover the negative balance, or the quota is not part of a leave hierarchy, the next step is to adjust the original absence record(s) in the timesheet. The A/A Type on the absence(s) will have to be changed to another value.

Note: Changing the absence type should be done in accordance with policy. For example, changing an Approved Leave absence to Sick Leave may not be appropriate depending on the reason for the absence.

For Holiday Leave (quota 40), negative balances can be due to employees who used absence type 9300 even though the holiday hours should have been moved to Holiday Comp already. This situation was likely prior to the January 2009 corrections to Time Evaluation configuration. Time Evaluation now moves Holiday hours to Holiday

Comp appropriately. To correct this situation, the A/A Type 9300 absence(s) in the timesheet should be changed to A/A Type 9000, which will deduct from the Holiday Comp quota (22), where the hours now reside.

If the employee does not have enough remaining hours in another quota, then absence type 9400 – Leave Without Pay, should be used. This will result in pay being docked for the absence hours involved.

The full effects of changing the absence type on the timesheet will only be seen after Time Evaluation has run again.

If this document does not address situations you are dealing with, or you still have questions, please contact BEST Shared Services for further assistance.

First Published

Thu, 02/14/2013

Last Updated

Fri, 11/07/2025
Printable PDF