TM-54 PT50 Display Deductions From Quota Entitlements

Purpose

The purpose of this Business Process Procedure is to explain how to view the deductions from the quota entitlement when viewing an employee’s quota balances using transaction PT50.

Trigger

You would like to view the deductions from the quota entitlement when viewing an employee’s quota balances using transaction PT50.

Business Process Procedure Overview

Transaction PT50 – Quota Overview provides the overview of quota types for an employee. The overview includes the Entitlements, Remaining Balances, Requested, and Compensation for each quota type. Requested will display the deductions from the quota entitlements.

Access Transaction

Via Transaction Code PT50

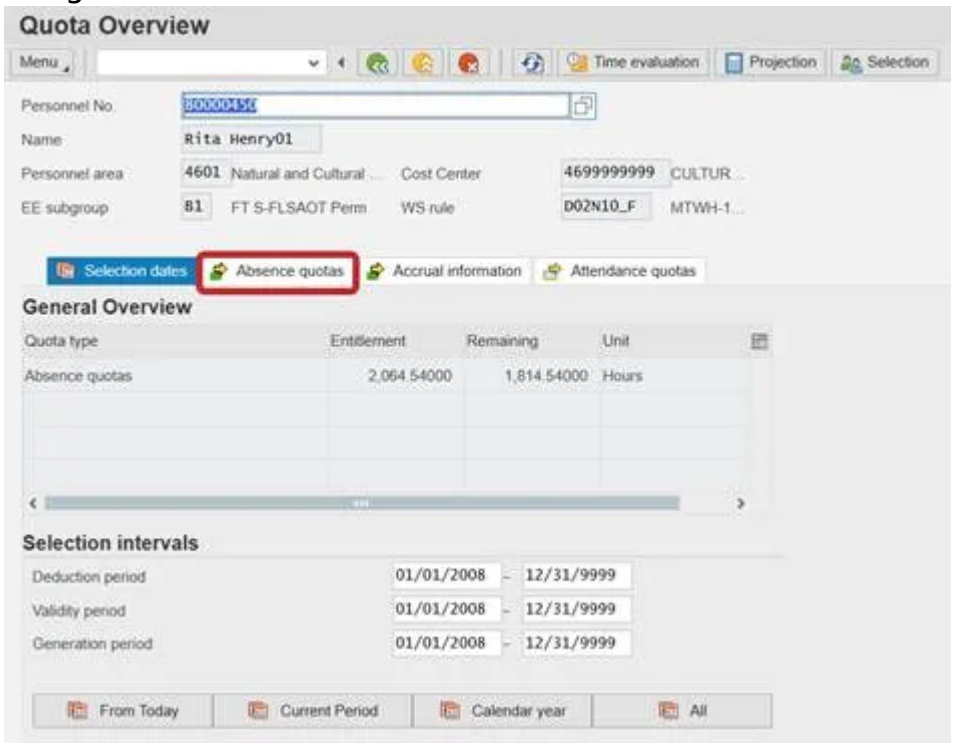
Procedure

There are 7 steps in this process.

To display the absences deducted from a specific quota, use transaction PT50.

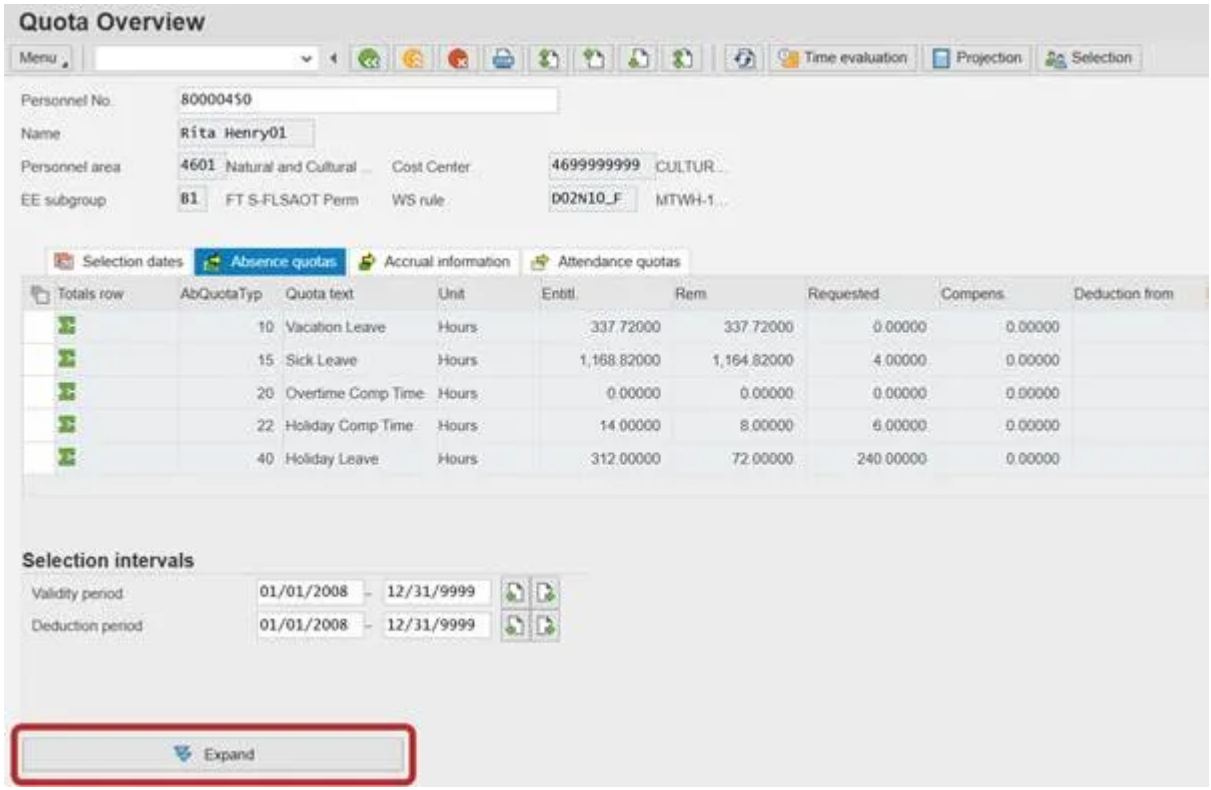
Step 1. Click the **Absence** quotas tab.

Image



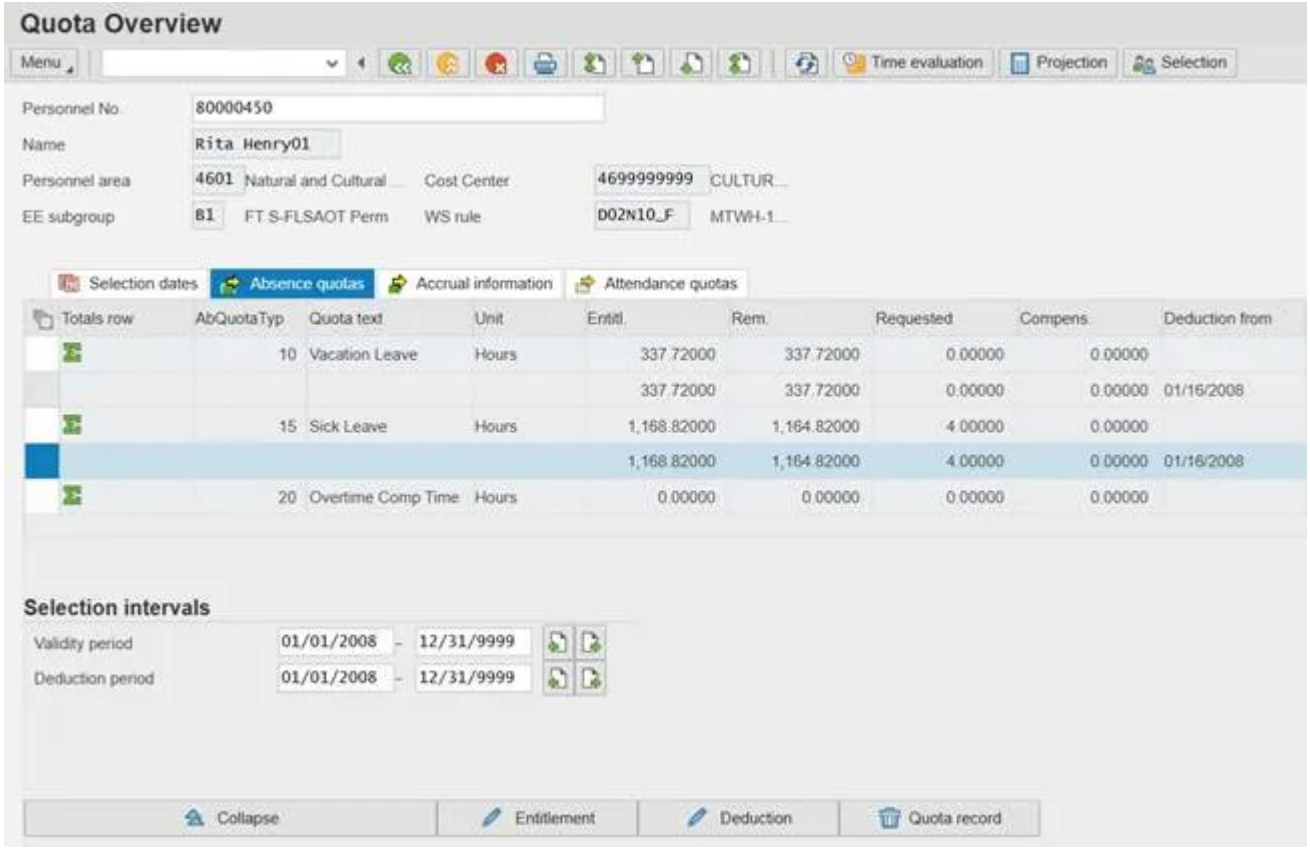
Step 2. Click the **Expand** button.

Image



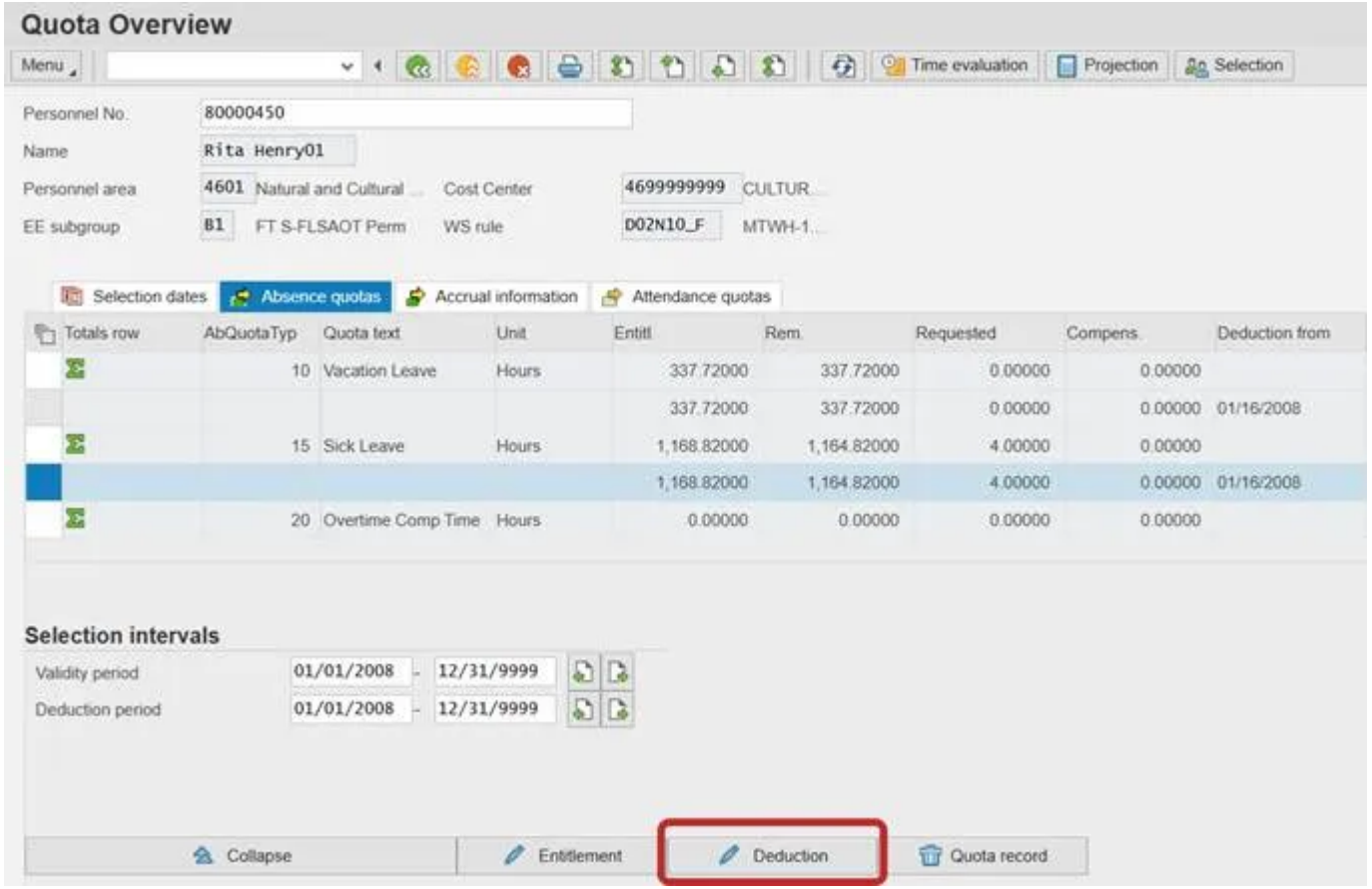
Step 3. Highlight any non-summary line which has hours in the **Requested** column by clicking the field to the left of the line. Sick Leave is selected in the screenshot below.

Image



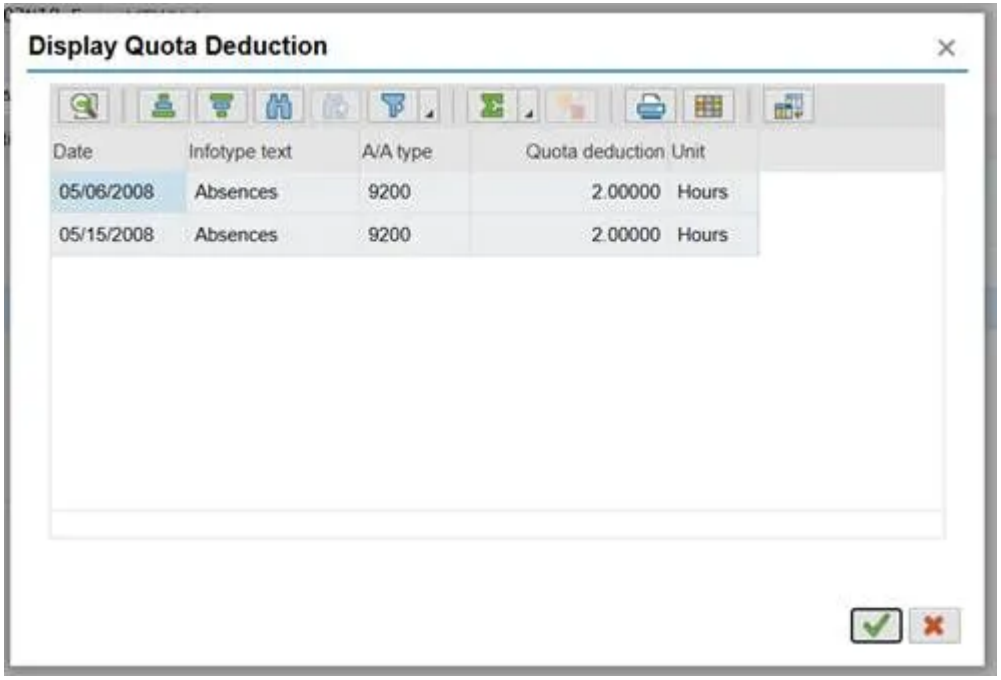
Step 4. Click the **Deduction** button to display quota deductions.

Image



Step 5. Review the quota deduction details as appropriate. The hours for each day are displayed.

Image



Step 6. Click **Continue button** (green check) to close the Display Quota Deduction screen.

Step 7. Review other quota deductions as necessary.

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