TM-57 PA61 Advanced Leave

Purpose

The purpose of this Business Process Procedure is to explain how to enter Advanced Sick leave or Advanced Vacation leave in the Integrated HR-Payroll System.

Trigger

There is a need to enter Advanced Sick leave or Advanced Vacation leave in the Integrated HR-Payroll System.

Business Process Procedure Overview

OSHR policy allows advanced leave to be granted to employees provided it is formally approved by the employee's supervisor. With proper approval, an employee can receive advances of Sick and Vacation leave in amounts not exceeding that which an employee will accrue within the remainder of the calendar year. Due to the fact that an employee cannot maintain negative leave balances in the Integrated HR-Payroll System, a Time Administrator will create a separate Absence Quota equal to the approved amount of Advanced Leave. When the Advanced Leave quota is reduced, the system will create and manage a separate Attendance Quota to represent the liability that the employee owes the State by using leave in advance of accruing it. As leave is accrued, the liability is then reduced accordingly. Policy also allows for recovery from Overtime, GAP, Callback to satisfy the liability.

Advanced Leave quotas are created using the Quota Corrections Infotype (Infotype 2013). There are two subtypes of Infotype 2013 that are relevant to the State's Advanced Leave policy:

- Advanced Vacation (Subtype 31)
- Advanced Sick (Subtype 32)

This BPP will detail: Manually creating an Advanced Leave quota.

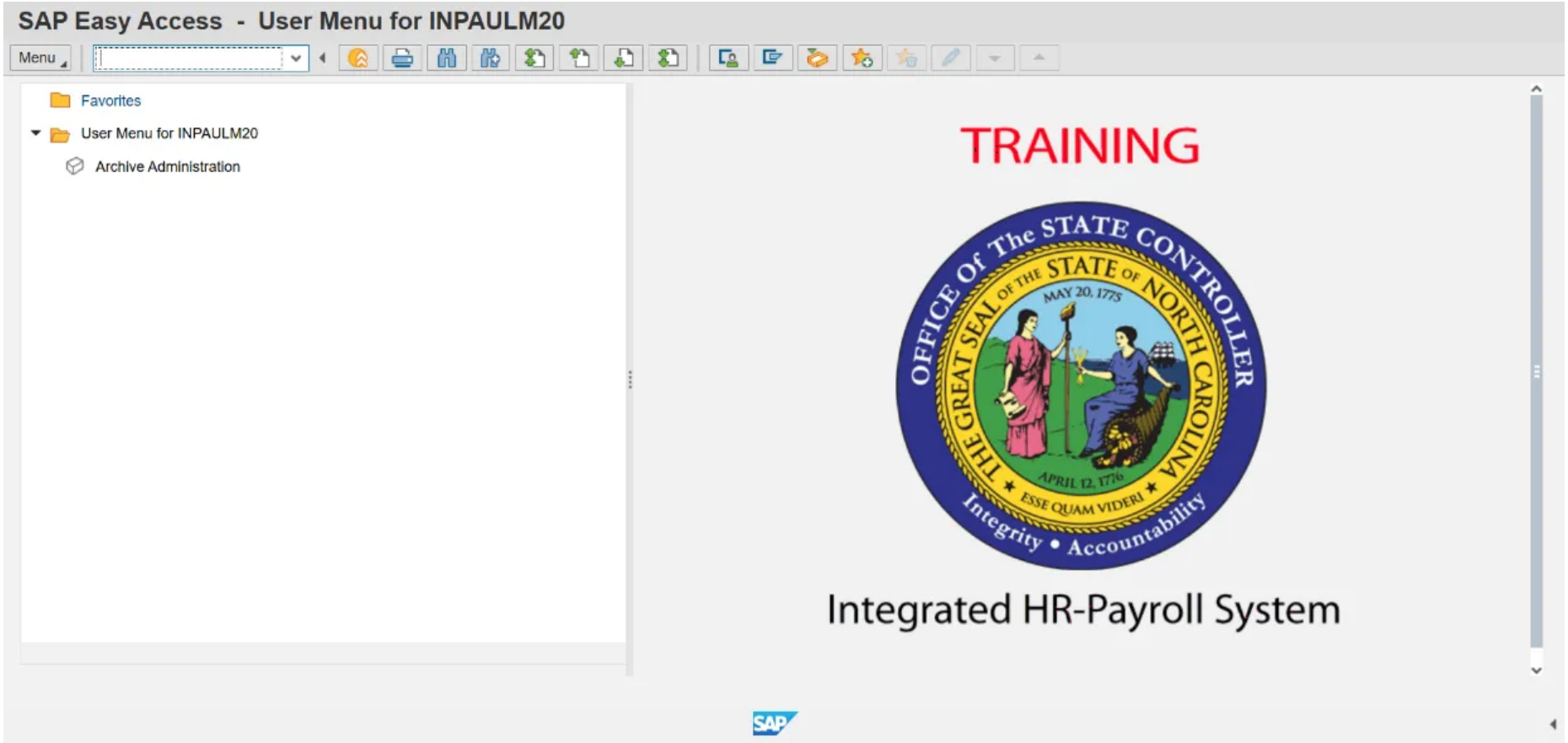
Access Transaction

Via Transaction Code: PA61

Procedure

There are 14 steps in this process.

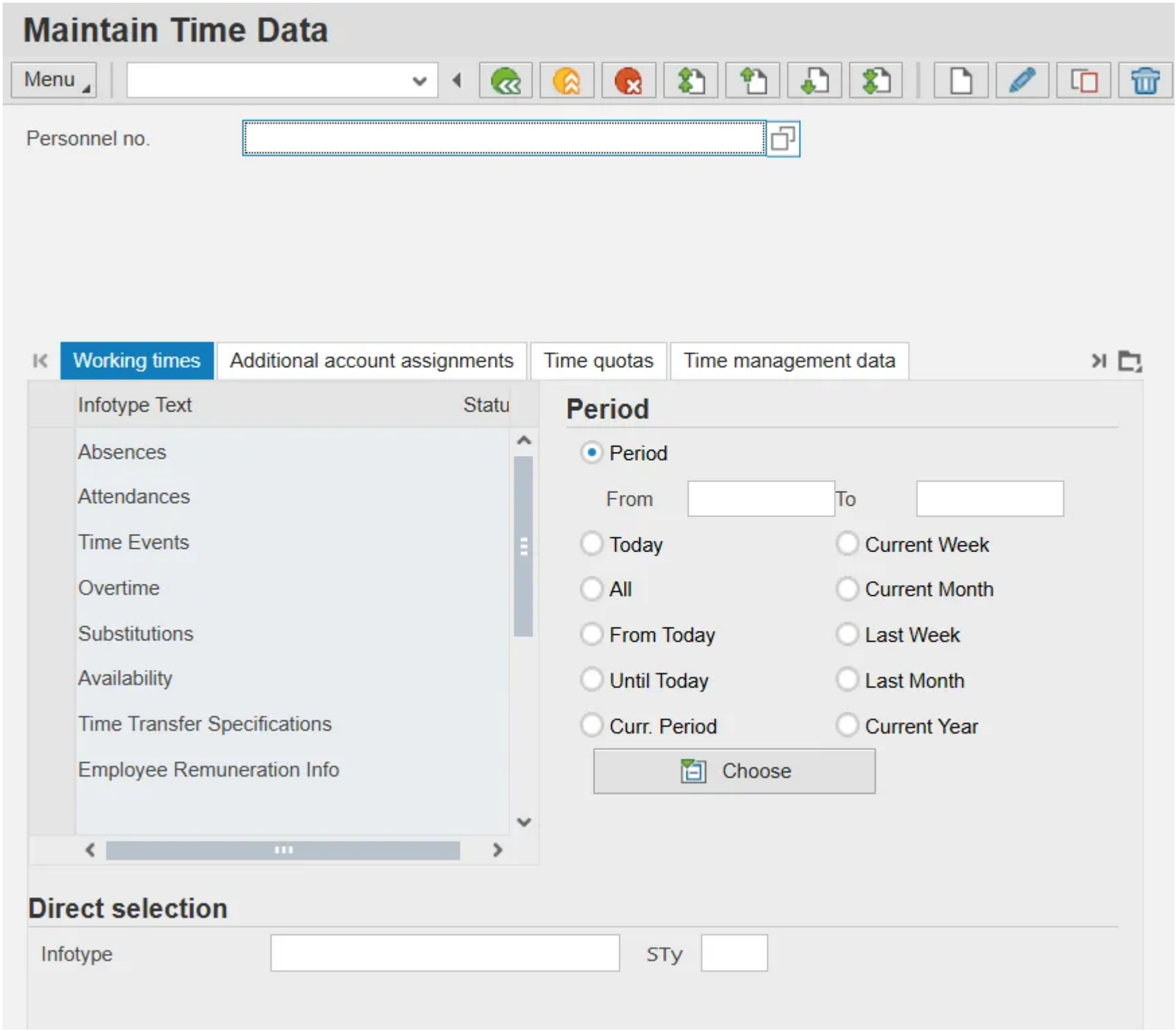
Image



Step 1. Update the **Command** field using transaction code **PA61**.

Step 2. Click **Enter.**

Image

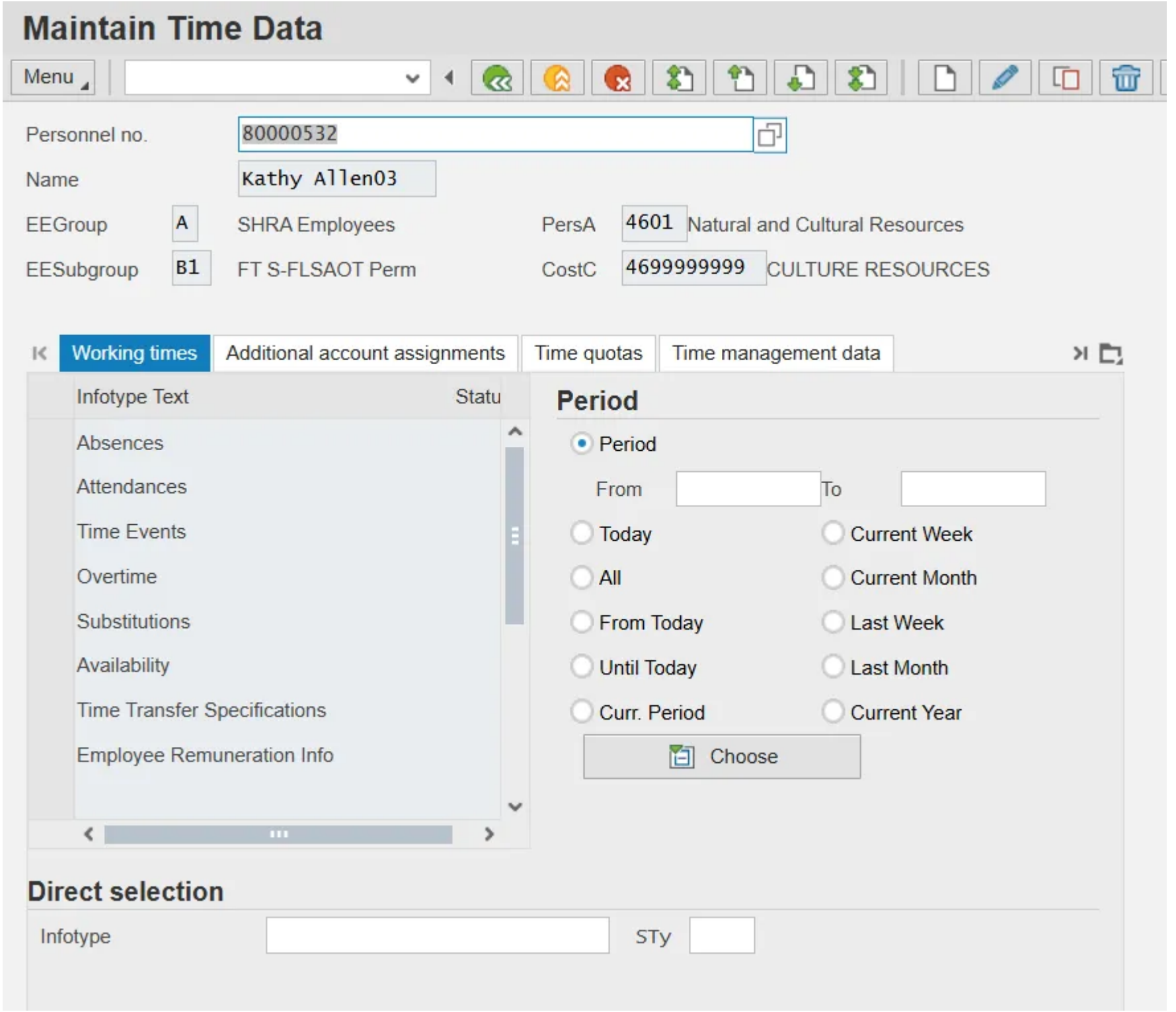

Maintain Time Data
Menu
Personnel no.
Working times
Additional account assignments
Time quotas
Time management data
Infotype Text
Statu
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info
Period
Period
From
To
Today
Current Week
All
Current Month
From Today
Last Week
Until Today
Last Month
Curr. Period
Current Year
Choose
Direct selection
Infotype
STy

Step 3. Update the **Personnel no.** field.

Step 4. Click **Enter**.

Information: Ensure the correct personnel number was entered after clicking Enter.

Image


Maintain Time Data
Menu
Personnel no.
80000532
Name
Kathy Allen03
EEGroup
A
SHRA Employees
PersA
4601
Natural and Cultural Resources
EESubgroup
B1
FT S-FLSAOT Perm
CostC
4699999999
CULTURE RESOURCES
Working times
Additional account assignments
Time quotas
Time management data
Infotype Text
Statu
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info
Period
Period
From
To
Today
Current Week
All
Current Month
From Today
Last Week
Until Today
Last Month
Curr. Period
Current Year
Choose
Direct selection
Infotype
STy

Step 5. Update the following required and optional fields:

- From Date
- Infotype: Example 2013

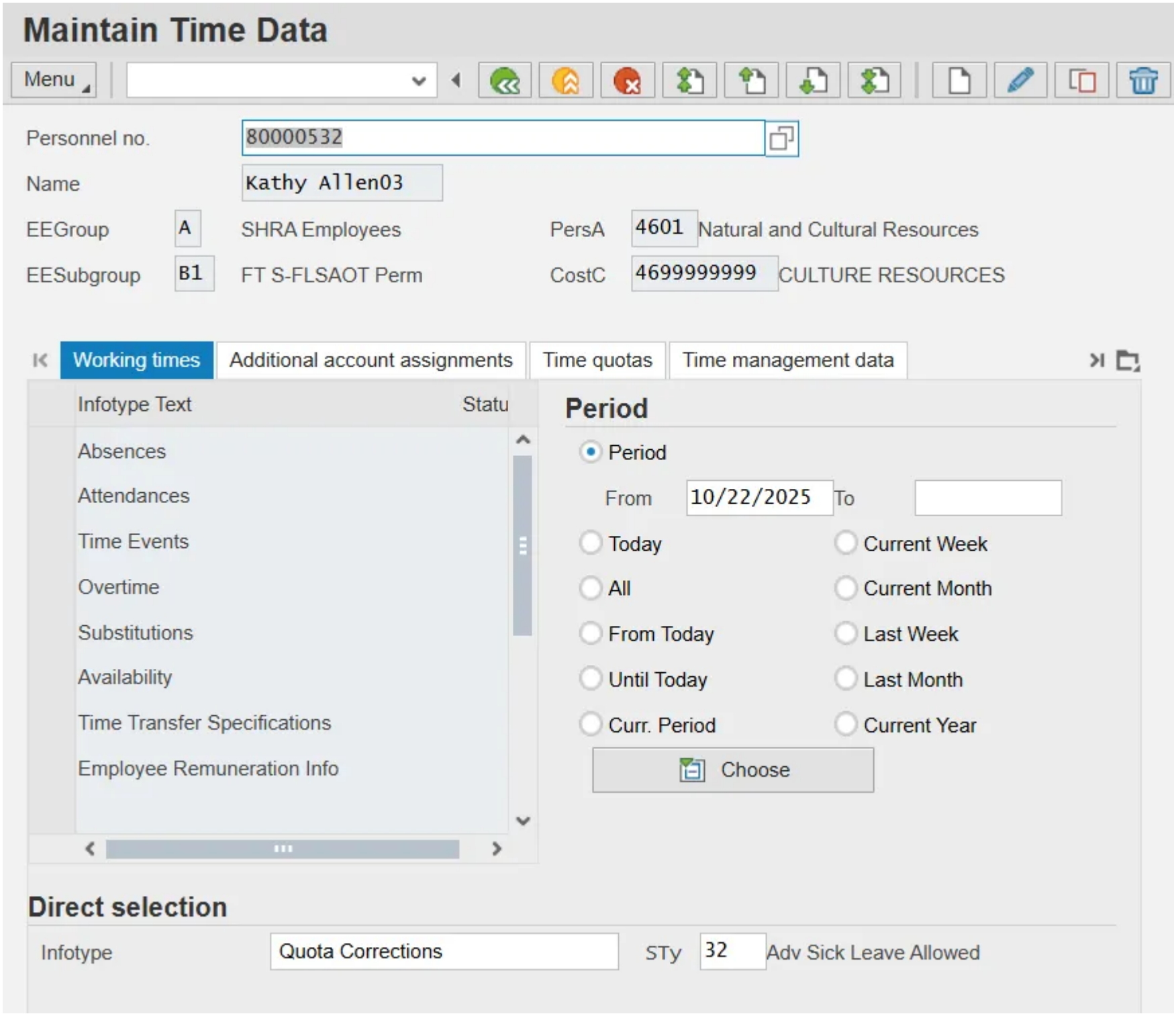
Information: The FROM date represents the current date or the date that the employee's Advanced Leave quota should be available for deduction. System will set the To date to the end of the calendar year automatically.

Step 6. Update the following required and optional fields:

- STy: Example: 32

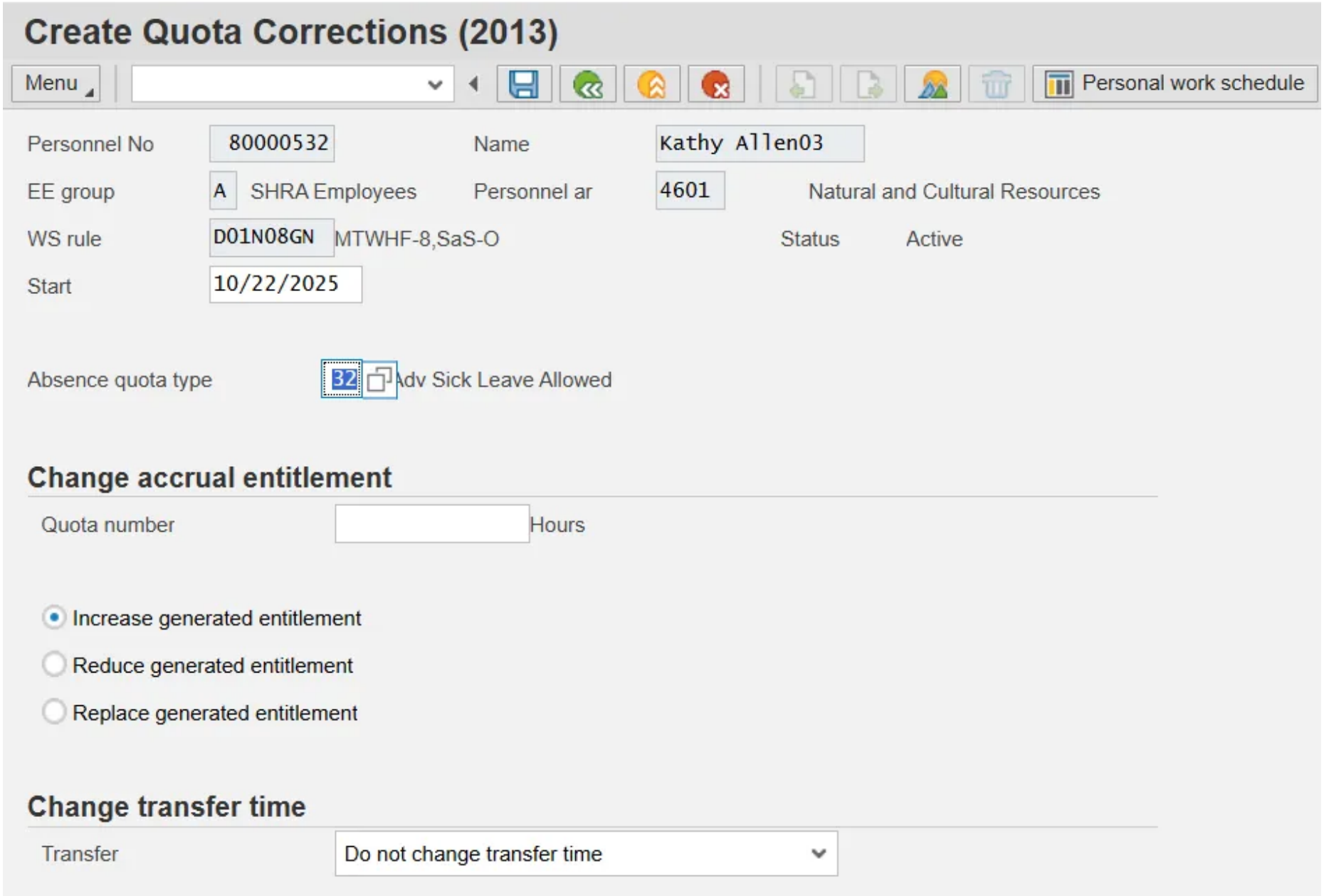
Information: If the employee has been approved for Advanced Vacation Leave, enter subtype value [31]. If the employee has been approved for Advanced Sick Leave, enter subtype value [32].

Image


Maintain Time Data
Menu
Personnel no.
80000532
Name
Kathy Allen03
EEGroup
A
SHRA Employees
PersA
4601
Natural and Cultural Resources
EESubgroup
B1
FT S-FLSAOT Perm
CostC
4699999999
CULTURE RESOURCES
Working times
Additional account assignments
Time quotas
Time management data
Infotype Text
Statu
Absences
Attendances
Time Events
Overtime
Substitutions
Availability
Time Transfer Specifications
Employee Remuneration Info
Period
Period
From
10/22/2025
To
Today
Current Week
All
Current Month
From Today
Last Week
Until Today
Last Month
Curr. Period
Current Year
Choose
Direct selection
Infotype
Quota Corrections
STy
32
Adv Sick Leave Allowed

Step 7. Click the **Create (F5)** button.

Image



Step 8. Update the following required and optional fields:

- Quota number: Example 40

Caution: The Integrated HR-Payroll System will not validate the number of hours entered against the estimated leave hours the employee should accrue during the remainder of the year. The Time Administrator should validate that the approved hours comply with OSHR policy.

Step 9. Click the **Transfer** dropdown.

Image

Create Quota Corrections (2013)

Menu

Personnel No	80000532	Name	Kathy Allen03
EE group	A SHRA Employees	Personnel ar	4601 Natural and Cultural Resourc
WS rule	D01N08GN MTWHF-8,SaS-O	Status	Active
Start	10/22/2025		

Absence quota type 32 Adv Sick Leave Allowed

Change accrual entitlement

Quota number 40 Hours

- (•) Increase generated entitlement
- ( ) Reduce generated entitlement
- ( ) Replace generated entitlement

Change transfer time

Transfer: Do not change transfer time

	Do not change transfer time
X	Transfer collected entitlement immediately
Y	Only transfer quota correction immediately

Step 10. Select **Do not change transfer time** in the list box.

Information: The DO NOT CHANGE TRANSFER TIME option allows the Advanced Leave quota to be generated during the next Time Evaluation process and will be available to the employee the following day. Selecting this option also generates the correct ‘deduction from’ and ‘deduction to dates.’

Step 11. Click **Save (Ctrl+S)**.

Step 12. Click **Menu > Edit > Maintain text** and **enter notes**.

Step 13. Click the **Save button** to save your notes. The Detail record screen will display again on your screen.

Step 14. Click the **Save** button to save the record.

The system task is complete.

First Published

Wed, 01/22/2014

Last Updated

Thu, 01/29/2026
Printable PDF