TM-59 Updating Absence Deductions

Purpose

The purpose of this Business Process Procedure is to explain how to update absence deductions in the Integrated HR-Payroll System.

Trigger

There is a need to update absence deductions.

Business Process Procedures

Absence deduction records can be “updated” by opening up the infotype 2001 record in “change” mode and then saving it again. This can be done by a Leave Administrator or HR Administrator. The results are available immediately.

Note: Use the magic formula of PT50 = T Series = 9901 prior to following this procedure. If the formula is not balanced, this procedure is not applicable.

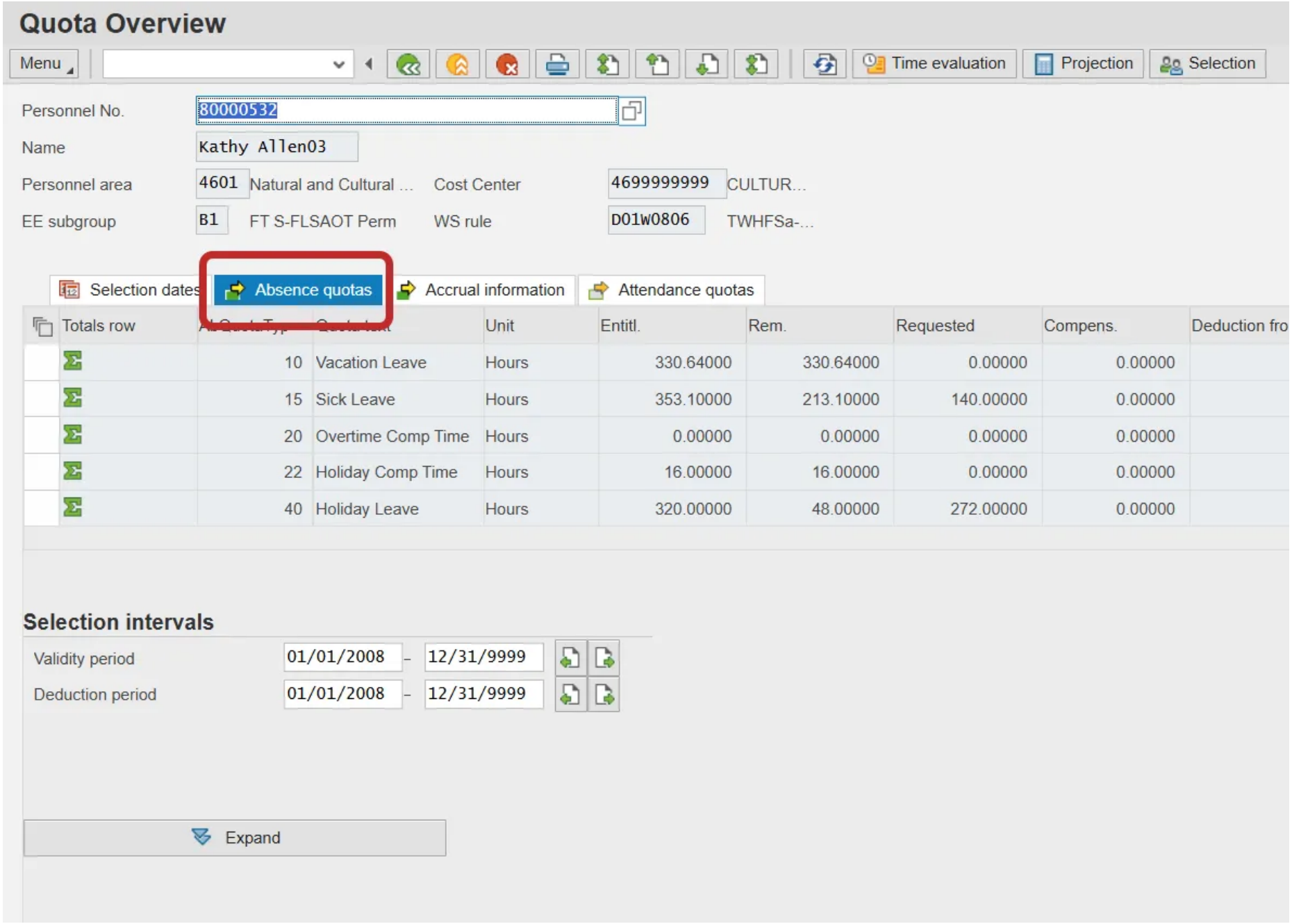
Procedures

To identify which absences were deducted from a specific quota, use transaction PT50.

There are 7 steps in this process.

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

Image


Quota Overview
Menu
Time evaluation
Projection
Selection
Personnel No.
80000532
Name
Kathy Allen03
Personnel area
4601
Natural and Cultural ...
Cost Center
4699999999
CULTUR...
EE subgroup
B1
FT S-FLSAOT Perm
WS rule
D01W0806
TWHFSa-...
Selection dates
Absence quotas
Accrual information
Attendance quotas
Totals row
Unit
Entitl.
Rem.
Requested
Compens.
Deduction fro
10
Vacation Leave
Hours
330.64000
330.64000
0.00000
0.00000
15
Sick Leave
Hours
353.10000
213.10000
140.00000
0.00000
20
Overtime Comp Time
Hours
0.00000
0.00000
0.00000
0.00000
22
Holiday Comp Time
Hours
16.00000
16.00000
0.00000
0.00000
40
Holiday Leave
Hours
320.00000
48.00000
272.00000
0.00000
Selection intervals
Validity period
01/01/2008
12/31/9999
Deduction period
01/01/2008
12/31/9999
Expand

Step 2. Click the “**Expand**” button at the bottom of the screen.

Step 3. Select the row containing the “**Requested**” hours for which you want to see the deductions.

Image

Quota Overview

Menu | Time evaluation | Projection | Selec

Personnel No.	80000532				
Name	Kathy Allen03				
Personnel area	4601	Natural and Cultural ...	Cost Center	4699999999	CULTUR...
EE subgroup	B1	FT S-FLSAOT Perm	WS rule	D01W0806	TWHFSa-...

Selection dates | Absence quotas | Accrual information | Attendance quotas

Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requested	Compens.	Dedu
Σ	10	Vacation Leave	Hours	330.64000	330.64000	0.00000	0.00000	
				330.64000	330.64000	0.00000	0.00000	01/16
Σ	15	Sick Leave	Hours	353.10000	213.10000	140.00000	0.00000	
				353.10000	213.10000	140.00000	0.00000	01/16
Σ	20	Overtime Comp Time	Hours	0.00000	0.00000	0.00000	0.00000	

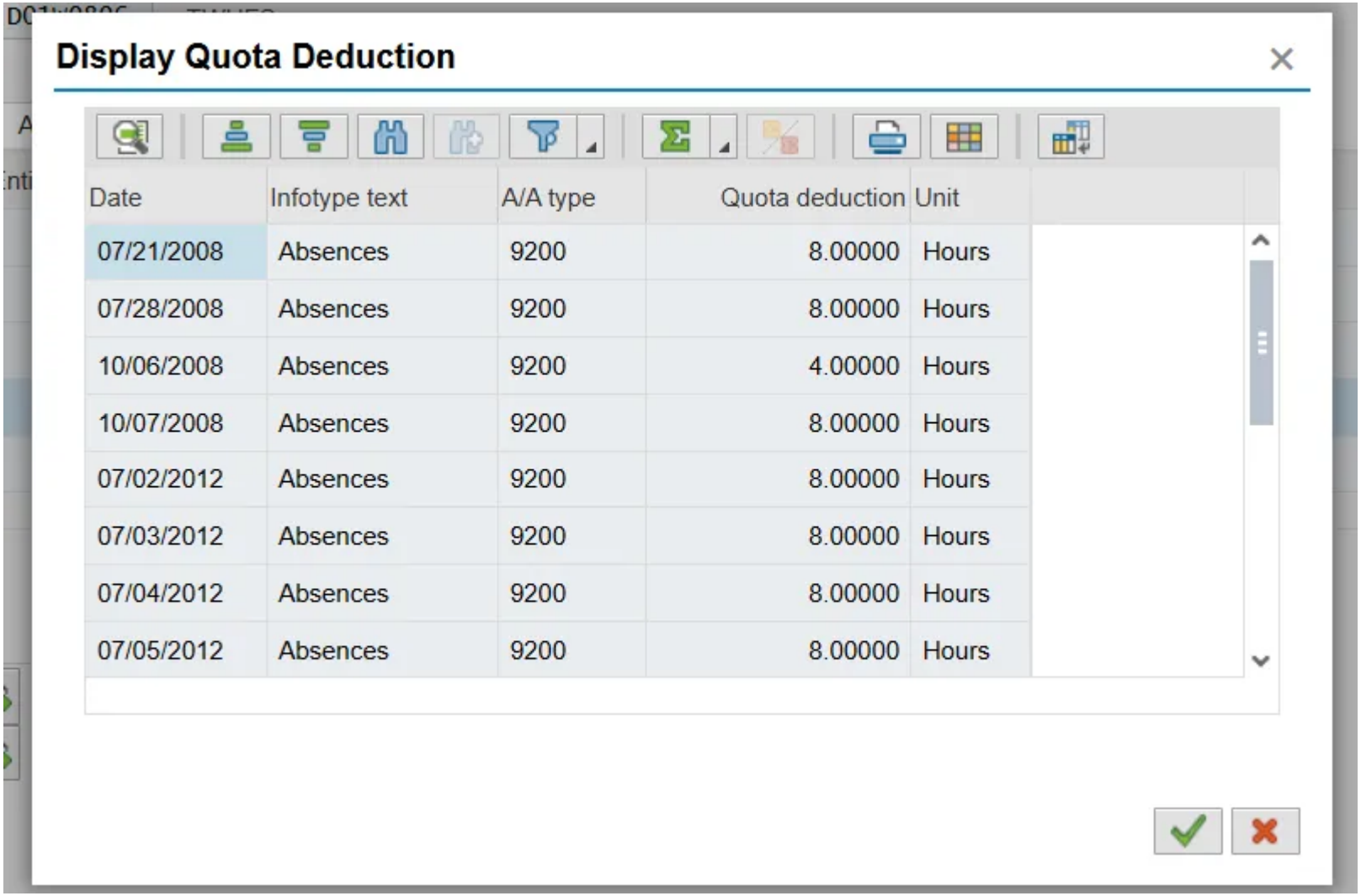
Selection intervals

Validity period	01/01/2008	–	12/31/9999	
Deduction period	01/01/2008	–	12/31/9999	

Collapse | Entitlement | Deduction | Quota record

Step 4. Click on the “**Deduction**” button at the bottom of the screen.

Image



Step 5. View the pop-up window that lists the infotype 2001 records that are being deducted from the quota.

Step 6. To update an absence, **double-click** on the row for that **absence** in the pop-up window.

Note: It is best to start with the most recent absence and work backwards in time.

Image

Change Absences (2001)

Menu

Personnel No	80000532	Name	Kathy Allen03		
EE group	A SHRA Employees	Personnel ar	4601	Natural and Cultural Resources	
WS rule	D01N08GN MTWHF-8,SaS-O			Status	Active
Start	07/19/2012	To	07/19/2012	Chg.	08/08/2013 00716789

Absence

Absence type	9200	Sick Leave	
Time		–	Prev.day
Absence hours	8.00		Full-day
Absence days	1.00		
Calendar days	1.00		
Quota used	8.00	Hours	

Advance payment

Off-cycle reason	
Payment date	
Payroll Identifier	
Payroll type	

Step 7. Click “**Save**” and the absence will be updated to deduct from the appropriate quota(s) in the hierarchy that currently have a positive balance.

Note: Click through any warning messages that may pop up. Any error messages that pop up will advise of conditions that need to be addressed before the absence can be updated.
After saving the record, the system will return to the pop-up screen listing the absences.

Note: The pop-up window will not refresh until it is closed and reopened.

Note: The Absence quotas tab will not refresh automatically unless there was only one absence listed.

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