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)
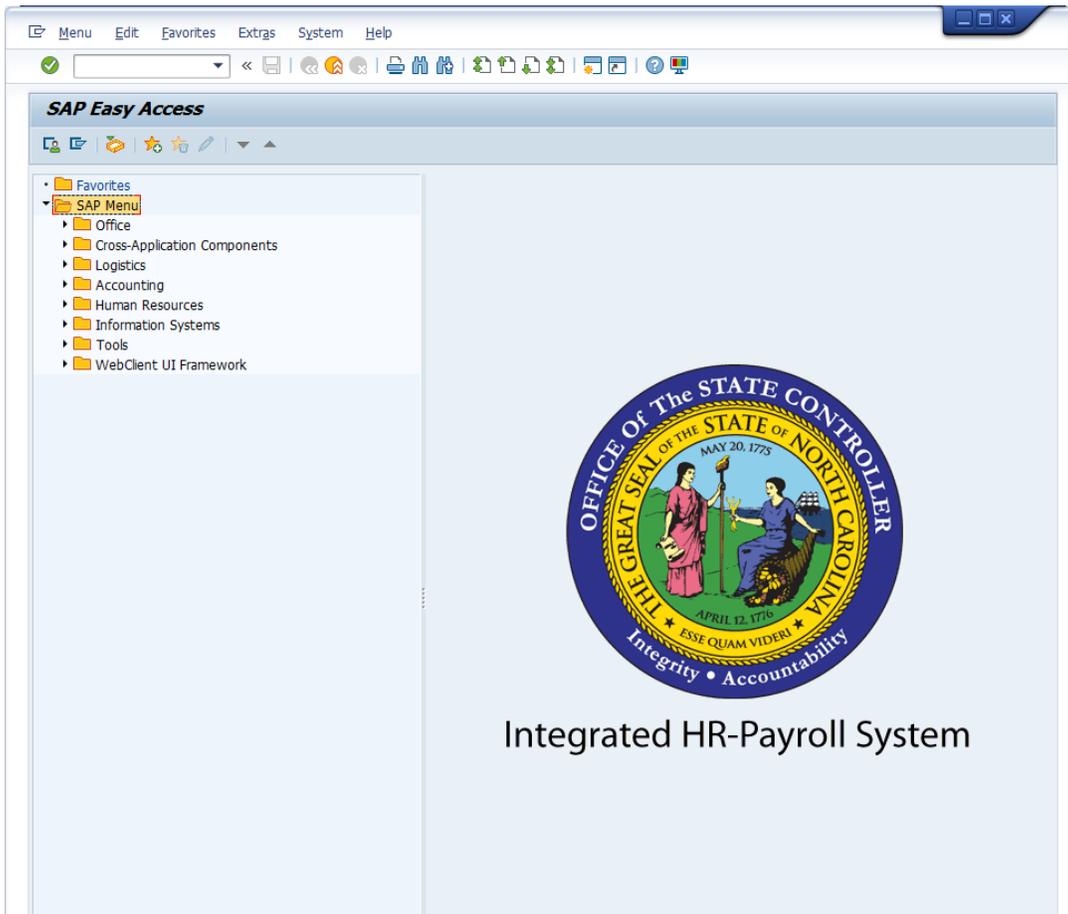- Advanced Sick (Subtype 32)

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

Access Transaction:

Via Menu Path: SAP menu >> Human Resources >> Time Management >> Administration >> Time Data >> PA61 – Maintain
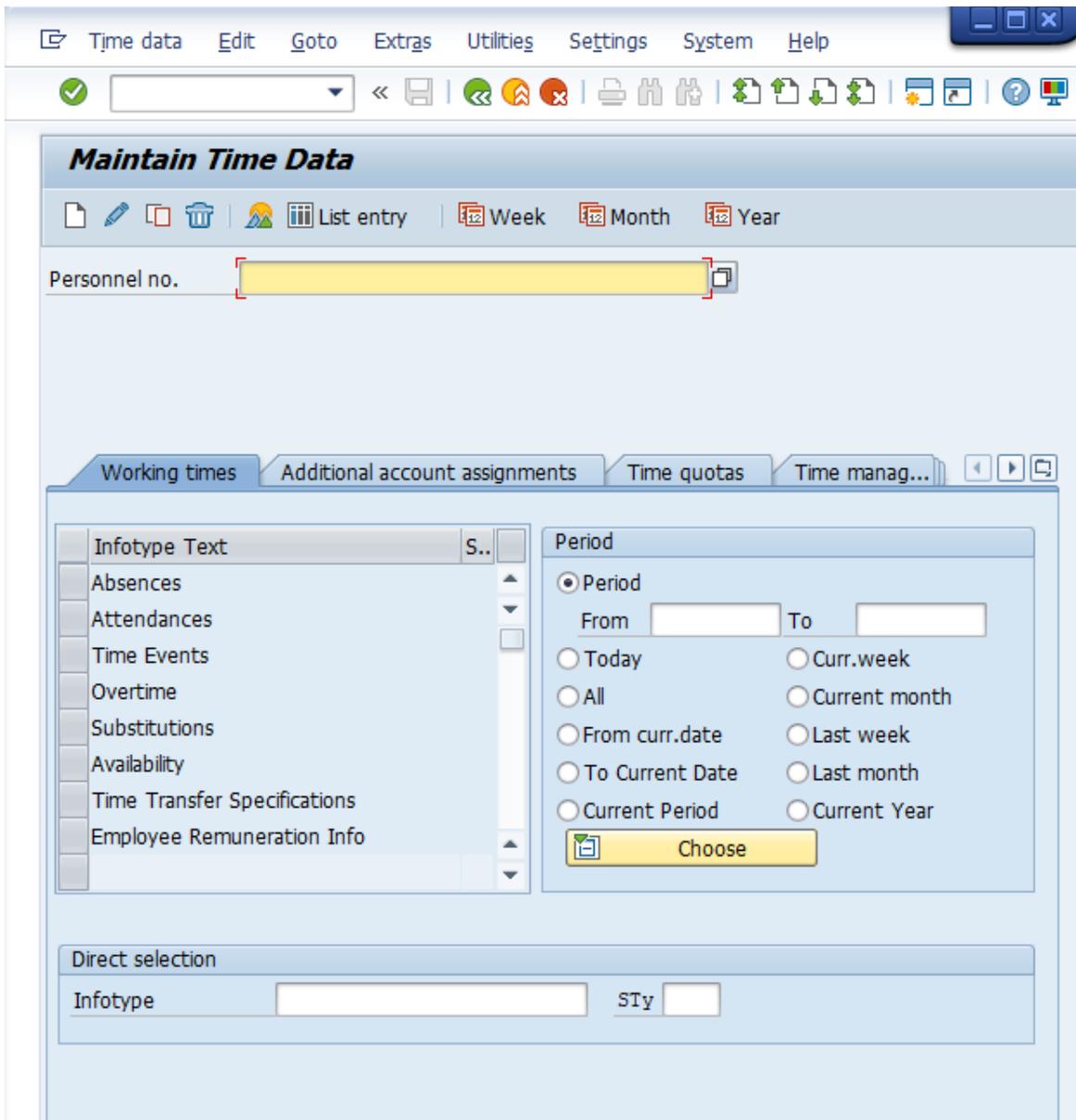
Via Transaction Code: PA61

Procedure:

1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. **Example:** PA61

2. Click **Enter** button.

3. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Personnel no.	Unique employee identifier	R	Enter value in Personnel no.. **Example:** 80000532

4. Click **Enter** ![enter button] button.

![info icon] **Information:** Ensure the correct personnel number was entered after clicking Enter.

5.   Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
From	Effective date of the personnel action	R	Enter value in From. **Example:** 1/6/2014
Infotype	Unique number identifying the type of data to be displayed.	R	Enter value in 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.

6.   Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
STy	Infotype subtype.	R	Enter value in 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]**.

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

8.   Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Quota number	The number of hours to be added or removed.	R	Enter value in Quota number. **Example:** 32

⚠️   **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.

9.   Click the **Transfer** dropdown.

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.'

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

12. Click **Edit > Maintain te**xt and enter notes

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

14. Click the Save button to save the record.

15. The system task is complete.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 6/23/20 – Changed by C. Ennis
Changes: Updated format, assigned reference number, and made accessible