WINGUI Absence Quota Information ZPT QTA10

Payroll Administration

February 20, 2017

Absence Quota Information

"Quotas" is the term used in reference to Illness and Vacation hours. For additional information regarding Quotas please refer to the Payroll Concepts Manual. Although an employee's illness and vacation balance appears on the paystub, the **Absence Quota Information Report** (**ZPT_QTA10**) gives a more detailed account. The report provides a more accurate balance than any other report in SAP.

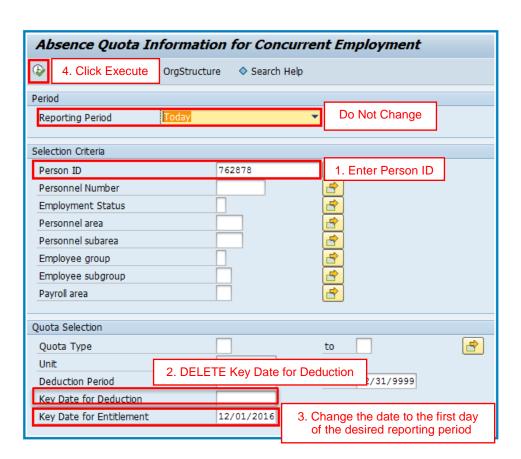


Benefits of Running Absence Quota Information

- Calculate and determine if an employee has enough vacation hours to report during winter and spring break.
- Determine if an employee has enough illness hours to cover their illness leave.
- The report can be ran for an individual employee or multiple employees.
- The report is accessible on the Time Keeper and Time Approver tabs or from the CAT3 Timesheet.

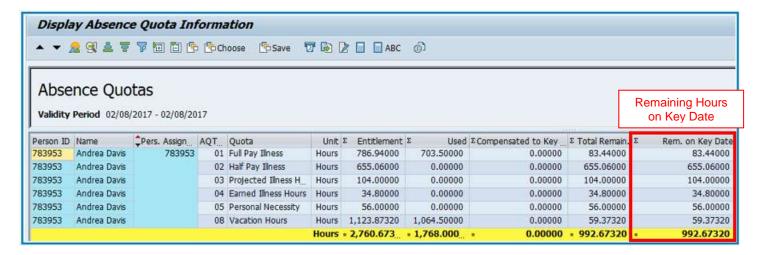
Use the following instructions to generate the **Absence Quota Information** report. The instructions begin from the **Absence Quota Information** initial screen.

- The system default Reporting Period is Today. Do Not Change.
 - Enter Person ID.
- Delete the date stored in Key Date for Deduction.
- Change the Key Date for Entitlement to the first day of the desired period.
- Click on Execute in the menu bar to generate the report



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Once executed, the **Absence Quota Information** report will appear and display initial benefit hours, benefit hours used, and remaining benefits hours.



Total Remaining Hours = the current benefit hours employee is eligible to use.

Remaining on Key Date = entitlement benefit hours on the first day of the selected reporting period.

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