SAP PAYROLL – TIME MANAGEMENT

Display Absence Quotas

The University of Mississippi
End User Documentation

SAP Support: 662.915.5222

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This report may be used to to determine the amount of leave time an employee has earned, used, and has remaining. It displays the information for Personal (vacation) Leave, Major Medical (sick) Leave, and accumulated Compensatory time for a specified period of time.

According to the Leave Guidelines policy [HRO.BE.600.010], employees may not carry a negative (deficit) leave balance. If a non-exempt (hourly) employee has taken time off and does not have sufficient leave, no hours should be entered. If an exempt (salaried) employee has taken time off, but does not have sufficient leave, an e-form 3 must be submitted to Human Resources.

Eligible employees are responsible for submitting appropriate leave records in accordance with University policy.

<table>
<thead>
<tr>
<th>R/3 Menu Path</th>
<th>Human Resources -&gt; Information System -&gt; Reports -&gt; Time Management -&gt; Time data administration -&gt; Time Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Code</td>
<td>PT_QTA10 – Display Absence Quota Information</td>
</tr>
<tr>
<td>Select Variant</td>
<td>Select the variant “TIME ADMIN” and press Enter.</td>
</tr>
<tr>
<td>Payroll Period</td>
<td>The selection period defaults to “Up to today,” and may be changed.</td>
</tr>
<tr>
<td>Selection</td>
<td>Under the “Selection Criteria”, enter the Personnel Number to obtain information for one employee. Enter your Time Administrator number to obtain information for all active employees within your time administrator group.</td>
</tr>
<tr>
<td>Press Enter, F8, or select the “Execute” icon.</td>
<td></td>
</tr>
</tbody>
</table>
ENTER "PT_QTA10" OR SELECT
The following screen will appear:

Select the variant name “TIME ADMIN.”
To obtain up to date balances, select the period “Up to today.”

TO SHOW ALL LEAVE SINCE BEGINNING OF EMPLOYMENT
### Display Absence Quota Information

#### Period
- Radio buttons for:
  - Today
  - Up to today
  - Other period

#### Selection
- Personnel Number
- Employment status
- Employee group
- Employee subgroup
- Cost center
- Time recording administrator

#### Quota selection
- Quota type
- Time unit
- Deduction period
- Key date for deduction
- Key date for entitlement
- Projecting quota status

**Note:** Enter personnel number(s) or time administrator number.
Click EXECUTE. A screen similar to below will appear.

Next select the calculator (Spreadsheet) button:
Click Enter.

Change the spreadsheet format to Excel (in Existing XXL Format). Click Enter.

Select the radio button next to Pivot table. Click Enter.
The information will be output as follows:

The data output may be read as follows:

TOTAL HOURS ACCRUED SINCE BEGINNING OF EMPLOYMENT/ELIGIBILITY

TOTAL LEAVE TIME USED (HOURS)

LEAVE PAID AT SEPARATION

REMAINING HOURS ACCRUED

CLICK THE “X” to close the PivotTable field list.
The following policies contain useful information regarding the accrual and utilization of leave.

Policy Directory:

https://secure4.olemiss.edu/umpolicyopen/ListTOC.jsp?searchType=ALL&sortOrder=PCD

HRO.BE.600.010    Leave Guidelines
HRO.BE.300.020    Personal Leave for Twelve-Month Employees
HRO.BE.600.030    Major Medical Leave for Twelve-Month Employees
HRO.BE.600.040    Major Medical Leave for 9-Month Employees

Questions regarding the application of these policies should be directed to the Human Resources benefits staff located in Howry Hall (662) 915-1518 or hr@olemiss.edu.