***Please distribute this alert to any users within your agency who are responsible for Time Administration in SAP.***

**New Out of Sync Quota Warning Messages (Payroll Areas Z3/T3 Only)**

* Information regarding new out of sync quota warning messages.

Effective January 9, 2015, Time Evaluation Messages Display (Y\_DC1\_320000670) shows two new warning messages:

* PB – TEST-Out of Sync Annual Quota 10/11
* PC – TEST-Out of Sync Sick Quota 20/21

These messages generate on the last day of the leave calendar year when there is a positive or negative (+/-) difference of greater than .10 between an employee’s anticipated and actual annual and/or sick quotas.

NOTE: These messages are currently only generating for employees in payroll areas Z3/T3, which is the reason for the word “TEST” in the “Message long text” field on the report. The messages will generate, if applicable, for all payroll areas on the last day of the 2015 leave calendar year (Z2/T2 = 1/1/16, Z1 = 1/2/16, and Z3/T3 = 1/8/16) and the word “TEST” will be removed.

The attached document provides examples of some of the reasons why an employee’s quotas may be out of sync, as well as suggestions for how to research and correct.

**Questions?**
If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category. You may also call the HR Service Center, Agency Services Division at 877.242.6007, Option 2.