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

**Beginning of Year Processes**

* Information regarding beginning of year processes

**Employees Who Changed Payroll Areas**

An error message\* (PA – PayArea Change – Ck LSC & Quotas) is generated and appears on the Time Evaluation Messages Display report (Y\_DC1\_32000670). Time advisors must review ***Anticipated Quota***, ***Actual Quota*** and/or ***Leave Service Credit*** for employees who change payroll areas at any time during the leave calendar year (LCY). For complete instructions on the correction process, please refer to the attached process worksheet.

The LCY 2023 is:

* Shortened for employee transfers from Z1 to Z2/T2, Z3/T3 to Z1, Z3/T3 to Z2/T2
* Extended for employee transfers from Z1 to Z3/T3, Z2/T2 to Z1, Z2/T2 to Z3/T3

***\*Please note that this message is generated upon transfer and should be reviewed/corrected by the gaining organization when the employee transfers payroll areas.***

**Quota End Dates Have Been Corrected for Employees Who Changed Payroll Areas during the 2023 Leave Calendar Year (LCY)**

Most employees who changed payroll areas before the end of the 2023 LCY were identified and the quota end dates for personal (if applicable), comp (if applicable) and military quotas were corrected. If the quota end dates for the 2023 LCY appear to be incorrect, or the quota end dates appear to be correct but a personal (for employees who still earn personal) or military absence cannot be entered, an [**HR/Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the **Time** category should be submitted.

**Payroll Area Change on the First Day of the Previous Payroll Area’s Leave Calendar Year (LCY)**

New quota entitlements (anticipated quotas, military quotas, and extension quotas) do not automatically generate for employees that changed payroll areas on the first day of the previous payroll area’s LCY, if the new payroll area’s LCY had already begun.

As a courtesy, the HR Service Center’s time services team ran a report to identify employees who met this criterion and processed necessary corrections. A HR/Pay Help Desk Request was created to document the corrections and to notify agency time advisors of the affected employees. If additional employees are identified, time advisors can follow the manual process described below, or submit an [**HR/Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the **Time** category.

**Manual Process:** Review the employee’s quotas. If the current year’s anticipated, military and/or extension quotas generated with incorrect end dates, delete the quota(s). Create a “QRSP” record with the value of “1” in the *Number of Hours* field on IT2012 via PA61. In addition, enter a quota correction on IT2013 (to reduce accruals because the LCY is shortened) via PA61 to adjust anticipated quotas. Time advisors should use the effective date of the transfer as the effective date for both transactions (IT2012 and IT2013). Always use the “Maintain Text” (F9) feature to document reasons for the manual entries. The creation of these records will generate accurate yearly quota entitlements for the employee. After time evaluation runs, review the employee’s anticipated quotas, military quotas, and extension quota records to confirm quota amounts and quota dates are accurate.

For LCY 2024, employees that transferred as follows were affected:

* Z3/T3 (LCY begin date 1/13/2024) to Z1 (LCY begin date 1/7/2024) on 1/13/2024.
* Z3/T3 (LCY begin date 1/13/2024) to Z2/T2 (LCY begin date 1/6/2024) on 1/13/2024.

**Incorrect Deductions Involving Annual/Combined Extension Quotas**

Annual/Combined absences with effective dates during the first seven (7) pay periods that are entered and approved prior to the creation of the extension quota are deducted from the anticipated quota thus creating an incorrect extension amount once the extension quota is created. On 1/13/2024, a program ran to automatically resave annual/combined absences requested in LCY 2024 for effective dates through the end of April 2024 for all payroll areas. This program eliminates the need for agency time advisors or the HRSC, time services team to resave annual/combined absences to correct the extension quota. If your agency identifies an employee whose 2024 annual/combined absence was incorrectly deducted from QT10 rather than QT12, the 2024 absence record will need to be resaved to correct the deduction.

**Out of Sync Quota Messages on Time Evaluation Messages Display**

Out of sync quota messages (PB – Out of Sync Annual Quota 10/11 and PC – Out of Sync Sick Quota 20/21) 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.

Reference the [**Out of Sync Quota Resource Guide**](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Alerts/Out%20of%20Sync%20Quota%20Resource%20Guide.pdf) located under Time Resources on the [**Alerts and Transactions**](https://www.hrm.oa.pa.gov/alerts-and-transactions/Pages/default.aspx) page for examples of why an employee’s quota may be out of sync, as well as suggestions for how to research and correct.

Important: If additional help is needed to research and correct an out of sync quota error for an employee who is unable to request leave or for an employee that is separating and their actual quota is incorrect, an [**HR/Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the **Time** category should be submitted.

**Questions?**
Field time advisors should direct any questions related to this alert to their Central Agency Time Advisor. Central Agency Time Advisors may submit questions via an [**HR/Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the **Time** category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.