***Please distribute this alert to any users within your agency who are responsible for absence and attendance entry in SAP.***

**Excess Holiday Quota Report on the HR Reporting Tool**

* Information regarding Excess Holiday Quota Report on the HR Error Reporting Tool

The excess holiday quota report was run on February 22, 2024, for calendar years 2019-2023. The report is now available in the [HR Error Reporting Tool](http://ipawftroles.state.pa.us/DB_Editor/Reporting/HRErrorReporting/login.asp) under “Time Data Errors, Excess Holiday Quotas Count”.

Holiday quota is generated for each calendar year and should be exhausted by the end of each calendar year or extended into the following calendar year. It is important that agency time advisors review employees’ holiday quota and then correct or extend holiday quota (via quota corrections) as appropriate. Records with the earliest start dates should be reviewed first. Reference the “[Year End Holiday Quota Cleanup Guide](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Alerts/Year%20End%20Holiday%20Quota%20Cleanup%20Guide.pdf)” for instructions on how to review each employee’s record to confirm that excess holiday quota is valid and should be carried forward into the following calendar year.

**Please ensure all excess holiday quota errors are resolved by close of business March 22, 2024.**

**Reminder:** In preparation of resetting the Earliest Personal Retroactive Accounting Date and Earliest Personal Recalculation Date, retroactive changes involving payment of holiday quota with **effective dates in 2020** **must be completed by March 11 for employees in payroll areas T3 and Z3, and March 18 for employees in payroll areas Z1, T2, and Z2**. If corrective action is not taken before the dates are reset, agencies will need to submit an HR/Pay Help Desk Request with complete details for any changes for dates prior to the Earliest Personal Recalculation Date. Based on established guidelines, the HRSC will determine the next steps.

**Questions?**

If you have excess holiday quota errors that you cannot resolve, please 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 or call the HR Service Center, Time Services team at 877.242.6007, Option 2. Field time advisors should direct any questions related to this alert to their Central Agency Time Advisor.