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

**Transfers from Permanent Positions to Non-Permanent Positions and Required Manual Quota Adjustments**

* Information regarding manual quota processes when an employee transfers from a permanent position to a non-permanent position
* Revised Alert (11/28/17): This revision adds information regarding manual quota processes for compensatory leave and exempt management employees

When an employee transfers from a permanent position to a non-permanent position, the Time Advisor must end date the following quotas on IT2006 by changing the “Deduction to” date to the last day the employee was in the permanent position.

(10) Anticipated Annual/Combined
(20) Anticipated Sick
(25) Holiday
(30) Anticipated Personal\*
(31) Actual Personal\*

Quota corrections (PA61-IT2013) are required to zero out anticipated quotas (10, 20 and 30\*). The effective date must reflect the last day the employee was in the permanent position.

Holiday quota (25) must also be reduced by the amount of unearned holiday quota for the remainder of the year. Any earned, unused holiday quota must be paid out to the employee\*\* via Time Quota Compensation (PA61-IT0416).

Compensatory quota (15) must be paid to the employee\*\* via Time Quota Compensation (PA61-IT0416) for transfers to another agency. Transfers to a different organization within the same agency should be coordinated between organizations, with the agency time advisor’s oversight.

*\*For those bargaining units that still earn personal leave. Employees with a positive actual personal leave quota (31) must also have the quota paid out to the employee via Time Quota Compensation (PA61-IT0416).*

*\*\*Exempt management employees relinquish holiday and compensatory quota. Quota corrections (PA61-IT2013) are required to zero out earned, unused holiday and compensatory quota. Alternatively, annual/personal leave used within the 120-calendar day allowance period may be changed to holiday or compensatory absence.*

**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 for time support at 877.242.6007, Option 2.