***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 rerun on July 4, 2019 for calendar years 2016-2018. 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 described in the attachment) as appropriate. Records with the earliest start dates should be reviewed first. Please reference the attached “[Year End Holiday Quota Cleanup Guidelines](http://ipawftroles.state.pa.us/DB_Editor/Reporting/HRErrorReporting/Attachment/file.asp?filename=year_end_holiday_quota_cleanup_guidelines.doc).”

**Questions?**

If you have excess holiday quota errors that you cannot resolve, 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’s Time Services Division at 877.242.6007, Option 2.