***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 June 12, 2020 for calendar years 2017-2019. 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 Guideline](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Alerts/Year_End_Holiday_Quota_Cleanup_Guideline_REV_2020.docx)” 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.

**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 help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.