**Time Alert 2006-22 - 08/04/2006**

Entering Quota Corrections For Quotas That Don’t Already Exist On IT2006.   If a quota correction is entered on IT2013 for a quota that *DOES NOT already* exist on IT2006, users must now create the quota manually on IT2006 and then enter the necessary quota correction on IT2013 to establish the quota entitlement hours.  In other words, don’t rely on the quota correction entered on IT2013 to accurately create the quota.  Note:  The quota can be created via PA61-IT2006 and the quota correction can be entered via PA61-IT2013 on the same day.  Time evaluation DOES NOT have to process in-between the two transactions.  This is the same process that users must follow when creating a sick, parental or family care LWOP quota.

If a quota correction (IT2013) is entered for a quota that was not automatically created by the system or via PA61-IT2006, SAP will automatically create the quota with the effective date of the quota correction in both the “Start” and “End” date of the quota which is incorrect.  This is the result of an SAP standard configuration update, not a configuration change implemented by the IES Team.

As you know, quotas are generally created automatically via time evaluation; therefore it will be very rare that an agency will need to manually create a quota.  Two of the most common examples (excluding LWOP quotas) of when an agency will need to manually create a quota on IT2006 involve employees:

1. that transfer from an agency with a reciprocal agreement
2. in bargaining units where there is no automatic extension process (i.e., Philadelphia Port Authority Employees, Capital Police (L4) & LLEO (K4), etc.)

This is not to say that there won’t be any other time when users may need to create the quota.  When unsure if a quota must be manually created, review the PT50 or IT2006 before you enter the quota correction and again after time evaluation runs to be sure that the quotas start and end dates are accurate and that the employee does not have two or more lines of quota history for dates in the same quota entitlement period.

Please submit help desk tickets for errors (as a result of this change) that may have occurred prior to this alert.