**Time Alert 2006-23 - 08/18/2006**

Frozen Quota Payments.  This is to reiterate the procedure for processing annual/combined and sick quota payments for employees that have frozen quotas at the time of separation/retirement.  Payments for personal, holiday and/or compensatory quota should have been completed via PA61-IT0416 at the time that the employee transferred to the non-leave accruing position.

1. Use Reason code “90” (Manual quota payout) on the PA40 Action.
2. Enter a CST Ticket to notify OA-Operations.  They will need to coordinate the processing of the employee’s quota payment with BCPO.
   * Quotas frozen prior to go-live (in IPPS) are recorded in the maintain text area of the conversion record on IT0001.  PT50 (“Rem.” column on the “Absence Quotas (2006)” tab) displays the quota amounts that were frozen after go-live.
   * Determine and include the correct hourly rate of pay.   Employees with frozen quota(s) at separation are to be paid out at current value for the pay scale group and pay scale level in effect immediately before transfer to the non-leave accruing position.  When the quota is frozen from a position that has no pay scale, the payment is made at the higher of either the salary at which the quota was frozen or the salary of the current incumbent in the prior position.
3. Enter quota corrections to “zero” out the quotas.  The text on the infotype should indicate the reason for the quota correction.

Please reference MD 505.7 – Personnel Rules.  MD 530.27 – Leave Related Policies for Employees Excluded from Earning Leave and Leave Service Credit will be revised to coincide with this policy.