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

**Problem with Anticipated Annual/Sick Quota impacting some new hires or rehired employees with less than one year of service**

* Information regarding a systems problem with anticipated annual and/or sick quota impacts some 1st year employees.
* **Revision** **(3/01/2021):**
  + This revision shares information regarding the SAP update to correct problems with anticipated annual and/or sick quota for 1st year employees **and others**.

As announced in [Time Alert 2021-01, COVID-19 Related Systems Changes for Calendar/Leave Calendar Year 2021](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Alerts/TIME_ALERT_2021_01_COVID-19_Related_Systems_Changes.docx), a decision was made and SAP configuration was changed to extend the anticipation rules for employees with less than one year of service into the 2021 leave calendar year. After the change to grant anticipated quota to employees with less than one year of service was moved to production in early January, systems issues were discovered involving anticipated annual and/or sick quota. Examples of some of the systems issues follow:

* Some employees did not receive anticipated annual and/or sick quota on the first day of the 2021 leave calendar year; other employees received more anticipated quota than they were entitled to receive for the 2021 leave calendar year.
* Some employees who used leave without pay (LWOP) did not have anticipated quota reduced in the pay period that the LWOP was used.
* Some employees who used a paid office closing absence (POC) received additional anticipated sick accrual in the pay period that the POC was used.

SAP configuration has been updated to correct the issues. If you are aware of employees with inaccurate anticipated quota(s), please submit a help desk ticket.

**Questions?**

Field time advisors should direct any questions related to this alert to their central agency time advisor. Central agency time advisors may call the HR Service Center, Time Services team at 877.242.6007, Option 2.