**Time Alert 2005-33: Quota Correction Effective Dates - 07/26/2005**

QUOTA CORRECTION EFFECTIVE DATES. Manual quota corrections that have an effective date equal to the last day of the leave calendar year, the last day of the 7 pay period extension, or the last day of employment (separating employee) are not considered until the very end of the time evaluation process (after leave year end, extension period, and/or separation processing is complete) causing incorrect year end, extension, and separation quotas. Therefore, **please use the day before as the effective date** in the following situations when making manual quota corrections: the last day of the leave calendar year, the last day of the 7 pay period extension, or on the last day of employment. The correct effective date and explanation can be entered using the "Maintain Text" feature. This will allow for the quota correction to be picked up in time evaluation the night before year end, extension and/or separation processing occurs.