**Time Alert 2007-2 (Revision) - 01/17/2007**

**This alert was revised to correct a procedural error involving employee transfers from a permanent position that earns personal quota to a H1 bargaining unit position. (Revision is in green text)**

Personal **ACTUAL** and/or **ANTICIPATED** Quota Accruals. This is to reiterate the policy and SAP configuration involving the generation of personal **actual** and/or **anticipated** quota accruals.

The personal **actual** quota calculation **is based on the leave service credit (time type 6010) at the beginning of the leave calendar year** for ALL employees, including those employees that are promoted, demoted, reassigned, rehired, have employment condition changes, etc. during the leave calendar year.

SAP (*in accordance with the policy*) **automatically generates additional personal ACTUAL** accrual for employees in the following situations. Quota corrections for quota type “31” (personal actual) should not be completed unless the transfer was prior to the effective date of the configuration change. The effective date of each configuration change is identified in parenthesis below.

* Transfer from a permanent part-time position to a permanent full-time position (i.e., P7 to F7) (effective 10/1/06)

Employee is not required to re-meet the required number of compensable hours in the earning period in the new position if the hours were already met.

* Work day is extended as a result of an employee subgroup change (i.e., F7 to F8) (effective 10/1/06)
Employee is not required to re-meet the required number of compensable hours in the earning period in the new position if the hours were already met.
* Transfer from a bargaining unit (BU) where the personal accrual indicator is increased (i.e., BU A1 to BU R1) (effective 1/5/07)
Employee is not required to re-meet the required number of compensable hours in the earning period in the new position if the hours were already met.
* Transfer from a non-permanent position to a permanent position (i.e., NP to P) (as always)
Employee MUST meet the required number of compensable hours in the earning period in the new position.
* Transfer from non-leave accruing job to a leave accruing job (i.e., 00002 to 02200) (as always)
Employee MUST meet the required number of compensable hours in the earning period in the new position.
* Transfer from H1 bargaining unit to a permanent position that earns personal quota (i.e., H1 to A1) (effective 1/5/07)
Employee MUST meet the required number of compensable hours in the earning period in the new position.

SAP **will not** (in accordance with the policy) **deduct personal ACTUAL accrual** for employees in the opposite situations. If the employee’s personal ACTUAL accrual was already earned for the period (i.e., year, half year or quarter), the hours remain.

* Transfer from a permanent full-time to permanent part-time position (i.e., F7 to P7) (as always)
* Work day is shortened as a result of an employee subgroup change (i.e., F8 to F7) (as always)
* Transfer from a bargaining unit (BU) where the personal accrual indicator is decreased (i.e., BU R1 to BU A1) (as always)
* Transfer from a permanent position to a non-permanent position (i.e., P to NP) (as always)
Personal quota must be paid prior to transfer to a non-permanent position.
* Transfer from a leave accruing job to a non-leave accruing job (i.e., 02200 to 00002) (as always)
Personal quota must be paid prior to transfer to a non-leave accruing position.
* Transfer from a permanent position that earns personal quota to a H1 bargaining unit (i.e., A1 to H1) (as always)
Personal quota **must be “transferred” to the H1 combined quota**.

Effective 1/5/07, SAP (in accordance with the policy) **automatically generates additional personal ANTICIPATED accruals** where necessary. For transfers prior to 1/5/07, a manual quota correction to adjust quota type “30” (personal anticipated) is still required.

**IMPORTANT: The following items which involve personal quota are not yet automated in SAP and manual intervention by the time advisor is still required:**

* Manual quota corrections may be needed to correct quota type “30” (**personal anticipated**) for an employee that is hired, then separates and is rehired within the same leave calendar year. At the time of rehire, SAP will automatically generate a full entitlement based on the employee’s leave service credit at the beginning of the leave calendar year without consideration of personal quota already earned and used or paid out during the previous employment period. Therefore, when an employee is rehired during the same leave calendar year that they separated; the time advisor must review and consider the personal quota earned and used and/or paid prior to the rehire action and enter manual quota corrections where necessary. If not, the employee has the potential to overuse personal quota. Note: Quota type 31 (**personal actual**) will not generate unless the employee is entitled to the additional quota as a result of a new earning period.
* Quota type “30” (**personal anticipated**), quota type “31” (**personal actual**) and, in some cases, quota type “32” (**personal extension**) on IT2006 must be manually delimited (by changing the “Deduction to” date to the last day the employee was in the position that earned personal quota) by the time advisor in the following situations:
	+ Transfer from a permanent position to a non-permanent position (i.e. P to NP)
	+ Transfer from a leave accruing job to a non-leave accruing job (i.e., 02200 to 0002)
	+ Transfer from a permanent position that earns personal quota to a H1 bargaining unit (i.e., A1 to H1)

Policy related questions regarding this alert should be directed to OA, BENHELP (ra-benhelp@pa.gov). System questions should be directed to Susan Doyle (sdoyle@pa.gov), Betty McCloskey (bmccloskey@pa.gov) or Sheila Barder (sbarder@pa.gov).