

Process: TDL/Vacation payouts for staff retirement and separation and terminal vacation payouts for faculty members are created via transaction PA30 (alternatively, this task can be processed via transaction PA61).

When an employee retires, the Retirement Office will complete the Retirement Action via transaction PA40. The employee’s department will handle the payouts.

The **Time Quota Compensation (0416)** Infotype is for staff and faculty payouts. Payouts for post-doctoral scholars are created with Infotype 2010.


NOTE: Before creating quota payouts, users should review UK policy and procedure to determine eligibility. The employee may not be eligible for payout of the total balance.

| | |
|-------------------------------|-------------------------------|
| Role: Authorized Users | Frequency: When Needed |
|-------------------------------|-------------------------------|

Beginning

| | |
|----------------------------|----------------|
| Enter the transaction code | PA30 (or PA61) |
|----------------------------|----------------|

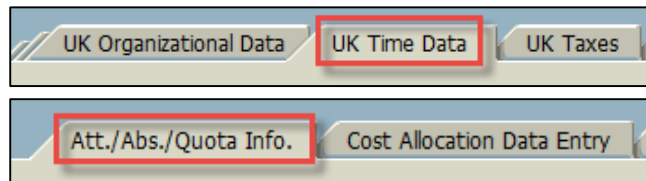
Maintain HR Master Data (or Maintain Time Data – PA61)

| | |
|------------------|---|
| Person ID | Enter the employee’s Person ID or use the Possible Entries icon  to search |
|------------------|---|

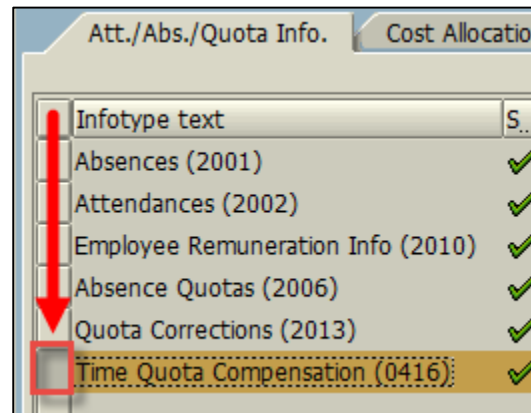
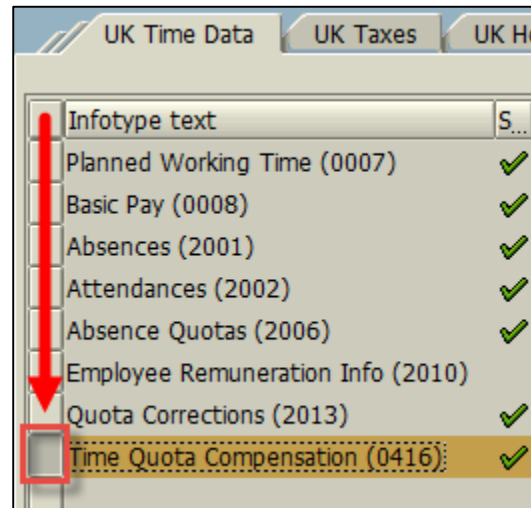
Press **Enter** to populate the fields below the **Person ID** and **Pers.Assgn** line

| | | | |
|-------------|-------------------|---------------|------------------|
| Person ID | | Pers.Assgn | |
| Name | Deborah K Zoll | Empl. % | 100.00 |
| EE group | A Staff | Pers.area | 1000 Main Campus |
| EE subgroup | 03 Exempt Monthly | Pers. subarea | 0001 Reg FT |

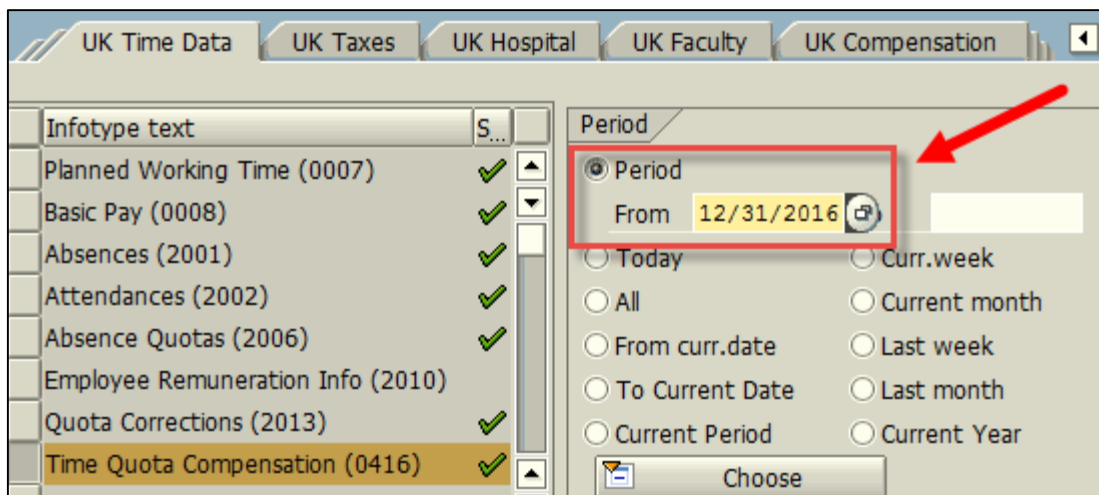
| | |
|-------------------|---|
| Pers.Assgn | Ensure that the correct Personnel Assignment information (Personnel Number and Position Number) for the payout is displayed in this field |
|-------------------|---|

| | |
|---|--|
| Select the UK Time Data tab (or the Att./Abs./Quota Info. tab – PA61) |  |
|---|--|

Select the **Time Quota Compensation (0416)** infotype



Enter the employee's last working day in the **From** field in the **Period** section of the screen (with the radio button next to **Period** selected)



NOTE: It is very important that you enter the date so that only quotas that have not expired prior to that date display.

Click on the **Create** icon in the Application Toolbar



Depending upon the type of employee (non-exempt or exempt), the appropriate selection box will appear.

Double-click on the type of payout you wish to enter in the **Subtypes for infotype "Time Quota Compensation (0416)"** selection box

| ESG | PSGpg | Comp.meth. | Description |
|-----|-------|------------|---------------------------|
| 1 | 01 | HOLE | Holiday payout exempt |
| 1 | 01 | TDLE | TDL payout exempt |
| 1 | 01 | TDRE | TDL payout exempt Ret 10% |
| 1 | 01 | VACE | Vac payout exempt |
| 1 | 01 | VACL | Vac payout exempt Legacy |
| 1 | 01 | VAFS | Vac payout Faculty Admin |
| 1 | 01 | ZVEX | Payroll Only - Vac Exempt |
| 1 | 01 | ZVFA | Payroll Only - Vac Fac Ad |

Create Time Quota Compensation (0416)

When the infotype opens, you should see a list of the unexpired quota. You will only see records where the **Start** date is less than the **Deduction to** date.

Person ID: [] Pers.Assgn: []

Personnel No: [] Name: Deborah... Status: Active

EE group: A Staff Personnel ar: 1000 Main Campus

WS rule: FI1C 8 h/d 40 ... SSN: []

Start: 12/31/2016

Comp. method: VACE Vac payout exempt

Compensation specifications

- Automatic compensation
- Manual compensation

Time quota type: []

Compensation rule: []

No. to compensate: [] Do not account

Absence quotas

| ATy | Quota text | Entitl. | Unit | Comp. | Rem. | WT | Amount | Curre... | Deduction f... | Deduction to |
|-----|------------|-----------|-------|---------|----------|----|--------|----------|----------------|--------------|
| 01 | Vacation | 160.08000 | Hours | 0.00000 | 23.12000 | | 0.00 | | 07/31/2015 | 06/30/2017 |

Click in the radio button next to **Manual compensation**

Compensation specifications

- Automatic compensation
- Manual compensation

Time quota type: 00

Compensation rule: 000

No. to compensate: 0.00000 Do not account

The **Rem.** column shows how much quota (in hours) is available for each line (bucket).

| Absence quotas | | | | | | | |
|----------------|------------|-----------|-------|-------|----------|----|--------|
| ATy | Quota text | Entitl. | Unit | Comp. | Rem. | WT | Amount |
| 01 | Vacation | 160.08000 | Hours | | 23.12000 | | |

Enter the number of hours you wish to pay out against each line (bucket) in the **Comp.** column

| Absence quotas | | | | | | |
|----------------|------------|-----------|-------|-------|----------|----|
| ATy | Quota text | Entitl. | Unit | Comp. | Rem. | WT |
| 01 | Vacation | 160.08000 | Hours | 23.12 | 23.12000 | |

Click on the **Save** icon in the Standard Toolbar



Maintain HR Master Data (or Maintain Time Data – PA61)

Use the same process to enter any other payouts you need to make. Vacation will be the most complicated because it is more likely to have multiple lines.

In order to enter additional payouts, it may be necessary to remove the compensation method code from the **Sty** field in the **Direct selection** section of the screen. This code will automatically populate as the code for the last payout type processed. Delete or change to the correct code before entering additional payouts.

| Direct selection | |
|------------------|--|
| Infotype | Time Quota Compensation (04... STy VACE Vac payout exempt |

Click on the **Exit** icon to exit the transaction

