



2013 QUOTA CORRECTION RECORDS

TM- 62 | TRANSACTION ZPT2013




The purpose of this Business Process Procedure is to explain how to view a list of Infotype 2013 – Quota Correction Records in the Integrated HR-Payroll System.

Trigger: There is a need to view a list of Infotype 2013 – Quota Correction Records for employees.

Business Process Procedures: The ZPT2013 Report (available to Leave Administrators) provides a list of Infotype 2013 – Quota Correction Records and also provides a more convenient way to view the records than using transaction code PA61 or PA20. Quota correction records are used to adjust quota balances when appropriate and were used to load conversion balances.

Procedures

To view 2013 Quota Corrections for a list of employees, use transaction ZPT2013.

1. In the Period section, the **Other period** radio button is selected by default. It can be left as is. The dates in this section are used by the report to select the employees who are valid at that time.
2. In the Selection section, click the **Multiple selection** button  beside Personnel Number field.

2013 Quota Correction Records

Further selections Search helps Sort order

Period

Today Current month Current year
 Up to today From today
 Other period

Data Selection Period To
Person selection period To

Payroll period

Selection

Personnel Number
Employment status 0
Company Code
Personnel area
Personnel subarea
Payroll area
Pers.area/subarea/cost center
Employee group/subgroup

Email



Set Up

Additional data

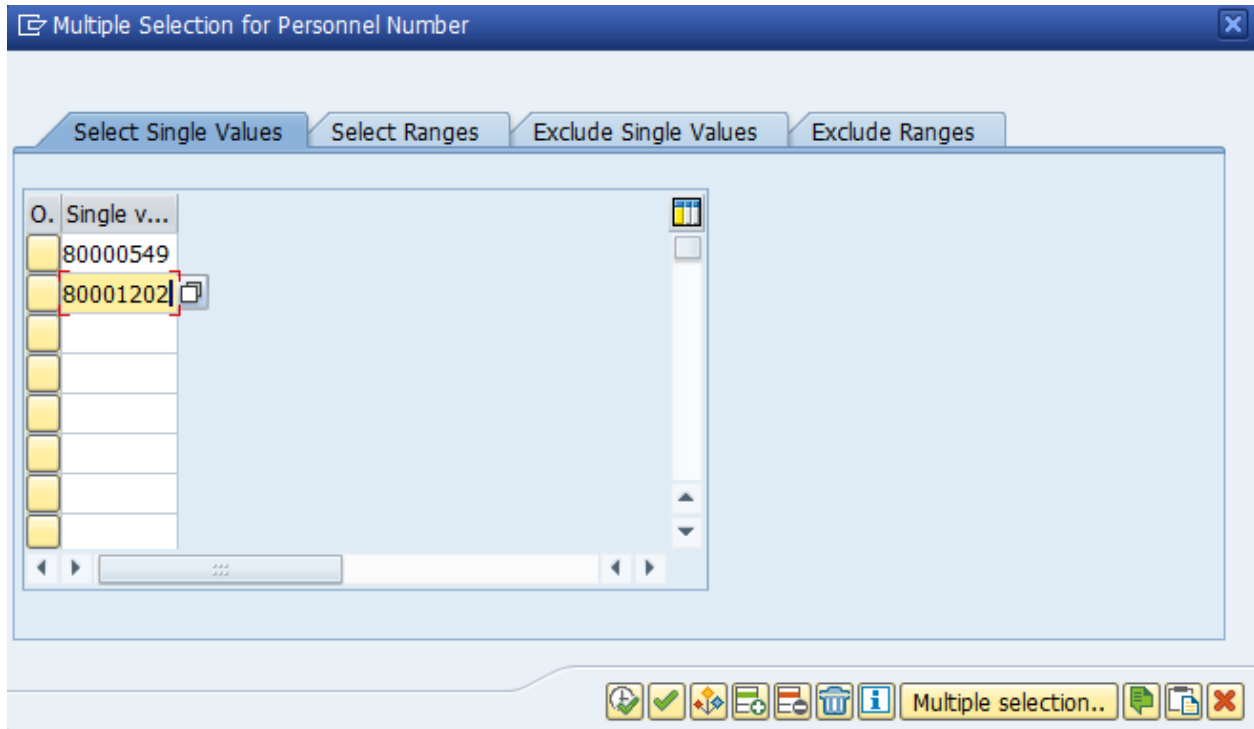
Absence Quota Type to
Operation Indicators for Autom to
Transfer Accrued Entitlement to
Name of Person Who Changed Obj to

Output

Query Title 2013 Quota Correction Records
 Output to ALV ALV Variant
File output
File Type Text file (delimited or fixed value)
 Output to Local File
 Open file on completion
 Output to Appl. Server File
 Overwrite file if it exists

3. Click the **Upload from clipboard** button  (assuming you have a list of Personnel Numbers already copied into your clipboard from a spreadsheet). You can also type in specific Personnel Numbers.
4. Click the **Copy** button 

TIP: This report will run fastest if Personnel Numbers are entered in the selection criteria.



5. In the **Additional data** section, you can enter values in the fields to further restrict your search for records.

TIPS:

- More specific results can be obtained by entering a quota type in the **Absence Quota Type** field in the **Additional data** section. This will return just the records for that specific quota type.
 - More specific results can be obtained by entering the Leave Admin’s Personnel Number (include leading zeroes) in the **Name of Person Who Changed Obj** field. This will return just the 2013s created by that Leave Admin but may take several minutes to run.
6. In the **Output Options** section, change the query title if desired. The default value is **2013 Quota Correction Records**. Results can be output directly to a file by selecting the **Output to Local File** checkbox and entering a file path and name.

7. Click the **Execute** button 

2013 Quota Correction Records

Further selections Search helps Sort order

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 Up to today From today
 Other period

Data Selection Period To

Person selection period To

Payroll period

Selection

Personnel Number

Employment status

Company Code

Personnel area

Personnel subarea

Payroll area

Pers.area/subarea/cost center

Employee group/subgroup

Email

Set Up

Additional data

Absence Quota Type to

Operation Indicators for Autom to

Transfer Accrued Entitlement to

Name of Person Who Changed Obj to

Output

Query Title

Output to ALV ALV Variant

File output

File Type

Output to Local File

Open file on completion

Output to Appl. Server File

Overwrite file if it exists

8. View the results.

2013 Quota Correction Records

Personnel number	Start Date	End Date	Absence quot..	Quota number	Oper...	T...	Changed by
80000549	12/31/2011	12/31/2011	22	40.00000	+		80001234
80000549	12/31/2011	12/31/2011	22	8.00000	+		80001234
80000549	12/31/2011	12/31/2011	40	40.00000	-		80001234
80000549	12/31/2011	12/31/2011	40	8.00000	-		80001234
80001202	12/31/2011	12/31/2011	22	45.00000	-		80001234
80001202	12/31/2011	12/31/2011	40	8.00000	-		80001234

Columns in the results:

- The **Personnel Number** identifies the employee.
- The **Start Date** and **End Date** should always be the same. They represent the effective date of the quota correction.
- The **Absence Quota Type** indicates which quota was affected by the quota correction.
- The **Quota Number** is the number of hours of the correction that was applied.
- The **Operation** indicates whether the correction was an increase (+) or a reduction (-). The replace (=) operation indicator should never be seen on a record. If it is seen, the record should be reviewed and changed appropriately.
- The **Transfer Immediately** indicator should always be the value “Y.” If another value is seen, the record should be reviewed and changed appropriately.
- The **Changed By** value indicates the personnel number of the leave admin who created or last changed the record.

TIPS:

- The results can be sorted, filtered, exported to a spreadsheet, etc., as with any ALV grid report.
- Once you have results, you can further narrow them down to see just records dated in a specific time period by right-clicking on the **Start Date** column, selecting **Set Filter...**, and entering the date range for which you want to see records. Click the green check to apply the filter.

Additional Resources

Training HELP website: https://www.osc.nc.gov/training/training_help_documents

Change Record

Change Date: 7/29/2020 – Changed by C. Ennis

Changes: Updated format, assigned reference number, and made accessible

Change Date: 4/8/2022 – Changed by A. Durrence

Changes: Fixed capitalization, bolding of key terms, and added additional Alt Text