

TM-57 PA61 Advanced Leave

Purpose

The purpose of this Business Process Procedure is to explain how to enter Advanced Sick leave or Advanced Vacation leave in the Integrated HR-Payroll System.

Trigger

There is a need to enter Advanced Sick leave or Advanced Vacation leave in the Integrated HR-Payroll System.

Business Process Procedure Overview

OSHR policy allows advanced leave to be granted to employees provided it is formally approved by the employee's supervisor. With proper approval, an employee can receive advances of Sick and Vacation leave in amounts not exceeding that which an employee will accrue within the remainder of the calendar year. Due to the fact that an employee cannot maintain negative leave balances in the Integrated HR-Payroll System, a Time Administrator will create a separate Absence Quota equal to the approved amount of Advanced Leave. When the Advanced Leave quota is reduced, the system will create and manage a separate Attendance Quota to represent the liability that the employee owes the State by using leave in advance of accruing it. As leave is accrued, the liability is then reduced accordingly. Policy also allows for recovery from Overtime, GAP, Callback to satisfy the liability.

Advanced Leave quotas are created using the Quota Corrections Infotype (Infotype 2013). There are two subtypes of Infotype 2013 that are relevant to the State's Advanced Leave policy:

- Advanced Vacation (Subtype 31)
- Advanced Sick (Subtype 32)

This BPP will detail: Manually creating an Advanced Leave quota.

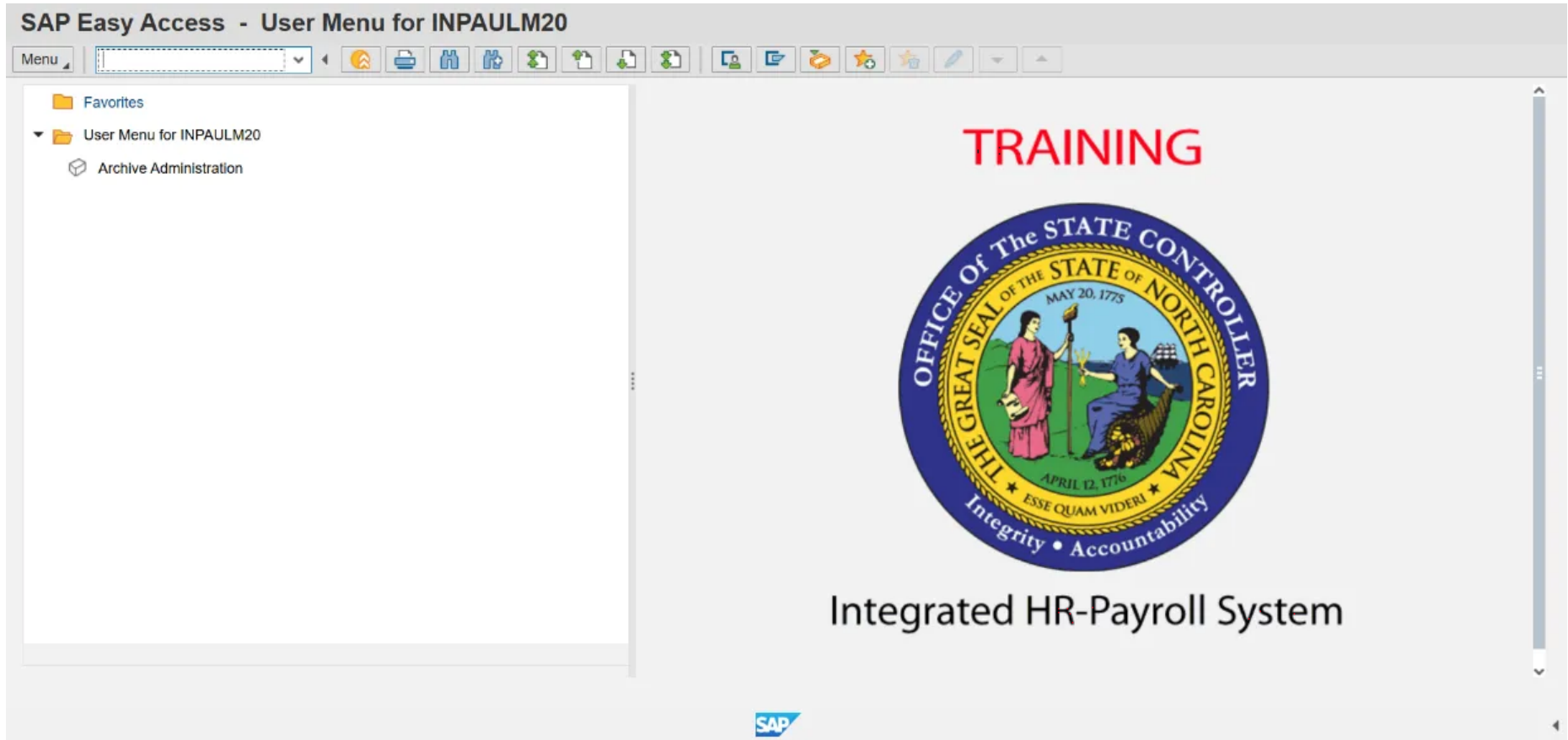
Access Transaction

Via Transaction Code: PA61

Procedure

There are 14 steps in this process.

Image



Step 1. Update the **Command** field using transaction code **PA61**.

Step 2. Click **Enter**.

Image

Maintain Time Data

Menu



Personnel no.



Working times

Additional account assignments

Time quotas

Time management data



Infotype Text

Statu

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

☒ Period

From

To

☐ Today

☐ Current Week

☐ All

☐ Current Month

☐ From Today

☐ Last Week

☐ Until Today

☐ Last Month

☐ Curr. Period

☐ Current Year



Choose

Direct selection

Infotype

STy

Step 3. Update the **Personnel no.** field.

Step 4. Click **Enter**.

Information: Ensure the correct personnel number was entered after clicking Enter.

Image

Maintain Time Data

Menu



Personnel no.

80000532



Name

Kathy Allen03

EEGroup

A

SHRA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

B1

FT S-FLSAOT Perm

CostC

4699999999

CULTURE RESOURCES



Working times

Additional account assignments

Time quotas

Time management data



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Employee Remuneration Info

Period

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☐ Today

☐ Current Week

☐ All

☐ Current Month

☐ From Today

☐ Last Week

☐ Until Today

☐ Last Month

☐ Curr. Period

☐ Current Year



Choose

Direct selection

Infotype

STy

Step 5. Update the following required and optional fields:

- From Date
- Infotype: Example 2013

Information: The FROM date represents the current date or the date that the employee's Advanced Leave quota should be available for deduction. System will set the To date to the end of the calendar year automatically.

Step 6. Update the following required and optional fields:

- STy: Example: 32

Information: If the employee has been approved for Advanced Vacation Leave, enter subtype value [31]. If the employee has been approved for Advanced Sick Leave, enter subtype value [32].

Image

Maintain Time Data

Menu



Personnel no.

80000532



Name

Kathy Allen03

EEGroup

A

SHRA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

B1

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Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

☒ Period

From 10/22/2025 To

☐ Today

☐ Current Week

☐ All

☐ Current Month

☐ From Today

☐ Last Week

☐ Until Today

☐ Last Month

☐ Curr. Period

☐ Current Year



Choose

Direct selection

Infotype

Quota Corrections

STy

32

Adv Sick Leave Allowed

Step 7. Click the **Create (F5)** button.

Image

Create Quota Corrections (2013)

Menu



Personal work schedule

Personnel No

80000532

Name

Kathy Allen03

EE group

A

SHRA Employees

Personnel ar

4601

Natural and Cultural Resources

WS rule

D01N08GN

MTWHF-8,SaS-O

Status

Active

Start

10/22/2025

Absence quota type



Adv Sick Leave Allowed

Change accrual entitlement

Quota number

Hours

☒ Increase generated entitlement

☐ Reduce generated entitlement

☐ Replace generated entitlement

Change transfer time

Transfer

Do not change transfer time



Step 8. Update the following required and optional fields:

- Quota number: Example 40

Caution: The Integrated HR-Payroll System will not validate the number of hours entered against the estimated leave hours the employee should accrue during the remainder of the year. The Time Administrator should validate that the approved hours comply with OSHR policy.

Step 9. Click the **Transfer** dropdown.

Image

Create Quota Corrections (2013)

Menu ▾



Personnel No

80000532

Name

Kathy Allen03

EE group

A SHRA Employees

Personnel ar

4601

Natural and Cultural Resource

WS rule

D01N08GN MTWHF-8,SaS-O

Status

Active

Start

10/22/2025

Absence quota type

32

Adv Sick Leave Allowed

Change accrual entitlement

Quota number

40 Hours

- ☒ Increase generated entitlement
- ☐ Reduce generated entitlement
- ☐ Replace generated entitlement

Change transfer time

Transfer

Do not change transfer time



Do not change transfer time

X Transfer collected entitlement immediately

Y Only transfer quota correction immediately

Step 10. Select **Do not change transfer time** in the list box.

Information: The DO NOT CHANGE TRANSFER TIME option allows the Advanced Leave quota to be generated during the next Time Evaluation process and will be available to the employee the following day. Selecting this option also generates the correct 'deduction from' and 'deduction to dates.'

Step 11. Click **Save (Ctrl+S)**.

Step 12. Click **Menu > Edit > Maintain text** and **enter notes**.

Step 13. Click the **Save button** to save your notes. The Detail record screen will display again on your screen.

Step 14. Click the **Save** button to save the record.

The system task is complete.

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