

## **TM-59 Updating Absence Deductions**

### **Purpose**

The purpose of this Business Process Procedure is to explain how to update absence deductions in the Integrated HR-Payroll System.

### **Trigger**

There is a need to update absence deductions.

### **Business Process Procedures**

Absence deduction records can be “updated” by opening up the infotype 2001 record in “change” mode and then saving it again. This can be done by a Leave Administrator or HR Administrator. The results are available immediately.

Note: Use the magic formula of  $PT50 = T \text{ Series} = 9901$  prior to following this procedure. If the formula is not balanced, this procedure is not applicable.

### **Procedures**

To identify which absences were deducted from a specific quota, use transaction PT50.

There are 7 steps in this process.

Step 1. Click on the **Absence quotas** tab.

Image

## Quota Overview

Menu



Time evaluation



Projection



Selection

Personnel No.

80000532



Name

Kathy Allen03

Personnel area

4601

Natural and Cultural ...

Cost Center

4699999999

CULTUR...

EE subgroup

B1

FT S-FLSAOT Perm

WS rule

D01W0806

TWHFSa-...

Selection dates



Absence quotas



Accrual information



Attendance quotas

| Totals row | Quota Type | Cost Center        | Unit  | Entitl.   | Rem.      | Requested | Compens. | Deduction fro |
|------------|------------|--------------------|-------|-----------|-----------|-----------|----------|---------------|
|            | 10         | Vacation Leave     | Hours | 330.64000 | 330.64000 | 0.00000   | 0.00000  |               |
|            | 15         | Sick Leave         | Hours | 353.10000 | 213.10000 | 140.00000 | 0.00000  |               |
|            | 20         | Overtime Comp Time | Hours | 0.00000   | 0.00000   | 0.00000   | 0.00000  |               |
|            | 22         | Holiday Comp Time  | Hours | 16.00000  | 16.00000  | 0.00000   | 0.00000  |               |
|            | 40         | Holiday Leave      | Hours | 320.00000 | 48.00000  | 272.00000 | 0.00000  |               |

### Selection intervals

Validity period

01/01/2008

12/31/9999



Deduction period

01/01/2008

12/31/9999



Expand

Step 2. Click the “**Expand**” button at the bottom of the screen.

Step 3. Select the row containing the “**Requested**” hours for which you want to see the deductions.

Image

## Quota Overview

Menu Time evaluation Projection Select

Personnel No. 80000532  
Name Kathy Allen03  
Personnel area 4601 Natural and Cultural ... Cost Center 4699999999 CULTUR...  
EE subgroup B1 FT S-FLSAOT Perm WS rule D01W0806 TWHFSa-...

Selection dates Absence quotas Accrual information Attendance quotas

| Totals row | AbQuotaTyp | Quota text         | Unit  | Entitl.   | Rem.      | Requested | Compens. | Dedu  |
|------------|------------|--------------------|-------|-----------|-----------|-----------|----------|-------|
|            | 10         | Vacation Leave     | Hours | 330.64000 | 330.64000 | 0.00000   | 0.00000  |       |
|            |            |                    |       | 330.64000 | 330.64000 | 0.00000   | 0.00000  | 01/10 |
|            | 15         | Sick Leave         | Hours | 353.10000 | 213.10000 | 140.00000 | 0.00000  |       |
|            |            |                    |       | 353.10000 | 213.10000 | 140.00000 | 0.00000  | 01/10 |
|            | 20         | Overtime Comp Time | Hours | 0.00000   | 0.00000   | 0.00000   | 0.00000  |       |

### Selection intervals

Validity period 01/01/2008 - 12/31/9999   
Deduction period 01/01/2008 - 12/31/9999

Collapse

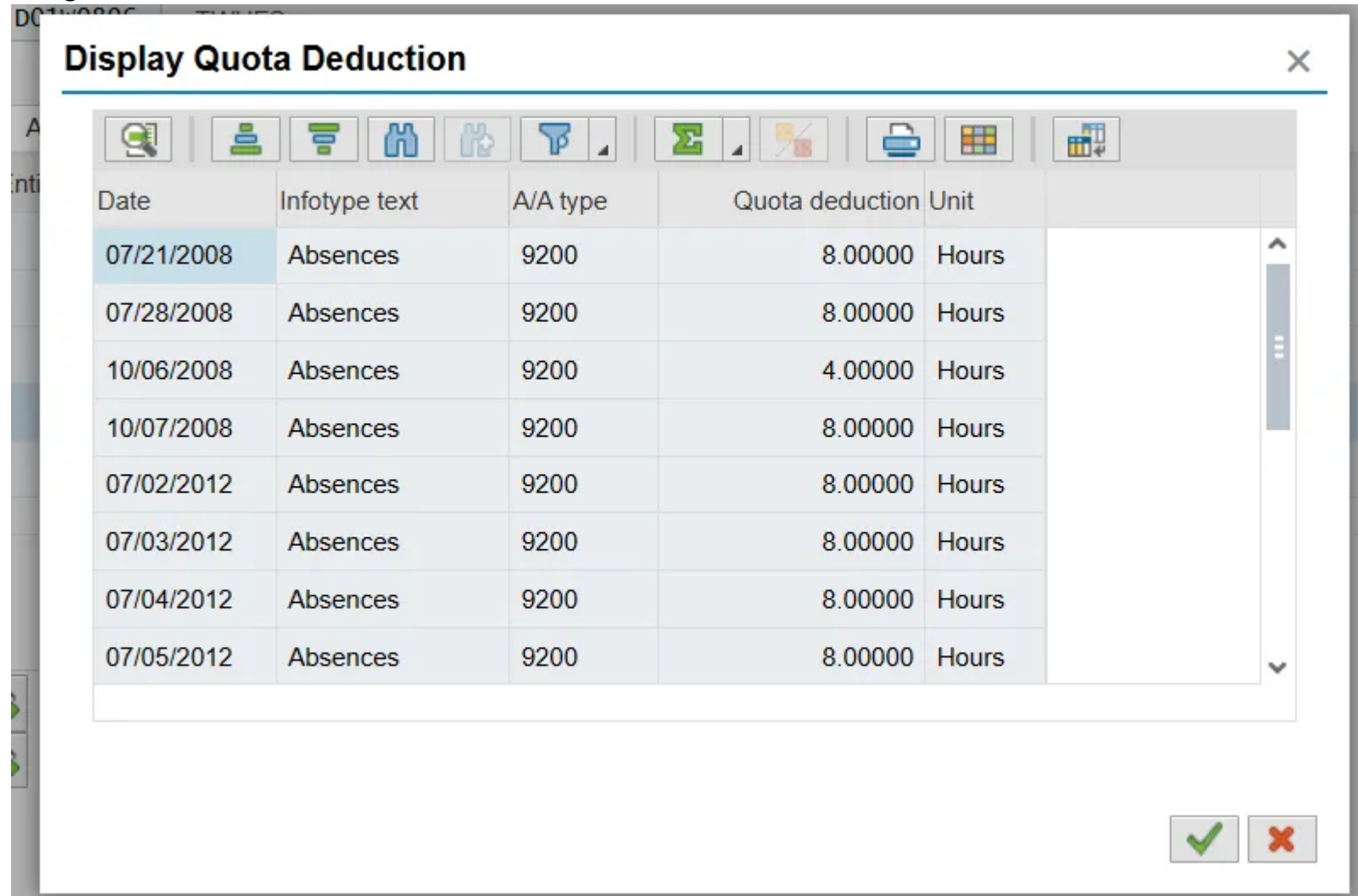
Entitlement

Deduction

Quota record

Step 4. Click on the “**Deduction**” button at the bottom of the screen.

Image



The screenshot shows a window titled "Display Quota Deduction" with a close button (X) in the top right corner. The window contains a table with the following columns: Date, Infotype text, A/A type, Quota deduction, and Unit. The table lists several records for Absences (Infotype text) with a quota deduction of 8.00000 Hours. The first record is dated 07/21/2008. The table is scrollable, as indicated by the vertical scrollbar on the right. At the bottom right of the window, there are two buttons: a green checkmark and a red X.

| Date       | Infotype text | A/A type | Quota deduction | Unit  |
|------------|---------------|----------|-----------------|-------|
| 07/21/2008 | Absences      | 9200     | 8.00000         | Hours |
| 07/28/2008 | Absences      | 9200     | 8.00000         | Hours |
| 10/06/2008 | Absences      | 9200     | 4.00000         | Hours |
| 10/07/2008 | Absences      | 9200     | 8.00000         | Hours |
| 07/02/2012 | Absences      | 9200     | 8.00000         | Hours |
| 07/03/2012 | Absences      | 9200     | 8.00000         | Hours |
| 07/04/2012 | Absences      | 9200     | 8.00000         | Hours |
| 07/05/2012 | Absences      | 9200     | 8.00000         | Hours |

Step 5. View the pop-up window that lists the infotype 2001 records that are being deducted from the quota.

Step 6. To update an absence, **double-click** on the row for that **absence** in the pop-up window.

Note: It is best to start with the most recent absence and work backwards in time.

Image

## Change Absences (2001)

Menu ▾



Personnel

|              |                        |              |               |                                |                     |
|--------------|------------------------|--------------|---------------|--------------------------------|---------------------|
| 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        | 07/19/2012             | o            | 07/19/2012    | chg.                           | 08/08/2013 00716789 |

### Absence

|               |                      |                                                          |
|---------------|----------------------|----------------------------------------------------------|
| Absence type  | 9200                 | Sick Leave                                               |
| Time          | <input type="text"/> | - <input type="text"/> <input type="checkbox"/> Prev.day |
| Absence hours | 8.00                 | <input checked="" type="checkbox"/> Full-day             |
| Absence days  | 1.00                 |                                                          |
| Calendar days | 1.00                 |                                                          |
| Quota used    | 8.00                 | Hours                                                    |

### Advance payment

|                    |                      |
|--------------------|----------------------|
| Off-cycle reason   | <input type="text"/> |
| Payment date       | <input type="text"/> |
| Payroll Identifier | <input type="text"/> |
| Payroll type       | <input type="text"/> |

Step 7. Click “**Save**” and the absence will be updated to deduct from the appropriate quota(s) in the hierarchy that currently have a positive balance.

Note: Click through any warning messages that may pop up. Any error messages that pop up will advise of conditions that need to be addressed before the absence can be updated.

After saving the record, the system will return to the pop-up screen listing the absences.

Note: The pop-up window will not refresh until it is closed and reopened.

Note: The Absence quotas tab will not refresh automatically unless there was only one absence listed.

## **First Published**

Tue, 08/13/2013

## **Last Updated**

Thu, 01/29/2026

[View PDF](#)