



UPDATING ABSENCE DEDUCTIONS

TM-59 | TRANSACTIONS PT 50 AND IT2001



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 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.

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

Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requested	Compens.	Deduction from	Deduction
	20	Overtime Comp Ti...	Hours	0.00000	0.00000	0.00000	0.00000		
	22	Holiday Comp Time	Hours	30.00000	6.00000	36.00000	0.00000		
	40	Holiday Leave	Hours	312.00000	72.00000	240.00000	0.00000		

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



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

Quota Overview

Time evaluation Projection Selection

Personnel No. 80000468
 Name Rita Henry
 Personnel area 4601 Natural and Cultural... Cost Center 4699999999 CULTUR...
 EE subgroup B1 FT S-FLSAOT Perm WS rule D02N10_F MTWH-1...

Selection dates Absence quotas Accrual information Attendance quotas

Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requested	Compens.
				0.00000	0.00000	0.00000	0.00000
		22 Holiday Comp Time	Hours	30.00000	6.00000-	36.00000	0.00000
				30.00000	6.00000-	36.00000	0.00000
				0.00000	0.00000	0.00000	0.00000

- Click on the “Deduction” button at the bottom of the screen.



Display Quota Deduction

Date	IT text	A/A type	Deduction	Unit
11/10/2011	Absences	9000	2.00000	Hours
11/23/2011	Absences	9000	2.00000	Hours
11/24/2011	Absences	9000	2.00000	Hours
12/14/2015	Absences	9000	10.00000	Hours
12/15/2015	Absences	9000	10.00000	Hours
12/16/2015	Absences	9000	10.00000	Hours

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

Change Absences (2001)

Personal work schedule Activity allocation Cost assignment External ser

Personnel No 80000468 Name Rita Henry
 EE group A SPA Employees Personnel ar 4601 Natural and Cultural Resources
 WS rule D02N10_F MTWH-10,FSaS-O Status Active
 Start 12/16/2015 To 12/16/2015 Chg. 01/15/2016 BATCHTIME

Absence

Absence type 9000 Approved Leave
 Time - Prev.day
 Absence hours 10.00 Full-day
 Absence days 1.00
 Calendar days 1.00
 Quota used 10.00 Hours

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.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: X/XX/20 – Changed by C. Ennis

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