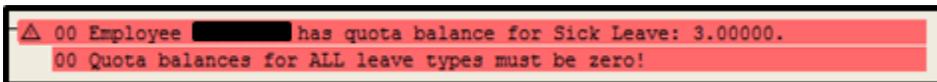


Human Resources Help Document

Using PT50 When Processing Separation Actions

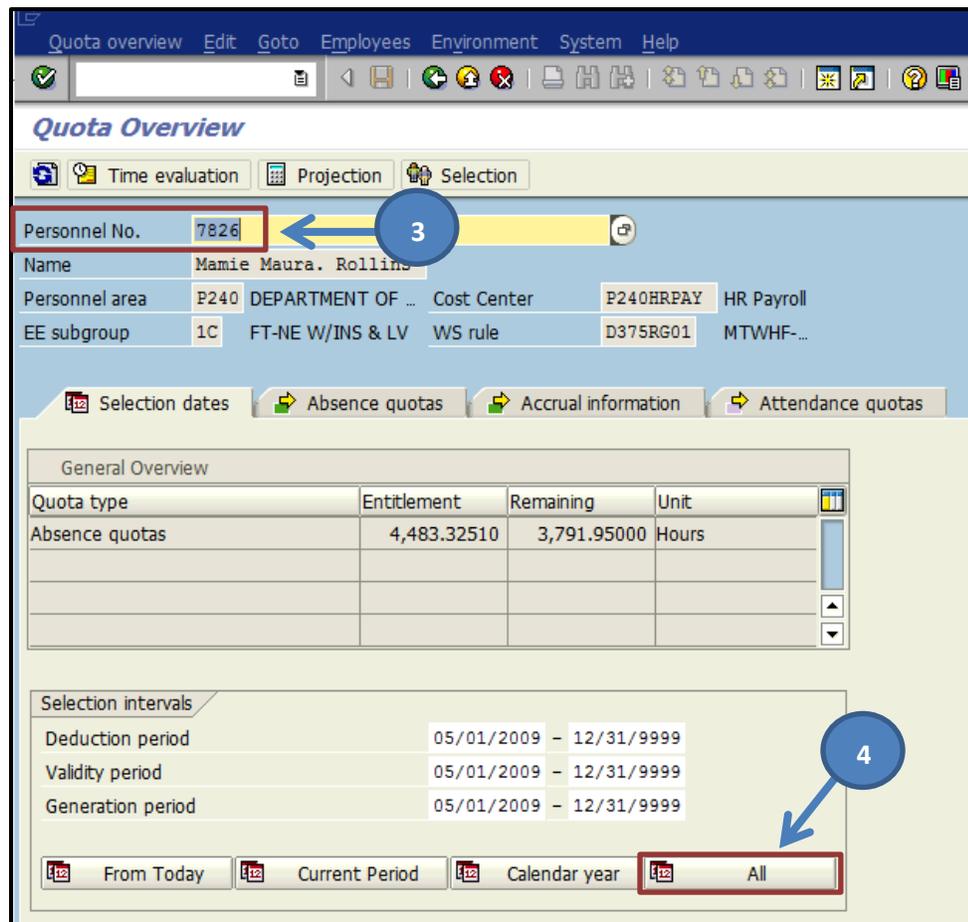
Once a Separation action has been completed and at least one entry has been made in IT0416 Time Quota Compensation, a payroll error (similar to the one shown below) will occur if the employee's leave balances are not equal to 0.00 (either positive or negative balance amounts).



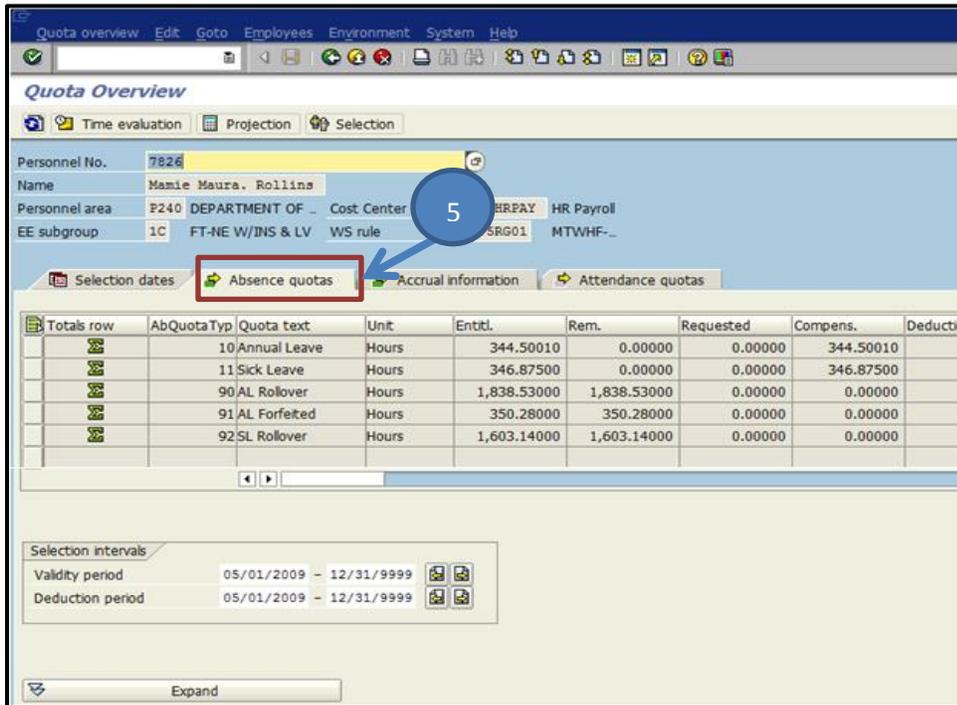
Note: *If you receive this payroll error, do not assume that the number in the error is accurate.* Complete the following instructions to review the employee's quota balances:

Using PT50 Quota Overview

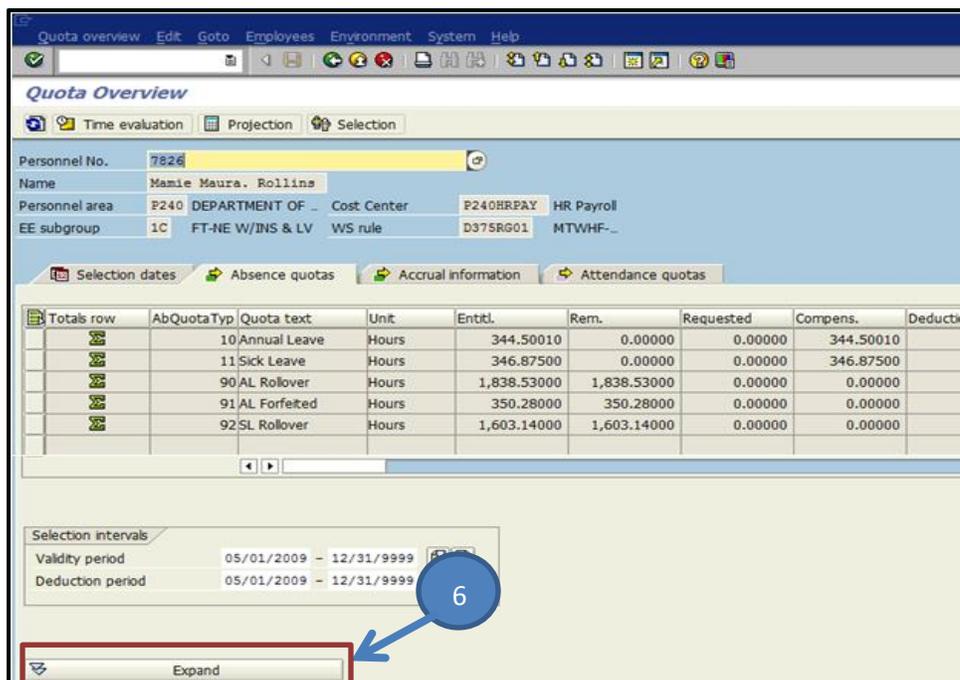
1. Type **PT50** in the Command field on the Easy Access Screen.
2. Click the **Enter** button .
3. Type the **Personnel Number** in the Personnel No. field.
4. Click the **All** button.



- Click the **Absence Quota** tab to view quota balances.



- If the employee's Annual Leave, Sick Leave, Holiday Comp time and/or Comp time balances are 0.00, click the **Expand** button to see more details. ***If there are any positive or negative amounts in the Remaining (Rem.) column, and you are unsure how to correct the balance(s), please submit a SCEIS Help Desk ticket.***



The example below shows positive and negative lines of Annual Leave that add to a 0.00 quota balance. If you encounter this situation, please submit at SCEIS Help Desk ticket.

Note: Disregard any negative lines of Holiday Comp time earned **prior** to December 2, 2014.

Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem	Requested	Compens.	Deduction from	Deduction to	Start Date	End Date	Det. ent.
	10	Annual Leave	Hours	344.50010	0.00000	0.00000	344.50010					
				6.50000	0.50000	0.00000	7.00000	05/01/2009	12/31/9999	05/01/2009	05/01/2009	
				338.00010	0.50000	0.00000	337.50010	05/15/2009	12/31/9999	05/15/2009	12/31/9999	
	11	Sick Leave	Hours	346.87500	0.00000	0.00000	346.87500					
				346.87500	0.00000	0.00000	346.87500	05/15/2009	12/31/9999	05/15/2009	12/31/9999	
	90	AL Rollover	Hours	1,838.53000	1,838.53000	0.00000	0.00000					
				151.03000	151.03000	0.00000	0.00000	01/01/2010	12/31/2010	01/01/2010	12/31/2010	
				337.50000	337.50000	0.00000	0.00000	02/01/2011	01/31/2012	01/31/2011	01/31/2011	
				337.50000	337.50000	0.00000	0.00000	02/01/2012	01/31/2013	01/31/2012	01/31/2012	
				337.50000	337.50000	0.00000	0.00000	01/01/2013	12/31/2013	12/31/2012	12/31/2012	
				337.50000	337.50000	0.00000	0.00000	01/01/2014	12/31/2014	12/31/2013	12/31/2013	
				337.50000	337.50000	0.00000	0.00000	01/01/2015	12/31/2015	12/31/2014	12/31/2014	
	91	AL Forfeited	Hours	350.28000	350.28000	0.00000	0.00000					
				38.53000	38.53000	0.00000	0.00000	02/01/2011	01/31/2012	01/31/2011	01/31/2011	
				218.00000	218.00000	0.00000	0.00000	02/01/2012	01/31/2013	01/31/2012	01/31/2012	
				93.75000	93.75000	0.00000	0.00000	01/01/2013	12/31/2013	12/31/2012	12/31/2012	
	92	SL Rollover	Hours	1,603.14000	1,603.14000	0.00000	0.00000					
				75.00000	75.00000	0.00000	0.00000	01/01/2010	12/31/2010	01/01/2010	12/31/2010	
				187.50000	187.50000	0.00000	0.00000	02/01/2011	01/31/2012	01/31/2011	01/31/2011	
				300.00000	300.00000	0.00000	0.00000	02/01/2012	01/31/2013	01/31/2012	01/31/2012	
				346.88000	346.88000	0.00000	0.00000	01/01/2013	12/31/2013	12/31/2012	12/31/2012	
				346.88000	346.88000	0.00000	0.00000	01/01/2014	12/31/2014	12/31/2013	12/31/2013	

Avoiding Quota Balance Payroll Errors

- Ensure all working time and leave requests are entered, approved and posted prior to completing the Separation action. In order to reconcile time and leave records, use the following reports:
 - [Missing Time](#) and [Unapproved Time](#) Report – ZHRMTR
 - [Time Collision Report](#) – ZHRTCR
 - [Unapproved and Stuck Leave Report](#) – ZHRUAL
 - [Time Evaluation Messages Report](#) – PT_ERL00
 - FMLA Exception Report (provided by SCEIS weekly)
 - [Unapproved Working Time](#)– CATS_APPR_LITE
- Check the Accrual Information tab in [PT50 Quota Overview](#)
 - If leave accruals exist after the employee’s termination date, be sure to consider the accruals when calculating the appropriate amount to compensate/forfeit in IT0416.
 - Ensure the employee has accrued all leave that they are due.

- Check the Absence Quotas tab in PT50 Quota Overview
 - If there are any negative balances of annual leave, sick leave, or Comp time, further research and corrections are needed prior to completing the separation.
 - Expand the Absence Quotas tab if any Holiday Comp time is present.
 - Check any Holiday Comp time earned after December 2, 2014. If any of those lines show any negative amounts, further research and corrections are needed prior to completing the separation.
 - Disregard any negative lines of Holiday Comp time earned prior to December 2, 2014.
 - Do **not** manually compensate Holiday Comp time. Allow Time Evaluation to run, and then generate the payroll simulation.

If you have questions about this information, please contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at <http://www.sceis.sc.gov/requests/>.