1. From the BUworks Central portal click the Employee Self-Service tab, the Working Time link, and the Quota Overview link.

2. Enter the Key Date that’s under review. You can enter today’s date or you can enter a future date if you are projecting what a quota will be to review your quota balances, click Display.

3. Click Exit to finish.
Before using this procedure when checking accrual balances:

- Prior to paying out an employee due to separation from the University
- To review when the rate for a vacations or sick time accrual has changed
- To review the awarding of personal days, comp time and additional sick times
- To determine historical detail about accruals such as the date an accrual was granted, was used, or has expired

1. Enter PT50 in the SAP Easy Access transaction field.
2. Hit Enter.
3. Enter the Person ID, or search by name using the drop-menu, and hit enter.

4. Click the Absence quotas tab to view the total earned, remaining, and any approved requested time by absence quota. This gives you the best summary view.

5. Click the Accrual Information button to view the individual quotas as they appeared on the date they were earned.

Print or record the vacation time balance if preparing a payout. See PA61 process below.

3. Enter today’s date in the Deduction Period and click ALL to view entire accrual history.
Perform this procedure when you need to process time quota compensation. Vacation quota compensation pay-out occurs:

- After the termination action has been processed
- After all earned hours have posted.
- After Time Evaluation has run

Vacation accruals are to be paid for any hours remaining upon separation from BU.

L2324 members entitled to pro-rated amount of vacation hours no matter when employment ends; all others are credited with hours if the termination date is the 15th of the month or later.

Getting Started

1. Enter **PA61** in the SAP Easy Access transaction field.

2. Enter the **Person ID**, or search by name using the drop-menu and hit **Enter**.

3. Highlight the **Time Quota Compensation** field by clicking the blue box to the left of the title.

4. Click the **Create** button.

5. Double-click on **Vacation Comp** to populate the Time Quota Compensation screen.

6. Review the current quota balances and enter the number of hours to compensate the employee.

7. Click the **Save** button.

**Caution 1:** The termination must be processed through SAP prior to initiating a payout. **Caution 2:** Discrepancies in quotas that require correction must be documented and forwarded to the Time Management Administrator for review.

Workers Compensation (WC) supplementation will occur weekly as long as the employee has elected to supplement and there is an available balance.