



Individuals who occupy a leave accruing position, upon leaving UK in good standing, may receive a terminal vacation pay out on the last pay statement per [policy 81](#). After determining that a terminal vacation should be processed, HR Time Administrators would utilize [infotype 416](#) in SAP transaction PA30 to record the payout for staff/faculty, or [infotype 2010](#) to record the payout for post-doctoral scholars.

<Scroll to page 3 for Post Doc Scholar Entry Information>

Staff and Faculty

Prior to Entry (Staff and Faculty)

- Verify that the employee has entered all leave requests, and that those requests have been approved/posted to SAP. It may be helpful to run the zhr_leaveusage report.
- After all leave requests have been approved/posted, run [Z_TIMERPT](#) to verify current vacation balances.

Note: For faculty who separate mid-fiscal year, please calculate the prorated vacation allotment.

Making the Entry (Staff or Faculty)

- Access SAP transaction PA30, and select the UK Time Data tab.
- Select the [0416 infotype](#).
- Enter the pay out date (this should be the last employment date – please do not use the separation date) before selecting the create button. It is very important that you enter the date, so that only quotas that have not expired prior to that date display.
- Select the create icon, and the type of payout you wish to enter.

EE group: Staff, Pers.area: 1000 Main Campus
EE subgroup: 03 Exempt Monthly, Pers. subarea: 0001 Reg FT

UK Personal Data | UK Payroll Data | UK Benefits | UK Organizational Data | UK Time D...

Infotype text: S...
Planned Working Time (0007) ✓
Basic Pay (0008) ✓
Absences (2001) ✓
Attendances (2002) ✓
Absence Quotas (2006) ✓
Employee Remuneration Info (2010) ✓
Quota Corrections (2013) ✓
Time Quota Compensation (0416) ✓

Period:
• Period
From: 12/31/2016 To: []
• Today • Curr.week
• All • Current month
• From curr.date • Last week
• To Current Date • Last month
• Current Period • Current Year
Choose

Direct selection:
Infotype: Time Quota Compensation (0416) STy V&CE Vac payout exempt



QRG – Terminal Vacation Entry

- Click Manual compensation and enter the number of hours you wish to pay out against each line. The column with the header Rem shows how much quota is available for each line.

ATy	Quota text	Enttl.	Unit	Comp.	Rem.	WT	Amount	Curr	Deduction fr	Deduction to	Quota counter
01	Vacation	160.08000	Hours	53.28	76.40000				07/31/2015	06/30/2017	00000000012919122006
01	Vacation	106.72000	Hours	106.72	106.72000				07/31/2016	06/30/2018	00000000014758522006

- Save your entries.

Note: The terminal vacation hours cannot exceed the employee's yearly accrual amount.

Pro tip - Prior to the payroll final, run PC00_M10_CEDT, to ensure that the payout is appearing correctly.

<Continue to page 3 for Post-Doctoral Scholar Entry>



Post-Doctoral Scholars

Prior to Entry (Post-Doctoral Scholars)

- Verify that the employee has submitted all leave requests, and that those have been recorded in the department's Post-Doctoral Scholar leave tracking database.

Note: For Post-Doctoral Scholars who separate mid-fiscal year, please calculate the prorated vacation allotment.

Making the Entry (Post Doc Scholars)

- Access SAP transaction PA30, locate the employee, key infotype 2010, and select the “create” icon.



- The start date would be the employee's last day worked.
- The “wage type” would be 3805.
- Enter the number of hours to compensate in the “number” field.
- Select “hours” as the “unit.”
- Save your entry.

Note: The terminal vacation hours cannot exceed the employee's yearly accrual amount.



QRG – Terminal Vacation Entry

Create Employee Remuneration Info (2010)

Personal work schedule | Activity allocation | Cost a

Person ID	0000	Pers.Assgn	0000
Personnel No		Name	
EE group	A Staff	Personnel ar	1300
WS rule	F11C 8 h/d 40 h/...	SSN	
Date	06/12/2014		

Remuneration info

Wage type	3805
Number of hours	
Number/unit	120 / Hours
Amount	

- Prior to the payroll final, run PC00_M10_CEDT, to ensure that the payout is appearing correctly.

Resources

[HR Policy 81.0: Terminal Vacation Pay](#)

[HR Policy 12.0: Separation from Employment](#)

[HR Policy 87.0: Conversion of Temporary Disability Leave](#)

[Administrative Regulations 3:6 Faculty Assignment & Vacation Leave Policy](#)

[Administrative Regulations 5:1 Policies and Procedures on Postdoctoral Scholars](#)

[Separation Sheet](#)

[TDL To Vacation Retirement Leave Conversion Form](#)