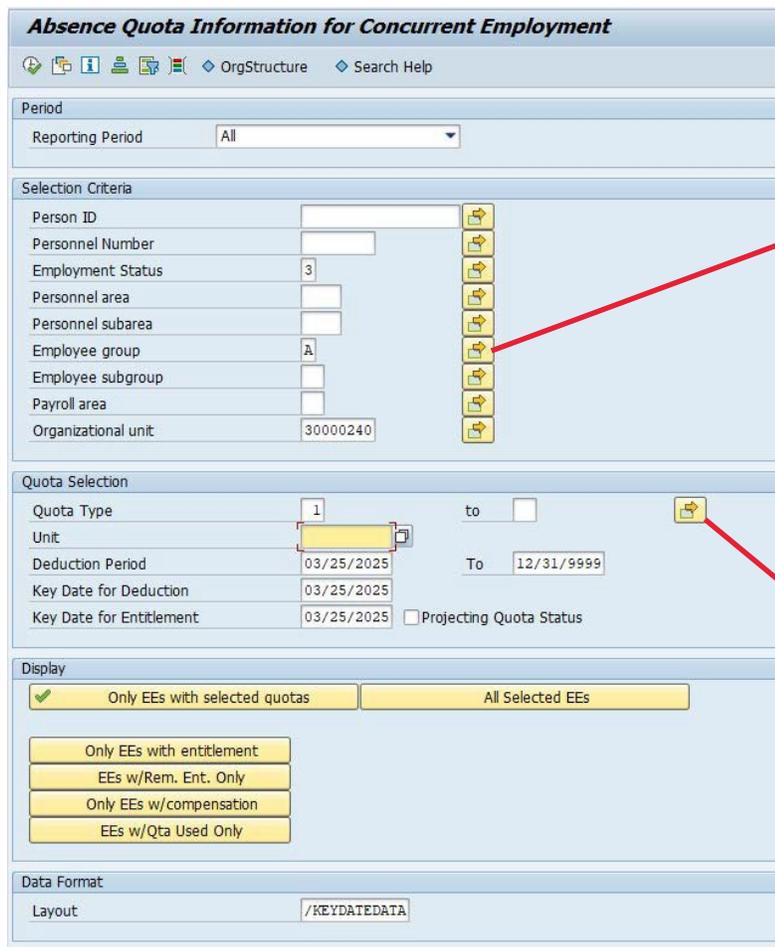


HR Administrators can utilize this **PT_QTA10** transaction to view an individual employee's vacation that will be subject to loss at the end of the fiscal year.

Setting up the Criteria

- Click the <Selection Fields> icon  and choose organizational unit as a selection. Then add your Org unit(s).
- Reporting Period: All
- Employment Status: 3 (Active)
- Employee group: A & C
- Select Quota Type: 1 (Vacation) & 12 (Vacation- 12 MO Faculty)
- The deduction period should be today's date through 12/31/9999
- The Key Date for Deduction should be today's date.
- The Key Date for Entitlement should be today's date.
- The layout should be /KEYDATEDATA



Absence Quota Information for Concurrent Employment

OrgStructure Search Help

Period
Reporting Period: All

Selection Criteria

Person ID		
Personnel Number		
Employment Status	3	
Personnel area		
Personnel subarea		
Employee group	A	
Employee subgroup		
Payroll area		
Organizational unit	30000240	

Quota Selection

Quota Type	1	to	
Unit			
Deduction Period	03/25/2025	To	12/31/9999
Key Date for Deduction	03/25/2025		
Key Date for Entitlement	03/25/2025	<input type="checkbox"/>	Projecting Quota Status

Display

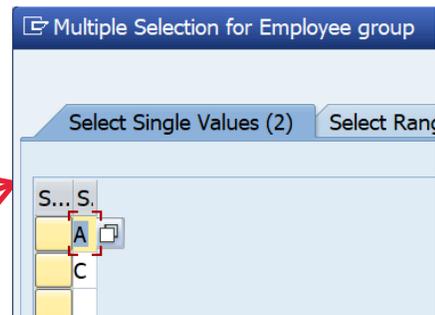
Only EEs with selected quotas All Selected EEs

Only EEs with entitlement
 EEs w/Rem. Ent. Only
 Only EEs w/compensation
 EEs w/Qta Used Only

Data Format

Layout: /KEYDATEDATA

Selections for Employee Group:

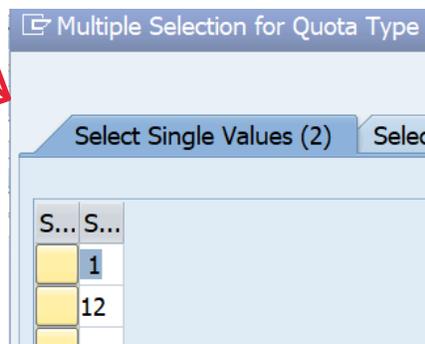


Multiple Selection for Employee group

Select Single Values (2) Select Range

S... S...	
A	<input checked="" type="checkbox"/>
C	<input checked="" type="checkbox"/>

Selections for Quota Type:



Multiple Selection for Quota Type

Select Single Values (2) Select Range

S... S...	
1	<input checked="" type="checkbox"/>
12	<input checked="" type="checkbox"/>

Running the Report

- Execute.

Viewing the Data

- The report results will be displayed.
- To see only the hours that are subject to loss at the end of the fiscal year, right click on the ***Deduction To*** column, select ***Set Filter***, choose today's date through the end of the current Fiscal Year, and click the green check mark.



- The Total Remain column will show the current vacation time remaining, that is subject to loss at the end of the current fiscal year
- To view individual details, you may choose to run the ***Z_TIMERPT*** report (there is a variant: lherzog).