

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.

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## 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.

The screenshot displays the SAP PA30 transaction interface. At the top, the 'UK Time Data' tab is active. The 'Infotype text' list on the left includes various options, with 'Time Quota Compensation (0416)' highlighted. The 'Period' section on the right shows 'From 12/31/2016' and 'To' with a date input field. A blue arrow points to the 'To' date field. Below the list, the 'Direct selection' section shows 'Infotype Time Quota Compensation (0416) STy V&CE Vac payout exempt'.

- 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.

Start: 12/31/2016

Comp. method: V&CE Vac payout exempt

Compensation specifications:

- Automatic compensation
- Manual compensation
- Time quota type: 00
- Compensation rule: 000
- No. to compensate: 0.00000
- Do not account

Absence quotas

| 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   | 0000000001191912006 |
| 01  | Vacation   | 106.72000 | Hours | 106.72 | 106.72000 |    |        |      | 07/31/2016   | 06/30/2018   | 0000000001475852006 |

- Save your entries.

**Note:** The terminal vacation hours cannot exceed the employee's yearly accrual amount. To access the employee's current accrual rate access the Accrual tab via PT50

**Pro tip** - Prior to the payroll final, run PC00\_M10\_CEDT (remuneration statement), to ensure that the payout is appearing correctly.

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## 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/spreadsheet.

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.

**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: FI1C 8 h/d 40 h/... | SSN: |

Date: 06/12/2014

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**Remuneration info**

Wage type: 3805

Number of hours: |

Number/unit: | 120 / Hours |

Amount: |

- Prior to the payroll final, run PC00\_M10\_CEDT (remuneration statement), 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 & Exit Checklists](#)

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