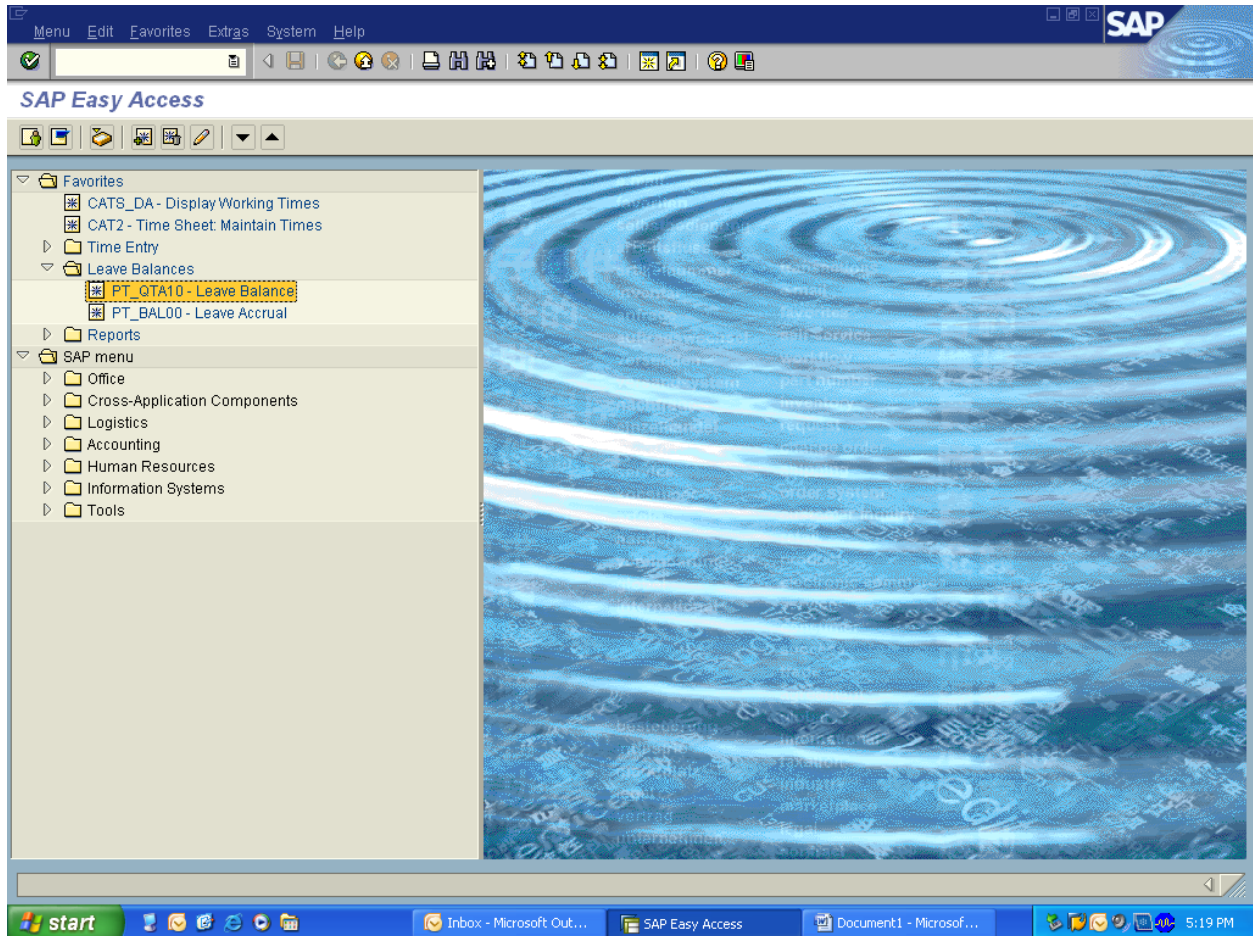# PT_QTA10 = LEAVE BALANCES

PT_QTA10 Display Absence Quotas transaction shows the sick leave and annual leave balances for employees. This transaction can be used for a single employee or for multiple employees.

For the current year information no variant is needed. Please see instructions on Leave Accruals if a variant is needed. For a single employee, type the Personnel Number (drop down arrow provided).   For multiple employees, click the yellow arrow bes ide the Personnel Number.
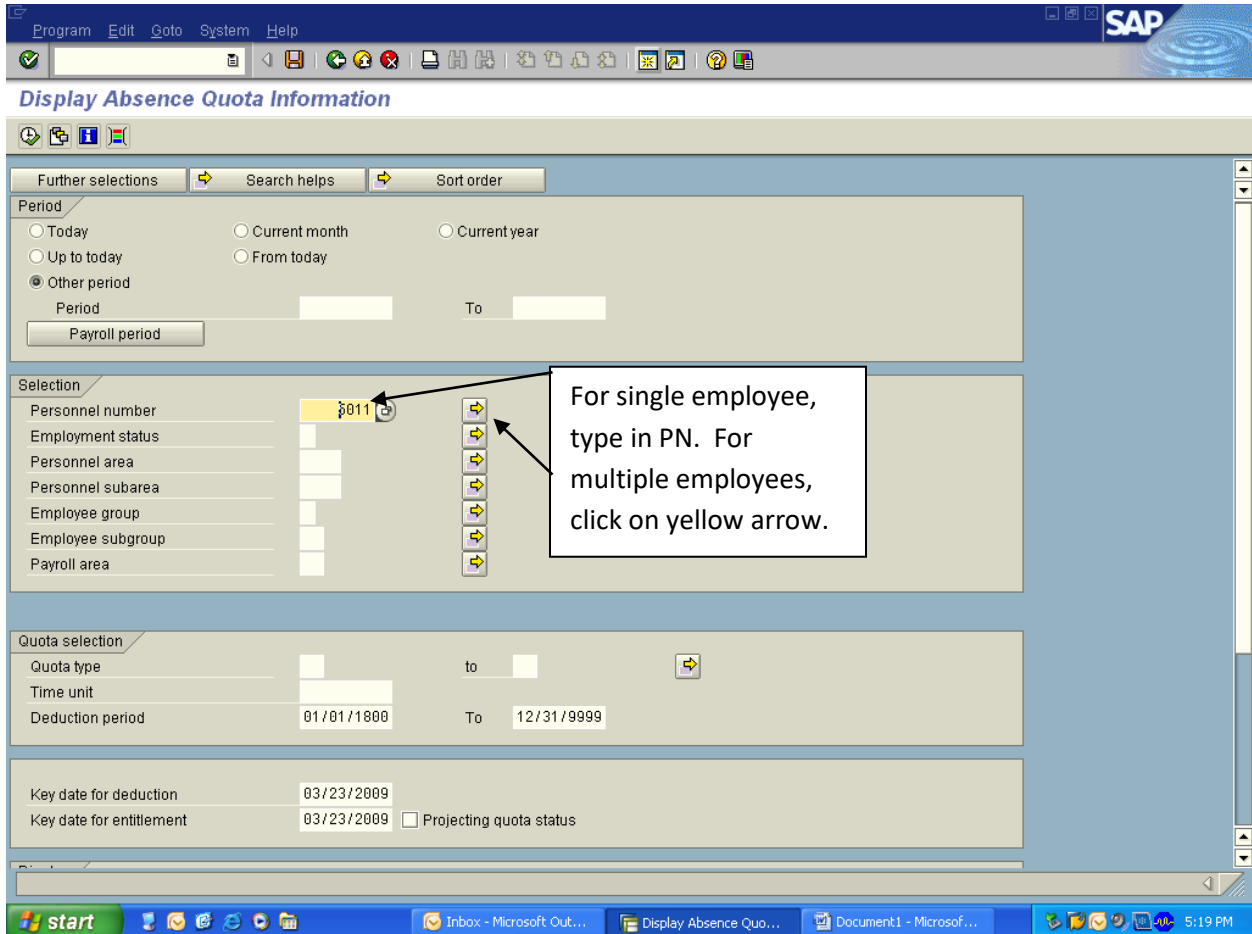
Enter the Personnel Numbers needed in the the box provided (drop down arrow available). After entering all desired Personnel Numbers, click the Execute Icon (clock) within the box. Then click on the Execute Icon at the top of the screen. For single employees, go directly to the Execute Icon at the top of the screen.
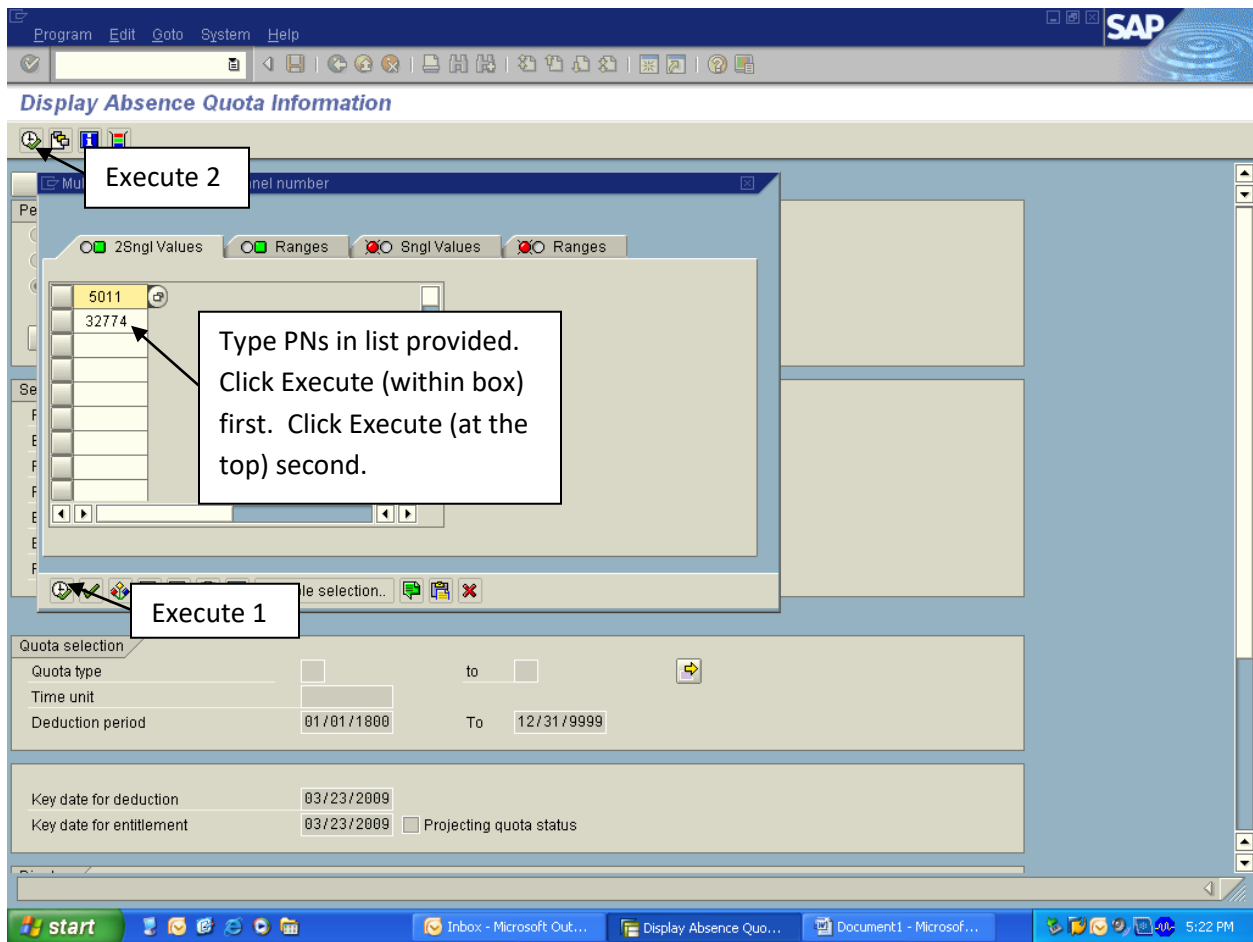
The system will provide the leave balances for the employee(s). The entitled column show all hours the employee has been entited to since 7/1/04. The use column shows all hours the employee has used since 7/1/04. The total remaining column shows the employee(s) balance(s) as of today.

Total remain = Leave Balance
Leave will not be reduced until after approval and time is run by the Payroll Office.

Display Absence Quota Information

Absence quotas

Validity period   01/01/1800 - 12/31/9999

Pers.No.	Name	Sub...	Organizational key	A...	Quota	Unit Σ	Entitlement Σ	Used Σ	Total remain.
5011	SHIRLEY ANN JOHNSON	CB28	1352	10	SC-Sick Leave	Hours	472.01000	434.50000	37.51000
5011	SHIRLEY ANN JOHNSON	CB28	1352	30	AL-Annual Leave	Hours	912.72800	712.50000	200.22800
32774	KAREN D GAJEWSKI	CB28	1352	10	SC-Sick Leave	Hours	376.00000	239.00000	137.00000
32774	KAREN D GAJEWSKI	CB28	1352	30	AL-Annual Leave	Hours	296.54800	186.00000	62.54800
						Hours ▪	2,057.28600 ▪	1,572.00000 ▪	437.28600