

## Display Leave Quotas for an Employee (PUOC\_10)

From the SAP Easy Access PCSB Menu Screen:

Click the **Expand** Icon to the left of: **PCSB Menu > Payroll**

Double Click on **Display Remuneration Statement**

The **Off -Cycle Workbench** screen is displayed.

Enter the Employee's **Personnel Number**

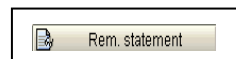
Press **Enter** or Click the **Green Check**

The **Employees Payroll History** with their Name, Payment date, Payment number and Amount is displayed.

History								
Payroll history								
	Pmt date	Re...	Re...	Inf...	PM	Payment number	Reason	Amount
	02/27/2004				T	0000878700105001		2,318.85
	01/30/2004				T	0000878700104001		2,318.89
	12/18/2003				T	0000878700097001		2,543.46
	11/21/2003				T	0000878700091001		2,273.92
	10/31/2003				T	0000878700088001		2,273.91
	09/30/2003				T	0000878700087001		2,273.91

Click the **box** to the left of the Pmt date that you wish to *display* to **highlight**.

Click the **Rem. Statement** button at bottom left of screen (scroll down to see the Rem. Statement button).



Scroll to the **bottom of the page** by using the **scroll bar** to the right of the screen.

TOTAL EARNINGS						2,646.83		
Holdback Balance						0.00		
UNPAID ABSENCES								
TAXES								
Withholding tax		0.00						
Soc. Security		311.96				3,274.44		
Medicare		162.26				1,512.56		
EIC		37.95				353.74		
TOT TAXES		512.17						
TOTAL DEDUCTIONS								48.30-
SUMMARY								
Tot Gross								2,646.83
Retro. Diff								0.00
Total ded								48.30-
Total tax								512.17-
NET PAY								2,086.36
LEAVE DATA								
Beg Balance	REGULAR	SICK LEAVE	PRE 6/30/85	SICK LEAVE	PERSONAL LEAVE	VACATION	COMP TIME	
Added	94.00	8.00	0.00	0.00	32.00	343.00	0.00	
Taken	8.00	8.00	0.00	0.00	0.00	13.00	0.00	
Corrections	0.00	0.00	0.00	0.00	0.00	24.00	0.00	
End Balance	94.00	0.00	0.00	0.00	24.00	332.00	0.00	
YOUR EMPLOYER CONTRIBUTED								439.12
Net pay	2,086.36							

**Leave Data** reported thru that pay period is *displayed*: If leave has been taken and paperwork was turned in **after** the cutoff date for that month, it **will not** reflect in the ending balance of that month but **will reflect** in the beginning balance of the next month.

**The System Displays:** **Regular Sick Leave, Pre 6/30/85, Personal Leave, Vacation, Comp Time**, (If applicable). Under each heading you will see the **Beg Balance** for that pay period in hours, the hours **Added**, the hours **Taken**, any **Corrections**, and the **End Balance**.

Personal Leave Balance is included in your Regular Sick Leave Balance (it is not in addition to).

**To Verify Leave Taken after the Cut off Date and the First Day of the Next Month: Open a New Session Type PA20 in the Command Box, Press Enter or Click the Green Check**

Or

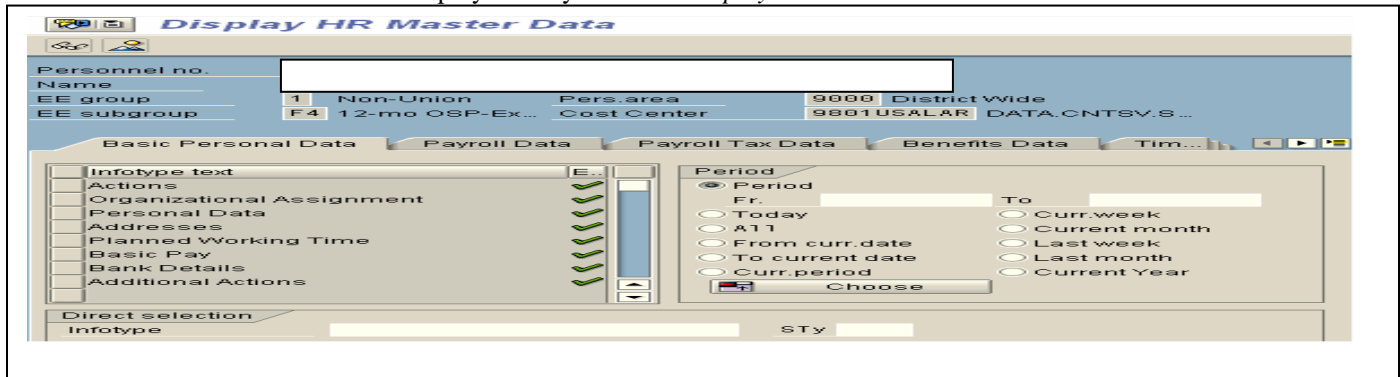
From the SAP Easy Access PCSB Menu Screen: Click the Expand Icon to the left of: PCSB Menu > Human Resources Double Click on Display Employee Information

**IMPORTANT: If the Find by Window on the left side of the screen is open, close it.**

To Close the Find by screen:

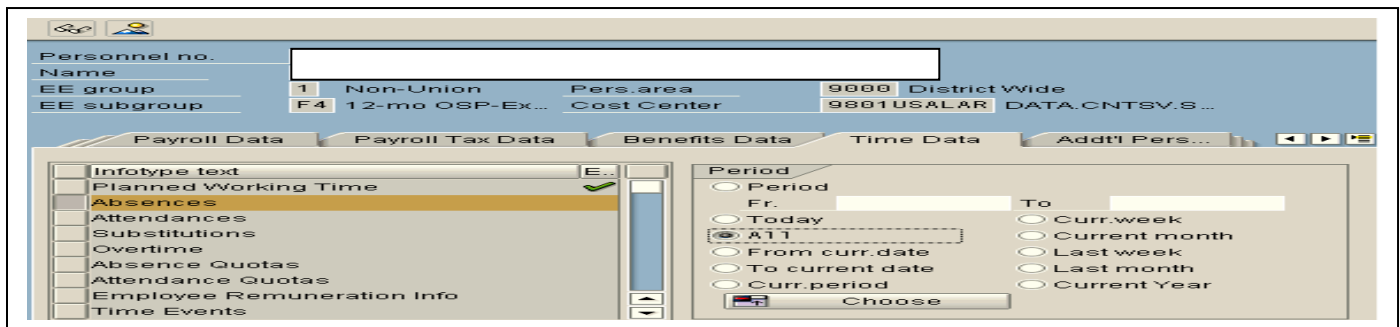
Click on the word Settings on the Tool bar  
Click on Hide Object Manager

Enter the Personnel Number of the Employee that you wish to display in the Personnel no field.



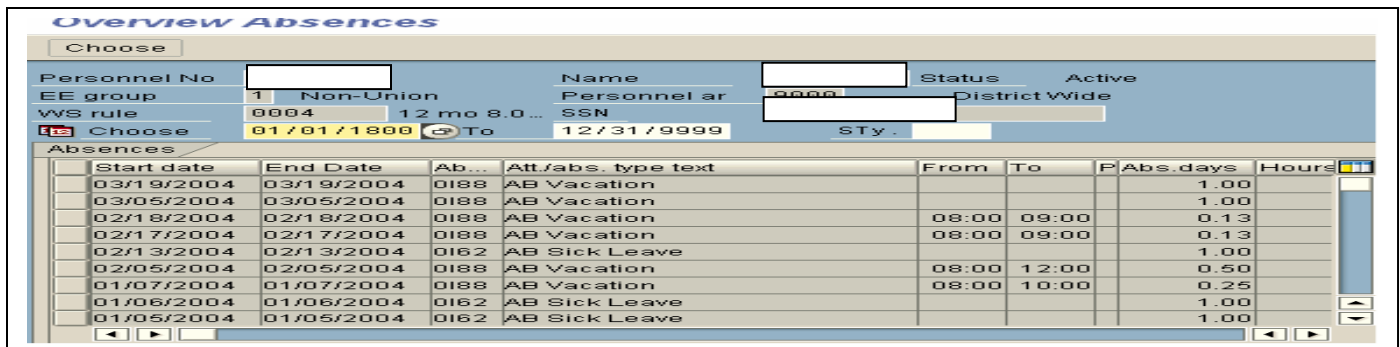
Press Enter to display the Employees name

Click on the tab Time Data Folder



Click on box to the left of Absences, Click on the Radio button all under the Period criteria

Click on the Maintain overview icon (it looks like two mountains with sun over it).



Leave types dates and hours will be displayed for the employee.