



LaGov HCM
Quick Tips

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Tracking WAE Hours Worked Using ZT06 Quota Report

OIS has added several useful fields to the [ZT06 Quota Report](#) to further assist LaGov HCM Paid agencies with tracking WAE hours worked:

- Contract Type begin/valid until dates
- WAE quota start/end dates
- WAE quota balance total
- Position number
- Job title

SCS DQM has created a display variant, **/SCSDQM ZT06**, to assist LaGov HCM Paid agencies with not only tracking WAE hours worked, but also with self-auditing of WAE entries. Agencies can use this display variant to:

- Track WAE usage and identify those employees nearing the 1245-hour limit.
- Compare Contract Start/End dates with the WAE Quota Start/End Date
- Ensure the WAE quota balance was initially established for the correct amount of 1245 hours, or if the agency received commission approval for an extension of hours, the hours added to the 12-month period.

Questions? Call Data Quality Management at (225) 342-8294