



LaGov HCM
Quick Tips

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WAE Attendance Quota Maintenance for SCS Commission-Approved Additional Work Hours (*LaGov HCM Paid Agencies Only*)

For LaGov HCM Paid agencies that receive SCS Commission approval for additional hours to be worked within the 12-month period for a WAE position, the resulting LaGov HCM entry applies:

1. Using PA30, select the current WAE Attendance Quota record for the affected employee. This will be the record set up for the current 12-month appointment period.
2. Click the “Change” button (Pencil) to edit the existing 1245-hour record to allow for the additional hours to be added.
3. Calculate the new total of allowable hours to be worked over the course of the 12- month appointment period (1245 hours + SCS Commission-approved hours).
4. In the “Quota Number” field, **replace** the original 1245 amount with this new total amount.
5. After the new quota amount is entered, click “Edit” and choose “Maintain Text.”

6. Enter the breakdown of hours in the text box. Text **must** include the additional hours approved as well as the effective date of SCS Commission approval.

(EX: "WAE Quota represents 1245 hours + X number of additional hours approved by SCS Commission on 12/10/2014.")

7. Save the record.

The [ZP111 Logged Changes in Infotype Data](#) transaction can be run for any employee to see how the record existed prior to any changes should an incorrect entry be made.

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