

**IMPORTANT NOTICE REGARDING LEAVE BALANCE UPDATION IN  
HCM-PAYROLL MODULE**

1. **Leave Balance Checking Report** : All the office In charges are here by advised to check the Leave Balance / Quota of all employees of their office in SAP through Leave Balance Report ( T-Code : PT\_QTA10) .
  
2. **Leave Balance Updation** : If the Leave Balances are NIL / not correct and need to be updated then, Correct leave balance of Non-Gazetted employees may be sent to the concerned Payroll Admins for Updation.
  
3. Corrected Leave Balance of Gazetted employees may be sent to EA-CASH for updation.
  
4. **Advise to Payroll Admin** : Payroll Admins are advised to Update Leave Balance through Absence Quota (2006) in PA30. For Bulk Uploading through PA71, send the data to IT Team.  
**Do not Use PA71.**
  
5. **Note : In next Calendar Year, new leaves will be generated through system, therefore you are advised to check and update the leaves in the system as soon as possible.**

SE (MIS & IT)

RVPN, JAIPUR