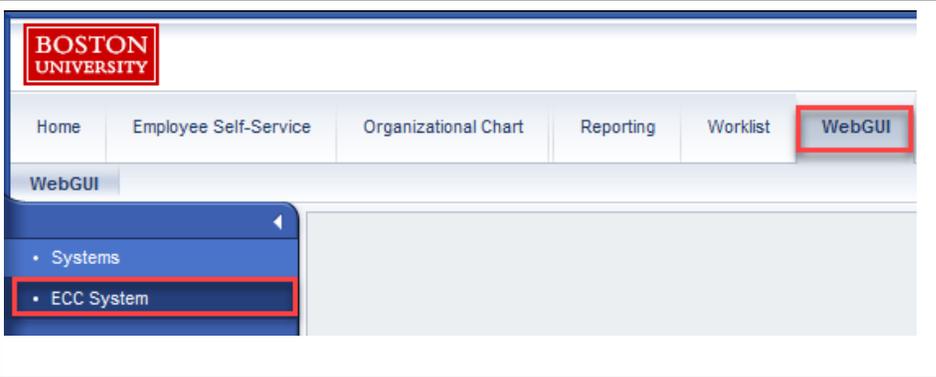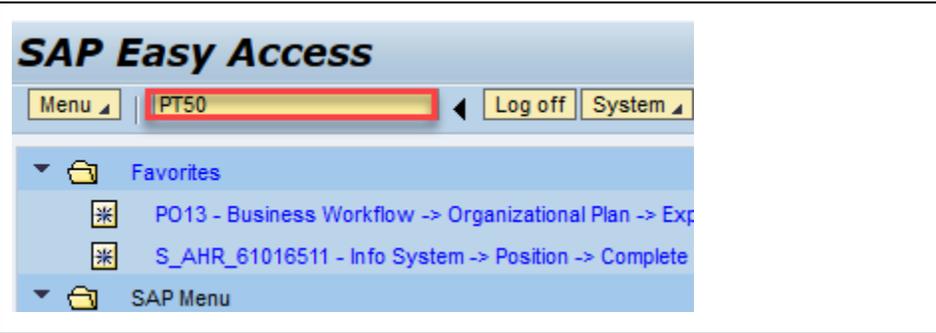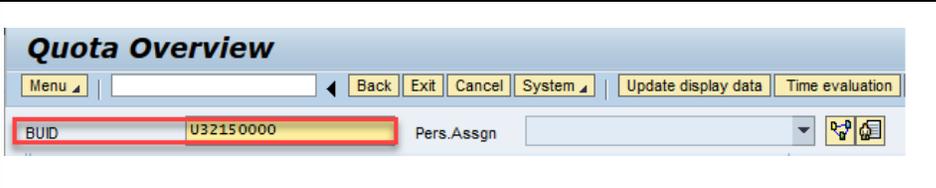# Reviewing Time Off Balances in WebGUI (PT50)–Quick Reference Guide

The PT50 transaction available via WebGUI allows you to review quota balances including vacation, sick, personal days and comp time for an employee. This information is helpful in reviewing and calculating time quota compensation pay-out prior to an employee's separation from the university.

	1. Log on to **BUworks Central** https://ppo.buw.bu.edu 2. Click on **WebGUI** 3. Click on **ECC System**
	4. Type **PT50** in the transaction command window and press the **Enter key.** The Quota overview screen launches in a new window
	5. Enter employee's **BUID** and press the **Enter** key. You can also search for an employee by name/pernr by clicking on match code provided in the BUID box

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6. The employee's details such as name, pernr, Org. unit, Enterprise structure details such as personnel area/subarea, Employee group/subgroup are displayed automatically. Also displayed are the Absence Quotas and the Accrual Information tabs which are the only two tabs you need to view

7. Click on the Absence quotas tab to view the total earned (Entitlement), hours remaining (Remaining) and any approved requested time by absence quota types (Requested). Quotas are earned on the last day of a month

8. Click on Accrual information to view individual quotas and the date they were earned