Retroactive Leave Usage

**EXAMPLE:**

Twenty-four (24) hours of vacation leave was used in a prior period but not reported.

This example illustrates vacation usage and would apply to all subs, both monthly and bi-weekly. The same method would also be used for retroactive sick leave usage. If base salary is paid from more than one fund source, reported hours should always equal reversed hours for leave adjustments that are not to affect the employee’s pay.

Note: that the period end date for all adjustments MUST be an actual payroll period end date.

Please see the step-by-step instructions on the following pages.
1. Logon to the system and proceed to the DETAIL ENTRY SCREEN for the appropriate employee.

2. Using your mouse, select the distribution pay line wherein you want to report the entry by clicking on any field of the reporting line.

3. Using your mouse, click on the [COPY] button. The system will launch the COPY FUNCTION WINDOW. See the window on the next page.
4. Click on the option to **Copy ALL Current Period Lines** and then click on the [COPY] button. The system will return to the DETAIL ENTRY SCREEN and the pay reporting line will be copied to a new pay reporting line that contains the same information and the prior pay period end date.

5. To make changes to the pay period end date, click on the down arrow next to the **Period End** field located in the override area of the DETAIL ENTRY SCREEN.

   ![Period End Field](image)

   For this example, use the prior pay period end date of ‘February 28, 1997’.

6. To report the 24 hours of vacation used in the example, move your cursor to the **Vac** field and key ‘24.00’ hours. Make sure you enter the hours on the correct pay reporting line.

7. To reverse the hours previously reported to regular time, move the cursor to the **Reg** field and key ‘<24.00’ hours. Note: negative hours entries should be reported using the minus(-) sign.

8. Click on the [ACCEPT] button to accept the entry.
9. When you have finished all entries for this employee, click on the [UPDATE] button to update all of the entries.

10. The example DETAIL ENTRY SCREEN below shows how the completed entries should appear.