Leave Usage Entry

EXAMPLE:

In the current month, the employee used 24.00 hours of vacation, 16.00 sick leave, 8.00 straight comp time.

Since all these hours create pay for “Sub 2” employees, the total of all the leave usage hours and the regular hours worked must equal the amount of hours to be paid. These hours will not affect pay for exception time employees, “Sub 1 and 0”.

Please see the step-by-step instructions on the following pages.
Instructions

1. Logon to the system and then 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. **TO REPORT LEAVE USAGE HOURS USED FOR (SUB 2) EMPLOYEES:**

   Move your cursor to the **Sick** hours field and key ‘16.00’ hours, next move the cursor to the **Vac** hours field and key ‘24.00’, and for the last entry, move the cursor to the **Other Cd** field and key ‘8.00’ hours and code ‘D’.

   ![Other Hrs / Code](image)

   If you are not sure which “Other Hours Code” to use, click your mouse on the down arrow of the **Other Hrs / Code** description field, located in the override area of the DETAIL ENTRY SCREEN. The window will display all the “Other Hours Codes” from which you can choose.

4. Click on the [ACCEPT] button to accept the entry.

5. When you have finished all entries for this employee, click on the [UPDATE] button to update all of the entries.

6. The example DETAIL ENTRY SCREEN on the following page shows how the completed (Sub 2) entries should appear.
7. TO REPORT LEAVE USAGE HOURS USED FOR (SUB 0 AND SUB 1) EMPLOYEES:

Move your cursor to the Sick hours field and key ‘16.00’ hours, next move the cursor to the Vac hours field and key ‘24.00’, and for the last entry, move the cursor to the Other Cd field and key ‘8.00’ hours and code ‘D’.

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 on the following page shows how the completed (Sub 0) entries should appear.