Transferring Vacation Credit
When Salary Moved by PET

EXAMPLE:

An employee was originally paid salary on index/fund APX0004-63000A-2 and had reported 40.00 hours of vacation usage (creating a financial credit on the VACLAC Report). A Payroll Expense Transfer (PET) was completed to move the salary payment to index/fund AQX0001-07427A-2.

The department needs to move the financial credit on the VACLAC Report for the vacation usage from APX0004 to AQX0001 using the Online Timekeeping system.

The following step-by-step instructions provide the detail on how to complete this entry for all sub types.
Instructions

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.

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

6. Move the cursor to the **VAC** field and enter ‘40.00’ hours and then move to the **Reg** field and enter ‘<40.00>’ hours, note: to enter negative hours use the minus (-) sign.

7. Create another pay period reporting line for the pay period ending on ‘February 28, 1997’. Follow steps 4 and 5 to copy the new pay line.
8. Once you have successfully copied the new line, click on the **Index** field of the override area of the DETAIL ENTRY SCREEN and enter the index ‘APX0004’ (this was where the vacation was previously reported).

9. Tab to move the cursor to the **Vacation** field and enter ‘<40.00>’, again, to enter negative hours use the minus (-) sign. Tab the cursor to the **Reg Hrs** field and enter the offsetting ‘40.00’ hours.

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

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

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