Correcting Negative Comp Time Balances on LASR

Example:

An employee’s Leave Activity Summary Report (LASR) reflects a negative comp time balance, because hours were previously reported using the incorrect Other hours code.

This employee incorrectly reported 8.00 hours of straight comp time used (Other hours code “D”), when it should have been reported as premium comp time used (Other hours code “T”).

The following pages will give you step-by-step instructions on how to correct the negative balance using the Online Timekeeping system.
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.

   ![Period End](image)

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

6. Move the cursor to the **Other** field and enter ‘<8.00>’, note: to enter negative hours use the minus (-) sign. Next, move the cursor to the **Cd** field and enter the Other hours code ‘D’ to reverse the previous entry of straight comp time used.

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, move the cursor to the Other field and enter ‘8.00’ hours and then, move to the Cd field and enter the Other hours code ‘T’ to correctly report premium comp time used.

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

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

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