



Retroactive Leave Usage

specific entry

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.

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.

The screenshot shows the 'Detail Entry' window with the following data:

0619-99 Training
Monthly Period: 03/01/97 - 03/31/97 Entry: 03/06/97 - 03/20/97 Pay: 04/01/97 Hrs: 168
Name: WASHINGTON, ANTONIO Emp.ID: 0878790 Total Hours: 168.00 Total Percent: 100.00
Buttons: Quick Entry, Exit

Index-Fund-Sub	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	Prem OT	Other	Cd
ASX0001-07427A-0	3240	REG	2431.00	MAR 31 97	0.00						

Index: ASX0001 Index Description: DEPARTMENT OF ASX - FUND 0742 Fund: 07427A Sub: 0 Title: 3240 Title Description: POSTGRAD RES ----- FISCAL Y P OT: N
Period End: MAR 31 97 Cycle: M Rate: 2431.00 H/M: M DOS: REG RA: WSP: ERC: TYP: 5 DUC: Percent: 1.0000 Fixed Hrs: 0.00
Sick Leave: 0.00 Vacation: 0.00 Reg Hrs: 0.00 Straight OT: 0.00 Premium OT: 0.00 Other Hrs / Code: 0.00

Buttons: Spcl, Empl, Prev, Next, Update, Accept, Copy, Remove, Cancel

3. Using your mouse, click on the [COPY] button. The system will launch the COPY FUNCTION WINDOW. See the window on the next page.

COPY FUNCTION

Copy The Selected Line.
Copied Line Will Have Current Period End Date.

Copy All Current Period Lines.
Copied Lines Will Have Prior Period End Date.

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

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.

Detail Entry

0619-99 Training

Monthly Period: 03/01/97 - 03/31/97 Entry: 03/06/97 - 03/20/97 Pay: 04/01/97 Hrs: 168

Name: WASHINGTON, ANTONIO Emp.ID: 0878790 Total Hours: 168.00 Total Percent: 100.00 **Quick Entry** **Exit**

Reporting Lines

Index-Fund-Sub	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	Prem OT	Other	Cd
ASX0001-07427A-0	3240	REG	2431.00	MAR 31 97							
ASX0001-07427A-0	3240	REG	2431.00	FEB 28 97		24.00	-24.00		0.00		

Index: ASX0001 Index Description: DEPARTMENT OF ASX - FUND 0742 Fund: 07427A Sub: 0 Title: 3240 Title Description: POSTGRAD RES ----- FISCAL Y P OT: N

Period End: FEB 28 97 Cycle: M Rate: 2431.00 H/M: M DOS: REG RA: WSP: ERC: TYP: 5 DUC: Percent: 1.0000 Fixed Hrs: 0.00

Sick Leave: 0.00 Vacation: 24.00 Reg Hrs: -24.00 Straight OT: 0.00 Premium OT: 0.00 Other Hrs / Code: 0.00

Spcl Empl Prev Next **Update** **Accept** **Copy** **Remove** **Cancel**