



Leave Usage Entry

specific 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
0.00 T Premium Comp Time

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.

Detail Entry

0617-99 Training

Biweekly Period: 02/23/97 - 03/08/97 Entry: 02/28/97 - 03/12/97 Pay: 03/19/97 Hrs: 80

Name: UNGER, FRANCES Emp.ID: 0801790 Total Hours: 48.00 Total Percent: 60.00 Quick Entry Exit

Reporting Lines											
Index-Fund-Sub	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	Prem OT	Other	Cd
AQX0001-07427A-2	4920	REG	7.50	MAR 8 97	16.00	24.00				8.00	D

Index: AQX0001 Index Description: DEPARTMENT OF AQX - FUND 0742 Fund: 07427A Sub: 2 Title: 4920 Title Description: ASSISTANT III P OT: Y

Period End: MAR 8 97 Cycle: B Rate: 7.50 H/M: H DOS: REG RA: WSP: F ERC: TYP: 4 DUC: Percent: 0.0000 Fixed Hrs: 0.00

Sick Leave: 16.00 Vacation: 24.00 Reg Hrs: 0.00 Straight OT: 0.00 Premium OT: 0.00 Other Hrs / Code: 8.00 D Straight Comp Time Used

Spcl Empl Prev Next Update Accept Copy Remove Cancel

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.

Detail Entry

0618-99 Training

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

Name: VANHELISING, CELINE Emp.ID: 0850790 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
ARX0001-07427A-1	4722	REG	2442.00	MAR 31 97	16.00	24.00				8.00	D

Index: ARX0001 Index Description: DEPARTMENT OF ARX - FUND 0742 Fund: 07427A Sub: 1 Title: 4722 Title Description: _____ASSISTANT III P OT: Y

Period End: MAR 31 97 Cycle: M Rate: 2442.00 H/M: M DOS: REG RA: WSP: ERC: TYP: 2 DUC: Percent: 1.0000 Fixed Hrs: 0.00

Sick Leave: 16.00 Vacation: 24.00 Reg Hrs: 0.00 Straight OT: 0.00 Premium OT: 0.00 Other Hrs / Code: 8.00 D Straight Comp Time Used

Spcl Empl Prev Next Update Accept Copy Remove Cancel