



Reversing Previously Reported Leave Usage

specific entry

EXAMPLE:

Twenty-four (24) hours of anticipated vacation usage that was reported last month was actually not used.

Since the hours have already been recorded and deducted from the employee's Leave Activity Summary Report (LASR). The timekeeper needs to return the hours to the employee's LASR by making a reversing entry.

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:

0607-99 Training
Monthly Period: 03/01/97 - 03/31/97 Entry: 03/06/97 - 03/20/97 Pay: 04/01/97 Hrs: 168
Name: HARRISON, ALLEN Emp.ID: 0270386 Total Hours: 168.00 Total Percent: 100.00 Chged Quick Entry Exit

Index-Fund-Sub	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	Prem OT	Other	Cd
AGX0001-07427A-1	4723	REG	2298.00	MAR 31 97	0.00						

Index: AGX0001 Index Description: DEPARTMENT OF AGX - FUND 0742 Fund: 07427A Sub: 1 Title: 4723 Title Description: ASSISTANT II P OT: Y
Period End: MAR 31 97 Cycle: M Rate: 2298.00 H/M: M DOS: REG RA: WSP: ERC: TYP: 2 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 reverse the 24 hours of vacation previously reported, move your cursor to the **Vac** field and key '<24.00>' hours, note: negative hours entries should be reported using the minus(-) sign.
7. To report regular hours to offset the negative vacation hours, move the cursor to the **Reg** field and key '24.00' hours.
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

0607-99 Training

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

Name: HARRISON, ALLEN Emp.ID: 0270386 Total Hours: 168.00 Total Percent: 100.00 Chged **Quick Entry** **Exit**

Reporting Lines											
Index-Fund-Sub	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	Prem OT	Other	Cd
AGX0001-07427A-1	4723	REG	2298.00	MAR 31 97							
AGX0001-07427A-1	4723	REG	2298.00	FEB 28 97		-24.00	24.00				

Index: AGX0001 Index Description: DEPARTMENT OF AGX - FUND 0742 Fund: 07427A Sub: 1 Title: 4723 Title Description: ASSISTANT II P OT: Y
 Period End: FEB 28 97 Cycle: M Rate: 2298.00 H/M: M DOS: REG RA: WSP: ERC: TYP: 2 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:

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