



Transferring Vacation Credit When Salary Moved by PET

specific entry

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.

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

0617-99 Training
Monthly Period: 03/01/97 - 03/31/97 Entry: 03/06/97 - 03/20/97 Pay: 04/01/97 Hrs: 168

Name: UNGER, YUSOF Emp.ID: 0828790 Total Hours: 0.00 Total Percent: 0.00

Index-Fund-Sub	Title	DOS	Pay Rate	End Date	Sick	Vac	Reg	OT	Prem OT	Other	Cd
AQX0001-07427A-2	4722	REG	2442.00	MAR 31 97	0.00						

Index: AQX0001 Index Description: DEPARTMENT OF AQX - FUND 0742 Fund: 07427A Sub: 2 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: 168.00

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. 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.

Detail Entry

0617-99 Training

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

Name: UNGER, YUSOF Emp.ID: 0828790 Total Hours: 0.00 Total Percent: 0.00 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	4722	REG	2442.00	MAR 31 97							
AQX0001-07427A-2	4722	REG	2442.00	FEB 28 97		40.00	-40.00				
APX0001-07427A-2	4722	REG	2442.00	FEB 28 97		-40.00	40.00				

Index: APX0001 Index Description: DEPARTMENT OF APX - FUND 0742 Fund: 07427A Sub: 2 Title: 4722 Title Description: ASSISTANT III P OT: Y

Period End: FEB 28 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: 0.00 Vacation: -40.00 Reg Hrs: 40.00 Straight OT: 0.00 Premium OT: 0.00 Other Hrs / Code: 0.00

Spcl Empl Prev Next Update Accept Copy Remove Cancel