



Correcting Negative Comp Time Balances on LASR

specific entry

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.

The screenshot shows the 'Detail Entry' window for employee MCDONALD, CELINE. The window includes a header with '0611-99' and 'Training'. Below this, there are fields for 'Monthly', 'Period: 03/01/97 - 03/31/97', 'Entry: 03/06/97 - 03/20/97', 'Pay: 04/01/97', and 'Hrs: 168'. A summary row shows 'Name: MCDONALD, CELINE', 'Emp.ID: 0500790', 'Total Hours: 168.00', and 'Total Percent: 100.00'. There are 'Quick Entry' and 'Exit' buttons.

| Reporting Lines | | | | | | | | | | | |
|------------------|-------|-----|----------|-----------|------|-----|-----|----|---------|-------|----|
| Index-Fund-Sub | Title | DOS | Pay Rate | End Date | Sick | Vac | Reg | OT | Prem OT | Other | Cd |
| AKX0001-07427A-1 | 4722 | REG | 2442.00 | MAR 31 97 | 0.00 | | | | | | |

Below the table are several input fields for details: Index (AKX0001), Index Description (DEPARTMENT OF AKX - 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 (0.00), Vacation (0.00), Reg Hrs (0.00), Straight OT (0.00), Premium OT (0.00), and Other Hrs / Code.

At the bottom, there are buttons for 'Spcl', 'Empl', 'Prev', 'Next', 'Update', 'Accept', 'Copy', 'Remove', and '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 **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.

Detail Entry

0611-99 Training

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

Name: MCDONALD, CELINE Emp.ID: 0500790 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 |
| AKX0001-07427A-1 | 4722 | REG | 2442.00 | MAR 31 97 | | | | | | | |
| AKX0001-07427A-1 | 4722 | REG | 2442.00 | FEB 28 97 | | | | | | -8.00 | D |
| AKX0001-07427A-1 | 4722 | REG | 2442.00 | FEB 28 97 | | | | | | 8.00 | T |

Index: AKX0001 Index Description: DEPARTMENT OF AKX - FUND 0742 Fund: 07427A Sub: 1 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: 0.00 Reg Hrs: 0.00 Straight OT: 0.00 Premium OT: 0.00 Other Hrs / Code: 8.00 T Premium Comp Time

Spcl Empl Prev Next Update Accept Copy Remove Cancel