

Leave Adjustments Lesson

1.	<p>Click the NIS State of Nebraska link.</p> <p>NIS State of Nebraska</p>
2.	<p>Click the Human Resources/Payroll - Agencies link.</p> <p>Human Resources/Payroll - Agencies</p>
3.	<p>Click the Payroll link.</p> <p>Payroll</p>
4.	<p>Click the Time Maintenance link.</p> <p>Time Maintenance</p>
5.	<p>Click the Speed Time Entry link.</p> <p>Speed Time Entry</p> <p><i>or</i></p> <p>Click the By Individual link.</p> <p>By Individual</p>
6.	<p>Click the Add button.</p> <p>+</p>
7.	<p>Enter pay period end date in the first field of the Date/Batch field. Leave the second field blank.</p>
8.	<p>Complete any of the Category Code fields on the Category Codes tab to have the information supplied automatically to every timecard that you enter on this grid.</p> <p><input type="text"/></p>
9.	<p>Click the Organization tab.</p> <p>Organization</p>
10.	<p>Complete any of the fields on the Organization tab to have organization information populated automatically to every timecard entered on the grid. Complete these fields to track detailed information about a job site and to enter timecards by job or business unit.</p>
11.	<p>Click the Subledger tab.</p> <p>Subledger</p>

12.	<p>Complete any of the following fields to have an account number automatically appear on every timecard that you enter:</p> <p>Subledger Subledger Type</p> <p>Note: Subledger will not be used in all Agencies.</p>
13.	Enter the employee's address book number in the Employee Number field.
14.	<p>In the Pay field enter one of the following Pay Types:</p> <p>892 (Adj Sick Hrs) 894 (Adj Vac Hrs) 895 (Adj Comp Hrs)</p>
15.	Enter the hours to be adjusted in the Hours field. (A positive amount reduces the leave balance, a negative amount increases the leave balance).
16.	Scroll to the right until you get to the LS Amnt field.
17.	Enter ".01" into the LS Amnt field.
18.	<p>The following fields in the grid can also be completed or overridden if necessary:</p> <p>Ovr/Rt – Override/Rate Job Type Work Date Union Position ID Job Location Uprate Shift Diff. %/ Amt Billing Rate Home Co Home BU Tax Area Item Pce/Rt Pieces Phase Explanation Record Type WCI Code SC/ WC</p>
19.	Use the down arrow key on the keyboard to move to the next row on the grid.
20.	<p>Scroll back to the left until you see the Employee Number field.</p> <div style="border: 1px solid black; width: 150px; height: 15px; margin-left: 20px;"></div>
21.	Enter the employee's address book number in the Employee Number field.

22.	<p>In the Pay field enter one of the following Pay Types:</p> <p>892 (Adj Sick Hrs) 894 (Adj Vac Hrs) 895 (Adj Comp Hrs)</p>
23.	<p>DO NOT enter hours on the second row.</p>
24.	<p>Scroll to the right until you see the LS Amnt field. Click the object.</p>
25.	<p>Enter "-.01" into the LS Amnt field.</p>
26.	<p>Use the down arrow key on the keyboard to move to the next row on the grid.</p>
27.	<p>Click the OK button.</p> 
28.	<p>Click the Cancel button.</p> 
29.	<p>Click the Close button.</p> 
30.	<p>You have successfully completed this lesson. End of Procedure.</p>