

Leave Adjustments
Created on Thursday, July 16, 2009

COPYRIGHT & TRADEMARKS

Copyright © 2003, 2007, Oracle. All rights reserved. Powered by OnDemand Software.
Distributed by Oracle under license from Global Knowledge Software LLC. © 1998-2007. All rights reserved.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

The U.S. Government's rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Table of Contents

| | |
|---|----------|
| Leave Adjustments..... | 1 |
| Leave Adjustments Overview | 1 |
| Leave Adjustments Lesson..... | 1 |

Leave Adjustments

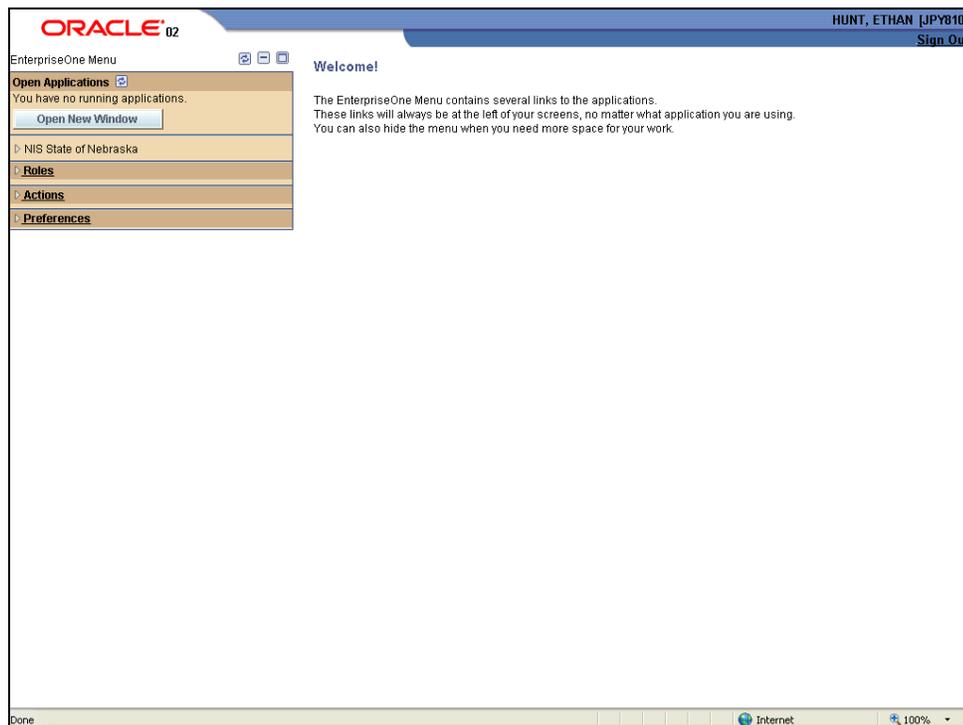
Leave Adjustments Overview

These work instructions are to be used to adjust leave balances (hours) only, with no effect on the employee's net pay. Normally, this adjustment process would be used to correct leave used or leave accrued in a prior year. If it is necessary to adjust current year leave usage or leave accruals, that adjustment should be done using the appropriate Pay Type for leave used or DBA for leave accrual.

Leave Adjustments Lesson

Procedure

In this lesson you will learn the steps for making leave adjustments for an employee.

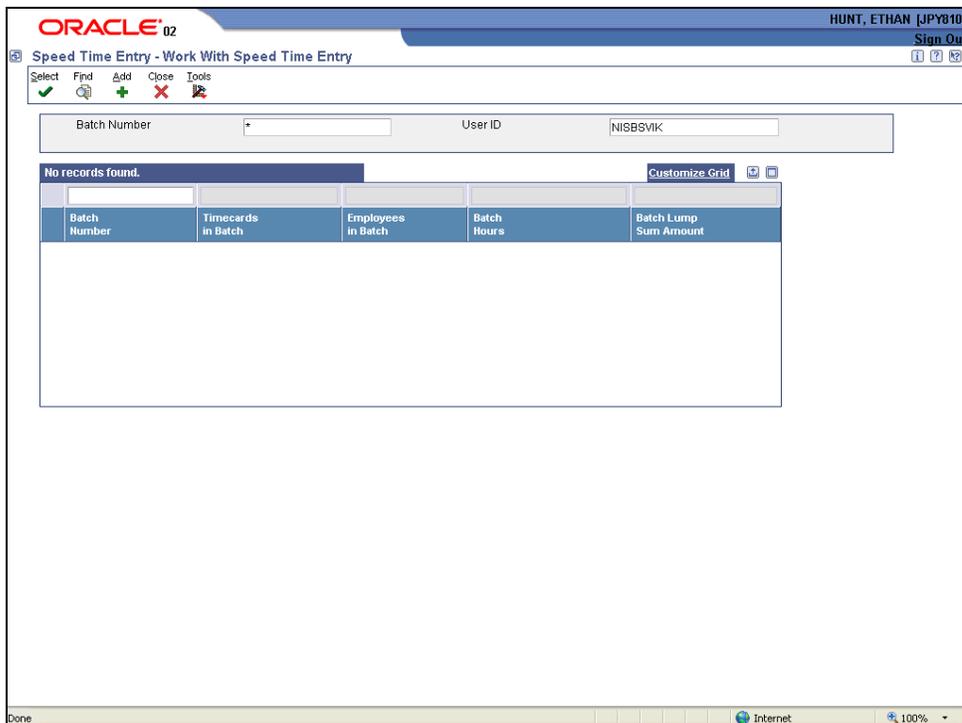


Training Guide

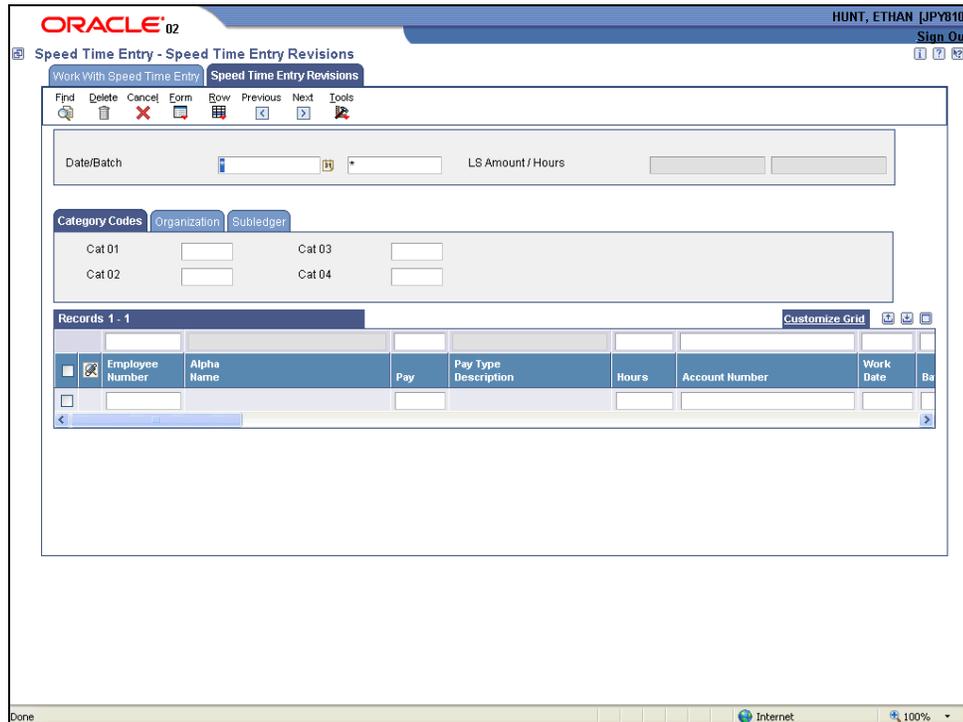
Leave Adjustments



| Step | Action |
|------|---|
| 1. | Click the NIS State of Nebraska link. NIS State of Nebraska |
| 2. | Click the Human Resources/Payroll - Agencies link. Human Resources/Payroll - Agencies |
| 3. | Click the Payroll link. Payroll |
| 4. | Click the Time Maintenance link. Time Maintenance |
| 5. | Click the Speed Time Entry link. Speed Time Entry |
| | <i>or</i> Click the By Individual link. By Individual |



| Step | Action |
|------|---|
| 6. | Click the Add button.  |

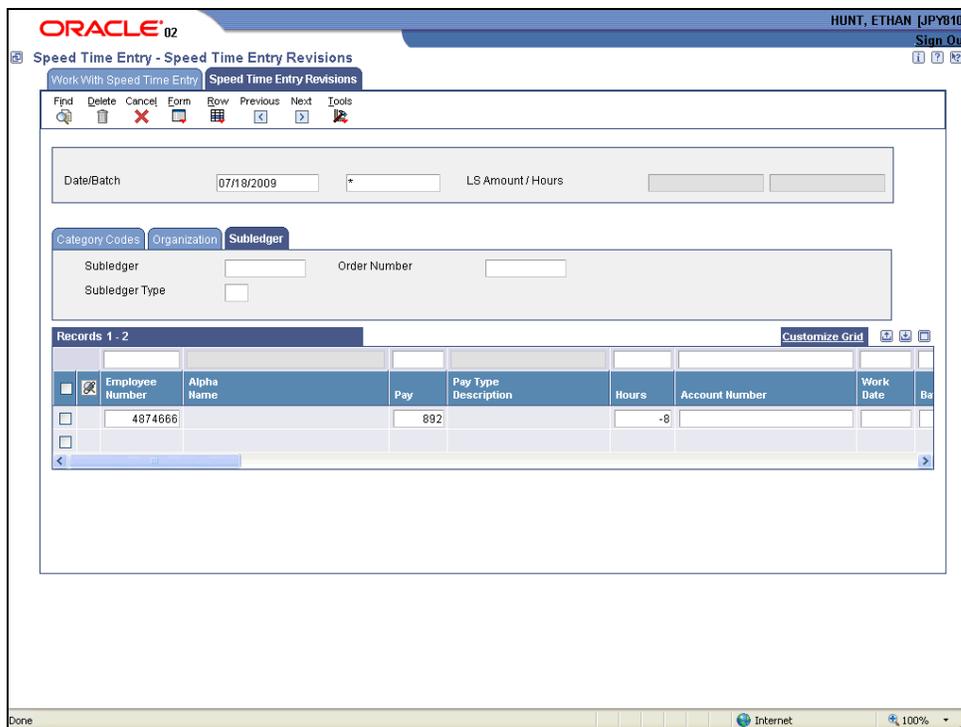


| Step | Action |
|------|--|
| 7. | Enter pay period end date in the first field of the Date/Batch field. Leave the second field blank. |
| 8. | Complete any of the Category Code fields on the Category Codes tab to have the information supplied automatically to every timecard that you enter on this grid.  |
| 9. | Click the Organization tab.  |
| 10. | 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. |
| 11. | Click the Subledger tab.  |

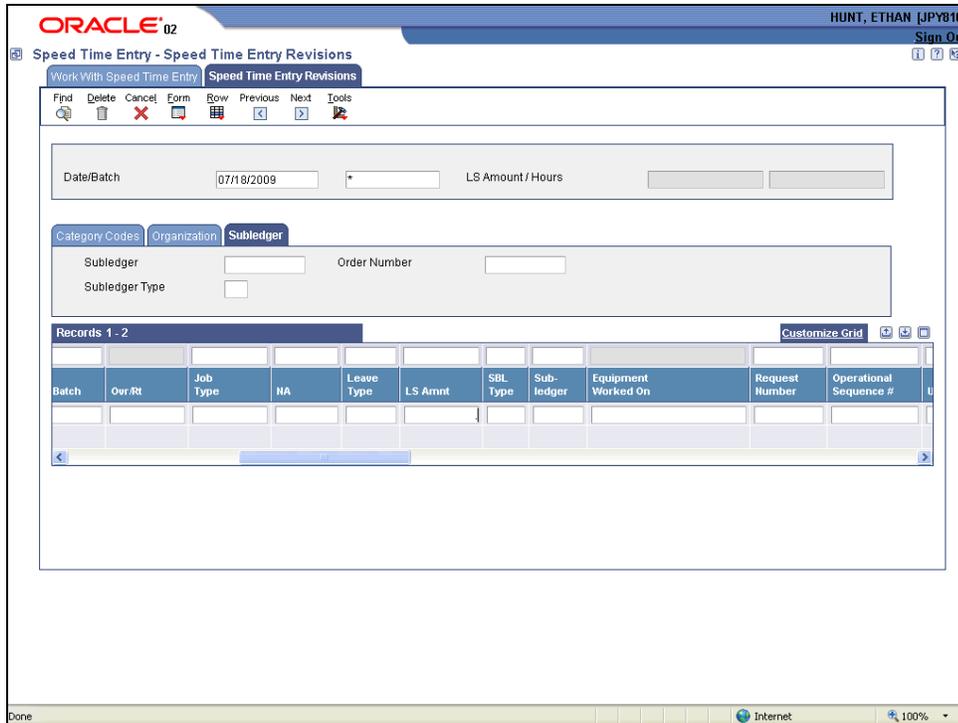
Training Guide

Leave Adjustments

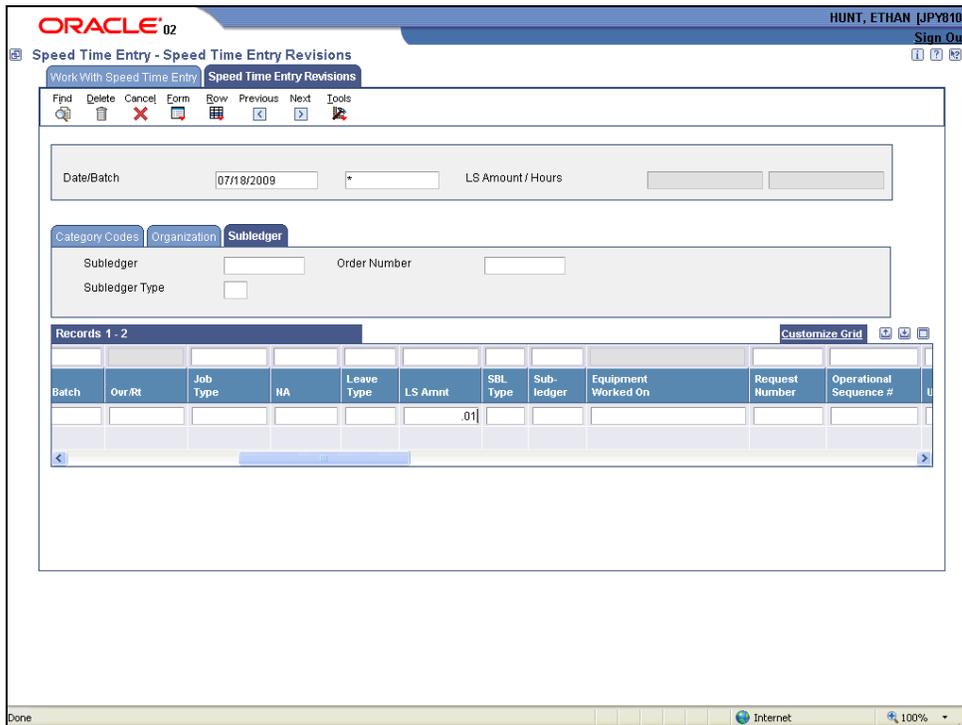
| Step | Action |
|------|--|
| 12. | <p>Complete any of the following fields to have an account number automatically appear on every timecard that you enter:</p> <p>Subledger Subledger Type</p> <p>Note: Subledger will not be used in all Agencies.</p> |
| 13. | Enter the employee's address book number 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). |



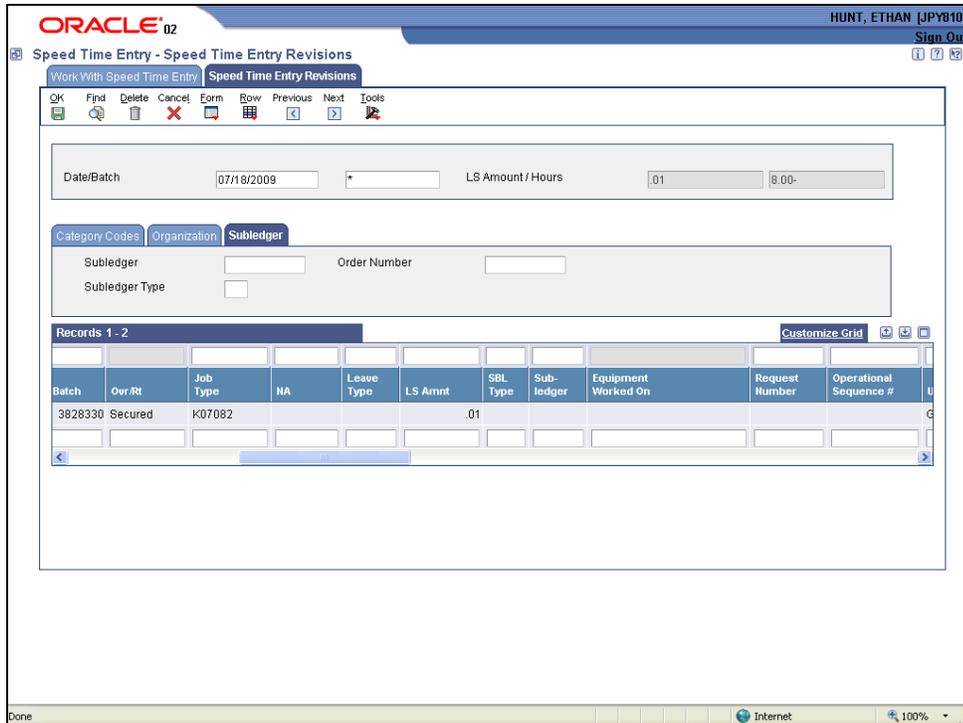
| Step | Action |
|------|--|
| 16. | Scroll to the right until you get to the LS Amnt field. |



| Step | Action |
|------|--|
| 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> <ul style="list-style-type: none"> 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 |



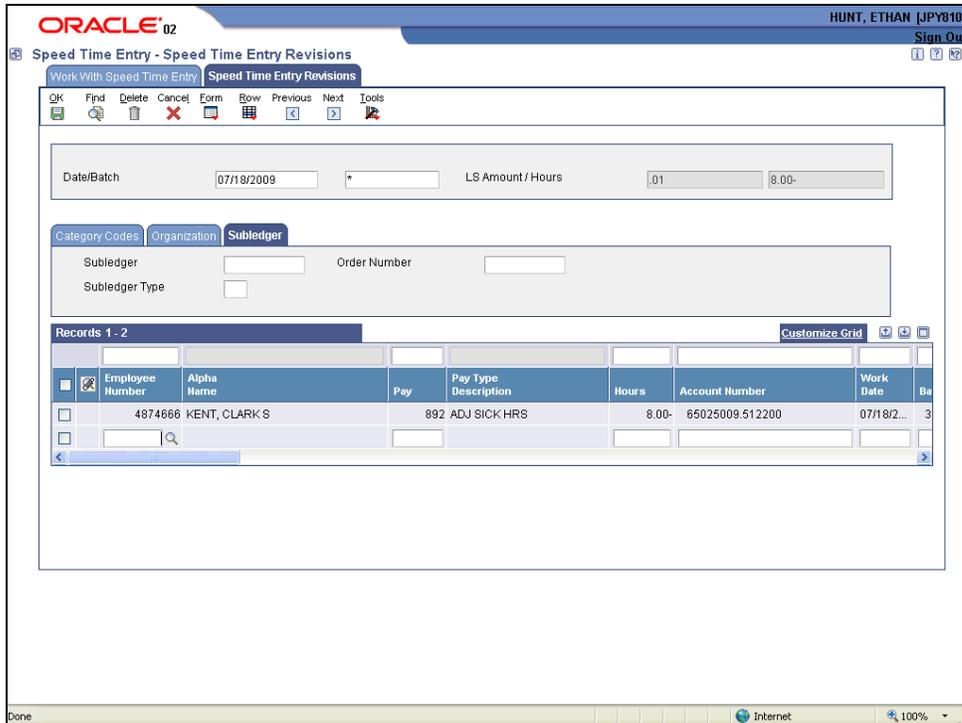
| Step | Action |
|------|--|
| 19. | Use the down arrow key on the keyboard to move to the next row on the grid. |



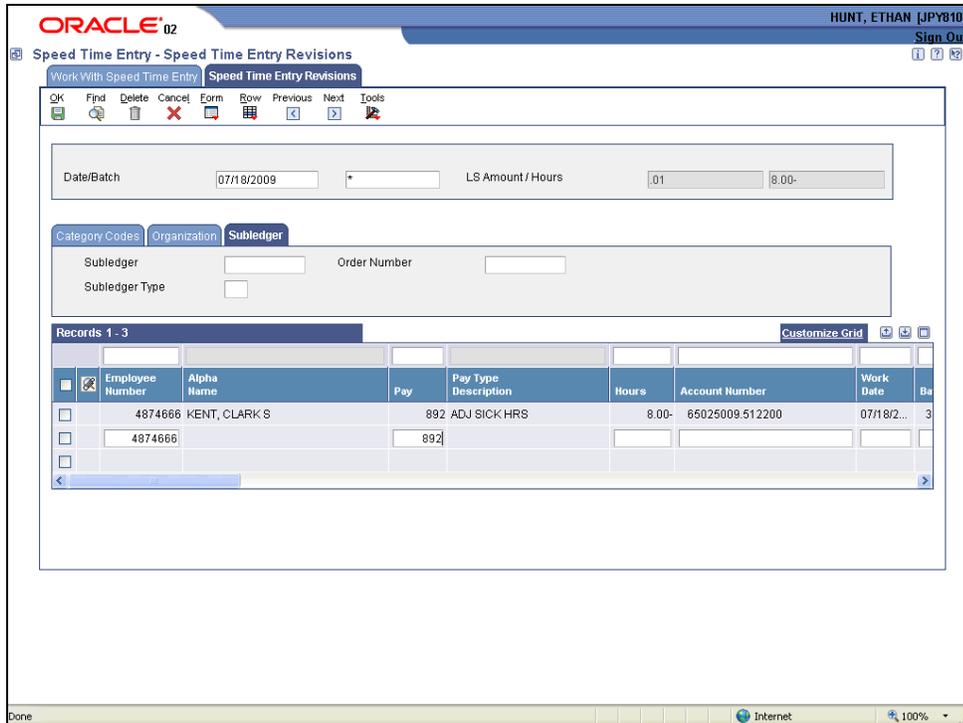
| Step | Action |
|------|---|
| 20. | Scroll back to the left until you see the Employee Number field. <input data-bbox="462 1094 756 1121" type="text"/> |

Training Guide

Leave Adjustments



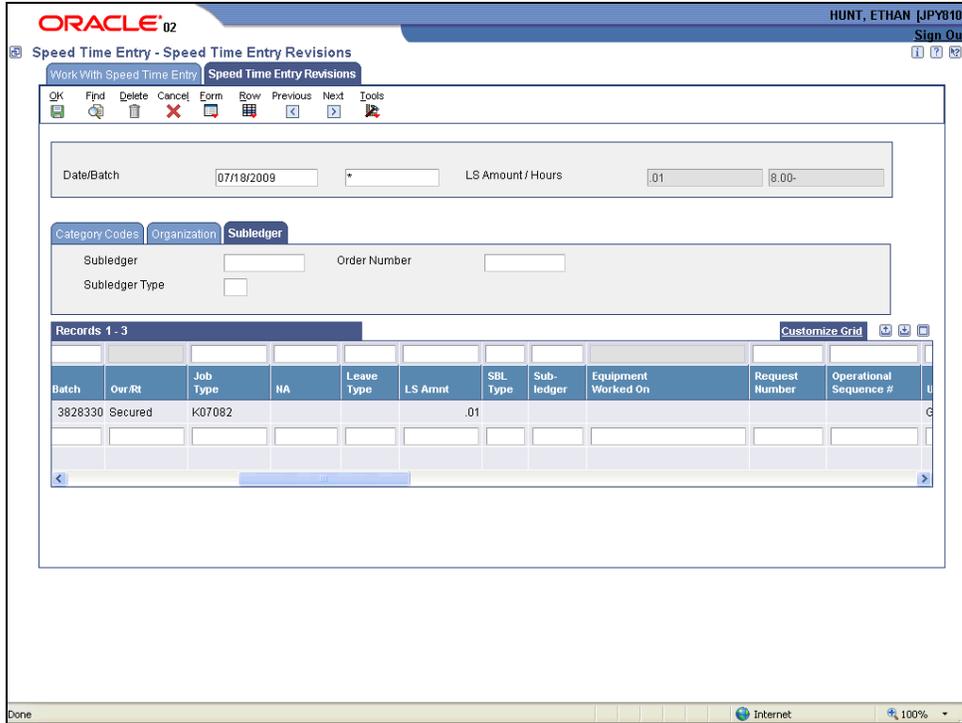
| Step | Action |
|------|---|
| 21. | Enter the employee's address book number in the Employee Number field. |
| 22. | In the Pay field enter one of the following Pay Types: 892 (Adj Sick Hrs) 894 (Adj Vac Hrs) 895 (Adj Comp Hrs) |
| 23. | DO NOT enter hours on the second row. |



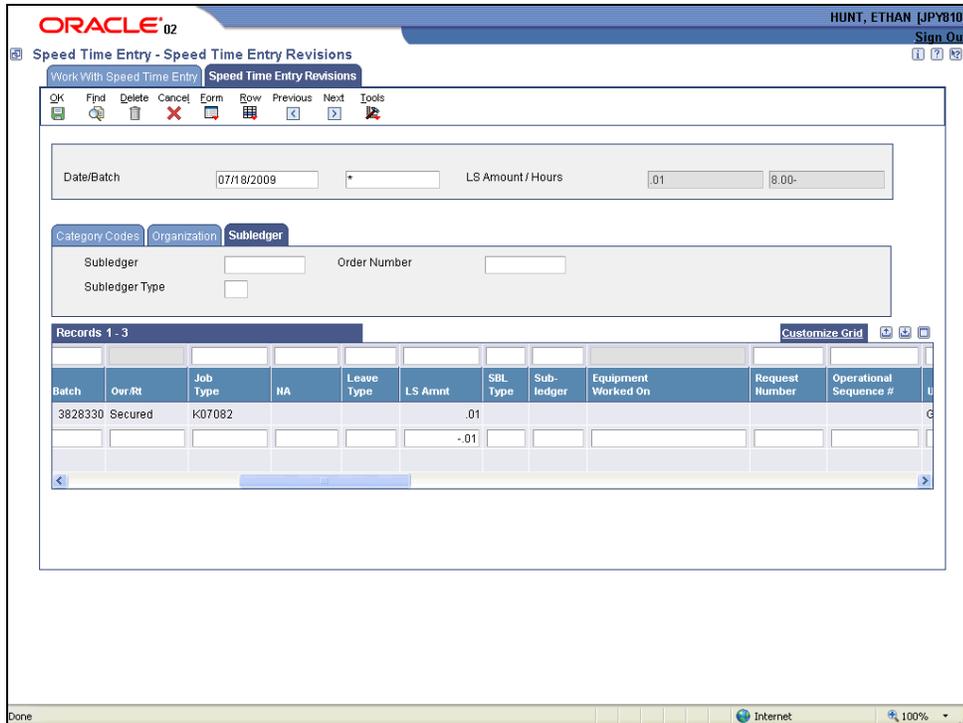
| Step | Action |
|------|--|
| 24. | Scroll to the right until you see the LS Amnt field. Click the object. |

Training Guide

Leave Adjustments



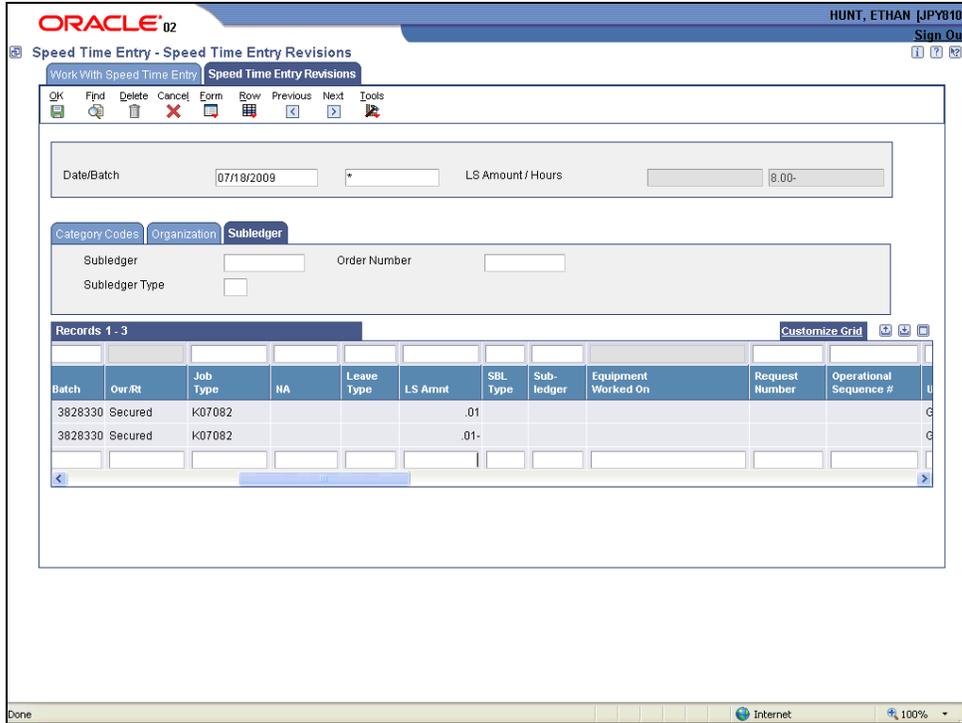
| Step | Action |
|------|--|
| 25. | Enter "-.01" into the LS Amnt field. |



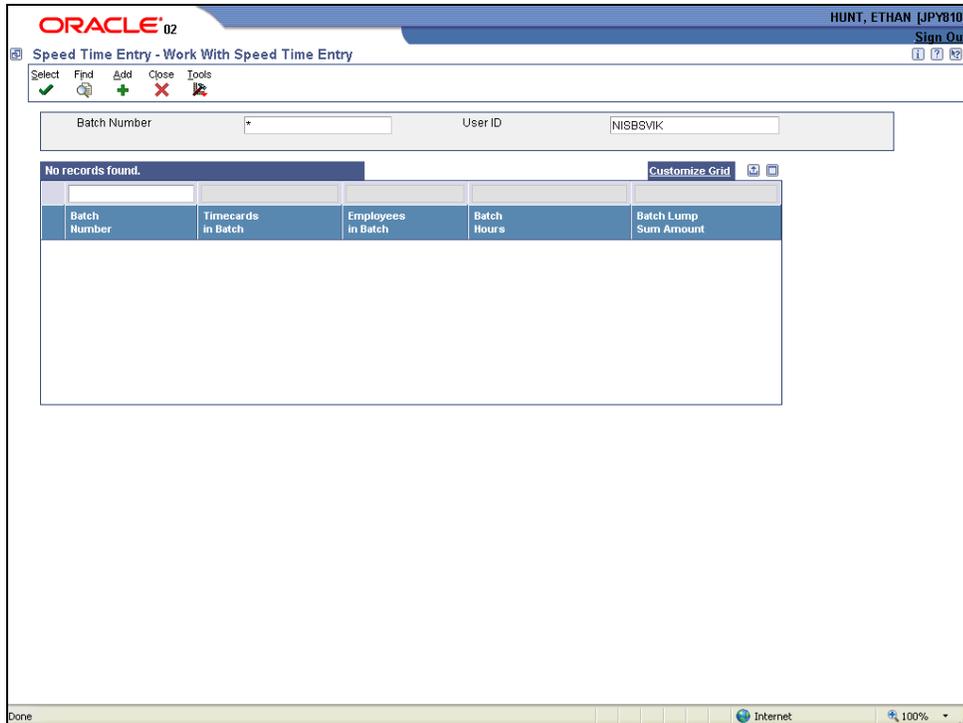
| Step | Action |
|------|--|
| 26. | Use the down arrow key on the keyboard to move to the next row on the grid. |

Training Guide

Leave Adjustments



| Step | Action |
|------|--|
| 27. | Click the OK button.  |
| 28. | Click the Cancel button.  |



| Step | Action |
|------|---|
| 29. | Click the Close button.  |
| 30. | You have successfully completed this lesson. End of Procedure. |