

Recording Catastrophic Leave Donations & Usage

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.



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Recording Catastrophic Leave Donations & Usage

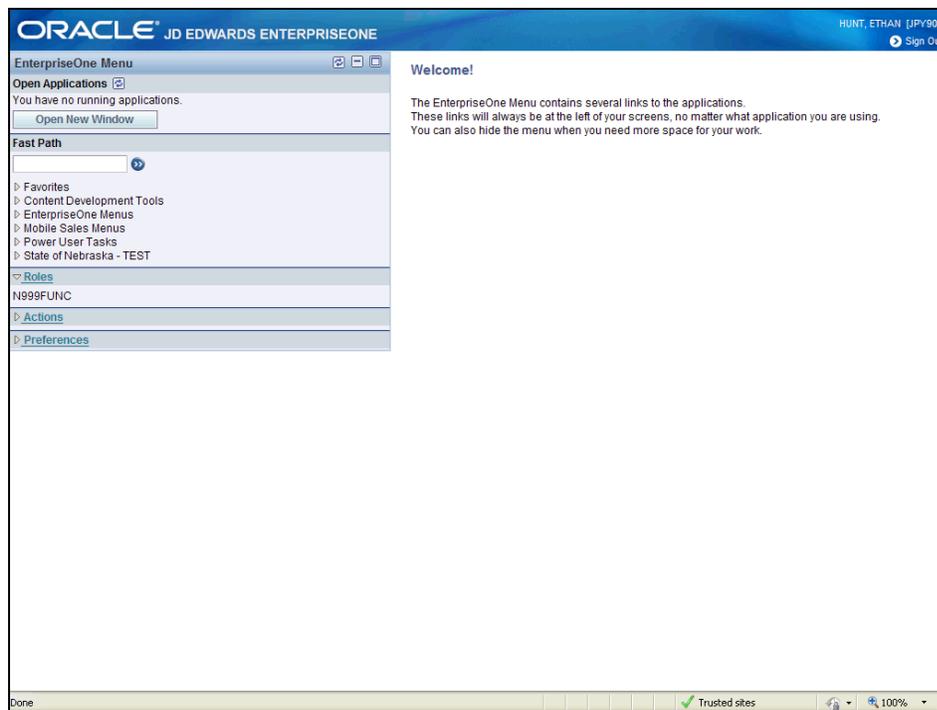
Recording Catastrophic Leave Donations & Usage Overview

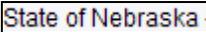
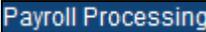
Use these instructions to record catastrophic leave donations and usage. This process not only adjusts the balances of the receiving and donating employees but also tracks the hours received and donated by specific pay types and accruals.

Recording Catastrophic Leave Donations Lesson

Procedure

In this lesson you will learn how to record catastrophic leave donations.



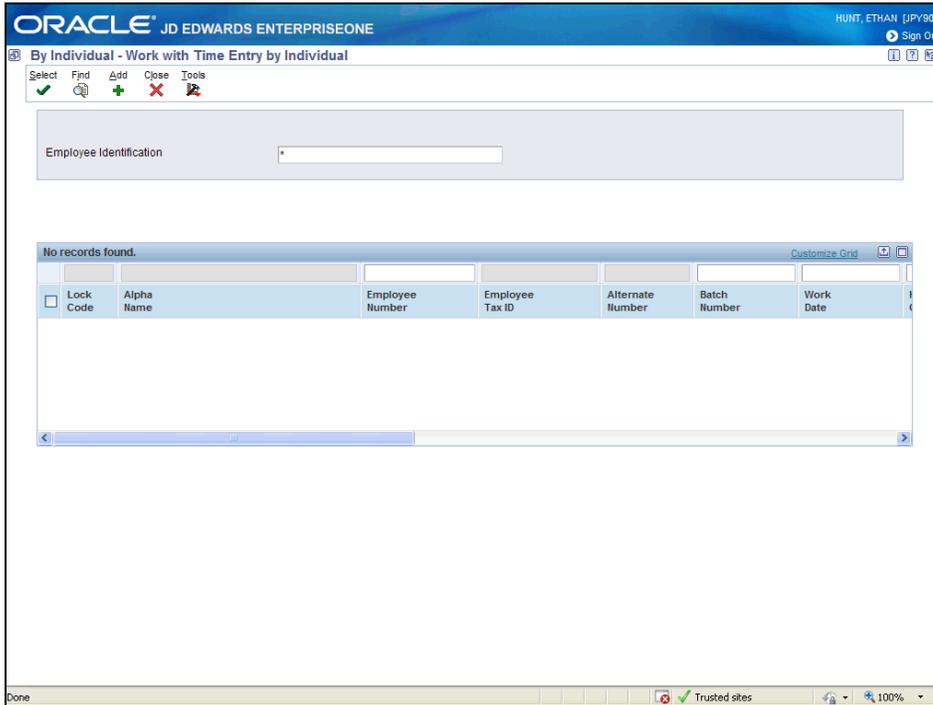
Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Processing link. 
4.	Click the Time Maintenance link. 

Training Guide

Recording Catastrophic Leave Donations & Usage



Step	Action
5.	Click the By Individual link. 



Step	Action
6.	Click the Add button. 

Step	Action
7.	Complete the first field for the Date/Batch field with the pay period end date. Leave the second field blank.
8.	Enter the address book number of the employee donating leave in the Employee Number field in the grid.
9.	Click in the Pay field. <input type="text"/>
10.	Enter " 888 " into the Pay field.
11.	Click in the Hours field. <input type="text"/>
12.	For pay type 888 enter the hours being donated in the Hours field.
13.	Scroll to the right until you see the LS Amnt field.
14.	In the LS Amnt field enter the Lump Sum amount of the hours being donated. For example, if the employee donating makes \$20 an hour and they are donating an hour of leave you would enter " 20 " in the the LS Amnt field.

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Recording Catastrophic Leave Donations & Usage



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

By Individual - Speed Time Entry Revisions

Work with Time Entry by Individual Speed Time Entry Revisions

Find Delete Cancel Form Row Previous Next Tools

Date/Batch 06/20/2010 * LS Amount / Hours Public Timecards N

Category Codes Organization Subledger Dates

Cat 01 Cat 03
Cat 02 Cat 04

Records 1 - 2 Customize Grid

Employee ID	LS Amt	SBL Type	Sub-ledger	Equipment Worked On	Operational Sequence #	Union	Job Location	Interim ID	Position ID
	20								

Done Trusted sites 100%

Step	Action
15.	Use the down arrow key on the keyboard to move to the next row on the grid.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

By Individual - Speed Time Entry Revisions

Work with Time Entry by Individual Speed Time Entry Revisions

OK Find Delete Cancel Form Row Previous Next Tools

Date/Batch 06/20/2010 * LS Amount / Hours 20.00 1.00 Public Timecards N

Category Codes Organization Subledger Dates

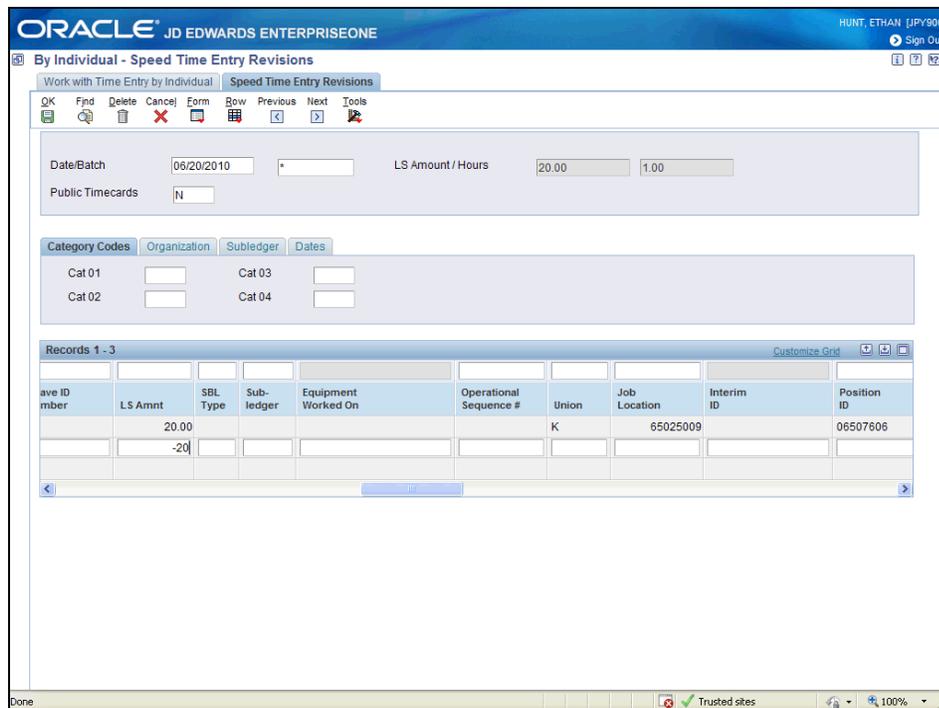
Cat 01 Cat 03
Cat 02 Cat 04

Records 1 - 2 Customize Grid

Leave Comments	Leave Comments Review	Leave ID Number	LS Amt	SBL Type	Sub-ledger	Equipment Worked On	Operational Sequence #
			20.00				

Done Trusted sites 100%

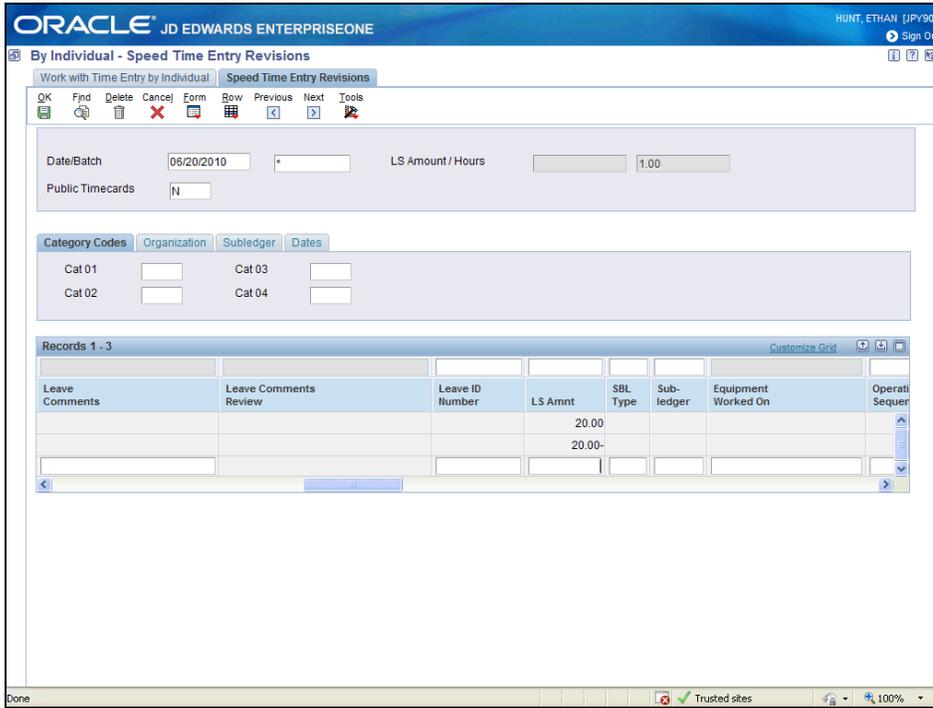
Step	Action
16.	Scroll back to the left until you see the Employee Number field. <input style="width: 100px; height: 15px;" type="text"/>
17.	Enter the address book number of the employee donating leave in the Employee Number field in the grid.
18.	Click in the Pay field. <input style="width: 40px; height: 15px;" type="text"/>
19.	Enter " 889 " into the Pay field.
20.	For pay type 889 no hours are entered.
21.	Scroll to the right until you see the LS Amnt field.
22.	For pay type 889 a negative Lump Sum dollar amount equal to the hours donated needs to be entered in the LS Amnt field. For example, if the employee donating makes \$20 an hour and is donating an hour you would enter " -20 " in the LS Amnt field.



Step	Action
23.	Use the down arrow key on the keyboard to move to the next row on the grid.

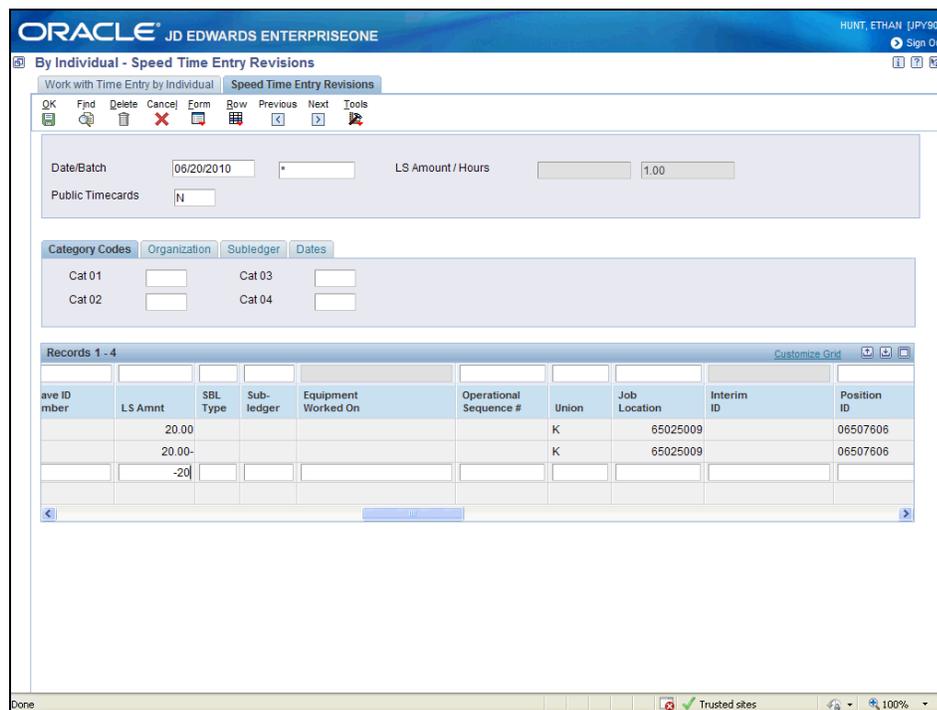
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Recording Catastrophic Leave Donations & Usage



Step	Action
24.	Scroll back to the left until you see the Employee Number field. <input type="text"/>
25.	Decision: Please make a selection from the options listed below. <ul style="list-style-type: none"> • NAPE/AFSCME Contract Covered Employee Go to step 26 on page 6 • Rules Covered Employee Go to step 46 on page 11
26.	Enter the address book number of the employee receiving leave in the Employee Number field in the grid.
27.	Click in the Pay field. <input type="text"/>
28.	Enter " 890 " into the Pay field.
29.	Click in the Hours field. <input type="text"/>

Step	Action
30.	<p>For pay type 890 enter the number of hours the employee will be receiving in the Hours field. This needs to be entered as a negative because it is reducing the Sick Taken and increasing the Sick Available.</p> <p>Note: The amount entered here may not be the same as the number donated. For example, if an employee making \$20 an hour donates an hour to an employee making \$10 an hour, the number of hours the employee would receive would be 2 (a Lump Sum of \$20).</p>
31.	Scroll to the right until you see the LS Amnt field.
32.	In the LS Amnt field enter the dollar value of the hours being donated. This needs to be entered as a negative.



Step	Action
33.	Use the down arrow key on the keyboard to move to the next row on the grid.

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ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

By Individual - Speed Time Entry Revisions

Work with Time Entry by Individual Speed Time Entry Revisions

OK Find Delete Cancel Form Row Previous Next Tools

Date/Batch 06/20/2010 * LS Amount / Hours 20.00- 1.00-

Public Timecards N

Category Codes Organization Subledger Dates

Cat 01 Cat 03
Cat 02 Cat 04

Records 1 - 4 Customize Grid

Leave Comments	Leave Comments Review	Leave ID Number	LS Amnt	SBL Type	Sub-ledger	Equipment Worked On	Operati Sequer
			20.00				
			20.00-				
			20.00-				

Done Trusted sites 100%

Step	Action
34.	Scroll back to the left until you see the Employee Number field. <input type="text"/>
35.	Enter the address book number of the employee receiving leave in the Employee Number field in the grid.
36.	Click in the Pay field. <input type="text"/>
37.	Enter " 891 " into the Pay field.
38.	No hours are entered for pay type 891.
39.	Scroll to the right until you see the LS Amnt field.
40.	In the LS Amnt field enter the dollar value of the hours being donated. This needs to be entered as a positive because it is balancing the 890 dollars so the net to pay is Zero.

ORACLE JD EDWARDS ENTERPRISEONE

HUNT, ETHAN (JPY900) Sign Out

By Individual - Speed Time Entry Revisions

Work with Time Entry by Individual Speed Time Entry Revisions

Date/Batch: 06/20/2010 LS Amount / Hours: 20.00- 1.00-

Public Timecards: N

Category Codes: Organization Subledger Dates

Cat 01 Cat 03
Cat 02 Cat 04

Records 1 - 5

Leave ID Number	LS Amt	SBL Type	Sub-ledger	Equipment Worked On	Operational Sequence #	Union	Job Location	Interim ID	Position ID
	20.00					K	65025009		06507606
	20.00-					K	65025009		06507606
	20.00-					G	65050008		06551053
	20.00-								

Step	Action
41.	Use the down arrow key on the keyboard to move to the next row on the grid.

ORACLE JD EDWARDS ENTERPRISEONE

HUNT, ETHAN (JPY900) Sign Out

By Individual - Speed Time Entry Revisions

Work with Time Entry by Individual Speed Time Entry Revisions

Date/Batch: 06/20/2010 LS Amount / Hours: 20.00- 1.00-

Public Timecards: N

Category Codes: Organization Subledger Dates

Cat 01 Cat 03
Cat 02 Cat 04

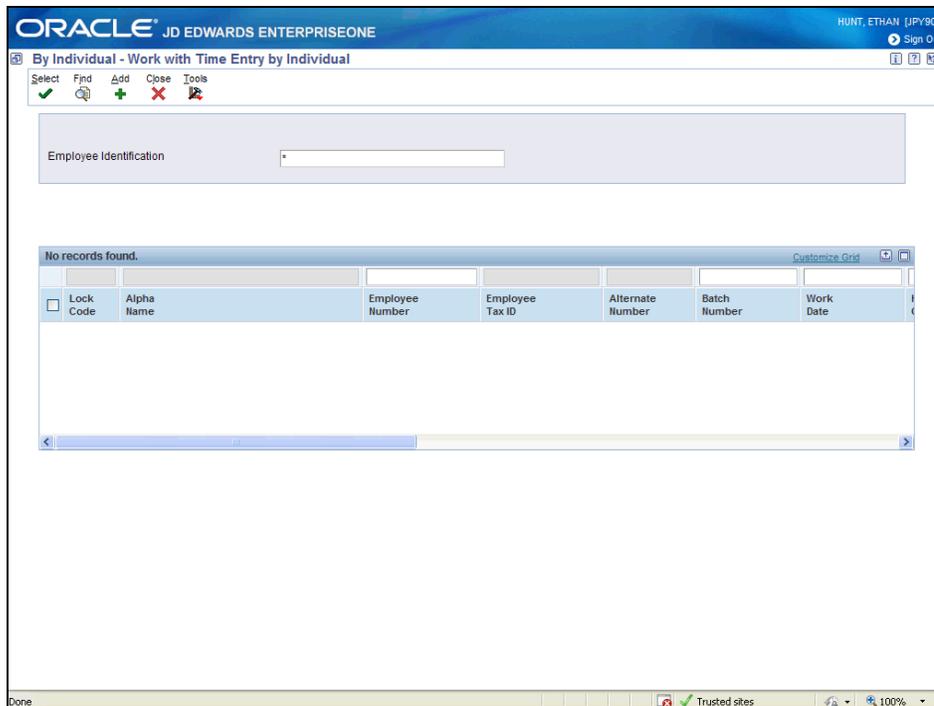
Records 1 - 5

Leave Comments	Leave Comments Review	Leave ID Number	LS Amt	SBL Type	Sub-ledger	Equipment Worked On	Operational Sequence #
			20.00				
			20.00-				
			20.00-				
			20.00-				

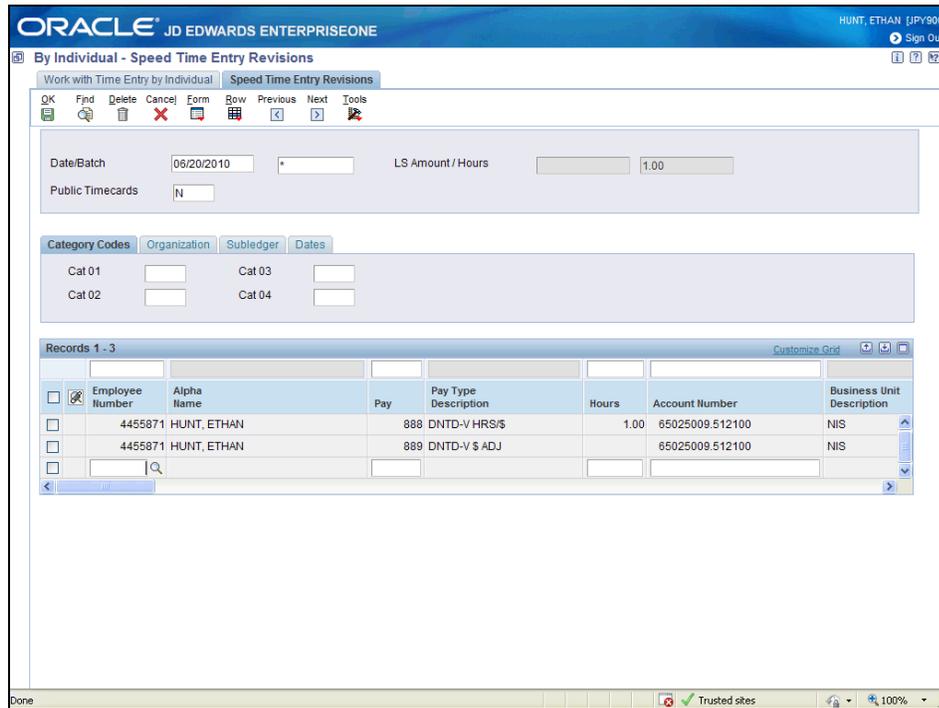
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Step	Action
42.	Click the OK button. 
43.	Click the Cancel button. 



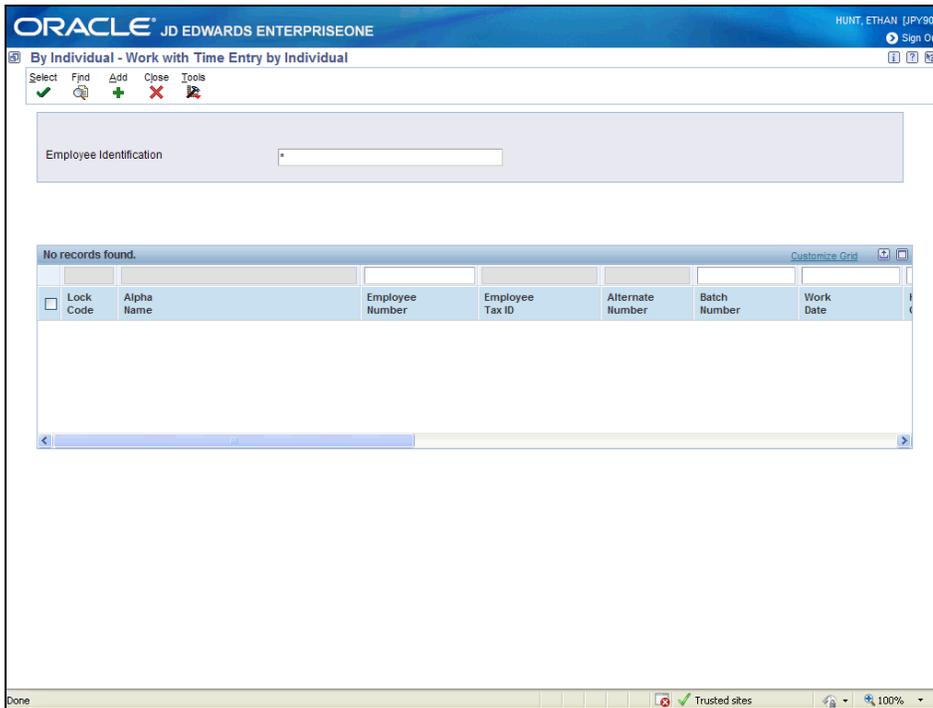
Step	Action
44.	Click the Close button. 
45.	You have successfully completed this lesson. End of Procedure. Remaining steps apply to other paths.



Step	Action
46.	Enter the address book number of the employee receiving leave in the Employee Number field in the grid.
47.	Click in the Pay field. <input type="text"/>
48.	Enter " 896 " into the Pay field.
49.	Click in the Hours field. <input type="text"/>
50.	For pay type 896 enter the number of hours the employee will be receiving in the Hours field. This needs to be entered as positive. Note: The amount entered here may not be the same as the number donated. For example, if an employee making \$20 an hour donates an hour to an employee making \$10 an hour, the number of hours the employee would receive would be 2 (a Lump Sum of \$20).
51.	Use the down arrow key on the keyboard to move to the next row on the grid.
52.	Click the OK button. 
53.	Click the Cancel button. 

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Recording Catastrophic Leave Donations & Usage

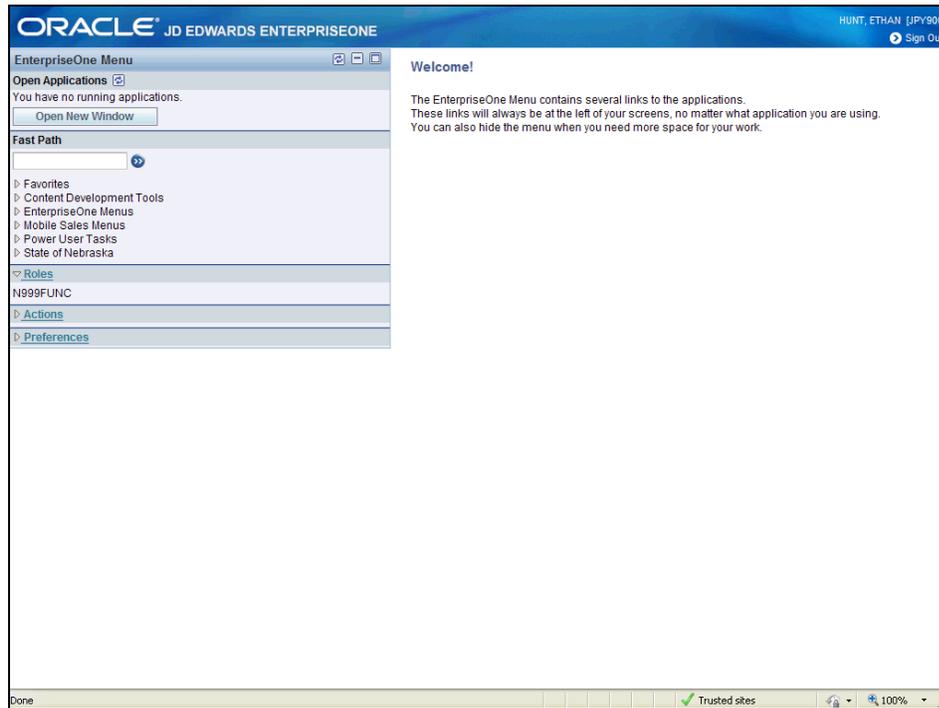


Step	Action
54.	Click the Close button. 
55.	You have successfully completed this lesson. End of Procedure.

Recording Catastrophic Leave Usage Lesson

Procedure

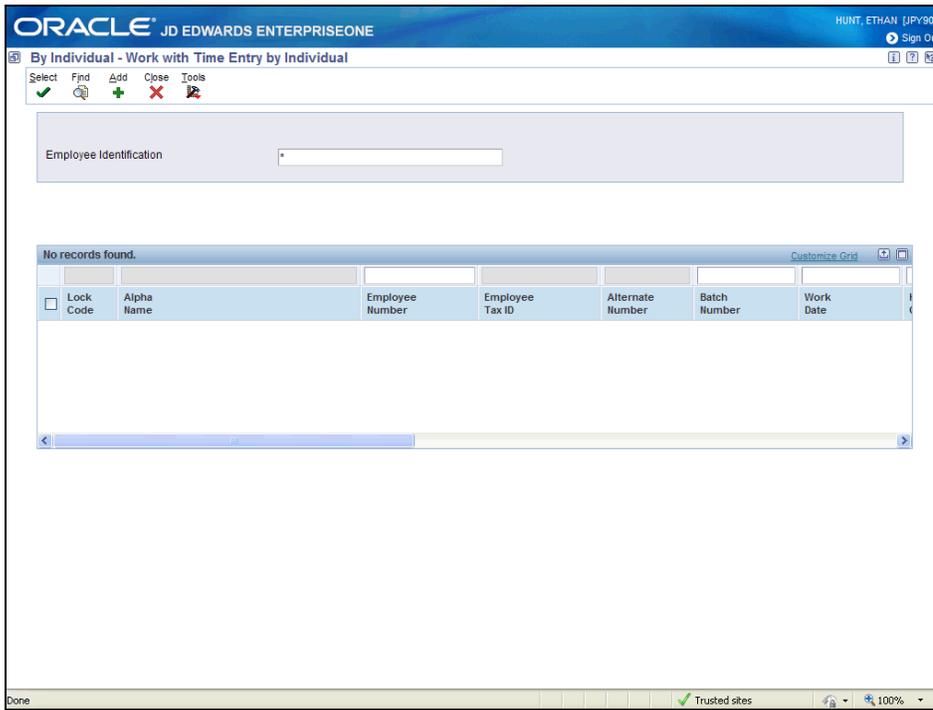
In this lesson you will learn how to enter the usage of catastrophic leave by the employee it was donated to.



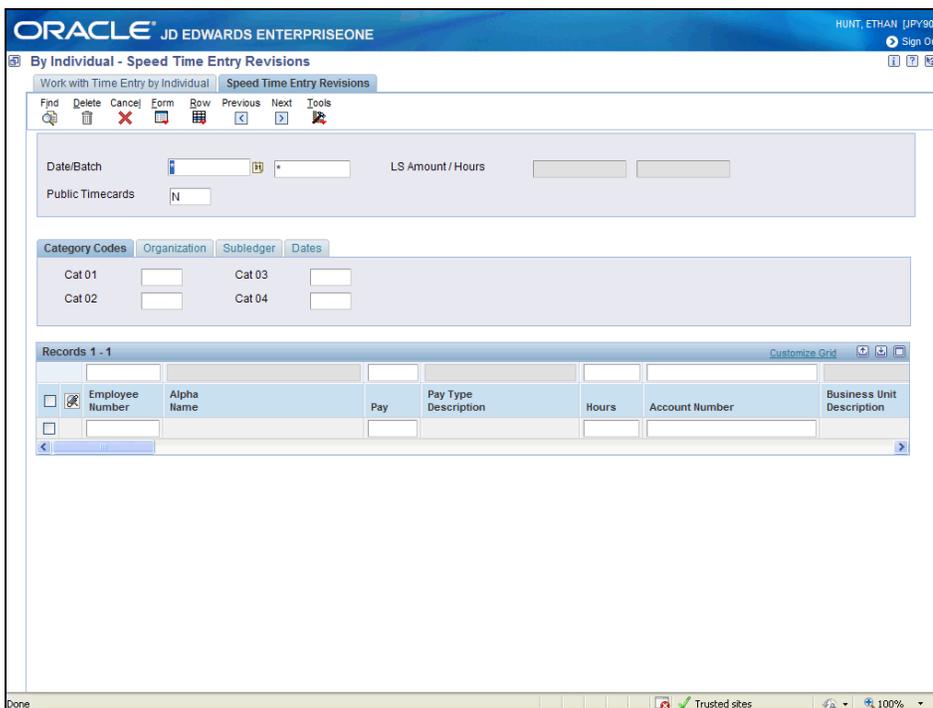
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Payroll link. Payroll
3.	Click the Payroll Processing link. Payroll Processing
4.	Click the Time Maintenance link. Time Maintenance
5.	Click the By Individual link. By Individual

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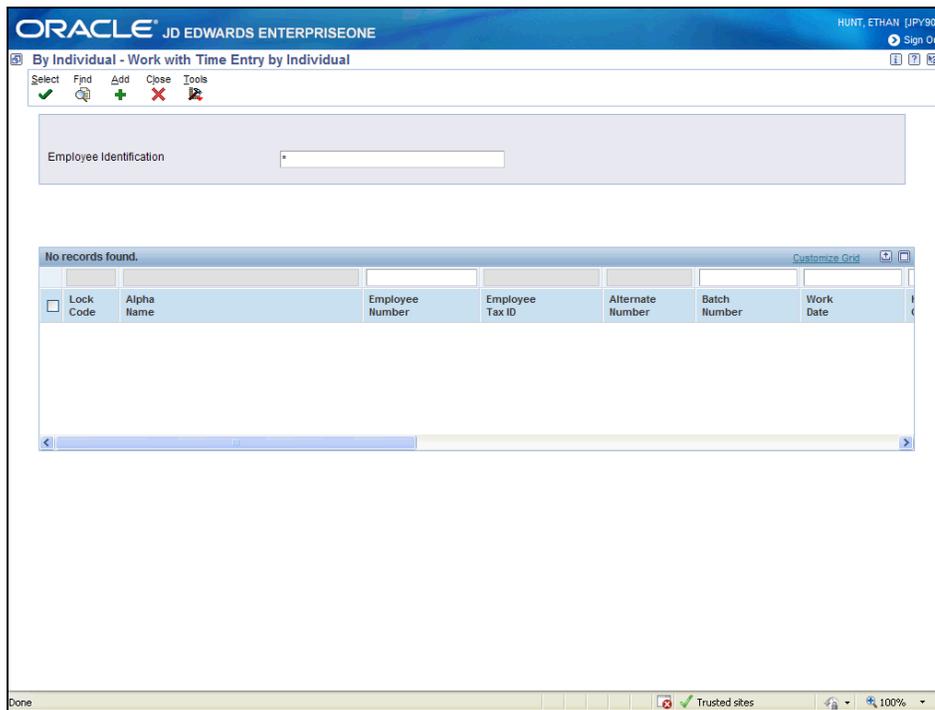
Step	Action
6.	Click the Add button. 



Step	Action
7.	Enter the last date of the pay period in which the catastrophic leave will be used into the Date/Batch field.
8.	Click in the Employee Number field. <input type="text"/>
9.	Enter the employee number of the employee using the catastrophic leave into the Employee Number field.
10.	Click in the Pay field. <input type="text"/>
11.	Enter the correct pay type into the Pay field. Note: For Rules covered employees use Pay Type 185 . For Bargaining Unit employees use Pay Type 180 .
12.	Click in the Hours field. <input type="text"/>
13.	Enter the number of catastrophic leave hours the employee will be using into the Hours field.
14.	Press the Down Arrow on your keyboard to get the OK button to appear.
15.	Click the OK button. 
16.	Click the Cancel button. 

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Step	Action
17.	Click the Close button. 
18.	You have successfully completed this lesson. End of Procedure.