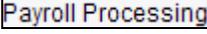
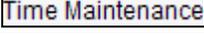


Leave Adjustments Lesson

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. 
5.	Click the Speed Time Entry link. 
6.	Click the Add button. 
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. 
12.	Complete any of the following fields to have an account number automatically appear on every timecard that you enter: Subledger Subledger Type Note: Subledger will not be used in all Agencies.
13.	Enter the employee's address book number in the Employee Number field.
14.	In the Pay field enter one of the following Pay Types: 892 (Adj Sick Hrs) 894 (Adj Vac Hrs) 895 (Adj Comp Hrs)

Step	Action
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> <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
19.	Use the down arrow key on the keyboard to move to the next row on the grid.
20.	Scroll back to the left until you see the Employee Number field. <input data-bbox="354 1304 899 1346" type="text"/>
21.	Enter the employee's address book number in the Employee Number field.
22.	Click in the Pay field. <input data-bbox="354 1430 464 1472" type="text"/>
23.	In the Pay field enter one of the following Pay Types: 892 (Adj Sick Hrs) 894 (Adj Vac Hrs) 895 (Adj Comp Hrs)
24.	DO NOT enter hours on the second row.
25.	Scroll to the right until you see the LS Amnt field. Click the scrollbar.
26.	Enter "-.01" into the LS Amnt field.
27.	Use the down arrow key on the keyboard to move to the next row on the grid.

Step	Action
28.	Click the OK button. 
29.	Click the Cancel button. 
30.	Click the Close button. 
31.	You have successfully completed this lesson. End of Procedure.