

Leave Adjustments

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

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.

Table of Contents

Leave Adjustments.....	1
Leave Adjustments Overview	1
Leave Adjustments Lesson	1

Leave Adjustments

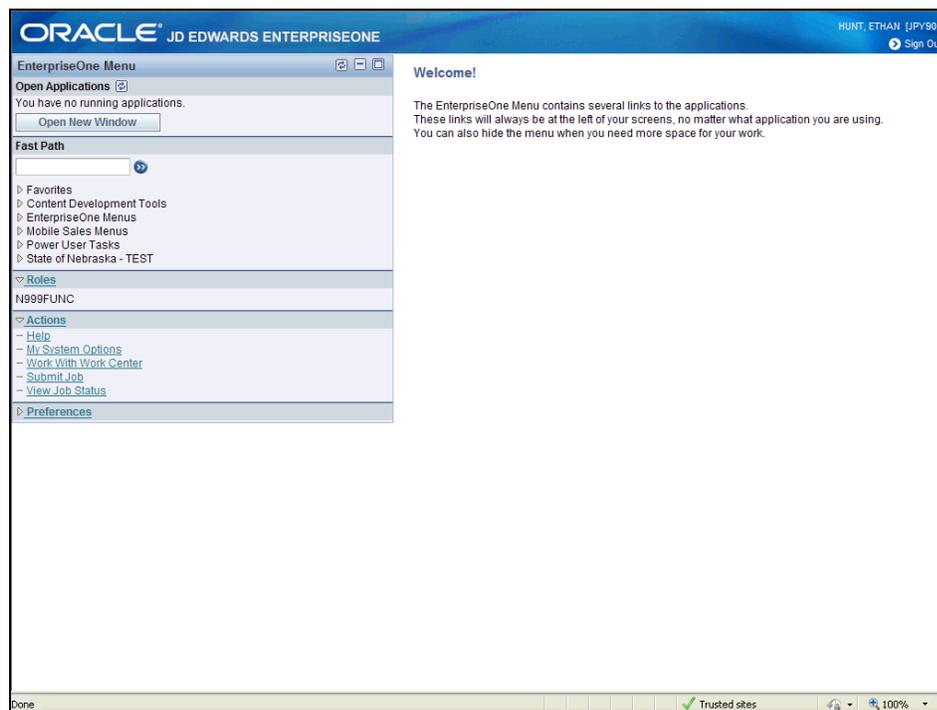
Leave Adjustments Overview

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.

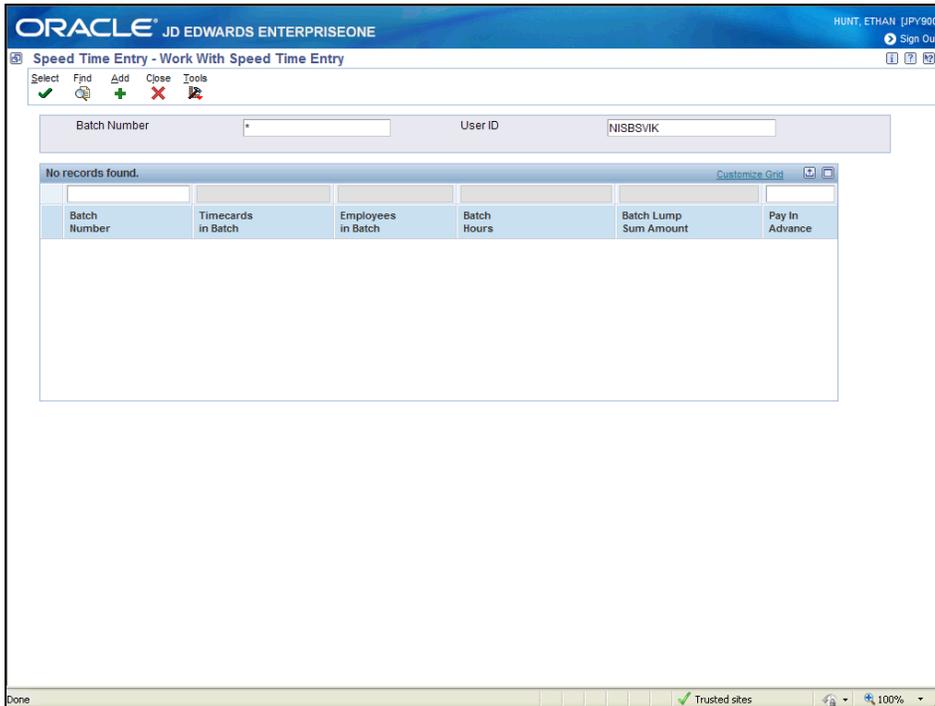


Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Payroll link. Payroll
3.	Click the Payroll Processing link. Payroll Processing
4.	Click the Time Maintenance link. Time Maintenance

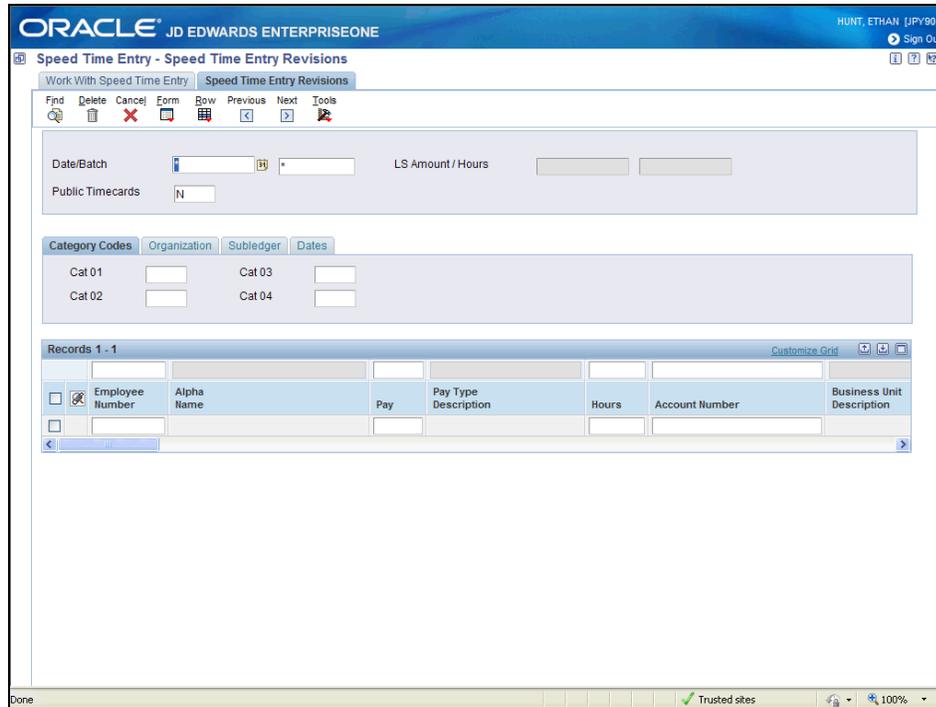
Training Guide

Leave Adjustments

Step	Action
5.	Click the Speed Time Entry link.



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. <input type="text"/>
9.	Click the Organization tab. <input type="text" value="Organization"/>
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. <input type="text" value="Subledger"/>
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.

Training Guide

Leave Adjustments



Step	Action
14.	In the Pay field enter one of the following Pay Types: 892 (Adj Sick Hrs) 894 (Adj Vac Hrs) 895 (Adj Comp Hrs)
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.	The following fields in the grid can also be completed or overridden if necessary: 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

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Speed Time Entry - Speed Time Entry Revisions

Work With Speed Time Entry Speed Time Entry Revisions

Find Delete Cancel Form Row Previous Next Tools

Date/Batch 07/04/2010 * LS Amount / Hours Public Timecards N

Category Codes Organization Subledger Dates

Subledger Order Number Subledger Type

Records 1 - 2 Customize Grid

Leave ID Number	LS Amnt	SBL Type	Sub-ledger	Equipment Worked On	Operational Sequence #	Union	Job Location	Interim ID	Position ID
	.01								

Done Trusted sites 100%

Step	Action
19.	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

Speed Time Entry - Speed Time Entry Revisions

Work With Speed Time Entry Speed Time Entry Revisions

OK Find Delete Cancel Form Row Previous Next Tools

Date/Batch 07/04/2010 * LS Amount / Hours .01 8.00- Public Timecards N

Category Codes Organization Subledger Dates

Subledger Order Number Subledger Type

Records 1 - 2 Customize Grid

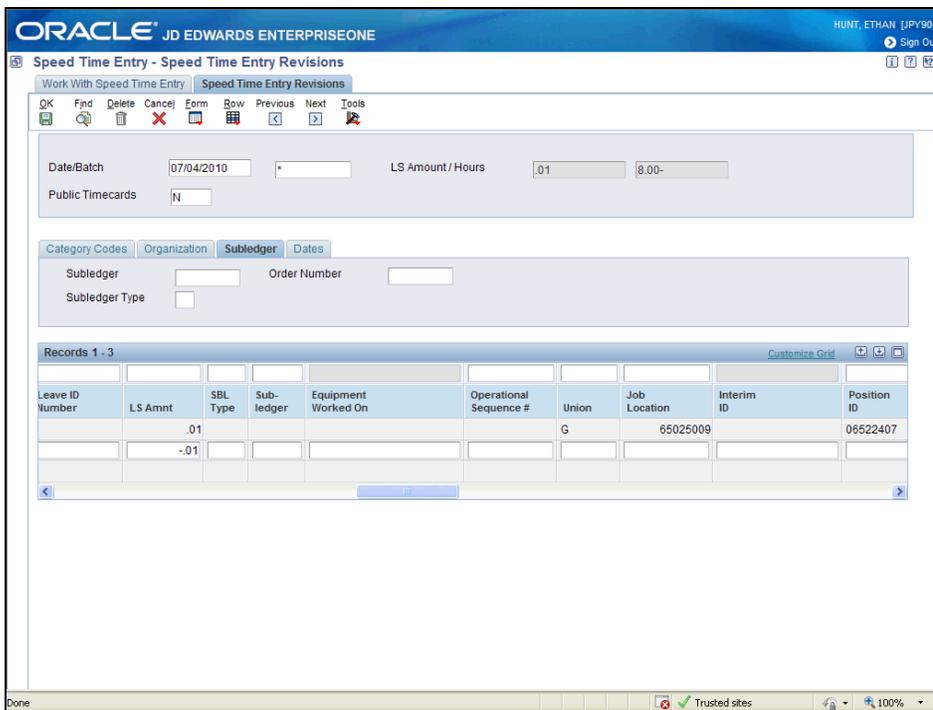
Leave Comments	Leave Comments Review	Leave ID Number	LS Amnt	SBL Type	Sub-ledger	Equipment Worked On	Operat Sequ
			.01				

Done Trusted sites 100%

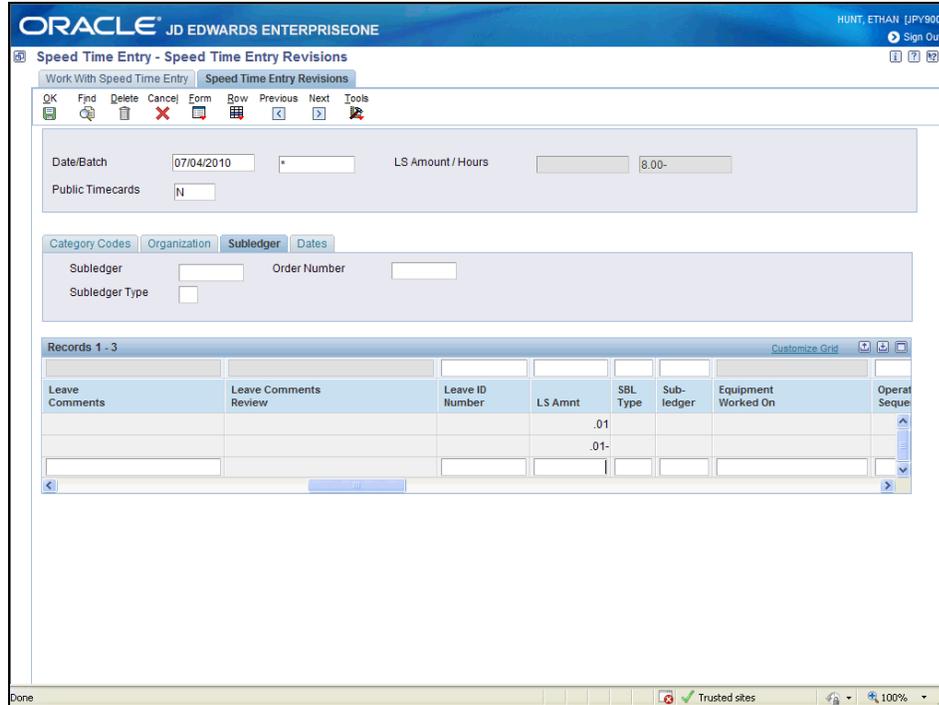
Training Guide

Leave Adjustments

Step	Action
20.	Scroll back to the left until you see the Employee Number field. <input type="text"/>
21.	Enter the employee's address book number in the Employee Number field.
22.	Click in the Pay field. <input 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.



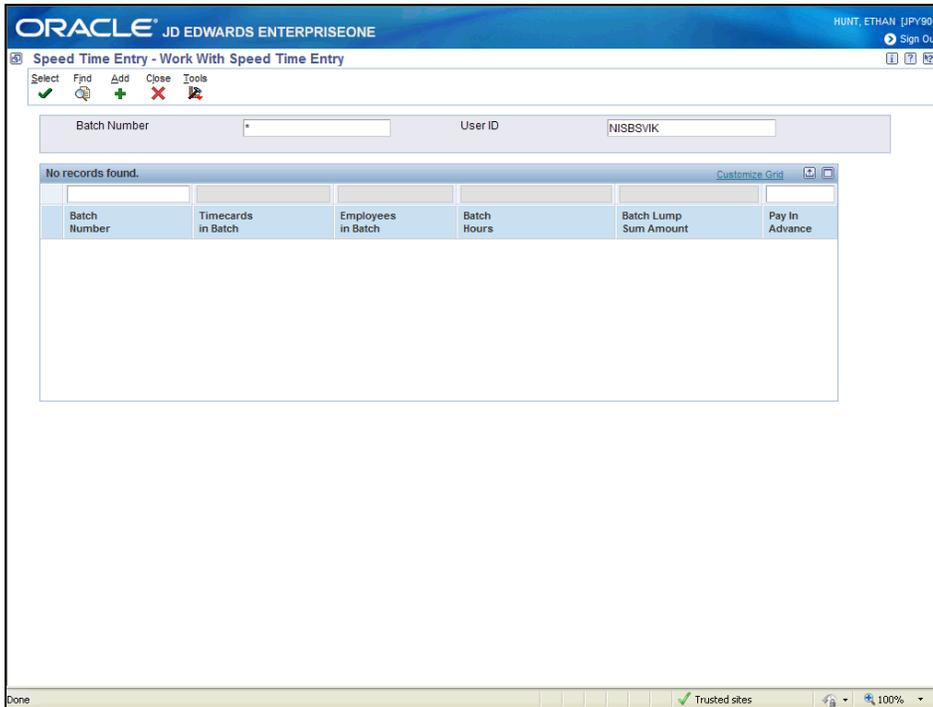
Step	Action
27.	Use the down arrow key on the keyboard to move to the next row on the grid.



Step	Action
28.	Click the OK button. 
29.	Click the Cancel button. 

Training Guide

Leave Adjustments



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