

Remember to use the Visual Assist  to search for information.

To	Do This
<p>Adjust Catastrophic Leave Balances</p>	<p>Navigation</p> <p>Human Resources and Payroll – Agencies > Payroll > Time Maintenance > By Individual</p> <p>Steps</p> <p>Start from the By Individual – Work With Time Entry by Individual window.</p> <ol style="list-style-type: none"> 1. Click Add. The By Individual – Speed Time Entry Revisions window appears. 2. Complete the following fields in the header: <ul style="list-style-type: none"> • Date/Batch – Pay Period End date / Next Numbers will assign a Batch number 3. Complete the following fields: <ul style="list-style-type: none"> • Employee Number – Employee donating the leave. • Pay – 888 and 889, Donated vacation leave for person donating vacation leave. <ul style="list-style-type: none">  For Pay-type 888, the hours donated are recorded, along with the hourly rate or with a Lump Sum amount.  For Pay-type 889, a negative Lump Sum dollar amount, equal to the hours donated times the employee's hourly rate, is entered. No hours are recorded. • Hours – The amount of vacation hours to remove from the employee's vacation leave balance. 4. Use the down arrow key on the keyboard to move to the next row on the grid. 5. Complete the following fields: <ol style="list-style-type: none"> 1. Employee Number – Employee receiving leave. 2. Pay – 890 and 891, Increase Sick Leave balance of receiving employee. <ul style="list-style-type: none">  Pay-type 890 shows the number of hours donated and the dollar value. It is recorded as a negative, because it is reducing the Sick Taken and increasing the Sick Available.  Pay-type 891 has the Lump Sum value without hours. It is recorded as a positive because it is balancing the 890 dollars so the net to pay is Zero. 3. Hours – The amount of hours to give to the employee's sick leave account. Must be a negative. 6. Click OK. 7. Click Cancel to return to the By Individual – Work with Time Entry by Individual window. 8. Click Close. You will return to the menu.