📄 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 <u>prior</u> year. If it is necessary to adjust <u>current</u> year leave usage or leave accruals, that adjustment should be done using the appropriate Pay Type for leave used or DBA for leave accrual.

This work instruction shows how to: Adjust an Employee's Leave Balance

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/.
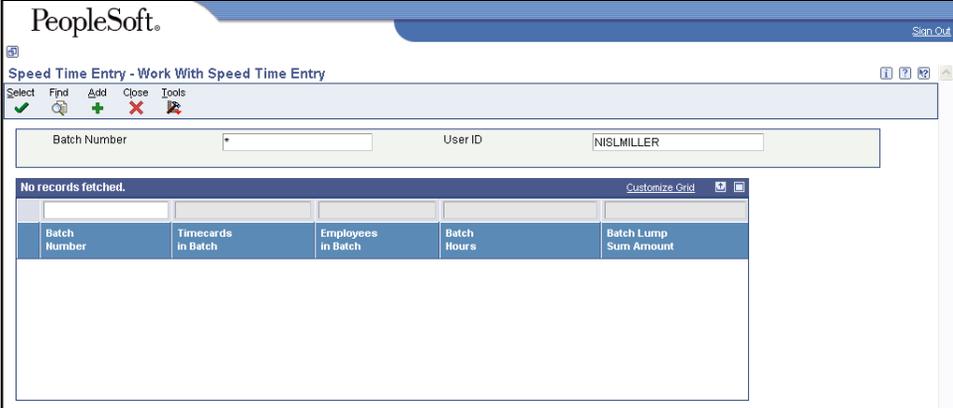
Navigation

Click Roles, HR_PR   .
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

Human Resources and Payroll – Agencies > Payroll > Time Maintenance > Speed Time Entry (or) By Individual

Steps

Leave Adjustments

Start this Work Instruction from the Speed Time Entry – Work with Speed Time Entry window.

1. Click **Add**. The Speed Time Entry – Speed Time Entry Revisions window appears.

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2. Complete the following fields:

    - Date/Batch – Pay Period End date / Next Numbers will assign a Batch number.

3. 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.

4. Click the **Organization** tab and complete any of the following fields 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:

    - Job Location

    - Check Route Code

    - Shift Code

5. Click the Subledger tab and complete any necessary information.

6. Complete the following fields in the grid:

    - Employee Number

    - Pay – Pay Type 892 (Adj Sick Hrs), 894 (Adj Vac Hrs), or 895 (Adj Comp Hrs) (Same as Pay Type entered on first line.)

- Hours to be adjusted (a positive amount reduces the leave balance, a negative amount increases the leave balance).

- Account Number – GL labor account. The Account Number will be supplied by the Automatic Accounting Instructions (AAI), based on the Pay Type and Home Business Unit.

- LS Amnt – enter a **positive** one cent

The following fields 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

7. Use the down arrow key on the keyboard to move to the next row on the grid.

8. Complete the following fields in the next row:

- Employee Number

- Pay – Pay Type 892 (Adj Sick Hrs), 894 (Adj Vac Hrs), or 895 (Adj Comp Hrs)

- Hours – **Do not enter hours on the second row**.

- Account Number – GL labor account. The Account Number will be supplied by the Automatic Accounting Instructions (AAI), based on the Pay Type and Home Business Unit.

- LS Amnt – enter a **negative** one cent

9.   Click **OK** to accept the data and clear the Speed Time Entry Revisions
     window.

10. Click **Cancel** to return to the Work with Speed Time Entry window.

11. Click **Close**.