

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.

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

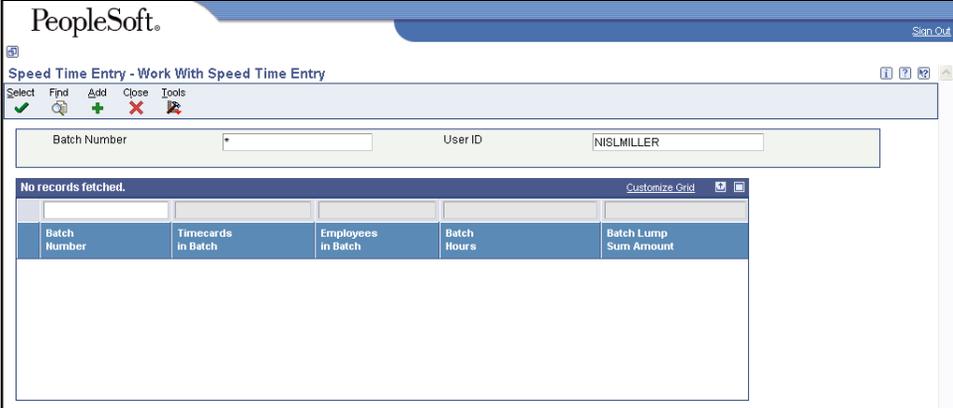
Click Roles, HR_PR
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

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.



The screenshot shows the PeopleSoft interface for 'Speed Time Entry - Work With Speed Time Entry'. At the top, there is a 'Sign Out' button. Below the title bar, there is a toolbar with 'Select', 'Find', 'Add', 'Close', and 'Tools' buttons. The main area contains a search bar with 'Batch Number' and 'User ID' (NISLMILLER). Below the search bar, it says 'No records fetched.' and displays a table with columns: Batch Number, Timecards in Batch, Employees in Batch, Batch Hours, and Batch Lump Sum Amount.

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

PeopleSoft. 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 LS Amount / Hours

Category Codes Organization Subledger

Cat 01 Cat 03
 Cat 02 Cat 04

Records 1 - 1 Customize Grid

Employee Number	Alpha Name	Pay	Pay Type Description	Hours
<input type="text"/>				

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.

PeopleSoft. 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 LS Amount / Hours

Category Codes Organization Subledger

Subledger Order Number
 Subledger Type

Records 1 - 1 Customize Grid

Employee Number	Alpha Name	Pay	Pay Type Description	Hours
<input type="text"/>				

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

PeopleSoft

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 * * LS Amount / Hours 16.00

Category Codes Organization Subledger

Cat 01 Cat 03
Cat 02 Cat 04

Records 1 - 3 Customize Grid

Employee Number	Alpha Name	Pay	Pay Type Description	Hours
107351	TEST, BARBARA A	1	Regular Pay	
107351	TEST, BARBARA A	30	Vacation Pd.	

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**.