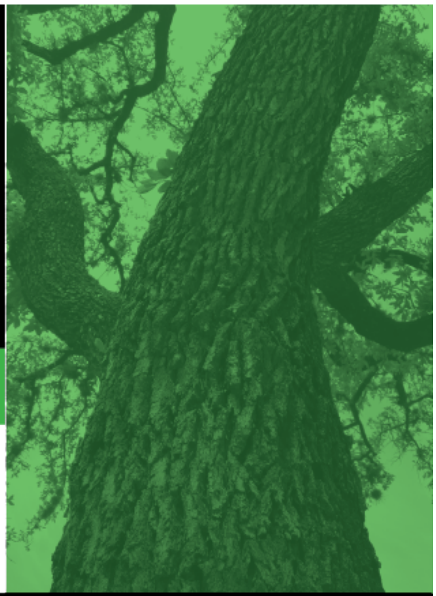
ASCENDER GUIDES



(OBSOLETE) Adjustment Days Maintenance - Regular Payroll (RP)

Table of Contents

(OBSOLETE) Adjustment Days Maintenance - Regular Payroll (RP)

Human Resources > Utilities > TEAM Submission > Adjustment Days > Adj Days Maintenance > Regular Payroll (RP)

This utility is used to view and maintain adjustment days for each employee. The page is automatically updated when the extract TRS adjustment days process is performed. The maintenance page includes leave docks that were processed through the payroll leave transmittals process for leave types that have Use For Dock TRS Days selected on the Tables > Leave > Leave Type Description tab. In addition, data can be manually modified or added.

Maintain the adjustment days:

To retrieve a specific record, enter data in one or both of the following fields:

Field	Description
Emp Nbr	Type the employee number or employee last name. As you type the data, a drop-down list of corresponding data is displayed. Select the employee name you wish to select.
Start Date	Type the date in the MM-DD-YYYY format.

To display all available data, leave both fields blank.

Click **Retrieve**. A list of employees with adjustment days is displayed.

Click **+Add** to add a row.

Emp Nbr	Type the employee number or employee last name. As you type the data, a drop-down list of corresponding data is displayed. Select the employee number you wish to select. The employee **First Name**, **Middle Name**, and **Last Name** fields are populated.
TRS Position Cd	Type the employee's two-digit TRS position code.
Begin Adj Date	Type the beginning adjustment date in the MM-DD-YYYY format.
End Adj Date	Type the ending adjustment date in the MM-DD-YYYY format.
Nbr Days Adj	Type the number of adjustment days for the employee.
TRS Retiree	Type Y (yes) or N (no) to indicate if the employee is a TRS retiree.
TRS Posted MO/YR	This field is display only and reflects the month and year of the last TRS posting, if any.
Comments	Type any comments or other information that pertains to the record.
Date Last Upd	This field is display only and reflects the last date the record was updated.
User ID	This field is display only and identifies the user who created the transaction. This user ID is tracked through the user's logon to the system.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.