

Coded Absence Deduction - HRS3300

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Human Resources > Maintenance > Hours/Pay Transmittals > Cd Abs Ded

This tab is used to create transmittals for which a budget code is specified or to credit an employee with an absence deduction previously taken incorrectly. Note that transmittal records cannot be changed after a payroll has been run.

Note: The **Salary Adjust** column was removed from the page as TRS no longer requires the employee's workers' compensation adjustment to be reported. However, the adjust salary code column still exists in the database tables. For payroll calculations, any new rows are set to *N Reg abs deduction*, which means that the amount is subject to TRS and is reported as a regular absence deduction on the Maintenance > School YTD Data page. In addition, TRS, W/H, FICA, and Medicare gross amounts are decreased, and the number of regular days worked and accrual days totals are updated. If you are using this tab to perform a refund (i.e., the amount is negative), then the gross amounts are increased.

Create a coded absence deduction:

Under **Retrieval Options**, enter any of the following criteria:

Field	Description
Pay Date	Click ⌄ to select an unprocessed pay date. This field must be populated to retrieve any eligible employees.
Department	Type the correct department code, or leave blank to select all.
Campus	Click ⌄ to select a campus code.
Job Code	Click ⌄ to select a job code.

Click **Retrieve**. The selected employee information is displayed in the grid area and the free form area at the bottom of the tab.

The **Emp Nbr** and **First/Middle/Last Name** fields display the employee's information from the Maintenance > Staff Demo > Demographic tab.

Job Code	Displays the code for the employee's job assignment. This information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Account Code	Type an account code against which the selected employee is authorized to charge. As you type data, a drop-down list of corresponding account codes is displayed. Select an account code.
Abs Deduction Amt	Highlight the default amount, and then type a negative amount to be deducted for absences. The amount is subtracted from the employee's gross pay. **Example**: If the absence deduction amount is positive, the amount is added to the employee's pay check. If the absence deduction amount is negative, the amount is reduced from the employee's pay check.

Serv Rec Days Ded	Highlight the default amount, and then type a negative number of days to deduct from the employee's service record. Use caution when editing this field because once it is updated and processed, you cannot change the number of days. When service records are created, amounts in this field are calculated and reduce the number of days employed accordingly. Since the absence deduction is not associated with any particular leave, the program assumes that it is to affect the leave types selected as state leave on the HR Options page.
Actual Hrs	Type the number of actual hours worked for the variable hour employee. The actual hours worked value can be a negative or positive number. **Notes**: The requirements for determining the actual hours worked by an employee should be defined by an LEA policy. The **Absence Ded** field and the **Actual Hrs** field values must reflect the same sign (+/-). Positive actual hours are added to the total hours and negative actual hours are subtracted from the total hours.
Actual Date	Type the actual date that represents the pay period for a variable hour employee in the MMDDYYYY format. The requirements for determining the actual date for an employee should be defined by a district policy.
Reason	Type a description of the transaction. The reason can be a maximum of 30 characters.
W/C Code	Click ⌄ to select the workers' compensation code (e.g., A, B), or leave blank if the coded absence deduction amount is not subject to workers' compensation taxes.
Grant Cd	This field is protected and is automatically populated based on the grant code associated to the fund as defined on the Salaries > Fund to Grant tab.
Expense 373	Select if the employee is eligible for the expense 373 state minimum expenditure. Otherwise, leave blank.
Suppl Tax	Select to cause the amount to be taxed at the supplemental tax rate rather than the regular tax rate. This applies to the taxable amount only. Otherwise, leave blank.
Campus	Displays the number of the primary campus where the employee is assigned. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Dept	Displays the department code where the employee is assigned. The information is from the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Type	Displays the type of pay for the selected employee. The code is assigned on the Maintenance > Staff Job/Pay Data > Job Info tab.
Pay Rate	Displays the employee's hourly pay rate from the Salaries table.
User ID	Displays the name of the individual who made the last change to the employee records.

To retrieve another employee, click **+Add**. A new row is provided, with the cursor in the **Emp Nbr** field.

Emp Nbr	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory.

Click **Duplicate Selected** to duplicate coded absence deduction transactions for all employees highlighted for future pay dates. The link displays after you click **+Add** or after existing transactions are retrieved. A list of available pay dates from the pay date table is displayed on the left side of the

page. Use the following buttons to select which pay dates to move to the right side of the page:

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

Click **OK** to duplicate the coded absence deduction transactions for those pay dates.

Click **Save**.

Click **Duplicate All** to duplicate coded absence deduction transactions for all employees listed for future pay dates. This link displays after clicking on **+Add** in the grid or after retrieving existing transactions. A list of available pay dates from the pay date table is displayed on the left side of the page. Use the following buttons to select which pay dates to move to the right side of the page:

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

Click **OK** to duplicate the coded absence deduction transactions for those pay dates.

Click **Save**.

Click **Unselect All** to unselect all highlighted employees. The link displays after you click **+Add** or after existing transactions are retrieved.

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**.

Print	Print the Coded Absence Deduction Transmittal List. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.