


# Coded Absence Deduction - HRS3300

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***Payroll > 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.

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|---|---|
| **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. |

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|---|---|
| **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.<br><br>**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.<br>**Notes**:<br><br>The requirements for determining the actual hours worked by an employee should be defined by an LEA policy.<br><br>The **Absence Ded** field and the **Actual Hrs** field values must reflect the same sign (+/-).<br><br>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. |

❑ Click **+Add** to retrieve another employee. A new row is added with the cursor in the **Emp Nbr** field.

| | |
|---|---|
| **Emp Nbr** | Type the employee number. 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. The Pay Dates pop-up window is displayed with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the coded absence deduction transactions for those pay dates.
- Otherwise, click **Cancel**.

❑ 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. The Pay Dates pop-up window is displayed with a list of available pay dates from the pay date table.

- Click **OK** to duplicate the coded absence deduction transactions for those pay dates.
- Otherwise, click **Cancel**.

❑ 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:

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