

Absence Deduction - HRS3300

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Payroll > Maintenance > Hours/Pay Transmittals > Abs Ded

This tab is used to create and maintain the absence deduction transmittal records. An absence deduction is the amount to be deducted from an employee's gross pay that reflects leave taken in excess of leave balance. The Absence Deduction tab creates transmittals for which a budget code is not specified, but uses the distribution code from the Staff Pay Distribution records by default. The **Days Earned** field can be used to correct the number of days an employee should accrue for the specified pay date, and overrides the number of days on the accrual calendar for the same pay date.

Example: If the accrual calendar has 21 days earned for a specified pay date, and the employee worked only 15 days, 15 days is entered in the **Days Earned** field to override the 21 days in the accrual calendar. You can choose to print the Absence Deduction Transmittal List, but only those employees with transmittals for the selected pay date are displayed on the list. The transmittal records cannot be changed after a payroll is 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 an absence deduction:

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

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.
Absence Ded	Type the amount to be deducted for absences in excess of leave earned or to be added to the gross pay amount. The field also can be used to refund an absence deduction by entering a negative amount. The amount is added to the employee's gross pay. **Example**: If the absence deduction amount is positive, the amount is reduced from the employee's pay check. If the absence deduction amount is negative, the amount is added to the employee's pay check.
Serv Rec Days Ded	Type the 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 Tables > District HR Options page.
Days Earned	Type the number of days that the employee has earned during the payroll period. The amount overrides the days earned from the accrual calendar for the employee.
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.
Reason	Type a description of the transaction. The reason can be a maximum of 30 characters.
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.
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 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 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 absence deduction transactions for those pay dates.

❑ Click **Save** to save the changes.

Click **Duplicate All** to duplicate 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 duplicate absence deduction transactions for those pay dates.

❑ Click **Save** to save the changes.

❑ 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	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. Click **Save**.
Print	Click to print the report. Review the report.


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