ASCENDER GUIDES

Leave Adjustment - HRS3200

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Payroll > Maintenance > Leave Account Transaction > Leave Adjustment

This tab is used to add/change leave records for an employee after a payroll is run. Leave that has been posted to a payroll (including the last payroll) is managed on this tab. The Leave Adjustment tab adjusts the leave that is reflected on the leave history and employee master leave records. The input section allows the user to select what processed records to display by indicating the pay date. YTD pay transaction records are updated when data is saved. All of the leave records that have been posted for this pay date are displayed. The user can change the leave earned, leave used, or service record days deducted. You can also add additional records for the indicated pay date. If a leave type was entered in error and the leave should have been changed to a different leave type, change all the amounts to zero, and add or insert a new row for the correct leave type.

Adjust leave data:

Retrieve an existing record.	Search for a record. 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.

The top grid displays the employee's leave balances.

❏ Click **Print Balance** to print a summary of all of the employee's beginning/current leave balances.

❏ In the free-form area between the grids, in the **Pay Date** field, click to select the pay date. The pay date is displayed in the **Pay Date** field, and the check number is displayed in the **Check Number** field.

❏ If the check number is not displayed in the **Check Number** field, click to select the check number. The check number is displayed in the **Check Number** field. If no check numbers are available, the employee was not paid on the selected pay date.

❏ Click **+Add** to add a row.

Field	Description
Abs/Earned Date	Type the absence date in the MMDDYYYY format. This is a required field.
Leave Type	Click to select the leave type code. The available leave types correspond to the selected employee. The selected leave type code description is displayed in the **Leave Type Description** field. This is a required field. The leave type must be in an active status to be used or updated.
Abs Reason	Click to select the absence reason code. The available absence reasons correspond to the selected leave type. The selected absence reason code description is displayed in the **Abs Reason Description** field. The absence reason must be in an active status to be used or updated.
Leave Used	Type the amount of leave used for the type of leave and pay date.

Field	Description
Leave Earned	Type the amount of leave earned for the type of leave and pay date.
Svc Rec Days Ded	Type the number of days to deduct from the employee's service record.
Time of Day	Click to select the substitute code.
User ID	Displays the name of the user who created the transaction. Users are created in the Security Administration application.

❏ 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.
Documents	View or attach supporting documentation.


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