Accrual Balance Update Report

Use this job aid as a guide for understanding the Sick, Vacation, Personal Leave Balance Update report (CTTLB364).

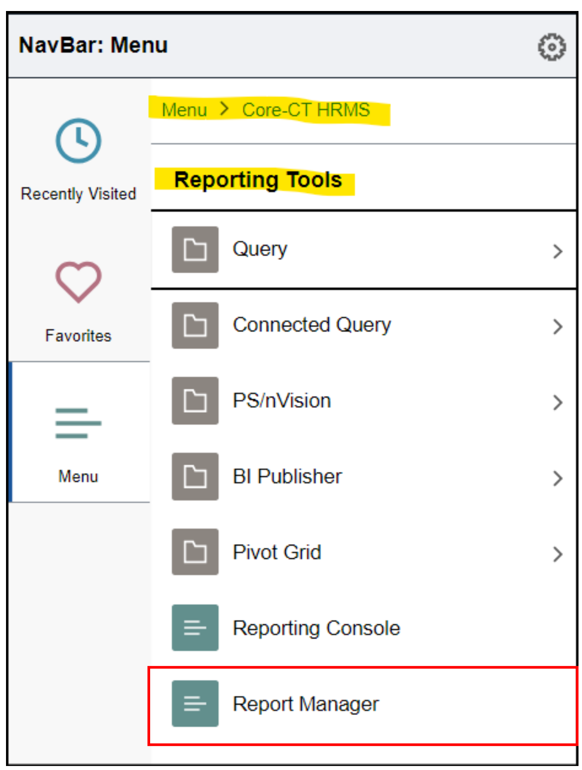
Note: A custom process has been developed to bring employee accruals in balance. The Timesheet balance will be updated to match the balance on the Leave Accrual page. The process is run every two weeks after Pay Confirm and the Accrual Process are complete. A report is generated by Department ID which lists all employees whose balance was updated by the process. The first time the process will be run is October 19, 2006.

Part A – Running the CTTLB364 Report

Procedure:

Navigation:

Nav Bar > Menu > Core-CT HRMS > Reporting Tools > Report Manager



	Part A gives the steps required to run the CTTLB364 report.		
	Step	**Step Details**	**Core-CT Module**
☐	**Running the CTTLB364 Report**	1. Enter "CTTLB364" in the Name field. 2. Verify the information in the Last field. Default is 1. 3. Click Refresh button. **Important:** The Name field is case sensitive. Be sure to enter CTTLB364 using capital letters. **Important:** This report is run every two weeks on Pay Confirm Thursday. In the Last field enter the number of days from today that will include the last Pay Confirm Thursday. For instance, if today is the Monday after Pay Confirm enter 4 (Thursday – Monday equals four days).	N/A

Part B – Understanding the CTTLB364 Report

	Part B gives detailed information about the CTTLB364 report.		
	Step	**Step Details**	**Core-CT Module**
☐	**Sick, Vacation & Personal Leave Balance Update Report**	Listed below are details about the individual fields listed on the CTTLB364 report. Current Accr Dt - The most current effective dated row on the Leave Accrual Balance page. This is the date for which updates were made. Department – The Department ID and Description reported on. Name – The Name of the employee whose balance was updated. EmplID – The employee ID for the employee whose balance was updated. Empl Rcd – The job record number for the employee whose balance was updated. Plan Type – The accrual plan type that was updated. Values include: 50 – Sick, 51 – Vacation, or 52 - PL	N/A

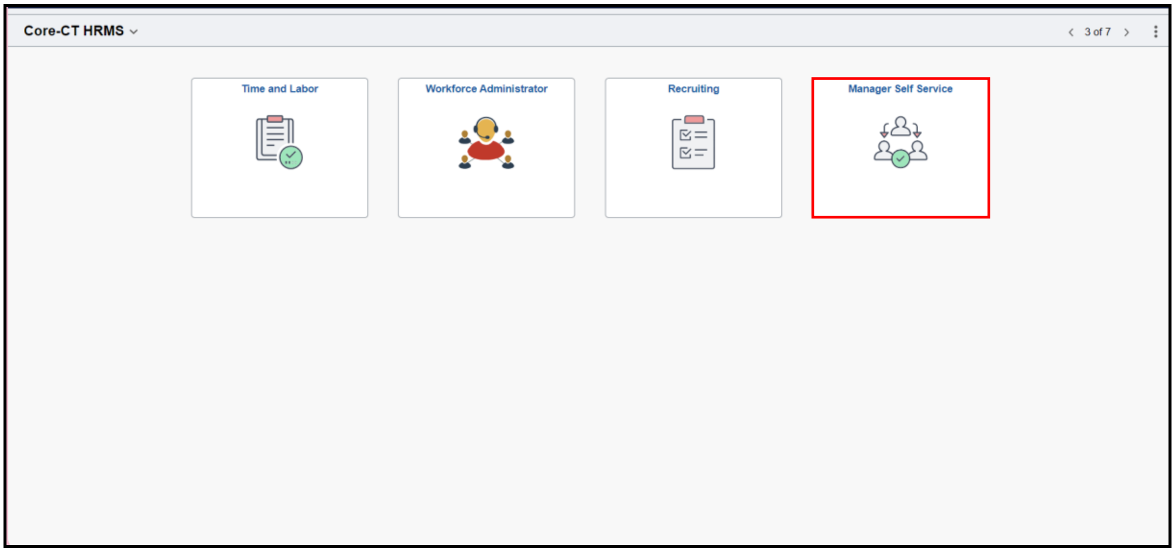
		Descr – The plan type description: Sick, Vacation or PL. Leave Plan – The name of the leave plan that the employee is enrolled in. Examples include S70BJW, V80BXW, and P75B50. TL Quantity Adjustment – The total number of hours added to or deducted from the Time Sheet Balance. A positive number in this field indicates the amount was added to the balance whereas a negative number indicates the amount was deducted. Time Sheet Balance Before – The employee's Timesheet balance prior to any updates being applied. New Leave Balance – The employee's balance after the updates are applied. The balance shown will be reflected on both the Timesheet and the Leave Accrual Balance page. Message – This field populates if the employee's time is not updated and provides additional information about where the out of balance issue originated. Messages include: Unprocessed Reported Time, Future/Needs Approval Time, Reported with Exceptions, Paycheck Reversal, Adjust Paid Time, On-line Check and New Timesheet Balance. The number of hours reported in each category reflects the TOTAL number of hours. There could have been more than one entry in each category. For example, say 16 hours are reported under Adjust Paid Time. These 16 hours could have been entered on more than one day in different increments. Number of rows Updated for Department – This reflects the total number of rows for the process date which were updated. If one employee was listed on the report and had two leave balances updated this number would be 2. Number of rows with negative balance for Department – This reflects the total number of rows which have a negative balance AFTER the balance is updated. For example, assume five separate employees were updated	

		for a particular Department. Of those five, one of them had a negative Timesheet balance after the update. This number would be 1. **Important:** Users should review all employees listed on the report. It is recommended that employee balances be audited. Two job aids have been provided to assist users in completing the audit. Both of the job aids can be obtained on the Core-CT web page by navigating to ***HRMS > Time and Labor > Time & Labor Job Aids > Auditing a Full-Time Employee's Leave Accrual or Auditing a Part-Time Employee's Leave Accrual***. If, after completing an accrual audit, it is discovered that another adjustment is required, please follow the steps below. **Important:** More information about the CTTLB364 report can be obtained on the Time and Labor Reports job aid. Navigate from the Core-CT web page to ***HRMS > Time and Labor > Time & Labor Job Aids > Time and Labor Reports***. **Important:** An employee's balance could be negative for a number of reasons such as adjustments made in an attempt to correct the out of balance, an employee being able to use more time than he/she had while the balance was out of sync, or improper processing of an on-line check or additional pay transaction. If an employee's balance is negative, as shown in the New Balance column, after the update has been made an audit <u>must</u> be completed in order to determine the correct balance. If, after completing an accrual audit, it is discovered that another adjustment is required, please follow the steps below.	

Part C – Adjusting the Employee's Leave Balance on Timesheet – Recommended Method

Navigation:

Select ***Core-CT HRMS***
Click ***Manager Self Service*** tile
Click ***Team Time*** tile
Click ***Enter Time*** tile


Core-CT HRMS
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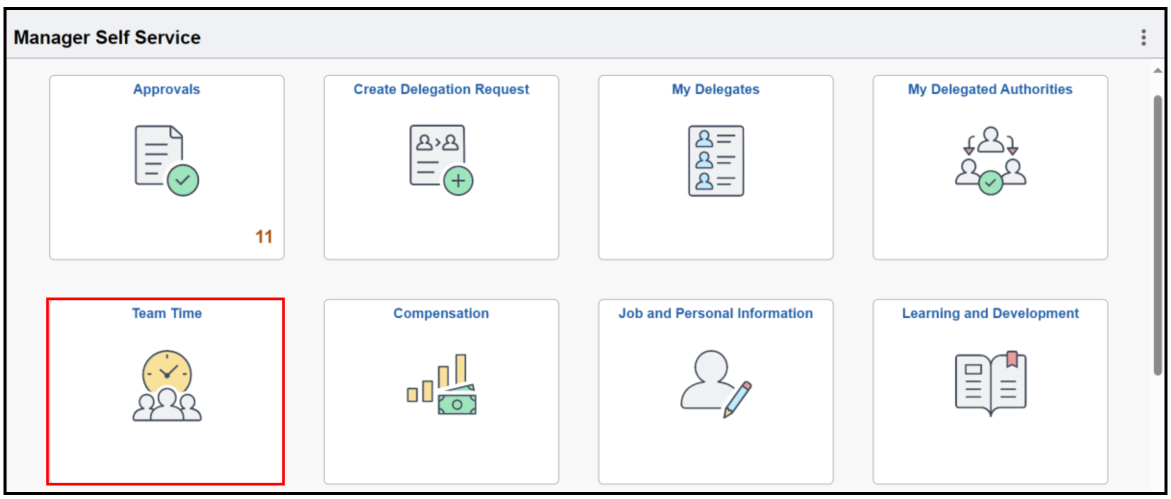
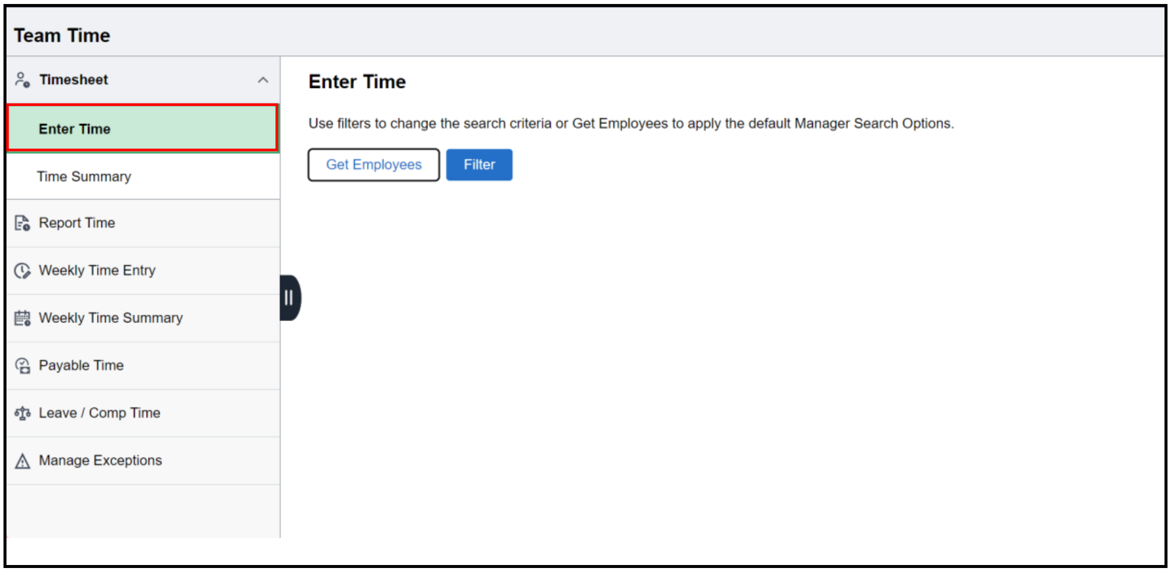
Time and Labor
Workforce Administrator
Recruiting
Manager Self Service


Manager Self Service
Approvals
11
Create Delegation Request
My Delegates
My Delegated Authorities
Team Time
Compensation
Job and Personal Information
Learning and Development



Part C outlines the steps required to adjust the employee's leave balance using the recommended method.			
	Step	**Step Details**	**Core-CT Module**
☐	**Adjust Employee's Leave Balance on Timesheet**	1. Search for a date in the current pay period. 2. Enter the amount to be added or deducted from the employee's balance based on the audit performed. 3. Enter the appropriate leave adjustment code. 4. Click on the Submit push button. **Important:** You should not enter each month's accrual adjustment individually. Doing so could prevent a paycheck from being created in the current cycle. Instead a lump sum adjustment should be made in the current pay cycle with a comment. The calculations and reports should be maintained for auditing purposes. **Important:** If the employee is owed additional time, the time reporting code to use is either SKAA for sick time, VAA for vacation time or PLAA for PL time. SKAA, VAA and PLAA must be entered as positive numbers. If the employee received too much time, the time reporting code to use is either SKAD for sick time, VAD for vacation time or PLAD for PL time. SKAD, VAD and PLAD must be entered as negative numbers. **Important:** It is strongly recommended that accrual	TL

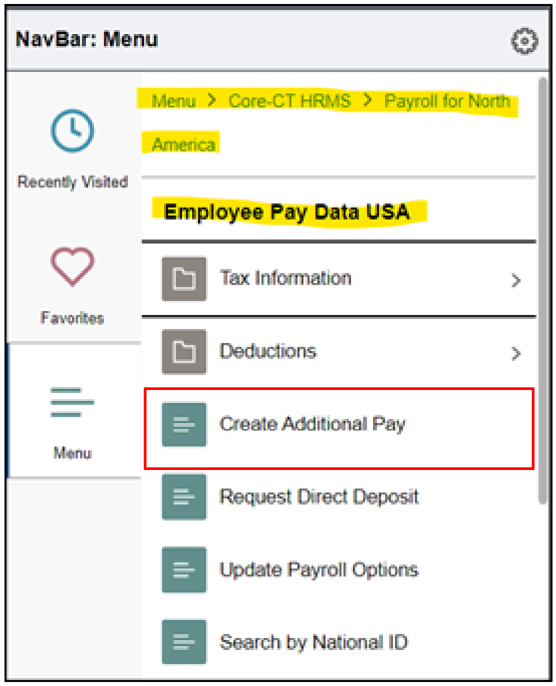
		adjustments be made on the Timesheet. If you choose to make them in Payroll by using the Additional Pay page or a Payline adjustment, a corresponding entry **<u>must</u>** also be made on the Adjust Paid Time page. If you choose this alternate method, please refer to the steps listed below for complete instructions. **Important:** Adjustments made on the Timesheet will be updated to both the Timesheet balance and the Leave Accrual Balance page after the next Pay Confirm. **Important:** In order for an accrual adjustment to be processed the employee must be receiving a paycheck for the current pay period.	

Part D –Adjusting Leave Balances in Payroll

Procedure:

Navigation:

Nav Bar > Menu > Core-CT HRMS > Payroll for North America > Employee Pay Data USA > Create Additional Pay



Part D outlines the steps required to adjust the employee's leave balance using Payroll pages.			
	Step	**Step Details**	**Core-CT Module**

☐	**Adjust Employee's Leave Balance on Additional Pay (Method 1)** **Adjust Employee's Leave Balance on Payline (Method 2)**	1. Enter EmplID and Empl Rcd. 2. Search pages for the Earnings Code to be used. 3. If Earnings Code to be used is not found, click on Add button to the right of the Earnings Code field. 4. If Earnings Code to be used is found, click on Add button to the right of the Effective Date field. 5. Enter an Effective Date equal to the first day of the pay period. 6. Enter an End Date equal to the last day of the pay period. 7. Enter the number of hours to be adjusted. 8. Verify that OK to Pay box is checked. 9. Verify that First, Second and Third boxes are checked for Applies to Pay Periods. 10. Click Save. **Important:** This method is **not** recommended. **Important:** If the employee is owed additional time, the earnings code to use is either SCA for sick time, VCA for vacation time or PLA for PL time. If the employee received too much time, the earnings code to use is either SCD for sick time, VCD for vacation time or PLD for PL time. **Amounts posted using SCD, VCD or PLD must be entered as a negative number in order to be deducted from the balance.** **Important:** If this method is used, the adjustment **must** also be recorded on the Adjust Paid Time page using the instructions below. 1. ***Navigate from the Core-CT web page to: HRMS User > Payroll > Payroll Job Aids > Pay Corrections Template*** 2. Complete the One Time Earnings Override tab 3. Submit the spreadsheet to Central Payroll by 11:00 a.m. on Pay Confirm Thursday **Important:** This method is **not** recommended. **Important:** If the employee is owed additional time, the earnings code to use is either SCA for sick time or VCA for vacation time. If the employee received too much time, the earnings code to use is either SCD for sick time, VCD for vacation time or PLD for PL time. **Amounts posted using SCD, VCD or PLD must be entered as a**	PY

		<u>negative</u> number in order to be deducted from the balance.	
		Important: If this method is used, the adjustment **<u>must</u>** also be recorded on the Adjust Paid Time page using the following instructions.	
	Enter Adjustment on Adjust Paid Time	1. Navigate to: ***Time and Labor > Report Time > Adjust Paid Time*** 2. Enter the EmplID and Empl Rcd 3. Choose the pay period in which the Payroll adjustment was made 4. Enter the Date on which the adjustment was made 5. Enter the Time Reporting Code which relates to the Earnings Code used on Additional Pay or the Payline 6. Enter the number of hours that was adjusted in the Quantity field 7. Enter a Comment 8. Click Save	TL
		Important: The Adjust Paid Time page <u>must</u> be completed in order for the employee's leave balance to be synced between Time and Labor and Payroll. Failure to complete this transaction will cause the employee to either be unable to use time he/she has or to use more time than he/she is entitled to.	
		Important: Adjustments made in this manner may cause the employee's balance to become out of balance. If this occurs no further action is required. The balance will be corrected after the next Pay Confirm when the custom process noted above has been run. Refer to the CTTLB364 report to verify that the employee's balance has been synced.	