
Processing Leaves of Absence For Rotating Averaging Employees



Last Updated: April 2019

This job aid illustrates how an employee's Time and Labor records are impacted when an employee is placed on a Leave of Absence and when the employee returns from leave.

Note: These instructions assume that the Job Data transactions have already been completed. For information on how to process the Job Data transaction, please refer to the Placing an Employee on a Leave of Absence job aid. The Leave of Absence in the following example is from 6/8/09 to 6/10/09 and the pay period dates are 6/5/09 to 6/18/09.

Part I – Turning off Rotating Averaging during the Leave of Absence (LOA)

Access Time Reporter Data:

Main Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data

Maintain Time Reporter Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID	begins with ▼	<input type="text"/>
Empl Record	= ▼	<input type="text"/>
Name	begins with ▼	<input type="text"/>
Last Name	begins with ▼	<input type="text"/>
Business Unit	begins with ▼	<input type="text"/>
Department	begins with ▼	<input type="text"/>
Workgroup	begins with ▼	<input type="text"/>
Organizational Relationship	= ▼	<input type="text"/>

Include History Correct History Case Sensitive

Limit the number of results to (up to 300):

 [Basic Search](#) [Save Search Criteria](#)

Special Note:

- For this job aid it is assumed that the employee was already placed on a Leave of Absence in Job Data today with an effective date of Monday, June 8, 2009. The employee will return to work on Wednesday, June 10, 2009.
- The leave of absence is considered to be in the current pay period.

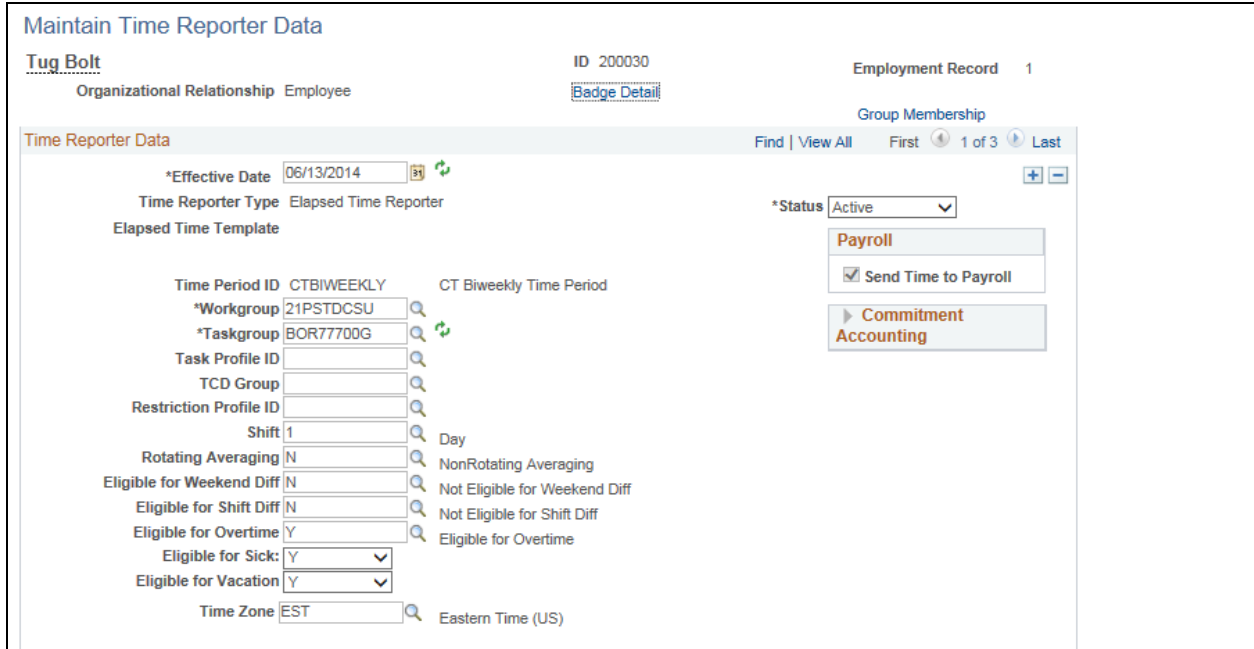
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1. Enter the Employee ID in the **Empl ID** field

2. Click 



Maintain Time Reporter Data

Tug Bolt ID 200030 Employment Record 1

Organizational Relationship Employee [Badge Detail](#)

Group Membership

Time Reporter Data Find | View All First 1 of 3 Last

*Effective Date 06/13/2014

Time Reporter Type Elapsed Time Reporter *Status Active

Elapsed Time Template

Time Period ID CTBIWEEKLY CT Biweekly Time Period

*Workgroup 21PSTDCSU

*Taskgroup BOR7700G

Task Profile ID

TCD Group

Restriction Profile ID

Shift 1 Day

Rotating Averaging N NonRotating Averaging

Eligible for Weekend Diff N Not Eligible for Weekend Diff

Eligible for Shift Diff N Not Eligible for Shift Diff

Eligible for Overtime Y Eligible for Overtime

Eligible for Sick: Y


Eligible for Vacation Y

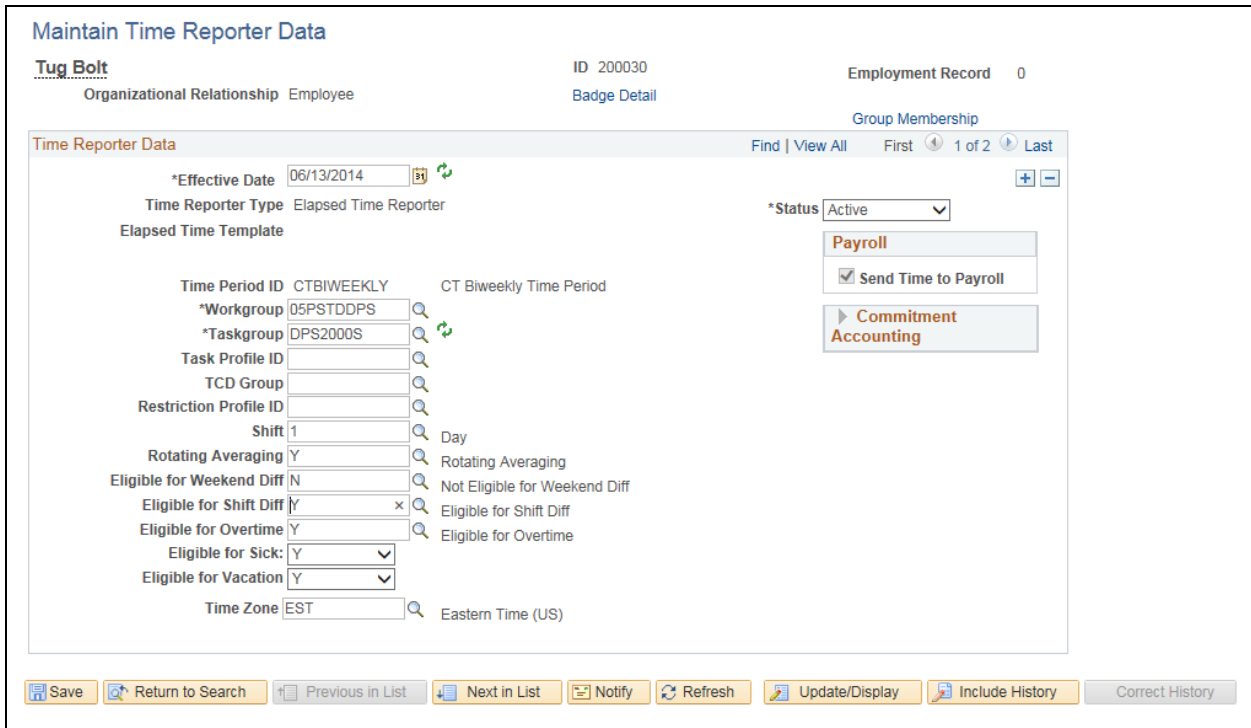
Time Zone EST Eastern Time (US)

Payroll

Send Time to Payroll

Commitment Accounting

3. Click  to add a new row



Maintain Time Reporter Data

Tug Bolt ID 200030 Employment Record 0

Organizational Relationship Employee [Badge Detail](#)

Group Membership

Time Reporter Data Find | View All First 1 of 2 Last

*Effective Date 06/13/2014

Time Reporter Type Elapsed Time Reporter *Status Active

Elapsed Time Template

Time Period ID CTBIWEEKLY CT Biweekly Time Period

*Workgroup 05PSTDDPS

*Taskgroup DPS2000S

Task Profile ID

TCD Group

Restriction Profile ID

Shift 1 Day

Rotating Averaging Y Rotating Averaging

Eligible for Weekend Diff N Not Eligible for Weekend Diff

Eligible for Shift Diff Y Eligible for Shift Diff

Eligible for Overtime Y Eligible for Overtime

Eligible for Sick: Y


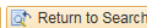
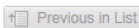
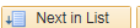




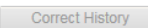
Eligible for Vacation Y

Time Zone EST Eastern Time (US)

Payroll

Send Time to Payroll



Commitment Accounting

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- Effective Date: Enter or use the  to select the first Friday prior to the Leave of Absence effective date (i.e., 6/5/09).
- Rotating Averaging:** Enter “N”
- Click  Save

Special Notes:

- The Rotating Averaging Schedule **MUST** either be active or inactive for a complete week (Friday to Thursday). Changing the status mid-week will cause inconsistencies in payroll processing. In addition, changing the status only for the period of the leave (i.e., 6/8/09 to 6/10/09) will not alter the Rotating Averaging calculation and is therefore, not appropriate.
- An overnight process will automatically insert a row with an effective date of 6/8/09 (the LOA effective date on Job Data) to Inactivate Time Reporter during the Leave of Absence. If any information is not correct on this row, log a Help Desk ticket for assistance.
- The employee will not have a rotating averaging adjustment processed by the system for this week. It must be calculated and entered manually on the Timesheet. See the section on Timesheet entry for more information.

Part II – Changing the Employee’s Schedule

Access Assign Work Schedule:

Main Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Assign Work Schedule

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Empl ID

Empl Record

Name

Last Name


Business Unit

Department

Organizational Relationship

Include History Correct History Case Sensitive

Limit the number of results to (up to 300):



- Enter the Employee ID in the **Empl ID** field

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2. Click 

Assign Work Schedule

Tug Bolt Employee ID 200030
 SUProfr(10Months) Employment Record 0

Actions ▾

Assign Schedules Personalize | Find | View All | First 1 of 1 Last

Details


*Effective Date	*Assignment Method	Schedule Group	Default Schedule Change	Schedule ID▲	Description	Show Schedule
10/17/2003	Use Default Schedule ▾	SHARE	★	ZERO_HOURS	Zero Hour Schedule	Show Schedule

View history of Schedule Assignments, including default changes Personalize | Find | First 1-2 of 2 Last

Primary History

Effective Date	Assignment Method	Workgroup	Schedule Group	Schedule ID	Description
06/13/2014	Default from Workgroup	05PSTDDPS	SHARE	ZERO_HOURS	Zero Hour Schedule
10/17/2003	Default from Workgroup	21ESTDCSU	SHARE	FS350S701D	FT Std 35 h/w 7 h/d v1D

Save Return to Search Previous in List Next in List Update/Display Include History Correct History

3. Click the  button to add a new row

Assign Work Schedule

Tug Bolt Employee ID 200030
 SUProfr(10Months) Employment Record 0

Actions ▾

Assign Schedules Personalize | Find | View All | First 1-2 of 2 Last

Details

*Effective Date	*Assignment Method	Schedule Group	Schedule ID▲	Description	Show Schedule
06/05/2009	Select Predefined Schedule ▾	SHARE	ZERO_HOURS	Zero Hour Schedule	Show Schedule
10/17/2003	Use Default Schedule ▾	SHARE	ZERO_HOURS	Zero Hour Schedule	Show Schedule

4. Update the ***Effective Date** (i.e., 6/5/09)

5. In the ***Assignment Method** dropdown, select “Select Predefine Schedule”

6. **Schedule ID**: Type or lookup “ZERO_HOURS” and add to the field

7. If the reinstatement date is known, the employee can be returned at this point to the regular schedule effective with the first Friday after reinstatement from LOA (i.e., 6/12/09). Follow the steps in Part II to insert this schedule row.

8. Click 

Special Note:

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- The employee should be placed in a zero hour schedule during the week of the LOA to ensure that payment is not inadvertently made for scheduled time or based on scheduled time (such as holiday pay).
- The Effective Date of a schedule must be a Friday. Select the Friday prior to the LOA effective date.

Part III – Posting Attendance on Timesheet

Access Timesheet:

Main Menu > Core-CT HRMS > Manager Self Service > Time Management > Report Time > Timesheet

Employee ID	Empl Record	Last Name	First Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours	Earliest Change Date	Taskgroup ID	Location Description
0	Last Name			0.000000	0.000000	0.000000		0.000000	0.000000			

1. Enter the Employee ID in the **Empl ID** field
2. Update the Date, if necessary (i.e., 6/5/09)
3. Click **Get Employees**.

Special Note:

- If the default date is within the pay period to be processed, it is not necessary to update it. Otherwise, select any date within the desired pay period.

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Report Time
Timesheet Summary

Employee Selection

Description	Set ID Time Reporter Group	Get Employees
Time Reporter Group	<input type="text" value=""/>	Clear Criteria
Employee ID	<input type="text" value="200030"/>	Save Criteria
Empl Record	<input type="text" value=""/>	
Last Name	<input type="text" value=""/>	
First Name	<input type="text" value=""/>	
Department	AGNCY <input type="text" value=""/>	
Taskgroup	<input type="text" value=""/>	

Change View

View By Show Schedule Information

Date

Employees For Fix-It-Felix MickeysRevue, Totals From 06/05/2009 - 06/11/2009 Personalize | Find | 1-2 of 2

Employee ID	Empl Record	Last Name	First Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours	Earliest Change Date	Taskgroup ID	Location Description
200030	0	Bolt	Tug	0.0	0.0	35.0		0.0	0.0	03/20/2015	CSU7800G	
200030	1	Bolt	Tug	0.0	0.0	0.0		0.0	0.0	11/28/2014	CSU7800G	

[Approve Reported Time](#)
[Manager Self Service](#)
[Time Management](#)

4. Click the link under the **First and Last Name Columns** (i.e., [Bolt](#), Tug)

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Timesheet

Tug Bolt Employee ID 200030
 SUProf(10Months) Empl Record 0
 Actions Time Source Schedule Information Earliest Change Date 03/20/2015

Time Period

View By Week Previous Period Next Period
 *Date 06/05/2009 Next Employee
 Reported Hours 0.0

From Friday 06/05/2009 to Thursday 06/10/2009

	Fri 6/5	Sat 6/6	Sun 6/7	Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12	Sat 6/13	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Total	Time Reporting Code	Description	Type	Override Reason Code	Override Reason Code	Task Profile ID	Badge ID
	7.0			7.0	7.0	7.0	7.0	7.0			7.0	7.0	7.0	7.0	70.0	REG	Regular	Hours				

Submit Apply Schedule

Leave / Compensatory Time Summary Reported Time Status Exceptions Payable Time

Reported Time Status

Date	Total	TRC	Description	Comments	Combination Code	Project/Grant	Activity ID	Resource Type	Category	Sub Category
	0.000000									

Return to Select Employee
 Manager Self Service
 Time Management

5. Enter the employee's time for the pay period

Special Notes:

- Time cannot be posted for the days the employee is on a Leave of Absence. In this example the dates are not editable; however, these dates may be open for entry when you are performing this step in production if this step is performed on the same day the employee has been inactivated in Job Data.
- Agency HR and Payroll units MUST communicate regarding employee status to ensure that processing steps are performed in the correct order. Failure to do so could result in incorrect pay and/or inaccurate attendance, leave accrual information or may cause exceptions.
- If the employee has not been returned to his regular schedule, the entire Timesheet may be blank and all attendance would need to be entered. In this example, the employee's return date was known and the schedule was pre-populated for the second week of the pay period.

6. Click

7. The timesheet is saved

8. Calculate the rotating averaging for the pay period, if necessary (i.e., 598.56)

Special Notes:

- It may not be necessary to calculate the rotating averaging amount for the second week IF the Rotating Averaging Schedule flag has been turned back on in Maintain Time Reporter Data.
- In this example, the Maintain Time Reporter Data page has been updated and the rotating averaging amount has been manually calculated for the first week only and needs to be entered in Additional Pay. The second week will be automatically calculated by the system.
- Continue to Part IV for instructions on how to enter the rotating averaging amount.

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Completing the transactions:

Special Notes:

- Remaining Tasks: Return employee from LOA on Job Data and place employee in his regular schedule (using a Friday date). Turn on Rotating Averaging Schedule on Maintain Time Reporter (using a Friday Date) if this has not already been done.
- If these steps are not completed prior to Time Admin processing the employee, the system may have already calculated a Rotating Averaging adjustment. To check if the calculation has already been made navigate to the Payable Time Summary page and view the employee's Payable Time (**Main Menu > Core-CT HRMS > Manager Self Service > View Time > Payable Time Summary** – if a calculation was created you will see one of these TRCs: ROTAJ, REGPN or REGNF). An offset will be created by the system for this adjustment once all of the steps in this job aid have been completed. The offset should be verified for accuracy.
- If the employee you are processing needs to have a Rotating Averaging adjustment continue to the next section.

Part IV – Entering Rotating Averaging adjustment in Additional Pay

Access Additional Pay:

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

Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID	begins with ▼	<input type="text"/>
Empl Record	= ▼	<input type="text"/>
Name	begins with ▼	<input type="text"/>
Last Name	begins with ▼	<input type="text"/>
Second Last Name	begins with ▼	<input type="text"/>
Alternate Character Name	begins with ▼	<input type="text"/>
Middle Name	begins with ▼	<input type="text"/>

Include History Correct History Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

1. Enter the Employee ID in the **Empl ID** field
2. Click

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Create Additional Pay

Tug Bolt Employee Empl ID 200030 Empl Record 0

Additional Pay Find | View All First 1 of 5 Last

*Earnings Code FRL Furlough

Effective Date Find | View All First 1 of 1 Last

Effective Date 08/27/2010

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr 1 End Date 08/25/2011

Rate Code Earnings \$-46.66 Reason Furlough

Hours Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr

Disable Direct Deposit

Prorate Additional Pay

OK to Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Tax Information

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

3. Click to verify whether another Additional Pay record exists for the earnings code DOC
4. If a DOC row is found, click next to the **Effective Date** to add a new row
5. If a DOC row is not found, click next to the **Earnings Code** to add a new row

Create Additional Pay

Tug Bolt Employee Empl ID 200030 Empl Record 0

Additional Pay Find | View All First 2 of 6 Last

*Earnings Code

Effective Date Find | View All First 1 of 1 Last

Effective Date 08/04/2015

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr End Date

Rate Code Earnings Reason Not Specified

Hours Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr

Disable Direct Deposit

Prorate Additional Pay

OK to Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Tax Information

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

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6. Type in the Earnings Code (i.e., DOC)

Create Additional Pay

Tug Bolt Employee Empl ID 200030 Empl Record 0

Additional Pay Find | View All First 2 of 6 Last

*Earnings Code DOC DockedAdjustmentAmount

Effective Date Find | View All First 1 of 1 Last

Effective Date 08/04/2015

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr End Date

Rate Code Reason Not Specified

Earnings

Hours Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr

OK to Pay Disable Direct Deposit Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Tax Information

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

7. Verify the Effective Date and update, if necessary

Special Notes:

- The Effective Date should be the beginning of the pay period in which they are on a LOA.

Create Additional Pay

Tug Bolt Employee Empl ID 200030 Empl Record 0

Additional Pay Find | View All First 2 of 6 Last

*Earnings Code DOC DockedAdjustmentAmount

Effective Date Find | View All First 1 of 1 Last

Effective Date 06/05/2009

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr End Date

Rate Code Reason Not Specified

Earnings

Hours Hourly Rate

Goal Amount Goal Balance

Sep Check Nbr

OK to Pay Disable Direct Deposit Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Tax Information

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

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8. Enter "1" in the *Addl Seq Nbr field

Create Additional Pay

Tug Bolt Employee Empl ID 200030 Empl Record 0

Additional Pay Find | View All First 2 of 6 Last

*Earnings Code DOC DockedAdjustmentAmount

Effective Date Find | View All First 1 of 1 Last

Effective Date 06/05/2009

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr 1 End Date Reason Not Specified

Rate Code Earnings Hours Goal Amount Sep Check Nbr

Hourly Rate Goal Balance

OK to Pay Disable Direct Deposit Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Tax Information

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

9. Type in **End Date** (i.e., 06/18/09)

Special Notes:

- The End Date should be the last day of the pay period being processed.

Create Additional Pay

Tug Bolt Employee Empl ID 200030 Empl Record 0

Additional Pay Find | View All First 2 of 6 Last

*Earnings Code DOC DockedAdjustmentAmount

Effective Date Find | View All First 1 of 1 Last

Effective Date 06/05/2009

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr 1 End Date 06/18/2009 Reason Not Specified

Rate Code Earnings Hours Goal Amount Sep Check Nbr

Hourly Rate Goal Balance

OK to Pay Disable Direct Deposit Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth

Job Information

Tax Information

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

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10. In the **Earnings** field, type in the Rotating Averaging adjustment amount (i.e., -\$598.56)

Special Notes:

- The Earnings amount **MUST** be entered as a negative number

The screenshot shows the 'Create Additional Pay' form for employee Tug Bolt (Empl ID 200030). The form includes fields for Earnings Code (DOC), Effective Date (06/05/2009), Addl Seq Nbr (1), End Date (06/18/2009), Rate Code, Earnings (-598.56), Hours, Goal Amount, Sep Check Nbr, Reason (Not Specified), and checkboxes for 'OK to Pay', 'Disable Direct Deposit', and 'Prorate Additional Pay'. The 'Applies To Pay Periods' section has 'First', 'Second', and 'Third' checked. The bottom of the form has buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update/Display, Include History, and Correct History.

11. Click the **“OK to Pay”** checkbox

This screenshot is identical to the previous one, but the 'OK to Pay' checkbox is now checked. The Earnings field now displays '-598.56' with a red 'x' next to it, indicating a negative value. All other fields and the bottom navigation bar remain the same.

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12. Click  Save

13. Additional Pay entry is saved

Special Notes:

- Remaining Tasks: Return employee from LOA on Job Data, turn on Rotating Averaging Schedule on Maintain Time Reporter (using a Friday date), and place employee on regular schedule (using a Friday date).