Entering Leave and Adjusting Leave Balances (MON) – Time Collection Module

Overview This guide provides instruction on entering leave taken by monthly employees, making adjustments to leave balances reflected in the system, and/or to enter existing balances for state classified employees who have transferred or reinstated from other state agencies or departments.

Note: *The screen shots used in this guide may not be representative of your access.*

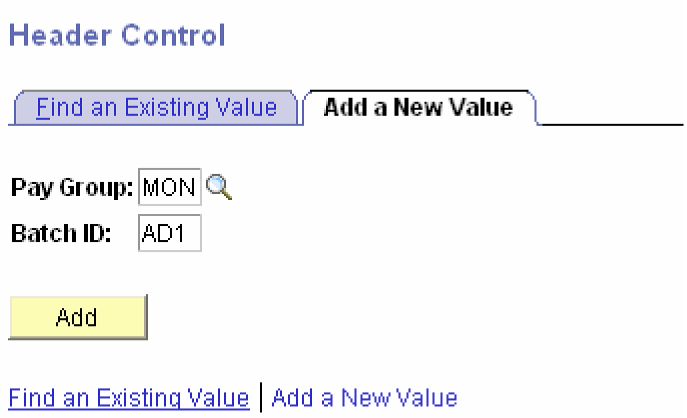
CREATE A BATCH

1. Navigate to the Batch Header page

- Time Collection
- Batches
- Batch Header

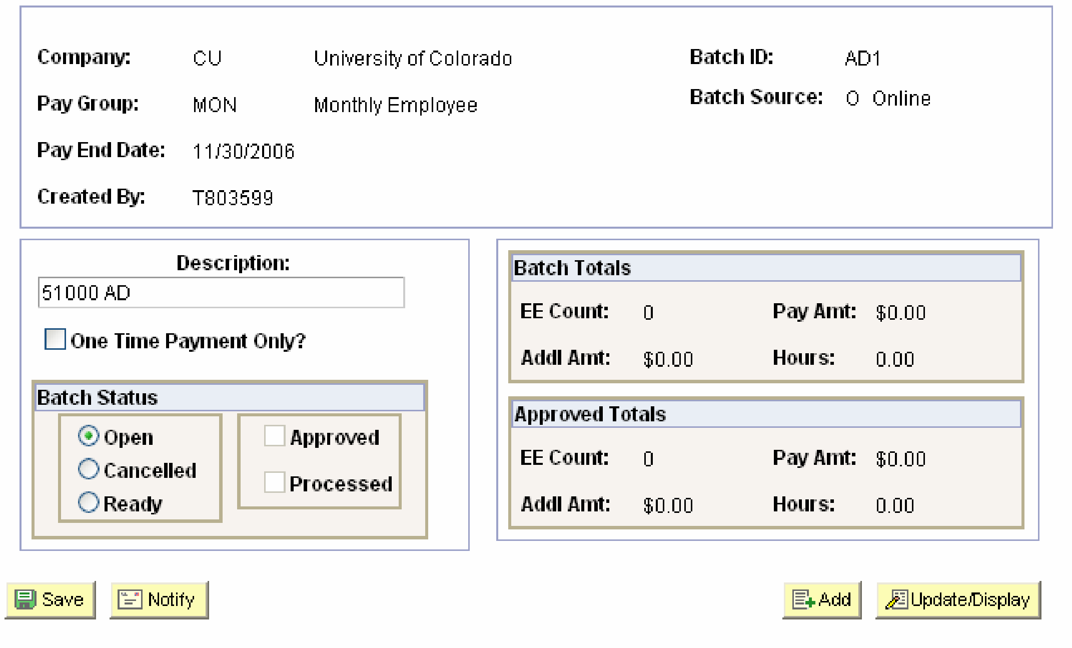
2. Header Control page displays

- Click **Add a New Value**
- Enter Pay Group of "MON"
- Enter Batch ID – a Batch ID must consist of a three alpha and/or alpha-numeric code
  Note: You must use different Batch IDs to create multiple batches in the same pay group and the same pay period. You may reuse Batch IDs from pay period to pay period
- Click **Add**



3. **Batch Header page displays**

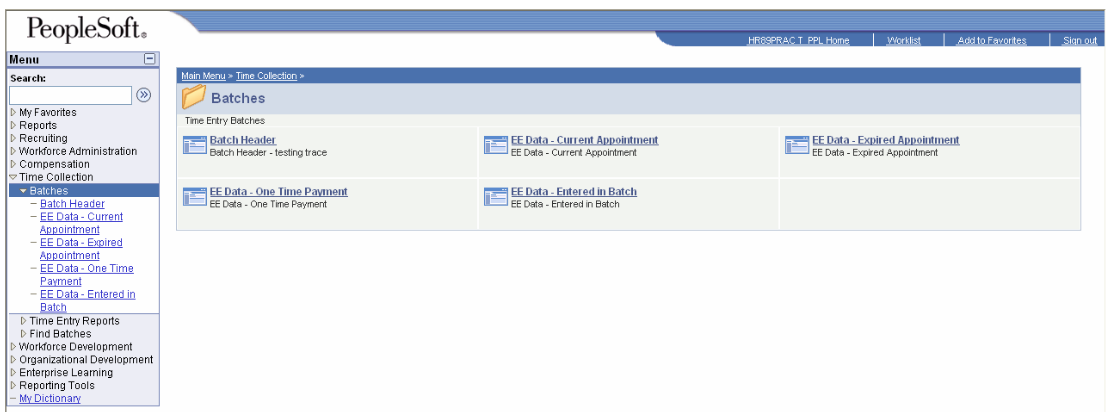
- Enter Description that uniquely identifies the batch (optional)
- Batch Status of Open will default – leave as is
- Click Save



ENTER LEAVE OR ADJUSTMENT INFORMATION

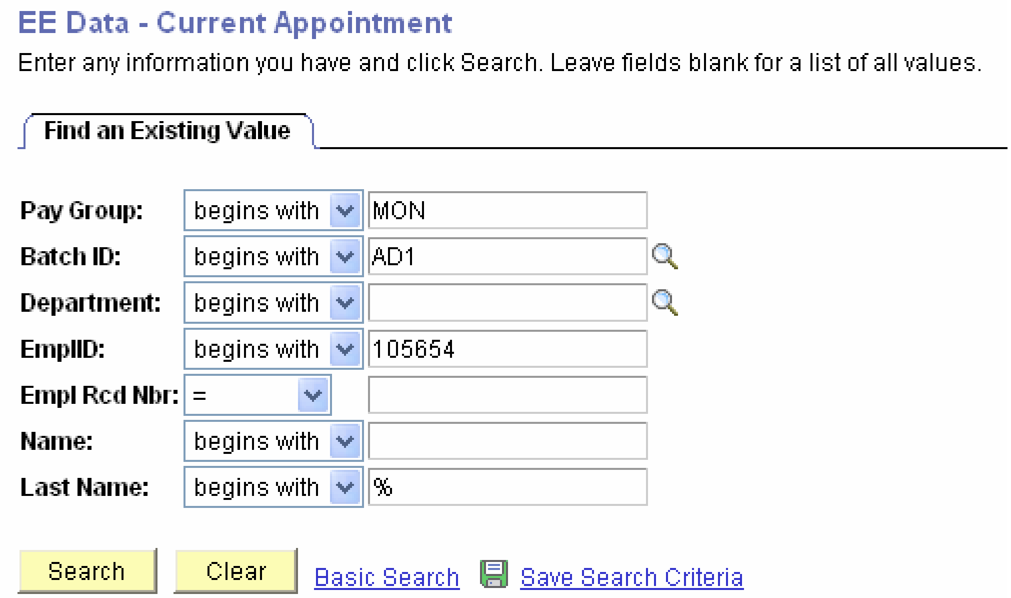
4. **Without cancelling out of the Batch Header page, navigate to the EE Data-Current Appointment or EE Data-Expired Appointment page**

- Using the left-hand navigation menu, click EE Data-Current Appointment or EE Data-Expired Appointment



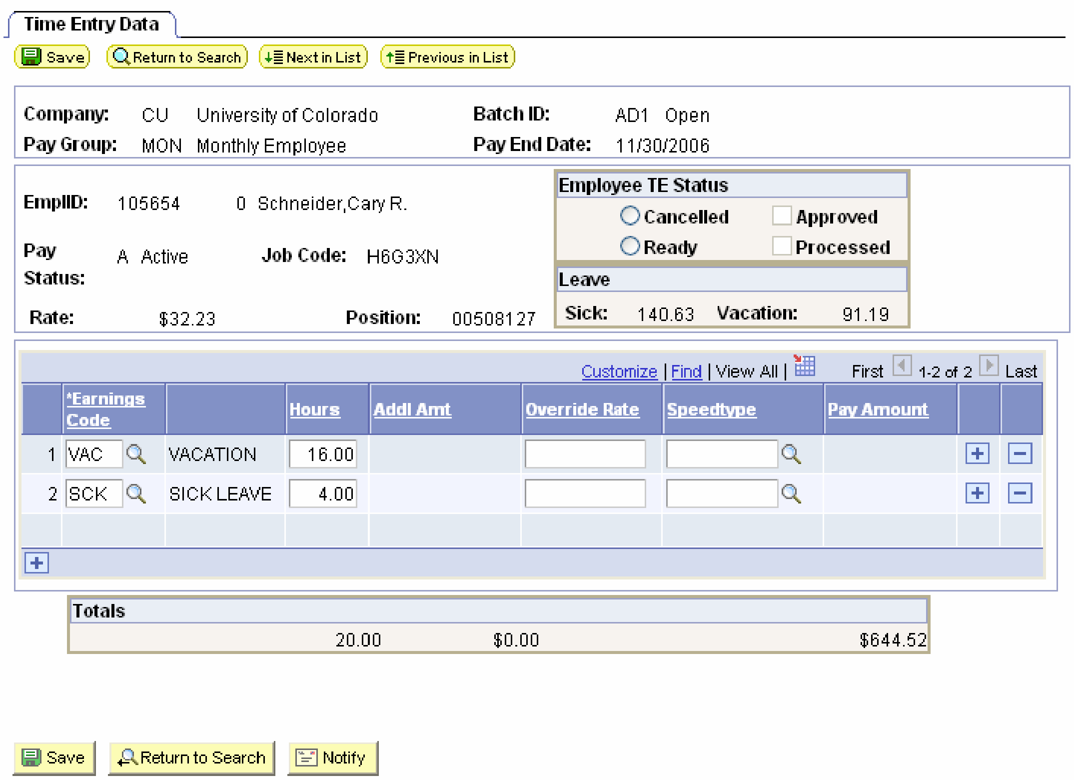
5. EE Data search page displays

- ☐ Enter Paygroup
- ☐ Enter Batch ID
- ☐ Enter EmplID and/or Department and any other search categories
- ☐ Click Search



6. Time Entry Data page displays

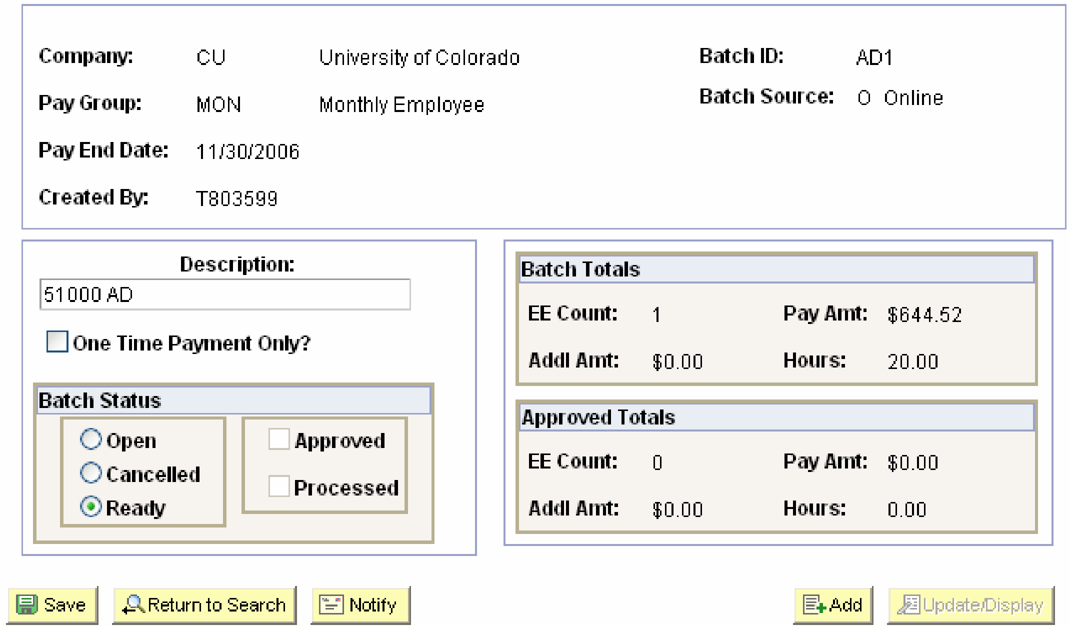
- ☐ Enter applicable Earnings Code
- ☐ Enter Hours
  - a) Enter <u>leave hours taken</u> as a positive #
  - b) Enter <u>leave balance adjustments</u> as either a positive # (increase accrual balance) or negative # (decrease accrual balance)
- ☐ To add additional earnings code(s), click +
- ☐ Click Save
- ☐ Click Return to Search or Next in List / Previous in List to access other employees in your department for time entry



MARK BATCH 'READY FOR APPROVAL'

7. Without cancelling out of the page after saving the last employee's data, navigate to the Batch Header page

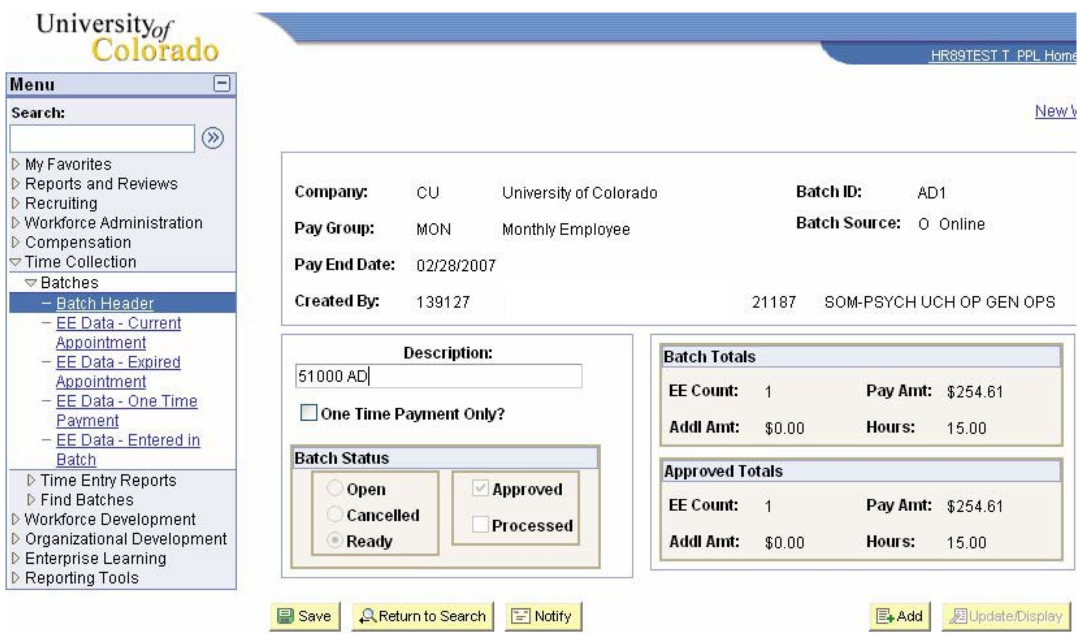
- Using the left-hand navigation menu, click "Batch Header"
- Change Batch Status to "Ready"
- Click Save



APPROVE THE BATCH

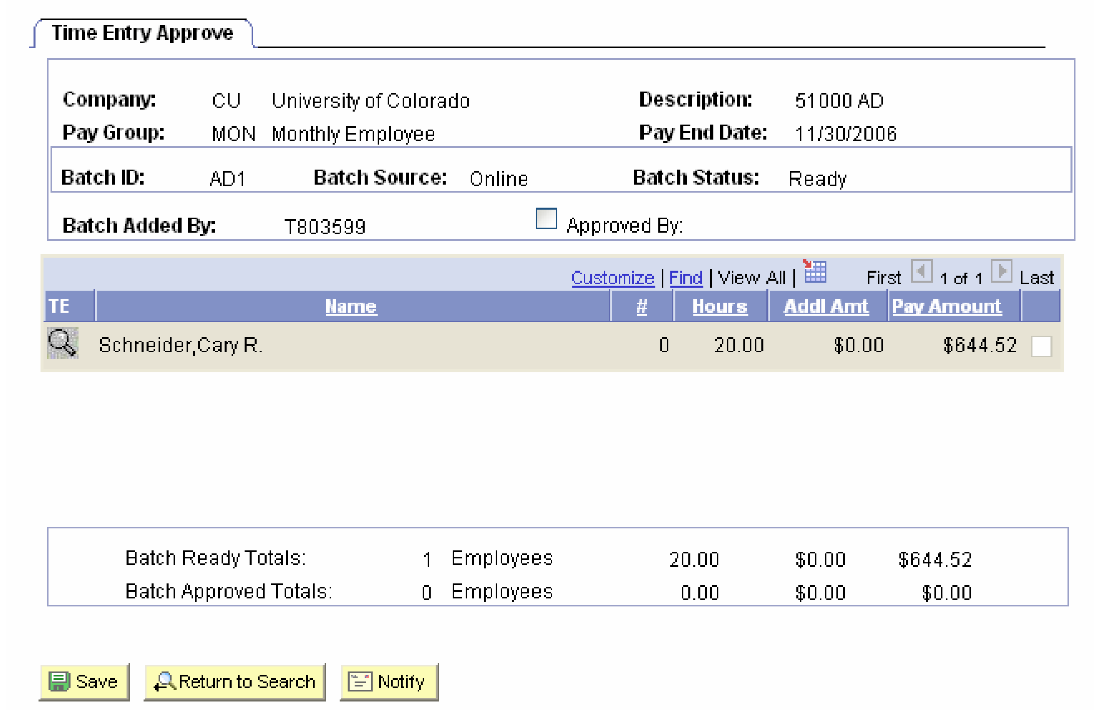
8. Without cancelling out of the Batch Header page, navigate to the Approve Time Entry/No OTP page

- Using the left-hand navigation menu, click "Approve Time Entry/No OTP"



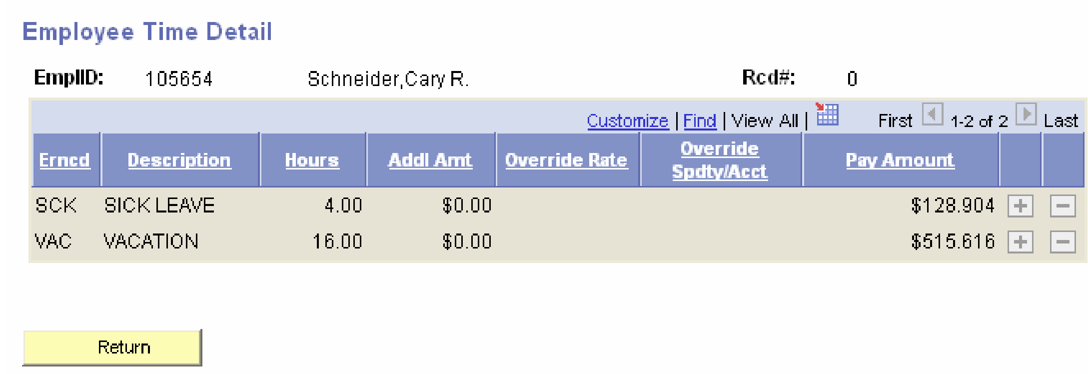
9. **Time Entry Approve tab displays**

- Click “View All” to view all employees included in batch
- Click the to the left of the employee’s name to view the time entry data entered for the employee



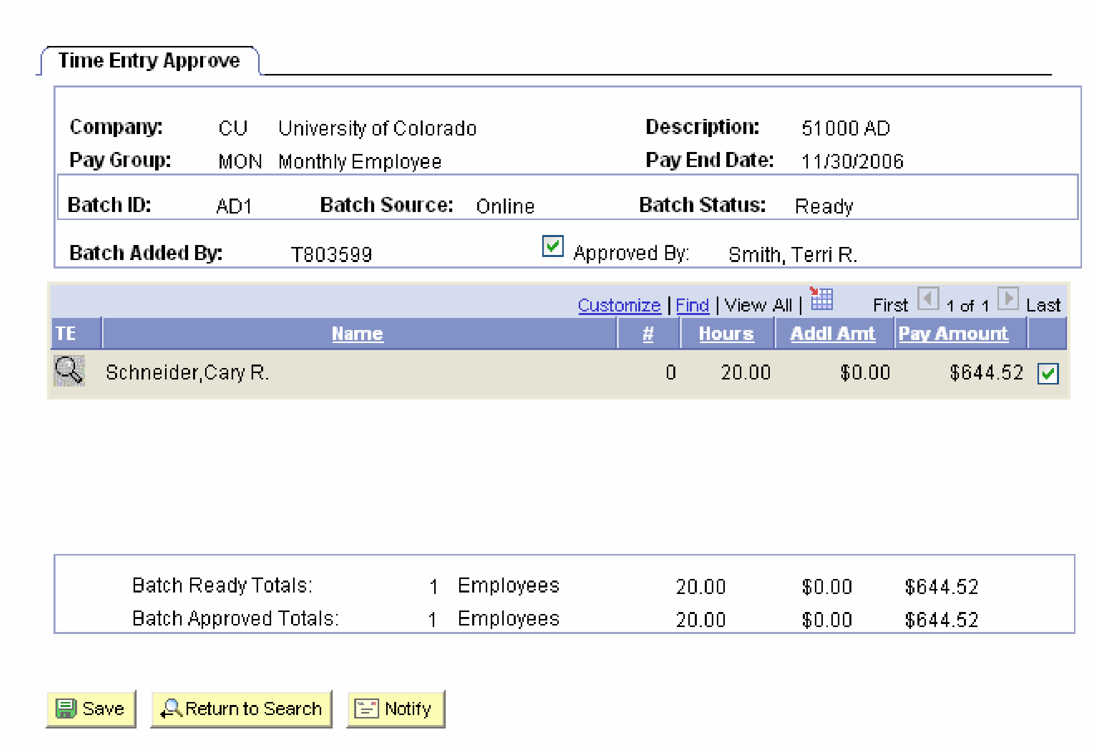
10. **Employee Time Detail page displays**

- Review the time entry information for accuracy
- Click Return to return to the Time Entry Approve tab



11. Time Entry Approve page displays

- Click the "Approved By" checkbox to approve all entered time entry records for the batch
- Click Save
- The checkbox to the right of each employee's time entry data will now be checked on
- Deselect the checkbox to the right of the employee's data to un-approve the time entry
- Click Save



Entering Leave and Adjusting Leave Balances (MON) Complete

Additional Notes:

<u>EE Data-Current Appointment</u>: a current appointment implies the employee status is Active and the Appointment End Date is later than the beginning date of the current pay period.

<u>EE Data-Expired Appointment</u>: the employee status is Terminated or On Leave and the Appointment End Date is prior to the beginning date of the current pay period.

Entering data: If you have only a few employees to enter into a batch, search by Employee ID # (EmplID). If you search by Name, Last Name, or % Sign, you must also enter your department number. If you enter time records for multiple departments, you can enter data for only one department at a time.

Active Appointments: If there is only one active empl rcd [employee record] within your row-level security for the employee, the system will take you directly to that record. If the employee has more than one active empl rcd within your row-level security, it will display all of them, and you must select the appropriate one for which you wish to enter leave.

SpeedType: This field is for <u>changing/overriding</u> (for the current pay period only) the SpeedType(s) recorded on the position's funding distribution page.

Override Rate: Use this field to enter hours at a different hourly rate to be paid (for the current pay period only). Offline authorization is required for use of the override rate field.