[**Adjusting Absence Balance**](https://ctclinkreferencecenter.ctclink.us/m/79716/l/1396835-9-2-adjusting-absence-balance)

**Accruing P/H & PRL and Adjusting P/H, PRL, Hol & Vac for Part Time Nonpermanent**

**Nav>Global Payroll & Absence Management>Payee Data>Adjust Balances>Absences**

**Accruing P/H and PRL hours for use after the initial four months**

1. **Search** for the person, select the correct Entitlement month for the balance adjustment (in this example October ENT2023M10).

2. **P/H:** take hours worked in the fourth month divided by working hours in month times 8 (e.g., 76.5/184=.41.6\*8=3.33). **Use ANP E ADJ** (see below for all Leave Codes).

3. **PRL:** take hours worked in the fourth month divided by working hours in month times 24 (WPEA) (e.g., 76.5/184=.41.6\*24=9.99). **Use ANL E ADJ** (see below for all Leave Codes).

4. **Adjust** hours on the previous month Entitlement before the A Take (December will not work for P/H and June will not work for PRL because they are in a previous calendar and fiscal year, respectively).



**Adjusting P/H hours not used by December 31**

1. If a P/H leave rule is set up like it is for WVC, the unused P/H hours will automatically be zeroed out on the 01A Take.

**Adding P/H for January**

1. Take hours worked in December divided by working hours in month times 8 (e.g., 69/168\*8=3.29).

2. Adjust hours on the January 01A Take (this can be done on the January Entitlement, but the P/H hours won’t be available for use until February).

3. Use **ANP E ADJ** (see below for all Leave Codes).



**Adjusting PRL hours not used by June 30**

1. If a PRL leave rule is set up like it is for WVC, the unused PRL hours will automatically be zeroed out on the 07A Take.

**Adding PRL for July**

1. Take hours worked in June divided by working hours in month times 24 (WPEA) (e.g., 69/168\*24=9.36).

2. Use **ANL E ADJ** (see below for all Leave Codes)

3. Adjust hours on the July 07A Take before it runs.

**Adjusting VAC and or Holiday Credit hours (and other hours if termed)**

Vacation and Holiday Credit hours must be paid when a part time nonpermanent employee terminates employment (**use last day worked for End Date**); Holiday Credit hours must be paid if not used by June 30 each year.

1. Check leave takes and balances in Absence Management.

2. Adjust (minus) the balance(s).



**Pay employee for VAC and/or Holiday Credit hours**

1. Look up the employee in Job Data for Empl ID, Combo Code and hourly pay for PSHUP file.

2. Create a PSHUP file (Nav>Payroll for North America>CTC Custom>Paysheet Holding Update).



That’s it! 😊

**We still use the Entitlement Calendars\*. Use the green highlighted codes for balance adjustments (transfer in/out, term, moving from one record to another, etc., orange for accrual adjustments (adding/subtracting P/H, PRL, vac, etc.), blue for adjustments to takes for Absence Balance Report, sick leave balances for sick leave buyout, shared leave donation, etc.**

**\*The January Entitlement Calendar cannot be used for P/H (Use 01A Take); the June Entitlement Calendar cannot be used for PRL (use July 01A Take).**



**The following refers to the Absence Administration tile>Results by Calendar Group>Accumulator tab>Accumulator Results.**

Using CSL, VAC, etc., **will** make the adjustment to the year-to-date Balance Accumulator but **will not** add/subtract the adjustment to the year-to-date Entitlement or Take Accumulator **nor** will it adjust in the Review Absence Balance page (for administrators).

Using ACS, ACV, etc., **will** make the adjustment to the year-to-date Balance Accumulator **and** the Entitlement or Take Accumulator **and** it will adjust the Review Absence Balance page (for administrators).