**Leave Balances, Accrual, Takes and Adjustments (skip to the last page for an adjustment only)**

Workforce Administrator>Absence Administration Tile

**Note:** there is a 90-day maximum retroactive processing period.

**This documentation is for looking up and adjusting balances for a termed employee.**





Check **Absence Events** DELETE ANY FUTURE ABSENCE EVENTS (make sure all absence events are all in – email person or wait until absence management takes are done for the month). I like to do it this way.



This shows that 4 hours of vacation leave has been taken (click on Details” to see if it has been approved and finalized or not). If the absence has not been finalized, it is not subtracted from the balances.

Check to see if it has been subtracted from the leave balance:

**WARNING: The following is the encyclopedia Britannica version of Absence Administration. You will learn shortcuts but at least many of the steps *you could* take are explained.**

Go to **Results by Calendar Group,** click on the take month (in this case it’s JunA Take)







Check out the Accumulators tab and see the balances as well as other information

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Click on **Absence Data** hyperlink



Absence Data (to go back to the main page that has the Accumulators tab, click on Return to Main Results Pages hyperlink at the bottom left.



It shows that 4 hours were taken. Click on **Balance Detail** to see the before and after balances.



Now check on the amount accrued each month by going back to **Results by Calendar Group** and clicking on the previous month’s entitlement (in this case May ENT) OR click the Previous in List until you get to where you need to go.





Click on the **Supporting Elements Tab** to see accruals. Keep in mind that if it is a month that personal holiday or personal leave hours accrue, or in the case of classified staff, leave accrual goes up because of length of service, you may have to account for those extra hours when adjusting leave. This person accrues 8 hours of CSL and 16 hours of VAC.



**Review Absence Balances** (sometimes the leave takes are not reflected in the balances – that’s why it is so important to either wait for the leave take process to run or look at the ending balances under balance detail)





**Adjusting Leave Balances** (after checking leave taken and email person to make sure all leave is in and following the steps above).

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



If termed on the current month, you can do the adjustment through On cycle process - Adjustment needs to be entered in the system before the current month accrual run.

If employee is termed/retired in previous month - run the off cycle process to adjust the balance.

Choose the current month to subtract the hours (if not waiting until the leave take for the month, make sure to leave enough hours for any leave taken but not approved or adjusted from the balances).

In the example above, 4 hours of vacation were taken BUT they were approved and subtracted from the leave balance already.

Do you remember the balances? I suggest printing them out, adding, subtracting, whatever so this next step is correct. Oh look, I put the leave balances in again 😊



We know that this person accrues 8 hours of sick leave and 16 hours of vacation leave.

For this person all we need to do is subtract the balances plus accruals.

Add as many rows as necessary.

Enter minus “-“ hours **and end date of position.**

Save. **THE END DATE HAS TO BE THE LAST DAY WORKED NOT THE END OF THE MONTH (unless that is the last day worked) or the adjustment will not be made.**

MAKE SURE ALL THIS INFO IS ON THE PAF SO PAYROLL CAN PAY OUT VACATION



After accruals and takes are done, all balances should be zero. I’ll check back to see…

[If an Off-Cycle Absence Process](http://ctclinkreferencecenter.ctclink.us/m/79716/l/1401246-9-2-off-cycle-absence-processing) needs to be ran, see Off-Cycle Absence Process Documentation.

That’s it! 😊