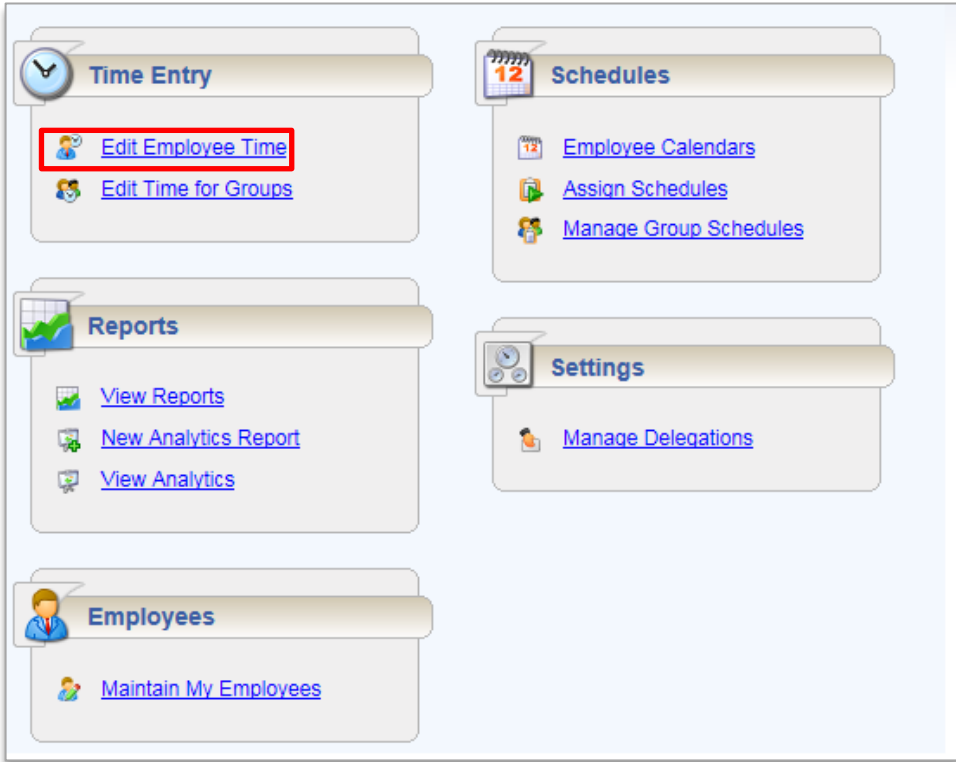
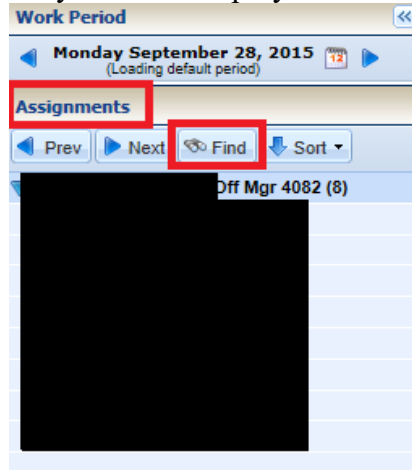


**Job Aid 24: Leave Adjustments**

<p>1.</p>	<p>Leave can be manually adjusted for employees when:</p> <ul style="list-style-type: none"> <li>• The employee is new or transfers from another agency with leave balances;</li> <li>• When an employee terminates and the leave balances need to be cleared;</li> <li>• When an employee terms or retires and the partial leave accrual is not accurate;</li> <li>• As needed; an example is if the adjusted service date changes where the employee is either owed or owes leave.</li> </ul> <p>HR will complete or notify auditors when adjustments may be needed.</p>
<p>2.</p>	<p>Log into eSTAR on your dashboard select Time Entry → Edit Employee Time.</p>  <p>The screenshot shows the eSTAR dashboard with several menu categories:         <ul style="list-style-type: none"> <li><b>Time Entry</b>: Edit Employee Time (highlighted), Edit Time for Groups</li> <li><b>Schedules</b>: Employee Calendars, Assign Schedules, Manage Group Schedules</li> <li><b>Reports</b>: View Reports, New Analytics Report, View Analytics</li> <li><b>Settings</b>: Manage Delegations</li> <li><b>Employees</b>: Maintain My Employees</li> </ul> </p>

3. Select an assignment group if you have been delegated more than one group of employees, or use the “Find” button to locate the employee by name or employee ID number.



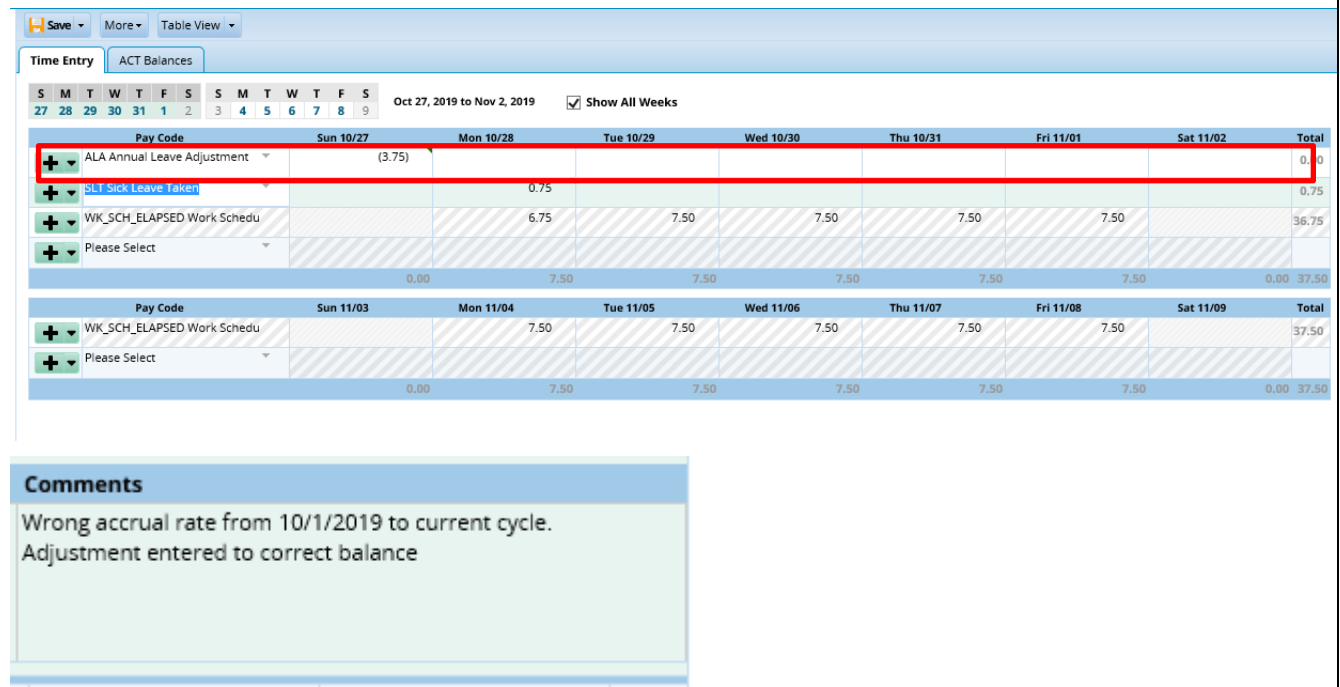
4. Once on the timesheet add a row on the effective date using the proper Adjustment Pay Code. The exact effective date may be the date of the transaction or the first Sunday of the current pay cycle.

Inserting a negative number will decrease the existing bank and inserting a positive number increases the existing bank. Make sure to include comments as to why the adjustment is being made.

- ALA-Annual Leave Adjustment
- SLA-Sick Leave Adjustment
- FHDA-Floating Holiday Adjustment
- CTA-Comp Time Adjustment

Example 10/01/2019 accrual was 13.25 but should have been 9.50. The deficiency was identified 10/31/2019.

10/27/2019 ALA (3.75) Wrong accrual rate from 10/1/2019 to current cycle. Adjustment entered to correct balance.



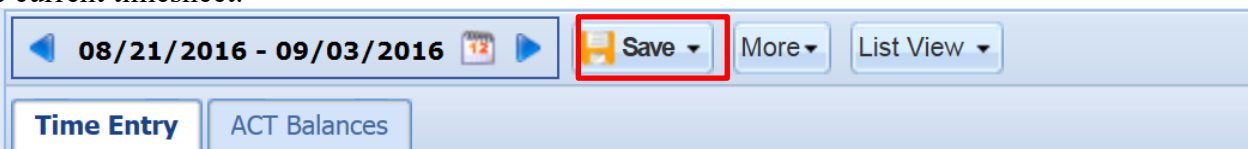
The screenshot shows the 'Time Entry' interface with 'ACT Balances' selected. The timesheet grid displays data for the period from Oct 27, 2019 to Nov 2, 2019. A red box highlights the adjustment row for 'ALA Annual Leave Adjustment' on Sun 10/27 with a value of (3.75). Below the grid, a 'Comments' box contains the text: 'Wrong accrual rate from 10/1/2019 to current cycle. Adjustment entered to correct balance'.

Pay Code	Sun 10/27	Mon 10/28	Tue 10/29	Wed 10/30	Thu 10/31	Fri 11/01	Sat 11/02	Total
ALA Annual Leave Adjustment	(3.75)							0.00
SLT Sick Leave Taken		0.75						0.75
WK_SCH_ELAPSED Work Schedu		6.75	7.50	7.50	7.50	7.50		36.75
Please Select								
	0.00	7.50	7.50	7.50	7.50	7.50	0.00	37.50

Pay Code	Sun 11/03	Mon 11/04	Tue 11/05	Wed 11/06	Thu 11/07	Fri 11/08	Sat 11/09	Total
WK_SCH_ELAPSED Work Schedu		7.50	7.50	7.50	7.50	7.50		37.50
Please Select								
	0.00	7.50	7.50	7.50	7.50	7.50	0.00	37.50

5. After the information is added click **Save**. The leave balance will show the adjustment on the leave tab. If this was done as an amendment on a prior payperiod the timesheet must be approved to flow to the current timesheet.



The screenshot shows the bottom of the eSTAR interface. The date range is '08/21/2016 - 09/03/2016'. The 'Save' button is highlighted with a red box. Below the date range are buttons for 'Time Entry' and 'ACT Balances'.