

9.2 Correcting or Reversing Leave Balances/Running the Absence Management Off Cycle on Demand Process

Purpose: Use this document as a reference for how to correct or reverse leave balances in ctclink. The after the entitlement process must have been run prior to this process. Then run the Absence Management Off Cycle on Demand process.

Audience: Leave Administrator.

 You must have at least one of these local college managed security roles:

- ZD Absence Calc Results
- ZZ Abs Events and Adjs
- ZZ SS ABS Administration

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Correct or Reverse Leave Balances/Running the Absence Management Off Cycle on Demand Process

Review Absence Balances

Navigation: NavBar > Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances

1. The **Review Absence Balances** search page displays.
2. Enter the **Empl ID**.
3. Select the **Search** button.
4. The **Search Results** display.
5. Select the **Empl ID** link to open the **Absences** page.

Review Absence Balances

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

Empl Record

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Case Sensitive

Search

Clear

Basic Search




Save Search Criteria

Search Results

View All

1-1 of 1

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
101008381	0	S. J.			(blank)	(blank)	J.

 **NOTE:** Some employees may have more than one employee record. If the Search Results screen displays with multiple choices for the Empl ID, select the applicable Empl Record number.

6. The Review Absence Balances screen displays.
7. Review all current balance amounts for the employee to identify which rows to adjust.
8. Leave this window open for use in the Adjust Balances section.

Employee ID 101008381 Empl Record 0 Name [redacted]

Absence Entitlement Current Balance

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	VAC E 140	VAC E 140_BAL	289.020000	01/01/2019	12/31/2019
Year to Date	CSL E 140	CSL E 140_BAL	1,098.000000	01/01/2019	12/31/2019
Year to Date	P/H E 140	P/H E 140_BAL	1.000000	01/01/2019	12/31/2019

Return to Search Notify Refresh

9. This completes the Review Absence Balances section.

Adjust Balances

1. Open a new window to navigate to the **Absences** page. Select the **New Window** link in the top right side of the Review Absence Balances screen used in the Review Absence Balances section.

2. A new window displaying the **Review Absence Balances** page displays.
3. Navigate to the **Adjust Balances** from this window:
 - **Navigation: NavBar > Navigator > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences**

NOTE: You adjust leave balances *only after* the Absence Entitlement Process (which reflects leave accrual) is run. These next steps (5-7) are outlined on the QRG titled [Payroll Checklist](#). Therefore, all adjustments to leave balances (outside of self service) are considered off cycle adjustments. Examples of adjustments one might make include shared leave exchanges and separations/terminations when balances must be zeroed out.

4. The Absences search page displays.
5. Enter the same **Empl ID** and other search criteria to match data reviewed in previous section to be adjusted.
6. Select the **Search** button.

Absences

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 ▼

101008381

Empl Record

= ▼

Pay Group

begins with ▼

E140AM

Q

Calendar ID

begins with ▼

Q

Name

begins with ▼

Period Begin Date

>= ▼

Period End Date

<= ▼

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

7. The Search Results display.
8. Select the appropriate **Empl ID** for the correct employee record used in the **Review Absence Balances** section.

Search Results

View All 1-84 of 84

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
101008381	0	E140AM	140 TAK2016S01		01/01/2016	01/15/2016
101008381	0	E140AM	140 ENT2016M01		01/01/2016	01/31/2016
101008381	0	E140AM	140 TAK2016S02		01/16/2016	01/31/2016
101008381	0	E140AM	140 ENT2016M02		02/01/2016	02/29/2016
101008381	0	E140AM	140 TAK2016S03		02/01/2016	02/15/2016
101008381	0	E140AM	140 TAK2016S04		02/16/2016	02/29/2016
101008381	0	E140AM	140 TAK2016S05		03/01/2016	03/15/2016
101008381	0	E140AM	140 ENT2016M03		03/01/2016	03/31/2016
101008381	0	E140AM	140 TAK2016S06		03/16/2016	03/31/2016
101008381	0	E140AM	140 TAK2016S07		04/01/2016	04/15/2016
101008381	0	E140AM	140 ENT2016M04		04/01/2016	04/30/2016
101008381	0	E140AM	140 TAK2016S08		04/16/2016	04/30/2016
101008381	0	E140AM	140 ENT2016M05		05/01/2016	05/31/2016
101008381	0	E140AM	140 TAK2016S09		05/01/2016	05/15/2016
101008381	0	E140AM	140 TAK2016S10		05/16/2016	05/31/2016
101008381	0	E140AM	140 ENT2016M06		06/01/2016	06/30/2016
101008381	0	E140AM	140 TAK2016S11		06/01/2016	06/15/2016
101008381	0	E140AM	140 TAK2016S12		06/16/2016	06/30/2016

9. The Absences page displays.
10. If zeroing out leave balances, copy and paste the Entitlement Element(s) and Amount(s) from the **(A) Review Absence Balances** screen to the **(B) Absences Screen** as shown below (Balance adjustment amounts should be entered as a **negative** which zeroes out the existing balance).
11. Remember to select **Save** when you have finished your entries.

Absences

Employee ID 101008381
Name
Empl Record 0

Pay Group E140AM
Description Semi-Monthly Exempt
Pay Entity 140 ABS1

Calendar ID 140 ENT2016M04
Begin Date 04/01/2016
End Date 04/30/2016

Balance Adjustments

1-1 of 1
View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date		

Save
Return to Search
Previous in List
Next in List
Notify

! IMPORTANT: You must make sure no open processes exist within **Absence** before you do an off cycle. Cancel any open Takes or Entitlements you were calculating and then run the Off Cycle to completion. If you can't finish the off-cycle to completion for any reason, cancel it and then try again later.

You can only run an off cycle adjustment on a completed and finalized calendar for an employee. This process is not intended for use for active and current calendars.

(A) From Review Absence Balances window:

Adjust Absence Balances Review Absence Balances

Current Balance Forecast Balance Forecast Messages

Employee ID 101008381 Empl Record 0 Name [Redacted]

Absence Entitlement Current Balance

Accumulator Balance User Keys

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	VAC E 140	VAC E 140_BAL	289.020000	01/01/2019	12/31/2019
Year to Date	CSL E 140	CSL E 140_BAL	1,098.000000	01/01/2019	12/31/2019
Year to Date	P/H E 140	P/H E 140_BAL	1.000000	01/01/2019	12/31/2019

Return to Search Notify Refresh

Current Balance | Forecast Balance | Forecast Messages

(B) To Absences window:

12. If more than one row is needed, select the **[+]** icon to add a new row.
13. A prompt pagelet will appear.
14. You have the option to enter multiple adjustments for an employee.
15. Enter the number of rows you would like to add in the field. This will add rows all at once rather than adding individual rows (+)(-), one at a time.
16. Select the **OK** button.

sbctc.edu needs some info from you.

Enter number of rows to add:

1

OK Cancel

17. The Absence page displays with added row(s).
18. Copy and paste added info to be adjusted as needed.
19. Be sure to make the number a negative number if balancing to zero.
20. Select the **Save** button.

Absences

Employee ID 101008381 Name [REDACTED] Empl Record 0

Pay Group E140AM Description Semi-Monthly Exempt Pay Entity 140 ABS1

Calendar ID 140 ENT2016M04 Begin Date 04/01/2016 End Date 04/30/2016

Balance Adjustments

1-2 of 2 View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date		
VAC E 140	140 Vacation Ent Clark	-40.000000	04/01/2016	04/30/2016	+	-
CSL E 140	140 Sick Leave ENT Clark	-16.000000	04/01/2016	04/30/2016	+	-

Save Return to Search Previous in List Next in List Notify

21. This completes the Adjust Balances section.

Running an Off Cycle Adjustment

! You must have at least one of these local college managed security roles:

- ZZ Abs Off Cycle Processing
- ZZ SS ABS Administration

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

- i** Off-cycle absence processing refers to processing absences and making corrections to finalized results outside of the normal absence schedule. Off cycle transactions are typically made to correct prior absence results or to zero out leave balances for terminated employees.

There are three components to running the Off Cycle On Demand process:

1. Create the Request
2. Create the Calendar Group
3. Calculate

Navigation: NavBar > Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Off Cycle > Off Cycle On Demand

1. The Off Cycle On Demand search page displays.
2. Select **Add a New Value** tab.
3. Enter the same **Pay Group** used in previous section.
4. Enter the **Target Period ID**. This is the period to be corrected.
5. Enter the **Off Cycle Group**. Create an Off Cycle Group Name for your reference.
6. Select the **Add** button.

Off Cycle On Demand

Find an Existing Value **Add a New Value**

Pay Group E140AM 🔍

Target Period ID ENT2019M04 🔍

Off Cycle Group ENTOFF2019M04

Add

7. The Off Cycle On Demand page displays.
8. Select the **Create Request** button.

Off Cycle On Demand

Pay Group	E140AM	Semi-Monthly Exempt	
Target Period ID	ENT2019M04	ENT2019M04 Monthly	04/01/2019 - 04/30/2019
Off Cycle Group	ENTOFF2019M04	Country	USA

Set Up Request ?

Create Request

Request entered

Create Calendar Group

Calendar Group created

Calendar Group

Process Calendar Group ?

Calculate

Results can be finalized

Processing Status

Unprocessed

View Status and Results

Finalize

Finalized


Cancel

Notify

Add

Update/Display

9. The Enter Off-Cycle Requests pagelet displays.
10. This will populate the name and enable the **Correction Details** icon.
11. Select the **Calendars to Correct** arrow to expand the subsection.
12. The **Corrections - List Payees and Calendars to correct** section displays.
13. Enter the **Empl ID(s)**, then select the **Corrections Detail** icon.

 **NOTE:** If you have **multiple employees within the same pay group and target period**, you should process all at once rather than processing each Empl ID individually, as you must otherwise create an off cycle group for each person, which requires many additional steps.

Enter Off-Cycle Requests

Off Cycle Request

Pay Group E140AM Semi-Monthly Exempt

Target Period ID ENT2019M04 ENT2019M04 Monthly 04/01/2019 - 04/30/2019

Off Cycle Group ENT0FF2019M04 Country USA

▼ **Calendars to Correct**

Corrections - List Payees and Calendars to correct

*Employee ID	Name	Empl Record	Calendar To Correct	Correction Details		
101008381 <input type="text" value="Q"/>	Susan Maxwell	<input type="text" value="000"/> <input type="text" value="Q"/>			<input type="button" value="+"/>	<input type="button" value="-"/>

► **Advances**

14. The Enter Off-Cycle Correction pagelet displays.
15. Select the **Adjust Absence Balances** link.

Enter Off-Cycle Correction x

[Help](#)

Off Cycle Request

Correction Request Detail

Pay Group E140AM Period ID ENT2019M04 Off Cycle Group ENT0FF2019M04

Employee ID 101008381 Name Empl Record 0

Calendar To Correct

[Adjust Absence Balances](#)
[Absence Event Entry](#)

[Review Triggers](#) ☐ Retro Triggers Exist

▼ **Retro Triggers**

Trigger Effective Date	Trigger Event ID	Trigger Status	Trigger Source	Trigger Tag
		Unprocessed	Manually Generated	

16. The Absences pagelet displays.
17. Enter the **Empl ID**.
18. Enter the **Pay Group**

19. Select the **Search** button.
20. The **Search Results** display.
21. Finally, select the associated calendar ID in the Search Results.

Absences

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

Empl Record =

Pay Group begins with

Calendar ID begins with

Name begins with

Period Begin Date >=

Period End Date <=

☐ Case Sensitive

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

[Criteria](#)

22. The Absences pagelet displays.
23. **Review screen to verify that your entries are correct.**
24. The adjustments should be populated automatically from the **Adjust Balances - Absences** page.
25. Select the **Apply** button.
26. Select the **OK** button.

Absences

Employee ID 101008381 Name Empl Record 0

Pay Group E140AM Description Semi-Monthly Exempt Pay Entity 140 ABS1

Calendar ID 140 ENT2016M04 Begin Date 04/01/2016 End Date 04/30/2016

Balance Adjustments

1-2 of 2 View All


*Element Name	Description	Balance Adjustment	Begin Date	End Date		
VAC E 140	140 Vacation Ent Clark	-40.000000	04/01/2016	04/30/2016	+	-
CSL E 140	140 Sick Leave ENT Clark	-16.000000	04/01/2016	04/30/2016	+	-

OK Cancel **Apply**

 **Note:** Repeat for each person you wish to include in the Pay Group, if applicable.

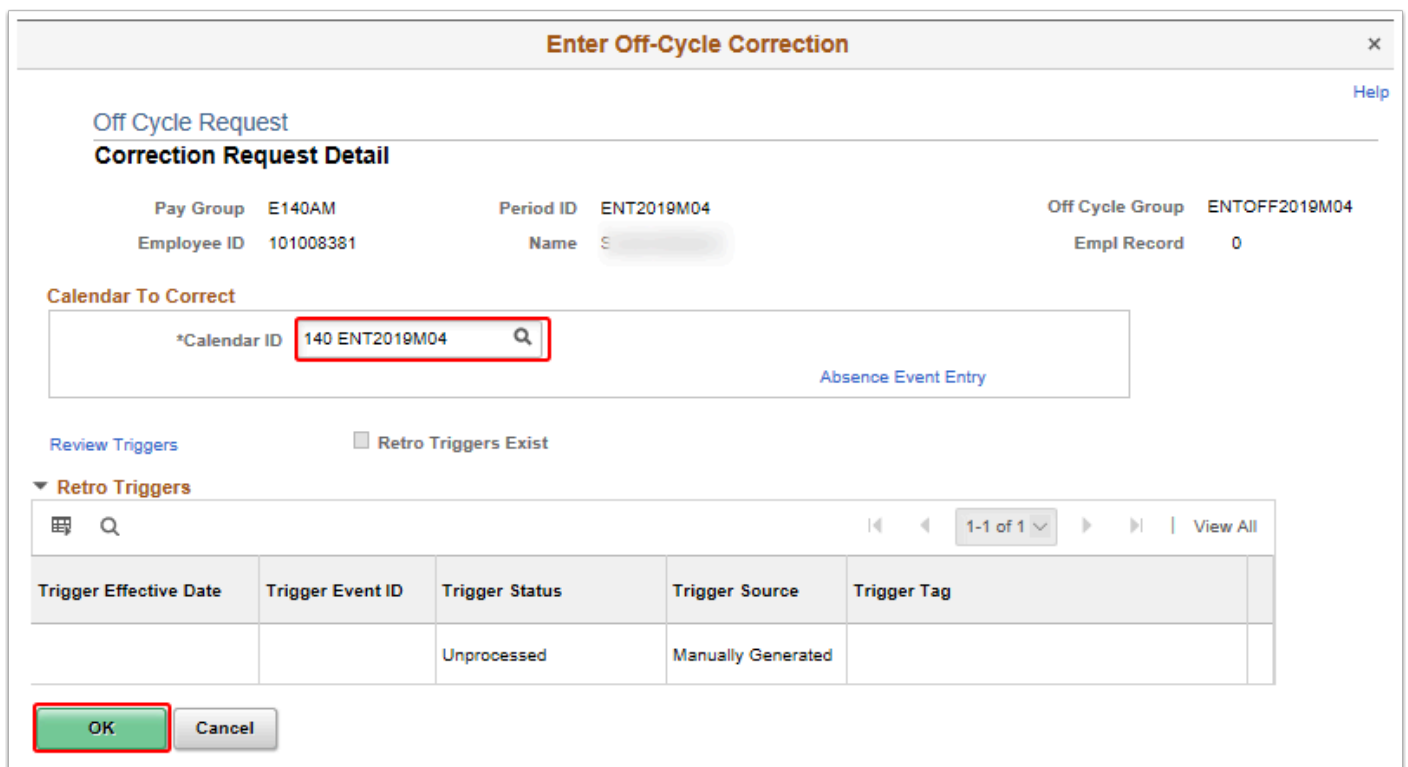
27. The Enter Off-Cycle Correction page displays.

28. Enter the **Calendar ID**.

 Calendars control whose absence results will be calculated, and the period of time for which the absences are processed. They link together the:

- **Pay Group** (Common examples of pay groups are salaried and hourly payees).
- **Period ID** (Calendar period IDs define the period of time for which the absences are processed).
- **Run Type ID** (A user-defined method of identifying a payroll or absence run. Common run types are regular, bonus, overtime, and advance pay).
- **Target Calendar ID** (The target calendar that you selected when defining the calendar for this calendar run).
- **Payee Selection Criteria** (defines who will be processed).

29. Select the **OK** button.




Enter Off-Cycle Correction

Off Cycle Request

Correction Request Detail

Pay Group E140AM Period ID ENT2019M04 Off Cycle Group ENTOFF2019M04
Employee ID 101008381 Name S Empl Record 0


Calendar To Correct

*Calendar ID 140 ENT2019M04 

[Absence Event Entry](#)

[Review Triggers](#) ☐ Retro Triggers Exist

Retro Triggers

 1-1 of 1 [View All](#)

Trigger Effective Date	Trigger Event ID	Trigger Status	Trigger Source	Trigger Tag
		Unprocessed	Manually Generated	

OK **Cancel**

30. The Enter Off-Cycle Requests page displays.

31. Select the **Apply** button.

32. Select the **OK** button.

Enter Off-Cycle Requests

Off Cycle Request

Pay Group

E140AM

Semi-Monthly Exempt

Target Period ID

ENT2019M04

ENT2019M04 Monthly

04/01/2019 - 04/30/2019

Off Cycle Group

ENTOFF2019M04

Country

USA

Calendars to Correct

Corrections - List Payees and Calendars to correct

101008381

000

140 ENT2019M04

+

-

Advances

OK

Cancel

Apply

33. The Off Cycle on Demand page displays.
34. Notice the **Request Entered** box is now checked.
35. Select the **Create Calendar Group** button. Calendar Group ID's group the calendars that you want to process at the same time.

Off Cycle On Demand

Pay Group

E140AM

Semi-Monthly Exempt

Target Period ID

ENT2019M04

ENT2019M04 Monthly

04/01/2019 - 04/30/2019

Off Cycle Group

ENTOFF2019M04

Country

USA

Set Up Request ?

Edit Request

☒ Request entered

Create Calendar Group

☐ Calendar Group created

Calendar Group

Process Calendar Group ?

Calculate

☐ Results can be finalized

Processing Status

Unprocessed

View Status and Results

Finalize

☐ Finalized

Cancel

Notify

Add

Update/Display

- 36. The Define Calendar Group button displays.
- 37. Select the **Apply** button.

Define Calendar Group

Calendar Groups

Calendar Group ID

ENTOFF2019M04_1

*Description

ENTOFF2019M04

Short Description

*Country

USA

United States

☐ Use as template

☐ Process by stream

☒ Off Cycle

☐ Process retro triggers

Processing initiated

Processing finalized

List Off Cycle Groups in processing order

Q

1-1 of 1

View All

*Sequence	*Pay Group	*Period ID	*Off Cycle Group			
1	E140AM	ENT2019M04	ENTOFF2019M04	+	-	

OK

Cancel

Apply

- 38. A Warning Message displays for your review.
- 39. Select **OK** to continue.

Warning -- Off Cycle Group ENTOFF2019M04 contains corrections and require retro processing (17000,834)

Processing corrections require retro triggers to be processed, but this option is currently not switched on. It must either be switched on or any off-cycle groups that include corrections must be removed from the calendar group.

Press OK to save the calendar group with the switch turned on. Press Cancel to prevent saving and edit your list of offcycle groups.

OK

Cancel

*Sequence

*Pay Group

*Period ID

*Off Cycle Group

- 40. The Define Calendar Group page displays.
- 41. Select the **OK** button.
- 42. The Off Cycle On Demand page displays.
- 43. Notice the **Calendar Group Created** box is now checked.
- 44. Select the **Calculate** button.

Off Cycle On Demand

Off Cycle On Demand

Pay Group	E140AM	Semi-Monthly Exempt	
Target Period ID	ENT2019M04	ENT2019M04 Monthly	04/01/2019 - 04/30/2019
Off Cycle Group	ENTOFF2019M04	Country	USA

Set Up Request ?

Edit Request

Edit Calendar Group

☒ Request entered
☒ Calendar Group created

Calendar Group ENTOFF2019M04_1

Process Calendar Group ?

Calculate

View Status and Results

Finalize

☐ Results can be finalized
☐ Finalized

Processing Status Unprocessed

Cancel

Notify

Add

Update/Display

45. The Payee Status page displays.
46. Resolve any messages with Warnings or Errors.
47. Once you have corrected the warnings and/or errors you will have to **Calculate** again.
48. Select the **Messages** link. There should be 0 messages.
49. Select the **Apply** button and then the **OK** button again.
50. Then return to **Off Cycle On Demand** home screen.
51. Notice the Processing Status = Calculation Successful.
52. Validate the absence Balance in **Results by Calendar Group Page** for Off Cycle Calendar Group.

Calendar Group Results | Earnings and Deductions | **Accumulators** | Supporting Elements

Monica Villarreal Employee Empl ID Empl Record 0

Calendar Group ID

Calendar Information

Calendar ID ENT2021M04###1 Pay Group C060AM

Segment Number 1 Version 1 Revision 1

Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

Accumulators

Accumulator Results | User Keys

Period	Element Name	Amount	Description	From	Through
Year to Date	CSL E 060_ADJ	-24.000000	060 Sick Leave Seattle	01/01/2021	12/31/2021
Year to Date	CSL E 060_BAL	0.000000	060 Sick Leave Seattle	01/01/2021	12/31/2021
Year to Date	CSL E 060_ENT	32.000000	060 Sick Leave Seattle	01/01/2021	12/31/2021

53. Select the **Finalize** button.

Off Cycle On Demand

Pay Group E140AM Semi-Monthly Exempt

Target Period ID ENT2019M04 ENT2019M04 Monthly 04/01/2019 - 04/30/2019

Off Cycle Group ENTOFF2019M04 Country USA

Set Up Request

Edit Request ☒ Request entered

Edit Calendar Group ☒ Calendar Group created

Calendar Group ENTOFF2019M04_1

Process Calendar Group

Calculate ☒ Results can be finalized Processing Status **Calculation Successful**

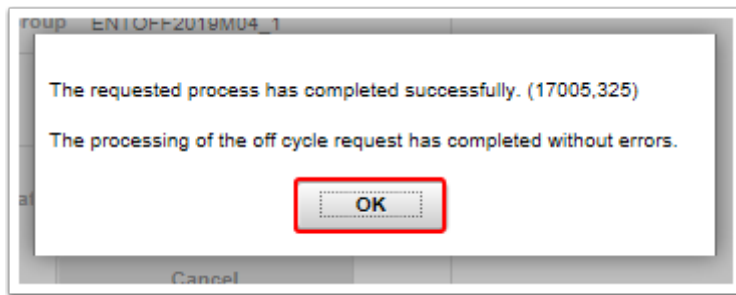
View Status and Results

Finalize ☐ Finalized Cancel

Notify Add Update/Display

53. A confirmation message displays.

54. Select the **OK** button.



55. You have successfully run an off cycle adjustment process.

Review Absence Balances - Verify Updates

Navigation: NavBar > Navigation > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances

1. The Review Absence Balances search page displays.
2. Enter the **Empl ID**.
3. Select the **Search** button.
4. The **Search Results** display.
5. Select the **Empl ID** link.

Review Absence Balances

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 ▼

101008381 x

Empl Record

= ▼

Name

begins with ▼

Last Name

begins with ▼

Second Last Name

begins with ▼

Alternate Character Name

begins with ▼

Middle Name

begins with ▼

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

6. You should see all changes you have made.
7. The process to correct or reverse leave balances and run the Absence Management off cycle on demand process is now complete.
8. End of procedures.