

9.2 Clearing Balances on Terminated Employees Using Advance Off Cycle & Balance Adjustment

Purpose: Use this document to clear balances for terminated employees by using the Advance Off Cycle and Balance Adjustment in ctcLink.

Audience: Payroll/Absence Management Staff.

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

- ZC HR Employee Maintenance
- ZD Benefits Employee Data Inq
- ZD FWL HCM View Pay
- ZD HR Admin View Job Data
- ZD HR Central Config VW
- ZD HR Employee Maintenance VW
- ZD HR Limited Person Job Info
- ZZ FWL HCM Pay Process
- ZZ HR Employee Maintenance
- ZZ SS Workforce Administrator

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

Clearing Balances on Terminated Employees Using Advance Off Cycle & Balance Adjustment

Adding Termination Row in Job Data

Navigation: NavBar > Navigator > Workforce Administration > Job Information > Job Data

1. The **Job Data** search page displays.
2. Enter a valid **Empl ID** for the terminated employee.
3. Select the **Search** button.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Keyword Search

▼ 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

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

4. The **Job Data** page displays.
5. From the **Work Location** tab, create a termination line by adding a row (this can be Current or Future dated).

Work Location Job Information Job Labor Payroll Salary Plan Compensation CTC Job Data CTC Earnings Distribution

Employee Empl ID 101000000 Empl Record 10

Work Location Details 1 of 2

*Effective Date 08/08/2019 Go To Row + -

Effective Sequence 0 *Action Termination

HR Status Inactive Reason Personal Reasons

Payroll Status Terminated *Job Indicator Secondary Job

Position Number Current ☐

Override Position Data

Position Entry Date

☐ Position Management Record

*Regulatory Region USA United States

Company 170 WA STATE COMM COLL DIST 17

*Business Unit HR171 Spokane Community College

*Department 98708 DIST Corp Trng / Wkfr Ce

Department Entry Date 07/01/2017

*Location DIST CCS District Office

Establishment ID 170 Community Colleges of Spokane Date Created 08/08/2019

Last Start Date 07/01/2017 Termination Date 08/07/2019

Expected Job End Date

☐ Override Last Date Worked

Last Date Worked 08/07/2019

6. The process to add the termination is now complete.
7. Open a new window to navigate to the next section.


Review Absence Balance Calendar

 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.

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

 Refer to the employee's current balance for validation purposes. These balances are the balances at the time of termination. They will not include the subtractions for the current Take or additions from the current month Entitlement.

(Optional) Cancel any current absence process for your college. Run the current month Entitlement (Identify, Calculate and Suspend Active). The purpose of this will just be to look at what the employee will and would accrue at the time the entitlement is run. If the admin does not finalize, this will not save against the employee balances.

1. The **Review Absence Balances** search page displays.
2. Enter the **Empl ID**.
3. Enter the **Empl Record** if needed.
4. Select the **Search** button.
5. The **Review Absence Balances** page displays.
6. From the **Current Balance** tab, review Accumulator Balances.

Review Absence Balances

Current Balance

Forecast Balance

Forecast Messages

Employee ID 101000000
Empl Record 10
Name

Absence Entitlement Current Balance

1-2 of 2
View All

Accumulator Balance

User Keys

||▶

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	CSL E 17010M	CSL E 17010M_BAL	0.000000	01/01/2019	12/31/2019
Year to Date	NSL E 17007	NSL E 17007_BAL	0.000000	01/01/2019	12/31/2019

Return to Search
Previous in List
Next in List
Notify
Refresh

Current Balance
Forecast Balance
Forecast Messages

7. The process to review absence balance calendar is now complete.
8. Open a new window to navigate to the next section.

Results by Calendar Group

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

- 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.

Navigation: NavBar > Navigator > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar Group

1. The **Results by Calendar Group** search page displays.
2. Enter the **Empl ID**.
3. Enter the **Empl Record** if needed.
4. Select the **Search** button.
5. The **Search Results** display.
6. Select the applicable **Calendar Group ID**.

Results by Calendar Group

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 101000000

Empl Record = 10

Calendar Group ID begins with 170 19 JAN A TAKE

Name begins with

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

Search Results

View All 1-39 of 39

Empl ID	Empl Record	Calendar Group ID	Name
101000000	10	170 18 APR A TAKE	
101000000	10	170 18 APR B TAKE	
101000000	10	170 18 APR ENT	
101000000	10	170 18 AUG A TAKE	
101000000	10	170 18 AUG B TAKE	
101000000	10	170 18 AUG ENT	
101000000	10	170 18 DEC A TAKE	
101000000	10	170 18 DEC B TAKE	

- The **Results by Calendar Group** page displays.
- Select the **Accumulators** tab to review.
- Repeat for all applicable **Calendar Group IDs**.

Results by Calendar Group

[Calendar Group Results](#) [Earnings and Deductions](#) [Accumulators](#) [Supporting Elements](#)

Employee [REDACTED] Empl ID 101000000 Empl Record 10

Calendar Group ID 170 19 JAN A TAKE SPOKANE 2019 JAN A TAKE

Calendar Information

Calendar ID 170 TAK2019S01 Pay Group P17ABS

Segment Number 1 Version 1 Revision 1

Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

Accumulators

[Accumulator Results](#) [User Keys](#) [View All](#)

Period	Element Name	Amount	Description	From	Through
Year to Date	CSL E 17010M_BAL	0.000000	170 CSL P/T Faculty	01/01/2019	12/31/2019
Year to Date	NSL E 17007_BAL	0.000000	170 NSL Non-Comp Sick Lv	01/01/2019	12/31/2019

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

[Calendar Group Results](#) | [Earnings and Deductions](#) | [Accumulators](#) | [Supporting Elements](#)

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

Employee: [Redacted] Empl ID: 101000000 Empl Record: 10
 Calendar Group ID: 170 19 JAN ENT SPOKANE 2019 JAN ENTITLEMENTS

Calendar Information

Calendar ID: 170 ENT2019M01 Pay Group: P17ABS
 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 17010M_BAL	0.000000	170 CSL P/T Faculty	01/01/2019	12/31/2019
Year to Date	NSL E 17007_BAL	0.000000	170 NSL Non-Comp Sick Lv	01/01/2019	12/31/2019

Return to Search | Previous In List | Next In List | Notify

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

10. The process to review the results by calendar group is now complete.

11. Open a new window to navigate to the next section.

Adding the Entitlement through Advance Off Cycle On Demand Process

! 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.

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

i Create an **Off Cycle** run to process one or more terminated employees:

To run it for multiple people, they must be in the same Absence Pay Group.

- The **Target Period ID** will be that current month's Entitlement run.
- Name it something descriptive.

1. The **Off Cycle On Demand** search page displays.
2. Select the **Add a New Value** tab.
3. Enter the **Pay Group**.
4. Enter the **Target Period ID**.
5. Enter the name of the **Off Cycle Group** (remember to make it descriptive).
6. Select the **Add** button.

Off Cycle On Demand

[Find an Existing Value](#) [Add a New Value](#)

Pay Group

Target Period ID

Off Cycle Group

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

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

Off Cycle On Demand

Pay Group P17ABS Semi-Monthly Parttime Faculty
 Target Period ID ENT2019M01 ENT2019M01 Monthly 01/01/2019 - 01/31/2019
 Off Cycle Group JCTERM Country USA

Set Up Request ?

☐ Request entered
 ☐ Calendar Group created Calendar Group

Process Calendar Group ?

☐ Results can be finalized Processing Status Unprocessed
 View Status and Results
 ☐ Finalized

9. The **Enter Off-Cycle Requests** pagelet displays.
10. Use the **Advances** drop-down menu and add the employee(s) who are being terminated.
11. For every **Empl ID**, select **Advance Details**.

Enter Off-Cycle Requests

Off Cycle Request

Pay Group P17ABS Semi-Monthly Parttime Faculty
 Target Period ID ENT2019M01 ENT2019M01 Monthly 01/01/2019 - 01/31/2019
 Off Cycle Group JCTERM Country USA

► Calendars to Correct

☒ **Advances**

Advances - List Payees and Calendar Groups to advance

*Employee ID	Name	Empl Record	Calendar Group	Advance Details			
<input type="text"/>		<input type="text" value="000"/>		<input type="button" value="Add"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	

12. The **Enter Off-Cycle Advance** pagelet displays.
13. Enter the **Calendar Group ID**.

- 14. Select **Calculate From Date** and **Calculate Thru Date** to populate the dates that apply to the Entitlement.
- 15. Select the **OK** button.

Enter Off-Cycle Advance

Off Cycle Request

Advance Request Detail

Pay GroupP17ABS

Period IDENT2019M01

Off Cycle GroupJCTERM

Employee ID101000000

Name

Empl Record10

Calendar Group ID170 19 FEB ENT

Calendars

1-1 of 1

View All

Calendar ID	Calculate From Date	Calculate Thru Date	Adjust Absence Balances
170 ENT2019M02			

Review Triggers

Absence Event Entry

Review Payee Calendar Override

☐ Overrides exist

Retro Triggers

1-1 of 2

View All

Trigger Effective Date	Trigger Event ID	Trigger Status	Trigger Source	Trigger Tag
08/08/2019	ABS	Unprocessed	Automatically Generated	

OK

Cancel

- 16. The **Enter Off-Cycle Requests** page displays.
- 17. To enter additional Advances, select the **[+]** Add a New row icon and repeat the process.
- 18. Select **Apply** and **OK** when all Empl IDs have been interacted with.

Enter Off-Cycle Requests

Off Cycle Request

Pay Group P17ABS Semi-Monthly Parttime Faculty

Target Period ID ENT2019M01 ENT2019M01 Monthly 01/01/2019 - 01/31/2019

Off Cycle Group JCTERM Country USA

► **Calendars to Correct**

▼ **Advances**

Advances - List Payees and Calendar Groups to advance

*Employee ID	Name	Empl Record	Calendar Group	Advance Details		
101000000		010	170 19 FEB ENT		+	-

OK
Cancel
Apply

19. The **Off Cycle On Demand** page displays.
20. Select **Create Calendar Group**.

Off Cycle On Demand

Pay Group P17ABS Semi-Monthly Parttime Faculty

Target Period ID ENT2019M01 ENT2019M01 Monthly 01/01/2019 - 01/31/2019

Off Cycle Group JCTERM Country USA

Set Up Request ?

Edit Request

Create Calendar Group

☒ Request entered
☐ Calendar Group created

Calendar Group

Process Calendar Group ?

Calculate

Finalize

☐ Results can be finalized
☐ Finalized

Processing Status Unprocessed

Cancel

Notify

Add
Update/Display

21. The **Define Calendar Group** pagelet displays.
22. This will not typically need changes.
23. Select **Apply** and **OK**.

Define Calendar Group

Calendar Groups

Calendar Group ID JCTERM

*Description JCTERM

Short Description

*Country USA United States

☐ Use as template

☐ Process by stream

Processing initiated

☒ Off Cycle

☐ Process retro triggers

Processing finalized

List Off Cycle Groups in processing order

*Sequence	*Pay Group	*Period ID	*Off Cycle Group		
1	P17ABS	ENT2019M01	JCTERM	+	-

OK

Cancel

Apply

24. The **Off Cycle on Demand** page displays.

25. Select the **Calculate** button.

Off Cycle On Demand

Pay Group P17ABS

Semi-Monthly Parttime Faculty

Target Period ID ENT2019M01

ENT2019M01 Monthly

01/01/2019 - 01/31/2019

Off Cycle Group JCTERM

Country USA

Set Up Request ?

Edit Request

☒ Request entered

Edit Calendar Group

☒ Calendar Group created

Calendar Group JCTERM

Process Calendar Group ?

Calculate

☐ Results can be finalized

Processing Status Unprocessed

[View Status and Results](#)

Finalize

☐ Finalized

Cancel

Notify

Add

Update/Display

26. The **Payee Status** page displays.

27. Select the **OK** button to return to the Off Cycle On Demand page.

28. Notice **Processing Status** = Calculation Successful.

29. Select the **Finalize** button.

Off Cycle On Demand

Pay Group P17ABS Semi-Monthly Parttime Faculty
Target Period ID ENT2019M01 ENT2019M01 Monthly 01/01/2019 - 01/31/2019
Off Cycle Group JCTERM Country USA

Set Up Request ?

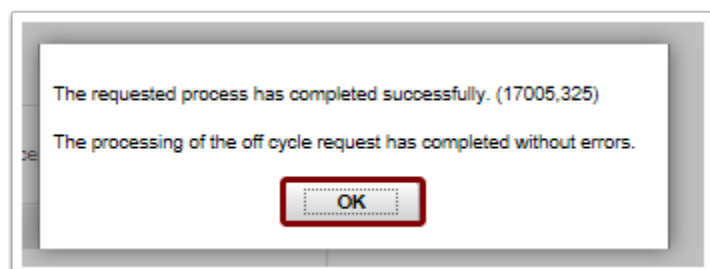
☒ Request entered
 ☒ Calendar Group created Calendar Group JCTERM

Process Calendar Group ?

☒ Results can be finalized Processing Status **Calculation Successful**
[View Status and Results](#)
 ☐ Finalized

30. A confirmation message displays.

31. Select the **OK** button.



31. **Optional:** Confirm the employee balances by looking at the Review Balances screen. This will be updated with the new entitlements.

32. The Off Cycle On Demand process is now complete.

33. Open a new window to navigate to the next section.

Zero Out the Balances

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

- 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.

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

1. The **Absences** search page displays.
2. Enter the **Search Criteria**.
3. 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 101000000

Empl Record = 10

Pay Group begins with P17ABS

Calendar ID begins with

Name begins with

Period Begin Date >=

Period End Date <=

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

4. The **Search Results** display.
5. Find the last finalized absence process for the employee (it must have been within the past 90 days).
6. View the current balances in the **Review Absence Balances** process from earlier section to create negative entries against the finalized absence calendar.
7. After identifying which balances need to have negative balances created, lookup the **Element Name** and select applicable name.
8. The **Description** name will populate once the Element Name is identified.
9. Enter the negative amount in the **Balance Adjustment** field.
10. Enter the **Begin Date**.
11. Enter the **End Date**. - **End Date should be the Employee last working day**.
12. Repeat process if needed by selecting the **[+]** Add a New Row icon.

13. Select the **Save** button.

Absences

Absences

Employee ID101000000

Pay GroupP17ABS

Calendar ID170 ENT2019M07

Name

DescriptionSemi-Monthly Parttime Faculty

Begin Date07/01/2019

Empl Record10

Pay Entity170 ABS1

End Date07/31/2019

Balance Adjustments

Q

1-1 of 1

View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date		
<div><div></div><div>Q</div></div>			<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>

Save

Return to Search

Notify

14. The process to zero out the balances is now complete.

15. Refer to previously opened windows to complete next section.

Final Steps

1. Run the off cycle process for the finalized **Absence Calendar**.
2. View the balance in the **Review Balances**.
3. The terminated employee now has 0 balances, a correcting entry to reference if they return, and will not get more balance given to them in the next entitlement run.
4. On the **Job Data** page, select the **Payroll** tab.
5. Place the employee in **Absence System** of **Other** (remove them from Absence Management)

Work Location

Job Information

Job Labor

Payroll

Salary Plan

Compensation

CTC Job Data

CTC Earnings Distribution

Job Data

Employee

Empl ID 101000000

Empl Record 10

Payroll Information

Effective Date 08/08/2019

Effective Sequence 0

HR Status Inactive

Payroll Status Terminated

Action Termination

Reason Personal Reasons

Job Indicator Secondary Job

Go To Row

Current

Payroll System Payroll for North America

Absence System Other

Payroll for North America

Pay Group P17

Employee Type H

Tax Location Code WAST00

GL Pay Type

Combination Code

PTF SM Payroll

Hourly

Washington Districts

FICA Status Subject

Edit ChartFields

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Update/Display

Include History

Correct History

6. The processes to clear balances on termination employees using advance off cycle and balance adjustment is now complete.
7. End of procedure.