

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.

▼ Search Criteria

Empl ID

Empl Record

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History
 Correct History
 Case Sensitive

[Basic Search](#)

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

Employee: [Redacted] Empl ID: 101000000
 Empl Record: 10

Work Location Details 1 of 2

*Effective Date: 08/08/2019

Effective Sequence: 0 *Action: Termination
 HR Status: Inactive Reason: Personal Reasons
 Payroll Status: Terminated *Job Indicator: Secondary Job

Position Number:

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

- The process to add the termination is now complete.
- 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

[Accumulator Balance](#) | [User Keys](#) | [View All](#)

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

Empl Record =

Calendar Group ID begins with

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	

7. The **Results by Calendar Group** page displays.
8. Select the **Accumulators** tab to review.
9. 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](#) | 1-2 of 2 | 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 Empl ID 101000000 Empl Record 10
 Calendar Group ID 170 19 JAN ENT SPOKANE 2019 JAN ENTITLEMENTS

Calendar Information 1 of 1

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 1-2 of 2 View All

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

1-1 of 1

*Employee ID	Name	Empl Record	Calendar Group	Advance Details		
<input type="text" value=""/>		<input type="text" value="000"/>		<input type="button" value="Advance Details"/>	<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 Group P17ABS

Employee ID 101000000

Calendar Group ID 170 19 FEB ENT

Period ID ENT2019M01

Name

Off Cycle Group JCTERM

Empl Record 10

Calendars

Calendar ID	Calculate From Date	Calculate Thru Date	Adjust Absence Balances
170 ENT2019M02	<div style="display: flex; justify-content: space-between; align-items: center;"> [Calendar Icon] [Calendar Icon] </div>		<div style="display: flex; align-items: center; justify-content: center;"> [Adjust Icon] </div>

[Review Triggers](#)
 [Absence Event Entry](#)
 [Review Payee Calendar Override](#)
 Overrides exist

▼ Retro Triggers

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 ?

 Request entered

 Calendar Group created Calendar Group

Process Calendar Group ?

 Results can be finalized Processing Status Unprocessed

View Status and Results

 Finalized

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
 Off Cycle Process retro triggers

Processing initiated
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 ?

 Request entered

 Calendar Group created Calendar Group: JCTERM

Process Calendar Group ?

 Results can be finalized Processing Status: Unprocessed

[View Status and Results](#)

 Finalized

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 ?

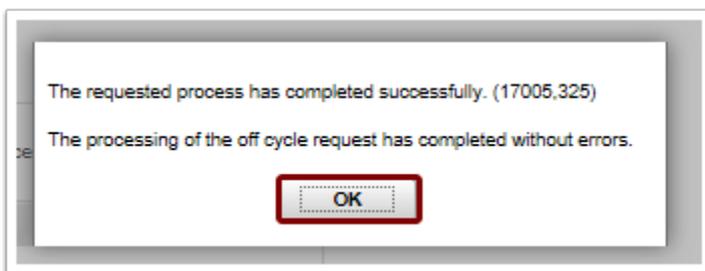
Request entered
 Calendar Group created Calendar Group JCTERM

Process Calendar Group ?

Results can be finalized Processing Status
[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.

The screenshot shows the 'Absences' system interface. At the top right, the word 'Absences' is displayed in a dark blue header. Below this, the title 'Absences' is centered. The interface is divided into two main sections: employee details and a balance adjustment table.

Employee Details:

Employee ID	101000000	Name	[Redacted]	Empl Record	10
Pay Group	P17ABS	Description	Semi-Monthly Parttime Faculty	Pay Entity	170 ABS1
Calendar ID	170 ENT2019M07	Begin Date	07/01/2019	End Date	07/31/2019

Balance Adjustments:

Below the employee details is a section titled 'Balance Adjustments'. It features a search bar with a magnifying glass icon and a 'View All' link. Below the search bar is a table with the following columns: '*Element Name', 'Description', 'Balance Adjustment', 'Begin Date', and 'End Date'. The first row of the table is highlighted with a red border, and the 'Balance Adjustment', 'Begin Date', and 'End Date' cells are also highlighted with red borders. Below the table are three buttons: 'Save' (highlighted with a red border), 'Return to Search', and '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 Data

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

Employee: _____ Empl ID: 101000000
Empl Record: 10

Payroll Information 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

Current

Payroll System: Payroll for North America
Absence System: Other

Payroll for North America

Pay Group	<input type="text" value="P17"/>	PTF SM Payroll
Employee Type	<input type="text" value="H"/>	Hourly
Tax Location Code	<input type="text" value="WAST00"/>	Washington Districts
GL Pay Type	<input type="text"/>	FICA Status: <input type="text" value="Subject"/>
Combination Code		Edit ChartFields

Holiday Schedule: No holiday

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.