

9.2 Adjusting Absence Balance

Purpose: Use this document as a reference for how to correct or reverse leave balances in ctcLink. After Absence Management on-cycle process finalization, you can see all changes you have made in the absence balance.

Audience: Leave Administrator.

 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**. (*At the least, Empl ID - the more valid values added to criteria the more the search results are narrowed).
NOTE: Pay Group field in the search criteria box refers to the Global Payroll/ABS Pay Group.
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. Select the adjustment Month Calendar ID. (It must have been within the past 90 days and it should be **ENT** calendar).
6. View the current balances in the **Results by Calendar Group Page** - To create adjustment entries against the finalized absence calendar.
7. After identifying which balances need to have adjusted, lookup the **Element Name** and select applicable Leave Type.
Refer to the image below for a listing of element names.
8. The **Description** name will populate once the Element Name is identified.
9. Enter the adjustment hours in the **Balance Adjustment** field.
10. Enter the **Begin Date**.
11. Enter the **End Date**.

Leave type	Description	ADJUSTMENT LEAVE CODES					
		Balance Adjustments		Entitlement Adjustments		Take Adjustments	
		Leave Code	Description	Leave Code	Description	Leave Code	Description
CSL	Compensable Sick Leave	CSL E XXX	XXX Sick Leave	ACS E XXX	XXX Sick Leave Accrual Adj	ACS T XXX	XXX Sick leave Take Adj
VAC	Vacation Leave	VAC E XXX	XXX Vacation Leave	ACV E XXX	XXX Vacation Lv Accrual Adj	ACV T XXX	XXX Vacation Leave Take Adj
PRL	Personal Leave	PRL E XXX	XXX Personal Leave	ACL E XXX	XXX Personal Leave Accrual Adj	ACL T XXX	XXX Personal Leave Take Adj
P/H	Personal Holiday	P/H E XXX	XXX Personal Holiday	ACP E XXX	XXX Personal Holiday Accrual Adj	ACP T XXX	XXX Personal Holiday Take Adj
SHL	Student Hourly sick leave	SHL E XXX	XXX SHL leave	ACH E XXX	XXX SHL Accrual Adj	ACH T XXX	XXX SHL Take Adjustment
NSL	Non Compensable Sick leave	NSL E XXX	XXX Non Compensable Sick leave	ANS E XXX	XXX NSL Accrual Adj	ANS T XXX	XXX NSL Take Adjustment
CSL E NPEM	Compensable Sick Leave_NPEM	CSL E NPEM	NPEM Npem Sick Leave Take Adj	ANS E NPEM	NPEM Sick Leave Accrual Adj	ANS T NPEM	NPEM Sick leave Take Adj
VAC E NPEM	Vacation Leave_NPEM	VAC E NPEM	NPEM Npem Vacation Leave	ANV E NPEM	NPEM Vacation Lv Accrual Adj	ANV T NPEM	NPEM Vacation Leave Take Adj
PRL E NPEM	Personal Leave_NPEM	PRL E NPEM	NPEM Npem Prl Take Adj	ANL E NPEM	NPEM PRL Accrual Adj	ANL T NPEM	NPEM PRL Take Adj
P/H E NPEM	Personal Holiday_NPEM	P/H E NPEM	NPEM Npem Phl Take Adj	ANP E NPEM	NPEM PHL Accrual Adj	ANP T NPEM	NPEM PHL Take Adj
HOL E NPEM	Holiday Credit_NPEM	HOL E NPEM	NPEM Npem Hol Lv Take Adj	ANH E NPEM	NPEM HOL LV Accrual Adj	ANH T NPEM	NPEM HOL LV Take Adj

XXX- Company Code.

Entitlement and Take Codes are effective from 01/01/2024. Prior to 01/01/2024, there is no separate code for entitlement and Take. XXX Adjustment needs to be entered using Balance XXX Adjustment Codes. XXX refers to Company Code.

! For Terminated Employees- End Date should be the Employee's last working day.

- Repeat process if needed by selecting the **[+]** Add a New Row icon.
- Select the **Save** button.

Absences

Absences

Employee ID 101000000

Pay Group P17ABS

Calendar ID 170 ENT2019M07

Name

Description Semi-Monthly Parttime Faculty

Begin Date 07/01/2019

Empl Record 10

Pay Entity 170 ABS1

End Date 07/31/2019

Balance Adjustments

1-1 of 1

View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date		

Save

Return to Search

Notify

- The process to adjust the balances is now complete.

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Absence Adjustment will update to the employee leave balance after the absence processing.