

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 Pri 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 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

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1-1 of 1
View All

| *Element Name | Description | Balance Adjustment | Begin Date | End Date | |
|----------------------|-------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Save
Return to Search
Notify

- The process to adjust the balances is now complete.

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