


9.2 Off Cycle Absence Processing

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:

- 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.

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 employee.

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

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

Off Cycle Absence Processing

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 **Pay Group**.
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.

The screenshot shows the 'Off Cycle On Demand' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red border. Below these buttons are three input fields: 'Pay Group' with the value 'E140AM', 'Target Period ID' with the value 'ENT2019M04', and 'Off Cycle Group' with the value 'ENTOFF2019M04'. Each of these input fields is also highlighted with a red border. At the bottom left of the form, there is a green 'Add' button, which is also highlighted with a red border.

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

The screenshot shows the 'Off Cycle On Demand' page. At the top, there is a header 'Off Cycle On Demand'. Below the header, there are several fields: 'Pay Group' with the value 'E140AM', 'Semi-Monthly Exempt', 'Target Period ID' with the value 'ENT2019M04', 'ENT2019M04 Monthly', '04/01/2019 - 04/30/2019', 'Off Cycle Group' with the value 'ENTOFF2019M04', and 'Country' with the value 'USA'. Below these fields, there is a section titled 'Set Up Request' with a question mark icon. In this section, there is a 'Create Request' button, which is highlighted with a red border. To the right of this button are two checkboxes: 'Request entered' and 'Calendar Group created'. Below the 'Create Request' button is a 'Create Calendar Group' button. Below the 'Set Up Request' section, there is a section titled 'Process Calendar Group' with a question mark icon. In this section, there are two buttons: 'Calculate' and 'Finalize'. To the right of these buttons are two checkboxes: 'Results can be finalized' and 'Finalized'. To the right of these checkboxes is a 'Processing Status' field with the value 'Unprocessed'. Below the 'Calculate' button is a 'View Status and Results' button. Below the 'Finalize' button is a 'Cancel' button. At the bottom of the page, there are three buttons: 'Notify', 'Add', and 'Update/Display'.

9. The **Enter Off-Cycle Requests** pagelet displays.
10. Select the **Calendars to Correct** arrow to expand the subsection.

- 11. The **Corrections - List Payees and Calendars to correct** section displays.
- 12. Enter the **Empl ID(s)**, then select the **Corrections Detail** icon.

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

Susan Maxwell

000

Correction Details

Advances

OK

Cancel

Apply

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.

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

X
Enter Off-Cycle Correction

[Help](#)

Off Cycle Request

Correction Request Detail

Pay Group E140AM

Employee ID 101008381

Period ID ENT2019M04

Name

Off Cycle Group ENTOFF2019M04

Empl Record 0

Calendar To Correct

Adjust Absence Balances
[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

15. The **Absences** pagelet displays.
16. Enter the **Empl ID**.
17. Enter the **Pay Group**.
18. Enter the **Period Begin Date** and **End Date**.
19. 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

= ▼

0

Pay Group

begins with ▼

E140AM

Q

Calendar ID

begins with ▼

Q

Name

begins with ▼

Period Begin Date

>= ▼

📅

Period End Date

<= ▼

📅

☐ Case Sensitive

Search
Clear
Cancel

[Basic Search](#)
📌 Save Search

[Criteria](#)

- 20. The **Search Results** displays.
- 21. Finally, select the associated calendar ID in the Search Results.

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

- 22. The **Absences** page displays.
- 23. Enter the **Element** name and **Adjustment Hours**. To reduce the balance it should be in negative hours.
- 24. Select the **Apply** button.
- 25. Select the **OK** button.

Absences

Employee ID101008381

Pay GroupE140AM

Calendar ID140 ENT2016M04

Name

DescriptionSemi-Monthly Exempt

Begin Date04/01/2016

Empl Record0

Pay Entity140 ABS1

End Date04/30/2016

Balance Adjustments

Q

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	+	-
CSLE 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. For Terminated Employee: End Date should be Last Worked Date.

26. The **Enter Off-Cycle Correction** page displays.
27. Select the **Calendar ID** lookup icon.
28. Select the applicable **Calendar ID**.
29. Select the **Correct Adjustment Calendar**.
30. Select the **OK** button.

Enter Off-Cycle Correction

Help

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

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

OK **Cancel**

i 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).

- 31. The **Enter Off-Cycle Requests** page displays.
- 32. Select the **Apply** button.
- 33. 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

Q

000

Q

140 ENT2019M04

Advances

OK

Cancel

Apply

- 34. The **Off Cycle on Demand** page displays.
- 35. Notice the **Request Entered** box is now checked.
- 36. 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 ?

☒ Request entered
 ☐ Calendar Group created Calendar Group

Process Calendar Group ?

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

37. The **Define Calendar Group** pagelet displays.
38. 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 Processing initiated
☒ Off Cycle ☐ Process retro triggers Processing finalized

List Off Cycle Groups in processing order

1-1 of 1 View All

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

39. A **Warning Message** displays for your review.
40. 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

41. The **Define Calendar Group** page displays.
42. Notice the **Process Retro Trigger** is now checked.
43. Select the **OK** button.
44. The **Off Cycle On Demand** page displays.
45. Notice the **Calendar Group Created** box is now checked.
46. 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 ☒ Request entered

Edit Calendar Group ☒ Calendar Group created Calendar Group ENTOFF2019M04_1

Process Calendar Group ?

Calculate ☐ Results can be finalized Processing Status Unprocessed

[View Status and Results](#)

Finalize ☐ Finalized **Cancel**

Notify **Add** **Update/Display**

47. The **Payee Status** page displays.
48. Resolve any messages with **Warnings** or **Errors**.
49. **Once you have corrected the warnings and/or errors you will have to Calculate again.**
50. Select the **Messages** link. There should be 0 messages.
51. Select the **Apply** button and then the **OK** button again.

Calendar Group Results

Earnings and Deductions

Accumulators

Supporting Elements

Monica Villarreal

Employee

Empl ID

Empl Record 0

Calendar Group ID

Calendar Information

Calendar ID

SNT2021M04###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

52. Return to **Off Cycle On Demand** home screen.
53. Notice the **Processing Status = Calculation Successful**.
54. **Validate the absence Balance in Results by Calendar Group Page for Off Cycle Calendar Group.**
55. 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

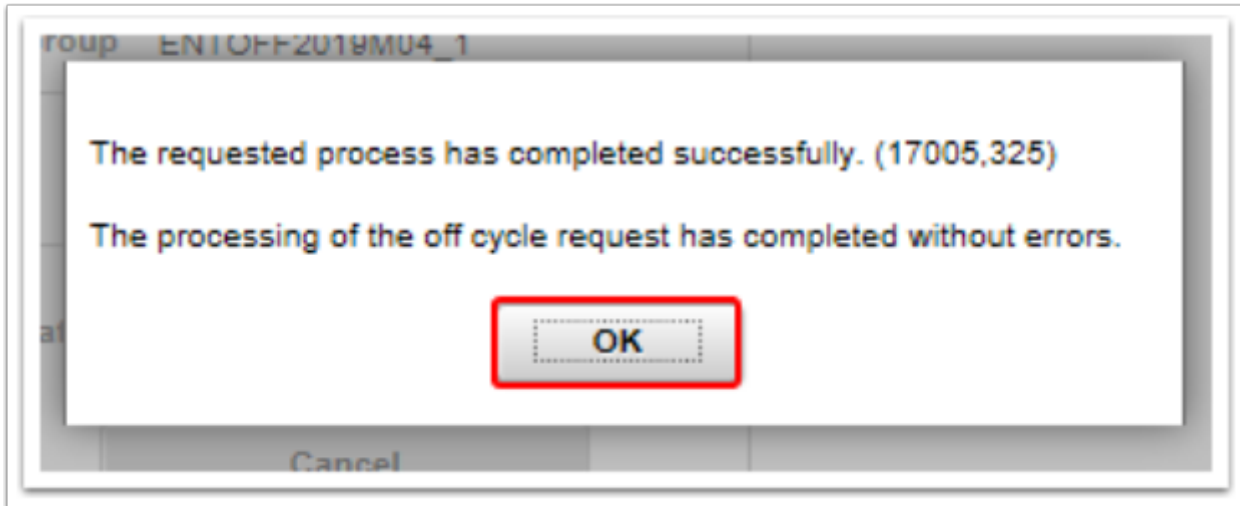
Cancel

Notify

Add

Update/Display

56. A confirmation message displays.
57. Select the **OK** button.



58. [Review Absence Balances - Verify Updates](#)
59. The process to correct or reverse leave balances and run the Absence Management off cycle on demand process is now complete.
60. End of procedure.