Overview/Description
This process describes the steps necessary in entering a Leave Adjustment using the Navigator Menu

Prerequisite(s)

Instructions

1. Log into OneUSG Connect

2. From Employee Self Service or Manager Self Service, click the NavBar button

3. Click the Navigator Button.

4. Click the Global Payroll & Absence Mgmt menu.
5. Click the **Payee Data** menu.

6. Click **Maintain Absences** menu.
7. Click **Administer Extended Absence** menu.

8. Enter the **Empl ID** field.
9. Click the **Search** button

10. The system displays a listing of absence record for the employee. **Search Results**.

11. Select the absence record associated with the adjustment time period, using the **Calendar ID** Field.

**NOTE:** The **Calendar ID** incorporates smart coding:
Digits 1-4: Calendar Year

Space

Digits 5-8: Payroll Year

Digit 9: Payroll Type (M= monthly; B= biweekly)

Digits 10-11: Monthly (01-January ….12- December)

Biweekly (01- 1st Calendar Period of year …….26- Last Calendar Period of the year)

12. On the Absences page, click the Look Up icon associated with the Element Name field.

13. Select the desired value from the listing of Element Names (absence types).
14. Enter the adjustment hours in the Balance Adjustment field.

NOTE: The system will accept a positive (adds to balance) or negative (takes from balance) number in the Balance Adjustment field.

15. Accept the default pay period Begin Date and End Date populated by the system: no update is necessary.

16. To add another adjustment for this employee and time period, click the Plus (+) button on the current row.
17. On the Script Prompt, enter the number of rows to add. Then, Click the OK button.

**Extended Absence Request History** link again.

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Enter number of rows to add:

1

Click OK
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18. Follow steps 12-15 until all adjustments for this employee are entered for the absence calendar period begin and end date.

19. Click the Save button.
20. You have successfully completed **Entering a Leave Adjustment Using the Navigator Menu**.