**Overview/Description**

This reference aid provides the logic in OneUSG Connect that leaves employees active in Time Report for a designated amount of time.

**Prerequisite(s)**

### Biweekly Employees:

The TL Empl Data Term/Inactive Effective date will set to the Pay Period End Date + 18 days.

This accommodates the next pay period and allows time for managers and practitioners to approve time through the Tuesday of the biweekly payroll week.

- PPBD = 03/25/2018
- PPED = 04/07/2018
- TER Date = 04/03/2018
- TL INACTIVE DATE = (04/07 + 18) = 04/25/2018

### Monthly Employees:

The TL Empl Data Term/Inactive Effective date will set to the Pay Period End Date + 32 days.

This accommodates the next pay period and allows time for managers and practitioners to approve time through month end.

- PPBD = 04/01/2018
- PPED = 04/30/2018
- TER Date = 04/03/2018
- TL INACTIVE DATE = (04/30 + 32) = 06/01/2018