



Overview/Description

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

Prerequisite(s)

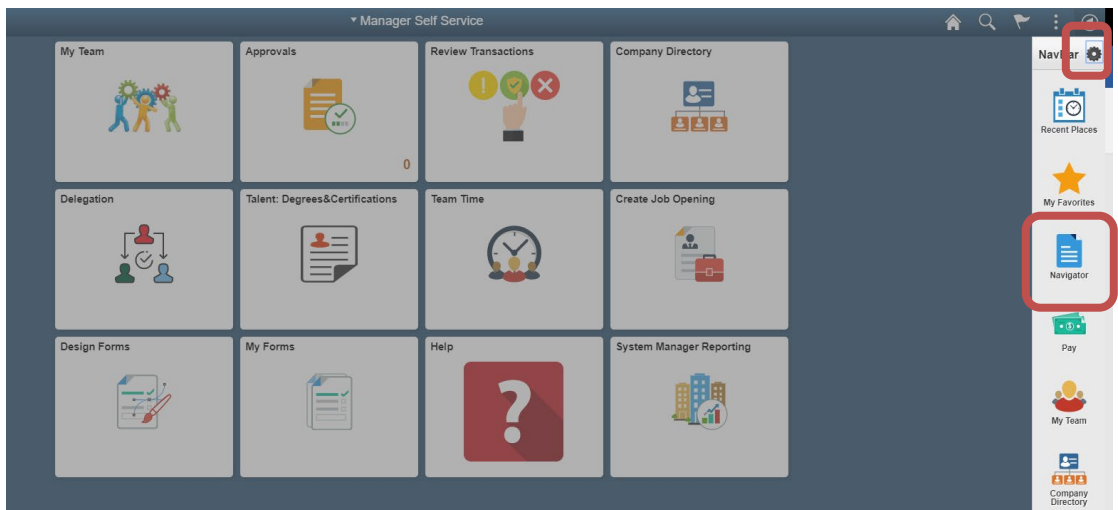
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Instructions

Navigation

1. Log into OneUSG Connect

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

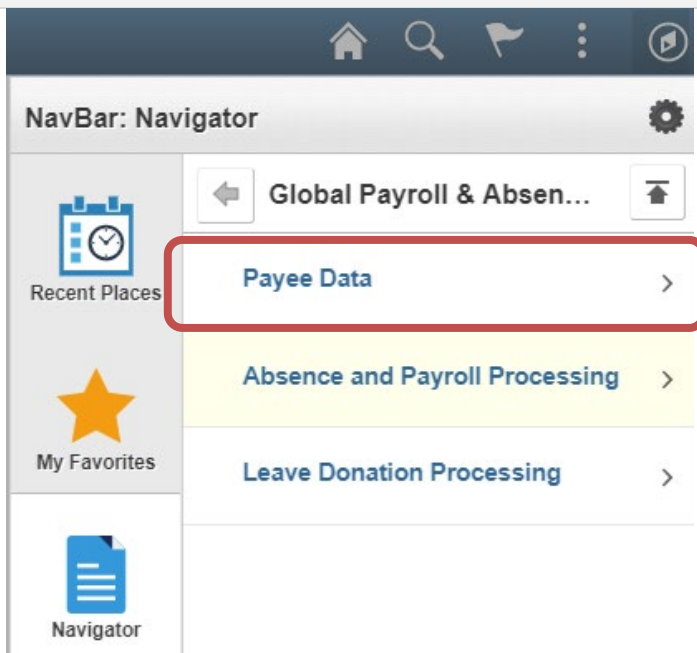


3. Click the **Navigator** Button.

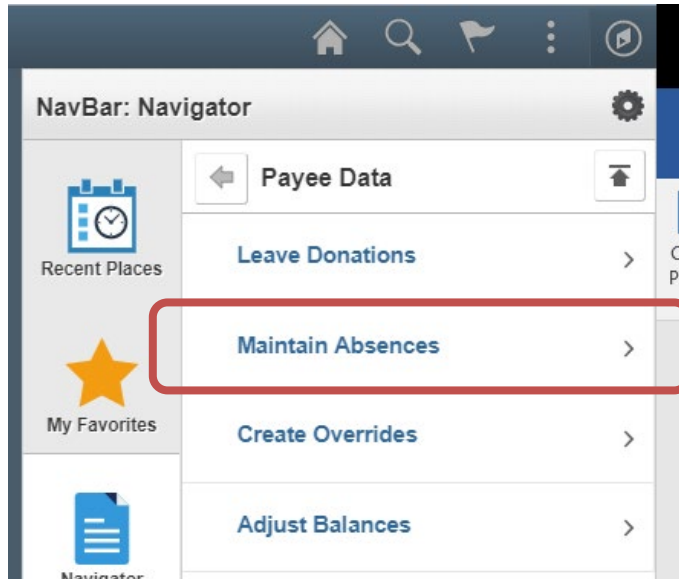
4. Click the **Global Payroll & Absence Mgmt** menu.



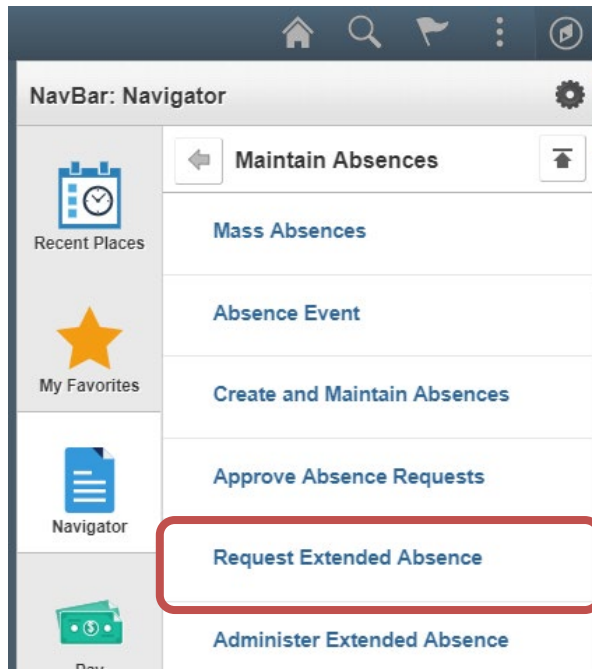
5. Click the **Payee Data** menu.



6. Click **Maintain Absences** menu.



7. Click **Administer Extended Absence** menu.



8. Enter the **Empl ID** field.



9. Click the **Search** button

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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**

Empl Record =

Pay Group **begins with**

Calendar ID **begins with**

Name **begins with**

Period Begin Date >=

Period End Date <=

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

Search Results

View All First 1-13 of 13 Last

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
0		USG_A	2019 2019M01		01/01/2019	01/31/2019
0		USG_A	2019 2019M02		02/01/2019	02/28/2019
0		USG_A	2019 2019M03		03/01/2019	03/31/2019
0		USG_A	2019 2019M04		04/01/2019	04/30/2019
0		USG_A	2019 2019M05		05/01/2019	05/31/2019
0		USG_A	2019 2019M06		06/01/2019	06/30/2019
0		USG_A	2019 2019M07		07/01/2019	07/31/2019

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-January12- December)

Biweekly (01- 1st Calendar Period of year26- Last

Calendar Period of the year)

2019 2019M01	2019 2019B01	2019 2019B14 2
2019 2019M02	2019 2019B01 2	2019 2019B15
2019 2019M03	2019 2019B02	2019 2019B16
2019 2019M04	2019 2019B03	2019 2019B17
2019 2019M05	2019 2019B04	2019 2019B18
2019 2019M06	2019 2019B05	2019 2019B19
2019 2019M07	2019 2019B06	2019 2019B20
2019 2019M08	2019 2019B07	2019 2019B21
2019 2019M09	2019 2019B08	2019 2019B22
2019 2019M10	2019 2019B09	2019 2019B23
2019 2019M11	2019 2019B10	2019 2019B24
2019 2019M12	2019 2019B11	2019 2019B25
	2019 2019B12	2019 2019B26
	2019 2019B13	
	2019 2019B14	

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

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Absences

Employee ID _____ Name _____ Empl Record 0
 Pay Group USG_A Description Salaried Pay Entity ONEUSG
 Calendar ID 2016 2016M11 Begin Date 11/01/2016 End Date 11/30/2016

Balance Adjustments Personalize | Find | View All | [21] | First 1 of 1 Last

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

Save Return to Search Previous in List Next in List Notify

13. Select the desired value from the listing of **Element Names** (absence types).



Look Up Element

Element Name

Description

[Basic Lookup](#)

Search Results

View 100 First 1-6 of 6 Last

Element Name	Description	Country Code
USG VAC ENT	Vacation Accruals	USA
USG SCK ENT	Sick Accruals	USA
USG USCH HOL	USG UNSCH HOL ENT	USA
USG COMP ENT	USG COMP ENT	USA
USG DHOL ENT	USG DHOL ENT	USA
USG EDU ENT	USG EDU ENT	USA

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.

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Absences

Employee ID _____ Name _____ Empl Record 0
 Pay Group USG_A Description Salaried Pay Entity ONEUSG
 Calendar ID 2016 2016M11 Begin Date 11/01/2016 End Date 11/30/2016

Balance Adjustments [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#) | First 1 of 1 Last

*Element Name	Description	Balance Adjustment	Begin Date	End Date
USG VAC ENT	Vacation Accruals	<input type="text" value="8"/>	11/01/2016	11/30/2016

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 (+)** icon on the current row



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Absences

Employee ID _____ Name _____ Empl Record 0
 Pay Group USG_A Description Salaried Pay Entity ONEUSG
 Calendar ID 2016 2016M11 Begin Date 11/01/2016 End Date 11/30/2016

Balance Adjustments		Personalize	Find	View All	First	1 of 1	Last
*Element Name	Description	Balance Adjustment	Begin Date	End Date			
USG VAC ENT	Vacation Accruals	8	11/01/2016	11/30/2016			

17. On the Script Prompt, enter the number of rows to add. Then, Click the **OK** button.

Extended Absence Request History link again.

core.hprc2.onehcm.usg.edu says

Enter number of rows to add:

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.

