





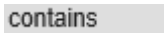
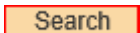



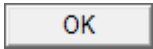







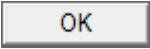



### AM006.03: Entering a Leave Adjustment Using the Navigation Menu

Step	Action
1.	On the <b>Employee Self Service</b> page, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button.  Navigator
3.	Click the <b>Global Payroll &amp; Absence Mgmt</b> menu. 
4.	Click the <b>Payee Data</b> menu. 
5.	Click the <b>Adjust Balances</b> menu. 
6.	Click the <b>Absences</b> menu. 
7.	Click <b>contains</b> in the listing associated with the <b>Name</b> field. 
8.	Enter the employee's last name. <input type="text"/>
9.	And, click the <b>Search</b> button. 



Step	Action
10.	The system displays a listing of absence records for the employee. <a href="#">Search Results</a>
11.	Select the absence record associated with adjustment time period, using the <b>Calendar ID</b> field.  <b>NOTE:</b> The <b>Calendar ID</b> incorporates smartcoding: <b>Digits 1-4:</b> Calendar Year [space] <b>Digits 5-8:</b> Payroll Year <b>Digit 9:</b> Payroll Type (M-monthly; H-hourly) <b>Digits 10-11:</b> Month (01-January ... 12-December)  <a href="#">Search Results</a>
12.	On the <b>Absences</b> page, click the <b>Look Up</b> icon associated with the <b>Element Name</b> field. 
13.	Select the desired value from the listing of <b>Element Names</b> (absence types). 
14.	Enter the adjustment hours in the <b>Balance Adjustment</b> field.  <b>NOTE:</b> The system will accept a positive or negative number in the <b>Balance Adjustment</b> field.
15.	Accept the default pay period <b>Begin Date</b> populated by the system; no update is necessary.
16.	Similarly, accept the default pay period <b>End Date</b> populated by the system; no update is necessary.
17.	To add another adjustment for this employee and time period, click the <b>Plus (+)</b> icon on the current row. 
18.	On the <b>Script Prompt</b> , enter the number of rows to add. Then, click the <b>OK</b> button. 
19.	Once again, click the <b>Look Up</b> icon associated with the <b>Element Name</b> field. 



Step	Action
20.	Select the desired value from the listing of <b>Element Names</b> (absence types). 
21.	Enter the adjustment hours in the <b>Balance Adjustment</b> field.  <b>NOTE:</b> The system will accept a positive or negative number in the <b>Balance Adjustment</b> field.
22.	Accept the default pay period <b>Begin Date</b> populated by the system; no update is necessary.
23.	Accept the default pay period <b>End Date</b> populated by the system; no update is necessary.
24.	Click the <b>Plus (+) icon</b> on the current row, to add a third absence adjustment row. 
25.	On the <b>Script Prompt</b> , enter the number of rows to add. Then, click the <b>OK</b> button. 
26.	Click the <b>Look Up</b> icon associated with the <b>Element Name</b> field. 
27.	Select the desired value from the listing of <b>Element Names</b> (absence types). 
28.	Enter the adjustment hours in the <b>Balance Adjustment</b> field.
29.	Click the <b>Save</b> button. 
30.	You have successfully completed the <b>Entering a Leave Adjustment Using the Navigation Menu</b> topic. <b>End of Procedure.</b>