



Quick Reference Guide

How to Make Corrections to an Employee's Previously Reported Leave

Steps 1, 2, 3:

Entering corrections in the TimeOut System will modify an employee's leave balance. Supervisors and administrators can enter corrections for employees, but they cannot enter their own corrections. If an employee makes an error when they report their monthly leave during the reporting period, they should contact their immediate supervisor indicating the date, day type, amount of leave (i.e. hours), and a reason why the leave should be corrected. Supervisors can correct the reported leave during the certification period by editing the leave before certifying.

❶ To make the correction when it is not the certification period, select the employee's name on the **Your People** tab and click **Remove TimeOut**.

❷ Select the day from the list to remove the reported leave. Enter a comment which should reflect the employee's correction. Click **Submit**.

❸ To report the correct leave, use the **Monthly Reporting** menu item and click on the employee's **Pencil Icon** to enter the correct Day, Day Type, Amount of Leave, and Comments. (**NOTE:** Employees can enter the correct leave during the next reporting period as well. Employees and supervisors should coordinate who enters the correct leave.)

The screenshot shows the 'Remove TimeOut for Susan Hill Edwards' interface. On the left is a navigation menu with options like 'Select an Employee', 'Approval Requests (2)', 'Monthly Certification', 'Org Chart', 'Summary', 'Transactions', 'Record TimeOut', 'Remove TimeOut' (highlighted), 'Make Adjustments', 'Vacation Payout', 'Profile', 'Policy History', 'Monthly Reporting Logs', 'Activity Log', 'Work Week', and 'How do I...?'. The main content area has a header 'Remove TimeOut for Susan Hill Edwards' and a 'Print' link. Below is a table of leave requests:

Date	Status	Day Type	Length	Comment	
Thu 08/11/11	Requested	Vacation	3.50 hours		<input type="checkbox"/>
Mon 08/08/11	Requested	Vacation	8.00 hours		<input type="checkbox"/>
Fri 07/08/11	Approved	Vacation	8.00 hours		<input checked="" type="checkbox"/>
Thu 06/23/11	Approved	Vacation	8.00 hours	Flight Cancelled, stuck at airport	<input type="checkbox"/>
Tue 05/24/11	Approved	Vacation	8.00 hours		<input type="checkbox"/>
Fri 04/08/11	Approved	Vacation	8.00 hours	Spring Break for Kids	<input type="checkbox"/>
Thu 04/07/11	Approved	Vacation	8.00 hours	Spring Break for Kids	<input type="checkbox"/>
Wed 04/06/11	Approved	Vacation	8.00 hours	Spring Break for Kids	<input type="checkbox"/>
Tue 04/05/11	Approved	Vacation	8.00 hours	Spring Break for Kids	<input type="checkbox"/>
Mon 04/04/11	Approved	Vacation	8.00 hours	Spring Break for Kids	<input type="checkbox"/>

Below the table is a 'Comment' field with the text 'Should be corrected to reflect 4 hours of vacation.' and a 'Submit' button.



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Adjustments

Adjustments should only be entered when:

- When an employee's accrual rates requires a correction
- An employee is terminating and their vacation hours need to be adjusted to 360 (if there was an overage of 360) and then to zero for the payout process.

❶ To enter an adjustment, click on the Supervisor's **Your People** tab, select the employee, and then click **Leave Adjustment** on the menu.

Any previously entered adjustments for the employee will appear in the Adjustment table. Supervisors can edit previously entered adjustments by clicking on the **Pencil Icon**.

❷ To enter new adjustments, click **Add New**. Select the **Day Type**, enter a calendar **Date** and **Hours**, and enter comments. After entering the information, click **Add New**. NOTE: A negative symbol in front of hours should only be used when subtracting hours to the employee's balance. For example: "-4" hours will decrease the employee's balance by 4 hours. Employees will see the adjustments in their Transactions and Activity Log.

Adjust TimeOut for Susan Hill Edwards

Add New

Effective Date	Day Type	Hours	Comment	Edit	Del
05/16/11	Sick	-4.0	Adjust sick hours		

Day Type:

Date:

Hours:

Comment:

Add New Cancel