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.

1. 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.

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

3. 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.)

timeout.ask@ohr.gatech.edu
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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.

1 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.

2 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

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Day Type</th>
<th>Hours</th>
<th>Comment</th>
<th>Edit</th>
<th>Del</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/16/11</td>
<td>Sick</td>
<td>-4.0</td>
<td>Adjust sick hours</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Day Type: Select a type of day
Date:
Hours:
Comment:

Add New   Cancel