

Time & Leave Entry

Non-exempt Vacation Leave Used

SCENARIO: Report and OK to Process Vacation Leave used for a Non-exempt Employee.

STEP 1:	Select the menu items in the following order: Time and Leave > Maintain Employee Timesheet
Expected Results:	The Find an Existing Value page will display.
STEP 2:	<p>You must enter SOKID in the Set ID field.</p> <p>You may enter the following primary search criteria:</p> <ul style="list-style-type: none"> A. Department ID in the "Department" field; B. Pay Period End Date in the Pay Period End Date field; C. Employee ID in the "EmplID" field; D. Employment Record Number in the "Employment Rcd Nbr" field; E. Click Search. <p>You may wish to enter the following alternate search criteria:</p> <ul style="list-style-type: none"> A. Employee's Name in the "Name" field; or B. Employee's Social Security Number in the "Social Security #" field.
Expected Results:	Search results will display with criteria matching that which you entered in the dialogue box. If you completed all actions, A-E, the Time Entry Daily page will display instead of the search results.
STEP 3:	If you did not enter all the primary search criteria, search results will display. Select the employee's timesheet by Clicking on the employee's row of information.
Expected Results:	The employee's timesheet will display.
STEP 4 (Skip to Alt. Step 4 if <u>all</u> hours should be VAC):	Change the default Regular (REG) hours to Vacation (VAC) hours by Clicking in the hours/day field of the REG row that should be VAC. Highlight the REG hours and Press Delete on the keyboard. You can also press your Tab key until your cursor is on the day you want to change and Press Delete .
Expected Results:	Hours on specified hours/day fields of REG are blank.
ALT. STEP 4: (Use if all hours should be VAC):	If the entire row of REG should be VAC, Click in the REG "Earnings Type" field and Highlight the word REG and Type "VAC." Skip Steps 5 and 6. Go to Step 7.
Expected Results:	Entire Row of "REG" is now "VAC."

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Results:

STEP 5:	Click on the "yellow plus (+) button to add a new row of data.
Expected Results:	A new data row will appear.

STEP 6:	Enter "VAC" in the Earnings Type field. Tab to the desired day(s) and enter the appropriate vacation leave hours (from .25 to 24 hours/day).
Expected Results:	The timekeeper will see the desired vacation leave earnings codes and appropriate hours by day when clicking on the Refresh button or upon Saving the page. FLSA Wk1/Wk2: Varies Varies; CTLA: Varies.

STEP 7:	Click on the "Ok to Process?" checkbox.
Expected Results:	A checkmark will display in the "Ok to Process?" box.

STEP 8:	Click on "SAVE."
Expected Results:	The words, Processing and then Saved, will flash on the upper right hand corner of the page. If there are no batch time and leave errors, the time will be updated to paysheets during a preliminary or final calculation night.

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10/2/2006 10:24 AM