Leave Adjustments and Mass Leave Adjustments

Document #:	3186	Product:	CenterPoint® Payroll

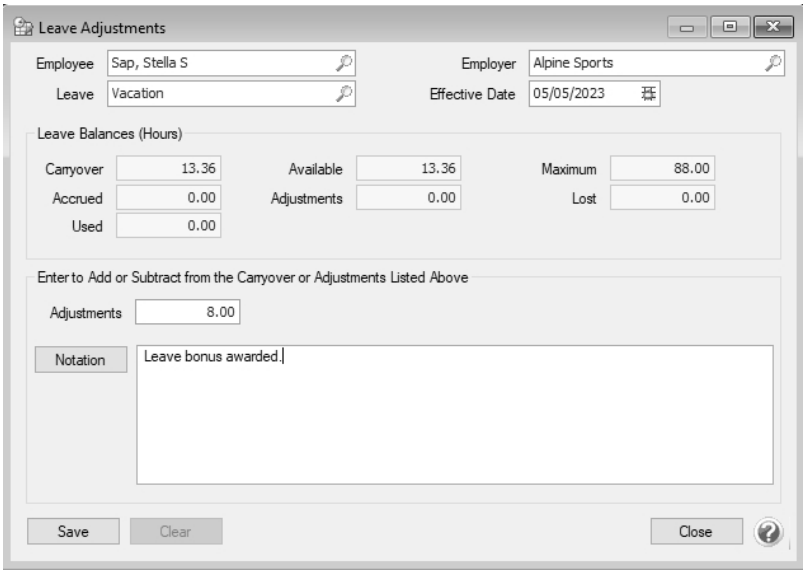
Occasionally, adjustments need to be made to leave for leave that was improperly recorded or leave that is awarded to an employee above the normal leave tables. In these cases, leave adjustments can be made. Leave adjustments are also where beginning leave balances are entered. You can also adjust the Beginning Balance, Used, or Adjustments boxes on the Setup > Employees > Leave tab after an employee has a beginning balance record. If you need to make adjustments to more than one employee, follow the Mass Leave Adjustments procedure.

Making Leave Adjustments to Individual Employees

Mass Leave Adjustments

Making Leave Adjustments to Individual Employees

1. On the **Processes** menu, click **Leave Adjustments** or on the **Processes** menu, point to **Payroll**, and then click **Leave Adjustments**.



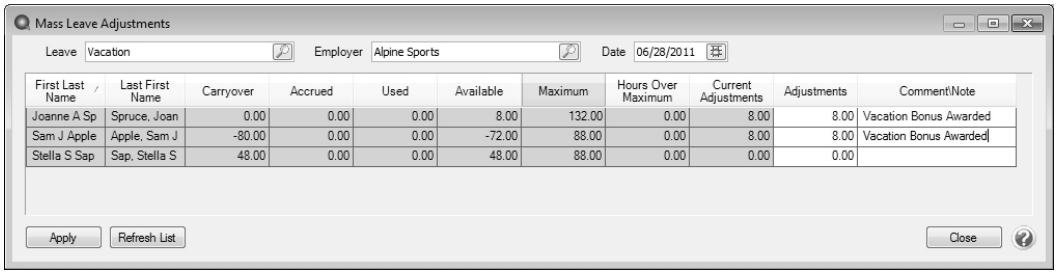
2. In the **Employee** box, select the employee that the leave will be entered for.
3. In the **Employer** box, select the employer that the leave adjustment is being made for.
4. In the **Leave** box, select which type of leave the adjustment is being made on. The current leave balances for the employee will display.
5. In the **Effective Date** box, select the date the date from which the generated adjustment(s) will be effective..
6. In the **Adjustments** box, enter the number of hours to adjust by. This can be negative or positive adjustment.
7. In the **Notation** box, enter a description about the adjustment so that when you print Leave History you will know why the adjustment was made.
8. Click **Save**.

This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

Mass Leave Adjustments

Mass Leave adjustments allow you to adjust leave calculations for vacation, sick time, and other paid time off for multiple employees at one time. If you need to adjust just one employee's leave, we recommend using the Making Leave Adjustments to Individual Employees instructions above.

1. On the **Processes** menu, click **Mass Leave Adjustments** or on the **Processes** menu, point to **Payroll**, and then click **Mass Leave Adjustments**.



2. In the **Leave** box, select which type of leave the adjustment is being made on. The current leave balances for the employees will display.
3. In the **Employer** box, select the employer that the leave adjustment is being made for.
4. In the **Date** box, select the date that you want the adjustment to be made as of.
5. Use the **Adjustments** column to enter the number of hours for the adjustment (if you are reducing the number of available hours, enter a negative sign before the hours.).
6. In the **Comment/Note** box, enter a description about the adjustment so that when you print Leave History reports, you will know why the adjustment was made.
7. Click **Apply**.

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