Parental Leave Guidance for Employees using Leave 1/10-1/24

In this example, the employee has 200 hours of Parental Leave, effective on 1/10/2021 and is using 8 hours per day.

 Use the Adjust Balances – Absences page to load the number of hours required for the 1/10-1/24 pay period as Other Leave on the 1/9 EN1 Calendar. Retro will pick up this adjustment the next time TLAM processes a calendar.

Adjust Absence Balances											
Employee ID:		Name:				Empl Rcd Nbr:					
Pay Group:	SC070		Description: Classified			Ра	y Entity	y: AM270	AM270		
Calendar ID:	Z070210	109EN1 Begin Date: 12/25/20			20	Er	d Date:	01/09/2	01/09/2021		
This Calendar is finalized. Any changes will be considered during retro processing.											
Balance Adjustments					Personalize Find	View All 🖟	۱ 🖿	First 🚺 1	of 1 🕨	Last	t
*Element Name		Description			Balance Adjustment	Begin Dat	e	End Date			
690THERLV	Q	Other Leave			80.00	12/25/202	20 🕅	01/09/2021	31	+	-

2. Enter the leave for the employee from 1/10-1/24 as Other Leave on the Absence Events page.

osence Events					Personalize	Find View /	a 🖬 🔤 🖬	First 🚺 1-2 of 2 🚺	Last
Absence Take Process Status Forecast Value									
osence Take Element Description	*Begin Date	End Date	Partial *Process Hours Action	Voided	Original Begin Date	<u>Details</u>	Entry Source	Workflow Status	
69TAKE Q Other Leave	01/11/2021 関	01/15/2021 🛐	Normal	✓ □	01/11/2021 🛐	<u>Details</u>	Administrator	Needs Approval	+ -
69TAKE Q Other Leave	01/18/2021 闭	01/22/2021 🛐	Normal	✓ □	01/18/2021 🛐	Details	Administrator	Needs Approval	+ -

 Use the Adjust Balances – Absences page to load the remaining number of hours the employee is eligible for using the 1/24 EN1 Calendar.

Favorites Main Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences

Adjust Absence Balances											
Employee ID:			Name:	Empl Rcd	Empl Rcd Nbr:						
Pay Group: SC070			Description: Classifie	Pay Entity	y: AM270						
Calendar ID:	Z070210	124EN1	Begin Date: 01/10/20	21	End Date:	01/24/2021					
Balance Adjus	stments			Personalize Find Vi	iew All 🗖 🛗	First 🚺 1 of 1	Las	st			
*Element Name Description			Balance Adjustment	<u>Begin Date</u>	End Date						
73PARENT	Q	Parental Leave		120.00	01/10/2021 関	01/24/2021	+	-			