

## Leave Balance Adjustment

Overview .....	1
Procedure.....	2
Adjustment Options.....	6
Timing.....	6
Hours Availability/Visibility.....	6
Processing Timeframe.....	7
Examples .....	8
Issue with Current Balances.....	8
Employee Leaves State Service.....	10
Employee Transfer to Different Empl Record.....	13
Incorrect Conversion Balances.....	15
Resources.....	16

### OVERVIEW

HIP Time and Leave allows HR Admin users to adjust employee’s leave balances. Adjustments entered on the Adjust Balances page will either add to or subtract from the current balances reflecting in the system for the employee. If entering an adjustment for a past period, the system will recalculate all leave from that past period up to the current period.

Leave balances are stored by Empl Records (e.g., an employee with two empl records 0 and 1 may have separate balances for each record). It may be necessary to adjust an employee’s balances in certain situations as reflected in the chart below:

	Situation	Adjustment Input Value	Result
1	The initial sick and or vacation conversion balances provided were incorrect during transition to Time and Leave	Positive	Ensures corrected balances for the Employee
2	Issue with balance numbers currently displaying for the employee	Positive or Negative	Ensures corrected balances for the Employee
3	Employee transfers from non-Time and Leave department (UH, DOE, HHSC, Judiciary) into a Time and Leave department (Executive Branch, LEG, OHA)	Positive	Ensures that sick and vacation balances earned from the non-Time and Leave Department are brought into the system for the employee to use

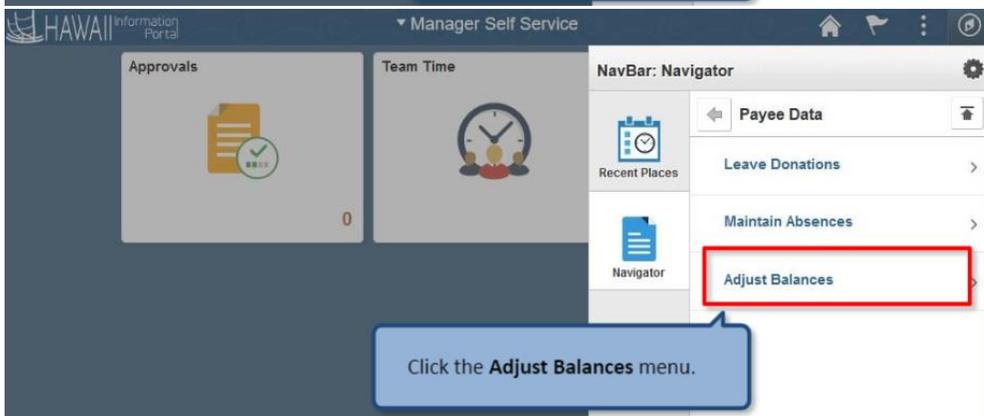
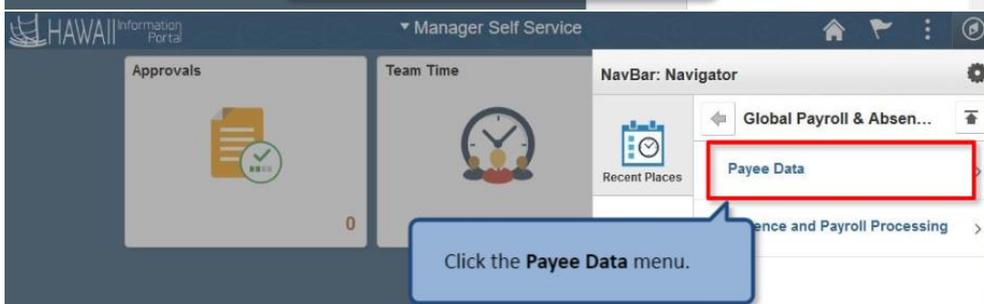
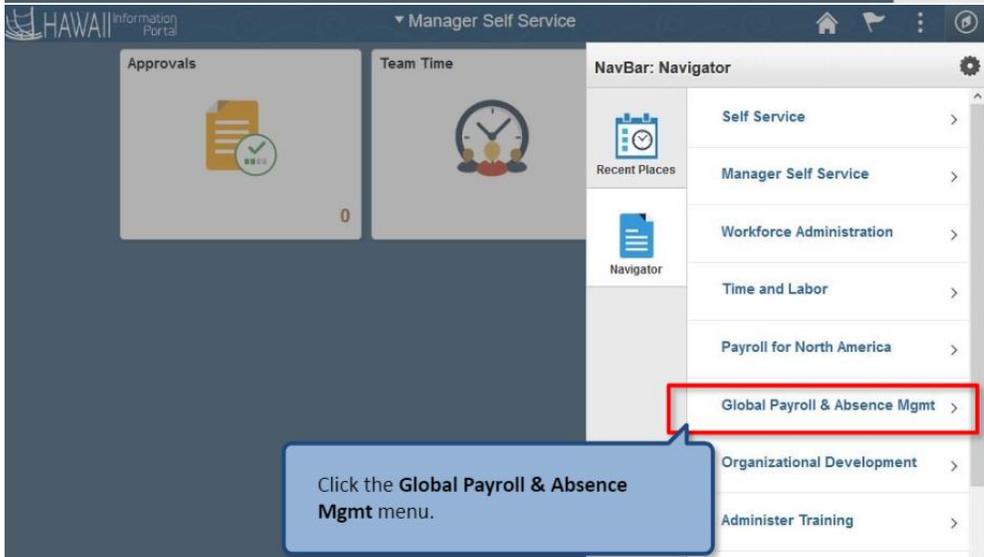
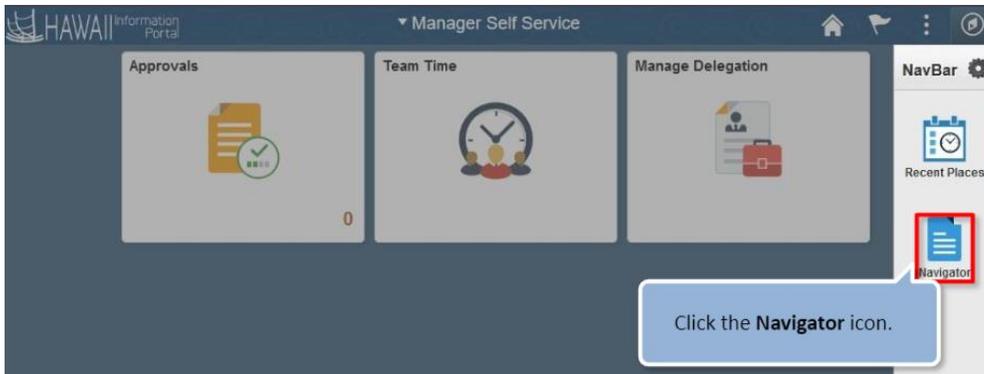
4	Transferring balances from one Employee Record number to another (e.g., 1 to 0) when employees move between different positions or jurisdictions.	Positive and Negative	Ensures that sick and vacation balances earned from the previous active record number is available on the current active record number, but not the prior record
5	Zero out vacation and sick hours upon termination/resignation from State Service	Negative	Ensures that if an employee is rehired after a long break in service, the employee will start off with 0 sick/vacation balances and not the hours upon termination
6	Zero out vacation and sick hours upon transfer from Time and Leave department (Executive Branch, LEG, OHA) to non-Time and Leave department (UH, DOE, HHSC, Judiciary)	Negative	Ensures that if an employee is rehired again with a Time and Leave department, the employee will start off with 0 sick/vacation balances and not the hours at time of transfer
7	Apply Received Leave Donation hours to be used retroactively	Positive	If necessary, ensures that employees eligible to receive donated leave share hours have the hours added to their balance in a prior period for use at that time. Note, manual negative adjustment to leave share bank would also be necessary in this situation
8	Transfer between Executive Branch Time and Leave Departments with no break in service on same Empl Record	N/A	Leave Balances remain on an Employee's Empl Record and are stored in the system, meaning additional manual action not necessary*

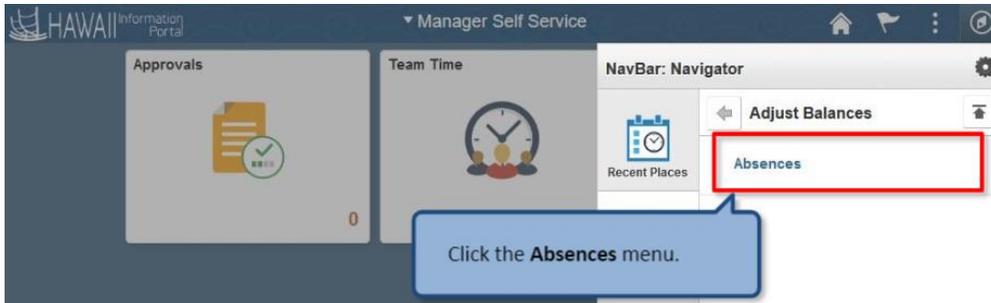
\* When a row is added to an employee's Job Data on an existing Empl Record number with a new Department ID, upon save the Employee's HR, Time, and Leave data is transferred over to the new department. Therefore, if on the same Empl Record number, the employee will still have their balances available to them upon hire at new department that is using Time and Leave. Coordination between the losing and receiving EE departments may need to occur. Review of accuracy of balances is best done prior to the transfer action is saved. After the save of the transfer record, only the receiving EE department will have access to adjust balances if needed.

## PROCEDURE

1. Navigate to *Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences*







- On the search screen you may input the Employee ID and Empl Record that you need to adjust and hit the Search button to view all calendar options. If you know the period begin/End dates you need to adjust for, you may input that as well to reduce the search results

The screenshot shows the 'Absences' search screen. The breadcrumb trail is 'Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences'. Below the title 'Absences', there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A green button labeled 'Find an Existing Value' is present. Under 'Search Criteria', several fields are highlighted with red boxes: 'Empl ID' (dropdown 'begins with' and text input), 'Empl Record' (dropdown '=' and text input), 'Period Begin Date' (dropdown '>=' and date input), and 'Period End Date' (dropdown '<=' and date input). At the bottom, a green 'Search' button is highlighted with a red box, along with a 'Clear' button and links for 'Basic Search' and 'Save Search Criteria'.

Example of using just the Empl ID search results in many rows

Search Results

View All 1-66 of 66

Empl ID	Empl Record	Pay Group	Calendar ID	Name	Period Begin Date	Period End Date
	0	ATF	ATF 2020S09		05/01/2020	05/15/2020
	0	ATF	ATF 2020S10		05/16/2020	05/31/2020
	0	ATF	ATF 2020S11		06/01/2020	06/15/2020

- Click the pay period you want the adjustment to happen in and a detail input page will appear. In general, it's best to use a period when the employee was Active. In most cases the page will display no data

**Absences**

Employee ID [redacted] Name [redacted] Empl Record 0  
 Pay Group ATF Description State of Hawaii - ATF Pay Entity SOH  
 Calendar ID ATF 2021S15 Begin Date 08/01/2021 End Date 08/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

**Balance Adjustments**

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
<input type="text"/>		<input type="text"/>					

Save Return to Search Previous in List Next in List Notify

NOTE: If data appears on the page, then an adjustment has already been inputted.

- Enter or modify the adjustment needed.

**Absences**

Employee ID [redacted] Name [redacted] Empl Record 0  
 Pay Group ATF Description State of Hawaii - ATF Pay Entity SOH  
 Calendar ID ATF 2021S15 Begin Date 08/01/2021 End Date 08/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

**Balance Adjustments**

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
<input type="text"/>		<input type="text"/>					

Save Return to Search Previous in List Next in List Notify

- Select the appropriate Element Name by clicking the magnifying glass
- Input the Adjustment amount. Note, the number you put will not overlay the existing balance that exists in the background of the system, but just adjusts what is currently in the system based on the number inputted
  - Use a positive number to increase the existing balance (e.g., 10)
  - Use a negative number to reduce the existing balance (e.g., -10)
- Input comments if necessary
- Add a row, if necessary, to input another adjustment for a different type of leave
  - A pop-up box will appear to ask how many rows you want to add (defaults to 1)

excsso.hip.hawaii.gov

Enter number of rows to add:

OK Cancel

- Save

## ADJUSTMENT OPTIONS

When choosing a balance adjustment option, consider when the balance should be available to the employee. An adjustment can be made for either current or past periods.

The below chart helps to describe the differences between the available options on the balance adjustment page. When an employee is transferring into a department using Time and Leave, the CNV elements should be used as it avails the adjusted hours in the same period. Other Elements Names should be used for regular sick/vacation adjustments.

				Example	
Element Name	Description	Hours Available for use	Use Case	Calendar Adjustment Period	Adjusted Hours Available Beginning
HI WC SICK E	HI WC SICK ENT	In same period as the adjustment	Adjust sick leave earned for EE on Worker's Comp	09/16/21-09/30/21	9/16/2021
HI VC RC ENT	Vacation Leave Receive Ent	In same period as the adjustment	Adjust received leave share hours	09/16/21-09/30/21	9/16/2021
HI WC VAC E	HI WC VAC ENT	In same period as the adjustment	Adjust vacation leave earned for EE on Worker's Comp	09/16/21-09/30/21	9/16/2021
HI SICK AE	Sick Entitlement	Starting the period after adjustment	Adjust sick balance for non UPW employees	09/16/21-09/30/21	10/1/2021
HI VAC ENT	Vacation Entitlement	Starting the period after adjustment	Adjust vacation balance for any employee	09/16/21-09/30/21	10/1/2021
HI EB SIC EN	Sick Earn as you go Sick Ent	In same period as the adjustment	Adjust sick balance for UPW employees	09/16/21-09/30/21	9/16/2021
HI CNVSCK AE	CONVERSION SICK	In same period as the adjustment	Employee transfer into Time and Leave department	09/16/21-09/30/21	9/16/2021
HI CNVVAC AE	CONVERSION VAC	In same period as the adjustment	Employee transfer into Time and Leave department	09/16/21-09/30/21	9/16/2021

## TIMING

### HOURS AVAILABILITY/VISIBILITY

Once adjustments are saved, the balances are immediately available for forecasting purposes and use by the employee. After the Absence calculation process is ran (occurs nightly), the balances will be reflected on the Results by Calendar Group and query results. However, the adjustments are not

reflected in the available balance on the pay advice or the Absence Balances Tile Display on ESS until the next paycheck is confirmed.

For example, suppose today is 10/20/2021 and an ATF employee has 0.00 balance of vacation as of 9/30/2021 (10/20/2021 paycheck date). Then on 10/21/2021, a positive 14-hour positive HI SICK AE/HI VAC ENT adjustment in the 9/16/2021 -9/30/2021 period was entered to increase balances as of 10/1/2021. The 14 hours will be available for use after 10/1/2021. On 10/22/2021, you will see the Results by Calendar Group and query results update. The balances on the Absence Balances Tile and pay advice will be updated after the 11/5/2021 paycheck is confirmed.

### PROCESSING TIMEFRAME

Adjustments entered are processed in the “current” open processing period. Generally, the current processing period refers to the pay earnings period the employee is being paid for on the upcoming check, which is determined by an employee’s pay group. For example, if the upcoming payroll check is the second November check - 11/20/21 - the current open processing period for absences for ATF employees is 10/16/21-10/31/21 (i.e., Calendar ID ATF 2021S20) and for LAG employees is 11/1/21 - 11/15/21 (i.e., Calendar ID LAG 2021S21).

One way to see if you are on the current open calendar payroll period is that on the “Absences” adjustment screen, you will not see “*This Calendar is finalized. Any changes will be considered during retro processing.*” This means that the first period you see while navigating from an older calendar payroll period to newer periods without that statement is the current open processing period for the employee as shown below.

**Absences**

Employee ID [redacted] Name [redacted] Empl Record 0  
Pay Group ATF Description State of Hawaii - ATF Pay Entity SOH  
Calendar ID ATF 2021S20 Begin Date 10/16/2021 End Date 10/31/2021

**Balance Adjustments**

This is the current pay period calendar since there is no message below.

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

versus

## Absences

Employee ID		Name		Empl Record	0
Pay Group	ATF	Description	State of Hawaii - ATF	Pay Entity	SOH
Calendar ID	ATF 2021S19	Begin Date	10/01/2021	End Date	10/15/2021

This Calendar is finalized. Any changes will be considered during retro processing. ← This message indicates that this is not the current pay period calendar.

**Balance Adjustments**

1-1 of 1 | View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
<input type="text"/>					

The *Results by Calendar Group* or the *Results by Calendar* pages may also be used to review the processed adjustments. See the following for more details on how to use these pages:  
<https://ags.hawaii.gov/hip/files/2021/01/ResultsByCalendarGroup-12-31-2020.docx>

## EXAMPLES

### ISSUE WITH CURRENT BALANCES

If all leave requests and all pay for the pay period and month has been properly recorded in the system, there would generally be no issue with the employee's balances in the system. However unusual circumstances may apply depending on the employee's situation, which may require manual adjustment to have system reflect proper balances. Note: before inputting a manual adjustment, ensure all leave that should be recorded has been entered in HIP.

In the following example, there was an issue in the UPW employee's balances. The sick balance in the first half of April 2022 was 2 hours less than it should be. Based query results and the Results by Calendar, the sick balance showing is 6, but the sick balance should be 8 hours.

Segment of HIP\_TL\_EE\_BAL\_BY\_PERIOD query current balances:

[HIP\\_TL\\_EE\\_BAL\\_BY\\_PERIOD - Employee Balances by Period](#)

\*Empl ID

Empl Record

\*From Date

\*To Date

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(5 kb\)](#)

[View All](#)

Row	Empl ID	Rcd#	Name	Dept ID	Dept Description	Position	Posn Title	Union Cd	Abs Pay Group	Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Last Processed TS	PRD Sick Earn	PRD WC Sick Ent	PRD Sick Take	PRD Sick Adj	PRD WC Sick Adj	Sick Bal
1		0						01	ATF	03/01/2022	03/15/2022	Y	03/30/2022 11:42:33PM	8.000	0.000	0.000	0.000	0.000	16.000
2		0						01	ATF	03/16/2022	03/31/2022	Y	04/12/2022 11:42:58PM	6.000	0.000	16.000	-6.000	0.000	0.000
3		0						01	ATF	04/01/2022	04/15/2022	Y	04/27/2022 10:54:51PM	6.000	0.000	0.000	0.000	0.000	6.000

Results by Calendar results (row 1) for 4/15/22 period end date (Calendar ID ATF 2022S07) showing the same values:

Calendar Results | Earnings and Deductions | **Accumulators** | Supporting Elements

Employee [redacted] Empl ID [redacted] Empl Record 0  
 Calendar ID ATF 2022S07 Pay Group ATF State of Hawaii - ATF

**Calendar Information**

Calendar Group ID 2022 05 01 SM Description 2022 May 1st Payroll  
 Segment Number 1 Version 1 Revision 1  
 Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

**Accumulators**

1-5 of 20 | View All

Accumulator Results | User Keys | II>

Period	Element Name	Amount	Description	From	Through
Month to Date	HI EB SIC MON ENT	6.000000	EB Sick Month Entitlement AC	04/01/2022	04/30/2022
Month to Date	HI VAC MON ENT	6.000000	Vacation Month Entitlement AC	04/01/2022	04/30/2022
Year to Date	HI EB SIC EN_BAL	6.000000	Sick Earn as you go Balance	01/01/2022	12/31/2022

Since the balance at the end of 4/15/2022 should be 2 hours more, input a positive 2 adjustment to increase the balance. Notice that the HI EB SIC EN was used since the employee is eligible to earn sick each pay period. This kind of adjustment allows the sick hours to be used as early as 4/1/2022.

**Absences**

Employee ID [redacted] Name [redacted] Empl Record 0  
 Pay Group ATF Description State of Hawaii - ATF Pay Entity SOH  
 Calendar ID ATF 2022S07 **Begin Date 04/01/2022 End Date 04/15/2022**

This Calendar is finalized. Any changes will be considered during retro processing.

**Balance Adjustments**

1-1 of 1 | View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI EB SIC EN	Sick Earn as you go Sick Ent	2.000000	04/01/2022	04/15/2022	To adjust for Sick leave that was not added

Save | Return to Search | Previous in List | Next in List | Notify

Segment of HIP\_TL\_EE\_BAL\_BY\_PERIOD query results after adjustment processes overnight:

HIP\_TL\_EE\_BAL\_BY\_PERIOD - Employee Balances by Period

\*Empl ID

Empl Record

\*From Date

\*To Date

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(5 kb\)](#)

View All

Row	Empl ID	Rcd#	Name	Dept ID	Dept Description	Position	Posn Title	Union Cd	Abs Pay Group	Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Last Processed TS	PRD Sick Earn	PRD WC Sick Ent	PRD Sick Take	PRD Sick Adj	PRD WC Sick Adj	Sick Bal
1		0						01	ATF	03/01/2022	03/15/2022	Y	03/30/2022 11:42:33PM	8.000	0.000	0.000	0.000	0.000	16.000
2		0						01	ATF	03/16/2022	03/31/2022	Y	04/12/2022 11:42:58PM	6.000	0.000	16.000	-6.000	0.000	0.000
3		0						01	ATF	04/01/2022	04/15/2022	Y	04/27/2022 10:54:51PM	6.000	0.000	0.000	2.000	0.000	8.000

Results by Calendar results (row 3) for 4/15/22 period end date (Calendar ID ATF 2022S07) showing the same values. Note that this row shows Calendar Group ID 2022 06 02 SM, which means the adjustment for April was processed during the second June check processing.

Calendar Results | Earnings and Deductions | **Accumulators** | Supporting Elements

Employee  Empl ID  Empl Record 0

**Calendar ID ATF 2022S07** Pay Group ATF State of Hawaii - ATF

Calendar Information  |  |  | 3 of 7 |  |  | [View All](#)

**Calendar Group ID 2022 06 02 SM** Description 2022 June 2nd Payroll

Segment Number 1 Version 3 Revision 1

Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

**Accumulators**  |  | 1-5 of 21 |  |  | [View All](#)

**Accumulator Results** | User Keys |

Period	Element Name	Amount	Description	From	Through
Month to Date	HI EB SIC MON ENT	6.000000	EB Sick Month Entitlement AC	04/01/2022	04/30/2022
Year to Date	HI EB SIC EN_ADJ	2.000000	Sick Earn as you go ADJ YTD	01/01/2022	12/31/2022
Year to Date	HI EB SIC EN_BAL	8.000000	Sick Earn as you go Balance	01/01/2022	12/31/2022

EMPLOYEE LEAVES STATE SERVICE

In the following example, the employee that normally earns sick and vacation at the end of the month has resigned from his position effective 12/16/22 and needs to be paid out for the remaining vacation hours. After reviewing the employee's data, the 158 sick and 609 vacation hours balances reflecting in HIP were correct for the employee at the time of the employee's resignation. Since leave processing doesn't work in periods where the employee is *Inactive*, it's necessary to use negative numbers to zero out the sick and vacation hours during the last period the employee was **Active**. Zeroing out the

balances ensures that the hours are not available to the employee in case he is rehired later with the same Empl Record number.

### Employee Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Hi Exec Job | Job Earnings Distribution

Empl ID [REDACTED]  
 Employee [REDACTED] Empl Record 0

**Work Location Details** Find First 1 of 1 Last

\*Effective Date 12/16/2022 HR Status Inactive Payroll Status Terminated Go To Row  
 Effective 0 \*Job Indicator Primary Job  
 \*Action Termination  
 \*Reason Other Employment (Private)  
 Separation Type Resignation

Segment of HIP\_TL\_EE\_BAL\_BY\_PERIOD query showing remaining balances, which have been deemed correct after audit.

Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Last Processed TS	PRD Sick Earn	PRD WC Sick Ent	PRD Sick Take	PRD Sick Adj	PRD WC Sick Adj	Sick Bal	PRD Vac Earn	PRD WC Vac Ent	PRD Vac Take	PRD Vac Adj	PRD WC Vac Adj	PRD Vac Don	Vac Bal
11/01/2022	11/15/2022	Y	11/26/2022 10:58:10PM	0.000	0.000	8.000	0.000	0.000	240.000	0.000	0.000	0.000	0.000	0.000	0.000	587.000
11/16/2022	11/30/2022	Y	11/30/2022 5:41:04AM	14.000	0.000	48.000	0.000	0.000	206.000	14.000	0.000	0.000	0.000	0.000	0.000	601.000
12/01/2022	12/15/2022	Y	12/16/2022 10:53:28PM	8.000	0.000	56.000	0.000	0.000	158.000	8.000	0.000	0.000	0.000	0.000	0.000	609.000

Most recent Results by Calendar results (row 2 of 2) for 12/15/22 period end date (Calendar ID ATF 2022S23) showing the same values

New Window | Help | F

Calendar Results | Earnings and Deductions | **Accumulators** | Supporting Elements

Employee [Redacted] Empl ID [Redacted] Empl Record 0  
 Calendar ID ATF 2022S23 Pay Group ATF State of Hawaii - ATF

**Calendar Information** 2 of 2 | View All

Calendar Group ID 2023 02 01 SM Description 2023 February 1st Payroll  
 Segment Number 1 Version 2 Revision 1  
 Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

**Accumulators** 1-22 of 22 | View 5

Accumulator Results | User Keys | II▶

Period	Element Name	Amount	Description	From	Through
Year to Date	HI SICK AE_BAL	158.000000	Sick Balance	01/01/2022	12/31/2022
Year to Date	HI SICK AE_ENT	162.000000	Sick Entitlement YTD	01/01/2022	12/31/2022
Year to Date	HI SICK AE_TAKE	350.000000	Sick Entitlement Take YTD	01/01/2022	12/31/2022
Year to Date	HI VAC ENT_BAL	609.000000	Vacation Balance	01/01/2022	12/31/2022

Negative adjustment in employee's last active period 12/1/22-12/15/22

**Absences**

Employee ID [Redacted] Name [Redacted] Empl Record 0  
 Pay Group ATF Description State of Hawaii - ATF Pay Entity SOH  
 Calendar ID ATF 2022S23 **Begin Date 12/01/2022 End Date 12/15/2022**

This Calendar is finalized. Any changes will be considered during retro processing.

**Balance Adjustments**

1-2 of 2 | View All

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI SICK AE	Sick Entitlement	-158.000000	12/01/2022	12/15/2022	Zero out hours due to resignation
HI VAC ENT	Vacation Entitlement	-609.000000	12/01/2022	12/15/2022	Zero out hours due to resignation

Save | Return to Search | Previous in List | Next in List | Notify

After entering the adjustments, click Save. The adjusted balance amount will be updated after the nightly Absence Calculation runs. You would be able to verify the next day that the balances have reduced to 0. Note: if the adjustment to zero out hours is done several pay periods after termination, you may notice extra data in the queries for dates after termination. Those values should zero out once the processing period the adjustment was captured in is finalized.

Segment of HIP\_TL\_EE\_BAL\_BY\_PERIOD after adjustment processed:

Abs PRD Begin Dt	Abs PRD End Dt	Abs PRD Finalized	PRD Last Processed TS	PRD Sick Earn	PRD WC Sick Ent	PRD Sick Take	PRD Sick Adj	PRD WC Sick Adj	Sick Bal	PRD Vac Earn	PRD WC Vac Ent	PRD Vac Take	PRD Vac Adj	PRD WC Vac Adj	PRD Vac Don	Vac Bal
11/01/2022	11/15/2022	Y	11/26/2022 10:58:10PM	0.000	0.000	8.000	0.000	0.000	240.000	0.000	0.000	0.000	0.000	0.000	0.000	587.000
11/16/2022	11/30/2022	Y	11/30/2022 5:41:04AM	14.000	0.000	48.000	0.000	0.000	206.000	14.000	0.000	0.000	0.000	0.000	0.000	601.000
12/01/2022	12/15/2022	Y	12/16/2022 10:53:28PM	8.000	0.000	56.000	-158.000	0.000	0.000	8.000	0.000	0.000	-609.000	0.000	0.000	0.000

Most recent Results by Calendar results (row 3 of 3) for 12/15/22 period end date (Calendar ID ATF 2022S23) showing 0 balances after nightly processing. Notice how there are now 3 rows to show that the period has been recalculated.

Calendar Results
Earnings and Deductions
Accumulators
Supporting Elements

Employee
Empl ID
Empl Record 0

Calendar ID ATF 2022S23
Pay Group ATF
State of Hawaii - ATF

**Calendar Information**

3 of 3
View All

Calendar Group ID 2023 03 01 SM
Description 2023 March 1st Payroll

Segment Number 1
Version 3
Revision 1

Gross Result Value 0.000000 USD
Net Result Value 0.000000 USD

**Accumulators**

1-25 of 25
View 5

Accumulator Results
User Keys

Period	Element Name	Amount	Description	From	Through
Year to Date	HI SICK AE_ADJ	-158.000000	Sick Entitlement Adj YTD	01/01/2022	12/31/2022
Year to Date	HI SICK AE_BAL	0.000000	Sick Balance	01/01/2022	12/31/2022
Year to Date	HI SICK AE_ENT	162.000000	Sick Entitlement YTD	01/01/2022	12/31/2022
Year to Date	HI SICK AE_TAKE	350.000000	Sick Entitlement Take YTD	01/01/2022	12/31/2022
Year to Date	HI VAC ENT _ADJ	-609.000000	Vacation Entitlement Adj YTD	01/01/2022	12/31/2022
Year to Date	HI VAC ENT _BAL	0.000000	Vacation Balance	01/01/2022	12/31/2022

### EMPLOYEE TRANSFER TO DIFFERENT EMPL RECORD

In the following example, the employee transferred to a new position that requires a new Empl Record Number. This may be common for appointed positions, or employees moving between jurisdictions. In this situation its necessary to zero out the balances on the prior record and input an adjustment to give the hours to the employee on their new Empl Record.

Employee Job Data, Empl Record 0:

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Hi Exec Job | Job Earnings Distribution

Employee [Redacted] Empl ID [Redacted]  
**Empl Record 0**

**Work Location Details** Find First 1 of 37 Last

\*Effective Date 10/21/2022 HR Status Active Payroll Leave of Absence Status  
 \*Job Indicator Primary Job

Effective Sequence 0  
 \*Action Leave of Absence

Go To Row

Negative adjustment in employee's last active period on the Empl Record 0, 10/16/22-10/31/22:

**Absences**

Employee ID [Redacted] Name [Redacted] Empl Record 0  
 Pay Group ATF Description State of Hawaii - ATF Pay Entity SOH  
 Calendar ID ATF 2022S20 Begin Date 10/16/2022 End Date 10/31/2022

This Calendar is finalized. Any changes will be considered during retro processing.

**Balance Adjustments**

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments
HI SICKAE	Sick Entitlement	-2194.500000	10/16/2022	10/31/2022	Transfer to Empl Rcd 1 effective 10/21/2022
HI VAC ENT	Vacation Entitlement	-723.000000	10/16/2022	10/31/2022	Transfer to Empl Rcd 1 effective 10/21/2022

Save Return to Search Notify

Employee Job Data, Empl Record 1:

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | PAS | Hi Exec Job | Job Earnings Distribution

Employee [Redacted] Empl ID [Redacted]  
**Empl Record 1**

**Work Location Details** Find First 1 of 1 Last

\*Effective Date 10/21/2022 HR Status Active Payroll Active Status  
 \*Job Indicator Secondary Job

Effective Sequence 0  
 \*Action Hire  
 \*Reason New Appointment

Current

Positive adjustment in the employee's first active period on the Empl Record 1, 10/16/22-10/31/22. Note that adjustment on the new Empl Record may need to wait a day until the overnight processes inputs the proper absence eligibility values. Notice the CNV option was used so that the employee can use the existing balances when working at the new position as soon as 10/16/2022.

**Absences**

Employee ID [redacted] Name [redacted] Empl Record 1  
 Pay Group ATF Description State of Hawaii - ATF Pay Entity SOH  
 Calendar ID ATF 2022S20 Begin Date 10/16/2022 End Date 10/31/2022

This Calendar is finalized. Any changes will be considered during retro processing.

**Balance Adjustments**

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
HI CNVSCK AE	CONVERSION SICK	2194.500000	10/16/2022	10/31/2022	Transfer to Empl Rcd 1 effective 10/21/2022	+..	-
HI CNVVAC AE	CONVERSION VAC	723.000000	10/16/2022	10/31/2022	Transfer to Empl Rcd 1 effective 10/21/2022	+..	-

Save Return to Search Previous in List Next in List Notify

**INCORRECT CONVERSION BALANCES**

In the following example, the department submitted **172.25** hours of Vacation and **874.25** hours of Sick for an employee that recently transferred into a Time and Leave department. However, the sick balance should be 16 hours less and the vacation balance should be 16 hours more. Since the employee had no leave balances prior to this and data already exists on the adjustment page, you can modify the number to reflect what the balance should be if the number shown is incorrect. In this scenario you would recalculate +16 hours of Vacation ( $172.25+16=188.25$ ) and -16 hours sick ( $874.25-16= 858.25$ ) and input those values. Below is an example of what the adjustments would look like.

**Before**

**Absences**

Employee ID [redacted] Name [redacted] Empl Record 1  
 Pay Group LAG Description State of Hawaii - LAG Pay Entity SOH  
 Calendar ID LAG 2021S15 Begin Date 08/01/2021 End Date 08/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

**Balance Adjustments**

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
HI CNVVAC AE	CONVERSION VAC	172.250000	08/01/2021	08/15/2021	Initial Balance	+..	-
HI CNVSCK AE	CONVERSION SICK	874.250000	08/01/2021	08/15/2021	Initial Balance	+..	-

Save Return to Search Previous in List Next in List Notify

## After

### Absences

Employee ID [REDACTED] Name [REDACTED] Empl Record 1  
Pay Group LAG Description State of Hawaii - LAG Pay Entity SOH  
Calendar ID LAG 2021S15 Begin Date 08/01/2021 End Date 08/15/2021

This Calendar is finalized. Any changes will be considered during retro processing.

### Balance Adjustments

*Element Name	Description	Balance Adjustment	Begin Date	End Date	Comments		
HI CNVVAC AE	CONVERSION VAC	188.250000	08/01/2021	08/15/2021	Initial Balance	+..	-
HI CNVSCK AE	CONVERSION SICK	858.250000	08/01/2021	08/15/2021	Initial Balance	+..	-

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

After entering the adjustments, click Save. The adjusted balance amount will be updated after the nightly Absence Calculation runs. You would be able to verify the next day that the amounts are as expected. Since the HI CNV Element Names are used, these hours will be available to the employee as of 8/1/2021.

### RESOURCES

- Query: HIP\_TL\_EE\_BAL\_BY\_PERIOD accessible by Leave Keeper/HR Admin
- Page: *Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar Group*, accessible by HR Admin  
<https://ags.hawaii.gov/hip/files/2021/01/ResultsByCalendarGroup-12-31-2020.docx>
- Vacation and Comp Time Payout Upon Termination:  
<https://ags.hawaii.gov/hip/files/2023/02/Vacation-and-Comp-Time-Payout-Upon-Termination.pdf>
- Transferred Employees Leave Processing: <https://ags.hawaii.gov/hip/files/2023/02/Transferred-Employees-Leave-Processing.pdf>