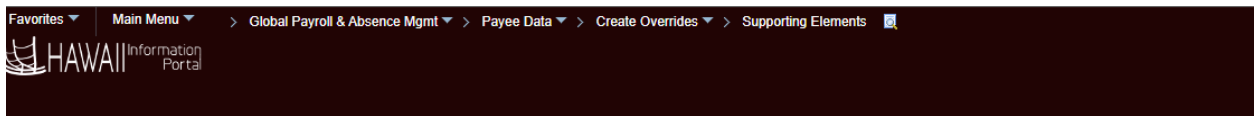


Military Leave Advancement Guide

This guide is for HR Admins on how to grant advance entitlements of Military Leave from a future reporting period to the current reporting period. This can be used in situations where employees are eligible to use more than the 15 days allotted per calendar year (e.g. use days from the succeeding calendar year).

Part I: Entering the Military Leave Advancement

1. To advance Military Leave, HR Admin will create a supporting element override.
 - a. Navigation: Global Payroll & Absence Mgmt> Payee Data> Create Overrides> Supporting Elements
2. Enter the Employee ID.
3. Choose **Element Type** as **Variable**.
4. Search **Element Name** for **HI MIL BAL ADV VR**.
 - a. Description should say 'Military Advancement VR'.
5. Extend the screen by clicking on the **||>** button.



Supporting Elements

Employee ID 00 Empl Record 0 Name June Doe

Payee Supporting Element Override List

1-1 of 1
View All

Elements/Dates
Values
||>
5. ←

Element Type	Element Name	Description	*Begin Date	End Date
Variable	HI MIL BAL ADV VR	Military Advancement VR	06/06/2022	

3. ↗
4. ↗

Save
Return to Search
Notify

6. Enter the **Begin Date** as the beginning of the pay period the employee will be advanced the Military Leave.
7. Enter the **End Date** as the ending of the pay period the employee will be advanced the Military Leave.
8. Enter the **Numeric Value** as the number of hours that are being advanced.
 - a. If the screen was not extended in Step 5, then click on the **Values** tab to enter the number of hours.

Supporting Elements

Employee ID 00 Empl Record 0 Name June.Doe

Payee Supporting Element Override List

Element Type	Element Name	Description	*Begin Date	End Date	Numeric Value		
Variable	HI MIL BAL ADV VR	Military Advancement VR	05/16/2022	05/31/2022	80.000000	+	-

Save Return to Search Notify

6. 7. 8.

In this example, June Doe is being advanced 80 hours of Military Leave for the May 16, 2022 – May 31, 2022, period.

9. Click **Save**.
10. The supporting element override will be processed with the nightly absence calculation process, and the Military Leave advanced hours will be ready for use the next day.
 - a. This override will add to the employee’s existing Military Leave balance and will be reflected in pages reflecting up-to-date information (*See Step 11 below*).
11. To review the updated Military Leave balance the next day, navigate to the **Results by Calendar Group**.
 - a. Navigation: Global Payroll & Absence Mgmt> Absence and Payroll Processing> Review Absence/Payroll Info> Results by Calendar Group
 - b. For reference on how to navigate and use this page, please refer to [How to Use the Results by Calendar Group Page](#) guide (*Word document*).
 - c. **Results by Calendar Group** page is recommended because it provides up-to-date information regarding balances and processing of employee leaves.